



# Meeting Minutes

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Thursday, January 25, 2024

4:00 PM

Council Chambers, Online & Via  
Phone

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**Special Meeting**  
**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_xNpHaxuyQS6DsDjo-P05VQ](https://us02web.zoom.us/webinar/register/WN_xNpHaxuyQS6DsDjo-P05VQ)

**1. CALL TO ORDER**

Chair Madrone called the meeting to order at 4:01 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Dani Madrone, Committee member Jim Cooper and Committee member Robert Vanderpool

**2.A OTHERS PRESENT**

City Manager Jay Burney  
Community Planning and Development Director Leonard Bauer  
Community Planning and Development Deputy Director Tim Smith  
Housing Program Manager Darian Lightfoot  
Housing Program Specialist Christa Lenssen

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT**

The following people spoke: Bob Jacobs and Judy Bardin.

**5. APPROVAL OF MINUTES**

**5.A** [24-0101](#) Approval of November 16, 2023 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A** [24-0071](#) Renter Protections Briefing

Ms. Lenssen presented information on relocation assistance options, junk fees, right to air conditioning units, and an ability to break a lease if rent increases 5% or greater. She also shared highlights of policies adopted recently by Bellingham and Tacoma for consideration.

The Committee directed staff to research additional questions regarding the relocation assistance draft policy and forward to City Council. They also gave direction to move forward to City Council limitations on junk fees as described under option 2, right to air conditioning unit, and the ability to break a lease if rent increases are proposed at 5% or greater. Additional research by staff was also directed on parts of the Tacoma and Bellingham policies.

The Committee agreed to wait to schedule a public hearing at the City Council on these renter protection measures until after the 2024 legislative session is completed in March, as related measures are being considered by Legislature.

**The discussion was completed.**

**6.B**     [24-0074](#)            2024 Land Use and Environment Committee Work Plan

The Committee discussed the draft 2024 work plan. Regular Committee meeting time is changed to the third Thursday of each month at 4:00 p.m. with exceptions for the February meeting taking place on February 21 and the April meeting taking place on April 25. Committee also added items to the "To Be Scheduled" section of the work program.

**The discussion was completed.**

**7.        REPORTS AND UPDATES**

Ms. Lenssen provided additional staff response to consultant recommendations that were presented at the January 16 City Council meeting and were referred to this Committee. Committee members provided some additional clarification and direction for the consultant when they return to the Committee February 21.

Mr. Bauer informed the Committee that an ordinance will be proposed to the City Council by staff to make minor adjustments to development permitting fees to cover additional costs for recording documents and performing flood zone reviews. He also reminded the Committee that the updated state building codes are mandated to be adopted by local governments prior to March 15.

**8.        ADJOURNMENT**

The meeting adjourned at 6:21 p.m.