



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, November 5, 2018

6:30 PM

Room 207

1. CALL TO ORDER

Estimated time for items 1 through 5: 20 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

[18-1042](#) Approval of October 15, 2018 Planning Commission Meeting Minutes

Attachments: [Draft Meeting Minutes](#)

4. PUBLIC COMMENT

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

5. STAFF ANNOUNCEMENTS

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

6. BUSINESS ITEMS

Estimated time: 120 minutes

[18-1004](#) Sign Code Update - Public Hearing

Attachments: [Hyperlink](#)
[Draft Sign Code](#)
[Draft Sign Definitions](#)
[Design Review Sections to Repeal](#)
[Public Comments](#)

Estimated time: 30 minutes

[18-1039](#)

Deliberation on an Ordinance for Emergency (Homeless) Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government

Attachments: [Public Comments](#)
[City Staff Comments](#)
[Current Ordinance](#)
[Zoning code amendment](#)
[Pilot Partnership Description](#)

Estimated time: 150 minutes

7. REPORTS

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

8. OTHER TOPICS

9. ADJOURNMENT

Approximately 9:30 p.m.

Upcoming Meetings

Next regular Commission meeting is November 19, 2018. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



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

Planning Commission

Approval of October 15, 2018 Planning Commission Meeting Minutes

Agenda Date: 11/5/2018
Agenda Item Number:
File Number:18-1042

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

Title

Approval of October 15, 2018 Planning Commission Meeting Minutes



Meeting Minutes - Draft

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, October 15, 2018

6:30 PM

Room 207

Location Change from Room 207 to Council Chambers

1. CALL TO ORDER

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

1.A ROLL CALL

Present: 6 - Chair Rad Cunningham, Commissioner Tammy Adams,
Commissioner Kento Azegami, Commissioner Joel Baxter,
Commissioner Travis Burns and Commissioner Carole Richmond

Excused: 2 - Commissioner Paula Ehlers and Commissioner Candi Millar

OTHERS PRESENT

City of Olympia Community Planning and Development Staff:

Senior Planner, Stacey Ray
Downtown Program Manager, Amy Buckler

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[18-0982](#) Approval of October 1, 2018 Planning Commission Meeting Minutes

The October 1, 2018 meeting minutes were approved.

4. PUBLIC COMMENT - NONE

5. STAFF ANNOUNCEMENTS

Ms. Ray made announcements.

6. BUSINESS ITEMS

[18-0979](#) Public Hearing on an Ordinance for Emergency (Homeless) Housing

Facilities Hosted by Faith-Based Organizations, Not-for-Profit
Organizations or Units of Government

Chair Cunningham opened the public hearing at 6:38 p.m. and closed the verbal portion at 8:01 p.m. but written comments will be allowed to be received until 5 p.m. Friday, October 19, 2018.

Ms. Buckler shared a power point presentation discussing the amended Emergency (Homeless) Housing Ordinance and provided a summary of the Ordinance.

The following people spoke: Tye Gundel, Pablo Matute, Joanne Kerrigan, Rev. Dr. Tammy Stampfli, Uriah Watkins, Jered Boyd, Matt Debord, Denise Pantelis, Gregory Byrd, Mike Rush, James Joy, Jonathan Wan, Jason McGill.

The public hearing was held and left open.

[18-0981](#) Planning Commission Discussion on the Preliminary Capital Facilities Plan 2019-2024 Financial Plan

Commissioner Richmond moved, seconded by Commissioner Azegami to remove the paragraph under the "New and Completed Projects" section, and add verbiage in red under the "General Capital Facilities" section. The motion carried by a unanimous vote.

Aye: 6 - Chair Cunningham, Commissioner Adams, Commissioner Azegami, Commissioner Baxter, Commissioner Burns and Commissioner Richmond

Excused: 2 - Commissioner Ehlers and Commissioner Millar

7. REPORTS

Commissioner Richmond will represent the Planning Commission regarding the Capital Facilities Plan at the October 23, 2018 City Council meeting.

8. OTHER TOPICS

Ms. Ray asked the Commissioners to be thinking about nominations for new chairs at the December meeting. There will be vacancies for the Chair, Vice-Chair and Finance Chair.

9. ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Upcoming Meetings

The next scheduled meeting is November 5, 2018.



Planning Commission

Sign Code Update - Public Hearing

Agenda Date: 11/5/2018
Agenda Item Number:
File Number: 18-1004

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

Title

Sign Code Update - Public Hearing

Recommended Action

Move to recommend approval of the draft sign code, including repealing the existing sign code and amendments to definitions and design review chapters of the Olympia Municipal Code.

Report

Issue:

Whether to recommend approval of a new sign code, repealing the existing sign code, revising definitions related to signs, and amending design review standards related to signs.

Staff Contact:

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

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

Work to update the sign code began in late 2016, primarily in response to the US Supreme Court case known as Reed v. Town of Gilbert, AZ, which addressed sign content and standards for temporary signs. The City also wanted to update the sign code in order to increase clarity, provide more consistency across standards and zoning districts, and to streamline and simplify the code.

An advisory committee was used to consider policy changes to how the city addresses signs, changes in the sign industry and new sign types, and options to provide more clarity in the code. The committee was made up of businesses, neighborhood representatives, the sign industry, and community members. The committee met seven times with its final meeting devoted to review of a draft sign code. Comments on that draft led to the first public draft, which was issued in July of 2018.

The City held an Open House on the draft sign code in August of 2018. Additionally, newsletters and email announcements were sent to subscribers, committee members, and interested parties. Comments received since the issuance of the first draft were considered and revisions were made. The second public draft was issued and posted to the Sign Code Update webpage on Friday, September 21, 2018.

A third and final draft was released on October 25, 2018, in response to comments and questions received on the second draft. This third draft is the public hearing draft.

Neighborhood/Community Interests (if known):

Comments received have varied and have generally addressed the following issues:

- The amount of time needed before an electronic message can change
- Limit the size of political signs in neighborhoods
- Consider a minimum sign size for small tenant spaces in multiple tenant buildings
- Consider how to address changes in sign technology, for example some signs can now change colors
- Preservation of historic signs
- Do not allow new billboards in the City of Olympia
- Code Enforcement
- Addressing unique situations, such as when one building is setback substantially farther from the sidewalk than all other businesses on the same street
- Reducing sign clutter in public rights of way, keeping signs out of accessibility routes, bike lanes, roundabouts and medians, keeping signs off of trees and utility poles
- Similar uses should be treated similarly but certain areas of the city are different from each other and should be treated differently

Options:

1. Recommend approval of the proposed revisions to amend Chapter 18.02, repeal Chapter 18.42, adopt 18.43, amend Chapters 18.120, 18.145, and 18.150.
2. Recommend approval of the proposed revisions to amend Chapter 18.02, repeal Chapter 18.42, adopt 18.43, amend Chapters 18.120, 18.145, and 18.150, with amendments proposed by the Planning Commission.
3. Do not recommend approval of the proposed revisions to amend Chapter 18.02, repeal Chapter 18.42, adopt 18.43, amend Chapters 18.120, 18.145, and 18.150.

Financial Impact:

The sign code work is covered in the department's base budget and additional funding is not needed. Early work on the draft sign code included assistance from a consulting team through a previously funded and now closed contract.

Attachments:

Sign Code Webpage
Draft Sign Code
Draft Sign Definitions
Design Review Sections to Repeal
Public Comments

THIRD PUBLIC DRAFT/PUBLIC HEARING DRAFT – Subject to Change**Chapter 18.43
SIGNS**

Sections

18.43.010	Purpose
18.43.020	Applicability
18.43.030	Permits and Authorization
18.43.040	Exemptions
18.43.050	Prohibited Signs
18.43.060	General Sign Standards
18.43.070	Permanent Sign Types and Standards
18.43.080	Commercial Message Temporary Sign Types and Standards
18.43.085	Noncommercial Message Temporary Sign Types and Standards
18.43.090	Sign Zones
18.43.100	Downtown Sign Zone
18.43.110	Auto Mall Sign Zone
18.43.120	Business and Corridor Sign Zone
18.43.130	Residential Sign Zone
18.43.140	Master Sign Plans
18.43.150	Nonconforming Signs
18.43.160	Administration & Enforcement

18.43.010 Purpose

It is the purpose of this Chapter to (1) safeguard the life, health and welfare of the people of the City of Olympia by regulating and controlling the design, quality of materials, construction, location, use, electrification and maintenance of all signs and sign structures, (2) promote the efficient and economical use of signs in distinct areas throughout the City with special focus on the needs of the particular area, (3) and to protect first amendment free speech rights with content neutral sign regulations.

This chapter shall not regulate building design, official directional signs, traffic signs, copy of signs, signs within Highway 101 or Interstate 5 rights-of-way, window displays, point of purchase advertising displays such as product dispensers and candy machines, national flags, flags of political subdivisions, gravestones, holiday decorations, historical site plaques, towing signs, property management signs (e.g. no parking, no skateboarding) or other signs of a similar non-commercial nature.

18.43.020 Applicability

- A. No sign shall be erected or maintained in the City except those signs specifically identified in this chapter. The number and size of signs as outlined in this Chapter are maximum standards. Signs may only be established as accessory to a principally permitted use.
- B. This chapter is not intended to, and shall not be interpreted to, restrict speech on

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the basis of its content, viewpoint, or message. This chapter shall not be construed to favor commercial speech over noncommercial speech. A commercial sign may contain a commercial or non-commercial message.

18.43.030 Permits and Authorization

- A. Permit Application. A permit or agreement shall be obtained from the City of Olympia for the installation of a new sign or the structural alteration of an existing sign. A Temporary Sign Agreement shall be submitted prior to the installation of a temporary sign.
- B. Authorization to Install Signs: For any permanent or temporary sign mounted or installed by inserting anything into the ground, the sign owner is responsible for any damages caused by the sign's installation. The sign owner assumes all liability associated with the sign's placement and installation. The City of Olympia makes no representations regarding suitability of any location. The sign owner shall conduct any and all necessary inspections before installation.

18.43.040 Exemptions

The following signs, and activities relating to signs, are exempt from the requirements of this chapter:

- A. Exempt. The following are exempt from the regulations and requirements of this chapter, but may be subject to regulation under other portions of the OMC:
 - 1. Signs that are not visible from any public right-of-way or another property.
 - 2. Signs inside a building; however, signs inside windows that are meant to be viewed from the right of way are not exempt.
 - 3. Signs required by local, State, or Federal law if the sign is no more than 32 square feet in area or is painted directly on pavement. Such signs include, but are not limited to, building addresses, development review or public notices, and commercial parking facility postings.
 - 4. Signs installed by a special purpose district or the City, County, State, or Federal governmental agency for the protection of the public health, safety, and general welfare, including, but not limited to, the following:
 - a. Emergency and warning signs necessary for public safety or civil defense;
 - b. Traffic and/or wayfinding signs erected and maintained by an authorized public agency;

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- c. Signs showing the location of public facilities; and
 - d. Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect the public health, safety, and general welfare.
5. Directional signs when internal to the site and not prominently visible from public rights of way.
 6. Any sign on a vehicle, unless such vehicle is regularly parked in any prominently visible location from public right-of-way or other public space for the primary purpose of attracting public attention to the sign.
 7. Public art, such as murals of a non-commercial nature that do not conform to the definition of “sign”.
 8. Posters in display areas incorporated into exterior display cabinets for performing arts or live theater venues when approved through the city’s building design review process and used to identify upcoming events.
- B. No Permit Required. The following signs do not require a permit when sized and placed in conformance with this chapter:
1. Signs erected by government agencies to implement public policy.
 2. Replacing only the face of an existing sign shall not be considered as either a new sign or a structural alteration and does not require a permit.
 3. On-premise occupant name plates on residential dwelling units, provided size of name plates does not exceed three (3) square feet in area.
 4. Changing of advertising on a legal changeable copy sign (readerboard).
 5. Temporary non-commercial signs less than six (6) square feet in sign surface area on private property and installed less than four (4) feet above ground.
 6. Normal maintenance of signs that does not change the appearance or size of the sign.
 7. Real Estate Signs in conformance with this chapter (see 18.43.080) do not require a permit or Temporary Sign Agreement.
 8. Temporary signs for which a Temporary Sign Agreement has been provided to the City.

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9. Any signs required to be posted pursuant to the Olympia Municipal Code or any other local, State, or Federal regulation.
10. Any sign on a vehicle, unless such vehicle sign is prohibited pursuant to OMC 08.43.050.
11. Signs placed by the City in City parks, or the Port of Olympia on port owned parks or trails property, in conformance with its standard practices and policies.

18.43.050 Prohibited Signs

Unless otherwise provided for in this chapter, no person shall erect, alter, maintain, or relocate any of the following signs as defined in 18.02.180 in the City and such existing signs must be removed. As provided for in Section 18.43.060.E, the City may allow exceptions to the prohibited signs for historic preservation purposes.

- A. Signs without Proper Permit. Signs erected, constructed, or structurally altered that are required to have a permit for such action and that were erected, constructed, or altered without obtaining a permit for such action.
- B. Animated Signs. Any animated sign, except traditional barber signs.
- C. Inflatable Signs. Any inflatable sign that includes movement or is otherwise an animated sign.
- D. Billboard Signs.
- E. Roof Signs.
- F. Nuisance Signs.
- G. Hazardous Signs.
- H. Impediment to Access. Any sign that impedes free ingress and egress from any door, window, or exit way required by building and fire codes, or blocks pedestrian access to transit or to/from parked vehicles.
- I. Permanent Signs on Vacant Lots. No permanent sign shall be located on a lot, parcel, or easement as the principal use of that lot, parcel, or easement.
- J. Certain Portable Signs. Portable signs on wheels (trailer signs) and outdoor electric portable signs.
- K. Abandoned Signs.

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- L. Certain Locations within Right-of-Way (ROW) and Public Property. Signs on or within medians, roundabouts, traffic circles, the clear view sight triangle of intersections, utility poles, lampposts, traffic poles and signals, and street trees in the ROW or on or within other public property or structures such as benches or interpretive/educational signs, except as allowed pursuant to OMC 18.43.070.
- M. Certain Parked Vehicles. Signs placed on or painted on a motor vehicle or trailer parked with the primary purpose or outcome of providing signs not otherwise allowed by this chapter.
- N. Any sign over four (4) feet high in a required yard setback (See OMC 18.02.180 Definitions of Setback and Yard), unless otherwise permitted by this chapter.
- O. Pavement Signs. Other than traffic control signs approved by the City, County, or State, no signage is permitted to be applied to pavement.
- P. Commercial messages attached to wireless communication facilities.

18.43.060 General Sign Standards

- A. Sign Placement & Standards
 - 1. No sign shall interfere, confuse or conflict with the recognition and visibility of any traffic control or directional devices or street name signs.
 - 2. No signs are permitted in the drive lanes for cars or bicycles (streets), in any median or roundabout or traffic circle, in any parking spaces (designated parking or street shoulders), in any loading or restricted zones, blocking any fire escape, exit or standpipe, or that do not meet accessibility requirements in any pedestrian portions of the right of way (sidewalks).
 - 3. Signs must be placed in compliance with the Clear Sight Triangle standards (see OMC 18.02.180 and Chapter 4 of the Engineering Design and Development Standards).
 - 4. Unless otherwise permitted by this code, no signs other than those placed by the City itself are permitted on City owned property such as, but not limited to, City Hall, City maintenance facility, City parks, etc.
 - 5. All signs shall be kept in good repair and shall be maintained in a safe, neat, clean and attractive condition.
 - 6. Abandoned signs shall be removed, except if the City designates a sign as historic in nature, the City may allow the sign to be exempt from the removal standard for abandoned signs.

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7. No sign shall be in or over public rights-of-way with the exception of permitted projecting signs, light projection signs, blade signs, sandwich board or pedestal signs, or those legally mounted on a marquee or awning. This provision does not apply to interpretive signs along trails.
8. No sign, whether temporary or permanent, shall be placed on the roof of any building or structure.
9. No sign shall be located so as to physically obstruct any door or exit from a building or be hazardous to the ingress and egress from buildings, transit stops, or parking areas.

B. Art used as a sign

1. Art that does not contain text or logos is generally not considered to be a sign and is not subject to these sign code regulations unless the art contains a logo, slogan, advertising message, company name, or contact information. Painted wall designs or patterns which do not represent a product, service or registered trademark, and which do not identify the user, are not considered signs.
2. Proposals that do not clearly fit into the category of being solely art or a sign shall be subject to City review, in order to determine if the end result is deemed to be a sign. Criteria used in consideration will include:
 - a. Size, theme, text, location
 - b. Graffiti risk with and without the proposal
 - c. Proportion of sign area adjacent to proposed or existing art

C. Lighting and Electronic signs

1. Electrical Requirements. Electrical requirements for signs shall also be governed by the adopted Electrical Code of the City. Compliance with said code shall be required for every sign utilizing electrical energy as a prerequisite to issuance of a sign permit under this code.
2. Lighting:
 - a. External light sources shall be shielded and directed onto or toward the sign only.

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- b. Visible raceways and transformers for individual letters are prohibited, unless painted to match the building exterior upon which it is placed.
 - c. Signs that have the ability to change colors through either internal or exterior illumination may change no more frequently than once per every twenty-four (24) hours.
 - 3. Electronic Message and Public Service Signs, where allowed:
 - a. Illumination Limits
 - i. Signs with an electronic message shall have a brightness level that is comparable with internally illuminated signs.
 - ii. Signs with an electronic message shall incorporate photocell/light sensors, with automatic dimming technology that appropriately adjusts to ambient light conditions.
 - b. Hold Time. The digital message or static image shall remain on the display for a minimum of twenty seconds.
 - c. Transition Method. A transition between messages shall be executed with a minimum fade in and out time of one second.
 - d. Maintenance: Any permitted electronic sign that malfunctions, fails, or ceases to operate in its usual or normal programmed manner shall be repaired or disconnected within five days by the owner or operator of the sign.
 - 4. Light Projection Signs. Illumination from the projector mechanism shall not pose a hazard for bicyclists, pedestrians, or motorists and shall be screened from view to the maximum extent feasible.
- D. Repair and Safety
- 1. All signs shall be kept in good repair and shall be maintained in a safe, neat, clean and attractive condition.
 - 2. When a City inspector determines the maintenance, control, or safety of a sign is not being sustained, the sign shall be deemed abandoned and it shall be removed.
- E. Historical Signs. Historic signs contribute to the architectural and historic character of Olympia and are typically located in the downtown. Historic signs may complement or define an individual building, or they may be valued

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independently, apart from the buildings or sites to which they are attached. Some historic signs identify the current business, while others are considered legacy signage, or signage related to a structure but not to the present occupancy or use. All signage applying for approval will be reviewed for compliance with the following standards.

1. Historic signs, as a distinctive feature of Olympia, should be identified, retained, and where appropriate, restored.
2. New signs or alterations to existing signs on individually designated historic buildings and buildings in designated historic districts shall be designed and installed following the U.S. Secretary of the Interior's Standards for Rehabilitation.
3. New signs added to individually designated historic buildings and buildings in designated historic districts shall preserve, complement, or enhance the architectural composition and features of the building and/or district.
 - a. Placement, Proportion, and Shape. Provide adequate signage for businesses while maintaining the building's architectural integrity, by locating signs so that building details shall not be covered or obscured.
 - i. Signage shall be installed in appropriate "sign areas" as defined by the existing architecture of the façade.
 - ii. Signage shall be mounted to fit within existing horizontal and vertical divisions and architectural features to the extent feasible. Where no architectural divisions exist or are evident, signage will be proportionately scaled to the façade and placed to respect window and door openings.
 - iii. No sign shall be placed or located so as to obscure or cover historic features of a building.
 - iv. Damage to architectural detail when attaching the sign shall be avoided. Sign attachment parts shall be reused in their original location (holes in the façade or fixing positions) to protect the original building materials to the greatest extent feasible.
 - v. The shape of the sign should be used to reinforce the relationship of moldings, transoms, and other design elements seen along the street.

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- b. Material. Sign materials shall be compatible with the historic materials and character of the building and the applicable Sign Zone.
- c. Illumination. Signs may be illuminated or non-illuminated. Illuminated signage shall use lighting forms that are consistent in appearance with the historic character of the building and applicable Sign Zone and Character District.

F. Legacy Signs. Includes existing signage, portions of which may or may not be visible, but can be documented by historical photographs, and may also include accurately reconstructed or entirely repainted signs based upon such documentation, provided that such signage is not representative of the current occupancy. Legacy signage may be painted or constructed, as in a blade, pylon, or rooftop sign, although does not provide for reconstruction of billboard signs. Painted wall graphics, including accurately replicated/repainted wall graphics related to on or off-site content, are treated as Legacy Signage provided they exactly duplicate an earlier sign on the subject property.



1. Upon approval by the City, Legacy Signage related to a previous on- or off-site use of the property may remain in place and be excluded from any sign area or quantity calculations. For example, the area of a painted wall graphic will not be included in a square foot allotment based upon building linear frontage.
2. Documented wall graphics formerly associated with the specific site may be repainted and excluded from area calculations as Legacy Signage, provided:
 - a. Such signs are identically and accurately re-created as they existed historically at the subject tax lot, building or site, and
 - b. Such signs can be documented physically or photographically with sufficient clarity to determine original content, and
 - c. The accurate replication of such signage will contribute to the character of the area.
3. Previously existing graphics or signs modified in any manner from their historically documented character are not considered legacy signs under this subsection and are subject to sign standards of the OMC.
4. If firm evidence can be provided of the past existence of a sign which would be non-conforming under current regulations, the City may allow the

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placement of a replica of the sign, if support in the form of a recommendation of approval from both the Design Review Board (DRB) and Heritage Review Committee (HRC) of the Heritage Commission is granted and it meets current building code standards. In making its recommendations, the DRB and HRC must consider any historic district designation, the intent of the design review standards in place for the proposed location, and consistency with the intent of the underlying zoning district and the future land use designation of the Comprehensive Plan.

18.43.070 Permanent Sign Types and Standards

The sign types below are permitted when allowed in the sign zone in which it is proposed and when the standards for the sign type are met:

- A. Alley. Up to one (1) square foot per one linear foot of the wall on which the sign is mounted, for the portion of the alley wall occupied by the business or use. Sign must be flush mounted to or painted on the alley wall so that minimum alley widths are maintained for trash collection and utility/delivery purposes. Uses with a public entrance from the alley may also provide a building entrance sign at the entrance, provided that vehicular use of the alley is not compromised by the sign.
- B. Awning. Only the area containing the sign band may be internally lit. All awnings which are illuminated must meet the state energy code requirements.
- C. Blade. Clearance from grade - minimum eight (8) feet if located in an area where pedestrians can pass beneath the sign.
- D. Building Entrance signs:
 - 1. Permitted Content: business name only.
 - 2. Sign Types: flush mounted wall sign, painted, window, or blade signs only.
 - 3. Use limits: not permitted on uses in residences, such as preschools and home occupations, which are allowed one identification sign only.
 - 4. Number: one per exterior public entry.
 - 5. Placement: within five feet of public entrance.
 - 6. Maximum Size: 10 square feet.
- E. Business Directory

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1. The allocation of space for tenants is determined by the property owner and tenants. Not every tenant is guaranteed space on the business directory sign.
 2. A business directory may be either combined with that portion of the development identification sign which identifies the name of the development or it may be a separate sign, provided that the combined amount of signage identifying the name of the development and the business directory sign does not exceed the total allowable sign surface area for Development Identification Signs.
 3. Building location maps shall be considered as a type of business directory and are subject to the above standards.
- F. Business Identification Signs can be freestanding or building mounted, depending on the sign zone the business is located in. Such signs are limited in number based on the number of property lines that abut a street frontage, however for the purposes of the sign code the City may interpret a private street or internal access road as being a second street frontage when calculating the total amount of signage allowed.
- G. Development Identification Signs are those which serve as the primary identifier of the name of a development. Business directories are considered a part of a use's Development Identification Signs.
1. Multiple occupancy buildings
 - a. Sign identifying name of building - 1 per exterior public entry.
 - b. Business directory for the building - 1 per exterior public entry.
 2. Multiple building complexes.
 - a. Sign identifying name of development - 1 per driveway entry to the development, to be located at the driveway entry.
 - b. Business directory for the development - 1 per driveway entry to the development.
- H. Development Identification Electronic Readerboard, where permitted:
- a. Maximum height: up to 25 feet
 - b. Maximum sign area: up to 300 square feet of copy area per side.
- I. Directional Signs are designed solely to guide or direct pedestrian, bicycle, or

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vehicular traffic to an area or place. Informational signs are those of a public or quasi-public nature.

1. Off-premises commercial directional signs are prohibited, with the exception that an off-premises commercial directional sign permit may be granted, if all of the following can be found to apply:
 - a. The use caters to tourists through on premise provision of food, lodging or recreation.
 - b. The use is located at least one (1) block from a major arterial (as designated by the City).
 - c. Such signs shall be directional in nature only (that is, no advertising other than name and location is allowed).
 - d. No more than two (2) such signs for each use shall be approved.
 - e. Sign Structure - freestanding or building mounted.
 - f. Maximum Size - 16 square feet (8 square feet per side for double sided signs).
 - g. Such a sign shall meet all other applicable provisions of these standards.
 2. Directional and informational signs of a public or quasi-public nature.
 - a. May be erected or maintained by an official or civic body.
 - b. Sign Structure - freestanding or building mounted.
 - c. Maximum Size - 16 square feet (8 square feet per side for double sided signs).
- J. Entrance/Exit
1. Content: no commercial message is permitted
 2. Sign Structure: freestanding or building mounted
 3. Maximum size: 5 square feet (2 1/2 square feet per side for double sided signs); Maximum Height: 4 feet; Maximum Width: 4 feet.
 4. Number of signs: 1 per driveway, placed within 5 feet of the driveway unless otherwise approved due to site layout and constraints. If the sign is

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placed on a building wall it shall not project more than 12 inches away from the wall to which the sign is attached nor extend beyond such wall, or above the roof line.

K. Freestanding

1. If the sign is double sided, each side may have half of the maximum square footage.
2. the front yard setback shall be a minimum of five (5) feet if abutting a principal arterial (major arterial) with a rights-of-way of eighty (80) feet or less, provided that the sign owner agrees to assume all expenses of relocating the sign when and if the City acquires additional rights-of-way. The sign owner must provide the City with an appropriate legal document binding the owner and any future heirs or assigns to said agreement.
3. Height - 4 foot maximum.
 - a. Exceptions: In association with secondary and above academic schools, if the site is greater than five acres and more than 50% of the building square footage is a Type "E" occupancy per the adopted Building Code or within the Freeway Corridor Overlay district:
 1. Uses on City street frontages - 16 feet
 2. Uses adjacent to the freeway - 25 feet
 3. A maximum of one (1) pole sign is permitted per use, however, only one pole sign in a development is permitted.
 4. Placement of pole signs - pole signs shall be placed in a planter box, or otherwise landscaped, with the area of the landscaping a minimum of one-half (1/2) of the surface area of the sign.
 - b. Exception: Maximum height for business directories which are separate signs from the development identification sign is 7 feet, if the site is at least 40 acres in size and for new development the sign is located a distance from the public right-of-way which is equal to the required throat length of the driveway, per the City Public Works Standards, or for existing development is equal to the existing throat length or 100 feet, whichever is greater.
4. Placement - freestanding signs located entirely on the premises of the use they are associated with, unless otherwise specified.

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L. Marquee. (ADD PHOTO)

1. Marquee signs are exempt from the aggregate sign surface area requirements.
2. The vertical measurement of the sign shall not exceed twelve (12) inches.
3. No portion of the sign may project out beyond the ends of the marquee.
4. Clearance from grade - minimum eight (8) feet if sign is located under the marquee.
5. Placement - can be under, on top of, or on any face of the marquee. If on top of the marquee, the sign shall be parallel to the plane of the wall it is attached to.
6. Projection from face of building - if attached to the face of the marquee, the sign shall not project more than 12 inches away from the face of the marquee.
7. Theaters - existing movie theaters are allowed to retain their traditional type of marquee sign without animated lighting.



M. Painted. If a change is made to the original appearance of a painted wall sign, this shall constitute a new sign and require a permit.

N. Pole Signs.

1. Sign Structure - Pole signs are permitted in Freeway Corridor design review district and the Auto Mall Sign Zone.
2. Use limits - if property is adjacent to freeway, pole signs are limited to multifamily complexes, shopping centers, and industrial complexes.
3. For the purposes of calculating the number of permitted signs, pole signs are subject to the standards for freestanding signs, i.e., they are not in addition to the number of permitted freestanding signs but are considered one of the permitted freestanding signs.
4. All other sign standards in Freeway Corridor district are determined by the underlying zoning district.

O. Projecting.

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1. Limit of one (1) per single occupant building (not in a shopping center).
 2. Maximum size is fifty (50) square feet (twenty-five (25) square feet per side).
 3. Clearance from grade - minimum of 10 feet, except when sign is mounted under a marquee the minimum clearance from grade is 8 feet.
 4. Projection from face of building shall not exceed 3 feet.
- P. Public Service signs, such as time and temperature signs and community bulletin boards, are allowed to be incorporated into a use's permitted signage, provided the overall sign size, height and other standards for the underlying zoning district are met. Each message or static image shall remain on the display for a minimum twenty seconds. Public service signs for academic schools shall be turned off between 9:00 p.m. and 6:00 a.m.
- Q. Shopping Center Sign. Allowed for shopping complexes on sites of 5.0 acres or larger, as follows:
1. Number: Limit of one per public entrance from an arterial or major commercial collector street to the site.
 2. Height: Maximum height of twenty (20) feet.
 3. Advertising Area: Maximum copy area of one hundred (100) square feet per side. Copy area shall include the name of the shopping complex, if included on the sign.
 4. Location: Setback a minimum of five (5) feet from property lines, placed in a landscaped area, and located outside of any clear view sight triangles (EDDS, Chapter 4).
 5. No portion of the sign may contain an electronic/digital message.
 6. In no case shall the presence of a shopping center sign, when in proximity of landscaping or street trees, be sufficient justification to excessively prune ("top") or remove trees that obstruct visibility of the sign.
 7. Design Elements. The following design standards shall be achieved:
 - a. The sign shall have a solid base or at least two connections to the ground.
 - b. The sign shall incorporate a top band, cap, or design element above the copy area.

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- c. Lighting, colors, and materials are consistent and compatible with the shopping complex colors and materials.
- R. Window Signs. See 18.43.080.
- S. Wall Signs. Projection from face of building - shall not exceed 12 inches away from the wall which the sign is attached to nor extend beyond such wall, or above the roof line. Such signs shall comply and count toward the aggregate signage allowance. For wall signs placed in an alley, the maximum distance from the wall may be required to be less than 12 inches to ensure adequate clearances for vehicles is maintained.

18.43.080 Commercial Message Temporary Sign Types and Standards

The sign types below are permitted when allowed in the sign zone in which it is proposed and when the standards for the sign type are met, including the general provisions at the end of this section and submittal of a Temporary Sign Agreement:

- A. Banners. Banners in the Downtown, Auto Mall, Business & Corridor Sign Zones and on approved non-residential uses and multifamily complexes in the Residential Sign Zone shall be limited to the following:
 - 1. Quantity.
 - a. One temporary banner sign is allowed per tenant space on the property.
 - b. The property owner (or landlord), if not also a tenant, may be allowed one temporary banner sign.
 - 2. Size. Up to 32 square feet, however for buildings or tenant spaces with an exterior wall width greater than 32 feet in width, the maximum size of a banner shall be up to 1 square foot of banner area for every one linear foot of exterior wall space per tenant/business space, up to a maximum size of 100 square feet.
 - 3. Placement. The entire banner shall be attached flush to the façade of the building, anchored at all four corners, and may not extend above the roofline or around the corner of a wall.
- B. Sandwich Board/Pedestal Signs. Where permitted, the following standards shall apply:
 - 1. Quantity. One temporary sandwich board or pedestal sign is allowed per tenant space on the property.

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2. Size. The sign shall be no more than eight square feet in size and no greater than four feet in height.
 3. Placement. Sandwich board/pedestal signs shall be placed in conformance with [Section 9.16.180](#) of the OMC and:
 - a. Not create a traffic safety hazard by interfering with the vision of drivers entering or leaving the premises.
 - b. Be located in such a manner so as not to interfere with the opening of car doors, use of bicycle parking facilities, bus stops, loading zones, or pedestrian traffic.
 - c. Be located such that an unobstructed passageway of forty-eight (48) inches shall be maintained for accessible travel routes for all on all public and private rights-of-way and walkways.
 - d. Be placed directly in front of or adjacent to the sponsoring business and on the walkway directly in front on the business. It shall be no farther than twenty (20) feet from the public entrance to the business, unless an alternate location is approved by the city (for example, if one building is setback farther from the sidewalk than the adjacent buildings).
 - e. Signs shall be placed entirely on private property unless the owner(s) of such sign assume liability for damage resulting from their use by providing the City with a notarized signed agreement (as provided by the City) holding the City harmless from such resulting loss.
 4. Duration. Sandwich board/pedestal signs may be placed outside during business hours, 365 days a year.
- C. Construction Signs. Where permitted, the following standards shall apply:
1. The maximum area of a construction sign in any zone shall be 32 square feet. No sign permit is required for the posting of construction signs on the site where the construction is taking place.
 2. All construction signs shall be removed from the premises within 10 days of the cessation of excavation, construction, demolition, rehabilitation, structural alteration or related work on site.
- D. Feather Signs. Where permitted, the following standards shall apply:

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1. Maximum height including pole: Eight (8) feet
 2. Maximum height of flag portion of sign: Five (5) feet
 3. Maximum width of flag portion of sign: Two (2) feet
 4. Maximum area of feather flag: Ten (10) square feet
 5. Maximum number of feather signs allowed per parcel: Five (5)
 6. The feather sign shall be mounted entirely on private property and may not be mounted at a location where the flag will enter any sidewalk, street, or driveway when fully extended horizontally.
- E. Inflatables. Where permitted, the following standards shall apply:
1. Maximum number of inflatable sign events per property on display at one time: One (1)
 2. Minimum amount of time between inflatable sign installations: Fourteen (14) days
 3. Maximum height: Twenty (20) feet from the ground.
 4. The inflatable must be secured in a manner that meets all code requirements for safety (including placement of any guy wires, etc.).
 5. Inflatables may not include movement, as those are considered animated signs which are prohibited.
- F. Light Projection. Where permitted, the following standards shall apply:
1. Maximum number of projection signs per property on display at one time: One (1)
 2. Maximum area of projection display: Twenty (20) square feet.
 3. The area of display shall project only upon the property occupied by the associated use or the sidewalk portion of the public right-of-way within ten (10) feet of the public building entrance occupied by the use.
 4. Permitted only during business hours.
 5. The image projected must remain static and shall not contain animation or movement, nor shall the image change at a rate greater than once every 24 hours.

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6. Light Projection signs are only permitted in the Entertainment and Art/Tech Downtown Design Districts of the Downtown Sign Zone and in the Auto Mall Sign Zone.
- G. Yard/Lawn Signs. Where permitted, the following standards shall apply:
1. Maximum sign surface area: Ten (10) square feet
 2. Maximum sign surface area height: Three (3) feet
 3. Maximum width: Four (4) feet
 4. Maximum posted height above grade: Four (4) feet
 5. Placement: All signs must meet the minimum clear view triangle standards at driveways and intersections.
- H. Window Signs. Where permitted, the following standards shall apply:
1. Window signs can be of a temporary nature (e.g. a poster in a window) or of a more permanent nature (e.g. professional lettering adhered to the window; opaque or semitransparent film with or without graphics or text). All of these sign types can be removed and replaced. Window signs with commercial or noncommercial messages are permitted in the Downtown, Auto Mall, and Business and Corridor Sign Zones. Window signs of a noncommercial nature are permitted in the Residential Sign Zone.
 2. A waiver may be granted by the Community Development Director or his/her designee for the protection of sensitive personal data (e.g. identity and financial information of bank patrons) or when supported by the Olympia Police Department as an effort to reduce crime or otherwise protect the general health, safety, and welfare of the public.
 3. Window signs shall not be animated (flashing, scrolling, or contain movement).
 4. For properties for which a traditional building mounted sign is not practical because of window number, size, and placement or for which traditional signage would cover architectural features, the city may allow window signage coverage to be increased up to the size of building mounted signage that would be allowed.
- I. Real Estate Signs. Where permitted, the following standards shall apply:

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1. Permits and Temporary Sign Agreements - not required (see 18.43.040).
2. Materials - all exterior real estate signs must be of wood or plastic or other durable material.
3. Placement - signs may not be attached to a utility pole or traffic safety device or interfere with traffic safety.
4. Residential properties:
 - a. For Sale and Sold signs
 - Maximum size - 10 square feet, provided that if a single faced sign, sign shall not exceed 5 square feet.
 - Height - 7 feet maximum.
 - Placement - signs shall be placed wholly on the property for sale. If sign is greater than 5 square feet in sign surface area, it must be placed more than 30 feet from the abutting owner's property line.
 - b. Directional Open House Signs
 - Maximum size - 10 square feet, provided that if a single faced sign, sign shall not exceed 5 square feet.
 - Height - 4 foot maximum.
 - Placement - signs may be placed no less than ten (10) feet from the traveled portion of public rights-of-way, provided it does not interfere with traffic safety.
 - Hours - permitted only during daylight hours and when the broker, agent, or seller is in attendance at the property for sale.
 - Number of signs - one (1) sign per street frontage on the premises for sale and three (3) off-premise signs. However, if a broker/agent has more than one (1) house open for inspection in a single development of subdivision, s/he is limited to four (4) off-premises open house signs in the entire development or subdivision.
5. Commercial and Industrial Properties:
 - a. For Sale, Rent, or Lease Signs

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- Maximum size - 50 square feet, provided that if a single faced sign, sign shall not exceed 32 square feet.
 - Height - 8 foot maximum
 - Placement - for all commercial and industrial properties, if the sign is freestanding, it shall be located more than 15 feet from public rights-of-way and from any abutting property line if the adjacent property is developed. These signs can be single or double sided and can be angled to maximize readability to motorists (in the shape of a “v”) as long at the sign meets this setback criteria. For developed commercial and industrial properties, if the face of the building is less than 15 feet from the property line, the sign shall be placed on the building or in a window.
 - Removal - signs shall be displayed only while the property is actually for rent or sale.
 - Number of signs - one (1) sign per street frontage while the property or building is actually for sale, rent, or lease.
6. Additional Real Estate Signs - The Hearing Examiner may grant a special use permit to allow temporary off-premises signs in addition to those permitted above. Notice of adjacent property owners shall not be required. Such additional signs may be used to advertise open houses, to provide directions to new developments, or for similar purposes. Such signs may be placed no less than ten (10) feet from the traveled portion of the public right-of-way, provided they do not interfere with traffic safety, but they may not be attached to utility poles or traffic safety devices. The Hearing Examiner shall determine the number and locations of such signs, and the period during which they may be displayed. The Hearing Examiner shall take into account the number of existing signs in any proposed location, and shall limit or prohibit new ones so as to prevent a traffic hazard or a detrimental effect on neighboring property.

General Regulations

- J. The following provisions apply to all commercial message temporary signs placed within the City:
1. Temporary Sign Agreement Required. Prior to installing a temporary sign, a Temporary Sign Agreement shall be submitted to the City acknowledging the applicable standards. This applies to all temporary signs except Real Estate Signs and Noncommercial Speech Signs.

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2. Sign Placement. All temporary signs must be placed wholly within the site/property pursuant to the requirements of this chapter, except when allowed to extend into or be placed in the right-of-way by this chapter. See OMC 18.43.060.
 3. Materials – Construction. Temporary signs may be made of any durable material provided that the temporary sign otherwise conforms to the requirements of this chapter.
 4. Lighting. Temporary signs shall not be internally illuminated.
 5. Audio. Temporary signs shall not emit noise.
 6. Movement. With the exception of feather signs where allowed, temporary signs shall not move or vibrate.
 7. Public Spaces. Temporary signs shall not be placed in any public park, trail, open space, or other public space, except for those signs placed by the City or a special purpose district that owns the property.
 8. Residential Uses. Residential uses on mixed-use properties or in a commercial sign zone shall be subject to the temporary sign regulations of the residential sign zone.
 9. Commercial Uses. Commercial uses in a residential sign zone shall be subject to the temporary sign regulations of the residential sign zone.
 10. Temporary signs on commercial properties may be commercial or noncommercial in their message.
 11. Changing image sign features and electronic elements are prohibited.
 12. Any temporary sign that is specific to an event shall be removed within five (5) days of the end of the event.
- K. The following provisions apply to temporary signs with a commercial message placed within the City:
1. Duration. The maximum length of time is sixty (60) days. Window signs and sandwich board/pedestal signs are exempt from the duration provisions.
 2. Frequency. No more than four (4) temporary signs shall be installed at any one (1) use during any twelve (12) month period; except for motor vehicle sales uses within the Auto Services District, temporary sign permits shall

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be limited only by a requirement for fourteen (14) days of separation between temporary sign events.

3. Number. No more than one (1) such sign shall be allowed at any one time for a use, except for motor vehicle sales uses within the Auto Services District no limit is imposed. For the purposes of calculating the number of temporary signs allowed for a business, a sandwich board/pedestal sign and window signs shall not be counted when a Temporary Sign Agreement has been filed and the signs are placed in accordance with the standards in this code.

18.43.085 Noncommercial Message Temporary Sign Types and Standards

Noncommercial speech signs express noncommercial messages such as public/community events, religious, political, ideological, or other philosophical messages. Noncommercial speech signs do not promote commercial businesses, projects or services. The content of such signs is not regulated but the sign is subject to 18.43.060, any placement standards for the sign type in Section 18.43.080, and the following requirements:

- A. On private property in Downtown, Auto Mall, and Business & Corridor Sign Zones:
 1. The sign area of all noncommercial speech signs on a lot shall not exceed thirty-two (32) square feet.
 2. Freestanding: Maximum height from grade to top of sign: four (4) feet within five feet of property lines; ten (10) feet if more than five feet from all property lines.
 3. Building Mounted: Shall not extend above the roofline.
 4. Number: Limit of one per street frontage.
- B. On private property in Residential Sign Zone:
 1. Residential Uses:
 - a. The sign area of noncommercial speech signs shall not exceed ten (10) square feet.
 - b. Maximum height from grade to top of sign is four (4) feet.
 - c. Minimum setback from property lines: Five (5) feet.

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- d. Number: No limit.
2. Approved Nonresidential and Multifamily Complexes:
- a. The sign area of noncommercial speech signs shall not exceed twenty-four (24) square feet.
 - b. Maximum height from grade to top of sign is four (4) feet.
 - c. Minimum setback from property lines: Five (5) feet.
 - d. Number: Limit of one per street frontage.
- C. All Noncommercial Speech Signs When In the Public Right of Way:
- 2. Size/Area: The sign surface area shall be no larger than six square feet;
 - 3. Height: The sign height, when posted, shall be no more than four (4) feet above grade (height of thirty inches (30”) or less is required in clear sight triangle, see Chapter 4, EDDS);
 - 4. Number: No more than three (3) temporary signs are allowed per street frontage adjacent to any one parcel, including all other temporary signage that may be allowed under this chapter.
 - 3. The sign must be placed entirely outside of the roadway and meet the clear sight triangle requirements for driveway and street intersections contained in Chapter 4 of the Engineering Design and Development Standards (see 4B.150, EDDS). Where no curb exists, the sign must be placed outside the roadway at least ten feet from the edge of the roadway;
 - 4. The sign must not obstruct pedestrian or accessible routes to or along the sidewalk or encroach into the minimum clear pathway area of 48 inches in width; and
 - 5. The sign must remain portable and may not be attached or anchored in any way to trees or to public property including, but not limited to, utility or light poles, parking meters, or pavement.
 - 6. Only Yard/Lawn signs are allowed when placed in the public right of way.

18.43.090 Sign Zones

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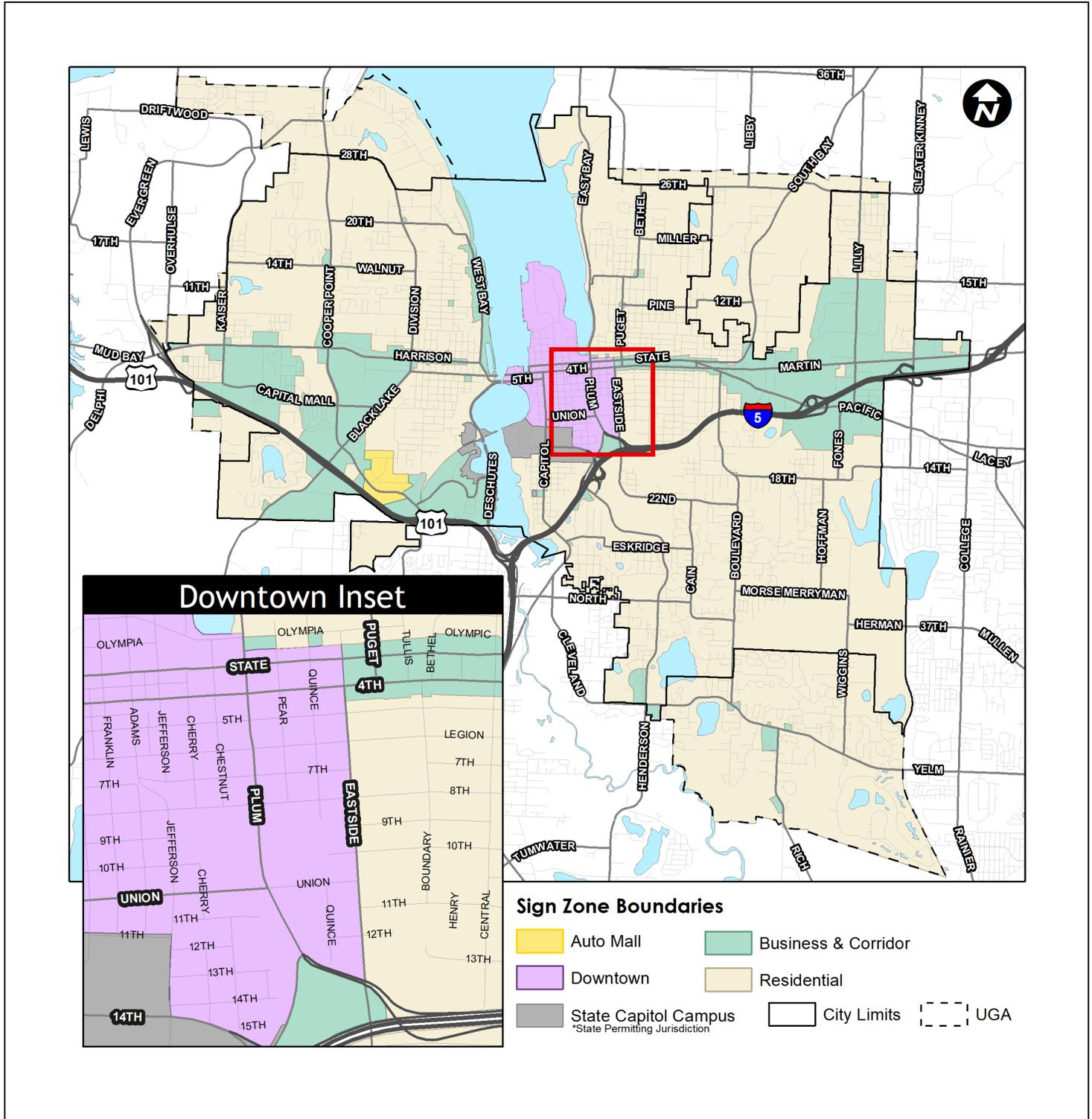


Figure 43-1

The following sign types are allowed in the four sign zones, subject to the standards of the applicable sign zone and this chapter:

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Table 43-1: Sign Types Allowed in Sign Zones
(X = permitted; blank = not permitted)

	Downtown	Auto Mall	Business & Corridor	Residential	Residential NR & MF uses**
Permanent Signs					
Development Identification	x	x	x		x
Business Identification	x	x	x	Licensed Home Occupations	x
Building Entrance	x	x	x		x
Business Directory	x	x	x		
Directional	x	x	x		x
Entrance/Exit	x	x	x		x
Public Service	x	x	x		x
Shopping Center			x		
Temporary Signs – Commercial Message					
	Downtown	Auto Mall	Business & Corridor	Residential	Residential NR & MF uses**
Sandwich Board/Pedestal	x	x	x		
Banner	x	x	x		x
Construction	x	x	x	x	x
Feather		x			
Inflatable		x	x		
Light Projection	Entertainment & Art/Tech only	x			
Yard/Lawn					
Real Estate	x	x	x	x	x
Window*	x	x	x	x	x
Temporary Signs – Noncommercial Message					
	Downtown	Auto Mall	Business & Corridor	Residential	Residential NR & MF uses**
Banner	x	x	x		x
Freestanding		x	x	x	x
Yard/Lawn	x	x	x	x	x
Window	x	x	x	x	x

*Window signs can be permanent or temporary. See Section 18.43.080 for applicable standards.

**Approved non-residential (NR) uses and multifamily (MF) complexes.

THIRD PUBLIC DRAFT/PUBLIC HEARING DRAFT – Subject to Change**18.43.100 Downtown Sign Zone****A. Permanent Signs in the Downtown Sign Zone**

Table 43-2

Sign Types Allowed	Standards	Notes
Development Identification	Freestanding or Building Mounted sign up to 50 sq. ft. maximum size (1/2 the sq. ft. if double sided).	1 per exterior public entry
Business Identification	Building mounted sign(s)	Up to 200 sq. ft. max., per 18.43.100.A.1; (1/2 the sq. ft. if double sided)
Building Entrance	1 per exterior public entry	10 sq. ft. max (half if double sided, such as a blade sign)
Business Directory	Multiple Occupancy Buildings and Multiple Building Complexes only	A type of development ID; See 18.43.070
Directional	See 18.43.070	
Entrance/Exit	See 18.43.070	
Public Service	Public Service signs do count toward the total amount of signage allowed.	See 18.43.070

1. Permanent signs are permitted in the downtown sign zone, limited in their type, size, and placement. A total sign area shall be established for each use, which could be used in one large sign, or the total area allowed could be divided among up to three (3) individual signs as long as the total square footage of signs allowed is not exceeded and the sign type is permitted at the location where it is proposed. This applies to the following building mounted sign types: wall, blade, awning, marquee, and projecting signs. The maximum total sign area will be calculated as 1 square foot of sign area for every 1 linear foot of front wall space of each tenant space, or the length of the wall for single occupancy buildings, up to 200 square feet.
2. Additional permanent sign types may be permitted for each parcel or business, including: building entrance signs and site entrance/exit signs. The area of these sign types does not count toward the maximum aggregate sign size permitted.
3. Corner lots or businesses that are allowed signage on two building sides may combine the total sign size allotments for both sides, then divide by 2 so the signs are the same size on both sides of the business if they so choose.
4. Signs shall be oriented primarily to the pedestrian.

THIRD PUBLIC DRAFT/PUBLIC HEARING DRAFT – Subject to Change**B. Temporary Signs in the Downtown Sign Zone**

Table 43-3

Sign Types Allowed	Standards	Notes
Sandwich Board/Pedestal	See 18.43.080	
Banner	See 18.43.080	
Construction	See 18.43.080	
Light Projection	See 18.43.080	Entertainment and Art/Tech Downtown Design Districts Only
Yard/Lawn	See 18.43.080	
Real Estate	See 18.43.080	
Window	See 18.43.080	

C. Sign Regulations Specific to Downtown Sign Zone

1. No alley sign shall project out from the wall into the alley or interfere with the ability of vehicles to pass, including garbage collection trucks or delivery vehicles.
2. Freestanding business identification signs up to 24 square feet in size (12 sq. ft. per side if double sided) and up to 4 feet in height are permitted for city-approved surface parking lots that do not contain a building on which to place the sign.
3. Window Signs: (see 18.43.080)
 - a. Coverage: all window signs combined shall not exceed 25% of the window in which the sign(s) is located. When windows are grouped to provide a large expanse of transparency, this provision is applied separately to each window.
 - b. Window films count toward the total sign coverage allowed, whether they are opaque, solid, or consist of images with or without text or logos. The director may approve exceptions for banks or similar uses for the protection of sensitive personal data; when requested or supported by the Police Department to reduce or deter crime or to protect the public health, safety, or general welfare; or when a window treatment is proposed that results in a minimal amount of window tinting to reduce glare and/or energy for heating/cooling the building but that still provides for easy public viewing into the building space from public rights of way.
 - c. Coverage is measured using the square footage of the smallest rectangle that covers the entire sign compared to the square

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footage of the individual window itself.

- D. Design standards applicable to permanent signs in Downtown Sign Zone
 - 1. Applicability. Sign design guidelines apply to the full Downtown Sign Zone.
 - 2. In applying design guidelines, the City may deny or further restrict signs otherwise authorized or regulated in other sections of this chapter when design criteria is not met.
 - 3. The appeal procedures set out in OMC [18.75.020](#) (A) for signs subject to design review shall apply.

- 1. Overlapping Downtown Districts. Where there is an overlap in Downtown Design Districts the applicant must identify which district the project is consistent with if sign provisions are impacted by the distinction.
- 2. Secretary of Interior Standards. Signs on individually designated historic properties and buildings in designated historic districts shall be designed and installed following the U.S. Secretary of the Interior's Standards for Rehabilitation.
- 3. Orientation and Placement.
 - a. Signs shall avoid obscuring prominent architectural features.
 - b. When a sign band exists, new signs should fit within the original space of the sign band as defined by the architectural features allowing for coverage of the band by no more than 85 percent.
 - c. Ground floor tenants should place signs at the storefront level.



Sign in Sign Band



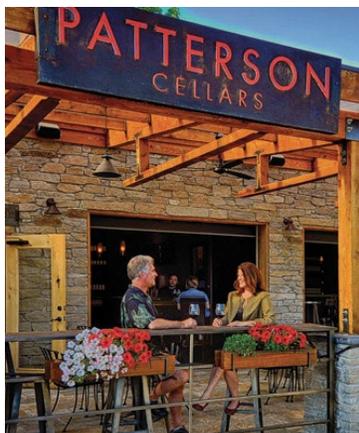
Sign on Architectural Feature

4. Legibility

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- a. Ensure lettering sizes, styles, and sign locations will be clearly legible.
 - b. Use of symbols and logos in the place of words is encouraged. Signs that advertise an occupant business using graphic or crafted symbols (shoes, keys, glasses, books, etc.), are encouraged and may be incorporated into any of the allowable sign types.
5. Materials, Color, and Installation
- a. Sign materials and shapes shall be compatible with architectural forms and building facades.
 - b. Signs should be constructed of durable, maintainable materials that present a finished appearance and reflect the character of the building.
 - i. Appropriate sign materials are compatible with the design vision of the character area.
 - ii. Projecting Signs Brackets.
 - (1) The bracket or support structure is part of the visual presentation and should be simple and clean, or thoughtfully incorporated into the design of the sign.
 - (2) Do not use excessive, visible bracing that is not part of the sign design.
 - iii. Installation of Signs on Masonry Facades. To minimize irreversible damage to masonry, all mounting and supports should be inserted into mortar joints and not into the face of the masonry.
 - iv. Window signs that are either permanent materials affixed to a window or text and graphics etched or painted directly on the window surface are preferred.

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Metal



Paint



Wood

7. Illumination

- a. Lighting shall be designed to highlight the signage. External lighting sources shall be shielded and directed toward the sign.
- b. Allowed illumination sources include:
 1. External illumination. Projecting light fixtures used for externally illuminated signs should be simple and unobtrusive in appearance. They should not obscure the graphics of the sign.
 2. Reverse illuminated/halo effect signage lighting.
 3. Internally lit channel letters or cabinet wall signs.
 4. Exposed neon tubing. Exposed LED lighting can be appropriate if it has the look of exposed neon lighting.
 5. Marquee signs may be backlit.
 6. Awning signs, provided only the sign band may be internally lit.
 7. Districts. Encourage signs that incorporate design vision elements of the district, as described in 18.120.010(C)(2).

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Sign with External Lighting



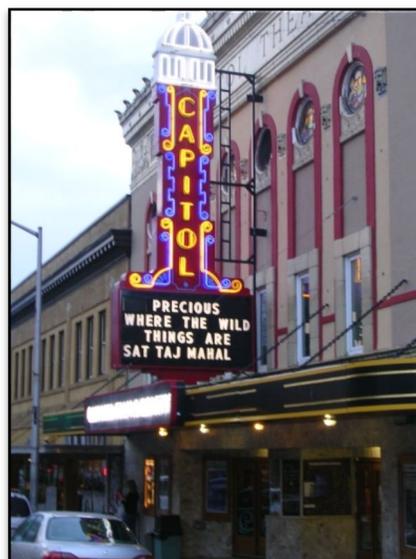
Halo Effect Signage Lighting



Neon



Creative Metal and Paint Sign



Illuminated Projecting Sign

18.43.110 Auto Mall Sign Zone

The Auto Mall Sign Zone is intended to address those uses in the AS Zoning District that are directly tied to automobile sales, service, and related uses. Other uses, such as office spaces not related to automobile sales and services, are likely located in and subject to the rules of the Business & Corridor Sign Zone.

A. Permanent sign regulations in Auto Mall Sign Zone

1. Permanent signs are permitted in the Auto Mall sign zone, limited in their type, size, and placement. A total sign area will be established for each use, which could be used in one large sign, or the total area allowed could be divided in among multiple signs as long as the total square footage of signs allowed is not exceeded. This applies to the following sign types: freestanding, wall, awning, marquee, projecting, and window signs.
2. Other permanent sign types are permitted for each parcel or business, including: building entrance signs, business directories, directional, secondary wall signs, and site entrance/exit signs.

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3. Wall signs using channel letters shall not exceed thirty-six (36) inches in height. Logos or symbols are not subject to this size requirement.

Table 43-4: Permanent Sign Regulations – Development Identification

For a single Trade Organization representing 40 acres or more, when located on property owned by the trade organization or its members:

Auto Mall Sign Types	Number	Maximum Area	Maximum Height and Width	Location	Other Restrictions
State Highway Development Identification Electronic Readerboard	One (1) per Auto Mall Sign Zone	Up to 300 square feet per side	Height: Maximum of twenty-five (25) feet above grade.	Along State Highway	See 18.43.070 for electronic readerboard standards
Arterial Street Development Identification Sign	Up to four (4) per Auto Mall Sign Zone	Up to one hundred (100) square feet per side	Height: Maximum of twenty-five (25) feet above grade.	Along Cooper Point Road and Auto Mall Drive	

Table 43-5: Permanent Sign Regulations – Business Identification

For individual uses in the Auto Mall Sign Zone:

Auto Mall Sign Types	Number	Maximum Area	Maximum Height and Width	Location	Other Restrictions
Building Mounted Signs Business Identification Signs	limited by maximum area of signage allowed per street frontage	One and one half (1.5) sq. ft. per linear foot of the wall width up to a maximum of two hundred fifty (250) square feet, per wall with street frontage.	For flush mounted signs using channel letters: channel letters shall not exceed thirty-six (36) inches in height. Logos or symbols are not subject to this size requirement.		
Secondary Wall Signs		Up to 24 sq. ft. each			For accessory uses and services
Building Entrance Signs	1 per public entrance	Up to 10 sq. ft.			
Freestanding Pole Signs for Motor Vehicle	Varies, depending on lot size	Up to two hundred sixty (260) sq. ft.	Height: Up to (30) foot high pole signs.		See 43-A below.

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Sales Uses, per franchise		(one hundred thirty (130) sq. ft. per side if double sided) in sign surface area.			
Freestanding Ground Signs for Motor Vehicle Sales Uses	Varies, see 43-A and 43-B.	Up to one hundred (100) sq. ft. (fifty (50) sq. ft. per side if double sided).	Height: Up to twelve (12) foot above grade.	Minimum setback of six (6) feet from the property line. Minimum separation of 100 feet between ground signs along street frontages.	For those motor vehicle sales lots facing Cooper Point Road or Auto Mall Drive, see 43-B.
Freestanding Ground Signs for Other Uses	Maximum of one (1)	Up to one hundred (100) sq. ft. (fifty (50) sq ft. per side if double sided).	Height: Up to twelve (12) foot high ground signs.	Minimum setback of six (6) feet from the property line. Minimum separation of 100 feet between ground signs along street frontages.	
Directional Signs for Motor Vehicle Sales (freestanding)	Maximum of up to four (4) signs.	Up to sixteen (16) sq. ft. (eight (8) sq. ft. per side if double sided).	Height: Up to seven (7) feet.		

Table 43-6: Temporary Sign Regulations
For individual uses in the Auto Mall Sign Zone:

Temporary Sign in the Auto Mall Sign Zone	
Parking Lot Light Pole Banners	Up to 25% of the parking lot light poles may contain banner signs; Not to extend beyond top of pole.
Window Signs	Up to 25% of the window area(s)
The following additional Temporary Signs are permitted, in conformance with the provisions in 18.43.080: Sandwich Board/Pedestal; Banners; Construction; Feather; Inflatable; Light Projection; Yard/Lawn; and Real Estate Signs.	

B. Sign Regulations Specific to Auto Mall Sign Zone

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1. Secondary Wall Signs. Uses that are accessory (e.g. oil changes, services and parts) to the primary use (e.g. auto sales) and that have a separate public entrance are permitted to have an additional wall sign. These signs may be up to 24 square feet in size.
2. For individual uses in multiple occupancy buildings, the length of the wall to be considered for size calculation purposes includes only that portion enclosing the space the sign proponent occupies, not the length of the entire building.
3. Lighting. Signs illuminated directly or indirectly shall not be unreasonably bright or glaring. The placement or location of signs must be placed in a manner so it shall not directly face into an adjacent residential District.
4. Location. Freestanding signs shall be located entirely on the premises of the use they are associated with, unless otherwise specified.
5. An additional pole sign for a dealer’s used car lot is not permitted, except that any motor vehicle sales lot in the Auto Services District larger than 43,560 square feet (1 acre) without a franchise is allowed one (1) pole sign.
6. The number of permitted pole signs are subject to the standards for freestanding signs (i.e., they are not in addition to the number of permitted freestanding signs but are considered one of the permitted freestanding signs).
7. Directional signs for motor vehicle sales:
 - a. Sign Structure - shall be freestanding
 - b. Maximum Size of a Directional Sign - shall be sixteen (16) square feet (eight (8) square feet per side of a double sided sign).
 - c. Number of Signs - limited to a maximum of four (4) signs.
 - d. Maximum Sign Height - shall be seven (7) feet.

43-A

Motor vehicle sales uses within the Auto Mall Sign Zone are allowed a certain number of pole signs per franchise based upon lot size, as follows:

i.	0-30,000 sq. ft. =	No Pole Signs
	30,001-43,560 sq. ft. =	1 Pole Sign
	43,561-140,000 sq. ft. =	2 Pole Signs

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	140,001-210,000 sq. ft. =	3 Pole Signs
	210,001-Infinity sq. ft. =	4 Pole Signs

43-B

Motor vehicle sales lots facing Cooper Point Road/Auto Mall Drive are allowed either:

- a. Pole signs at thirty (30) feet in height as allowed above, and setback a maximum of thirty (30) feet from the front yard property line, and, ground signs at four (4) feet in height setback a minimum of six (6) feet at a separation of one hundred (100) feet between ground signs; or
- b. Ground signs at twelve (12) feet high as allowed above and setback a minimum of six (6) feet from the front property line at a separation of one hundred (100) feet between ground signs with no pole signs allowed.

18.43.120 Business and Corridor Sign Zone

A. Permanent sign regulations in Business & Corridor Sign Zone

- 1. For Commercial Uses. A freestanding or building mounted sign is allowed, in addition to a building entrance sign, as follows:

- a. Freestanding Signs:

Development Identification Signs for Multiple Occupancy Buildings:
1 per exterior public entrance, up to 50 square feet maximum.

Identification Signs for Individual Uses: 1 per street frontage, up to:

200 square feet (or 100 square feet per side) on arterials and major collector streets.

100 square feet (or 50 square feet per side) on streets that are not arterials or major collectors.

- b. Building Mounted Signs:

- 1. A maximum of 1 square foot of sign area for every 1 linear foot of front wall space of each tenant space, or the length of the wall for single occupancy buildings, of the wall on which the sign is mounted, up to a maximum of 200 square feet per sign. A business with a 325 front wall width may have up to 325 square feet in signage (e.g. one 200 square foot sign and one sign up to 125 square feet; or two signs of 162.5 square feet each).

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2. Each tenant may have up to fifty (50) square feet of signage, regardless of tenant space width, provided its placement on the building does not cover architectural details or design features of the building or occupy more than 85% of the sign band.

Table 43-7

Permanent Signs	Standards	Notes
Development ID Signs for Multiple Occupancy Buildings	Building Mounted OR Freestanding	1 per exterior public entry
Development ID Signs for Multiple Building Complexes	Building Mounted OR Freestanding	1 per street frontage which has a driveway entry to the development
Business ID Sign for Individual Use in Single Occupancy Bldg	Building Mounted OR Freestanding	1 per street frontage
Business ID Sign for Tenants in Multiple Occupancy Buildings	Building Mounted Only	1 per street frontage, per tenant
Building Entrance	1 per exterior public entry	10 sq. ft. max (half if double sided, such as a blade sign)
Business Directory	Multiple Occupancy Buildings and Multiple Building Complexes only	A type of development ID; See 18.43.070
Directional	See 18.43.070	
Entrance/Exit	See 18.43.070	
Public Service	Public Service signs do count toward the total amount of signage allowed.	See 18.43.070
Window	Up to 35% of the window area may be covered with signage, however window signs do count toward the total amount of Business Identification signage allowed per business.	See 18.43.080
Temporary Signs		
The following Temporary Signs are permitted, in conformance with the provisions in 18.43.080: Sandwich Board/Pedestal; Banners; Construction; Inflatable; Yard/Lawn; and Real Estate Signs.		

2. Non-Commercial Uses in the Commercial Sign Zone. Residential units or homes on mixed-use properties or in a commercial sign zone shall be subject to the sign regulations of the residential sign zone.

B. Sign Regulations Specific to Business & Corridor Sign Zone

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1. Properties immediately adjacent to Interstate 5 (I-5) or US Highway 101 (Hwy 101) may have one pole sign, per development, when the approved land use is a multifamily complex, shopping center, or industrial complex.
 - a. These pole signs may be up to 200 square feet in size or 100 square feet in size per side when double sided.
 - b. For the purposes of calculating the number of permitted signs, pole signs are subject to the standards for freestanding signs (they are not in addition to the number of permitted freestanding signs but are considered one of the permitted freestanding signs).
2. Businesses that are located wholly within another business and do not have direct exterior wall space included in their tenant space (e.g. a coffee shop inside a grocery store) and are under separate business ownership, may have one wall sign per street frontage, up to 24 square feet per sign.
3. Businesses in a commercial zoning district that are adjacent to a Class 1 public trail, may have a wall sign on the building wall facing the trail when there is a public entrance or approved exterior seating/dining area on that wall. For the purposes of maximum sign size calculation, the standard is one square foot of sign area for each 1 lineal foot of wall length for the portion of the building occupied by the tenant, of the wall facing the trail.
4. The approved commercial areas within Urban or Neighborhood Villages shall be subject to the sign standards in the Business & Corridor Sign Zone. Where there is a conflict between the sign code and the approved Master Plan and Design Guidelines, the approved Master Plan and Design Guidelines shall apply.
5. Adjacent to residential uses. The placement or location of signs must be placed in a manner so that internally illuminated or neon signs shall not directly face into an adjacent residential district unless the districts are separated by a right of way that is at least 60 feet in width.
6. Shopping Center Electronic Development Identification Signs. Shopping Centers that have over 4,000 linear feet of street frontage along arterial and major collector streets and have over 800,000 square feet of enclosed commercial retail, entertainment, and dining space are allowed one electronic development identification sign up to 25 feet in height with up to 300 square feet of copy area per side.

18.43.130 Residential Sign Zone

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

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

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

THIRD PUBLIC DRAFT/PUBLIC HEARING DRAFT – Subject to Change**Table 43-8: Permanent Signs for Residential Uses in Residential Sign Zone**

Permanent Signs – Residential Uses (Not Including Apartment Complexes)		
Home Occupation Businesses	Up to two square feet, flush mounted near entrance	1 per licensed Home Occupation business only
Home Occupation Business abutting west side of 300 and 400 blocks of West Bay Drive NW	Up to five square feet if flush mounted near entrance or up to five square feet per side if freestanding	1 per licensed Home Occupation business only
Development Identification Signs	Freestanding Sign for Residential Subdivisions, up to 50 square feet (or 25 square feet per side).	1 per street frontage which has an entry to the development
Permanent Signs – Non-Residential Uses and Apartment/Multifamily Complexes		
Identification signs for non-residential uses	1 freestanding or building mounted sign per driveway access from a street. If freestanding, maximum height is 4 ft.	<ul style="list-style-type: none"> Academic schools – up to 100 sq. ft. maximum; Other Uses: Up to 24 sq. ft. in size (12 sq. ft. per side if double-sided).
Secondary wall signs for non-residential uses	1 per exterior public entrance to the building	Up to 12 square feet of sign area to identify the primary destination of the entrance (e.g. office, library, gymnasium, sanctuary).
Identification Signs for Apartment/Multifamily Complexes	Building mounted sign (flush mounted only) or Freestanding sign. <ul style="list-style-type: none"> Multi-family uses - up to 16 sq. ft. maximum; Double sided signs: 1/2 the max.	1 per use. Except multi-family uses in RM-18, RM-24 & RMH: 2 signs are permitted where there are entrances off 2 public rights-of-way.
Identification Signs for Individual Uses in Multiple Occupancy Buildings	Building mounted sign to be flush mounted only. <ul style="list-style-type: none"> Academic schools – up to 100 sq. ft. maximum; Multi-family uses - up to 16 sq. ft. maximum; All other uses - 24 sq. ft. maximum. Double sided signs: 1/2 the max.	
Driveway Entrance/Exit Signs	Freestanding only. 5 square feet total (2.5 square feet per side if double sided)	1 per driveway
Directional	18.43.070	
Public Service	18.43.070	

C. Permanent Signs – Nonresidential Uses. It is customary and common to have nonresidential uses in residential areas, such as schools, places of worship, daycare centers, public facilities such as fire stations or substations, and other

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similar uses. These uses are generally allowed by conditional use permit and are an important part of our community. These uses have signage needs that are different and distinct from residential uses. Signs may be permitted, as follows:

1. Lighting. All signs, with the exception of the Public Service portion of signage, are encouraged to use indirect lighting for signage. Lighting shall be directed to the sign face and away from residential properties. The electronic portion of any public service sign for academic uses must be turned off between the hours of 9:00 p.m. and 6:00 a.m.
 2. Directional Signage. Uses that have more than one public entrance, such as schools with separate entrances for libraries, gymnasiums, theaters, the main office, and other uses that are most likely to experience visitors are encouraged to provide directional signage.
- D. Except as otherwise provided for in this chapter, temporary signs in the residential sign zone do not require sign permits and are allowed pursuant to the following regulations:
1. Noncommercial. All temporary signs in the residential sign zone shall only display noncommercial copy, unless otherwise allowed (e.g. real estate, construction signs). For the purposes of this chapter, garage and yard sale signs are considered to be temporary and noncommercial signage.
 2. Sign Types – Construction – Materials. There is no restriction on the type of temporary sign (i.e., the sign construction or materials used) allowed on residential properties provided that all other regulations and provisions of this chapter are met.
 3. Quantity. There are no restrictions on the number of temporary signs allowed on private property in the residential sign zone.
 4. Size.
 - a. Temporary Freestanding Signs. No temporary freestanding sign shall be greater than 12 square feet in size, with no sign face exceeding six square feet. The sign shall not exceed four (4) feet in height, as measured from the ground to the top of the sign.
 - b. Building-Mounted Signs. Building-mounted temporary signs attached flush to the face of the building:
 - Shall not have a maximum height; provided, that no sign shall extend beyond the roofline of the building; and
 - In aggregate (i.e., the total of all building-mounted temporary

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signs) shall not cover more than 20 percent of the building's facade.

5. Window Signs. Signs placed in or on windows shall, in aggregate, not exceed 25 percent of the area of the window on which they are displayed.
 6. Yard/Lawn Signs. In accordance with standards outlined in Section 18.43.080.
 7. Garage Sale (Yard Sales, Moving Sales, Patio Sales). No sign permit or Temporary Sign Agreement is required. Such sign shall be limited to one sign on the premises and three off-premises signs. No such sign shall exceed four square feet in sign area. The sign or signs may be displayed only during the sale and must be removed the day the sale ends. The person or persons for which the sign or signs are displayed shall be responsible for removal and/or is subject to the penalties as provided in this code. Any such signs placed in the right of way shall comply with the standards in Section E, below.
- E. Temporary Signs in Planter Strip. Temporary signs may be placed in the planter strip (the landscaped area between the curb and sidewalk) or unimproved right-of-way pursuant to the following:
1. No more than three (3) temporary signs are allowed in the right of way per street frontage, per lot. For residential properties actively for sale or lease, one of the three temporary signs may be a real estate sign.
 2. No temporary sign may be greater than four feet in height above grade and is subject to the clear view sight triangle standards per Chapter 4 of the Engineering Design and Development Standards.
 3. Temporary signs in the right of way may only contain noncommercial messages and must meet the standards of Sections 18.43.060 and 18.43.085.
- F. Duration. Any temporary sign that is specific to an event shall be removed within five (5) days of the end of the event, unless otherwise stated in this chapter.

18.43.140 Master Sign Plans

- A. Master sign plans are allowed for uses that, by their nature, may need more permanent signage than permitted by the sign code. Examples include institutional uses in buildings with multiple public entrances, multiple access points from public streets to the site, and specific uses intended to use the various parking areas and building access points. Examples may include colleges and universities, hospitals and clinics, large governmental office

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complexes, and academic schools. In these cases, members of the public may visit the site infrequently (public meetings, out of town athletic competitors, emergency medical care or patient visitors) and would benefit from additional directional signage.

- B. Master sign plans for such uses can be proposed and should address:
- Overall need
 - Signage types proposed
 - Signage locations proposed by various sign type
 - Visibility from streets and other public spaces
 - Lighting, whether internally illuminated or not
 - Sign theme/consistency across sign types
 - A statement about how the overall need was balanced with efforts to reduce sign clutter, preserve existing tree and vegetation areas, enhance aesthetics, address compatibility with structures, and the reduction of impacts to surrounding properties.
- C. A master sign plan shall be submitted with land use review when possible, however existing uses may apply for a master sign plan. Applications shall be submitted on forms provided by the department and be accompanied by the appropriate review fee.
- D. Master sign plans shall be reviewed by the City through a Land Use Review process before the Site Plan Review Committee, based on the following considerations:
1. Response to the issues identified in subsection B, above
 2. Tree canopy and tree size at maturity
 3. Fire and building code requirements
 4. Location of existing above and underground utilities, including stormwater infrastructure
 5. Public health, safety, and welfare

18.43.150 Nonconforming Signs

- A. Except as otherwise provided, any sign which is non-conforming may not be structurally altered without being brought into compliance with the requirements of this Title (see OMC [18.02.180](#), Definitions, Signs, Abandoned and Non-Conforming and Section 18.43.160, Administration and Enforcement, and [18.73.010](#), Enforcement and Removal).

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- B. Any non-conforming sign which is damaged or destroyed by fire, explosion, wind, act of nature, or other accidental means may be restored if the cost thereof does not exceed fifty percent (50%) of its replacement cost. Signs damaged in an amount in excess of fifty percent (50%) of replacement cost shall be removed.
- C. All non-conforming signs shall be kept in good repair and maintained in a neat, clean, attractive, and safe condition. (See also OMC 18.73.010, Enforcement and Removal.)

18.43.160 Administration & Enforcement

- A. Administration
- B. Enforcement and Removal. See OMC [18.73.010](#).

18.02.180 Definitions

S. DEFINITIONS – SPECIFIC.

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

Sign, Abandoned. Any sign which:

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

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

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

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

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

Sign, Banner. A lightweight temporary sign.

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

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

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

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

Sign, Changeable Copy. See Sign, Readerboard.

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

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

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

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

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

Sign, Flashing. See Sign, Animated.

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

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

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

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

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

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

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

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

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

Sign, Monument. See Sign, Freestanding.

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

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

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

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

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

Sign, Pedestal. See Sandwichboard/Pedestal Sign.

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

~~Sign, Political. A sign for the purpose of advertising a candidate or candidates for public elective office, or a political party, or which promotes a position on a public or ballot issue.~~

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

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

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

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

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

Sign, Revolving. See Sign, Animated.

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

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

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

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

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

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

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

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

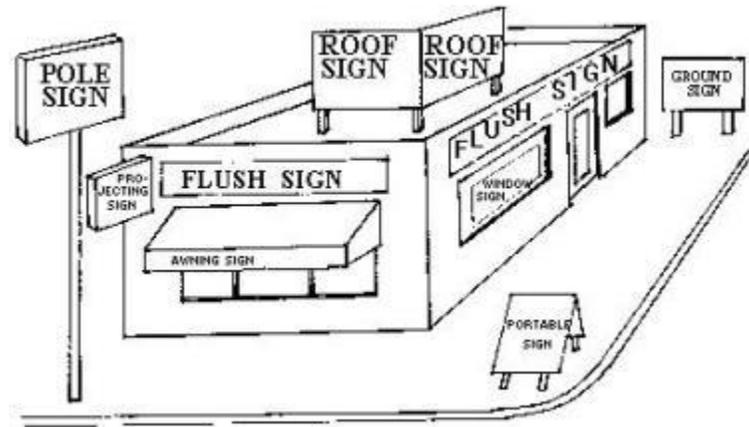


FIGURE 2-7

Design Review Code Sections Proposed for Repeal

From Chapter 18.120 - Commercial Design Criteria Downtown

~~18.120.140 Signs –Attached to the building~~

~~A.—REQUIREMENT: Choose signs that maintain the architectural integrity of the building; locate them so the building details are not covered or obscured. Signs shall conform with Chapter 18.42, Signs, and to the design requirements of this section and of section 18.120.150.~~

~~B.—GUIDELINES:~~

- ~~1.— Signs should be subordinate to the building design.~~
- ~~2.— Coordinate colors with the colors of the building.~~
- ~~3.— Use sign panel shapes that complement the architectural forms of the building.~~
- ~~4.— Avoid a wide variety of types and sizes of signs when several businesses share the same building. Use directory signs wherever possible.~~
- ~~5.— Select colors, materials, size, shape, and illumination similar to signs found on adjacent properties. Emphasize legibility and simplicity.~~
- ~~6.— Align signs with those on adjacent buildings when possible.~~
- ~~7.— Design signs for businesses served principally by vehicular traffic to be easily legible from the street.~~
- ~~8.— Select lettering sizes, styles, and sign locations that will be clearly visible to pedestrians.~~
- ~~9.— Use window signs where wall signs would detract from architectural elements of building facade. Symbols for the business such as a pair of eyeglasses can be used to add detail at the sidewalk.~~
- ~~10.— Select a type and intensity of lighting in order to match the lighting levels of signs found in the area.~~

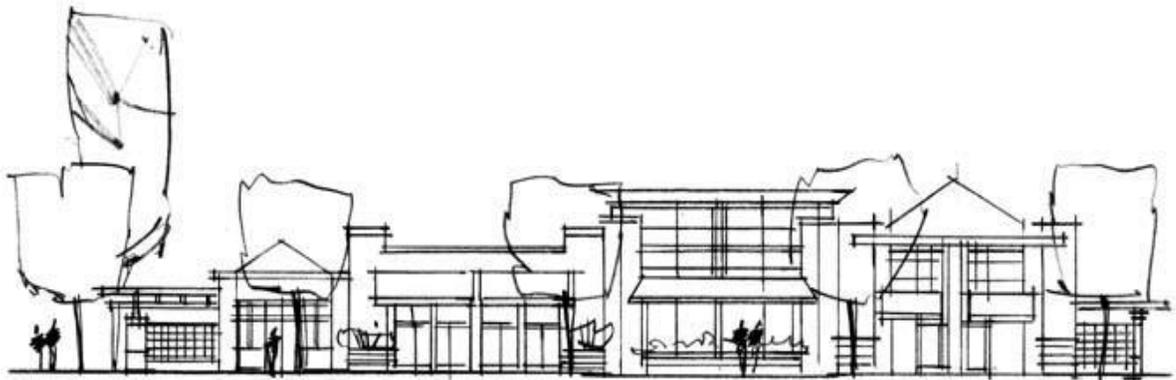


FIGURE 18.120.140

~~18.120.150 Signs –Freestanding~~

~~A.— REQUIREMENTS: When building-mounted signs will obscure the architectural details of the building or where buildings are set back from the sidewalk and/or property line, use a free-standing sign. Signs shall conform to Chapter 18.42 Signs. Signs shall have a maximum height of four (4) feet above grade. Lettering styles and colors are limited to two (2) lettering styles and three (3) colors. Signs shall be incorporated in planters or screening walls.~~

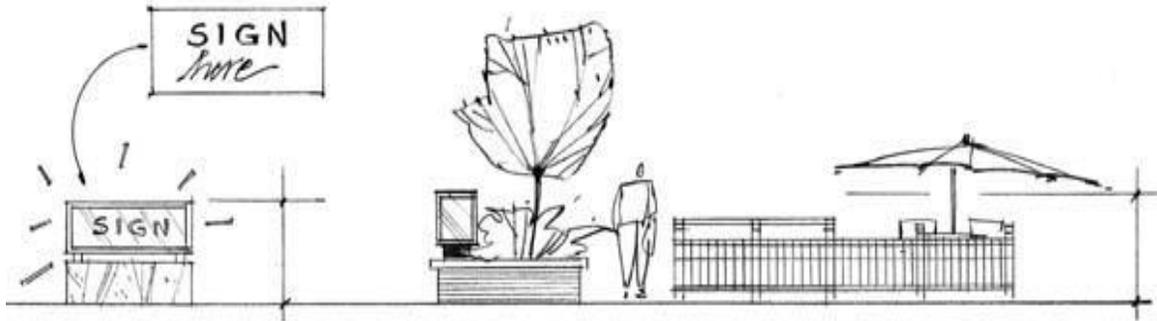


FIGURE 18.120.150

From Chapter 18.145 - Commercial Design Review Freeway Corridor District

~~18.145.040 Signs adjacent to freeways~~

~~A.— REQUIREMENT: To reduce visual sign clutter, signage shall be distinct and minimal. Signs along the freeways are limited to identification of the multifamily complex, shopping center, or industrial complex adjacent to the freeway. Signs must conform to the Olympia Sign Code (OMC Chapter 18.42, Signs).~~

~~B.— GUIDELINES:~~

- ~~1.— The identification sign should be located flush on the primary building wall facing the freeway or freestanding in the landscape area no closer than five (5) feet to the freeway rights-of-way.~~
- ~~2.— Freestanding signs should not exceed twenty-five (25) feet in height nor two hundred (200) square feet in sign surface area (total of all sign faces of the sign).~~
- ~~3.— Signs mounted flush on the building may not exceed one (1) square foot of sign surface area per one linear foot of wall it is mounted on up to two hundred (200) square feet of sign surface area, (a twenty (20) foot long wall may have up to a twenty (20) square foot sign); except, motor vehicle sales uses within the Auto Services District are allowed flush mounted wall signs at a ratio of one (1) square foot of sign surface area per one (1) linear foot of wall in which the sign is~~

~~mounted on up to two hundred (200) square feet of sign surface area in accordance with Chapter 18.42, Signs.~~

~~4. If a use is permitted a pole sign, only one (1) pole sign is permitted per development; except, a single trade organization located within the Auto Services District representing the ownership of 40 acres or more of similar land uses within such district shall be one allowed (1) development identification sign along any adjacent state highway and four (4) development identification signs along Cooper Point Road/Auto Mall Drive to be located on the property of such trade organization or its member(s).~~

From Chapter 18.50, Port Peninsula

~~18.150.100 Signs Attached to the Building~~

~~A. REQUIREMENT: Provide adequate signage for businesses while maintaining the buildings architectural integrity, by locating signs so that building details shall not be covered or obscured. Signs will conform to the Olympia Zoning Ordinance Sign Code (OMC Chapter 18.42, Signs).~~

~~B. GUIDELINE:~~

- ~~1. Use sign panel shapes that accentuate buildings architectural forms.~~
- ~~2. Keep signs subordinate to the building design.~~
- ~~3. Coordinate colors with the colors of building.~~
- ~~4. Avoid a wide variety of types and sizes of signs when several businesses share the same building. Use directory signs where possible.~~
- ~~5. Reinforce the overall composition of the facade by selecting colors, materials, size and shape, and method of illumination, as found on adjacent properties. Emphasize legibility and simplicity. Locate signs in the overall facade composition, as found on adjacent properties.~~
- ~~6. Align signs with those on adjacent buildings when possible.~~
- ~~7. Design sign for businesses served principally by vehicular traffic to be easily legible from the street.~~
- ~~8. Addresses must be clearly visible, in accordance with OMC Chapter 12.48.120(C)~~
- ~~9. Select lettering sizes which could be more visible to the pedestrian than to vehicular traffic in pedestrian oriented areas of the site. Limit the number of letters styles to one (1) or two (2).~~

Acceptable

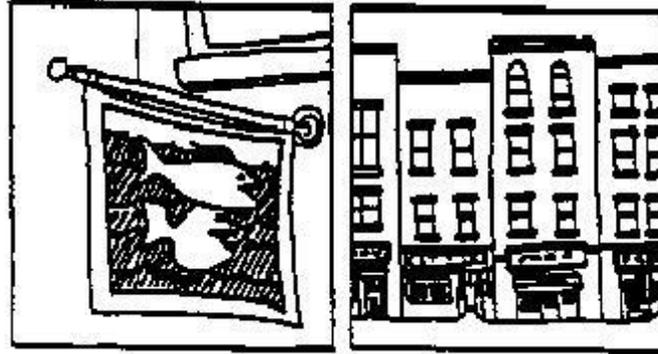


FIGURE 18.150.100

~~18.150.110 Signs—Freestanding Signs~~

~~A.— REQUIREMENT: Provide adequate signage for businesses when building mounted signs cannot be used because they will obscure the architectural details of the building. Signs will conform to the Olympia Zoning Ordinance Sign Code (OMC Chapter 18.42, Signs).~~

~~B.— GUIDELINE:~~

- ~~1.— Freestanding signs should be limited in size and height. The maximum height should be forty-two (42) inches above grade.~~
- ~~2.— For visual clarity, the lettering style and colors should be limited to two (2) lettering styles and three (3) colors.~~
- ~~3.— Incorporate signs in planters or as screening walls.~~
- ~~4.— The map designated "Allowed Building Heights In the Urban Waterfront Zone" set forth on p. 81 of the Final Supplemental Environmental Impact Statement hereby replaces Figure 6-2, of the Unified Development Code.~~
- ~~5.— That the official City of Olympia Zoning Map, set forth in the Unified Development Code, is hereby amended to conform to the "Proposed Port Zoning" map on p. 77 of the Final Supplemental Environmental Impact Statement, insofar as same is applicable.~~

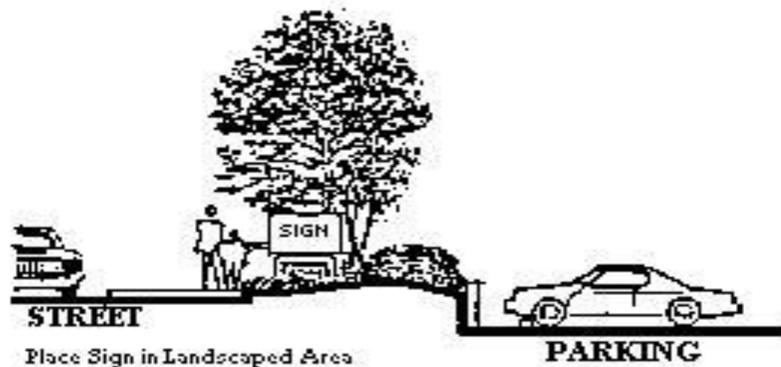


FIGURE 18.150.110

Joyce Phillips

From: Chris Clare <chris@tanrepublic.com>
Sent: Friday, October 19, 2018 11:02 PM
To: Joyce Phillips
Subject: Sign Code Update Comment

Feather flags should be allowed by any and all businesses as per lacey code allowing 1 advertising sign per 100 ft of street frontage. Of which if a business/building has 250ft of frontage 2 signs would be allowed. This may allow some businesses who dont have signs in existing marquees the ability to advertise. Visibility is key to a business's survival which in turn helps the city with any and all taxes paid by said business.

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Joyce Phillips

From: David Krueger <dkrueger@wigproperties.com>
Sent: Thursday, October 11, 2018 10:42 AM
To: Joyce Phillips
Cc: Leshya Wig
Subject: Comments: Olympia Sign Code - Second Public Draft
Attachments: Street View.JPG; Street Tree Distance.JPG

Hello Joyce,

Thank you for sharing the link to the second draft of the new Olympia Sign Code. We believe the changes that have been made will truly help businesses grow and thrive in Olympia. Thank you for your ongoing support and guidance through this process.

I have had a chance to review the second draft and have only a few comments that I would like to share with you and the City of Olympia.

Section 18.43.070 Permanent Sign Types and Standards

Q. Shopping Center Sign.

3. I like the idea that the copy area shall include the name of the shopping center, if included on the sign. I just want to make sure I understand that IF you choose to put the shopping center's name on the sign that it would need to be part of the copy area (not in addition to the maximum allowable 100 sq. ft.), but it is not a requirement to include the shopping complex name. Basically the 100sf can be used for tenants only if preferred?

4. Location: to be put in a landscaped area. We would like clarification here that states you can "create" (put in) a landscape area if one does not exist or expand one (if needed) in order to accommodate the sign's footprint. This could include the removal of a portion of the parking lot or parking stall (as long as the minimum required amount of parking stalls for the center stays at or above the required amount).

6. The visibility of the sign is paramount to its success and the success of the businesses occupying the sign. If a sign cannot be seen then there will be an immediate diminishing return on the investment of such sign when installed. We would request that any street tree within 115' of the sign can be removed and relocated, on a cumulative caliper for caliper basis, to another area of the property. I.e. if the tree to be removed has an 8" caliper (at chest height - 4.5') then a tree or trees with the cumulative balance of 8" must be planted elsewhere on the property (this could be two 4" caliper trees or a 4" and two 2" calipers for example). Please see the attached street photo of an example of this potential blockage (first attachment "Street View"). A car heading north west on Cooper Pint Road would not be able to see the Shopping Center Sign at all due to the street tree blocking its visibility. Please see the second attachment (Street Tree Distance). This shows the distance between this street tree and the potential location for a new Shopping Center Sign. As you can see the distance is +/-105' so we have safeguarded the length request to 115'. We very much appreciate beautiful landscaping and trees and are happy to introduce them to other areas of the property. We just want to make sure the new Shopping Center Sign is seen and achieves the goal of better business identification.

Please contact me with any questions or requests. We look forward to continuing the dialogue on the new Olympia Sign Code with you and the City of Olympia.

Thanks,



Wig Properties LLC

David Krueger

4811 - 134th Place SE | Bellevue, WA 98006
 Office 425-641-2044 x102 | Cell 206-679-6717 | Fax 425-865-8648
www.wigproperties.com

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From: Joyce Phillips [mailto:jphillip@ci.olympia.wa.us]
Sent: Monday, September 24, 2018 3:24 PM
To: Joyce Phillips
Subject: Olympia Sign Code - Second Public Draft

You are receiving this email as an "Interested Party" for the City of Olympia Sign Code Update. If you no longer wish to receive these emails please contact Joyce at jphillip@ci.olympia.wa.us and ask to be removed from this distribution list.

The second draft of the new Olympia Sign Code has been posted to the project webpage (olympiawa.gov/signcode). Please feel free to review it and provide additional feedback. It is still draft and I do expect to make changes based on additional public comments. There will be a briefing before the Planning Commission on Monday, October 1, 2018 before the public hearing is held (tentatively scheduled for Monday, November 5, 2018). Thank you.

Joyce Phillips, AICP, Senior Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.570.3722 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.





Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the distance between two points on the ground

Map Length: 105.57 Feet

Ground Length: 105.70

Heading: 330.39 degrees

Mouse Navigation Save Clear

Joyce Phillips

From: Karen Messmer <karen@karenmessmer.com>
Sent: Monday, November 14, 2016 7:09 AM
To: Joyce Phillips
Subject: Sign code update and walking/cycling access

Follow Up Flag: Follow up
Flag Status: Completed

Hello Joyce - Two items on sign code.

1. I see that there is an item on the Planning Commission agenda regarding sign code update. I have noticed over many years that the placement of signs has created barriers for people who walk and bicycle.

Signs are often placed on sidewalks where they block the sidewalk or make it narrow. The impact ranges from inconvenience to tripping hazards. ADA access is lost sometimes at intersections where a sign blocks the ADA ramp. Also, signs for garage sales or real estate end up out in a bike lane. Even temporary uses like this can present dangerous situations for cyclists. I am not sure what language needs to be made more clear about this, but I would appreciate your attention to this as the code is reviewed.

2. We currently have a strict limit on lighted information signs at schools - they cannot change more frequently than at certain intervals.

Periodically the Olympia High School sign is reprogrammed and it starts to flash and change out of compliance with the code. We end up calling them directly or sometimes contacting the City. This is a residential area with lots of walking and crossing movements on North Street. The safety of all people who walk in this area should not be compromised by a flashing sign that motorists are distracted by. Also, the flashing sign would bring a 'commercial' character to an area that is residential. There is also a limitation on the timing of the changing message on the auto mall sign that is visible from the 101 freeway. Similar concerns for this one, only it relates in this case to distracted driving.

I would like to be kept in the loop on the code review as it moves forward.

Thank you

Karen Messmer

Joyce Phillips

From: reisterbrau@gmail.com
Sent: Saturday, November 19, 2016 1:06 PM
To: Joyce Phillips
Cc: Kenneth Reister
Subject: Olympia sign policy

Follow Up Flag: Follow up
Flag Status: Completed

I want to provide some input on the sign policy.

While streamlining the policy might sound nice that isn't necessarily what is needed. Enforcement of existing sign policy basically ended my wife's business at 113 Thurston Ave. The front of the building is more than 20 feet from the sidewalk and basically invisible to passers-by on Capitol way and Washington Street

The deal is properties, locations, and businesses are not all the same.

Existing policy states "In no case shall signs be more than 20 (twenty) feet from the front wall of the business." The front wall of My wife's business was more than 20 feet from the sidewalk. This made placement of a sandwich board sign at the sidewalk out of compliance. The city enforced this rule after some difficult fellow complained. This led to decreased business and eventual failure of the business just because of one person complaining. On top of that it was obvious that the city practiced selective enforcement of the policy. Other businesses were habitually out of compliance but did not suffer the enforcement that my wife's business received. The city refused to permit any variance in the policy.

A case of a free standing sign that I suspect is out of compliance with the sign policy is the sign for Music 5000 on Pacific avenue. Perhaps the City allowed a variance for Music 5000 but would not at 113 Thurston Avenue.

All situations are different. Streamlining is not necessarily the best solution. Please consider the many exceptions that exist for business owners.

Kenneth Reister

Sent from Mail for Windows 10

Joyce Phillips

From: Karen Messmer <karen@karenmessmer.com>
Sent: Tuesday, April 11, 2017 7:36 PM
To: Joyce Phillips
Subject: Re: Sign Code Committee Meeting - comment on digital signs

Joyce -

I saw a comment in the notes from one of the meetings sign code about the freeway sign for the auto mall. The comment was that the length-of-time that the message be held static is too long.

When the limitations were originally put in place, it was because of the safety concerns. There is information available on the distraction that these digital signs cause for drivers. The purpose of the digital signs is to distract drivers to read their (sometimes lengthy) message. Below are some links to articles and materials about this topic. I don't think the sign code group or the planning commission should be making judgements about this without a thorough consideration of safety. We are learning more about distracted driving from cell phone use - and the evidence is clear that concentrating on something other than the driving task at hand will lead to crashes.

This is of special concern to me as well near schools, where we have people walking, cycling, and crossing city streets. The school digital signs are currently limited to prevent distracted driving and I do not want to see changes to those limits.

Thanks

Karen Messmer
 Olympia Safe Streets Campaign

Summary of some of the research findings at Scenic America

<http://www.scenic.org/billboards-a-sign-control/digital-billboards/112-digital-billboard-safety-studies>

Article in Huffington Post - makes the argument that there is enough evidence to ban digital signs on roadways.
http://www.huffingtonpost.com/dave-meslin/driven-to-distraction-the_b_5563176.html

On 4/10/2017 11:33 AM, Joyce Phillips wrote:

Today's sign code committee meeting will be in **City Hall Room 207** from 1:30 – 3:30 p.m.
 Joyce

Joyce Phillips, AICP, Senior Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.570.3722 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.



Community Planning & Development

Joyce Phillips

From: Karen Messmer <karen@karenmessmer.com>
Sent: Monday, May 22, 2017 7:29 AM
To: Joyce Phillips
Subject: Re: Sign Code comments

Hello Joyce -

As the sign code work continues here are my concerns:

Safety for people who are walking and bicycling. Also general traffic safety for drivers as well. Distracted driving is now known to cause crashes and the most vulnerable of our roadway users are people walking and bicycling. I am regularly seeing cars drifting into the bicycle lane or onto the shoulder of the roadway as they apparently are looking at their phones or being distracted in some other way. We must not assume that signs that 'attract attention' over-ride the importance of safety.

Preserving sidewalk space for walking. Temporary sandwich board sign and other types of signs must not be allowed to be placed into the space that we have created for people to walk. This appropriates the sidewalks for commercial use when these spaces need to be dedicated to walking. Special attention needs to be paid to ADA access and that has specific rules. In addition, we need to provide appropriate space in downtown, for example, for folks to comfortably walk without having to continuously dodge and walk around obstructions.

I regularly see real estate sandwich board signs placed in residential neighborhoods in the middle of a sidewalk. This essentially blocks walking area and anyone in a wheelchair or with a walker would need to push the sign aside somehow to proceed.

Commercialization of residential neighborhoods. Some uses such as schools and churches are allowed in residential neighborhoods. This has been a long standing tradition in planning and zoning. However, this does not mean, in my opinion, that these uses should be allowed to have commercial-scale advertising and lighting that can intrude on the residential character of the neighborhood. There are many ways for schools to communicate with the public and with their students, families and staff. They have successfully done this for many years. We should not bring commercial scale signage into neighborhood simply because they are available.

Thanks

Karen Messmer

On 5/19/2017 10:07 AM, Joyce Phillips wrote:

The Sign Code Policy Advisory Committee will meet today at 2:00 p.m. in Olympia City Hall in Room 207. There is no formal agenda but we will discuss the ten questions posed in the attached document. You are welcome to attend and listen and/or to respond to the ten questions and email your responses to me by June 5th. Thank you!
Joyce

Joyce Phillips, AICP, Senior Planner
City of Olympia | Community Planning and Development
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
360.570.3722 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.



Joyce Phillips

From: JacobsOly@aol.com
Sent: Monday, May 22, 2017 1:58 PM
To: Joyce Phillips
Subject: Sign Code Update Comments

Hi Joyce -- Thanks for inviting public comments on the sign code update and specifically on the "remaining issues and questions".

I do have some thoughts which I hope might be useful to the committee.

1. Decision Criteria. The most basic suggestion I'd offer is to take a step back and discuss the values or criteria that the group wants to use to make its decisions. This is normally the first step in a comprehensive process like this one, but it is not too late for the group to do this. It should help the decision process proceed more smoothly than the ad hoc, incremental approach that has been used to date.

I would personally suggest that the sign regulations be based on a benefit/cost model (both terms broadly defined).

All signs have a cost to the community in terms of visual clutter and distraction. For each category of sign, I'd suggest that signs be allowed if the public benefits of the signs outweigh the public costs.

For instance, traffic signs are justified because we judge that the benefits (accidents avoided) are greater than the costs (visual clutter). And of course the traffic staff looks at the number and type of signs in order to minimize visual clutter, in addition.

The same would be true for signs warning of public health (polluted ground) and safety (high voltage).

Another example would be signs to help the public find a facility or business. We need to be able to find these, and addresses alone are not sufficient. In the case of businesses, I'd suggest that name and type of business (Joe's Lock Shop) would be justified.

However, many of the commercial signs now allowed go farther. "Bayview Market" helps us find a building, but "asparagus 1.99 lb" is primarily a benefit to the business, not the public. And other avenues are available for advertising products/services and prices.

I'd say the same thing about signs for public facilities. I pass the OHS sign on North Street frequently. I believe it is justified that there be a sign saying "Olympia High School" because it helps people find the school. But "spring fling" or "state volleyball champs" does not provide information that public needs and therefore should not be allowed on the sign, in my opinion.

This approach provides a decision criterion that would help the committee develop and defend its recommendations.

2. Animated Signs. Any kind of movement multiplies the negative effects of signs exponentially. Movement is very distracting. And as a result it increases the risk of traffic accidents (how often have we all heard about that moving sign along I-5?) and decreases our enjoyment of our city. It also multiplies the cost of signs, which helps sign companies and large firms,

but disadvantages the smaller, more poorly capitalized companies. An exception for theater marquees in a theater district might be in order, but even there I'm unconvinced that movement does more good than harm.

3. Tiny Screens. Tiny screens such as those in ATMs and gas pumps are not a problem in my opinion because they do not affect the general public.

4. Billboards. I think we still have four billboards in the city. It seems obvious that these large signs are an unwarranted intrusion into the public's space. Billboards can be gotten rid of without cost to the city if the owners are given enough time to remove them that their investments are covered, e.g., 25 years. Keith Stahley has had experience with this in another jurisdiction. How much more pleasant our city would be without these monsters!

5. Heritage Signs. I think there is some value in allowing historic signs to remain (or be re-installed), even if they would no longer be allowed under current codes. The one that comes to mind is the old Jack's Shoe Repair sign that used to hang over this business on Columbia Street. It is a wonderful old design and would add to the attractiveness of this historic area. I hope it will be reinstalled some day.

I would be glad to discuss these ideas with staff or committee members.

Best,

Bob Jacobs
352-1346

Joyce Phillips

From: Karen Messmer <karen@karenmessmer.com>
Sent: Monday, April 16, 2018 12:27 PM
To: Joyce Phillips
Subject: Re: sign code potential changes on Planning Commission agenda
Attachments: FINALREPORT10-18-GJA-JW.pdf

Joyce -

Is there any separate research that is not funded by the Sign Research Foundation? It looks like this is a group that is funded by the outdoor sign industry. See attached review of previous research.

I am concerned that this is the only safety related research being used as basis for changing regulation on reader boards.

Karen Messmer

On 3/3/2018 10:54 PM, Joyce Phillips wrote:

Hi, Karen.

Here is some of the information related to electronic signs, safety, and hold times. I believe the consultants may have more information, too.

Joyce

<http://www.signresearch.org/wp-content/uploads/Digital-Signage-Traffic-Safety-A-Statistical-Analysis.pdf>

<http://www.signresearch.org/wp-content/uploads/Digital-Signage-Traffic-Safety-Executive-Summary.pdf>

From: Karen Messmer [karen@karenmessmer.com]
Sent: Thursday, March 01, 2018 3:49 PM
To: Joyce Phillips
Subject: Re: sign code potential changes on Planning Commission agenda

Thanks Joyce -

What I am looking for is more reasoning behind any lighted sign recommendations. Research findings, data from other cities, case studies. This background is needed when the word 'safety' is used.

I look forward to your more detailed response and I hope you feel better soon.

Karen Messmer

On 3/1/2018 12:35 PM, Joyce Phillips wrote:

Hi, Karen.

I am under the weather and out of the office - but will respond in more detail as soon as I can - hopefully tomorrow afternoon or Saturday. And this is just a briefing to update the OPC - once the public draft is out (hopefully in March/April) there will be more public outreach and public comment - and probably at least one more OPC briefing before a public hearing.

Joyce

From: Karen Messmer [karen@karenmessmer.com]

Sent: Tuesday, February 27, 2018 3:56 PM

To: Joyce Phillips

Subject: sign code potential changes on Planning Commission agenda

Hello Joyce - I have copied some text below from the attachment in the 3/5 Planning Commission meeting packet titled 'Biggest Policy Changes Proposed'

I have a specific interest in the lighted changing signs that flash messages - whether at schools or commercial businesses. I believe these messages are distracting to drivers, just as we know that phone use is distracting. I would like to better understand the language 'Safety standards for changing messages allow more frequent messages.'

Can you tell me what these safety standards are and where I can find them?

I have safety concerns about flashing and signs. And for schools, I have concerns that since they are located in residential areas, we are 'commercializing' these neighborhood areas with flashing and moving sign images.

Thank you

Karen Messmer

Current code

Hold time for public service signs at academic schools is five minutes. The hold time is three minutes for the Development Identification Electronic Reader board Sign for the sign at the Auto Mall.

Proposed changes

Safety standards for changing messages would allow more frequent messages. Proposing ten second minimum hold time, with no more than three messages in any one minute.

--

I dream of a better tomorrow,
where chickens can cross the road
and not be questioned about their motives.

--
I dream of a better tomorrow,
where chickens can cross the road
and not be questioned about their motives.

--
"The greatest enemy of knowledge is not ignorance,
it is the illusion of knowledge."
Stephen Hawking

Joyce Phillips

From: Karen Messmer <karen@karenmessmer.com>
Sent: Monday, April 16, 2018 2:40 PM
To: Joyce Phillips
Subject: Electronic signs compendium of research - sign code considerations

Joyce - this compendium of research on electronic signs is compelling.

Karen Messmer

<http://www.scenic.org/storage/PDFs/billboard%20safety%20study%20compendium%20updated%20ofebruary%202018.pdf>

Joyce Phillips

From: James Carpentier <James.Carpentier@signs.org>
Sent: Friday, May 11, 2018 10:47 AM
To: Joyce Phillips
Cc: David Hickey; Patti King
Subject: RE: sign code update

You are welcome Joyce. Let me know if you have any questions.

Have a great weekend!

James

From: Joyce Phillips [mailto:jphillip@ci.olympia.wa.us]
Sent: Friday, May 11, 2018 11:22 AM
To: James Carpentier <James.Carpentier@signs.org>
Cc: David Hickey <David.Hickey@signs.org>; Patti King <pking@nwsigncouncil.org>
Subject: RE: sign code update

Thank you for the information, James. I will review it along with the opposing views sent to me earlier.

Your proposed solution of the window signs issues is essentially the same as what I plan to propose to the planners here next week. I believe they will agree that it is a much simpler approach and will be more in line with the way most businesses treat window signs anyway.

Hope you have a nice weekend!
 Joyce

From: James Carpentier <James.Carpentier@signs.org>
Sent: Thursday, May 10, 2018 5:45 PM
To: Joyce Phillips <jphillip@ci.olympia.wa.us>
Cc: David Hickey <David.Hickey@signs.org>; Patti King <pking@nwsigncouncil.org>
Subject: RE: sign code update

Hello Joyce,

Your response is appreciated! Here are my thoughts and recommendations on your issues.

WINDOW SIGNS

Your regulatory scheme makes a distinction with "permanent" window signs and "temporary" window signs. Staff needs to first determine if the window sign is permanent or temporary. The definition below for a temporary sign does not provide clear direction. Administration of this distinction would be a challenge. An owner could have a "permanent" sign that he does not want to utilize and replaces that sign with a "temporary" window sign. The sign area for the permanent sign would have been sized based on the "permanent" widow sign that is no longer utilized. The wall sign that was installed may have poor legibility due to this requirement. I could think of a number of other scenarios that would make the administration of this approach more than a challenge.

We suggest that the city simplify and make no distinction between permanent and temporary window signs and remove section K. Most jurisdictions do not make a distinction if a window sign is permanent or temporary due to the administration challenges.

It is important to remember that window signs are a very affordable and effective method to advertise.

REGULATING ELECTRONIC MESSAGE CENTERS (EMC)

The important distinction for safety and EMCs is danger vs. distraction. Studies that have been done by the FHWA (attached and our summary of the study) and others discovered that glance rates at EMCs are shorter than the government declared dangerous glance rate of 2 seconds. See the attached presentation slides 23 and 24 for additional information. (This presentation was for the City of Vacaville CA). The glance rates for EMCs in the FHWA study were around 1 second, well under the government declared dangerous glance rate of 2 seconds. I have attached the FHWA study along with our summary of that study.

I have also attached the only on-premise EMC traffic study and the Sign Research Foundation's summary of that study. This study states the following on page viii:

"The results of this study provide scientifically based data that indicate that the installation of digital on-premise signs does not lead to a statistically significant increase in crashes on major roads."

We are in support of the proposed hold times of 10 seconds, since traffic studies indicate that hold times in that range are not "dangerous." A hold time of 3 or 5 minutes does not allow for a school or business to utilize this technology. Important to note that the 40 or so DOT's that allow EMCs adjacent to freeways have hold time in the 3 to 5 second range.

~~K. Window signs. A sign permanently mounted on a window (for example a neon sign) or permanently painted on the window, is considered a building mounted sign and subject to the standards for such. Exception: Signs indicating whether a use is open or closed for business are not subject to these standards.~~

G. Window Signs

1. Permits - not required
2. Aggregate shall not exceed 40% of window space.

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

From: Joyce Phillips [mailto:jphillip@ci.olympia.wa.us]

Sent: Wednesday, May 09, 2018 12:39 PM

To: James Carpentier <James.Carpentier@signs.org>

Cc: David Hickey <David.Hickey@signs.org>; Patti King <pking@nwsigncouncil.org>

Subject: RE: sign code update

Hi, James.

The biggest hold up on releasing the draft is around window signs and the portions of our current code we want to keep related to them – and how we can simplify it. We currently treat “permanent” and “temporary” window signs differently without clearly identifying what the difference is between them. It’s been bothering me because I feel like the confusion is still present in the internal draft and I don’t want that. I have a meeting with the current planners next Wednesday to try to resolve that issue.

The other issue I am dealing with currently has to do with the frequency with which public service signs and the few electronic signs we have can change the message. We currently limit it to once every three minutes for the Auto Mall sign along Highway 101 and limit schools to once every 5 minutes. I am not sure if we have other standards for other commercial signs in our current code. I was proposing one standard for all – no more than once every ten seconds with no more than three per minute. HOWEVER – a couple of people from the community are quite concerned by that and are requesting no change. I was sent a “Compendium of Recent Research Studies on Distraction from Commercial Electronic Variable Message Signs (CEVMS)” paper dated February 2018 that I am reviewing.

Everything else seems to be fairly ready for an initial public draft.

Thanks!

Joyce

From: James Carpentier <James.Carpentier@signs.org>
Sent: Monday, May 07, 2018 12:54 PM
To: Joyce Phillips <jphillip@ci.olympia.wa.us>
Cc: David Hickey <David.Hickey@signs.org>; Patti King <pking@nwsigncouncil.org>
Subject: RE: sign code update

Hello Joyce,

Just checking in to see if you have any updates.

Thanks

James

From: Joyce Phillips [<mailto:jphillip@ci.olympia.wa.us>]
Sent: Wednesday, April 11, 2018 4:40 PM
To: James Carpentier <James.Carpentier@signs.org>
Cc: David Hickey <David.Hickey@signs.org>; Patti King <pking@nwsigncouncil.org>
Subject: RE: sign code update

Hi, James.

I don’t have anything scheduled at the moment. The Policy Advisory Committee met last week to give me comments on the internal review draft, although only four members could attend. I have asked those who were not there to submit any comments for me to consider by April 24th. I hope to have a public review draft ready in about a month or so, which will be posted to the City’s Sign Code Update webpage. I am going through the materials you provided me at the end of February too.

Please feel free to keep checking back in.
Thanks!
Joyce

Joyce Phillips, AICP, Senior Planner
City of Olympia | Community Planning and Development
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
360.570.3722 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

From: James Carpentier <James.Carpentier@signs.org>
Sent: Thursday, April 05, 2018 5:05 PM
To: Joyce Phillips <jphillip@ci.olympia.wa.us>
Cc: David Hickey <David.Hickey@signs.org>; Patti King <pking@nwsigncouncil.org>
Subject: sign code update

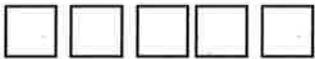
Hello Joyce,

Just following up to find out when you plan on having your next meeting for the code update.

thanks

James B Carpentier AICP
Director State & Local Government Affairs

1001 N. Fairfax Street, Suite 301
Alexandria, VA 22314
(480) 773-3756 Cell
www.signs.org | www.signexpo.org
james.carpentier@signs.org



▪

▪

Joyce Phillips

From: David Krueger <dkrueger@wigproperties.com>
Sent: Monday, August 06, 2018 9:21 AM
To: Joyce Phillips
Cc: Leshya Wig
Subject: Comments on City of Olympia - Draft Sign Code

Follow Up Flag: Follow up
Flag Status: Completed

Hello Joyce,

Thank you for reaching out to us regarding the first draft of the new Olympia Sign Code. As an owner of two commercial properties in what will be the Business & Commercial Corridor Zone, we appreciate the opportunity to provide our feedback on the proposed new Olympia Sign Code.

We very much appreciate the great partnership we have had with the City of Olympia. The first draft of the Sign Code has some great opportunities for the commercial businesses to help better identify themselves and let fellow citizens know where they are! Our goals align with the City and its "Purpose" for the new Sign Code found in Section 18.43.010 "(2) promote the efficient and economical use of signs with special focus on the needs of the particular area". We are fully invested in the success of the great businesses that make up our commercial properties and thus are recommending the following changes to the draft of the new Olympia Sign Code:

Section 18.43.030 Permits and Authorization

- A. Permit Application. The City should use its best efforts to provide approval or comments on a permit application within 3 business days of submittal. I have heard on more than one occasion from a small business that they are waiting to hear back from the City on their sign permit.

Section 18.43.050 Prohibited Signs

- C. Inflatable Signs. We believe the limited use of Inflatable Signs should be allowed in the Business & Commercial Corridor Zone as well for short time periods and subject to particular design standards. This will help promote a "Grand Opening" for a business and also help to periodically ramp up a business' exposure in an effort to increase business.

Section 18.43.070 Permanent Sign Types and Standards

- C. Blade Signs. These are referenced elsewhere in the Sign Code as well but I couldn't find a direct reference that states a Blade Sign will not count against the allowable building signage for a business located in a multiple occupancy building (with exterior entrances like a retail shopping center). Blade Signs contribute to a feeling of place-making, improve the pedestrian experience (so they can stay under the canopies and still identify what businesses they are passing), and help with way-finding.

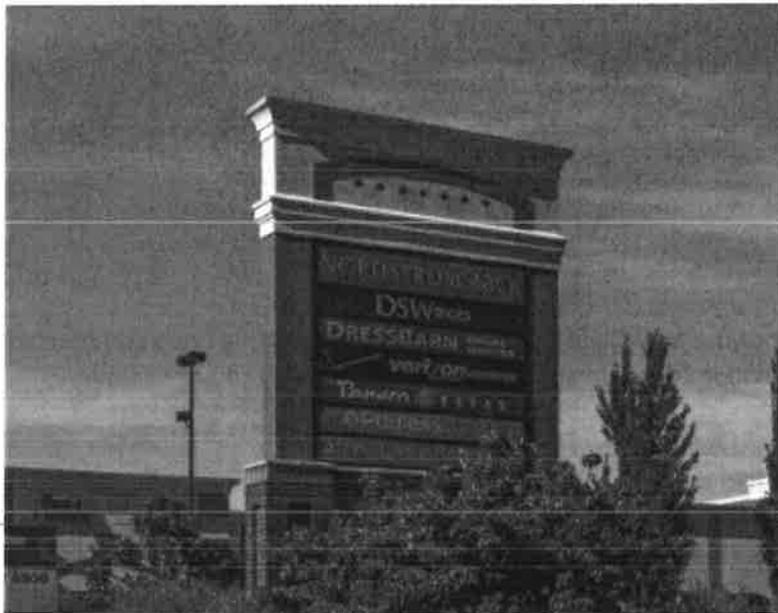
Section 18.43.070 Permanent Sign Types and Standards

- J. Entrance/Exit Signs. 3. Maximum size change to 10 square feet (5 square feet per side for double sided signs). The larger surface area will allow for more complete and easy to read messaging.

Section 18.43.070 Permanent Sign Types and Standards

- K. Freestanding Signs. 3. Height a. Exceptions. The allowance of a pole sign should include the Business & Commercial Corridor Zone. Visibility is of the utmost importance for signage. A pole sign will allow a potential visitor to clearly see the location and adjacent entrance for a business. Also a pole sign will avoid many obstructions that a low monument sign does not (for example other cars, box trucks, pedestrians, foliage, etc.). This will allow for safer driving

conditions by providing clear line of site for a driver looking for a particular business. Allowing a Pole Sign drives home the overall goal for the new Sign Code to provide “special focus on the needs of the particular area”. Pole signs or raised monument signs can be subject to particular design criteria and require high quality materials and finishes and only be permitted in retail properties that have a minimum of 15 or more demised spaces. Please see below an example of the high quality appearance a pole sign can bring to the community.



Section 18.43.070 Permanent Sign Types and Standards

N. Pole Signs. 1. Sign Structure. Include Business & Commercial Corridor Zone.

Section 18.43.070 Permanent Sign Types and Standards

General Question: I did not notice the maximum allowable square footage for an entrance monument sign (a sign that would have multiple tenants listed) and how many are allowed (i.e. one per entrance). Can you please let me know where I missed the code for these types of signs?

Section 18.43.080 Temporary Sign Type and Standards

A. Banners. 2. Size. A minimum allowable square footage of 32sf should be permitted to protect those business with a smaller store front.

Section 18.43.080 Temporary Sign Type and Standards

B. Sandwich Board/Pedestal Signs. 3. Placement. d. A sign should be allowed within 275’ from the public entrance to the business. This will allow for exposure to the City sidewalk and not just the internal sidewalk of a shopping center. Please see below an example for the need of such a distance.



Section 18.43.080 Temporary Sign Type and Standards

H. Window Signs. 1. The maximum amount of window space that can be covered should be 35% of the total storefront area. 65% of the windows on a continuous storefront (in a multi-tenant building) shall remain transparent. This allows for multiple types of business to benefit from more (or less) window coverage as needed for their business but at the same time protects a desired amount of glass as transparent.

Section 18.43.080 Temporary Sign Type and Standards

K. 1. Duration. Does this contradict 18.43.080 B. 4. where it states sandwich board/pedestal signs may be placed outside during business hours, 365 days a year? This is very important to allow the most amount of flexibility to the businesses for placement of temporary signs.

Section 18.43.090 Sign Zones

Table 43-1: Sign Types Allowed in Sign Zones. Both Feather and Inflatable signs should be allowed in the Business & Commercial Corridor Zone for a limited period of time and based on particular design guidelines. It is imperative and also reasonable and equitable that businesses in this district are afforded the same rights to appropriately advertise their business as those businesses found in the Auto Mall Zone.

Section 18.43.120 Business and Corridor Sign Zone

- A. Permanent sign regulations in Business & Corridor Sign Zone. 1. For Commercial Uses. a. Freestanding Signs: Identification Signs for Individual Uses: All Individual Uses in all zoning districts should be allowed the 200 square foot (or 100 square feet per side) size allotment.

Section 18.43.120 Business and Corridor Sign Zone

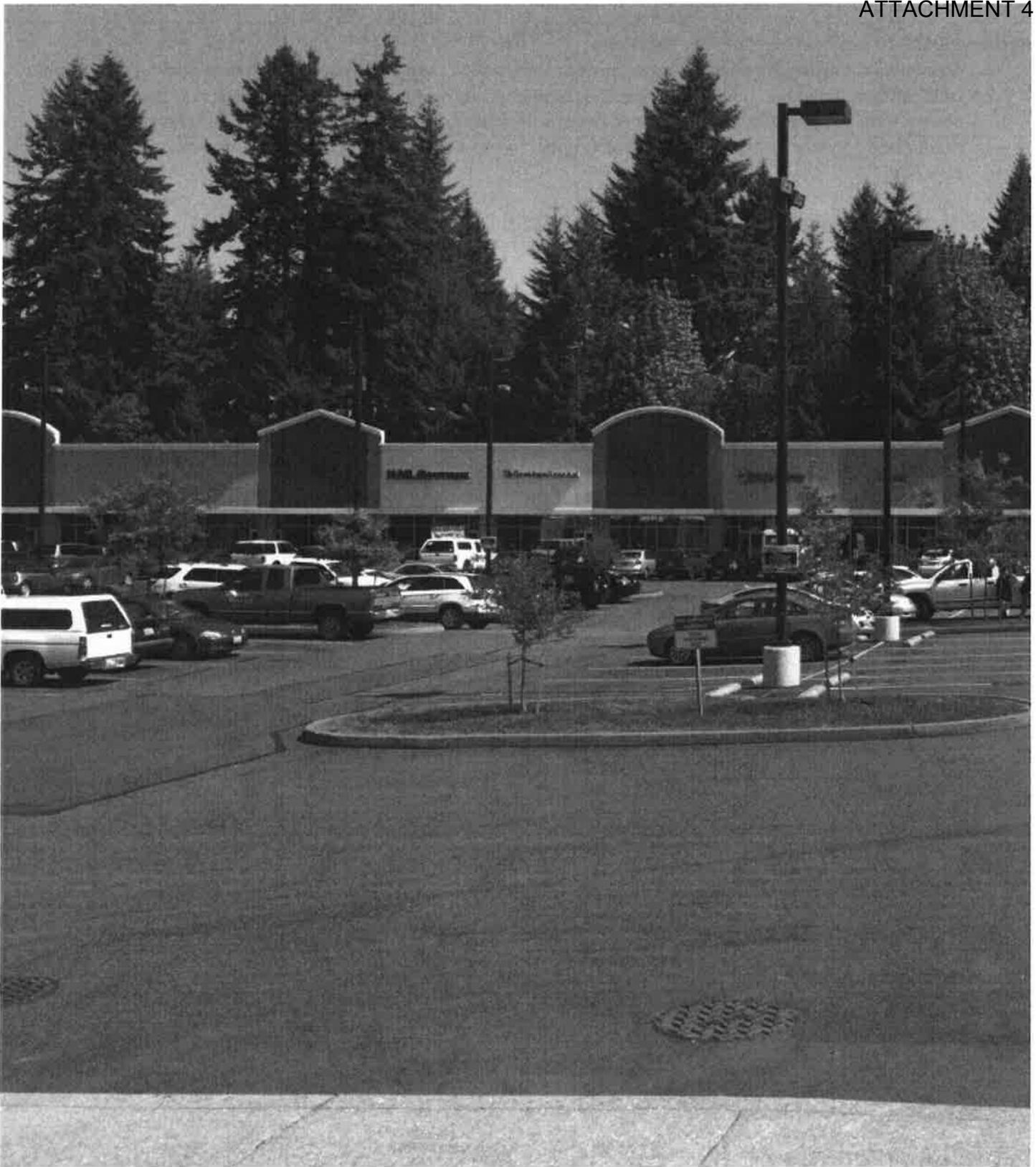
- A. Permanent sign regulations in Business & Corridor Sign Zone. 1. For Commercial Uses. b. 1. A maximum of 1.5 square foot of sign area for every 1 linear foot. With a minimum allowable square footage of 50sf permitted to protect those business with a smaller store front. Below are 2 examples of smaller businesses that were very negatively affected (both went out of business) due to the maximum allowable square footage of their sign being too small:





**Section 18.43.120 Business and Corridor Sign Zone**

Permanent sign regulations in Business & Corridor Sign Zone. 1. For Commercial Uses. b. 2. Tenants with less than fifty feet of front wall width, in multiple tenant buildings that are 50 feet or more from the street shall be allowed a ratio of 2 **square feet** of sign area for every 1 linear foot. It is of the utmost importance for tenants to be seen from the street. The below photo gives an example from the City sidewalk. It is very difficult to read the various tenant's signs:



Section 18.43.120 Business and Corridor Sign Zone

Table 43-7. Window Signs. As stated above the maximum amount of window space that can be covered should be 35% of the total building's windows in a continuous multiple tenant building. 65% of the windows in the continuous building shall remain transparent. This allows for multiple types of business to benefit from more (or less) window coverage as needed for their business but in the same time protects a desired amount of the building's glass to be transparent.

Section 18.43.120 Business and Corridor Sign Zone

- B. Sign Regulations Specific to Business & Corridor Sign Zone. 1. We believe all properties should have allowable pole signs or raised monument signs per the comments above. And a. These poles signs may be up to 400 square feet in size or 200 square feet in size per side when double sided. Some of the benefits of pole signs are mentioned above and the overall size is very import when dealing with multiple tenants who wish to occupy the pole sign.

We look forward to discussing the above comments with you in more detail. Please let me know when a good time would be for us to connect either by phone or in person.

Thanks,



Wig Properties LLC

David Krueger

4811 - 134th Place SE | Bellevue, WA 98006

Office 425-641-2044 x102 | Cell 206-679-6717 | Fax 425-865-8648

www.wigproperties.com

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Joyce Phillips

From: Jackie Kiter <jackiekiter@hotmail.com>
Sent: Friday, August 24, 2018 12:46 PM
To: Joyce Phillips
Subject: Sign Code Update Comment

Hello,

RE: Political Signage in neighborhoods.

A neighbor put up a large billboard 10 ft in the air, during the last election, and after.
Please limit the size of political signs in neighborhood front lawns.

(If not included).
Thank you.

Jackie Kiter

Sent from Mail for Windows 10

Joyce Phillips

From: Pamala Gasaway <pam@businesspropertydevelopment.com>
Sent: Monday, August 27, 2018 4:15 PM
To: Joyce Phillips; Cari Hornbein
Cc: Ryan Haddock; Roger Belanich
Subject: RE: Sign Code Update, Project No. 16-9074

Joyce:

I'm sorry but I will not be able to attend tomorrow night's meeting.
 I hope that you will strongly consider the two suggestions that I have below.

90% of the lineal measurements of the premises so that the signs do not run into own another in a building with multiple tenants.

Maximum 200 sq.ft. for larger spaces

A tenant of 20 lineal feet of the premises would have the ability to put up a sign of 18' wide (and some businesses are even smaller than 20')

With a 18' wide sign but not taller than 3' the max the total signage would be 54 sq.ft. That is a maximum but you know that not all businesses will fill the 18'x3' space.

Plus, each tenant would need the approval of the Landlord for their individual signage and the Landlord could monitor the size that would fit on the building.

The code recommendation of 1' or 1.5' for a 18' lineal foot space cannot be read from the middle of the parking lot.

Suggestion for Business and Corridor Sign Zone:

18.43.120.A.1.b. Building Mounted Signs

The size of the sign will be dictated by the size of the Tenant's premises:

- The width of the sign shall be no more than 90% of the lineal measurements of the Tenant's premises.
- Height maximum 3'
- Total sign area cannot be more than 200 sq.ft.

ALSO:

It would be appreciated if you could add to the code:

Each Tenant sign permit must have Landlord's approval

The City should not even look at a permit if the design has not first been approved by the Landlord. We have run into problems with sign permits being approved but they do not meet the Landlord's code.

Thank you for your considerations which I hope you will take seriously.

Pam

Pamala K. Gasaway, RPA
 Property Manager
BUSINESS PROPERTY DEVELOPMENT
 22020 17TH Ave. SE, Suite 200
 Bothell, Washington 98021
 425-485-4850 or 206-623-6230
 Cell: 206-919-8020
 FAX: 425-485-5796

From: Joyce Phillips [mailto:jphillip@ci.olympia.wa.us]
Sent: Tuesday, August 14, 2018 10:25 AM
To: Pamala Gasaway
Subject: RE: Sign Code Update, Project No. 16-9074

Hi, Pamala.

I did want to respond to your first comment. The intent is that the amount of building mounted signage allowed in the Downtown Sign Zone is calculated the same way it is in the Business & Corridor Sign Zone – 1 square foot of sign area for each one foot of building wall width for the tenant space – up to a maximum of 200 square feet in the Downtown Sign Zone. However it did not clearly state that, so I appreciate your pointing that out. It will be corrected in the next version of the draft that is posted.

I am also considering some sort of a revised provision related to small tenant spaces, especially when setback from the street by parking areas. It likely will not be tied to the size of the sign band since that can vary widely across different sites in the city. Perhaps some sort of a minimum square footage.

Thanks for your comments! Please keep following our progress as we get closer to a public hearing.

Joyce

Joyce Phillips, AICP, Senior Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.570.3722 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

From: Pamala Gasaway <pam@businesspropertydevelopment.com>
Sent: Monday, August 06, 2018 2:55 PM
To: Joyce Phillips <jphillip@ci.olympia.wa.us>; Cari Hornbein <chornbei@ci.olympia.wa.us>
Subject: Sign Code Update, Project No. 16-9074

Please note my comments and suggestions on the attached for the new Sign Code Update.

Pam

Pamala K. Gasaway, RPA
 Property Manager
BUSINESS PROPERTY DEVELOPMENT
 22020 17TH Ave. SE, Suite 200
 Bothell, Washington 98021
 425-485-4850 or 206-623-6230
 Cell: 206-919-8020
 FAX: 425-485-5796

Roger M. Belanich
Business Property Development, LLC

22020 - 17th Ave. S.E., Suite 200, Bothell, Washington 98021 (425) 485-4850 or (206) 623-6230 FAX (425) 483-1811

August 6, 2018

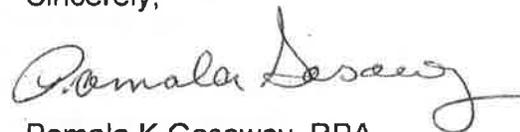
Cari Hornbein, Senior Planner
City of Olympia
chornbei@ci.olympia.wa.us

RE: Sign Code Update, Project No. 16-9074

Please note a copy of a memo I sent to Joyce Phillips on July 18th as our response to the new Sign Code Draft.

Please feel free to contact me if you have any questions for me regarding this matter.

Sincerely,



Pamala K Gasaway, RPA
Property Manager
Cell: 206-919-8020

cc:
Joyce Phillips, Senior Planner
City of Olympia
jphillip@ci.olympia.wa.us

Date: July 18, 2018
To: Olympia Sign Code Update, Project No. 16-9074
From: Pamala Gasaway, Property Manager
 Business Property Development
 Phone: 425-485-4850

Size of Signage:

Why is the Downtown Sign Zone allowed a maximum up to 200 sq.ft. and the Business Sign Zone (commercial shopping centers) is only allowed 1 sq.ft. of sign area for every 1 linear foot of front wall space? This seems to be discrimination

We understand the City's position of excessive signage. However, the City also needs to review the signage as ADVERTISEMENT & DIRECTIONS for each business that they collect taxes from. If a Tenant does not have adequate signage they will not survive .

I have an example of Black Sheep Yarn Boutique. To meet the code the sign is 8.42' (101") on a 20' wide sign band. This sign is so small you can barely read it from the parking lot let along the street.

Each developer has their own sign code for Tenant's individual sign with the goal of keeping the signs uniform in placement and design such as: (however they must also meet the City Code)

- Building restrictions of height, width and placement.
 - We always require signs to be no more that 90% of the linear feet so the signs do not run into one another.
 - The sign band height or less depending on gutters, awnings etc. usually 90% to restrict signs being from edge to edge.
 - Example: For Black Lake Village
 - 20 linear feet premises– sign cannot be more than 18' wide
 - Sign ban is 4' – Sign cannot be higher than 3.6' ft.
 - Sign cannot be more than 64.8 sq.ft. Maximum.
 - Much less than the 200sf Max for Downtown!
 - The bottom of the sign must be place at the bottom of the height restriction (to keep all signs level across the sign band) and the sign centered within the width of the premises (linear measurement)

Suggestion for Business and Corridor Sign Zone:

18.43.120.A.1.b. Building Mounted Signs

The size of the sign will be dictated by the size of the Sign Band:

- The width of the sign shall be no more than 90% of the lineal measurements of the Tenant's premises or sign band area.
- The height of the sign shall be no more that 90% of the height of the sign band area
- Total sign area cannot be more than 200 sqft.

ALSO:

It would be appreciated if you could add to the code:

Each Tenant sign permit must have Landlord's approval

The City should not even look at a permit if the design has not first been approved by the Landlord. We have run into problems with sign permits being approved but they do not meet the Landlord's code.



STATE ENVIRONMENTAL POLICY ACT
DETERMINATION OF NONSIGNIFICANCE
(SEPA DNS)

ATTACHMENT 4
Community Planning & Development
601 4th Avenue E. - PO Box 1967
Olympia WA 98501-1967
Phone: 360.753.8314
Fax: 360.753.8087
cpdinfo@ci.olympia.wa.us
www.olympiawa.gov

Project Name/Number: Sign Code Update, Project No. 16-9074

Description of Proposal: The proposed sign code is intended to streamline and simplify the current sign code (OMC 18.42), address new sign types and issues raised in the US Supreme Court case of Reed v. Town of Gilbert, AZ and other pertinent court cases and decisions. The update will address changes in the sign industry over the last several years, including newer types of signs that are becoming more common but that the current code does not address. It will provide standards for four proposed sign zones within the City (Downtown, Auto Mall, Business & Corridor, and Residential) in a content neutral manner. Draft code amendments can be viewed on the City's website by clicking on the following link: <http://olympiawa.gov/city-services/building-permits-and-inspections/sign-code.aspx>

Location of Proposal: Citywide

Proponent: City of Olympia Community Planning and Development Department

Representative: Joyce Phillips, Senior Planner

Lead Agency: City of Olympia

SEPA Official: Cari Hornbein, Senior Planner
Phone: 360-753-8048
E-Mail: chornbei@ci.olympia.wa.us

Date of Issue: Friday, August 3, 2018

Threshold Determination: The lead agency for this proposal has determined that this action probably will not have a significant adverse impact upon the environment. Therefore, an Environmental Impact Statement is not required under RCW 43.21C.030(2)(C). The environmental review and SEPA threshold determination of this proposed action are based upon the environmental checklist and related information on file with the City. This information can be viewed on the City's website (see link above) or is available to the public on request.

This DNS is issued under Washington Administrative Code 197-11-340. The City of Olympia will not act upon this proposal prior to the appeal deadline.

Comments regarding this Determination of Non-Significance (DNS) should be directed to the SEPA Official at the address above.

COMMENT DEADLINE: 5:00 p.m., FRIDAY, AUGUST 17, 2018

APPEAL PROCEDURE: Pursuant to RCW 43.21C.075(3) and Olympia Municipal Code 14.04.160(A), this DNS may be appealed by any agency or aggrieved person. Appeals must be filed with the Community Planning and Development Department at the address above within twenty-one (21) calendar days of the date of issue. Any appeal must be accompanied by a \$1,000.00 administrative appeal fee.

APPEAL DEADLINE: 5:00 p.m., FRIDAY, AUGUST 24, 2018

Issued by:

CARI HORNBEIN, SENIOR PLANNER
SEPA OFFICIAL



Planning Commission

Deliberation on an Ordinance for Emergency (Homeless) Housing Facilities Hosted by Faith- Based Organizations, Not-for-Profit Organizations or Units of Government

Agenda Date: 11/5/2018
Agenda Item Number:
File Number: 18-1039

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

Title

Deliberation on an Ordinance for Emergency (Homeless) Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government

Recommended Action

The Land Use and Environment Committee considered the proposed amendments to the City's Emergency (Homeless) Housing regulations on May 17, 2018 and unanimously recommended that City Council move forward with amendments as proposed by staff on an emergency basis. The City Council approved the attached ordinance as an emergency ordinance on June 5, 2018 and asked that the Planning Commission consider these revisions, hold a public hearing and provide recommendations to City Council for action by the end of 2018.

Report

Issue:

A briefing by staff, followed by deliberations on the Ordinance for Emergency Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government adopted on June 5, 2018 by City Council as an emergency ordinance.

Staff Contact:

Amy Buckler, Downtown Programs Manager, Community Planning & Development,
abuckler@ci.olympia.wa.us <<mailto:abuckler@ci.olympia.wa.us>>, 360.570.5847

Presenter(s):

Amy Buckler, Downtown Programs Manager

Background and Analysis:

On October 15, the Planning Commission held a public hearing on the ordinance. The written record was held open through October 19. Written public comments are **attached**.

ORDINANCE AMENDED ON OCTOBER 23

On October 23, the City Council amended the ordinance on an emergency basis.

On September 4, 2018, the 9th Circuit Court of Appeals issued a decision in *Martin vs. City of Boise*. Upon review of this decision staff recommended the City Council adopt immediate amendments to OMC Chapter 18.50 (the Amendments), as outlined below. Staff notified the Planning Commission at the public hearing that the City Council would be immediately considering these amendments, which were adopted on October 23.

Adding a Waiver for Public Health Emergency

The waiver (see 18.50.060.H) would provide authority to the Community Planning & Development Director to waive permit requirements in OMC Chapter 18.50 for faith-based, not-for-profit and government sites when there is a declared public health emergency. Waiving the requirements in certain circumstances may be necessary in order to provide enough shelter options for homeless individuals in light of recent case law.

The July 17, 2018, Declaration of Public Health Emergency Ordinance No. 7146, ostensibly provides this authority already. Adding the waiver to OMC Chapter 18.50 provides transparency and additional defense. It clarifies the waiver can be extended in six-month increments following a public hearing and determination by the City Council that the public health emergency is continuing.

Felony Warrant

Currently, the Emergency Housing Facilities Code requires host or sponsoring agencies to take all reasonable and legal steps to obtain verifiable identification of residents, and use ID received to obtain warrant checks from law enforcement. The amendment to OMC 18.50.060.F clarifies that the checks would be for *felony* warrants (e.g., robbery, assault, rape, murder) as opposed to misdemeanor warrants (e.g., shoplifting). Staff believes this limit is necessary, in light of current case law, to avoid establishing a qualifying barrier to shelter for homeless individuals.

Other Housekeeping

Upon further review of OMC Chapter 18.50, scrivener's error were found. The public notice requirement was intended to apply to property owners within 500 feet (not 300 feet), as was mistakenly left in one place. A couple other small spelling or grammatical errors were also corrected.

Effective Immediately

These Amendments were adopted on October 23 and went into effect immediately.

FAITH COMMUNITY & CITY TINY HOUSE PILOT PARTNERSHIP

On October 23, the City Council approved a pilot partnership whereby the City will provide up to \$100,000 and staff support for three emergency housing facilities on faith and non-profit community property during 2019. A description is **attached**.

ADDITIONAL BACKGROUND (Previously provided)

On June 5, the City Council adopted amendments to the City's Emergency Housing Ordinance to provide more flexibility for faith based organizations, not-for-profits and government entities to host emergency housing facilities on their sites. The Council adopted the amendments on an emergency (interim) basis, which meant the changes went into effect immediately. This also required the City Council to hold a public hearing within 60 days, which they did on July 24, 2018. The Council also asked that the Planning Commission hold a public hearing and make a recommendation regarding

the changes. Council must consider and vote on the recommendation by the end of the year.

The City of Olympia adopted its first Emergency Housing Ordinance (formally known as the Temporary Encampment Ordinance) in 2008. These land use regulations were adopted largely as a response to Camp Quixote's occupation of City-owned property in downtown. The regulations were amended in 2011 to provide for a permanent encampment on County-owned property in Mottman Industrial Park known as Quixote Village. A single temporary encampment hosted by a faith-based organization was also allowed. However, no temporary encampments have been hosted by faith-based organizations since Quixote Village was established.

Emergency Housing Facilities in the form of tiny house villages are now a commonly accepted practice for responding to homelessness with emergency and transitional housing. Both the City of Seattle and the City of Eugene have seen multiple emergency housing facilities established in the past three years.

Prior to June 5, the City of Olympia's Temporary Homeless Encampment regulations were very limiting when it came to these types of facilities. Only one facility on County property plus one additional facility that could move from church site to church site in the entire City was allowed. Based on the number of unsheltered people living in and around Olympia there appears to be a need for multiple facilities.

Staff is actively working with religious institutions to create opportunities for siting emergency housing facilities on their property. Having regulations in place that allow for the creation of emergency housing facilities would help to facilitate these conversations.

Proposed Ordinance

The ordinance amended on an interim basis on June 5 and currently under consideration is **attached**. Amendments include:

- Changing the name of the regulations to Emergency Housing Facility Regulations
- Eliminating the differentiation between types of Emergency Housing Facilities
- Increasing the number of Emergency Housing Facilities allowed
- Allow facilities to be operated by or hosted on faith based, not-for-profit organizations and governmental entities
- Reducing barriers for clients
- Reducing barriers for host organizations

An additional amendment to the zoning code is also **attached**. This is a housekeeping amendment to clarify the difference between Emergency (Homeless) Housing and Emergency (Disaster) Housing regulations.

Public Outreach

Staff has been in discussion with faith community coalitions about this ordinance. Briefings were provided to the Coalition of Neighborhood Associations (10/8) and the PBIA Advisory Board (7/12); the ordinance update has also been mentioned at various other community meetings where the topic of homelessness has been discussed.

A public information meeting was held on October 11. Notice of the info meeting was provided to the media, neighborhood association contacts, advisory board members, the e-newsletter contact list, the Olympia Downtown Association, the Martin Way ad hoc neighborhood group, Just Housing and parties of record (*when contact info was provided*) from the June 24 City Council public hearing.

Next Steps

The Planning Commission is asked to make their recommendation in November, in order to have the City Council consider it and make a final decision in December.

Neighborhood/Community Interests (if known):

Homelessness is of significant public concern.

Options:

Following a briefing by staff, begin deliberations. Staff is available to answer questions.

1. Recommend the City Council make changes to the ordinance as determined through Planning Commission deliberations.
2. Recommend the City Council make no changes to the ordinance.

Financial Impact:

Process of exploring potential changes to the ordinance is included in CP&D's base budget. The City Council has approved up to \$100,000 for a pilot project to support three faith-based, non-profit sites in 2019.

Attachments:

Public Comments (*as of 10/28/18*)
Staff Comments
Current Ordinance (*Amended 10/23/18*)
Related Zoning Code Amendment
Pilot Partnership Description

October 19, 2018

Dear Mayor Selby and City Council Members,

I attended both the Planning Commission Session on October 15 and the City Council Study session on October 16. I testified on Monday my grave concerns over the lack of safety focus on specifically the misalignment of the amendment to the City ordinance and the LIHI code of conduct. It is your duty to make sure that those documents match up. From what was proposed from one night to the next, they do not. Furthermore, there was a large contingent of St. Michael Parish School parents and community members in the gallery for the City Council meeting. As a public employee myself, I know that the goal of these types of meetings are educational and the need for construction feedback is essential. I do not appreciate Mr. Gilman, when you question the motives of this community. Sir, you need to check your assumptions and your condescension when it comes to community outreach and concern for those most vulnerable. St. Michaels is a pillar in this community when it comes to social service programs. On this topic in particular, the parish and greater community has decades of supportive programs like the Men's Shelter, the Shoulder to Shoulder financial assistance program and several more. I urge you and your cohort to check the St. Michael Parish website for the outreach already active. As a council person you are all tasked with representing all of your constituents, not just those that stroke your ego and personal bias. You did that quite well when you all fawned over the support measure of I-1691 at the City Council meeting.

Again, I am most interested in aligning the code of conduct of the management vendor, LIHI, with that of the City Council ordinance. The testimony by Amy Brechner sought to deflect the striking of weapons from the ordinance as a violation of constitutional rights. At the same time, she went on about how there is no verifiable way to ask for identification. Help me here. If a person doesn't have verifiable ID and they supposedly have a concealed pistol permit, you need verification of real ID to do that. I know, because I just applied for a permit on Wednesday. I am asking as a contributing citizen of this community for you to please be brave and ask some tougher questions and make some hard choices that long term will mitigate very real and present risks. I work in risk management, and the worst thing to ever happen is usually the first time it ever happens. You know why, because we don't take the time to vet and look at real risks and someone willing to stand up and speak for those most effected. In this case those, physically located near and around the risk. You have two elementary schools literally around the corner. You cannot tell me that isn't a risk or that you don't want to "go negative" Councilman Cooper. Would you rather see it "go negative" when someone's child is stuck by a drug needle thrown in the bushes when they are on recess? There is cause and proximate cause, this location is a proximate cause and contributing factor to the increase in risk to neighbors around this location. Another issue I see no information is on the liability of negligence. Does the Washington Cities Insurance Authority, your risk pool, aware of the liability risks associated with this? Are you as a member of said risk pool, transferring that to LIHI? What are LIHI's general liability limits? Bluntly, who gets sued? Because in my experience, its everyone, and that is almost always tax payers.

Furthermore, the Executive Director from LIHI did not answer adequately the questions posed by Mayor Pro Tem Jones. Specifically, the amount of time a resident is housed. If this is labeled as emergency and temporary housing, that definition emotes that a time limit is applied. It should not be hard to say what that time limit is and be transparent about the consequences of removing someone if they exceed

the mission of what this is based on in their code of conduct. If you are so supportive of self-governance for residents, that should not be a hard one to comply with. The very nature of this type of housing is meant to be transitional or is that just for publicity sake?

I kept hearing from people who spoke at the meeting that you have a tough job. You sought this job. No one is forcing you to be there on that council, you must listen to all sides. Please recognize the 40+ people that came to support each other at your meeting. You are tasked with providing guidance on making decisions on solutions. I understand you are responding to a need, rightfully so. The 40 people being housed here and all the other efforts the City is doing, it is not going to solve all 800+ homeless people. So pushing through this initiative so that you can say, "you did something" is not good enough. Not good enough for our city, our homeless, or yourselves. Do not misread this – DOING NOTHING IS NOT GOOD ENOUGH EITHER. But I will not support sacrificing safety for too much unmitigated risk while these simple policies don't match. You may see this as a legal loophole you're getting out of, I see it as a clear way you are offloading your duty of care. What am I asking you to do? Put the restrictions back in the city ordinance that restrict all alcohol, weapons and checks/monitoring on sex offenders. That is not too much to ask for people receiving shelter, amenities, and more than likely, their life back at no cost. We must help these people in particular with their dignity. It is dignity itself that asks us to hold ourselves accountable and put "skin in the game".

Sincerely,

A handwritten signature in cursive script that reads "Joanne Kerrigan". The signature is written in black ink and is positioned above the typed name and contact information.

Joanne Kerrigan

Joannej313@yahoo.com

Olympia, WA 98501

360-789-6116

Amy Buckler

From: Stacey Ray
Sent: Monday, October 29, 2018 8:35 AM
To: Amy Buckler
Subject: FW: Emergency Temporary Housing Facilities Ordinance OMC 18.50

Importance: High

Hi Amy,

Rad received this comment on the EHO—can we add it to the staff report today? The other options is to print and bring hard copies to the meeting on Monday.

Stacey Ray, Senior Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.753.8046 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

From: Rad Cunningham
Sent: Monday, October 29, 2018 6:17 AM
To: Stacey Ray <sray@ci.olympia.wa.us>
Subject: Fw: Emergency Temporary Housing Facilities Ordinance OMC 18.50

Hi Stacey,

Can you add this to the housing ordinance comments please?

Thanks,

-Rad

From: Erin Parsons <parsonserine@gmail.com>
Sent: Sunday, October 14, 2018 10:27 PM
To: Rad Cunningham
Subject: Emergency Temporary Housing Facilities Ordinance OMC 18.50

Dear Rad Cunningham,

This email is to support the current amendments to the Emergency Temporary Housing Facilities Ordinance (OMC 18.50), as proposed by Just Housing, and to encourage their becoming permanent.

I would like to enthusiastically applaud and support the following amendments to this ordinance:

- no cap on the number of temporary encampments permitted at any given time
- ability for faith communities, non-profits, and all units of gov't to host encampments
- allowance for encampments to remain in place for one year (with the option of extension)

Amy Buckler

From: Just Housing <contact@justhousingolympia.org>
Sent: Monday, October 15, 2018 11:22 AM
To: Rad Cunningham; Carole Richmond; Tammy Adams; Kento Azegami; Paula Ehlers; Travis Burns; Candi Millar; Joel Baxter
Cc: Steve Hall; Amy Buckler; Keith Stahley; Colin DeForrest
Subject: Just Housing feedback on OMC 18.50
Attachments: Updated Just Housing Feedback on OMC 18.50.doc; Updated Just Housing Feedback on OMC 18.50.pdf

Hello Chair, Vice Chair, and Commissioners,

In preparation for tonight's public hearing on OMC 18.50, we are sending you an updated version of Just Housing's feedback on the ordinance and the amendments currently under consideration. Please see the documents attached.

Much of our feedback and suggested additional changes are unchanged from the feedback we previously submitted to the City of Olympia in June 2018.

However, in light of the recent 9th Circuit Court decision related to the case of Martin vs. Boise, we do have some additional questions and suggestions about how the decision might impact the city's use of this ordinance. You will find these updated questions & suggestions on the first page of our feedback.

You will also find newer questions/suggestions on the last two pages.

Thank you for your work.

Just Housing

Just Housing Feedback on Amended Version of OMC 18.50 (Updated 10/12/2018)**Thoughts & questions related to the impact of the 9th Circuit Court decision on this ordinance**

In response to the 9th Circuit Court's decision, related to the case of Martin vs. Boise, the City of Olympia is considering designating multiple, "no-barrier" sites for camping. Based on beginning conversations about this concept, it seems clear that these sites would not be expected, nor be able, to meet the requirements of this ordinance.

- Considering the court's decision and the city's potential response to it, what does the city see the role of this ordinance being in our larger homeless response plan? Is it necessary for the city to rethink the purpose, regulations, and enforcement of this ordinance?
- Is the City of Olympia considering these potential "no-barrier" sites as Temporary Emergency Housing Facilities? Is the intention that this ordinance be used as a tool to regulate these sites? If so, will it be necessary to consider amending/removing more of the barriers/regulations in this ordinance so that it can be realistically used to regulate these sites?
- Is the purpose of this ordinance only to regulate sites like the Plum Street Village and not to serve as a regulatory tool for other responses, like "no-barrier" designated sites?
- The main determination of the court was that it is unconstitutional to criminalize people sleeping outdoors if there are no legal alternative locations for them to go to. So, as long as Olympia does not have an adequate number of legal options for people, is it constitutional to enforce this ordinance?
 - o Ex. If a non-profit were to overnight start allowing people to camp on their property, without going through the permitting process & without having enough money to create "adequate parking spaces" or to pay for fencing- would it be constitutional to close the camp for being in violation of this ordinance?

If the City of Olympia is considering these potential "no-barrier" sites as Temporary Emergency Housing Facilities, Just Housing encourages the city to rethink the purpose and regulations of this ordinance, so that it may better align with this new direction being explored. This might look like:

- Removing regulations that are unrealistic/unable to be enforced on "no-barrier" sites and/or that are not essential for ensuring the immediate health and safety of residents/neighbors (permit requirements, parking, fencing, ID/screening requirements, keeping a log of nightly residents/guests etc).
- Shifting the purpose of the ordinance away from focusing on screening, permitting, management, and rule requirements. Instead, focusing more on:
 - o Designating "appropriate" locations for sites
 - o Fire safety
 - o Detailing the roles of entities like city government, law enforcement, Code Enforcement, and Parks & Recreation, as they relate to all emergency facilities (low, high, and no-barrier).
 - o Describing policies for how to respond to challenges that arise with the emergency facilities (garbage, human waste, needles, safety concerns, behavioral challenges, criminal activity). For example, what might a communication/partnership plan look like with local service providers who can help with responding to these concerns?

- Detailing circumstances where a site must be closed/moved (ex. order from an outside entity like the Department of Ecology or an un-solvable safety concern like being too close to flammable gas/objects).
- Detailing how any necessary re-locations will be handled.

If the City of Olympia only intends to use this ordinance to regulate sites similar to the Plum Street Village, here is Just Housing’s feedback:

Firstly, we want to recognize and applaud the significant changes that are included in the proposed amended version of ordinance 18.50. If approved, we believe that most of the proposed amendments will improve our community’s ability to meet the need for more legal shelter. Specifically, we enthusiastically support the following proposed amendments:

- Removal of the cap on the number of encampments that can exist at one time.
- Extending the time an encampment can be permitted in one location to greater than one year.
- Removing the ban on creating a new encampment on the same property as a previous encampment for a period of 1 year after the creation of the previous encampment.
- Including language that encourages harm-reduction practices and self-governance.
- Enabling the creation of both low-barrier and high-barrier encampments by removing bans on alcohol & legal weapons, and by empowering hosts/sponsors to decide on rules for the encampment they are hosting.
- Permitting non-profits and units of government to host emergency housing facilities
- Amending the ban on “loud disturbances” to banning, “Noise or music in excess of the limits set forth in OMC 18.40.080”

While we support and commend these proposed changes, we also recognize the absence of other changes we proposed. We feel strongly that their absence will limit our ability to meet the needs of our community, despite the positive impacts of the previously mentioned amendments. Therefore, we believe that the following changes should be considered and discussed further, before omitting them from the proposed amended ordinance. We have also included our reasons for why we see these changes as being so important to the success of the amended ordinance and questions for further discussion and consideration.

1. **Allow for encampments to be permitted on private property.** The amended version of the ordinance still does not allow for private property owners to host emergency housing facilities.

Why we believe this change merits further consideration and discussion:

- Enabling private property owners to host facilities expands the types of solutions we can explore. We know that there is an interest among some private property owners (from residential home owners to large property owners) in hosting people surviving in tents. Numerous existing encampments, including some of our community’s largest, are currently located on private property with the knowledge and support of the property owners. Others exist with the knowledge and lack of support by the property owner, sometimes because the camp’s presence on their property presently constitutes a code violation. Finding ways to support and embrace community-based solutions like this, rather than banning them, has huge potential for opening doors to new, creative, and effective solutions. These camps on private property also perform a huge public service as they provide relatively safe locations for people to live in the absence of legal alternatives. If these camps were to be closed, many of these residents would end up downtown,

further exacerbating the challenges already posed by the large number of unsheltered people camping in the downtown core.

Question for consideration

- What are the specific liability risks/costs the city might incur if they were to allow for private property owners to host encampments? If such liability risks/costs were to arise, how could they be mitigated without simply dismissing the possibility of facilities hosted by private property owners? In other words, how do we find that one way to say “yes,” rather than the multiple ways to say “no”?
2. **Lower-barrier background checks/reporting requirements.** The amended version of ordinance 18.50 has the same background check/reporting requirements as the original. The requirements are high-barrier and limit the potential effectiveness of the ordinance. Again, we ask that the city seriously consider replacing the background check/reporting requirements with an agreement like the one the City of Olympia has with The Interfaith Works Emergency Overnight Shelter. The primary aspects of this agreement we support are:
- Only required to screen the guest through the sex offender registry. No requirement to do a background check that includes screening for warrants.
 - Completing background checks based on name given, rather than requiring ID.

We also support enabling host/sponsor agencies to determine who can and cannot access their shelter/encampment. (Ex. Allowing the agencies to determine what levels of sex offenders-if any- they will accept and whether or not they will accept people with active warrants.)

Why we believe this change merits further consideration and discussion:

- The IFWEOS background check/reporting model has been successful enough to not require amendments since the shelter began.
- Background checks/reporting requirements are currently one of the most significant barriers keeping people from accessing shelter and services. Failing to adopt lower-barrier screening requirements will severely limit who the amended version of the ordinance will impact, as a sizeable number of people will still be unable to access safe and legal shelter.
- There are no laws that ban people with sex offenses (with the exception of sex offenses involving minors) from private, religious, or public property. Not enabling hosts to decide at their own discretion who they will allow at their encampment is creating an unnecessary barrier.
- Making it so that all sex offenders cannot access any sanctioned tent city makes our community more unsafe. It is statistically proven that the more unstable their living conditions are, the more likely it is that people with sex offenses will re-offend. This is why people’s sex offender level increases when they become homeless. Enabling hosts/sponsors to determine what levels- if any- of sex offenders they will accept increases the likelihood that even people with sex offenses will be able to access safe and legal shelter, improving the general safety of our community.
- A considerable number of people living on the streets do not have ID and are unable to obtain it for numerous reasons (inability to obtain other proof of identification, costs, no address, etc).
- Requiring ID conflicts with Olympia’s status as a Sanctuary City, as undocumented immigrants do not have and are unable to obtain legal ID.

In general, we would encourage the Planning Commission and The Olympia City Council to consider removing any requirement that is not absolutely essential for ensuring the immediate

health and safety of facility residents and neighbors. The lower the barriers, the more likely it is that more community groups will be able to step up to provide more facilities.

Additional questions about specific passages in the Amended Version of OMC 18.50

18.50.060 Emergency Housing Facility

A. Site Criteria

1. Emergency Housing Facility

e. No permanent structures will be constructed for the Emergency Housing Facility.

Q. What makes a structure considered “permanent”? Could makeshift shelters, other than tents, still fall within this guideline? What about tiny houses or similar structures that the city seems open to considering?

f. No more than forty (40) residents shall be allowed at any one encampment. The City may further limit the number of residents as site conditions dictate.

Q. Why is this not being left to the judgment/discretion of the facility host or sponsor?

g. Adequate on-site parking shall be provided for the Emergency Housing Facility. No off-site parking will be allowed. The number of vehicles used by the Emergency Housing Facility residents shall be provided in the permit application. If the Emergency Housing Facility is located on a site that has another preexisting use, it shall be shown that the Emergency Housing Facility parking will not create a shortage of on-site parking for the other use/s on the property.

Q. Why is this necessary? Is this a restriction that other downtown residential areas have to abide by? Couldn't a system for residents with vehicles and employees/volunteers be worked out to get monthly passes for their cars downtown, just as other downtown housed residents, employees, and volunteers do? A lot of potential sites, particularly on church property, have very limited parking, which is one reason why this regulation could present a significant barrier to creating emergency housing facilities.

i. The Emergency Housing Facility shall be adequately buffered and screened from adjacent right-of-way and residential properties. Screening shall be a minimum height of six (6) feet and may include, but is not limited to a combination of fencing, landscaping, or the placement of the Emergency Housing Facility behind buildings. The type of screening shall be approved by the City.

Q. Why is this necessary? Usually fencing is used for the security purposes of those within. The wording of this section seems to imply that the purpose would be to shield the emergency housing facility from the view of the general public. This could be problematic for two reasons: 1) It seems like it could present another significant obstacle to creating an adequate # of emergency housing facilities, both due to the cost & the possibility that a fence of this size/type would not be workable with the host property. 2) If the purpose is to “shield” the emergency housing facility from view, it increases harm by perpetuating divides between different members of our community and perpetuating the marginalization of houseless folks by continuing to try and render folks “invisible”

- j. All sanitary portable toilets shall be screened from adjacent properties and rights-of-way. The type of screening shall be approved by the City and may include, but is not limited to, a combination of fencing and/or landscaping.

Q. Why is this necessary? As it represents yet another cost to the host/sponsoring agency, it could be another barrier. Are all bathrooms and port-a-potties required to be screened in Olympia? Are screens required at construction sites?

B. Security

1. Emergency Housing Facility

- b. The Host Agency ... address the following issues:

iii. Any open flames are prohibited.

Q. Many facility residents depend on propane-fueled camp stoves and wood fires for warming, and especially for cooking. This complete prohibition is going to create a major hardship and barrier for viable facilities. What safety precautions, procedures, or permitting processes could make the risks of open flames acceptable, especially recognizing that there might be no practical alternatives? What alternatives does the City have in mind for facility residents to use for cooking or warming purposes? Could these be left to the judgment/discretion of the facility host or sponsor?

- h. The Host or Sponsoring Agency will appoint a designated representative ... will orient law enforcement how the security tent operates for the Emergency Housing Facility. The name of the on-duty designated representative will be posted daily in the security tent. The City shall provide contact numbers of non-emergency personnel, which shall be posted at the security tent.

Q. The requirement for a facility to have a security tent has already been removed from this amended version of the ordinance. Do these references to "security tent" still have relevance? Is there another way for the security concerns here to be met?

D. Health and Safety.

1. Emergency Housing Facility. The Emergency Housing Facility shall conform to the following fire requirements:

- a. There shall be no open fires for cooking without pre-approval by the Olympia Fire Department and no open fires for heating;
- b. No heating appliances within the individual tents are allowed without pre-approval by the Olympia Fire Department;

Q. See our Questions regarding open flames referenced in B. 1. b. iii. above. Furthermore, does the Olympia Fire Department have procedures in place for issuing such pre-approvals? If so, what are they and what impacts are they likely to have on facility residents trying to prepare meals or warm themselves? If not, is this something the Olympia Fire Department is prepared to develop, implement, and enforce; or is this

beyond their reasonable scope of engagement? As noted in B. 1. b. iii. above, what safety precautions, procedures, or permitting processes could make the risks of open fires acceptable, especially recognizing that there might be no practical alternatives? What alternatives does the City have in mind for facility residents to use for cooking or warming purposes? Could these be left to the judgment/discretion of the facility host or sponsor?

Amy Buckler

From: CityCouncil
Sent: Monday, October 22, 2018 8:16 AM
To: scottleb@hotmail.com
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: FW: St. Michael's School - Concerned Parents
Attachments: City council letter.docx

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
City of Olympia | P.O. Box 1967 | Olympia WA 98507
360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Scott LeBlanc <scottleb@hotmail.com>
Sent: Friday, October 19, 2018 10:13 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Cc: cgeraghty@stmikesolympia.org; Rachel <rachelduthie@yahoo.ca>
Subject: St. Michael's School - Concerned Parents

Good day,

As a parent of three children who are attending St. Michael's Catholic School, I wanted to share some of the concerns regarding the proposed homeless shelter plan in the vicinity of the school.

Regards.

Scott LeBlanc

18 October 2018

Olympia Town Council

SUBJECT: HOMELESS SHELTER PROPOSAL

To whom it may concern,

Discussion

1. As a parent of students attending St. Michael's Catholic School, I have several concerns regarding the recent city council decision to build a "tiny house village" in vicinity of the school grounds. While most acknowledge that visible homelessness in Olympia is a problem that the city needs to address, it is the current proposed solution that is being scrutinized. It appears that the proposed plan does not fully address the safety and security hazards related to the school population at St. Michael's. Additionally, it seems that the proposed solution to homelessness lacks a comprehensive approach in that it is focus on short-term rather than enduring effects.

Frame the environment

2. In developing feasible solutions to problem sets, it is important to first frame the environment that characterizes the problem in question. As we examine the system of homelessness in Olympia, there are several key variables to consider: the actors and their interests.

3. In the current environment, we have five key actors each of which possesses their respective interests. These actors include the homeless population, the school population, the Catholic School, the Catholic Church, and the city's political body.

i. **Homeless population.** For the homeless population, the most obvious issue is the lack of shelter. While this is the most glaring issue, it is also a peripheral/symptomatic problem and does not constitute the core problem set. We must acknowledge that addictions, mental / emotional health issues, and employment/financial insecurity define the core problem set.

Interests: Within this population, there are those for which homelessness is a lifestyle choice. They gladly take advantage of the charity provided by individuals and the city. There are those who suffer from addictions and mental illness, which sometimes results in a variety of crimes ranging from theft and violence to sexual offenses. These pose a risk to the community at large, particularly to the most vulnerable. Lastly, there are those who have suffered financial misfortune. They likely possess the desire to reverse their situation and will make effective use of public assistance. Unfortunately, it is difficult to distinguish the homeless population according to these three categories. This is part of the inherent risk in building a shelter in relative close proximity to a school, particularly where the flow of the homeless population coincides with the school property.

ii. **School population.** The school population makes up the second group in the current environment. This population has subsets: the schoolchildren, the school staff, and the parents.

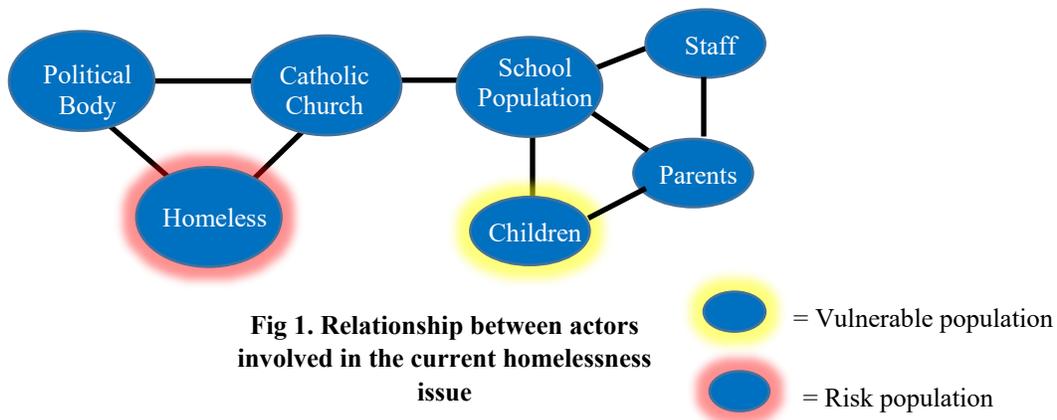
Interests: The school staff and parents have a shared moral and legal responsibility to provide for the safety and welfare of the children. The expectation is that the school environment in which the children are immersed will be safe and be conducive to their cognitive, emotional, and spiritual development. Due to their young age, the children attending St. Michael’s must be viewed as a vulnerable population, which school staff and parents have a mission and duty to protect. Moreover, staff and parents must also prevent and/or mitigate risk to this vulnerable population. To do otherwise is not an acceptable option.

iii. **Catholic Church.** The third group is the Catholic Church, which is co-located with the school.

Interests: The Catholic Church has an interest in providing spiritual oversight of St. Michael’s school. It also has an important interest and spiritual mandate in providing acts of charity to those in need from all segments of society. The Church, due to the services it provides on church grounds, attracts segments of the homeless population. While the Catholic Church willingly assumes some risk in its interactions with homeless individuals, this risk should not be imposed on the school’s vulnerable young student population.

iv. **Political body.** The fourth group is Olympia’s political body (elected officials, policy makers, police).

Interests: It has an ethical and legal responsibility to establish and execute policies that foster enduring conditions for a well-ordered and safe community. However, political expediency sometimes leads to the enactment of policies that seek short-term reactionary solutions rather than enduring comprehensive solutions.



4. In consideration of the various actors and interests involved, the desired end state in dealing with homelessness should be the provision of enduring and comprehensive solutions whereby the homeless are provided temporary shelter and, more importantly, are given the resources to transform their conditions. This should be achieved through a targeted and coordinated approach by the political body (elected officials, policy makers, and police) and the Catholic Church.

Frame the problem (problem statement)

5. In light of the complexities involved in homelessness, the challenge is as follows:

How does the city of Olympia, in coordination with St. Michael's Catholic Church and community stakeholders, develop an integrated plan to provide both shelter and assistance (counselling, mental health, education, and job training) to those individuals who show the desire and potential to fix the core causes of their homelessness in order to transform them into stable and contributing members of society while limiting the risk of harm to a vulnerable school population as well as to the community at large?

Recommendation / Observation

6. The intent of this letter is not to prescribe a detailed solution to what is a complex issue. However, in this brief attempt to layout the current system dynamics, it is apparent that risk and security are key themes that cannot be ignored. The city's proposed plan to focus on mere shelter seems to be a short term and non-enduring solution. As such, the city's plan for a homeless shelter (tiny village concept) is focused on providing immediate and tangible effects that create a false metric in regards to dealing with homelessness. Notwithstanding, the most vital narrative in this case should be the one of the school, the parents, and the Church. The young students of St. Michael's did not ask to be placed at heightened risk to harm whether it is overt or unanticipated. The adults and parents of the school, Church, and larger Olympia community should place their safety and security as a priority above all others. Therefore, any government policy should be worked around the security and safety of our children. To willingly compromise their safety is a breach of trust and is negligent particularly when motivated by political expediency.

Scott LeBlanc

Amy Buckler

From: Ashley Caines
Sent: Wednesday, October 17, 2018 7:59 AM
To: Amy Buckler; Colin DeForrest
Subject: FW: Plum Street Village

There will be a few more to follow this one here.

-Ash

-----Original Message-----

From: Todd Newlean <tnewlean@comcast.net>
Sent: Tuesday, October 16, 2018 6:31 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>; CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Plum Street Village

As the parent of a 2nd-grader at St. Michael School, i would ask that you ensure the ongoing safety of our children and surrounding community and businesses by ensuring that the Plum Street Village is not a "low-barrier" housing village. If, as Colin DeForrest claims, this is truly a transitional living space setup to get vulnerable adults back on their feet, then I think it would serve everybody to ensure that rules are in place to prohibit all weapons, drugs (including marijuana), and alcohol from the premises. This would help provide a clean environment for those on the street who are looking to win their battle with addiction and would ensure drunk or high individuals are not wandering around within shouting distance of St. Mike's and Madison Elementary.

I see the homeless population growing week by week downtown, but please don't make the lack of planning by prior city councils a reason to short-change vulnerable children and adults by not having rules and regulations in place to promote a healthy, positive living space for those who truly need it.

Thank you for considering this,
Todd Newlean

Amy Buckler

From: Stacey Ray
Sent: Tuesday, October 23, 2018 10:04 AM
To: Amy Buckler; Colin DeForrest
Subject: FW: Homeless

Importance: High

Amy and Colin,

This came to me on Friday. Again, not sure if its intended for Planning Commission's record.

Stacey Ray, Senior Planner
City of Olympia | Community Planning and Development
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
360.753.8046 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

From: L Arwine <arwine@live.com>
Sent: Friday, October 19, 2018 12:36 PM
To: Stacey Ray <sray@ci.olympia.wa.us>
Subject: Homeless

Give the homeless some type of an incentive or credits somehow to keep their encampments clean. Just because you're homeless doesn't mean garbage has to be everywhere

Get [Outlook for Android](#)

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 8:34 AM
To: Colin DeForrest; Amy Buckler
Subject: FW: Ordinance for Emergency (Homeless) Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government

[Another one](#)

From: April Outlaw <aoutlaw13@gmail.com>
Sent: Thursday, October 18, 2018 8:51 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Ordinance for Emergency (Homeless) Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block from my child's school. I urge you to protect all children in the vicinity by requiring:

- screening for and prohibiting sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants who are most likely to succeed
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time,

April Outlaw

Amy Buckler

From: CityCouncil
Sent: Friday, October 19, 2018 8:06 AM
To: April Outlaw
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Ordinance for Emergency (Homeless) Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: April Outlaw <aoutlaw13@gmail.com>
Sent: Thursday, October 18, 2018 8:51 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Ordinance for Emergency (Homeless) Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block from my child's school. I urge you to protect all children in the vicinity by requiring:

- screening for and prohibiting sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants who are most likely to succeed
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time,

April Outlaw

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 1:27 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Attention: Planning Commission - In Support of Homeless Ordinance

Does this one go to you?

-Ash

From: Whitney Bowerman <whitneybowerman@gmail.com>
Sent: Friday, October 19, 2018 11:54 AM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Attention: Planning Commission - In Support of Homeless Ordinance

Dear Members of the Olympia Planning Commission,

I wanted to drop you a quick note today in support of the current amendments to OMC 18.50. I would also like to see added an amendment permitting private property owners to host encampments. Having this flexibility in our code is critical given the housing crisis we are immersed in.

I volunteer regularly with local homeless services, including providing support to encampments. The conditions in which many of our unhoused neighbors are living are abhorrent. Just last week I met a young gentleman who had moved into a camp where I help provide laundry services. This gentleman has one arm, one leg, and is in a wheelchair, living in the woods in spite of tremendous mobility and medical issues. The least our community could do is provide him with a safe, legal place to sleep. With a little support, the camp conditions could be so much better!

I often feel like we get stuck doing nothing in our effort to not do something sub-par. While housing is the eventual goal, in the meantime we need to be doing better, even if it's not good enough. We need to take baby steps. These amendments will help with providing people safe, legal places to sleep as we work towards solving the broader issues.

Thanks so much for your time and effort on this!

Whitney Bowerman
1515 10th Ave SE
Olympia WA 98501
360-556-0337

Amy Buckler

From: Keith Stahley
Sent: Tuesday, October 16, 2018 10:44 AM
To: Amy Buckler
Subject: FW: Emergency Housing Ordinance

FYI:

-----Original Message-----

From: Ashley Caines
Sent: Tuesday, October 16, 2018 9:31 AM
To: Colin DeForrest <cdeforre@ci.olympia.wa.us>
Cc: Keith Stahley <kstahley@ci.olympia.wa.us>; Leonard Bauer <lbauer@ci.olympia.wa.us>
Subject: FW: Emergency Housing Ordinance

Please see below.

Thanks,
-Ash

-----Original Message-----

From: Matt DeBord <matt_debord@hotmail.com>
Sent: Monday, October 15, 2018 7:54 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Emergency Housing Ordinance

City of Olympia Planning Commission,

Here are my requested changes to the ordinance:

Include a location restriction requiring the emergency housing facility to be at least 1,000 feet from a school or day care center.

Retain requirement for that alcohol is prohibited

Retain requirement that weapons are prohibited.

Retain requirement that sex offenders and those with outstanding warrants are rejected.

Thank you.

Matt DeBord
Olympia

Sent from my iPhone

Amy Buckler

From: Ashley Caines
Sent: Wednesday, October 17, 2018 8:00 AM
To: Colin DeForrest; Amy Buckler
Subject: FW: Emergency Housing Plan

Actually this is the last one for now

-Ash

From: Mayleen Panaligan <pinay15@hotmail.com>
Sent: Tuesday, October 16, 2018 5:04 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Emergency Housing Plan

To whom it may concern,

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school. I urge you to take additional steps to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time,
Mayleen Balungaya

Amy Buckler

From: Ashley Caines
Sent: Wednesday, October 17, 2018 7:56 AM
To: Amy Buckler; Colin DeForrest
Subject: FW: Emergency housing project

Forwarding you guys this one from CP&D email.

-Ash

From: Jered Boyd <olyboyds@gmail.com>
Sent: Tuesday, October 16, 2018 10:28 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Emergency housing project

Good morning Council and Planning Commission members. I was present at the August Council meeting and last Monday's planning commission meeting but wanted to send my comments via email also.

I am a parent of 5 children at St. Michael school, a teacher at the school, and a parishioner. As a Catholics, we believe that each person has value and dignity and these traits need to be honored and protected from conception to natural death. Which is why Catholics feed the hungry, clothe the naked, heal the sick, shelter the homeless and visit the imprisoned to name some popular activities. During the planning commission meeting, the phrase "most vulnerable in society" came up regularly.

As you continue to refine policies and ordinances for homeless housing (which currently means policy for the Plum Street site) please continue to consider the following:

- 1) Government's primary job is to protect the most vulnerable of society
- 2) It is immoral and unethical for a government agency to provide a service to one group of citizens while the same service decreases the level of safety of another.
- 3) If Plum St becomes a low barrier site then this will unnecessarily increase the risk of harm to students at St. Michael School and Madison Elementary.
- 4) If no I.D. is required then background checks and verification are meaningless or impossible and the safety of the clients at the shelter cannot be reasonably guaranteed. The shelter managers could unknowingly allow dangerous people into the shelter. This would make the shelter self-defeating because the most vulnerable would not be protected.
- 5) Another way the shelter would be self-defeating would if a site manager knowingly allows a sex offender or other risky client to reside on site. Now any homeless families with children in the shelter would be put at extreme risk and other families would need to be turned away. This would not be protecting the most vulnerable in society.
- 6) If one site cannot be within 1000 ft of another site, what does that say about the need to restrict proximity to schools, daycares, and parks. There is currently no restriction on proximity to these places. This lack of restriction fails to protect the most vulnerable of society.

I am listening to my wife talk about the study session.
 And a few questions:

How many people want to be homeless? This may sound cruel but the reality is that some people do not want to or cannot integrate back into society as productive citizens. They have dignity and need to be cared for but not in a way that puts the most vulnerable at risk.

Is the purpose of the site to help people "get back on there feet"?

Why couldn't the LIHI people answer many questions directly, with facts, or success stories? Shouldn't that be a concern?

I also would like to be on record as saying that I am in favor of housing for the homeless but just not so close to schools, etc. Thank you reading and listening to everyone's concerns.

- Jered Boyd

Amy Buckler

From: Stacey Ray
Sent: Tuesday, October 23, 2018 10:04 AM
To: Amy Buckler; Colin DeForrest
Subject: FW: Homeless

Importance: High

Amy and Colin,

This came to me on Friday. Again, not sure if its intended for Planning Commission's record.

Stacey Ray, Senior Planner
City of Olympia | Community Planning and Development
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
360.753.8046 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

From: L Arwine <arwine@live.com>
Sent: Friday, October 19, 2018 12:36 PM
To: Stacey Ray <rray@ci.olympia.wa.us>
Subject: Homeless

Give the homeless some type of an incentive or credits somehow to keep their encampments clean. Just because you're homeless doesn't mean garbage has to be everywhere

Get [Outlook for Android](#)

Amy Buckler

From: Ashley Caines
Sent: Wednesday, October 17, 2018 7:57 AM
To: Colin DeForrest; Amy Buckler
Subject: FW: Homeless camp

[Here is another one](#)

From: Cari Pearson <cougrn@gmail.com>
Sent: Tuesday, October 16, 2018 8:12 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Cc: cityycouncil@ci.olympia.wa.us
Subject: Homeless camp

To whom it may concern,

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my children's school. I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time.

Sincerely,
 Cari Pearson
 St. Michael School Parent
 425-773-8849

--
 Cari Pearson
CougRN@gmail.com

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 2:27 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: in support of amendments to OMC 18.50/Temporary Housing

-----Original Message-----

From: Sandia <sandia@fertileground.org>
Sent: Friday, October 19, 2018 2:00 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: in support of amendments to OMC 18.50/Temporary Housing

Dear Chair and Council members:

My name is Sandia Slaby and I live at 1827 Legion Way SE; Olympia 98501

Too many are house less in our community.

Some more shelters are needed

More of those need to be 'low barrier' to best serve the population that exists, to serve all our citizens most humanely & with less possibility of discriminating against human rights.

Not all houseless are criminals, which is important to remember.

Everyone deserves a safe place to find rest and be able to pursue happiness.

Thank you for you hard work on this subject. It isn't an easy issue, I know.

Amy Buckler

From: Ashley Caines
Sent: Tuesday, October 16, 2018 3:04 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Plum Street Tiny House Village

Hey, we received this email and I wanted to see if you guys wouldn't mind following up on it?

Thanks,

-Ash

From: Victoria Byrd <vubyrd@gmail.com>
Sent: Tuesday, October 16, 2018 2:28 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>; CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: RE: Plum Street Tiny House Village

To whom this may concern;

It has come to our attention as parents of St. Michael Parish School that a Tiny House Village has been approved to develop just down the street from our elementary school and Madison Elementary School. While I am vehemently opposed to the proposition that this site will be used to house homeless so close in proximity to these two schools, it seems the decision to go forward with this plan has already been made. So, instead of ranting about how enraged as a parent I am that this was snuck in under the radar in hopes no one would notice, I would like to ask that you please think carefully about the process in which you plan this community.

Tonight, you will be having a session to discuss changes to the housing ordinance that could drastically effect the campus of both these schools. I have a 7 and a 9 year old daughter I stay home with and will not be able to attend with other parents, so I would like to make my voice heard any way I can.

I am asking- near begging- not to allow drugs, alcohol, and registered sex offenders to live so near the schools of our children. The safety of those who do not have a voice in this matter must be protected. By allowing the changes to go through you are opening our children to risk that is unfathomable. If even one child is effected by this plan it is one too many. I as a parent could not live with myself if I knew what I had done or not done allowed a child to be harmed.

As a pharmacist, I have seen what drug addiction can do to a person- someone addicted to narcotics held up our pharmacy at gunpoint before I became staff there...to allow residents of this village to use substances is fostering addiction problems that will not help them find jobs and get off the streets...which is the intent of this village.

Having a set of standards that truly vets residents that wish to have this opportunity for temporary housing that will allow them an address to apply for jobs and end their homelessness should be part of the application process.

I understand there is an abundant population of homeless in Olympia and something needs to be done for the benefit of not only the tax paying citizens of the town, but also the homeless and vulnerable. I agree we should

be coming together to find solutions for the problem. I just don't feel this needs to be in such close proximity to our innocent children.

Thank you for taking the time to read this email and please think carefully about all the neighbors of this community when planning this ordinance.

Sincerely,
Victoria Byrd

Amy Buckler

From: CityCouncil
Sent: Wednesday, October 17, 2018 8:42 AM
To: Christina CahillHu
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Proposed Homeless Shelter

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Christina CahillHu <ccahillhu@gmail.com>
Sent: Tuesday, October 16, 2018 5:19 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Fwd: Proposed Homeless Shelter

----- Forwarded message -----
From: "Christina CahillHu" <ccahillhu@gmail.com>
Date: Oct 16, 2018 5:11 PM
Subject: Proposed Homeless Shelter
To: <citycouncil@ci.wa.us>
Cc:

Good Evening,

I am a concerned parent with 3 young children at St. Michael School. I urge you to reject the current emergency housing plan that would allow sex offenders to legally live a block away from my children's school.

I realize there is a homeless issue in olympia but hope the city council can recognize the risks to children in the vicinity. Besides St.Michael School, Madison Elementary is right down the street and I often see teens walking to and from the Avanti High School. I also see teens waiting at the bus stop on Union.

Please take steps to protect the community around the area by not allowing sex offenders to reside there, prohibiting drugs, alcohol and weapons and providing an on duty manager to be present 24/7.

Thank you for taking the time to read my concerns.

Christina Cahill Hu

Amy Buckler

From: Stacey Ray
Sent: Tuesday, October 16, 2018 12:06 PM
To: Leonard Bauer; Amy Buckler
Subject: RE: Emergency Housing Ordinance

The written record was left open until Friday at 5:00 PM, so comments that come in before then can be added to the packet for Nov. 5. Zulaika forwarded one additional comment that came into cpdinfo on Sunday, while I'll forward to you, Amy.

Stacey Ray, Senior Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.753.8046 | olympiawa.gov

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-----Original Message-----

From: Leonard Bauer
 Sent: Tuesday, October 16, 2018 11:14 AM
 To: Stacey Ray <sray@ci.olympia.wa.us>; Amy Buckler <abuckler@ci.olympia.wa.us>
 Subject: FW: Emergency Housing Ordinance
 Importance: High

This came in yesterday via cpdinfo, but appears to be intended as public testimony on the Emergency Housing Ordinance currently before the OPC.

-----Original Message-----

From: Ashley Caines
 Sent: Tuesday, October 16, 2018 9:31 AM
 To: Colin DeForrest <cdeforre@ci.olympia.wa.us>
 Cc: Keith Stahley <kstahley@ci.olympia.wa.us>; Leonard Bauer <lbauer@ci.olympia.wa.us>
 Subject: FW: Emergency Housing Ordinance

Please see below.

Thanks,
 -Ash

-----Original Message-----

From: Matt DeBord <matt_debord@hotmail.com>
 Sent: Monday, October 15, 2018 7:54 PM
 To: cpdinfo <cpdinfo@ci.olympia.wa.us>
 Subject: Emergency Housing Ordinance

City of Olympia Planning Commission,

Here are my requested changes to the ordinance:

Include a location restriction requiring the emergency housing facility to be at least 1,000 feet from a school or day care center.

Retain requirement for that alcohol is prohibited

Retain requirement that weapons are prohibited.

Retain requirement that sex offenders and those with outstanding warrants are rejected.

Thank you.

Matt DeBord
Olympia

Sent from my iPhone

Amy Buckler

From: CityCouncil
Sent: Wednesday, October 17, 2018 8:43 AM
To: Jered Boyd
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Emergency housing project

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Jered Boyd <olyboyds@gmail.com>
Sent: Tuesday, October 16, 2018 10:28 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Emergency housing project

Good morning Council and Planning Commission members. I was present at the August Council meeting and last Monday's planning commission meeting but wanted to send my comments via email also.

I am a parent of 5 children at St. Michael school, a teacher at the school, and a parishioner. As a Catholics, we believe that each person has value and dignity and these traits need to be honored and protected from conception to natural death. Which is why Catholics feed the hungry, clothe the naked, heal the sick, shelter the homeless and visit the imprisoned to name some popular activities. During the planning commission meeting, the phrase "most vulnerable in society" came up regularly.

As you continue to refine policies and ordinances for homeless housing (which currently means policy for the Plum Street site) please continue to consider the following:

- 1) Government's primary job is to protect the most vulnerable of society
- 2) It is immoral and unethical for a government agency to provide a service to one group of citizens while the same service decreases the level of safety of another.
- 3) If Plum St becomes a low barrier site then this will unnecessarily increase the risk of harm to students at St. Michael School and Madison Elementary.
- 4) If no I.D. is required then background checks and verification are meaningless or impossible and the safety of the clients at the shelter cannot be reasonably guaranteed. The shelter managers could unknowingly allow dangerous people into the shelter. This would make the shelter self-defeating because the most vulnerable would not be protected.
- 5) Another way the shelter would be self-defeating would if a site manager knowingly allows a sex offender or other risky client to reside on site. Now any homeless families with children in the shelter would be put at

extreme risk and other families would need to be turned away. This would not be protecting the most vulnerable in society.

6) If one site cannot be within 1000 ft of another site, what does that say about the need to restrict proximity to schools, daycares, and parks. There is currently no restriction on proximity to these places. This lack of restriction fails to protect the most vulnerable of society.

I am listening to my wife talk about the study session.

And a few questions:

How many people want to be homeless? This may sound cruel but the reality is that some people do not want to or cannot integrate back into society as productive citizens. They have dignity and need to be cared for but not in a way that puts the most vulnerable at risk.

Is the purpose of the site to help people "get back on there feet"?

Why couldn't the LIHI people answer many questions directly, with facts, or success stories? Shouldn't that be a concern?

I also would like to be on record as saying that I am in favor of housing for the homeless but just not so close to schools, etc. Thank you reading and listening to everyone's concerns.

- Jered Boyd

Amy Buckler

From: CityCouncil
Sent: Wednesday, October 17, 2018 1:30 PM
To: colleenking47@gmail.com
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Low barrier shelter near schools

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

-----Original Message-----

From: colleenking47@gmail.com <colleenking47@gmail.com>
 Sent: Wednesday, October 17, 2018 12:54 PM
 To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
 Subject: Low barrier shelter near schools

To whom it may concern,

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school. I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time,

Colleen King

Sent from my iPhone

Amy Buckler

From: CityCouncil
Sent: Thursday, October 18, 2018 1:45 PM
To: Lucy Rojas
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: New "Plum Street Tiny House Village" HUGE MISTAKE!!!!!!

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Lucy Rojas <lucy_rc@hotmail.com>
Sent: Thursday, October 18, 2018 1:33 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: New "Plum Street Tiny House Village" HUGE MISTAKE!!!!!!

To whom it may concern,

As a concerned Saint Michael School parent, and also as a WA State Board for Community and Technical Colleges' employee (yes, right across street from Saint Michael Parish and School):

I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school.

I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7
- requiring police enforcement be present around the area 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

I truly believe that the location chosen for this shelter is a HUGE MISTAKE, I am VERY VERY CONCERN about what is going to happen when this shelter is open and this drug and alcohol addicts, armed people,

convicted felons and sex offenders arrive at the Plum's shelter location, each one of our kids at St Michael Parish School will become a target. I have a 5 year old little girl and it terrifies me just to think that she could be a potential victim because these people have nothing to lose and can lost control easily, it is horrible to think that these people can be stalking her (or others) and the nasty thoughts they are going to be thinking about her or others. Yes it is true that St Michael is doing their best effort to protect our children but what's going to happen when somebody makes a mistake?

Also, speaking as a WA state employee, me and many of my coworkers go out to walk and run during our breaks or lunch time, we are also going to be at risk once this people arrive at the area.

I hope you hear our voices and do the right thing, not just for the homeless but for the children, parish and state employees that share the area.

Thank you for your time,
Lucia Peterson

Amy Buckler

From: CityCouncil
Sent: Wednesday, October 17, 2018 12:52 PM
To: DENNIS TILSON
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Please protect our children

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: DENNIS TILSON <dmtilson@comcast.net>
Sent: Wednesday, October 17, 2018 10:47 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Please protect our children

Dear Mayor Selby and Olympia City Council,

Please reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my grandchildren's school, St. Michaels, and nearby Madison Elementary and Avanti High School. I implore you to protect **all children** in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

We have already experienced an interaction where children were approached by a homeless man claiming to be an electrician and asking to be let into St. Michael's School during a community event Saturday evening, October 13.

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time and your **commitment to a safe community for all,**

Dennis Tilson

Amy Buckler

From: CityCouncil
Sent: Wednesday, October 17, 2018 8:41 AM
To: Mayleen Panaligan
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Emergency Housing Plan

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Mayleen Panaligan <pinay15@hotmail.com>
Sent: Tuesday, October 16, 2018 5:04 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Emergency Housing Plan

To whom it may concern,

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school. I urge you to take additional steps to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time,
 Mayleen Balungaya

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 3:09 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Please support amendments to OMC 18.50

From: Walt Jorgensen <waltjorgensen@comcast.net>
Sent: Friday, October 19, 2018 3:08 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Cc: Growthtalk <growthtalk@yahoogroups.com>
Subject: Please support amendments to OMC 18.50

"Olympia Planning Commission" <cpdinfo@ci.olympia.wa.us>

Dear Chair, Vice Chair, and Commissioners,

I support the current amendments to OMC 18.50. I also encourage you to recommend to the City Council that they add an amendment that would permit private property owners to host encampments.

I believe that this addition, as well as the other amendments, will serve to open more doors for creative, impactful, and positive solutions to our housing and homelessness crisis.

Lowering barriers to shelter is a practice that has proved effective across the country. It enables our community to support the Best Practices of Housing First and Vulnerability Based placement for services. These models are considered Best Practices simply because studies have shown that people are better able to address challenges like substance use, mental health, and medical health when they have a stable place to live.

I want to encourage you to remember that lowering barriers in this ordinance does not mean that all sanctioned encampments will be low-barrier. The amended version of this ordinance still permits hosts and sponsors to add additional rules, regulations, and expectations. One of the greatest impacts of these amendments is that they support a variety of solutions, which is what we need to adequately address this crisis.

Furthermore, the 9th Circuit Court recently determined that government entities cannot use the law to remove houseless individuals from public property without providing them with an alternative legal location. Therefore, lowering barriers to creating legal shelter options for all will also improve our community's ability to effectively address issues related to homelessness while avoiding violating people's constitutional rights.

It's important for our community to hold on to the truth that people who are poor and/or houseless are not inherently more dangerous or inclined to criminal behavior than people with more resources. We have a responsibility as a community to promote laws and practices that do not support harmful stereotypes and generalizations and that do not indirectly or directly promote different treatment of people based on their identified demographics.

Our housing crisis has left hundreds of our community members surviving outdoors with no legal, sanctioned shelter. As we all see and hear about every day, the suffering of our unhoused community members is also impacting the well-being of the rest of our community. We know that if we don't change our response, and change it soon, that things will only worsen- and winter is quickly approaching.

Making these temporary amendments permanent would be a strong and impactful first step, that would align with the Olympia City Council's resolution in May, which committed the city to pursuing responses to this crisis that are centered in harm reduction, trauma informed care, and anti-oppression.

Everyone needs and deserves a safe place to sleep.

Thank you for considering these amendments.

Current amendments:

- Removes the cap on the number of encampments that can exist at one time.
- Extends the time an encampment can be permitted in one location to greater than one year.
- Removes the ban on creating a new encampment on the same property as a previous encampment for a period of 1 year after the creation of the previous encampment.
- Includes language that encourages harm-reduction practices and self-governance.

- Enables the creation of both low-barrier and high-barrier encampments by removing bans on alcohol & legal weapons, and by empowering hosts/sponsors to decide on rules for the encampment they are hosting.
- Permits non-profits and units of government to host emergency housing facilities
- Amends the ban on “loud disturbances” to banning, “Noise or music in excess of the limits set forth in OMC 18.40.080”

Walter R. Jorgensen
823 North St SE
Tumwater, WA 98501-3526
waltjorgensen@comcast.net
360-489-0764 (home)
360-819-0678 (cell)

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 3:09 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Please support amendments to OMC 18.50

From: Walt Jorgensen <waltjorgensen@comcast.net>
Sent: Friday, October 19, 2018 3:08 PM
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I want to encourage you to remember that lowering barriers in this ordinance does not mean that all sanctioned encampments will be low-barrier. The amended version of this ordinance still permits hosts and sponsors to add additional rules, regulations, and expectations. One of the greatest impacts of these amendments is that they support a variety of solutions, which is what we need to adequately address this crisis.

Furthermore, the 9th Circuit Court recently determined that government entities cannot use the law to remove houseless individuals from public property without providing them with an alternative legal location. Therefore, lowering barriers to creating legal shelter options for all will also improve our community's ability to effectively address issues related to homelessness while avoiding violating people's constitutional rights.

It's important for our community to hold on to the truth that people who are poor and/or houseless are not inherently more dangerous or inclined to criminal behavior than people with more resources. We have a responsibility as a community to promote laws and practices that do not support harmful stereotypes and generalizations and that do not indirectly or directly promote different treatment of people based on their identified demographics.

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Walter R. Jorgensen
823 North St SE
Tumwater, WA 98501-3526
waltjorgensen@comcast.net
360-489-0764 (home)
360-819-0678 (cell)

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 2:45 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Please support amendments to OMC 18.50

From: James Reitz <jreitz17@gmail.com>
Sent: Friday, October 19, 2018 2:33 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Please support amendments to OMC 18.50

Dear Chair, Vice Chair, and Commissioners,

My name is James Reitz and I live at 2233 Rimrock Ct SW.

I support the current amendments to OMC 18.50. I also encourage you to recommend to the City Council that they add an amendment that would permit private property owners to host encampments.

I believe that this addition, as well as the other amendments, will serve to open more doors for creative, impactful, and positive solutions to our housing and homelessness crisis.

Lowering barriers to shelter is a practice that has proved effective across the country. It enables our community to support the Best Practices of Housing First and Vulnerability Based placement for services. These models are considered Best Practices simply because studies have shown that people are better able to address challenges like substance use, mental health, and medical health when they have a stable place to live.

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Furthermore, the 9th Circuit Court recently determined that government entities cannot use the law to remove houseless individuals from public property without providing them with an alternative legal location. Therefore, lowering barriers to creating legal shelter options for all will also improve our community's ability to effectively address issues related to homelessness while avoiding violating people's constitutional rights.

It's important for our community to hold on to the truth that people who are poor and/or houseless are not inherently more dangerous or inclined to criminal behavior than people with more resources. We have a responsibility as a community to promote equitable laws and practices that do not support harmful stereotypes and generalizations and that do not indirectly or directly promote different treatment of people based on their identified demographics.

Our housing crisis has left hundreds of our community members surviving outdoors with no legal, sanctioned shelter. As we all see and hear about every day, the suffering of our unhoused community members is also impacting the well-being of the rest of our community. We know that if we don't change our response, and change it soon, that things will only worsen- and winter is quickly approaching.

Making these temporary amendments permanent would be a strong and impactful first step, that would align with the Olympia City Council's resolution in May, which committed the city to pursuing responses to this crisis that are centered in harm reduction, trauma informed care, and anti-oppression.

Everyone needs and deserves a safe place to sleep.

Thank you for your consideration.

Amy Buckler

From: Ashley Caines
Sent: Thursday, October 18, 2018 1:52 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: New "Plum Street Tiny House Village" HUGE MISTAKE!!!!!!

Here is another one, same stuff different person. Thanks guys, I will continue to forward as they roll in.

-Ash

From: Lucy Rojas <lucy_rc@hotmail.com>
Sent: Thursday, October 18, 2018 1:33 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: New "Plum Street Tiny House Village" HUGE MISTAKE!!!!!!

To whom it may concern,

As a concerned Saint Michael School parent, and also as a WA State Board for Community and Technical Colleges' employee (yes, right across street from Saint Michael Parish and School):

I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school.

I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7
- requiring police enforcement be present around the area 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

I truly believe that the location chosen for this shelter is a HUGE MISTAKE, I am VERY VERY CONCERN about what is going to happen when this shelter is open and this drug and alcohol addicts, armed people, convicted felons and sex offenders arrive at the Plum's shelter location, each one of our kids at St Michael Parish School will become a target. I have a 5 year old little girl and it terrifies me just to think that she could be a potential victim because these people have nothing to lose and can lost control easily, it is horrible to think that these people can be stalking her (or others) and the nasty thoughts they are going to be thinking about her or others. Yes it is true that St Michael is doing their best effort to protect our children but what's going to happen when somebody makes a mistake?

Also, speaking as a WA state employee, me and many of my coworkers go out to walk and run during our breaks or lunch time, we are also going to be at risk once this people arrive at the area.

I hope you hear our voices and do the right thing, not just for the homeless but for the children, parish and state employees that share the area.

Thank you for your time,
Lucia Peterson

Amy Buckler

From: CityCouncil
Sent: Thursday, October 18, 2018 1:45 PM
To: Lucy Rojas
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: New "Plum Street Tiny House Village" HUGE MISTAKE!!!!!!

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

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From: Lucy Rojas <lucy_rc@hotmail.com>
Sent: Thursday, October 18, 2018 1:33 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: New "Plum Street Tiny House Village" HUGE MISTAKE!!!!!!

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Also, speaking as a WA state employee, me and many of my coworkers go out to walk and run during our breaks or lunch time, we are also going to be at risk once this people arrive at the area.

I hope you hear our voices and do the right thing, not just for the homeless but for the children, parish and state employees that share the area.

Thank you for your time,
Lucia Peterson

Amy Buckler

From: Ashley Caines
Sent: Wednesday, October 17, 2018 1:54 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Low barrier shelter near schools

-----Original Message-----

From: colleenking47@gmail.com <colleenking47@gmail.com>
Sent: Wednesday, October 17, 2018 12:54 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Low barrier shelter near schools

To whom it may concern,

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school. I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time,

Colleen King

Sent from my iPhone

Amy Buckler

From: CityCouncil
Sent: Wednesday, October 17, 2018 12:52 PM
To: PAMELA TILSON
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Please protect our children

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: PAMELA TILSON <ptilson2@comcast.net>
Sent: Wednesday, October 17, 2018 10:45 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Cc: fwilson@osd.wednet.edu; dsknoll@osd.wednet.edu; mvelasquez@osd.wednet.edu; ALYSHA MYERS <alysamyers@outlook.com>; cgeraghty@stmikesolympia.org; Den <dmtilson@comcast.net>
Subject: Please protect our children

Dear Mayor Selby and Olympia City Council,

Please reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my grandchildren's school, St. Michaels, and nearby Madison Elementary and Avanti High School. I implore you to protect **all children** in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

We have already experienced an interaction where children were approached by a homeless man claiming to be an electrician and asking to be let into St. Michael's School during a community event Saturday evening, October 13.

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time and your **commitment to a safe community for all**,

Pamela Tilson

Amy Buckler

From: Leonard Bauer
Sent: Tuesday, October 16, 2018 11:14 AM
To: Stacey Ray; Amy Buckler
Subject: FW: Emergency Housing Ordinance

Importance: High

This came in yesterday via cpdinfo, but appears to be intended as public testimony on the Emergency Housing Ordinance currently before the OPC.

-----Original Message-----

From: Ashley Caines
 Sent: Tuesday, October 16, 2018 9:31 AM
 To: Colin DeForrest <cdeforre@ci.olympia.wa.us>
 Cc: Keith Stahley <kstahley@ci.olympia.wa.us>; Leonard Bauer <lbauer@ci.olympia.wa.us>
 Subject: FW: Emergency Housing Ordinance

Please see below.

Thanks,
 -Ash

-----Original Message-----

From: Matt DeBord <matt_debord@hotmail.com>
 Sent: Monday, October 15, 2018 7:54 PM
 To: cpdinfo <cpdinfo@ci.olympia.wa.us>
 Subject: Emergency Housing Ordinance

City of Olympia Planning Commission,

Here are my requested changes to the ordinance:

Include a location restriction requiring the emergency housing facility to be at least 1,000 feet from a school or day care center.

Retain requirement for that alcohol is prohibited

Retain requirement that weapons are prohibited.

Retain requirement that sex offenders and those with outstanding warrants are rejected.

Thank you.

Matt DeBord
 Olympia

Sent from my iPhone

Amy Buckler

From: CityCouncil
Sent: Wednesday, October 17, 2018 8:43 AM
To: Cari Pearson
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Homeless camp

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Cari Pearson <cougrn@gmail.com>
Sent: Tuesday, October 16, 2018 8:18 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Re: Homeless camp

To whom it may concern,

As a concerned Saint Michael School parent, I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my children's school. I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7

I recognize there is a homeless crisis in Olympia and appreciate action is being taken to assist those in need. My concern is in attempting to quickly address this crisis the City will be creating a dangerous atmosphere in neglecting to protect children in the community.

Thank you for your time.

Sincerely,
 Cari Pearson
 St. Michael School Parent
 425-773-8849

--
 Cari Pearson
CougRN@gmail.com

--
Cari Pearson
CougRN@gmail.com

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 2:31 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Plum Street Tiny House Village

[This one requests follow up](#)

-Ash

From: PABLO MATUTE <PFMZ@msn.com>
Sent: Friday, October 19, 2018 2:26 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>; cpdinfo <cpdinfo@ci.olympia.wa.us>; news@theolympian.com
Cc: PABLO MATUTE <PFMZ@MSN.COM>; Maria E Espinoza <meef68@hotmail.com>; cgeraghty@stmikesolympia.org
Subject: Plum Street Tiny House Village

Olympia October 19th 2018

Dear Olympia Mayor, City Council and The Olympian Newspaper,

CC: Connor Geraghty St Michael's Parish School

As a concerned Saint Michael School parent I have been to city hall meetings this week Monday and Tuesday to learn more about the proposed Plum Street Village, and also to the meeting that a city representative had a couple of weeks ago at St Michael Parish School.

I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school, the so called "Low entry barrier shelter", the way it was explained in Monday's meeting was:

1. No ID requirement
2. No warrant database search requirement
3. No sex offender verification requirement
4. **Yes to alcohol, drugs, guns, weapons - this sound like bring your own alcohol, drug, weapons and guns**

I believe it is a disgrace to mix drugs, alcohol, guns and sex offenders, it is a disaster waiting to happen. I hope that city liability insurance is in place.

I am also aware that we have a homeless crisis and we want to be part of the solution and not become another problem, but in order to keep safe a vulnerable population in this case homeless, you are putting the kids population at our school at risk.

At this week's meeting the LIHI coordinator could not answer simple questions from a council member about how effective these tiny villages are, but I have read the reports in the Seattle Times that at least one tiny village site that accepted drugs, alcohol and guns is shutting down for good, we do not want this to happen here in Olympia, Also we heard from LIHI that homeless that misbehave were punished "with hotel rooms accommodations", in my opinion that is not punishment that is rewarding bad behavior

I believe that working together we can accomplish ways to make sure the homeless population at risk are treated with respect, creating a risk score similar to the one that sidewalk does for the men's shelter for St. Michael Parish. I am part of the men's shelter for the last 12 years, and a rigorous screening is a must in this case.

I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7
- Putting a citizen committee to work with City representatives

Please reach out to me at let me know how could I help, because I am ready to be part of the solution and not the problem

Pablo Fernando Matute
206.349.9293
pfmz@msn.com

Amy Buckler

From: Stacey Ray
Sent: Tuesday, October 16, 2018 12:06 PM
To: Leonard Bauer; Amy Buckler
Subject: RE: Emergency Housing Ordinance

The written record was left open until Friday at 5:00 PM, so comments that come in before then can be added to the packet for Nov. 5. Zulaika forwarded one additional comment that came into cpdinfo on Sunday, while I'll forward to you, Amy.

Stacey Ray, Senior Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.753.8046 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

-----Original Message-----

From: Leonard Bauer
 Sent: Tuesday, October 16, 2018 11:14 AM
 To: Stacey Ray <sray@ci.olympia.wa.us>; Amy Buckler <abuckler@ci.olympia.wa.us>
 Subject: FW: Emergency Housing Ordinance
 Importance: High

This came in yesterday via cpdinfo, but appears to be intended as public testimony on the Emergency Housing Ordinance currently before the OPC.

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 Cc: Keith Stahley <kstahley@ci.olympia.wa.us>; Leonard Bauer <lbauer@ci.olympia.wa.us>
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Please see below.

Thanks,
 -Ash

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From: Matt DeBord <matt_debord@hotmail.com>
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Retain requirement that sex offenders and those with outstanding warrants are rejected.

Thank you.

Matt DeBord
Olympia

Sent from my iPhone

Amy Buckler

From: CityCouncil
Sent: Monday, October 22, 2018 8:17 AM
To: PABLO MATUTE
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Plum Street Tiny House Village

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

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Cc: PABLO MATUTE <PFMZ@MSN.COM>; Maria E Espinoza <meef68@hotmail.com>; cgeraghty@stmikesolympia.org
Subject: Plum Street Tiny House Village

Olympia October 19th 2018

Dear Olympia Mayor, City Council and The Olympian Newspaper,

CC: Connor Geraghty St Michael's Parish School

As a concerned Saint Michael School parent I have been to city hall meetings this week Monday and Tuesday to learn more about the proposed Plum Street Village, and also to the meeting that a city representative had a couple of weeks ago at St Michael Parish School.

I urge you to reject the current amendment to the Emergency Housing Plan that would allow sex offenders to legally reside less than a block away from my child's school, the so called "Low entry barrier shelter", the way it was explained in Monday's meeting was:

1. No ID requirement
2. No warrant database search requirement
3. No sex offender verification requirement
4. **Yes to alcohol, drugs, guns, weapons - this sound like bring your own alcohol, drug, weapons and guns**

I believe is a disgrace to mix drugs, alcohol, guns and sex offenders, it is a disaster waiting to happen. I hope that city liability insurance is on place.

I am also aware that we have a homeless crisis and we want to be part of the solution and not become another problem, but in order to keep safe a vulnerable population in this case homeless, you are putting the kids population at our school at risk.

At this week's meeting the LIHI coordinator could not answer simple questions from a council member about how effective these tiny villages are, but I have read the reports in the Seattle Times that at least one tiny village site that accepted drugs, alcohol and guns is shutting down for good, we do not want this to happens here in Olympia, Also we heard from LIHI that homeless that misbehave were punished "with hotel rooms accommodations", in my opinion that is not punishment that is rewarding bad behavior

I believe that working together we can accomplish ways to make sure the homeless population at risk are treated with respect, creating a risk score similar to the one that sidewalk does for the men's shelter for St. Michael Parish. I am part of the men's shelter for the last 12 years, and a rigorous screening is a must in this case.

I urge you to protect all children in the vicinity by requiring:

- screening for sex offenders
- prohibiting weapons, drugs and alcohol
- prioritizing for the lowest risk applicants
- requiring an on-duty manager be present at housing facility 24/7
- Putting a citizen committee to work with City representatives

Please reach out to me at let me know how could I help, because I am ready to be part of the solution and not the problem

Pablo Fernando Matute

206.349.9293

pfmz@msn.com

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 3:39 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Please Support Amendments to OMC 18.50

From: Dwight Max DeNise <dwright.max.denise@gmail.com>
Sent: Friday, October 19, 2018 3:36 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Please Support Amendments to OMC 18.50

Dear Chair, Vice Chair, and Commissioners,

My name is Max DeNise. I live in Tumwater, but much of my personal activity is in Olympia.

I support the current amendments to OMC 18.50. I also encourage you to recommend to the City Council that they add an amendment that would permit private property owners to host encampments.

I believe that this addition, as well as the other amendments, will serve to *open more doors for creative, impactful, and positive solutions* to our housing and homelessness crisis.

Lowering barriers to shelter is a practice that has proved effective across the country. It *enables our community to support the Best Practices* of Housing First and Vulnerability Based placement for services. These models are considered Best Practices simply because studies have shown that people are better able to address challenges like substance use, mental health, and medical health when they have a stable place to live.

I want to encourage you to remember that lowering barriers in this ordinance does not mean that all sanctioned encampments will be low-barrier. The amended version of this ordinance still permits hosts and sponsors to add additional rules, regulations, and expectations. One of the greatest impacts of these amendments is that they *support a variety of solutions*, which is what we need to adequately address this crisis.

Furthermore, the 9th Circuit Court recently determined that government entities cannot use the law to remove houseless individuals from public property without providing them with an alternative legal location. Therefore, lowering barriers to creating legal shelter options for all will also improve our community's ability to effectively address issues related to homelessness while avoiding violating people's constitutional rights.

It's important for our community to hold on to the truth that people who are poor and/or houseless are not inherently more dangerous or inclined to criminal behavior than people with more resources. We have a responsibility as a community to promote equitable laws and practices that do not support harmful stereotypes and generalizations and that do not indirectly or directly promote different treatment of people based on their identified demographics.

Our housing crisis has left hundreds of our community members surviving outdoors with no legal, sanctioned shelter. As we all see and hear about every day, the suffering of our unhoused community members is also impacting the well-being of the rest of our community. We know that if we don't change our response, and change it soon, that things will only worsen- and winter is quickly approaching.

Making these temporary amendments permanent would be a strong and impactful first step, that would align with the Olympia City Council's resolution in May, which committed the city to pursuing responses to this crisis that are centered in *harm reduction, trauma informed care, and anti-oppression*.

Everyone needs and deserves a safe place to sleep.

Thank you for considering these amendments.C 18.50.

Sincerely,
Max DeNise
Tumwater, WA

Amy Buckler

From: Stacey Ray
Sent: Tuesday, October 23, 2018 10:03 AM
To: Colin DeForrest; Amy Buckler
Subject: RE: Homeless In Downtown

Importance: High

Hi Amy,

This came to me and Colin on Friday--I'm not clear on if it's intended for the Planning Commission's record, but may be since it came to me (?).

Stacey Ray, Senior Planner
 City of Olympia | Community Planning and Development
 601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967
 360.753.8046 | olympiawa.gov

Note: Emails are public records, and are potentially eligible for release.

-----Original Message-----

From: Kammy Minor <kminor@rightsys.com>
 Sent: Friday, October 19, 2018 12:52 PM
 To: Stacey Ray <sray@ci.olympia.wa.us>; Colin DeForrest <cdeforre@ci.olympia.wa.us>
 Subject: Homeless In Downtown

Let me preface this by saying that I firmly believe "homeless" is a misnomer for what is happening downtown. I do not believe this is a homelessness issue - I believe it is a mental illness/drug-alcohol addiction issue. Constantly referring to it as "homeless" is an incorrect focus. In the vast majority of the cases, what is taking over our downtown streets are not people who are "down on their luck", unemployed or temporarily homeless - they are individuals who are mentally ill and/or addicted to drugs alcohol. This makes the downtown population much more aggressive/potentially violent than the word "homeless" implies.

I have 3 daughters, in the relatively short time since my oldest two left for college, downtown has changed for the worse. My older two shopped downtown, went to dinner downtown - even would meet friends for late night snacks at the Reef. My 17 year old does not go downtown at night. She even has changed her driving patterns to avoid both 4th and State after dark.

I love to shop local, love to eat out and would relish being able to enjoy a vibrant downtown. But Olympia no longer feels safe. Neither does it feel like "my" community - instead it is beginning to feel like it "belongs" to those who live on the streets and use those streets in, quite frankly, disgusting ways.

Please please make a change - something significant that sends a clear message to our downtown business owners and their patrons, that Olympia will once again become a place where a parents and young people can feel safe & welcome!

Kammy Minor

Sent from my iPhone

Amy Buckler

From: CityCouncil
Sent: Monday, October 22, 2018 8:16 AM
To: Pat Rasmussen
Cc: Amy Buckler; Colin DeForrest; Connie Cobb; Councilmembers; Jay Burney; Keith Stahley; Kellie Braseth; Steve Hall
Subject: RE: Host a homeless person in your RV?

Thank you for your comments. I will forward them on to all Councilmembers and appropriate staff.

Susan Grisham, Executive Assistant
 City of Olympia | P.O. Box 1967 | Olympia WA 98507
 360-753-8244 sgrisham@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Pat Rasmussen <patr@crcwnet.com>
Sent: Sunday, October 21, 2018 11:39 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Host a homeless person in your RV?

There are many RVs in driveways and in front of homes in Olympia that could house homeless people.

RVs have heat, lighting, gas stoves, refrigerators, toilets, showers, beds. They are safe. They are easy to hook up to electrical outlets and sewage can be pumped out periodically.

Wouldn't it be better to have women with children, seniors, students, the disabled, others, sleeping in RVs rather than on the streets downtown?

In Portland and Multnomah County they are putting tiny homes in the backyards of homeowners who volunteer to house the homeless for at least five years. We can do that too. But right now we could allow the homeless to live in RVs.

The City makes it illegal to stay in RVs for more than 14 days or whatever. Maybe in the past that was okay.

But we live in different times - times of increasing homelessness, rising rents, lack of affordable housing for seniors, students, mothers with children and others.

The City could change that, allow people to live in RVS to get them off the streets or just to have affordable housing as we work on our crisis. It could be specifically for homeless people or those on the verge of homelessness such as vulnerable seniors, families, kids. Olympians with RVs could volunteer to participate.

RVs are warm. Winter is arriving.

Let's get creative and make this happen.

Thanks,

Pat Rasmussen

--

Pat Rasmussen
World Temperate Rainforest Network
PO Box 13273
Olympia, WA 98508
Phone: 509-669-1549
Website: www.temperaterainforests.org

Amy Buckler

From: Ashley Caines
Sent: Friday, October 19, 2018 1:28 PM
To: Colin DeForrest; Amy Buckler
Subject: FW: Please support the amendments to the Temporary Emergency Housing Facilities ordinance (OMC 18.50)

If so, here is another one similar.

From: Lisa Ornstein <lisa.ornstein@hotmail.com>
Sent: Friday, October 19, 2018 12:10 PM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Please support the amendments to the Temporary Emergency Housing Facilities ordinance (OMC 18.50)

Dear Chair, Vice-Chair, and Commissioners,

My name is Lisa Ornstein and I live in Olympia.

I am writing to add my voice in support of the current amendments to OMC 18.50. I hope that the Olympia Planning Commission will support these amendments and also recommend to the City Council that they add an amendment that would permit private property owners to host encampments.

This additional amendment, as well as the other amendments, will serve to open more doors for creative, impactful, and positive solutions to our housing and homelessness crisis. I believe that adopting common-sense best practices which lead to increased stable shelter for our homeless community will result in a better outcome for all of us: study after study on lowering barriers to shelters has demonstrated this; the simple fact is that people are better able to address challenges like substance use, mental health, and medical health when they have a stable place to live.

I also am aware that the proposed ordinance does NOT result in across-the-board low barrier encampments in Olympia, but instead allows a greater range of possible rules, regulations, and expectations by the hosts and sponsors of these camps. A wider variety of solutions will help us to more nimbly and adequately address this crisis.

Lowering barriers to shelter is a practice that has proved effective across the country. It enables our community to support the Best Practices of Housing First and Vulnerability Based placement for services. These models are considered Best Practices simply because studies have shown that people are better able to address challenges like substance use, mental health, and medical health when they have a stable place to live.

It's important for our community to hold on to the truth that people who are poor and/or houseless are not inherently more dangerous or inclined to criminal behavior than people with more resources. They are however more vulnerable and at risk because their

situation is so dire. I have been friends with a local homeless family this past year who have worked with extraordinary determination to find stable housing. Their barrier was not a criminal background nor the inability to pay rent (although their means are extremely limited) , but rather a poor credit history and no rental history. In spite of repeated failures, they persevered and this week learned that they have been approved as tenants for Title 8 housing. They did their very best to keep their encampment clean and free from violence through the fear of having their encampment "swept" was a constant source of stress and fear.

All the best,

Lisa Ornstein

3010 28th Ave. S.E.

Olympia, WA 98501

From: [Leonard Bauer](#)
To: [Stacey Ray](#)
Cc: [Amy Buckler](#)
Subject: FW: Change in housing ordinance
Date: Wednesday, October 3, 2018 11:05:36 AM

I believe this is intended as public comment on the housing ordinance being considered by OPC. Please include in their next packet as they deliberate. Thanks

-----Original Message-----

From: cpdinfo
Sent: Wednesday, October 3, 2018 10:33 AM
To: Leonard Bauer <lbauer@ci.olympia.wa.us>
Subject: FW: Change in housing ordinance

-----Original Message-----

From: DENISE L Halloran <hallorandl@msn.com>
Sent: Wednesday, October 03, 2018 10:30 AM
To: cpdinfo <cpdinfo@ci.olympia.wa.us>
Subject: Change in housing ordinance

I strongly oppose the suggested change. I am a home owner AND TAX PAYER. A primary consideration when I bought my home was the protections offered by the City ordinances. I did not need to be concerned that a homeless encampment would be established in my neighborhood. I trusted that the city would continue those protections.

To pass the proposed ordinance is a betrayal of the citizens who have invested in the City by purchasing and maintaining their homes.

To allow sex offenders near a school and child care facility is egregious.

Do not move forward with this plan.

Sent from my iPad

From: [Keith Stahley](#)
To: [Amy Buckler](#)
Cc: [Anna Schlecht](#)
Subject: FW: Emergency Housing Facilities
Date: Tuesday, September 11, 2018 8:18:12 AM
Attachments: [0918 Draft Overnight Sleeping Ordinance.rtf](#)
[0918 Draft Amendments to OMC.docx](#)
[Model Homeless Camp Site Ord CM.docx](#)

FYI:

From: Subir Mukerjee <subirmukerj@gmail.com>
Sent: Sunday, September 09, 2018 3:03 PM
To: Keith Stahley <kstahley@ci.olympia.wa.us>
Subject: Re: Emergency Housing Facilities

Hi Keith:
Thanks for your email.

My main concern about Olympia's ordinance is that it does not allow for a separate and less onerous process for small sites with 6 or less vehicles, tents or huts on church properties. I know that staff has taken a position that they are allowed based on the definition of "family". However, my concern is that this interpretation by staff, while its welcome, is a stretch and could be potentially overturned on appeal from neighboring residents.

So I have drafted an ordinance which is an addition to Olympia's code OMC 18.50.070, which if adopted would provide for permitted overnight sleeping on property owned by either a place of worship, business or public entity. This would also achieve dispersal of these smaller sites throughout the city, which would also reduce any impacts to the surrounding neighborhoods. In my discussions with Eugene staff, these smaller sites do not require a permit from the city. The property owner must comply with the performance standards listed in 18.50.070 D, and enforcement is initiated only if there is noncompliance.

The draft ordinance is crafted based on Eugene's code, which also allows for 1 vehicle, tent or hut on single-family lots (see Section 18.50.070 B). Olympia may not want to go this far, but I have put it into the draft ordinance for consideration, just in case.

The Emergency Housing Facilities ordinance adopted by Olympia is a good first step. By major concern is Section 18.50.050 C, Timing, which limits the initial time to 180 days, with a possible extension of another 185 days, and then possibility of further time extensions based on a conditional use permit. These time limits will give pause to any entity which could consider this level of investments with no surety of them being able to operate it after these limits. Eugene's approach is that the operator has to enter into an annual operational agreement with the city, agree to the performance standards and requirements, which can be terminated by the City Manager or designee for non-compliance if they are not met. I think this approach provides the needed assurances to the city, as well as the operator, and removes the onerous, expensive and sometimes contentious CUP process.

I have attached a draft ordinance which incorporates permitted overnight sleeping into the OMC. Also attached are a draft OMC code with the draft ordinance incorporated in it, and the model code that we discussed earlier. At this point, it may be simpler just to adopt the

permitted overnight sleeping ordinance into the OMC, especially in light of the 9th Circuit Court decision. By the way, KUOW had a good discussion on the ruling last Friday, at noon.

I would be happy to provide some written comments to the Planning Commission if they are accepting public comments, and if you think that they might be helpful. By the way, the City of Lacey has formed a Faith Leaders Steering Committee on Homelessness, and I did a similar presentation to them a couple of weeks ago.

Please feel free to call on me if you have any questions or need further information.
Subir

Subir Mukerjee
Board Member, Community Supported Shelters
subirmukerj@gmail.com
360-259-9857

On Sep 9, 2018, at 9:38 AM, Keith Stahley <kstahley@ci.olympia.wa.us> wrote:

Hi Subir,

Anna mentioned that you expressed some concerns about the City's Emergency Housing Facility regulations.

The ordinance as it is written is very permissive, so I'd be interested in hearing more about what gives you pause.

We've got a planning commission meeting on the 17th to start the discussion about a permanent ordinance. I'd welcome your input and perspective in that process. We plan to have permanent regulations in place by the end of the year.

I also can't find the a copy of the model ordinance that you sent. If you could resend it I'd appreciate it. Even more helpful would be an assessment between the model and the City's Emergency Housing Facility Regulations that I've attached.

These facilities are going to become even more important with recent 9th Circuit decision (see attached decision).

Cheers,

Keith Stahley, Director
Community Planning and Development Department

Kstahley@ci.olympia.wa.us
360.753.8227

<Homeless emergency housing regulations ordinance.pdf><Homeless Boise
Case.pdf>

Emergency Housing Ordinance
Planning Commission Deliberations
November 5, 2018

City Staff Comments

Emergency Housing Facilities approved under OMC 18.50 require a temporary use permit to be administratively (staff) approved. The City's permit staff reviewed the current ordinance and provides the following recommended changes and comments:

Parking (18.50.060.A.1.g)

Although no parking minimums are set, the requirement that no shortage of required on-site parking be created may be a barrier. Most church sites have exactly the amount of parking required. Recommend a statement that if determined not to cause an undue burden on the surrounding neighborhood, some flexibility may be provided.

Screening (18.50.060.A.1.i)

A minimum of 6' screening from the public right of way is required. This will prove difficult if the need is to screen from the front yard, where the maximum allowed fencing within the setback is 4'. Consider easing this requirement, by either allowing 6' fencing in front yards as a temporary measure so long as the permit is in place, or establishing a threshold for when the screening is required, such as for facilities with more than 6 people.

Portable toilets (18.50.060.A.1.j)

Consider a requirement that toilets must be locating to minimize odor impacts to adjacent properties

Code of Conduct

Consider modifying this statement to reflect that a draft code of conduct must be submitted with the application, in recognition that a completed code of conduct would be developed with input from residents.

Security Tent (18.50.060.B.1.h)

A security tent is mentioned throughout the ordinance. It is not clear that this is a required feature. This is likely a carry-over from the prior ordinance for a site manager was required to be onsite 24/7. Currently, the ordinance only requires that a site manager be "on-duty" (available, but not necessarily on site) 24/7. A security tent seems like an onerous requirement for small sites, in particular. Does the Planning Commission think a security tent should be required? If so, consider only requiring this only for sites with more than 6 people.

Timing (18.50.060.C)

The ordinance provides for a temporary use permit for 180 days, with option to extend an additional 185 days if applicant can demonstrate that criminal violations onsite were not greater than the crime rate of the surrounding neighborhood. The site may be approved for a duration longer than a year upon submittal of a conditional use permit (CUP) application approved by the Olympia Hearings Examiner following a public hearing.

Emergency Housing Ordinance
 Planning Commission Deliberations
 November 5, 2018

The CUP permit process may be too onerous, and it could effectively change the nature of the permit from temporary to permanent (no time limits are provided.) Recommend removing the CUP provision, and establishing that a temporary use permit may be granted for one year, which can be renewed on a yearly basis.

Recommend removing the provision regarding demonstration that crime rate at the facility did not exceed that of surrounding neighborhood. It's not clear how this would be demonstrated. The ordinance already provides that the City may terminate or revoke the permit due to acts of violence or violation of terms (18.50.060.F and G).

Health and Safety (18.50.060.D)

1. Emergency Housing Facility. The Emergency Housing Facility shall conform to the following fire requirements

- a. There shall be no open fires. ~~Cooking fires shall be of a form approved by the Olympia Fire Department for cooking without pre-approval by the Olympia Fire Department and no open fires for heating;~~
- b. No heating appliances within the individual ~~tents-units~~ are allowed without pre-approval by the Olympia Fire Department;
- c. No cooking appliances, other than microwave appliances, are allowed in individual ~~tentsunits~~;
- d. An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Olympia Fire Department;
- e. Adequate access for fire and emergency medical apparatus shall be provided. This shall be determined by the Olympia Fire Department;
- f. Adequate separation between tents and other structures shall be maintained as determined by the Olympia ~~Building and~~ Fire Departments; and
- g. Electrical service shall be in accordance with recognized and accepted practice and codes. ~~Electrical cords shall not be strung together. Any electrical cords used must be approved for outdoor exterior use.~~

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING THE EMERGENCY HOUSING FACILITIES CODE, OMC CHAPTER 18.50, TO CORRECT SCRIVENER ERRORS, TO CORRECT THE DISTANCE NOTIFICATION TO BE GIVEN TO PROPERTY OWNERS, SPECIFYING THAT CHECKS SHALL BE FOR FELONY WARRANTS, ADDING A WAIVER FOR PUBLIC HEALTH EMERGENCY, AND DECLARING AN EMERGENCY SO THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION.

WHEREAS, the City of Olympia recognizes the unique role and rights of faith-based organizations under the United States Constitution; and

WHEREAS, Olympia Municipal Code (OMC) Chapter 18.50 allows for temporary Emergency Housing Facilities hosted by a faith-based organization which provides temporary housing to homeless persons, subject to certain criteria and requirements; and

WHEREAS, OMC 18.50.020 defines a "Host Agency" for an Emergency Housing Facility as a faith-based organization which owns or has an ownership interest in the property that is the subject of an application for an Emergency Housing Facility Permit for providing basic services and support to temporary Emergency Housing Facility residents, such as hot meals and coordination of other needed donations and services; and

WHEREAS, a Host Agency may request a permit for an encampment of up to forty (40) residents; and

WHEREAS, the existing provisions in OMC 18.50 provide more freedom to the Host Agency to draft safety plans according to its interests, plans, and needs; and

WHEREAS, this Ordinance allows both high barrier and low barrier camps; and

WHEREAS, this Ordinance allows a Host Agency to provide camps for families, adults, and people transitioning out of facilities; and

WHEREAS, this Ordinance may reduce harm to homeless persons and provide services to assist residents with clean and sober living; and

WHEREAS, Emergency Housing Facilities permitted under OMC Chapter 18.50 ideally should be located in areas where there is easy access to services and affordable food, either by walking or by using public transit; and

WHEREAS, the City encourages self-management of Emergency Housing Facilities and other efforts to create community among their residents; and

WHEREAS, this Ordinance removes certain restrictions on Emergency Housing Facilities, although the Host Agency is still allowed to place restrictions of their choice on the encampment; and

WHEREAS, the City Council determines it to be in the best interest of the City of Olympia to amend OMC Chapter 18.50 to more easily facilitate the establishment and self-management of Emergency Housing Facilities by faith-based organizations, not-for-profit organizations, and units of government, and to comply with RCW 35A.21.360; and

WHEREAS, the City Council also determines that this Ordinance is to immediately address a public emergency due to growing homelessness in the City of Olympia, and also finds said Ordinance is necessary for the immediate protection and preservation of public health, public safety, public property or public peace, and that this Ordinance should be made effective upon adoption; and

WHEREAS, the interim zoning regulations, as previously amended herein, have been referred to the Olympia Planning Commission for review and recommendation, as have these additional amendments. The Olympia City Council shall hold a public hearing on these amendments to OMC Chapter 18.50 within sixty (60) days of the adoption of this Ordinance;

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

Section 1. Amendment of OMC Chapter 18.50. Olympia Municipal Code Chapter 18.50 is hereby further amended to read as follows:

Chapter 18.50 EMERGENCY HOUSING FACILITIES

18.50.000 Chapter Contents

Sections:

- 18.50.010 Emergency Housing Facility
- 18.50.020 Host Agency
- 18.50.030 Sponsoring Agency
- 18.50.040 Who May Apply
- 18.50.050 Applicable Procedures
- 18.50.060 Emergency Housing Facility - Criteria/Requirements for Approval

18.50.010 Emergency Housing Facility

"Emergency Housing Facility" means temporary emergency housing that may include tents and small structures organized and managed as temporary accommodations for homeless people, and may be hosted by a faith-based organization, not-for-profit organization, or a unit of government.

For purposes of this section, a "not-for-profit" shall mean an organization duly incorporated in the State of Washington and recognized by the Internal Revenue Service as an IRC 501 (c)(3) charitable organization.

18.50.020 Host Agency

Emergency Housing Facilities. "Host Agency" means a faith-based organization, or a not-for-profit organization, or a unit of government which owns or controls the property or has an ownership interest in the property that is the subject of an application for an Emergency Housing Facility Permit for providing basic services and support to temporary Emergency Housing Facility residents, such as hot meals and coordination of other needed donations and services.

Ownership interest shall include an interest by recorded title or by fully executed lease of the subject property.

18.50.030 Sponsoring Agency

"Sponsoring Agency" means the Host Agency or another agency that assists the Host Agency and that joins in an application with a Host Agency for an Emergency Housing Facility Permit and assumes responsibility for providing basic services and support to Emergency Housing Facility residents, such as hot meals, social services, sanitation, hygiene, storage of belongings, trash and refuse collection, and coordination of other needed donations and services.

18.50.040 Who May Apply

Emergency Housing Facility. Emergency Housing Facilities shall be permitted as an accommodation of faith-based exercise by a Host Agency and Sponsoring Agency, or by a unit of government, or by a not-for-profit organization. Each Host Agency and Sponsoring Agency shall jointly apply for a permit under this Section and shall jointly certify compliance with all applicable requirements for approval and conditions of this Chapter and the application.

18.50.050 Applicable Procedures

A. Emergency Housing Facility. A Permit for an Emergency Housing Facility is an administrative decision. In addition to the requirements for administrative decisions found elsewhere in the Olympia Municipal Code, the following procedures apply:

1. Advance Notice Required. The Host Agency and Sponsoring Agency shall notify the City of the proposed Emergency Housing Facility a minimum of thirty (30) days in advance of the proposed date of establishment for the Emergency Housing Facility. The advance notification shall be in the form of an application for a Permit for an Emergency Housing Facility and shall contain the following information:
 - a. The date the Emergency Housing Facility will commence;
 - b. The length of time the encampment will continue;
 - c. The maximum number of residents proposed for the encampment;

- d. The host location;
- e. The names of the Host and Sponsoring Agencies; and
- f. The manner in which the Emergency Housing Facility will comply with the requirements of this Chapter.

2. **Informational Meeting Required.** The Host Agency and/or Sponsoring Agency shall conduct at least one (1) informational meeting within, or as close to, the location where the proposed Emergency Housing Facility will be located, a minimum of two (2) weeks prior to the issuance of the temporary use permit. The time and location of the meeting shall be agreed upon between the City and the Host Agency and/or Sponsoring Agency. All property owners within ~~five~~three hundred (3500) feet of the proposed Emergency Housing Facility shall be notified by mail ten (10) days in advance of the meeting by the Host Agency and/or Sponsoring Agency. In lieu of notice by mail, an alternative means of notice may be provided that is reasonably calculated to notify the neighboring property owners within five hundred (500) feet of the proposed encampment.

3. **Signs Required.** The applicant shall also provide notice of the application within the same timeframe identified above by posting two signs or placards on the site or in a location immediately adjacent to the site that provides visibility of the signs to motorists using adjacent streets. The Director of Community Planning and Development or his or her designee shall establish standards for size, color, layout, design, working, placement, and timing of installation and removal of the signs or placards.

18.50.060 Emergency Housing Facility - Criteria/Requirements for Approval

The Director of the Community Planning and Development Department ("Director") or his or her designee may issue a temporary and revocable permit for an Emergency Housing Facility subject to the following criteria and requirements.

A. Site Criteria.

- 1. **Emergency Housing Facility.**
 - a. If the Sponsoring Agency is not the Host Agency of the site, the Sponsoring Agency shall submit a written agreement from the Host Agency allowing the Emergency Housing Facility, or from the owner of the property, and clarifying the obligations of the Sponsoring Agency.
 - b. The property must be sufficient in size to accommodate the tents and necessary on-site facilities, including, but not limited to the following:

- i. Sanitary portable toilets in the number required to meet capacity guidelines for the population of the encampment;
 - ii. Hand washing stations by the toilets and by the food areas;
 - iii. Refuse receptacles for trash, recycling and garbage; and
 - iv. Storage of personal belongings.
- c. The Host and Sponsoring Agencies shall provide an adequate potable water source to the Emergency Housing Facility, as approved by the City.
- d. No Emergency Housing Facility shall be located within a Sensitive/Critical Area or its buffer as defined under OMC Chapter 18.32 except on existing paved or gravel sites
- e. No permanent structures will be constructed for the Emergency Housing Facility.
- f. No more than forty (40) residents shall be allowed at any one encampment. The City may further limit the number of residents as site conditions dictate.
- g. Adequate on-site parking shall be provided for the Emergency Housing Facility. No off-site parking will be allowed. The number of vehicles used by the Emergency Housing Facility residents shall be provided in the permit application. If the Emergency Housing Facility is located on a site that has another preexisting use, it shall be shown that the Emergency Housing Facility parking will not create a shortage of on-site parking for the other use/s on the property.
- h. The Emergency Housing Facility shall be located within a quarter (1/4) mile of a bus stop with seven (7) days per week service, whenever possible. If not located within a quarter (1/4) mile of a bus stop, the Host or Sponsoring Agency must demonstrate the ability for residents to obtain access to the nearest public transportation stop (such as carpools or shuttle buses).
- i. The Emergency Housing Facility shall be adequately buffered and screened from adjacent right-of-way and residential properties. Screening shall be a minimum height of six (6) feet and may include, but is not limited to a combination of fencing, landscaping, or the placement of the Emergency Housing Facility behind buildings. The type of screening shall be approved by the City.
- j. All sanitary portable toilets shall be screened from adjacent properties and rights-of-way. The type of screening shall be approved by the City and may include, but is not limited to, a combination of fencing and/or landscaping.

k. At the time of the City's approval, there shall be no other approved Emergency Housing Facilities located within one thousand (1,000) feet of the approved encampment. Approved Emergency Housing Facilities must be separated by a buffer of at least one thousand (1,000) feet under this Chapter.

B. Security.

1. Emergency Housing Facility.

a. An operations and security plan for the Emergency Housing Facility shall be submitted to the City at the time of application. The security plan shall address potential security and neighborhood impacts within five hundred (500) feet of the encampment site.

b. The Host Agency shall provide to all residents of the Emergency Housing Facility a Code of Conduct for living at the Emergency Housing Facility. A copy of the Code of Conduct shall be submitted to the City at the time of application and shall be in substantially the following form or address the following issues:

- i. Possession or use of illegal drugs is prohibited.
- ii. Violence against staff or residents of the encampment is prohibited.
- iii. Any open flames are prohibited.
- iv. Trespassing on private property in the surrounding neighborhood is prohibited.
- v. Littering on the Emergency Housing Facility site or in the surrounding neighborhood is prohibited.
- vi. Noise or music in excess of the limits set forth in OMC 18.40.080 is prohibited.

Nothing in this Section shall prohibit the Host Agency, Sponsoring Agency or an Emergency Housing Facility Manager from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with this Section.

c. All Emergency Housing Facility residents must sign an agreement to abide by the Code of Conduct and failure to do so may result in the noncompliant resident's immediate expulsion from the property.

- d. The Host or Sponsoring Agency shall keep a log of all people who stay overnight in the encampment, including names, dates of birth, and dates of stay in the encampment. Logs shall be kept and retained for a minimum of six (6) months.
- e. The Host or Sponsoring Agency shall take all reasonable and legal steps to obtain verifiable identification such as a driver's license, government-issued identification card, military identification, passport, or other reasonable forms of identification from prospective and existing encampment residents.
- f. The Host or Sponsoring Agency will use identification received from prospective and existing encampment residents to obtain sex offender and felony warrant checks from the Washington State Patrol, the Thurston County Sheriff's Office or ~~local~~ the Olympia pPolice dDepartment.
- i. If the felony warrant and sex offender checks reveal either (1) an existing or outstanding felony warrant from any jurisdiction in the United States for the arrest of the individual who is the subject of the check; or (2) the subject of the check is a sex offender, required to register with the County Sheriff or their county of residence pursuant to RCW 9A.44.130, then the Host or Sponsoring Agency may reject the subject of the check for residency in the Emergency Housing Facility or may eject the subject of the check if that person is already an Emergency Housing Facility resident.
- ii. The Host or Sponsoring Agency shall immediately contact the Olympia pPolice dDepartment if the reason for rejection or ejection of an individual from the Emergency Housing Facility is an active felony warrant. In other cases of rejection or ejection, the designated representative of the Host or Sponsoring Agency may immediately contact the Olympia Police Department, and the Thurston County Sheriff's Office, or the Washington State Patrol.
- g. The Host or Sponsoring Agency shall self-manage its residents and prohibit illegal drugs, violence, and abuse of any kind, littering, or noise disturbances of other residents or adjacent neighbors while located on the Emergency Housing Facility property.
- h. The Host or Sponsoring Agency will appoint a designated representative to serve "on-duty" as an Encampment Manager at all times as a point of contact for the Olympia Police Department and will orient law enforcement how the security tent operates for the Emergency Housing Facility. The name of the on-duty designated representative will be posted daily in the security tent. The City shall provide contact numbers of non-emergency personnel, which shall be posted at the security tent.

C. Timing.

Emergency Housing Facility.

The duration of an Emergency Housing Facility shall be for one hundred eighty (180) days, and may be extended for an additional one hundred eighty-five (185) days upon submittal of an application and proof that the site did not have on-site criminal violations greater than the crime rate of the surrounding neighborhood. The site may be approved for a duration longer than one year upon submittal of a conditional use permit to be reviewed and approved by the Olympia Hearing Examiner pursuant to OMC Chapter 18.48. The conditional use permit shall demonstrate consistency with this Chapter and the rest of OMC Title 18. In addition, the applicant must demonstrate that criminal violations onsite were not greater than the crime rate of the surrounding neighborhood. The approval of a conditional use permit may be for a time less than one hundred eighty (180) days, subject to review of demonstrated impacts upon the surrounding neighborhoods.

D. Health and Safety.

1. Emergency Housing Facility. The Emergency Housing Facility shall conform to the following fire requirements:
 - a. There shall be no open fires for cooking without pre-approval by the Olympia Fire Department and no open fires for heating;
 - b. No heating appliances within the individual tents are allowed without pre-approval by the Olympia Fire Department;
 - c. No cooking appliances, other than microwave appliances, are allowed in individual tents;
 - d. An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Olympia Fire Department;
 - e. Adequate access for fire and emergency medical apparatus shall be provided. This shall be determined by the Olympia Fire Department;
 - f. Adequate separation between tents and other structures shall be maintained as determined by the Olympia Fire Department; and
 - g. Electrical service shall be in accordance with recognized and accepted practice and codes. Electrical cords shall not be strung together. Any electrical cords used must be approved for outdoor exterior use.

2. The Host Agency and Sponsoring Agency shall permit inspections by City staff and the Thurston County Health Department at reasonable times without prior notice of compliance with the conditions of the Emergency Housing Facility Permit.

E. Director's Decision.

1. Emergency Housing Facility.

a. Purpose. The Director shall review the proposal to ensure compliance with the provisions of this Chapter and all other applicable laws to ensure that the health, safety and welfare of the citizens of the City is preserved, and to provide an expedient and reasonable land use review process for decisions and interpretations of this Chapter.

b. Director Authority. The Director may modify the submittal requirements as deemed appropriate.

c. Notice of Decision. The Director shall notify the Sponsoring and Host Agencies of his or her decision to approve, modify or deny the application within a timely manner, but not prior to fourteen (14) days after the neighborhood informational meeting. The Director's decision is a final decision of the City. Appeals of decisions to approve or deny an Emergency Housing Facility Permit shall be to Thurston County Superior Court.

F. Emergency Housing Facility Permit Termination. If the Host Agency or Sponsoring Agency fails to take action against a resident who violates the terms and conditions of its permit, it may result in immediate termination of the permit issued to the Host Agency or Sponsoring Agency. If the City learns of acts of violence by residents of the encampment and the Host Agency or Sponsoring Agency has not adequately addressed the situation to protect residents, the temporary use permit may be immediately terminated.

G. Emergency Housing Facility Permit Revocation. Upon determination that there has been a violation of any approval criteria or condition of application, the Director of Community Planning and Development or his or her designee, may give written notice to the permit holder describing the alleged violation. Within fourteen (14) days of the mailing of notice of violation, the permit holder shall show cause why the permit should not be revoked. At the end of the fourteen (14) day period, the Director of Community Planning and Development or his or her designee, shall sustain or revoke the permit. When an Emergency Housing Facility Permit is revoked, the Director of Community Planning and Development or his or her designee shall notify the permit holder by first class and certified mail of the revocation and the findings upon which revocation is based. Appeals from the Director's decision to revoke a temporary Emergency Housing Facility permit shall be to Thurston County Superior Court.

H. Public Health Emergency Waiver. Upon adoption of an ordinance by the Olympia City Council declaring a public health emergency, the requirements of this Chapter may be waived by the Director or his or her designee for faith-based organizations, not-for-profit organizations and units of government. Any waiver of the requirements of this Chapter shall be for a period not to exceed six (6) months, except when the Council finds a public health emergency continues to exist after holding a public hearing, then the requirements of this Chapter may be waived for an additional six (6) month period. Further waivers of this Chapter's requirements shall only occur after Council holds a public hearing and finds that the public health emergency is continuing.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance is for the immediate preservation of public peace, health, safety, and welfare of the public, and shall take effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

18.02.180 Definitions Revised 7/18

A. DEFINITIONS - SPECIFIC.

Abandon. To cease or suspend from developing or maintaining a building or use for a definite period of time.

Abandoned Activity. A business or activity with no reported sales or activity for a period of twelve (12) months, except temporary closures for repairs, alterations, or other similar situations. Land and/or buildings not in use for such period are considered vacant and unoccupied and may be subject to review including land use approval prior to renewal of use.

Abutting. Two or more parcels or buildings sharing a common boundary of at least one point.

Access. Safe, adequate, and usable ingress/egress (entrance/exit) to a property or use.

Accessory Dwelling Unit. See Dwelling, Conventional.

Accessory Structure. A structure detached from the principal building located on the same lot and customarily incidental and subordinate to the principal building. Any part of the main building which shares a common wall and roof is considered a part of that building. A building or portion thereof is not considered attached if the attachment is by a covered breezeway. (See also Subordinate.)

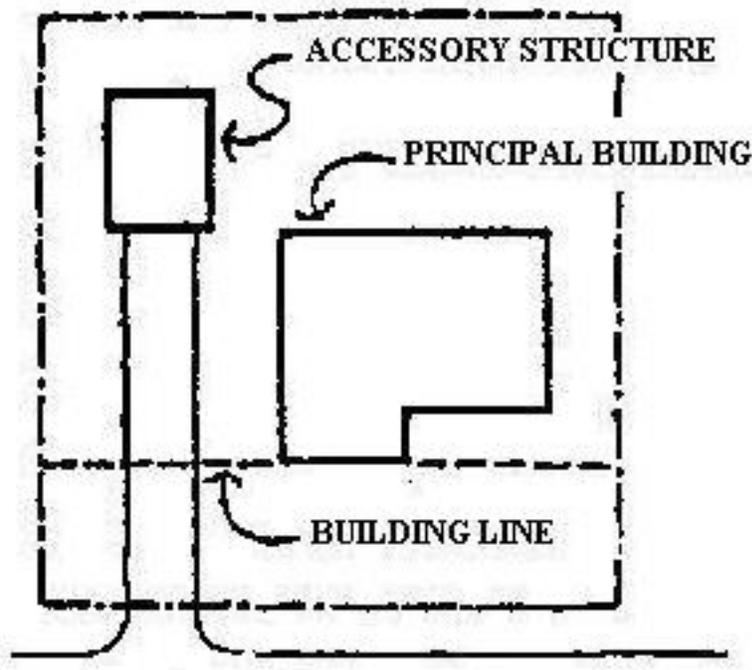


FIGURE 2-1

Accessory Use. A use of land or a portion thereof customarily incidental and subordinate to the principal use of the land and located on the same lot with the principal use, such as: garage sales; merchandise displays outside of a business; community oriented outdoor activity associated with schools, churches, and other non-profit organizations; and temporary contractor offices on a construction site.

Action. A decision made by the review authority(s) on a land use application, including any findings, environmental determination and conditions of approval.

Adult Day Care Home. See Dwelling, Assisted Living.

Adult Entertainment.

a. Any exhibition, performance, or dance of any type conducted in a premises where such exhibition, performance, or dance involves a person who is unclothed or in such costume, attire, or clothing as to expose any portion of the female breast below the top of the areola or any portion of the pubic region, anus, buttocks, vulva, or genitals, or human male genitals in a discernibly turgid state, or wearing any device or covering exposed to view which simulates the appearance of any portion of the female breast below the top of the areola or any portion of the pubic region, anus, buttocks, vulva, or genitals, or human male genitals in a discernibly turgid state, even if completely opaquely covered; or

b. Any exhibition, performance, or dance of any type conducted in a premises where such exhibition, performance, or dance is distinguished or characterized by a predominant emphasis on the depiction, description, simulation of, or relation to, the following specified sexual activities:

- i. Human genitals in a state of sexual stimulation or arousal;
- ii. Acts of human masturbation, sexual intercourse, or sodomy; or
- iii. Fondling or other erotic touching of human genitals, pubic region, buttocks or female breast; provided, adult entertainment and specifically the "depiction, description, simulation of, or relation to" sexual activities described above, shall not be construed to include any form of actual sexual conduct as defined in this section.

c. Any exhibition, performance, or dance intended to sexually stimulate any patron and conducted in a premises where such exhibition, performance, or dance is performed for, arranged with, or engaged in with fewer than all patrons on the premises at that time, with separate consideration paid, either directly or indirectly, for such performance exhibition or dance. For purposes of example and not limitation, such exhibitions, performances, or dances are commonly referred to as table dancing, couch dancing, taxi dancing, lap dancing, private dancing, or straddle dancing.

Adult-Oriented Business. Shall mean the following businesses:

- a. Adult arcade. An establishment containing any individual viewing areas or booths, where, for any form of consideration, including a membership fee, one or more still or motion picture projectors, slide projectors, or similar machines, or other image producing machines are used to show films, motion pictures, video cassettes, slides, or other photographic reproduction of sexual conduct, or adult entertainment.
- b. Adult cabaret. A night club, bar, restaurant, theater, or auditorium, or similar commercial establishment, whether or not alcoholic beverages are served, which presents adult entertainment.
- c. Adult motel. A hotel, motel, or similar commercial establishment which:
 - i. Offers sleeping accommodation to the public for any form of consideration and, as a significant purpose of its business, provides patrons with closed-circuit television transmissions, films, motion pictures, video cassettes, slides, or other photographic reproductions which are characterized by the depiction of or description of sexual conduct or adult entertainment and are not rated G, PG, PG-13, NC-13, NC-17, or R by the Motion Picture Association of America; or
 - ii. Offers a sleeping room for rent for a period of time that is less than ten (10) hours; or
 - iii. Allows a tenant or occupant of a sleeping room to sub rent the room for a period time that is less than ten (10) hours.
- d. Adult motion picture theater. A commercial establishment or drive-in theater where a significant portion of the films, motion pictures, video cassettes, slides, or similar photographic reproductions are characterized by the depiction or description of adult entertainment or sexual conduct and are not rated G, PG, PG-13, NC-13, NC-17, or R by the Motion Picture Association of America and are shown for any form of consideration.
- e. Adult book store. A business having as a significant portion of its volume of trade the display, barter, rental and/or sale of books, printed matter, video tapes, discs or cassettes, films, pictures or other material or paraphernalia distinguished or characterized by an emphasis on matters depicting, describing or relating to sexual conduct or adult entertainment, as defined herein. For purposes of this ordinance, "portion of its volume or trade" means that portion of the store's display space devoted to such material, or that portion of its gross receipts received from the sale of such material, whichever is greater.
- f. Other adult entertainment facility. Any commercial establishment to which any patron is invited or admitted and where adult entertainment is presented as a substantial part of the premises' activity, including but not limited to escort agencies, seminude or nude modeling studios, or similar establishments.

Affected Party. Any individual, partnership, corporation, association, or public or private organization of any character, significantly affected by or interested in an action before the Review Authority, including any party in a contested case.

Affordable Housing. Housing affordable to households with an income not greater than 80 percent of the median income for Thurston County as determined by the U.S. Department of Housing and Urban Development. Affordable housing should cost no more than 30 percent of gross household income (including utilities).

Agriculture. The use of land for farming, dairying, pasturing and grazing, horticulture, floriculture, viticulture, apiaries, animal and poultry husbandry, and accessory activities, including, but not limited to, storage, harvesting, feeding or maintenance of equipment and onsite sales of agricultural products, but excluding stockyards, slaughtering or commercial food processing.

Airport or Heliport. Any area of land or structure designated and set aside for the landing and taking off of any aircraft regulated by the Federal Aviation Administration.

Alley. A public or private way, at the rear or side of property, permanently reserved as a means of vehicular or pedestrian access to a property.

Alteration. Any change, addition or modification in construction or occupancy.

Alteration, Critical Area. Any change to, addition to, or modification of an existing use, including any human activity that results or is likely to result in an adverse impact on the existing condition of a critical area or its buffer. "Alteration" does not include passive recreation such as walking, fishing or similar low impact activities.

Amendment. The action whereby the content of this title is revised, including additions, deletions, or clarification of language, maps, or diagrams.

Amusement Activity. An indoor, covered or outdoor facility or building that contains various devices for entertainment, including coin or token-operated machines, rides, booths to conduct games or the sale of souvenir items.

Ancillary Structure, WCF. Any form of development associated with a wireless communications facility, including but not limited to: foundations, concrete slabs on grade, guy anchors, generators, and transmission cable supports; however, specifically excluding equipment cabinets.

Animals. Any living organism except a plant, fungus, virus, or bacterium. (See also Pet, Traditional.)

Animal Hospital. A place where animals or pets are given medical or surgical treatment and are cared for during the time of such treatment, including the accessory use of the premises as a kennel or a place where animals or pets are boarded for compensation.

Animal Kennel. See Kennel.

Animal Unit. One thousand pounds of live weight of any given livestock species or any combination of livestock species. For additional information, see the U.S. Department of Agriculture Natural Resource Conservation Service Animal Waste Field Handbook.

Antenna. Any apparatus designed for the transmitting and/or receiving of electromagnetic waves, including but not limited to: telephonic, radio or television communications. Types of elements include, but are not limited to: omni-directional (whip) antennas, sectionalized (panel) antennas, multi or single bay (FM and TV), yagi, or parabolic (dish) antennas.

Antenna Array. A single or group of antenna elements and associated mounting hardware, transmission lines, or other appurtenances which share a common attachment device such as a mounting frame or mounting support structure for the sole purpose of transmitting or receiving electromagnetic waves.

Antenna Element. Any antenna or antenna array.

Antenna Support Structure. A vertical projection composed of metal or other material with or without a foundation that is designed for the express purpose of accommodating antennas at a desired height. Antenna support structures do not include any device used to attach antennas to an existing building. Types of support structures include the following:

Guyed Structure. A style of antenna support structure consisting of a single truss assembly composed of sections with bracing incorporated. The sections are attached to each other, and the assembly is attached to a foundation and supported by a series of wires that are connected to anchors placed in the ground or on a building.

Lattice Structure. A tapered style of antenna support structure that consists of vertical and horizontal supports with multiple legs and cross bracing, and metal crossed strips or bars to support antennas.

Monopole Structure. A style of freestanding antenna support structure consisting of a single shaft usually composed of two or more hollow sections that are in turn attached to a foundation. This type of antenna support structure is designed to support itself without the use of guy wires or other stabilization devices. These facilities are mounted to a foundation that rests on or in the ground or on a building's roof.

Anti-Climbing Device. A piece or pieces of equipment, which are either attached to an antenna support structure, or which are freestanding and are designed to prevent people from climbing the structure. These devices may include but are not limited to fine mesh wrap around structure legs, "squirrel-cones," or other approved devices, but excluding the use of barbed or razor wire.

Apartment. See Dwelling, Conventional.

Apparel and Accessory Stores. Stores primarily engaged in selling new or used clothing, shoes, jewelry, and related articles for personal wear and adornment and stores which rent clothing such as costumes or formal wear.

Applicant. Owner(s) or lessee(s) of property, including their agent(s) who submit an application for development, including person(s) who have contracted to purchase property.

Arcade. A covered walk with shops along one side and a line of arches or columns on the other side.

Archaeological Sites. Any site or location of prehistoric or historic significance including, but not limited to, burial sites, camp sites, rock shelters, caves and their artifacts, implements and remains of preexisting native Americans.

Architectural Elements. Components that are part of a building, such as windows, doors, materials, details, and structural membrane.

Articulation. The giving of emphasis to architectural elements of a building (like windows, balconies, entries, etc.) that create a complementary pattern or rhythm, dividing large buildings into smaller identifiable pieces.

Ash, Incinerator. Particulate or solid residues resulting from the operation of incinerator or energy recovery facilities managing municipal solid waste, including solid waste from residential, commercial and industrial establishments, if the ash residues:

- a. Would otherwise be regulated as hazardous wastes under RCW [70.105](#); and
- b. Are not regulated as a hazardous waste under the Federal Resource Conservation and Recovery Act (RCRA), 42, U.S.C. Section 6910, et seq.

ASR. The Antenna Structure Registration Number as required by the FAA and FCC.

Attached Structure. Any structure that has an enclosed interior wall(s) and covered roof in common with another structure sufficient to constitute an occupiable room (i.e., seven feet wide or more). A structure connected to another structure only by a covered passageway is not considered attached. (See Detached Structure; note that structures conforming with neither definition must conform with requirements of this title for both types of structures.)

Auction. See Swap Meet.

Auditor. The Auditor of Thurston County, Washington.

Automobile Rental Agencies. This includes businesses primarily engaged in short-term rental or extended-term leasing of passenger cars, hearses, limousines, and the like, without drivers. Finance (equity or full-payout) leasing of automobiles is classified with Motor Vehicle Sales.

Automobile Wrecking. The wrecking, dismantling, or salvage of motor vehicles or trailers, or the storage of, sale of or recycling or disposal of dismantled, partly dismantled, or wrecked motor vehicles or their parts. (See also Junk or Salvage Facility.)

Awning. A structure affixed to a building which extends over windows, sidewalks or doors, principally as protection from sun and rain.

B. DEFINITIONS - SPECIFIC.

Bank. See Office, Bank.

Bankfull Width (of Streams). Per WAC [222-16-010](#), the measurement of the lateral extent of the water surface elevation perpendicular to the channel at bankfull depth. In cases where multiple channels exist, bankfull width is the sum of the individual channel widths along the cross section. Field determination of the bankfull channel edge generally relies on changes in topography, vegetation, and sediment texture. Bankfull width is used to assess stream types per the Department of Natural Resources Stream Typing Classification System as required under OMC [18.32.435\(C\)](#).

Base Station. The electronic equipment utilized by the wireless providers for the transmission and reception of radio signals.

Bed and Breakfast House. See Dwelling, Transient Housing.

Berm. A mound or embankment of earth.

Bicycle, In Building Parking. A secure bicycle storage area located within a building where access is restricted to users only.

Bicycle Check-in Systems. A bicycle storage area providing long and short-term storage and which is managed by an attendant.

Bicycle Lockers. A box, cabinet or other storage device which individually protects a bicycle and its components, and which contains a see-thru window or view holes. Such lockers are typically coin operated, rented on a monthly basis or managed to ensure their proper use.

Bicycle, Limited Access Fenced in Areas. A restricted bicycle storage area that is protected from the weather and where access is supervised or limited to individual users.

Binding Site Plan. A drawing made and approved in accordance with the provisions of Title [17](#), Subdivision, and which contains inscriptions and attachments setting forth such appropriate limitations and conditions for the use of the land established by the city, and which contains provisions requiring any development to be in conformance with the site plan.

Bioengineering. The use of plant materials to stabilize and/or revegetate eroding stream channels and banks.

Blank Wall. Walls that meet the following criteria: A ground floor street wall or building wall or segment of a wall which is within 50 feet of the public rights-of-way and which is longer than 15 horizontal feet without having a ground level window door, or building facade modulation at least one foot in depth, or other architectural feature lying wholly or in part within that 15 feet length.

Block. Parcel(s) of land surrounded by public streets, highways, freeways, railroad rights-of-way, flood control channels, creeks, washes, rivers or unplatted acreage or any combination thereof.

Block Face. One complete side of a block, usually facing a public street.

Boarding Home. See Dwelling, Conventional.

Boat Sales and Rentals. A business primarily engaged in sales and/or rental of new and used motorboats, sailboats, and other watercraft. Businesses primarily engaged in the sale of supplies for recreational boating, such as sails, outboard motors, and marine hardware, are classified as Specialty Stores.

Boat Storage Facility. A facility meant to provide long-term shelter for watercraft and their accessories, e.g., canoes, sail boats, power boats, etc.; not including service, repair or sales.

Breakpoint Technology. The engineering design of a monopole wherein a specified point on the monopole is designed to have stresses concentrated so that the point is at least five percent more susceptible to failure than any other point along the monopole so that in the event of a structural failure of the monopole, the failure will occur at the breakpoint rather than at the base plate, anchor bolts, or any other point on the monopole.

Buffer. An area or distance from the critical area which is required for the continued maintenance, functioning, and/or structural stability of a critical area; or is necessary to minimize risk to the public.

Buildable Lot. A lot meeting all minimum requirements of size, shape, frontage, and sanitation contained in this Title and other ordinances of the city.

Building. A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, or property of any kind.

Building Area. The net portion of the lot remaining after deducting all required setbacks, public rights-of-way, critical area buffers and other required open space from the gross area of the lot.

Building Coverage. See Coverage, Building.

Building Line. A line parallel with the structural foundation located on the inside border of the required yard.

Building, Main. The principal building on a lot or building site designed or used to accommodate the primary use to which the premises is devoted. When more than one building on the premise is designed or used for the primary use, each such building is considered a main building.

Building Materials, Garden and Farm Supplies Store. This includes businesses primarily engaged in selling products such as lumber and other building materials; paint; glass; wallpaper; hardware; nursery stock; lawn and garden supplies including mowers and garden tractors; and farm supplies such as seeds, feeds, fertilizer, and farm tools. It includes such firms if they sell to the general public, even if they also sell to contractors; if they do not sell to the general public at all, they are classified as Wholesale Trade. Firms primarily selling plumbing, heating and air conditioning equipment, or electrical supplies are also classified as Wholesale Trade. Florists and other stores selling cut flowers and potted plants not grown on the premises are classified as Specialty Stores. (See also Greenhouse and Nursery.)

Building Site. A parcel of land occupied or intended to be occupied by a main building and its accessory buildings, together with all the open space and yards required by this Development Code.

C. DEFINITIONS - SPECIFIC.

Caliper. The American Association of Nurserymen standard trunk measurement of nursery stock. Caliper of the trunk shall be the trunk diameter measured six inches above the ground for up to and including four inch caliper size, and twelve inches above the ground for larger sizes.

Canopy. A permanent flat roof-like structure attached to and supported by a building, used principally as protection from sun and rain. The structure may or may not incorporate a sign.

Carport. A roofed structure providing space for the parking of motor vehicles, boats, recreational vehicles or other equipment, and enclosed on no more than three sides.

Cemetery. Property used for the interment of the dead.

Certificate of Appropriateness. A letter or other document stating that proposed changes will not adversely affect the historic characteristics of the property that contribute to its designation.

Certificate of Occupancy. A permit issued by the Community Planning and Development Department prior to occupancy of a structure when the structure is ready for occupancy.

Change of Occupancy. A change in the existing occupancy classification of a building, structure, or land, or portion thereof, as established and defined by the Uniform Building Code then in effect. Land use approval by appropriate authority and a certificate of occupancy issued by the building official may be required for any such change

Change of Use. Any use that substantially differs from the previous use of a building or land. If a particular land use is undefined by this Development Code, the most similar use listed in the Standard Industrial Classification (SIC) Manual shall be used. A change of ownership shall not be considered a change of use. (See also Thurston County Assessor SIC land use classifications.)

Child Day Care. The provision of supplemental parental care and supervision:

- a. For an unrelated child or children,
- b. On a regular basis,
- c. For less than 24 hours a day, and
- d. Under license by the Washington State Department of Social and Health Services.

As used in this Development Code, the term is not intended to include babysitting services of a casual, non-recurring nature or in the child's own home. Likewise, the term is not intended to include cooperative, reciprocal child care by a group of parents in their respective domiciles.

Child Care Home, Family. A facility in the residence of the licensee providing regular scheduled care for twelve or fewer children, within a birth through eleven-years-of-age range exclusively, for periods of less than 24 hours.

Child Day Care Center. A facility providing regularly scheduled care for a group of children one month of age through 12 years of age for periods less than 24 hours.

Church. A building or structure, or groups of buildings or structures, that by design and construction are primarily intended for conducting organized religious services and associated accessory uses, not to include bingo or games of chance, nor schools which exceed normal religious service hours.

City. The City of Olympia.

City Council. The duly elected Mayor and Council Members of the City of Olympia.

Clear Sight Triangle. A triangular-shaped portion of land at street intersections in which nothing is erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the vision of vehicle operators entering or exiting the intersection. (See also Chapter [18.40](#).)

Clearing. The destruction or removal of vegetation from a site by physical, mechanical, chemical, or other means, not including landscape maintenance or pruning consistent with accepted horticultural practices which does not impair the health or survival of trees and vegetation.

Clinic. A place for outpatient medical services to human patients.

Closed Record Appeal. An administrative appeal following an open record hearing on a project permit application when the appeal is on the record with no new evidence or information allowed to be submitted and only appeal argument allowed. [See RCW [36.70B.020\(1\)](#)].

Club. An association of persons (whether or not incorporated) organized for some common purpose, not including a group organized primarily to render a service customarily carried on as a business. Retail warehouse buying clubs are not included in this definition. (See also Health Club and Country Club.)

Clustered Subdivision. A subdivision development in which building lots are sized to conform to the "footprint" of the structures and placed closer together than conventional development (usually in groups or clusters). The remaining undeveloped land is generally preserved as open space and/or recreation land. Private development easements around the structures are permitted for private landscaping, pools, spas, yards, and similar uses.

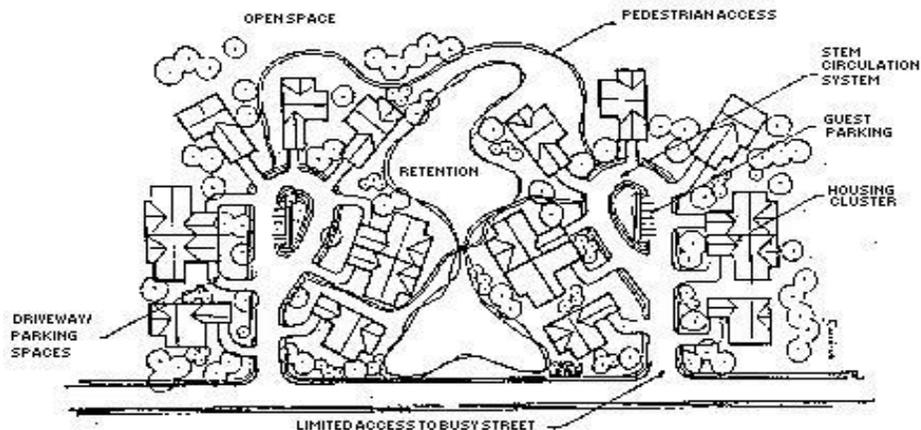


FIGURE 2-2

Cocktail Lounge. See Drinking Establishments.

Co-Housing. See Dwelling, Conventional.

Collocation. The practice of installing and operating multiple wireless carriers, service providers, and/or radio common carrier licensees on the same antenna support structure or attached wireless communication facility using different and separate antenna, feed lines and radio frequency generating equipment.

Combined Antenna. An antenna or an antenna array designed and utilized to provide services for more than one wireless provider for the same or similar type of services.

Commercial Vehicle. A vehicle customarily used as part of a business for the transportation of goods or people.

Commission. The Planning Commission of the City of Olympia.

Common Structure. A commonly owned structure intended for the common use of all residents of the development which meets the requirements of Section [18.04.060\(F\)\(1\)](#).

Community Clubhouse. A privately owned structure in which inhabitants of a neighborhood or subdivision, or members of a neighborhood association gather for meetings and other activities.

Community Park. An area intended for use by the community for active and/or passive recreation activities. Such parks may contain large areas such as lake fronts, parkways, forest areas, picnic areas, arts facilities and regulation size athletic fields designed for organized competitive sports such as softball, baseball or soccer.

Compensation. Types of compensation include, but are not limited to the following:

In-Kind. Replacement of a habitat type with substitute habitat whose characteristics closely approximate those destroyed or degraded by an allowable use or activity.

Off-Site. Replacement of a specific habitat type away from the site on which a habitat type has been impacted by an allowable use or activity.

On-Site. Replacement of a habitat type at or within 500 feet of the site on which the habitat type has been impacted by an allowable use or activity.

Out-of-Kind. Replacement of a habitat type with a substitute habitat type whose characteristics do not closely approximate those destroyed or degraded by an allowable use or activity.

Compensation Project. Actions necessary to replace project-induced losses to the functional values of a critical area, including land acquisition, planning, construction plans, monitoring and contingency actions.

Complete Application. A written application for a project permit which meets the procedural submission requirements of the City and is sufficient for continued processing even though additional information may be required or project modifications may subsequently occur. To be complete, an application must include all required information, elements, attachments and supplemental studies or reports as set forth in the applicable

section of the Olympia Municipal Code and as described on the approved application form, including any environmental checklist required by OMC Chapter [14.04](#); all insufficient detail for the reviewing authority to determine whether or not such application conforms with applicable regulations and standards. An application including such information which does not conform or is inconsistent with such regulations and standards shall nonetheless be deemed complete. See RCW [36.70A.440](#).

Complete Application, Date of. The date upon which the City has received all necessary information, forms, and fees required for the City to issue a determination of completeness. The date of complete application may precede the date upon which such determination is issued.

Comprehensive Plan. The plan adopted by the City Council to guide the physical growth and improvement of the city, including any future amendments and revisions.

Conditional Use Permit. A discretionary permit granted under the provisions of this Development Code and which, when granted, authorizes a specific use to be made of a specific property, subject to compliance with all terms and conditions imposed on the permit.

Condominium. See Dwelling, Conventional.

Conference Center. A facility used for seminars, conventions, symposiums and similar uses, with meeting rooms and possibly food preparation and eating facilities.

Confidential Shelter. See Dwelling, Assisted Living.

Conforming Use. A land use consistent with the list of permitted uses for the district in which it is located, or otherwise designated as a conforming use in that district.

Congregate Care Senior Housing. See Dwelling, Assisted Living.

Consistency with Comprehensive Plan. Performance in accordance with and complying and conforming with state law and the Olympia Comprehensive Plan as determined by consideration of the type of land use, the level of development, infrastructure, and the character of the development. [See RCW [36.70B.040](#)].

Construction Permit. A building permit or engineering permit issued by the City of Olympia or other public agency authorizing specific physical alteration of land or alteration, installation, placement or creation of structures attached to land, including land covered by water.

Construction Permit, SEPA-exempt. A construction permit or license exempt from the threshold determination and environmental impact statement requirements of the State Environmental Policy Act, such as an electrical, mechanical, plumbing or single-family building permit, and installation permits for lateral utility lines.

Contiguous Land. Parcels adjoining and touching other land and having the same owner regardless of whether or not portions of the parcels have separate tax lot numbers, were purchased at different times, lie in different sections, are different government lots or are separated from each other by private roads or private rights-of-way.

Contributing Historic Property. A property within a designated historic district listed as having enough historic significance to have been listed as a "contributing" property during the historic district approval process.

Convalescent Home. See Dwelling, Assisted Living.

Cornice. Any ornamental molding which protrudes along the top of a building.

Cottage Housing. See Dwelling, Conventional.

Country Club. A private or public membership facility designed for tennis, swim and other recreational activities except riding stables. Such uses and activities may be grouped around a clubhouse containing a restaurant, banquet and meeting room facilities. (See also Golf Course.)

County. Thurston County.

Courtyard. An open, unoccupied space, other than a yard, on the same lot with a building and bounded on two or more sides by the walls of a building.

Covenant. See Restrictive Covenant.

Coverage, Building. The portion of a lot covered by the principal and accessory building floor area including all areas covered by a weather-tight roof, excluding two feet of eaves.

Coverage, Impervious. The area which is occupied or covered by all impervious surfaces including the total horizontal surface of all buildings, except two feet of eaves. (See Net Site Area and Impervious Surface definitions.)

Crematorium. A facility that uses heat or fire to reduce human or animal remains to ashes.

Creek. See Stream.

Crisis Intervention Service. A mental health agency that offers 24 hour counseling, instruction and referral to persons in critical situations. This service is provided by telephone only and not in-person. Crisis intervention services are defined and regulated in Chapter [275-56-350](#) of the Washington Administrative Code. Such facilities may be characterized by a need for location confidentiality. This is not defined as a Business Office nor a Government Office.

Critical Area. Any of the following areas and ecosystems:

- a. Wellhead Protection Areas,
- b. Important Habitats and Species,
- c. Streams and Priority Riparian Areas,
- d. Wetlands, and
- e. Geological Hazard Areas.

Critical Area Tract. An area containing a critical area and/or buffer and that is subject to a recorded critical area protection restriction. (See Tract)

Culvert. A conveyance device (e.g., concrete box, pipe) which conveys water under (usually across) a roadway or embankment.

D. DEFINITIONS - SPECIFIC.

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

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

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

Days. Consecutive calendar days unless otherwise stated.

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

Dedication. The deliberate appropriation of land by an owner(s) for any general and public uses, reserving to themselves no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property is to be devoted. The intent to dedicate shall be evidenced by the owner by the

presentment for filing of a final plat, short plat or binding site plan which shows the dedication thereon. Acceptance by the public shall be evidenced by written approval issued by the city of such document for filing with the County Auditor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Dwelling, Conventional.

- i. Accessory Dwelling Unit. A dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, sanitation and sleeping.
- ii. Apartment. A dwelling within a structure designed and used for occupancy by three or more individual persons or families living independently of each other. These structures include triplexes, fourplexes, and other multi-unit configurations.
- iii. Boarding Home. Any home or institution, however named, which is advertised, announced or maintained for the express or implied purpose of providing board and domiciliary care to three or more aged persons not related by blood or marriage to the operator, under the provisions of Chapter [18.20](#) RCW. It shall not include any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. (See also Dwelling, Assisted Living.)
- iv. Co-Housing. Co-housing developments consist of two or more dwelling units, one or more shared community structures (e.g., containing a meeting hall, dining hall/kitchen, community center, or day care) and perhaps a community garden, recreation area, or similar community oriented use.
- v. Condominium. A development consisting of an undivided interest in common for a portion of a parcel coupled with a separate interest in space in a residential or commercial building on the parcel.
- vi. Cottage Housing Development. Four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area.
- vii. Duplex. One building containing two single-family dwelling units totally separated from each other by a one-hour fire wall or floor.
- viii. Guest House. Living quarters without kitchen facilities located on the same lot with a principal building and occupied for the sole use of members of the family, temporary guests, or persons permanently employed on the premises. (See also Accessory Dwelling Unit.)
- ix. Manufactured Home. A single-family residence constructed after June 15, 1976, and installed in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing and bearing the appropriate insignia indicating such compliance.
- x. Manufactured Home, Designated. A manufactured home constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes, and which meets the requirements of OMC [18.04.060.O](#).

- xi. **Manufactured Home, New.** Any manufactured home required to be titled under Title [46](#) RCW, which has not been previously titled to a retail purchaser, and is not a "used mobile home" as defined in RCW [82.45.032](#)(2).
 - xii. **Mobile Home.** A single-family residence transportable in one or more sections, built on a permanent chassis, designed to be used as a permanent dwelling and constructed before June 15, 1976.
 - xiii. **Modular Home.** A structure constructed in a factory and installed in accordance with the applicable Building Code and bearing the appropriate insignia indicating such compliance. This definition includes "pre-fabricated," "panelized" and "factory built" units.
 - xiv. **Single-Family Dwelling.** A single unit providing complete, independent living facilities for a family, including permanent provisions for living, sleeping, cooking and sanitation.
 - xv. **Single-Room Occupancy.** A housing type consisting of one room with cooking facilities and with shared bathroom facilities. (See also Boarding Home, Lodging House and Bed and Breakfast.)
 - xvi. **Townhouse.** A single-family dwelling unit which is part of a group of two or more such units separated by a completely independent structural wall (including utilities in separate walls), extending from the ground to the roof in accordance with the applicable Building Code and which has no doors, windows or other provisions for human passage or visibility through the wall. In certain zoning districts, such dwelling units are platted with common side and/or rear property lines between the structural walls. See Chapter [18.64](#).
- b. **Dwelling, Transient.**
- i. **Bed and Breakfast.** A dwelling for the purpose of providing lodging for travelers and guests for a period of less than two weeks for compensation and having at least one kitchen used to provide breakfast but no other meals. Such dwelling shall have no more than five such guest rooms for persons other than the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guest rooms is a hotel.
 - ii. **Hotel.** Any building containing six or more guest rooms where lodging, with or without meals, is provided for compensation, and where no provisions are made for cooking in any individual room or suite.
 - iii. **Lodging House.** A dwelling having only one kitchen and used for the purpose of providing lodging, or lodging and meals, for compensation for no more than five persons other than the members of the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guests is considered a hotel. (See also Boarding Home.) [NOTE: A lodging house allows for an unlimited stay, unlike a Bed and Breakfast which is limited to two weeks.]

- iv. Motel. Guest rooms or suites occupied on a transient basis often with most rooms gaining access from an exterior walkway. (See also Recreational Vehicle.)
 - v. Trailer House. See Recreational Vehicle.
- c. Dwelling, Assisted Living.
- i. Adult Day Care Home. A residence in which adults (at least 18 years in age) and who are not related to the caregiver stay for no more than 12 hours per day. Emergency medical care may be provided in such facilities, but not convalescent care. (See also Convalescent Home and Elder Care Home.)
 - ii. Convalescent Home. Any home, place, institution or facility which provides convalescent or chronic care, or both, for a period in excess of 24 consecutive hours for three or more patients not related by blood or marriage to the operator, who by reason of illness or infirmity, are unable properly to care for themselves. Such establishment shall be duly licensed by the State of Washington as a "nursing home" in accordance with the provisions of Chapter [18.51](#) RCW.
 - iii. Congregate Care Facilities. A building or complex of dwellings specifically designed for occupancy by senior citizens which provides for shared use of facilities, such as kitchens, dining areas, and recreation areas. Such complexes may also provide kitchens and dining space in individual dwelling units. Practical nursing care may be provided, but not nursing care as described in Section [18.04.060](#)(S).
 - iv. Elder Care Home. An elder care home or adult family home in the primary residence of a person licensed pursuant to Chapter [70.128](#) RCW to provide personal care, room, and board for one to five adults (at least 18 years of age) who are not related to the caregiver. Home health care and limited nursing care (dispensing of medicine and emergency medical aid) may be provided, but not convalescent care. (See also Convalescent Home, and Boarding Home.)
 - v. Group Homes. A place of residence for the handicapped, physically or mentally disabled, developmentally disabled, homeless, or otherwise dependent persons. Group Homes are intended to provide residential facilities in a home-like environment. Such homes range from licensed establishments operated with 24 hour supervision to non-licensed facilities offering only shelter. They shall not include correctional facilities (except as authorized by Chapter [137-56](#) and [137-57](#) WAC for work/training release programs), nursing homes, Type III group care facilities, foster family homes, or adult family homes as defined by the Washington State Department of Social and Health Services or its successor agency. Group homes include, but are not limited to the following:
 - (a) Confidential Shelters. Shelters for victims of domestic violence as defined and regulated in Chapter [70.123](#) RCW and Chapter [388-61A](#) WAC. Such facilities are characterized by a need for confidentiality.

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

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

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

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

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

vii. Nursing Homes. See Convalescent Home.

viii. Rest Home. See Congregate Care.

E. DEFINITIONS - SPECIFIC.

Easement. A right of one owner of land to make lawful and beneficial use of the land of another, created by an express or implied agreement.

Easement, Conservation. The grant of a property right stipulating that the described land will remain in its current state, precluding future or additional development.

Easement, Scenic. An easement the purpose of which is to limit development in order to preserve or enhance a view or scenic area.

Elder Care. See Dwelling, Assisted Living.

Electric Vehicle Infrastructure. Structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations, rapid charging stations, and battery exchange stations.

- a. "Battery charging station" means an electrical component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles.
- b. "Battery exchange station" means a fully automated facility that will enable an electric vehicle with a swappable battery to enter a drive lane and exchange the depleted battery with a fully charged battery through a fully automated process.
- c. "Charging levels" means the standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and 3 are the most common electric vehicle charging levels, and include the following specifications:
- i. Level 1 is considered slow charging. Level 1 is present in homes and businesses and typically operates on a 15- or 20-amp breaker on a 120-volt Alternating Current (AC) circuit and standard outlet.
 - ii. Level 2 is considered medium charging. Typically, Level 2 is for home and public charging and operates on a 40-amp to 100-amp breaker on a 208 or 240-volt AC circuit.
 - iii. Level 3 is considered fast or rapid charging. Level 3 is primarily for commercial and public applications (e.g., taxi fleets and charging along freeways) and typically operates on a 60-amp or higher dedicated breaker on a 480-volt or higher three-phase circuit with special grounding equipment.
- d. "Electric vehicle" means any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. "Electric vehicle" includes any one of the following: (1) a battery electric vehicle; (2) a plug-in hybrid electric vehicle; (3) a neighborhood electric vehicle; and (4) a medium-speed electric vehicle.

Emergency. An imminent threat to health, safety, or welfare, or an imminent risk of substantial damage to public or private property.

Emergency (Homeless) Housing. A temporary housing facility that may include tents and small structures organized and managed as temporary accommodations for homeless people, and hosted by entities described in OMC 18.50.

Emergency Housing. A temporary shelter usually in the form of a mobile home which is occupied only during the period of reconstruction of a dwelling following damage sustained by fire, explosion, act of nature or act of public enemy.

Emergency Repair. Work necessary to prevent destruction or dilapidation of real or personal property or structures immediately threatened or damaged by fire, flood, earthquake or other disaster.

Entertainment Event. Includes any festival, sporting event, celebration, circus, carnival, fair, or other similar event open to the public.

Chapter 18.04 RESIDENTIAL DISTRICTS Revised 10/17

18.04.000 Chapter Contents

Sections:

- [18.04.020](#) Purposes.
- [18.04.040](#) Permitted, conditional, and prohibited uses.
- [18.04.060](#) Residential districts' use standards. Revised 10/17
- [18.04.080](#) Residential districts' development standards. Revised 10/17
- [18.04.090](#) Additional regulations.

18.04.020 Purposes

- A. The general purposes of the residential districts contained in this chapter are as follows:
1. To provide a sustainable residential development pattern for future generations.
 2. To encourage development of attractive residential areas that provide a sense of community and contain a variety of housing types to accommodate different lifestyles and household sizes.
 3. To maintain or improve the character, appearance, and livability of established neighborhoods by protecting them from incompatible uses, excessive noise, illumination, glare, odor, and similar significant nuisances.
 4. To establish a compact growth pattern to efficiently use the remaining developable land; enable cost effective extension and maintenance of utilities, streets and mass transit; and enable development of affordable housing.
 5. To enable community residents to reside and work within walking or bicycling distance of mass transit, employment centers, and businesses offering needed goods and services in order to reduce traffic congestion, energy consumption, and air pollution.
 6. To provide for development of neighborhoods with attractive, well connected streets, sidewalks, and trails that enable convenient, direct access to neighborhood centers, parks, and transit stops.
 7. To ensure adequate light, air, and readily accessible open space for each dwelling unit in order to maintain public health, safety, and welfare.

8. To ensure the compatibility of dissimilar adjoining land uses.
9. To protect or enhance the character of historic structures and areas.
10. To provide residential areas of sufficient size and density to accommodate the city's projected population growth, consistent with Section [36.70A.110](#), RCW.
11. To preserve or enhance environmental quality and protect ground water used as a public water source from contamination.
12. To minimize the potential for significant flooding and allow recharge of ground water.
13. To allow innovative approaches for providing housing, consistent with the policies of the Comprehensive Plan.
14. To ensure that development without municipal utilities is at a density and in a configuration that enables cost effective urban density development when municipal utilities become available.

B. The additional purposes of each individual residential district are as follows:

1. Residential - 1 Unit Per 5 Acres. This designation provides for low-density residential development in designated sensitive drainage basins in a manner that protects aquatic habitat from degradation.
2. Residential Low Impact (RLI). To accommodate some residential development within sensitive drainage basis at densities averaging from two (2) to four (4) units per acre, provided that the development configuration avoids stormwater and aquatic habitat impacts.
3. Residential - 4 Units per Acre (R-4 and R-4CB). To accommodate residential development in areas sensitive to stormwater runoff in a manner and at a density (up to four (4) units per acre) that avoids stormwater related problems (e.g., flooding and degradation of environmentally Critical Areas).
4. Residential 4-8 Units per Acre (R 4-8). To accommodate single-family houses and townhouses at densities ranging from a minimum of four (4) units per acre to a maximum of eight (8) units per acre; to allow sufficient residential density to facilitate effective mass transit service; and to help maintain the character of established neighborhoods.
5. Residential 6-12 Units per Acre (R 6-12). To accommodate single-family houses, duplexes and townhouses, at densities between six (6) and twelve (12) units per acre, in locations with frequent mass transit service (existing or planned). This includes areas along or near (e.g., within one-fourth

(¼) mile) arterial and major collector streets. Parcels located in the High Density Corridor Transition Area are allowed triplex and fourplex housing types (18.04.060(FF)).

6. Mixed Residential 7-13 Units per Acre (MR 7-13). To accommodate a compatible mixture of houses, duplexes, townhouses, and apartments in integrated developments with densities averaging between seven (7) and thirteen (13) units per acre; to provide a broad range of housing opportunities; to provide a variety of housing types and styles; and to provide for development with a density and configuration that facilitates effective and efficient mass transit service. This district generally consists of parcels along arterial or collector streets of sufficient size to enable development of a variety of housing types.

7. Mixed Residential 10-18 Units per Acre (MR 10-18). To accommodate a compatible mixture of single-family and multifamily dwellings in integrated developments close to major shopping and/or employment areas (at densities averaging between ten (10) and eighteen (18) units per acre); to provide a variety of housing types and styles; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; to provide opportunities for people to live close to work and shopping in order to reduce the number and length of automobile trips; and to enable provision of affordable housing.

8. Residential Multifamily - 18 Units per Acre (RM-18). To accommodate predominantly multifamily housing, at an average maximum density of eighteen (18) units per acre, along or near (e.g., one-fourth (¼) mile) arterial or major collector streets where such development can be arranged and designed to be compatible with adjoining uses; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; and to enable provision of affordable housing.

9. Residential Multifamily - 24 Units per Acre (RM-24). To accommodate predominantly multifamily housing, at an average maximum density of twenty-four (24) units per acre, in locations close (e.g., one-fourth (¼) mile) to major employment and/or shopping areas; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; and to enable provision of affordable housing.

10. Residential Multifamily - High Rise (RMH). To accommodate multifamily housing in multistory structures near the State Capitol Campus; to provide opportunities for people to live close to work, shopping, services and a major mass transit hub; to create a desirable living environment for residents of the district; and to ensure that new high rise buildings incorporate features which reduce their perceived scale and allow sunlight to reach street level.

11. Residential Mixed Use (RMU). To accommodate attractive, high-density housing, pedestrian oriented commercial and mixed-use development which reinforces downtown's historic character; to provide for coordinated pedestrian amenities; to preserve viable downtown housing; to enable

businesses to locate within walking distance of residences and offices; to provide a transition between commercial and residential districts; and to require new high rise buildings to incorporate features which reduce their perceived scale and allow sunlight to reach street level.

12. Urban Residential (UR). To accommodate multifamily housing in multistory structures in or near the State Capitol Campus; downtown, High Density Corridor, or other activity center areas; to provide opportunities for people to live close to work, shopping, and services; to help achieve City density goals, to create or maintain a desirable urban living environment for residents of the district; and to ensure that new urban residential buildings incorporate features which encourage walking and add interest to the urban environment.

13. Manufactured Housing Park (MHP). To accommodate mobile homes and manufactured housing in mobile/manufactured housing parks; to accommodate manufactured housing on individual lots; to accommodate single-family houses, duplexes and townhouses, at densities between five (5) and twelve (12) units per acre, in locations with frequent mass transit service (existing or planned). This includes areas along or near (e.g., within one-fourth (1/4) mile) arterial and major collector streets.

(Ord. 6594 §4, 2008; Ord. 6517 §7, 2007; Ord. 6404 §1, 2006; Ord. 6323 §2, 2004; Ord. 6140 §16, 2001; Ord. 5661 §6, 1996; Ord. 5517 §1, 1995).

18.04.040 TABLES: Permitted and Conditional Uses

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
District-Wide Regulations						18.04.060 (FF)	18.04.060 (N,Q)	18.04.060 (N,Q)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N,BB)		18.04.060 (N)	
1. SINGLE-FAMILY HOUSING															
Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(A)
Co-Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(F) 18.04.060(FF)
Cottage Housing				P	P	P	P	P	P	P	P	P	P	P	18.04.060(H) 18.04.060(FF)
Manufactured/Mobile Home Parks (Rental Spaces)								C	C	C			C		18.04.060(P)
Manufactured Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(O) 18.04.060(FF)
Single-family Residences	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF)

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Townhouses	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF) 18.64
2. MULTIFAMILY HOUSING															
Apartments				P			P	P	P	P	P	P		P	18.04.060(N) 18.04.060(FF)
Boarding Homes				P				P	P	P					
Dormitories	P			P				P	P	P	P	P		P	
Duplexes - Existing	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(J)
Duplexes	P		P	P		P	P	P	P	P	P	P	P	P	18.04.060(FF)
Triplexes & Fourplexes			P			18.04.060 (FF)			P						
Fraternities, Sororities	P			P				P	P	P					
Group Homes with 6 or Fewer Clients and Confidential Shelters	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(K)

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Group Homes with 7 or More Clients	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(K)
Lodging Houses									P	P	P	P		P	
Nursing/Convalescent Homes	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(S)
Retirement Homes				P			P	P	P	P	P	C		P	
3. COMMERCIAL															
Child Day Care Centers		C	C	C	C	C	C	P	P	P	P	P	C	P	18.04.060(D) 18.04.060(AA)
Commercial Printing												P			
Drive-In and Drive-Through Businesses -- Existing												P			18.04.060(J)
Food Stores											P	P		P	18.04.060(AA)
Hardware Stores												P			
Home Occupations (including Adult Day	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(L)

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Care, Elder Care Homes, Family Child Care Homes, and Bed & Breakfast Houses)															
Hospice Care	C			C			C	C	C	C	C	C		C	18.04.060(M)
Laundries											P	P		P	18.04.060(AA)
Nursery (Retail and/or Wholesale Sales)	C	C	C	C	C	C	C	C	C	C			C		18.04.060(G)
Offices												P		P	18.04.060(AA)(2)
Personal Services												P			
Pharmacies												P			
Restaurants, without Drive-In and Drive-Through												P			
Servicing of Personal Apparel and Equipment												P			
Specialty Stores												P			

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Veterinary Clinics - Existing	P	P		P	P	P							P		18.04.060(J)
Veterinary Clinics	P														
4. ACCESSORY USES															
Accessory Structures	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(B)
Electric Vehicle Infrastructure	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(GG)
Garage/Yard/Rummage or Other Outdoor Sales	P	P		P	P	P	P	P	P	P	P	P	P	P	5.24
Large Garages			C		C	C	C	C	C	C	C	C	C	C	18.04.060(B)
Residence Rented for Social Event, 7 times or more in 1 year	C	C		C	C	C	C	C	C	C	C		C	C	
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
5. RECREATIONAL USES															

TABLE 4.01

PERMITTED AND CONDITIONAL USES

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

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
7. TEMPORARY USES															
<u>Emergency (Homeless) Housing</u>	<u>P</u>	<u>18.50</u>													
Emergency Housing	P	P	P	P	P	P	P	P	P	P			P		18.04.060(EE)
Model Homes	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EE)
Residence Rented for Social Event, 6 times or less in 1 year	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EE)
Wireless Communication Facility	P	P		P	P	P	P	P	P	P	P	P	P	P	18.44.060
8. OTHER															
Animals	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(C)
Cemeteries		C	C		C	C	C	C	C	C			C		18.04.060(E)
Community Clubhouses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Crisis Intervention	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(I)
Fraternal Organizations											P	P		C	

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Historic House Museum		C	C	C	C	C	C	C	C	C	C	C	C	C	
Parking Lots and Structures				C							P	P			18.38.220 and .240
Places of Worship	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(V)
Public Facilities - Essential	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(W)
Radio, Television and Other Communication Towers	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.44.100
Schools	C			C	C	C	C	C	C	C	C		C	C	18.04.060(DD)
Mineral Extraction - Existing					C		C								18.04.060(J)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communication Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44

TABLE 4.01

PERMITTED AND CONDITIONAL USES

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Workshops for Disabled People	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(R)

LEGEND

P = Permitted Use

C = Conditional Use

R-4 = Residential - 4

R 4-8 = Residential 4-8

R 6-12 = Residential 6-12

RLI = Residential Low Impact

MR 10-18 = Mixed Residential 10-18

RM 18 = Residential Multifamily - 18

MR 7-13 = Mixed Residential 7-13

RMH = Residential Multifamily High Rise

RMU = Residential Mixed Use

RM 24 = Residential Multifamily - 24

UR = Urban Residential

(Ord. 6759 §2, 2011; Ord. 6594 §5, 2008; Ord. 6592 §2, 2008; Ord. 6517 §8, 2007; Ord. 6404 §2, 2006).

Chapter 18.06 COMMERCIAL DISTRICTS Revised 10/17

18.06.000 Chapter Contents

Sections:

- [18.06.020](#) Purposes.
- [18.06.040](#) Permitted, conditional, and prohibited uses.
- [18.06.060](#) Commercial districts' use standards.
- [18.06.080](#) Commercial districts' development standards (General).
- [18.06.100](#) Commercial districts' development standards (Specific). Revised 10/17
- [18.06.120](#) Additional regulations. Revised 10/17

18.06.020 Purposes

A. The general purposes of this Chapter are as follows:

1. To provide appropriate commercial areas for retail and service establishments, neighborhood convenience and office uses required by residents of the City in a manner consistent with the Comprehensive Plan.
2. To provide employment opportunities for existing and future residents of the City and those of adjacent communities.
3. To provide for land uses which meet the needs of and attract regional populations, in addition to local residents.
4. To provide adequate space to meet the needs of commercial development, including off-street parking and loading.
5. To protect commercial and adjacent areas from excessive noise, illumination, unsightliness, odor, smoke, and other objectionable influences.
6. To provide for an intensity of development and activity within commercial areas which will increase their vitality, facilitate mass transit, and make better use of available infrastructure.
7. To accommodate a balanced mix of commercial, residential, and recreational uses in commercial areas which will enable people to live, shop, work, and play within walking distance; thereby reducing dependence on motor vehicles and potentially reducing traffic congestion, energy consumption, and air pollution.

8. To establish standards for the development of commercial areas which will make them easily accessible and inviting for pedestrians, bicyclists, and transit riders, as well as motorists.

9. To establish guidelines for the design of commercial areas which will improve their appearance, function, and appeal.

B. The purpose of each commercial district is as follows:

1. Community Retail District (CMR).

This district is intended to:

- a. Permit businesses which offer the most frequently needed consumer goods and services, in districts of sufficient size to provide a relatively wide range of such goods and services.
- b. Provide for site development standards which will achieve the clustering of buildings and/or business establishments in such fashion as to create a safe, convenient and attractive pedestrian environment, including access for transit riders and bicyclists, as well as safe and convenient parking and access.
- c. Allow for clustering of commercial services along urban arterials adjacent to residential neighborhoods, in order to reduce the amount of vehicular travel required of the consumer to acquire such goods and services.
- d. Allow for residential and mixed-use projects to increase the opportunities for people to live, work, shop, and recreate within walking distance.
- e. Not locate new community retail districts closer than three-fourths of a vehicular mile from one another, or from any other district providing similar services or facilities.

2. Commercial Services - High Density District (CS-H).

This district is intended to:

- a. Allow limited commercial services that supplement or enhance activities on the capitol campus, not large-scale retail sales for regional markets.
- b. Allow high-density multifamily residences near the chief employment centers such as the Downtown Business District, the Capitol Campus, and the central waterfront.
- c. Be located where high land values and public necessity warrant this type of development.

3. Auto Services (AS) District.

This district is intended to:

- a. Encourage development of a regional center for auto sales and services and related uses.
- b. Discourage development incompatible with auto sales and services.

4. Urban Waterfront (UW) District.

This district is intended to:

- a. Integrate multiple land uses in the waterfront area of downtown and the West Bay in a way that improves the City's appeal and identity as the Capital City on Budd Inlet.
- b. Encourage high-amenity recreation, tourist-oriented, and commercial development which will enhance public access and use of the shoreline.
- c. Encourage development that protects views of Budd Inlet, the Olympics, Mt. Rainier, and the Capitol, and preserves a sense of openness on the waterfront.
- d. Encourage water-dependent and water-related development (as defined in the Shoreline Master Program for the Thurston Region) on shoreline properties and permit light manufacturing uses which support nearby industrial and marine related uses.
- e. Provide shoreline public access to significant numbers of the population, which is a major goal of the Shoreline Master Program for the Thurston Region. It is also the intent of this district to integrate the policies of the Shoreline Master Program for the Thurston Region into zoning designations applicable to waterfront properties. It is not the intent of this district, however, to make the restrictions of the Shoreline Master Program legally applicable outside the shoreline management zone.

5. Downtown Business District (DB).

This district is intended to:

- a. Encourage a wide range of activities which make downtown Olympia the cultural, civic, commercial, and employment heart of the community.
- b. Retain existing downtown housing and encourage additional development of a dense mix of urban housing which is located near jobs, shopping, and transit.

- c. Provide a full range of urban services, tourism, recreation, and entertainment activities to support downtown workers, residents, and visitors.
- d. Encourage pedestrian-oriented land uses and design, in order to link downtown activity to the Capitol Campus and the waterfront, and to the gateways to the City.
- e. Permit development of a scale, height, and bulk which reinforces downtown Olympia's historic character, buildings, places, and street layout. Modern architecture is appropriate if it is consistent with the City's urban design vision.

6. General Commercial District (GC).

This district is intended to:

- a. Provide for those commercial uses and activities which are heavily dependent on convenient vehicular access.
- b. Encourage the location of such uses on sites having safe and efficient access to major transportation routes.
- c. Discourage extension of "strip" development by filling in available space in areas where substantial auto-oriented commercial development already exists.
- d. Provide development standards which enhance efficient operation of these districts, and lead to more pedestrian-oriented development.
- e. Achieve minimum adverse impact on the community, especially on adjacent properties having more restrictive development characteristics.

7. Medical Service District (MS).

This district is intended to:

- a. Allow the development of major and full-service health care facilities to serve a regional population.
- b. Permit the clustering of interrelated and complementary health care facilities.
- c. Permit limited types of nonmedical uses which provide convenience services primarily to medical facility users and employees.

- d. Allow relatively high density housing near medical facilities to help meet the needs of the large number of people employed there.
- e. Allow developments which will provide maximum convenience to medical facility users and employees, and an environment conducive to the healing arts. Incompatible land uses and traffic generated by uses other than those providing medical and related services are to be avoided.

8. Neighborhood Retail District (NR).

This district is intended to:

- a. Permit small retail establishments which offer a limited range of goods within a residential neighborhood.
- b. Protect existing neighborhood retail districts and permit new establishments where local economic demand and appropriate design can assure compatibility with the neighborhood.
- c. Be located not less than one-half (1/2) mile from another neighborhood retail district or any other commercial district providing similar services or facilities.
- d. Have a maximum size for a Neighborhood Retail district of not more than one (1) acre.
- e. Limit the size, scale and expansion of such establishments in order to minimize traffic volumes and congestion, and other adverse impacts on the neighborhoods in which said establishments are located.
- f. Ensure that development in this district is characterized by small buildings, low traffic generation, considerable walk-in trade, quiet operations and little or no night activity.

9. Professional Office/residential Multifamily District (PO/RM).

This district is intended to:

- a. Provide a transitional area, buffering residential areas from more intensive commercial uses. Development within this district should be compatible with residential uses and generate low vehicular traffic characteristic of less intrusive uses.
- b. Provide for a compatible mix of office, moderate- to high-density residential, and small-scale commercial uses, in order to provide opportunities for people to live, work, and recreate in a pedestrian-oriented area.

10. High Density Corridor-1 (HDC-1).

This district is intended to:

- a. Provide for a compatible mix of office, moderate to high-density multifamily residential, and small-scale commercial uses.
- b. Ensure that residential and mixed-use projects are built within walking distance to transit.
- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Ensure that projects are designed, using a neighborhood area design theme in order to blend with the historic buildings in the corridor and the adjacent neighborhoods.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders and bicyclists, and which includes parking and convenient access for vehicles.

11. High Density Corridor-2 (HDC-2).

This district is intended to:

- a. Provide for a compatible mix of office, medium intensity commercial and moderate to high-density multifamily residential uses.
- b. Ensure that residential and mixed-use projects are built within walking distance to transit.
- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Ensure that projects (buildings) are designed, using a neighborhood area design theme in order to blend with the historic buildings in the corridor and the adjacent neighborhoods.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and convenient access for vehicles.

12. High Density Corridor-3 (HDC-3).

This district is intended to:

- a. Provide for a compatible mix of medium to high-intensity commercial, offices, and moderate to high-density multifamily residential uses.
- b. Ensure that access to transit is a part of all new projects.
- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.

13. High Density Corridor-4 (HDC-4).

This district is intended to:

- a. Provide for a compatible mix of high-intensity commercial, offices, and high-density multifamily residential uses.
- b. Transform these areas to commercial and residential activity centers, over time.
- c. Ensure that access to transit is a part of new projects.
- d. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.

14. Urban Waterfront - Housing District.

This district is intended to:

- a. Provide for a neighborhood of residential housing with the option of limited retail/commercial/office or other uses able to locate in a street edge storefront configuration.
- b. Help meet downtown housing and sustainability density goals, through the use of land for housing in a location, and at a density, that makes the use of a car a choice and not a necessity.
- c. Contribute to downtown vitality.

- d. Result in well designed buildings on continuous urban street edges.
- e. Increase resident surveillance and all day use of public spaces to increase safety and decrease vandalism or other security problems.
- f. Help the City achieve land use, transportation, environment, and housing goals.

(Ord. 7032 §6 (Exh. E), 2016; Ord. 6195 §16, 2002; Ord. 6073 §13, 2000; Ord. 5830 §2, 1998; Ord. 5569 §3, 1995; Ord. 5517 §1, 1995).

18.06.040 TABLES: Permitted and Conditional Uses

TABLE 6.01

PERMITTED AND CONDITIONAL USES

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

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
On-Site Treatment & Storage Facilities for Hazardous Waste					P 18.06.060(Q)									
Piers, Wharves, Landings					P									
Printing, Industrial			C		P/C 18.06.060(N)									
Publishing		C	C		P		P		C	C				
Warehousing			P		P/C 18.06.060(AA)		P							
Welding & Fabrication			C		P/C 18.06.060(N)		P							
Wholesale Sales		C 18.06.060(BB)(3)	P		P/C	18.06.060(BB)		P		P	18.06.060(BB)(2)			
Wholesale Products Incidental to Retail Business			P		P	P						P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
3. OFFICE USES (See also SERVICES, HEALTH)														
Banks		P	P		P/C 18.06.060(D)(2)	P 18.06.060(D)(2)	P/C 18.06.060(D)(2)	P	P	P	P	P	P	P 18.06.060(D)(1) 18.06.060(F)(3)
Business Offices		P	P		P	P	P	P	P	P	P	P	P	P
Government Offices		P	P		P	P	P	P	P	P	P	P	P	P
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
4. RECREATION AND CULTURE														
Art Galleries	P	P	P		P	P	P		P	P	P	P	P	
Auditoriums and Places of Assembly			P		P	P	P					P	P	
Boat Clubs					P	P								
Boating Storage Facilities					P			P						
Commercial Recreation		C	P		P	P	P	P		C	C	P	P	
Health Fitness Centers and Dance Studios	P	P 18.06.060(L)	P	P	P	P	P	P	P	P 18.06.060(L)	P 18.06.060(L)	P	P	
Libraries	C	C	C	C	P	P	P		P	C	P	P	P	18.04.060(V)
Marinas/Boat Launching Facilities					P	P								
					18.06.060(CC)									
Museums		C	P		P	P	P		P	C	C	P	P	18.04.060(V)
Parks, Neighborhood	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Parks & Playgrounds, Other	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Theaters (Drive-in)			C											
Theaters (No drive-ins)			P		P	P	P				C	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
5. RESIDENTIAL														
Apartments		P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	
Apartments above ground floor in mixed use development	P	P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Boarding Houses		P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	
Co-Housing		P	P			P	P			P	P		P	
Duplexes	P	P	P	P 18.06.060(T)			P		P	P	P		P	
Fraternities, Dormitories		C	P	P 18.06.060(T)	P	P	P		P	C	P	P	P	
Group Homes (6 or less)	P	P	P 18.06.060(K)	P 18.06.060(T)	P	P	P 18.06.060(K)		P	P	P	P 18.06.060(K)	P	18.04.060(K) 18.06.060(K)
Group Homes (7 or more)	C	C	C 18.06.060(K)	C 18.06.060(T)	C	C	C 18.06.060(K)		C	C	C	C 18.06.060(K)	P	18.04.060(K) 18.06.060(K)
Mobile or Manufactured Homes Park - Existing		C	C	C 18.06.060(T)						C			C	18.04.060(P)
Quarters for Night Watch person/Caretaker					P	P								
Retirement Homes		P	P	P 18.06.060(T)	P	P	P		P	P	P	P	P	
Single-Family Residences	P	P	P	P 18.06.060(T)			P		P	P	P	P	P	
Single Room Occupancy Units			C		P	P	P		P				C	
Townhouses	P	P	P	P 18.06.060(T)		P	P		P	P	P	P	P	
Triplexes, Four-plexes, and Cottage Housing		P											P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							

6. RETAIL SALES

TABLE 6.01

PERMITTED AND CONDITIONAL USES

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

TABLE 6.01

PERMITTED AND CONDITIONAL USES

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

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Hotels/Motels			P	C	P		P		P				P	
Lodging Houses		P	P	P	P		P		P	P	P	P	P	
Recreational Vehicle Parks			P										P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
9. SERVICES, PERSONAL														
Adult Day Care Home	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)(3)(b)
Child Day Care Centers	C	P	P	P	P	P	P		P	P	C	P	P	18.04.060(D)
Crisis Intervention	C	P	C	P			P		C	P	C	C	C	18.04.060(I)
Family Child Care Homes	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Funeral Parlors and Mortuaries		C	P				P			C		P	P	
Laundries and Laundry Pick-up Agencies	P	P	P	P	P	P	P			P	P	P 18.06.060(O)	P	
Personal Services	P	P	P	P	P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
10. SERVICES, MISCELLANEOUS														
Auto Rental Agencies			P		P	P	P	P			C	P	P	
Equipment Rental Services, Commercial			P		P		P				P	P	P	
Equipment Rental Services, Commercial - Existing		P 18.06.060(FF)												

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Ministorage			P				P							
Printing, Commercial	P	P	P		P	P	P		P	P	P	P	P	
Public Facilities (see also Public Facilities, Essential on next page)	C	C	C	C	P	C	P	P	P	C	C	C	C	18.04.060(V)
Radio/T.V. Studios		P	P		P	P	P		P	P	P	P	P	
Recycling Facilities	P	P	P	P	P		P		P	P	P	P	P	18.06.060(V)
School - Colleges and Business, Vocational or Trade Schools		C	P		P	P	P		P	C	C	C	P	18.06.060(X)
Service and Repair Shops			P				P	P				P	P	
Service Stations/Car Washes			P				P 18.06.060(W)	P				P 18.06.060(W)	P	18.06.060(W)
Service Stations/Car Washes - Existing			P		P 18.06.060(W)		P 18.06.060(W)				P	P 18.06.060(W)	P	18.06.060(W)
Servicing of Personal Apparel and Equipment	P	P	P		P	P	P			P	P	P	P	
Truck, Trailer, and Recreational Vehicle Rentals			P					P						
Workshops for Disabled People	C	C	C	C	P	C	P		C	C	C	C	C	18.04.060(R)
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							

TABLE 6.01
PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
11. PUBLIC FACILITIES, ESSENTIAL														
Airports			C										C	18.06.060(G)
Inpatient Facilities		C	C	C 18.06.060(T)	C		C		C	C	C	P	P	18.06.060(G) 18.04.060(K)
Jails			C		C		C		C				C	18.06.060(G)
Mental Health Facilities			C	C 18.06.060(T)	C		C						C	18.06.060(G) 18.04.060(K)
Other Correctional Facilities		C	C	C 18.06.060(T)	C	C	C		C	C	C	C	C	18.06.060(G)
Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities		C	C		C		C			C	C	C	C	18.06.060(G)
Radio/TV and Other Communication Towers and Antennas	C	C	C	C	C	C	C	C	C	C	C	C	C	18.06.060(G) 18.44.100
Sewage Treatment Facilities	C	C	C	C	P		P		C	C	C	C	C	18.06.060(G) 18.04.060(X)
State Education Facilities		C	C		C		C		C	C	C	C	C	18.06.060(G) 18.06.060(X)
State or Regional Transportation Facilities	C	C	C	C	C	C	C		C	C	C	C	C	18.06.060(G)

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
12. TEMPORARY USES														
Entertainment Events			P		P	P	P						P	
Off Site Contractor Offices	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(DD)
<u>Emergency (Homeless) Housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>18.50</u>
Emergency Housing	P	P	P	P	P			P	P	P	P	P	P	18.04.060(DD)
Fireworks, as determined by Fire Dept.			P		P	P	P				P	P	P	9.48.160
Mobile Sidewalk Vendors		P	P	P	P	P	P			P	P	P	P	
Parking Lot Sales			P		P	P	P	P			P	P	P	
Residences Rented for Social Event (6 or less in 1 year)	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(DD)
Residences Rented for Social Event (7 or more in 1 year)	C	C	C	C	C	C	C		C	C	C	C	C	
Temporary Surface Parking Lot		P	P		P	P	P		P					
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
13. OTHER USES														

TABLE 6.01

PERMITTED AND CONDITIONAL USES

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Accessory Structures/Uses														
Adult Oriented Businesses			P										P	18.06.060(B)
Agriculture	P	P	P	P					P	P	P	P	P	
Animals	P	P	P	P	P	P	P		P	P	P	P	P	18.06.060(C)
Cemeteries	C	C	C	C					C	C	C		C	
Conference Center			P		P	P	P						P	
Fraternal Organizations		P	P		P	P	P		P/C 18.06.060(I)	P	P	P	P	
Gambling Establishments			C											
Garage/Yard/Rummage and Other Outdoor Sales	P	P	P	P	P	P	P		P	P	P	P	P	5.24
Home Occupations	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Parking Facility, Commercial		P	P		P	P	P 18.06.060(S)			P	P	P 18.06.060(S)	P	18.04.060(V)
Places of Worship	C	C	P	C	P	P	P		C	C	C	P	P	18.04.060(U)
Racing Pigeons	C	C	C	C					C	C	C	C	C	18.04.060(Y)
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
Schools	C	C	P	C	C	C	C		C	C	C	P	P	18.04.060(DD)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communications Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44

LEGEND

P = Permitted Use	PO/RM = Professional Office/Residential Multifamily	GC = General Commercial	HDC-1=High Density Corridor-1
MS = Medical Services		UW = Urban Waterfront	HDC-2=High Density Corridor-2
DB = Downtown Business	AS=Auto Services	UW-H = Urban Waterfront-Housing	HDC-3=High Density Corridor-3
C = Conditional Use	NR = Neighborhood Retail	CSH = Commercial Services-High Density	HDC-4=High Density Corridor-4

(Ord. 7032 §6 (Exh. E), 2016; Ord. 6975 §3, 2015; Ord. 6759 §5, 2011; Ord. 6592 §5, 2008)

Faith Community & City Tiny House Pilot Partnership

Purpose: To provide support services to enable faith communities and non-profits to establish and manage tiny house and transitional shelter facilities on public or private properties to house homeless people.

Description: The City of Olympia will provide funding and support for a one-year pilot program (2019) for one mid-size and two small sites. The non-profit and faith communities will host and manage these tiny house/shelter villages on their property with City-contracted support, as well as build and supply the tiny houses. The faith community may also contribute to group facilities for homeless people on public land managed by the City.

Steps:

1. Form a Working Group with City staff, representatives of faith communities and individuals with expertise in establishing tiny house communities.
2. Identify faith community sites/hosts
3. Design a program for the City to contract with a non-profit organization to provide services for faith communities including:
 - a. Screening of potential candidates for tiny houses (*the City prefers Coordinated Entry be used; hosts may establish overlay criteria to fit their needs*)
 - b. Provision of portable sanitary facilities
 - c. Provisions for water and sewer services
 - d. Provision for removal of trash
 - e. Linkage to social service providers for aiding residents to deal with mental issues, find jobs and transition to better housing
 - f. Develop a sample contract format for residents to sign with the managing non-profit and the faith community (*the NGO must be willing to sign a non-discrimination agreement*)
4. With support of City resources, use best practices to engage with surrounding neighborhoods.

Three Types of Partnerships

Small Size Sites

- Small number (1-6) of houses/huts on church properties
- City will provide support for two small sites*
- To incentivize this, faith partners are asking the City to modify its emergency (homeless) housing ordinance to simplify the permitting process or make no permit required for 6 or fewer units

Mid-Size Sites

- Approximately 10-20 houses/huts on non-profit or faith community properties
- City will provide support for one mid-size site*
- Some communal facilities (showers, cooking and sanitation - maybe others)
- Association of faith communities to manage and support
- To incentivize this, faith partners are asking the City to modify its emergency (homeless) housing ordinance to simplify its permitting process

Faith community contribution of Tiny Houses to Government Sites

- Faith community contracts with a governmental entity to operate tiny houses/huts on government owned properties
- Faith communities contribute or fund tiny houses/huts to supplement facilities on government sites
- Government host has some communal facilities on site and services such as showers, laundry, cooking, meeting place for clinic and wrap-around services, trash removal

* The City has committed funding in 2019 for portable toilets, hand washing stations, water and sewer services, trash removal, fencing to meet screening requirements if needed, and a contract for services with a non-profit to help manage all three sites.

Estimated Costs for Pilot Project

* For budgeting purposes only. Line items subject to change. The City has pledged up to \$100,000 in 2019 to support the Pilot Project.

City & Faith Community Pilot Project Partnership for Emergency Housing Facilities Estimated Cost - 2019			
City Contribution	Monthly Cost	Annual Cost	Note
Small Site #1 (Up to 6 units)			
Portable Toilets	\$200	\$2,400	<i>1 ADA stall, maintenance 1/wk</i>
Portable Handwashing Stations	\$150	\$1,800	<i>1 station</i>
Water Service	\$35	\$420	<i>Difficult to separate billing from primary use</i>
Sewer Service	\$22	\$264	<i>Difficult to separate billing from primary use</i>
Trash Service	\$61	\$732	<i>95 gallon 1/wk</i>
Fencing		\$7,500	<i>May be needed as screening required</i>
Small Site #2 (up to 6 units)			
Portable Toilets	\$200	\$2,400	<i>1 ADA stall, maintenance 1/wk</i>
Portable Handwashing Stations	\$150	\$1,800	<i>1 station</i>
Water Service	\$35	\$420	<i>Difficult to separate billing from primary use</i>
Sewer Service	\$22	\$264	<i>Difficult to separate billing from primary use</i>
Trash Service	\$61	\$732	<i>95 gallon 1/wk</i>
Fencing		\$7,500	<i>May be needed as screening required</i>
Mid-Size Site (10-20 units)			
Portable Toilets	\$320	\$3,840	<i>1 ADA + 1 standard stall, maintenance 1/wk</i>
Portable Handwashing Stations	\$300	\$3,600	<i>2 stations</i>
Water Service	\$35	\$420	<i>Difficult to separate billing from primary use</i>
Sewer Service	\$22	\$264	<i>Difficult to separate billing from primary use</i>
Trash & Recycling Service	\$157	\$1,884	<i>1.5 yard dumpster picked up 1/wk</i>
Fencing		\$12,000	<i>May be needed as screening required</i>
Contract with NGO		\$25,000	<i>Based on Eugene cost. Screening of potential candidates, link to service providers, assist with management</i>
Contingency		\$25,000	
TOTAL ESTIMATED ANNUAL COST		\$98,240	