



# Meeting Agenda

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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Thursday, April 23, 2015

5:30 PM

Council Chambers

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1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

3.A [15-0410](#) Approval of Land Use and Environment Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

4.A [15-0381](#) Draft Urban Forestry Strategic Plan Briefing

Attachments: [Summary Prepared by Staff](#)

[Table 1 - Current Task and Duties](#)

[Table 2 - Budget, Timeline Strategies](#)

[Urban Forestry Draft Strategy - Prepared by Consultant](#)

4.B [15-0384](#) Engineering Design and Development Standards (EDDS) 2015 Topics and Process

Attachments: [EDDS Public Involvement Strategy](#)

[Proposed 2015 EDDS Update Schedule](#)

[Summary of Proposed 2015 Topics](#)

4.C [15-0399](#) Oral Report - Downtown Project Update

4.D [15-0382](#) Woodard Creek Basin Study

Attachments: [Map Woodard Aerial](#)

[Woodard Fact Sheet](#)

4.E [15-0285](#) Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee

Attachments: [SPRC Ordinance](#)

5. ADJOURNMENT

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's Secretary at 360.753-8244 at least 48 hours*

*in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8447

## Land Use & Environment Committee

### Approval of March 26, 2015 Land Use and Environment Committee Meeting Minutes

**Agenda Date:** 4/23/2015  
**Agenda Item Number:** 3.A  
**File Number:** 15-0410

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

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**Title**

Approval of March 26, 2015 Land Use and Environment Committee Meeting Minutes



# Meeting Minutes - Draft

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8447

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**Thursday, March 26, 2015**

**5:30 PM**

**Council Chambers**

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### 1. ROLL CALL

**Present:** 3 - Chair Steve Langer, Committee Member Julie Hankins and Committee Member Jeannine Roe

### OTHERS PRESENT

CP&D Deputy Director Leonard Bauer  
Associate Planner Michelle Sadlier  
Associate Line of Business Director Todd Stamm  
Communications Manager Cathie Butler  
Director of Transportation Mark Russell, P.E.  
SCJ Alliance Member Perry Shea  
SCJ Alliance Member Jean Carr  
Parametrix Representative John Perlic  
WSDOT Planning Manager Dennis L. Engel, P.E.  
Transportation Engineering and Planning Manager Randy Wesselman  
Public Works Director Rich Hoey  
Associate Planner Stacey Ray  
Neighborhood Representative Mike Dixel  
Neighborhood Representative Jay Elder  
Neighborhood Representative Melissa Allen  
Neighborhood Representative Susie O'brien  
Neighborhood Representative Peter Guttchen

### 2. CALL TO ORDER

**Chair Langer called the meeting to order at 5:34 P.M.**

### 3. APPROVAL OF MINUTES

**3.A** [15-0300](#) Approval of February 26, 2015 Land Use and Environment Committee Meeting Minutes

**The minutes were approved.**

### 4. COMMITTEE BUSINESS

**4.A** [15-0216](#) US 101 / West Olympia Access Project Update



TE&P Manager Randy Wesselman presented on the West Olympia Access Project. Ramps at Kaiser Road and Yauger Way are being proposed. The goal is to reduce congestion around the Black Lake Blvd. interchange and the Black Lake Blvd./Cooper Pt. intersection. The preferred proposed option would provide functional operations and traffic flow through 2035. The next steps include preparation of the IJR, detailed traffic analysis, environmental studies, and public outreach.

Funding and timelines were discussed.

**The discussion was ended.**

**4.B**      [15-0276](#)      Sub-Area Planning - Discussion of Project Initiation Letter Response

Planner Michelle Sadlier presented on the Sub-Area Planning Project, which included discussion between the Committee and the neighborhood representatives. Major goals include collaboration with the public and cultivating neighborhoods that are planned and improved with care and thoughtful consideration. Questions were posed to the Committee as part of the presentation, to gather information on their view of sub-area planning, including input on the objectives, project names, and processes.

The current project can serve as a template for how other neighborhoods can develop a positive relationship with the City that provides a high degree of collaboration to shape the look and feel of neighborhood priorities and strategies for their future. Strong integration and communication among various groups would be important to coordinate efforts and prevent conflict. Collaboration may include sharing plans and creating a document with a written set of priorities for neighborhoods that could be consulted by the City's staff when looking at projects in that neighborhood. Setting an example through a successful template will help others to create their own successful and engaged neighborhoods with a positive relationship with their City. Defining short-term and long-term goals will enable milestones to be reached and visible accomplishments to be appreciated. Assessing these goals early will provide a realistic view and add doable projects. A plan for the current team includes providing quarterly updates to the LUEC to summarize progress and receive feedback.

**The discussion was ended.**

**4.C**      [15-0285](#)      Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee

Deputy Director Leonard Bauer briefed the Committee on the amendments to the OMC. The goal of the changes is to make SPRC processes clearer, smoother, more effective, and more formal.

**The discussion was continued to the April 23 meeting.**

**4.D**      [15-0271](#)      Status Reports and Update - Action Plan

Planner Stacey Ray presented an update on the action plan. Information has begun

to be distributed, some outreach has been done, and the Action Plan Partner Work Group has been formed and begun meeting. The open house launch party will be held in The Olympia Center on Saturday April 18 from 10:00 a.m. to 1:00 p.m.

**The discussion was ended.**

## **ANNOUNCEMENTS**

Deputy Director Leonard Bauer stated comments have been received on the Shoreline Masters Program and changes will be made accordingly. Principle Planner Steve Friddle will be the new Director of Community Development for the City of Fife and will be leaving CP&D on April 6.

**The discussion was ended.**

## **5. ADJOURNMENT**

**The meeting was adjourned at 8:13 P.M.**



## Land Use & Environment Committee

### Draft Urban Forestry Strategic Plan Briefing

**Agenda Date:** 4/23/2015  
**Agenda Item Number:** 4.A  
**File Number:** 15-0381

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

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#### **Title**

Draft Urban Forestry Strategic Plan Briefing

#### **Recommended Action**

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

Receive a briefing on the status of the draft Urban Forestry Strategic Plan

#### **Report**

##### **Issue:**

Staff and Elizabeth Walker, Terra Firma Consulting, will provide an update on the development of an Urban Forestry Strategic Plan (Strategic Plan). Work to date on the Strategic Plan has emphasized understanding the existing challenges to providing comprehensive urban forestry program services and identifying possible strategies to address those challenges.

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

Michelle (Shelly) Bentley, Associate Planner, Community Planning and Development, 360.753.8301

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

Michelle (Shelly) Bentley, Associate Planner, Community Planning and Development  
Leonard Bauer, Deputy Director, Community Planning and Development  
Elizabeth Walker, Terra Firma Consulting

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

The Urban Forestry Program has experienced significant funding and staff reductions over the last four years, which have resulted in a decline in urban forestry community services and management activities. The program is currently staffed with one full-time employee, an Associate Planner in Community Planning and Development (CPD). Funding for the Urban Forestry Program was discussed during 2014 2015 Council budget discussions, and at the Land Use and Environment Committee (LUEC). As a result, the CPD Associate Planner position was increased from 0.5 to 1.0 FTE. LUEC also directed staff to develop options for how to structure, fund, and manage or improve the Urban Forestry Program.

To accomplish this, staff applied for and was awarded a \$10,000 USDA Forest Service and Washington State Department of Natural Resources (WADNR) Urban and Community Forestry Program Community Forestry Assistance Grant. The grant funds were used to hire a consultant,

Elizabeth Walker of Terra Firma Consulting, to work collaboratively with staff and members of a PRAC sub-committee to develop the Strategic Plan.

In 2013, the Parks and Recreation Advisory Committee (PRAC) included in their work plan an item to discuss the Urban Forestry Program, and make recommendations to the Council for how it could be improved. A sub-committee was formed with PRAC member Robert Dengel serving as its Chair; members included representatives from the Planning Commission, Utility Advisory Committee, Parks, and the local urban forestry professional community. In March 2014, the Sub-Committee completed their work and delivered a final report to LUEC.

The consultant met with the PRAC Sub-Committee during the course of developing the Strategic Plan to better understand and integrate their recommendations and priorities into the process.

The purpose of tonight's briefing is for staff to share the work accomplished to date on the draft Urban Forestry Strategic Plan. This will focus on a set of key challenges and proposed strategies as outlined in an Executive Summary and a table outlining the current staffing levels of the Urban Forestry Program. The draft Strategic Plan also includes proposed strategies organized by the following budget scenarios: no new funding, one-time investment of additional Short Term funding, Long-Term increase in program funding, and Permanent ongoing funding.

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

An Urban Forestry Strategic Plan, once adopted, could impact how the City administers the Urban Forestry Program citywide.

**Options:**

None; briefing only.

**Financial Impact:**

The hiring of a consultant to complete an Urban Forestry Strategic Plan was funded in 2014 and 2015 by a USDA Forest Service and WADNR Community Forestry Assistance Grant.



# Urban Forestry Strategic Plan Executive Summary

The City of Olympia has a long, proud, and successful history of caring for our urban forest. From the majestic oaks on Legion Way planted on Veterans Day in 1928, to the planting of 1,000 trees in a single day in 2007 by the City's NeighborWoods program. Olympia's love and appreciation of trees is a reflection of who we are as a community, and our deep appreciation for our natural environment. However, the recent recession has left the urban forestry program with limited resources.

*The best time to plant a tree was 20 years ago. The next best time is now.*

*Chinese Proverb*

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In recent months we have reviewed Olympia's urban forestry programs, practices, policies and our organizational structure. The goal is to examine ways to maintain a sustainable urban forestry program with best practices. Four major components have emerged as challenges:

**Increase Our Knowledge:** A comprehensive understanding of Olympia's urban forestry is essential to success.

**Have a Plan:** Develop and implement an urban forest management plan.

**Identify Needs:** Clarify roles and responsibilities throughout the City and identify resource gaps and program needs.

**Public Involvement:** Involve and educate our community.

To begin to address these four challenges one essential element is the evaluation of the duties of the City's Urban Forester and the establishment of an interdepartmental Urban Forestry team. In addition, we have further identified strategies for consideration that would require additional funding (outside of grants). They would require the commitment of additional staff resources.

The proposed strategies, budget, and the anticipated timelines are outlined in Chapter 6, Table 2.

Through the dedication of additional resources, an urban forestry management plan can be developed and successfully implemented. This will ensure that the Olympia urban landscape continues to include a healthy urban forest - part of our vision for a vibrant and healthy community.

## DRAFT - April 2015

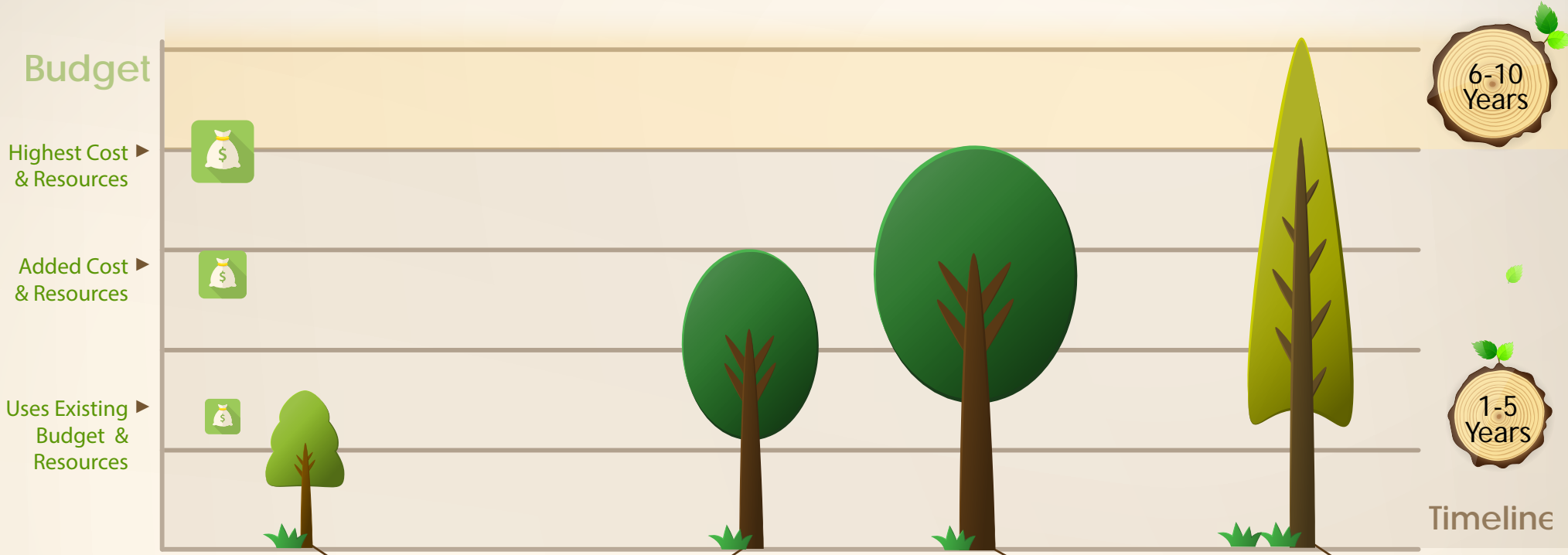
## Urban Forestry – Current Program Status

CP&D, Public Works and Parks

April 2015

Urban Forestry Program Elements	Current Status
<b>1. Planning and Policy</b> <ul style="list-style-type: none"> <li>• Long range planning</li> <li>• Code clarification/Updates</li> <li>• Tree Inventory/Canopy Coverage</li> <li>• Risk Management Policy</li> </ul>	<ul style="list-style-type: none"> <li>• No active program. No staff person assigned.</li> <li>• Comprehensive Plan provides high level policy framework. Engineering Design and Development Standards and Olympia Municipal Codes set standards for new public and private projects.</li> <li>• 2001-2011 Master Street Tree Plan outlined goals and policies, levels of service, and overall program approach. Update necessary.</li> <li>• Urban Forestry Manual clarifications necessary.</li> </ul>
<b>2. New Tree Planting</b>	<ul style="list-style-type: none"> <li>• No active program.</li> <li>• New trees added through private and public projects only with Grant funding</li> <li>• Stormwater Utility involved in extensive planting in riparian areas and at stormwater facilities.</li> <li>• On-going planting on parks properties.</li> </ul>
<b>3. Care of Existing Trees</b> <ul style="list-style-type: none"> <li>• Pruning, watering, tree grates, tree replacement</li> <li>• Asset management program</li> </ul>	<ul style="list-style-type: none"> <li>• Parks Department manages trees in Parks.</li> <li>• Parks historically responsible for maintenance of street trees in downtown and along major arterials.</li> <li>• No program for street tree management in neighborhoods, in unopened rights-of-way (ROW), large ROW areas and undeveloped City owned parcels.</li> <li>• No program for replacement of trees and tree grates. Performed on project by project basis when grant funding and crew available.</li> <li>• No asset management program in place.</li> </ul>
<b>4. Development Review/Code Enforcement</b>	<ul style="list-style-type: none"> <li>• CP&amp;D lead (approximately 0.3 FTE)</li> <li>• No Code enforcement coverage.</li> </ul>
<b>5. Hazard Tree Management</b> <ul style="list-style-type: none"> <li>• Complaint response</li> <li>• Claims management</li> <li>• Tree removal, including contract management</li> </ul>	<ul style="list-style-type: none"> <li>• CP&amp;D in lead. (0.3 FTE)</li> <li>• No dedicated funding source. 2014/2015 funded from year end funds. Need estimated at \$75K- \$100 per year.</li> <li>• Work performed by tree contractors with some occasional help from Parks when on Parks Property.</li> </ul>
<b>6. Education and Outreach</b>	<ul style="list-style-type: none"> <li>• CP&amp;D response to phone calls and emails from residents/commercial (0.3 FTE).</li> <li>• Some native plant education through Stream Team/City Habitat Stewardship Program (PW)</li> <li>• Arbor Day/Tree City USA - CP&amp;D (0.1)</li> </ul>

DRAFT



**Strategies**

- Evaluate and prioritize existing plans/ standards
- Define tasks/roles & identify resource gaps
- Establish priorities
- Establish City forestry team
- Clarify roles & responsibilities of the team and departments
- Partner with CNA (Coalition of Neighborhood Associations)

**Strategies**

- Map tree cover
- Set canopy cover targets
- Set performance indicators and goals
- Coordinate volunteers through Parks Department \*
- Clarify property owners role in maintaining street trees

**Strategies**

- Develop a tree inventory
- Develop and implementing a Management Plan
- Coordinate workload \*

**Strategy**

- Renew the City's NeighborWoods Program \*

\* ongoing costs are required

See back for chart format

## Strategies



Urban Forestry Budget, Timeline & Strategies | Chapter 6, Table 2

	Challenges	First Action No new \$	Short Term 1-5 yrs	Long Term 6-10 yrs	Ongoing Cost
	<b>A. Increase Our Knowledge</b>				
1	Map Urban Tree Cover		\$		
2	Set Relative Canopy Cover Targets		\$		
3	Develop City Tree Inventory		\$\$		Ongoing
4	Set Performance Indicators and Goals		\$		
	<b>B. Have a Plan</b>				
5	Evaluate and Prioritize Existing Plans and Standards	√			
6	Develop and implement a Management Plan		\$\$		
	<b>C. Identify Needs</b>				
7	Define Tasks and Roles – Resource Gaps	√			
8	Establish Priorities	√			
9	Establish Team	√			
10	Clarify Roles and Responsibilities	√			
11	Coordinate Workload		\$\$		Ongoing
	<b>D. Involve the Community</b>				
12	Coordinate Volunteers Through Parks		\$		Ongoing
13	Clarify Property Owners Role in Maintaining Street Trees		\$		
14	Renew NeighborWoods Program			\$\$	Ongoing
15	Partner with CNA (Coalition of Neighborhood Associations)	√			

Key: \$ = low cost or additional resource      \$\$ = higher cost; budget implication

# Olympia's Urban Forest Management Strategic Proposal

FINAL DRAFT – April 13, 2015

## Executive Summary

The City of Olympia has a long and successful history in committing to take care of its urban forest. Several projects and programs were developed through the years and efforts to plan for and manage the valued resource are evident in policy and action. However, as a result of significant annual budget cuts, some critical elements are now missing and necessary tasks left undone due to limited resources disproportionate to program needs. Upon review of the situation in relation to city policies and components needed for a sustainable urban forestry program, four major challenges were identified:

- A. *Increase the knowledge and understanding of Olympia's urban forest to direct its management.*
- B. *Develop and implement a comprehensive management plan.*
- C. *Clarify roles and responsibilities throughout the City and identify resource gaps and program needs.*
- D. *Involve the citizens in resource management where appropriate.*

To address these challenges, a few initial strategies are identified that can be employed with little or no additional funding (outside of grants), but would require more effort and coordination amongst the city stewards of the urban forest in the Planning, Parks, and Public Works Departments. The most critical actions involve re-evaluating the duties of the City's Urban Forester and establishing an interdepartmental Urban Forest Team. This Team would be directed to creatively collaborate on developing the systems and tools, such as the initial stages of a comprehensive management plan, to better manage the urban forest community-wide. The process would be guided by the objectives identified by the Team from a sustainable urban forestry model utilized during the strategic planning process, along with current city plans and policies in place.

## Introduction

There are many definitions for an *urban forest*, but it most commonly refers to all the trees and associated vegetation in a community, both on public and private property. Often trees are planted individually in the suburban and urban environment, though many preserved natural areas in a city have native forest remnants. Vegetation in residential and commercial landscapes also contributes to the urban forest. No matter the diverse origins of planned or naturally occurring trees, they all depend upon, and interact with, the natural mediums of local soil, water and climactic conditions. Therefore, a healthy urban forest is best managed as an entire forest ecosystem.

Like other progressive municipalities, Olympia has a goal to sustainably manage its urban forest; the City emphasized this commitment with a long-running urban forestry program and successful projects and partnerships throughout the last two decades. Currently the city has thousands of

trees that provide tremendous benefits and have high value, but no cohesive plan for managing these assets. Realizing its limited resources, the City sought assistance in developing a strategic plan toward a more sustainable urban forestry program. With a grant from the Washington State Department of Natural Resources, in partnership with the USDA Forest Service, the City sought a clear direction for a more effective and cost-efficient management of public trees and the urban forest. Terra Firma Consulting was contracted to work with City staff to help develop a strategies that address how to manage and enhance all aspects of the urban forest and lead the City to more specific action plans and budgets over time.

Elizabeth Walker of Terra Firma Consulting comes with nearly 25 years experience in municipal forestry assisting several communities in Western Washington, either as staff urban forester (Vancouver, WA and Kirkland) or as contract consultant or on-call city arborist. Walker has developed programs from the ground up and has worked in and with city Public Works, Parks and Planning departments, adopting and administering code and policy and engaging the public. Her expertise in facilitation and strategic planning has given her the ability to help communities develop successful strategic and management planning documents for their urban forestry program.

An urban forest strategic management plan is considered a living document that outlines where the community wants to go regarding its urban forest, and ideas of how to get there. When it's developed, the plan should include an overarching mission and vision statements under which all goals and strategies align. Language for these statements is easily found in the City's Comprehensive Plan. In concert, an effective plan should incorporate a sustainable urban forestry model to demonstrate the comprehensive nature of resource management, to identify feasible goals to strive for, and to outline key priorities in which to focus short-term action steps.

While this strategic planning process with the grant did not result in an adopted plan *per se*, the recommended strategies can guide the community over the next ten years regarding planning, management and maintenance of public and private trees based on future identified goals and priorities and dependent on funding and resource commitment. These strategies are organized based on the various requested budget scenarios, and as budget and resources become dedicated to a more formal city urban forestry program, annual work plans with budget implications could be generated from this proposal.

The exercise in examining current conditions with possible strategies during this process also intended to help promote a more unified effort to manage the entire urban forest within and between the City and other stakeholders (residents, business owners, utilities, tree stewards) in the community. Longer-term strategies can be developed to give further direction as the plan evolves and goals are identified and achieved. The foundation of these recommended strategies ensures that Olympia's urban forestry program can become more sustainable over time.

## The Urban Forest as a Natural Resource

The City of Olympia understands that it needs to manage its trees and urban forest. There are numerous policy statements throughout the Comprehensive Plan to confirm this commitment. Both staff and community make the connection that it's prudent to manage trees as assets because they provide many tangible benefits to the community. Some of the benefits from Olympia's urban forest\* is that it:

- Reduces stormwater runoff and erosion
- Provides shade and cooling for fish-bearing streams
- Improves air quality and mitigates wind effects
- Provides wildlife habitat
- Increases property values

\* For more information, see [Appendix A](#).

Every tree also has a monetary value. For example, if one is damaged by a car crash, there is a landscape value that is considered in its replacement cost. Trees, like other assets, also have maintenance costs, such as pruning young trees for structural integrity or for clearance on roadways and trails. Trees also have public safety liabilities that must be accounted for, for instance, when they become structurally unsafe or die, fall into the road or onto a park trail or sports field, and impact sidewalks and other infrastructure. A proactive mitigation program with high risk trees, which includes removal, replacement, and where appropriate, leaving habitat snags, is responsible stewardship of the urban forest.

## History of Urban Forestry in Olympia

As early as 1897 the City of Olympia had ordinances on the books related to the management of street trees. The first known formal program was a shade tree commission that was organized in the mid-1950's by Margaret McKinney in response to the removal of the street trees on Capitol Way. This shade tree commission included a well-known forest scientist by the name of Jack W. Duffield. The group was commissioned by then Mayor Amanda Smith.

Around 1988 the City working with Thurston Regional Planning Commission (TRPC) applied for an Urban Forestry Grant from the Washington State DNR. This grant was used to perform a volunteer based "significant" tree inventory. This inventory included trees on both public and private property. The intent of the inventory was to document trees over a specific size. The work was performed by volunteers and coordinated by a TRPC intern with professional planning support.

In addition to the inventory, the City established a Tree Advisory Board (later to become the Urban Forestry Advisory Board). This board was tasked with developing the foundation for an urban forestry program. This included the development of an Urban Forestry Chapter in the City's Comprehensive Plan, the crafting/adoption of the Landmark Tree Ordinance (OMC 16.56) and the crafting/adoption of the Tree Protection and Replacement Ordinance (OMC 16.60). The Tree protection and replacement ordinance, which regulated the removal of trees on private property

included an exhaustive and at times contentious public engagement process, but ultimately resulted in the adoption of the ordinance in early 1992.

The legitimacy and significance of Olympia's Urban Forestry Program greatly expanded in October 1992, when the City's first Urban Forester was hired. This person was tasked with administration and enforcement of the Tree Protection and Replacement ordinance (OMC 16.60), the Landmark Tree Protection ordinance (OMC 16.56) as well as further development of the Urban Forestry Program. The basic elements of the program as envisioned at that time were described within the Urban Forestry Chapter of the Comprehensive Plan, and all were developed to some level during this time until 2008, namely, ordinance administration, code development, a Master Street Tree Plan, and interdepartmental collaboration on several major street tree installations.

Regarding volunteer-based activities, the NeighborWoods volunteer program was funded 1997-2008 and successfully engaged residents in planting and establishing over 5,000 street trees throughout the community. The training and coordination of the program was done with contract staff. The program is currently considered *on hold*.

For the next three years, the Urban Forester's work was focused on the administration of Tree Protection and Replacement ordinance, hazard tree assessments, implementing the Legion Way long-term tree management project, and assistance to other departments. As a result of severe budget cuts to the program, temporary and contract staff was then used to fulfill minimal urban forestry duties, primarily development review and hazard tree abatement, until a part-time employee was hired in 2012. Contract work continues to be utilized to perform some of the tasks, and the staff position has just recently regained full-time status (1.0 FTE).

## **Existing Conditions**

There are several components of a city urban forestry program that have been identified and developed through the many years and have distinguished Olympia as one of the more progressive communities in the region for its commitment to the valuable resource.

### Policies, Code, and Plans

The chief guiding document for the major development of Olympia's urban forestry program was the Chapter Ten: Urban Forestry (Appendix B) of the Comprehensive Plan (1991). This chapter outlined the major elements for a new program, and it was effectively used to develop several of the components we see today:

- Tree Protection and Replacement Ordinance (last updated 1994)
- Landmark Tree Protection Ordinance (1991)
- Development of street tree standards in Engineering Design & Development Standards (1995); Green Cove Basin Residential Low Impact tree standards
- Public Tree Ordinance (1998)
- Tree-related code in Landscaping Ordinance (1995) and Critical Areas Ordinance (2005)

- Master Street Tree Plan for the Master Street Plan (2002-2011)
- Urban Forestry Manual to accompany the Tree Protection and Replacement code (1994)

To date, much needed review and revisions have not been done to any of these materials.

### ***Current Comprehensive Plan***

In the current version of the City’s Comprehensive Plan (2014), policy statements relating to the value and importance of trees and canopy are readily found throughout the document. Reference to the urban forest riddles most all of the elements, particularly the Natural Environment, Land Use and Urban Design, and Transportation with some presence in Economy and Public Health, Parks, Arts & Recreation (**Appendix C**). Several policy statements directly support the objectives and strategies presented in this Plan and are shown in the “Program Challenges” section.

Notable language in the Comprehensive Plan can be considered for program mission and vision statements.

“Vision” statements:

*A healthy and diverse urban forest is protected, expanded, and valued for its contribution to the environment and community.* [Natural Environment Goal 3]

*As a result of cooperative effort, Olympia will enjoy a dense tree canopy that will beautify our downtown and neighborhoods, and improve the health, environmental quality and economy of our city.* [Our Vision for the Future: Our Natural Environment]

“Mission” statements:

*Continuing the City’s role as caretaker of Olympia’s urban forest, a diverse mix of native and ornamental trees that line our streets, shade our homes, and beautify our natural areas.* [Community Values & Vision, Key Challenge and a way to minimize negative environmental impacts]

*Natural resources and processes are conserved and protected by Olympia’s planning, regulatory, and management activities.* [Natural Environment Goal 1]

### ***Parks, Art & Recreation Plan***

In 2010, the City produced *Olympia Parks, Arts & Recreation Plan*, a management plan for a sustainable park, arts and recreation system that “meets the needs of the community.” As the Director states in the Introduction, “*As needs change, so does the role of the Parks, Arts & Recreation Department. Most notable is our increasing commitment to the environment...it is our job to preserve the urban forests, wetlands, and shorelines that we manage.*” Along with landscape trees and vegetation in neighborhood and community parks, the primary contributor in the parks system to

the urban forest is the open space. To further illustrate the value of this urban forest component, under the Natural Resource Management (p. 28):

*The Parks, Arts & Recreation Department is responsible for managing 963 acres of park land, which includes 15 miles of trails, 736 acres of open space and 23,466 lineal feet of waterfront. These properties are rich in wildlife and thousands of trees that [at least] absorb carbon dioxide, enhancing Olympia's air quality. We are charged with the dual tasks of preserving the delicate balance between active and passive recreation uses while being sensitive to the needs of the living infrastructure that makes our parks valued. OPARD will need to dedicate funds towards natural resource management to ensure that these natural areas will remain healthy. The Volunteers in Parks (VIP) program provides volunteer opportunities for environmental restoration projects such as tree plantings and invasive plant removal.*

According to an Open Space Demand Analysis in the Plan, the number one response to “What parks, arts or recreation experience do you value most?” was “nature.”

In addition to the trees and associated vegetation in the park system, the Department is also committed to maintain street trees in the Downtown and along arterials. According to the 2010 *Olympia Parks, Arts, and Recreation Plan*, they maintain 1,758 trees, which according to 2008 annual labor costs, required 14% of the department's total maintenance labor.

### ***Habitat and Stewardship Strategy***

The Water Resources Environmental Services Habitat Program is beginning to implement a City of Olympia 2013 *Habitat and Stewardship Strategy* with strategies based on land use and size classes, as well as stewardship tools of protection, technical assistance, incentives, partnerships, and education. These strategies include a vegetation management component that can be adopted by other entities such as Parks, Arts & Recreation with their open space management and private homeowners associations with their own stormwater facilities and/or tree tracts.

### **Projects & Programs**

Along with the existing management responsibilities and operations, the following projects and programs are currently in place:

- Hazard tree program – assessment and abatement of hazardous street trees and park/trail trees.
- Legion Way Tree Management Program – annual work for removal and replanting efforts
- Street Tree Planting Projects – Downtown and arterial street trees with WA DNR Restoration Grant as awarded.
- Tree City USA Program and annual Arbor Day celebration
- Park Stewardship Program in Parks, Art & Recreation – Volunteer in Parks



## Resource Management

During this strategic planning process, the Staff Team helped identify all the tasks and participating parties for each program component. The outcome was a spider web of mixed services and duties (Appendix D). The main management categories are Street Trees, ROW Trees, Park Trees, Private Trees, and Program Management. In order to better illustrate the linkages, while realizing gaps in resource to provide needed services, Table 1 was produced. It is important to note that this table is the first attempt to portray the interdepartmental relationships in regard to the various urban forest related activities. It requires continued discussion amongst the parties to confirm and clarify understandings and agreements around these tasks and exploration of how to address gaps and opportunities for efficiency.

## Staffing Resources

The urban forestry program, if one considers all aspects of the city program, has evolved to become quite complex and rather inefficient in depending on basically 1.0 FTE. Without some collaborated long-range visioning and resource sharing, the program cannot be either sustainable or effective. Currently, the status of staff resources by department is as follows:

- CP&D - 1.0 FTE Associate Planner/Urban Forestry Program, soon to be Certified Arborist
- Parks – 0.25 FTE Field Crew Leader, who is a Certified Arborist and soon to be Qualified Tree Risk Assessor performs park/trail tree risk and maintenance assessment, as needed; No dedicated staff for street tree management.
- Public Works – No dedicated staff for Transportation (ROW trees); Water Resource Habitat Program sufficiently staffed to manage the urban forest in Stormwater/Aquatic

In addition, contracts for:

- Legion Way annual tree management program
- Restitution cases with Legal
- Street and ROW tree risk assessments

## Other Recent Program Analysis

In 2014, a planning intern assessed the City's regulations and urban forestry program administration regarding trees in the right-of-way to identify challenges and make recommendations for strategies to improve the city program (Appendix E). The assessment is quite useful and generally reflects the challenges and issues revealed in this strategic planning process.

Additionally, the Parks and Recreation Advisory Committee (PRAC) formed a sub-committee in 2014 to better understand the current conditions of the Urban Forestry Program and formulate recommendations for how best to move the program forward. After conducting their research and holding several meetings to discuss their findings with staff and among one another, the group



submitted a “Final Report” (Appendix F) in March of 2014 to the City Council. Included in the report were the following recommendations:

1. Strengthen and improve our long-term planning for the urban forest.
2. Re-establish our landmark tree program to protect and showcase historic and spectacular trees in the city.
3. Develop neighborhood teams of volunteers to support the City’s urban forestry goals in a variety of ways.
4. Support tree planting and care on private property that contributes to the City’s forestry goals.
5. Support acquisition of green space to help ensure that the City can maintain a healthy tree canopy cover as future development occurs.

Along with these recommendations, they offered some possible strategies to consider. They also emphasized the need to clarify the departmental roles for managing trees and urban forestry.

## Strategic Planning Process

In order to begin the conversation about a sustainable urban forestry program for the City of Olympia, an “urban forest sustainability” matrix was used. The three categories - vegetative resource, resource management, and community framework, along with a performance indicator spectra and key objectives- are based on a sustainability model developed by Clark, et al (1997). The criteria in each category are comprehensive, demonstrating all the aspects of an urban forestry program to consider when setting goals and priorities.

The matrix was distributed to City staff and members of the PRAC subcommittee on Urban Forestry in December 2014 to introduce these concepts. The designated Staff Team participants that met with the consultant throughout the process were:

- Leonard Bauer, Community Planning Deputy Director
- Steve Friddle, Principal Planner
- Joe Roush, Public Works, Habitat Program Planning Supervisor
- Stacey Ray, Senior Planner – Long Range Planning
- Dave Hanna, Parks and Recreation Associate Director
- Michelle Bentley, Associate Planner/Urban Forestry Program

Representatives for entire departments, such as for Public Works Transportation and Stormwater and for Parks, were requested to distribute the matrix to appropriate department staff members for their feedback. Each recipient was instructed to indicate on each criterion spectrum where they see the City is *currently*, and which level is the *desired* performance benchmark to achieve for Olympia. They were also asked to consider which of the 24 key objectives would be potential top priorities to focus on short-term.

**TABLE 1: City’s Current Tasks & Duties**

	<b>Task</b>	<b>CP&amp;D</b>	<b>Public Works</b>	<b>Parks, Art &amp; Rec</b>	<b>Public</b>
<b>Street Trees</b>	<b>Downtown /Arterials</b>		<b>Transportation</b>		
	Customer service calls – problems, new trees, possible hazard	UF initial	Follow up	Follow up	
	Hazard tree assessment and removal	UF contracts assessment	Contract work	Hazard removals, has equipment	
	Legion Way street tree management	UF contracts annual assess	Contract work	Annual maintenance	
	Tree removal and maintenance	UF initial	Some contracting	Some work	
	Infrastructure damage	UF initial	Repair	support	
	Plantings projects	UF w/grant		Supervises WCC Crew	
	Emergency Response (Storm)		Primary responder	Some	
	Inspection and restitution matters	Legal/UF + contractor	Initial and/or Follow up	Initial and/or follow up	
	Street Project review and street tree plans for private development (commercial, residential, etc.)	UF			
<b>ROW Trees</b>	<b>Non-arterials, unopened, unimproved</b>		<b>Transportation</b>		
	Maintenance of adjacent to property				Implied
	Customer service calls – problems, new trees, possible hazard	UF initial + contractor		Assist if in area	
	Maintenance of unopened ROW				
	Hazard tree assessment & removal	UF contracts assessment	Mainly debris removal	Hazard removals, has equipment	
	Emergency Response		First responder	Assist if in area	
<b>Park Trees</b>	<b>Parks, open space, trails</b>		<b>WR - Habitat</b>		
	Tree maintenance			Crew	
	Hazard tree removal			Crew	
	Volunteer stewardship program Open space stewardship		Assisting w/ strategies	Management/ Admin	
	Emergency Response			Crew	

<b>Storm/Aquatic</b>	<b>Stormwater facilities</b>		<b>WR - Habitat</b>		
	Manage facilities and open space		WR - Habitat		
	Habitat restoration		WR - Habitat		
	Stewardship strategy implementation		WR - Habitat		
<b>Private Trees</b>	<b>On private property (residential, commercial/ industrial), tree tracts</b>				
	Plan review – tree code administration	UF			
	Tree Tract – inspection, maintenance	UF consult and review HOAs			Developer design, HOA maintains priv.
	Critical Areas – forestry review	UF			
	Conversion Option Harvest permits	UF review			
	Tree removal permits incl. vacant lots	UF			
	Inspect, enforcement and restitution	UF + contract			
	Customer service calls – problems, new trees, possible hazard/nuisance	UF			
	Technical Assistance and Incentives		WR – Habitat for stormwater		
<b>Program Management</b>					
	City-wide Management Plan				
	Code/Plan adoption incl. updates	Assign to UF			
	Review EDDS - projects	UF			
	Education and outreach – website, brochures/manual, volunteer recruit	Assign to UF			
	Tree resource – inventory, canopy				
	Grants application & proj. management	UF			
	Tree City USA annual submittal	UF			
	Arbor Day – annual celebration	Coordinate	Coordinate	Coordinate	Participate
	Landmark Tree Protection program				

The responses were combined onto one matrix template that was presented back to the Team on January 27, 2015. Each criterion in the three categories was discussed as well as possible varying desired levels (goals) and top objectives (priorities) for a strategic plan to focus on for short-term strategies. During these discussions, there was no emphasis on budget implications, required resources, or timeline for any item, as the intent of the process was to identify direction and immediate need.

With this valuable feedback from the matrix exercise, along with review and inquiry of existing policies, programs, and resources, the consultant identified five major challenges that need to be addressed for the success of Olympia's urban forestry program. Key objectives from the matrix and current city policy statements are linked with these challenges to help identify critical strategies that could be implemented based on the various budget scenarios.

The first draft of this Strategic Proposal was submitted to the City February 20, 2015 for review following a work session with the consultant on March 9th. The Team discussed the findings and recommendations, and the Proposal was finalized March 20<sup>th</sup>. The final report was presented to City Council on April 21, 2015.

### Matrix Survey Results

With the review of the matrix survey results received from both the City staff and the Urban Forestry sub-committee ([Appendix G](#)), the following are the suggested priorities from the matrix for Olympia's urban forestry program:

1. Compile a comprehensive inventory of the tree resource to direct its management
  - 1.1 Detailed understanding of the condition and risk potential of all publicly-managed trees.
  - 1.2 All publicly-owned, highly-managed trees are maintained to maximize current and future benefits.
2. Develop and implement a comprehensive urban forest management plan
  - 2.1 All publicly-owned trees are managed with safety as a high priority
  - 2.2 Urban forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species distribution objectives.
3. Develop and maintain adequate funding to implement a city-wide urban forest management plan.
4. Employ and train adequate staff to implement the city-wide urban forest plan
  - 4.1 Ensure all city departments cooperate with common goals and objectives.
5. Protect the ecological structure and function of all publicly-owned natural areas and where appropriate, enhance.
  - 5.1 Preservation and enhancement of local natural biodiversity

6. Educate the general public to understand the role of the urban forest.
  - 6.1 At the neighborhood level, citizens understand and cooperate in urban forest management.

## Program Challenges

With the analysis of the identified priorities from the matrix and the current state of the city's program, there are four major challenges that must be addressed. Included in this section are the supporting key objectives from the matrix and city policies from the Comprehensive Plan.

### ***A. Increase the knowledge and understanding of Olympia's urban forest to direct its management.***

Currently the vegetative resource has not been captured or assessed comprehensively to know the existing condition or composition of the urban forest and what would be the suitable goals to be set for the community. Priorities of inventory and canopy cover assessment are first level strategies to meet this need.

#### Supporting Key Objectives (Matrix) and City Policies (Comp Plan)

- Achieve climate-appropriate degree of tree cover, community-wide [Policy PN3.2: *Measure the tree canopy and set a city-wide target for increasing it through tree preservation and planting.*]
  - High resolution assessments of the existing and potential canopy cover for the entire community. [Policy PL7.4: *Increase the area of urban green space and tree canopy with each neighborhood proportionate to increased population in that neighborhood.*]
- Establish a diverse public tree population suitable for the urban environment and adapted to the region.
  - Build a comprehensive inventory of the tree resource to direct its management [Policy PL22.2: *Identify, protect and maintain trees with historic significance or other value to the community or specific neighborhoods.*]
    - All publicly-owned, highly-managed trees are maintained to maximize current and future benefits. [Policy PT1.12: *Recognize the value of street trees for buffering pedestrians from motor vehicle traffic, to capture vehicle emissions, shade sidewalks, and protect asphalt from heat. Proper selection, care and placement are critical to long-term maintenance of trees along streets, street pavement and sidewalks.*]
    - Detailed understanding of the condition and risk potential of all publicly-managed trees. [Policy PN3.6: *Protect the natural structure and growing condition of trees to minimize necessary maintenance and preserve the long-term health and safety of the urban forest.*]
    - All publicly-owned trees are managed with safety as a high priority.

## **B. Develop and implement a comprehensive management plan**

A critical component that is lacking for Olympia's urban forestry program is a city-wide management plan. This guiding document would help formalize the coordination of policy, management, and outreach around the urban forest.

### Supporting Key Objectives (Matrix) and City Policies (Comp Plan)

- Develop and implement a comprehensive urban forest management plan [Policy PN3.1: *Manage the urban forest to professional standards, and establish program goals and practices based on the best scientific information available.*]
- Urban forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species distribution objectives.
- Protect the ecological structure and function of all publicly-owned natural areas are protected, and where appropriate, enhanced. [Policy PN3.4: *Evaluate the environmental, ecologic, health, social and economic benefits of the urban forest.*]
  - Preservation and enhancement of local natural biodiversity [Policy PN11.5: *Foster a sense of place and community pride by carefully stewarding the trees, plants, and wildlife unique to Puget Sound.*]

## **C. Clarify roles and responsibilities throughout the City and identify resource gaps and program needs.**

When performing a quick gap analysis utilizing Table 1, it is apparent that Olympia is not able to meet the current needs of an urban forestry program. It would be beneficial to gain clarity on program needs by understanding the roles and responsible parties while identifying the priority tasks and immediate ways to meet the program needs. If the City cannot increase capacity to adequately address the needs, at least there is acknowledgement of what can and cannot be done without additional resources.

### Supporting Key Objective (Matrix)

- Ensure all city departments cooperate with common urban forest goals and objectives.

From the consultant's perspective, the workload to manage Olympia's urban forest has increased without sufficient resources committed to ensure sustainable management. As illustrated in Table 1, the 1.0 FTE position is expected to perform both front line duties (code enforcement, inspections, hazard tree assessment, ROW tree maintenance coordination, etc.) along with code and program development, administration, education, contract management, and long-range program planning. This wide array of duties requires an experienced and knowledgeable individual in both arboriculture and urban forestry. More importantly, the needed skills are one of a program manager and include project management, long-range planning, code development and adoption, customer service, communications, and program development.

### Supporting Key Objective (Matrix)

- Employ and train adequate staff to implement the city-wide urban forest program.

The other major resource to contend with is the current limited funding for the urban forestry program. Table 1 assists in the conversation around priority tasks and possibly explore existing budget and resources to sustain these items for the short-term.

### Supporting Key Objectives (Matrix) and City Policies (Comp Plan)

- Develop and maintain adequate funding to implement a city-wide urban forest management plan. [Policy PR6.2: *Establish a dedicated and sustainable funding source for maintaining City parks, landscape medians, roundabouts, entry corridors, street trees, City buildings, and other landscaped areas in street rights-of-way.*]

### ***D. Involve the citizens in resource management where appropriate.***

The intersection of the public with urban forestry is throughout the whole community, both on public and private property. Education and outreach are critical pieces for a successful and sustainable program, and therefore, appropriate resources must be committed to meet this challenge.

### Supporting Key Objectives (Matrix) and City policies (Comp Plan)

- The general public understands the role of the urban forest. [Policy PN11.4: *Provide education and support to local community groups and neighborhoods who want to monitor and care for their local park or natural area.*]
  - At the neighborhood level, citizens understand and cooperate in urban forest management. [Policy PN11.2: *Give all members of the community opportunities to experience, appreciate, and participate in volunteer stewardship of the natural environment.*]

## Recommended Strategies

Below are recommended strategies to address the challenges and needs identified in the previous section. These strategies are also captured in the Budget and Timeline Table ([Table 2](#)).

### ***A. Increase the knowledge and understanding of Olympia's urban forest to direct its management.***

As mentioned before, no measurable targets about canopy cover, composition or condition have been set for Olympia. Part of the reason is that the make-up of the urban forest is unknown without comprehensive inventory or mapping data.

Strategies:

- Map urban tree cover using aerial or satellite imagery (or LIDAR) and include in city-wide GIS. There may be existing mapping tools and resources available in-house to begin assessment and analysis of the tree canopy.
- Consider setting a relative canopy cover target, both city-wide and at neighborhood level to determine if appropriately meeting Land Use Policy 7.4.
- Develop a city tree inventory system:
  - Compile existing inventory data to identify gaps and needs.
  - Utilize existing Asset Management System to capture street tree data as maintenance (including removal and planting) is done; incorporate a risk rating attribute in the inventory system.
  - Consider purchasing tree inventory software that integrates with GIS. Data can be migrated into the city's Asset Management System or managed separately.
  - Apply for WADNR tree inventory grant (limited data collection to ~ 2,000 trees)
  - Consider a NeighborWoods program to have volunteer groups collect tree data.
  - Consider a student internship to perform the data collection
- Compare species and age distribution and suitability from inventory data to performance indicators and set goals.

### ***B. Develop and implement a comprehensive management plan.***

A city-wide urban forest management plan is the key document to connect city policies to program goals, priority actions, annual work plans with budget, responsible parties, and sufficient committed resources (funding and staffing) for implementation. The development of such a plan must be coordinated with the responsible City departments.

The task of developing such a plan is a major undertaking however there are several pieces in place that can be assembled to identify priority work to tackle with sufficient funding and support.



Strategies:

- Evaluate and prioritize existing plans and standards; consider minor updates as short-term tasks; refer to planning intern recommendations (Appendix E).
- Utilize this suggested working framework for a city-wide plan:
  1. Public Tree and Urban Forest Resource
    - a. Urban Tree Canopy Assessment (LIDAR)
    - b. Street tree inventory
    - c. Park tree resource analysis
  2. Street Tree Management Plan
    - a. Street Tree Ordinance (Code) and policy
    - b. Legion Way Tree Management Program
    - c. Hazard Tree Assessment and Removal Program
    - d. Street Tree Master Plan -
      - i. City Tree list and EDD Standards
    - e. Street tree planting projects
  3. Park Tree Management
    - a. Hazard tree assessment and removal
    - b. Stewardship Plan – planting, invasive removal
    - c. Park/Tree Stewardship volunteer program
    - d. Habitat Strategy
  4. Public Tree Management (ROW, Stormwater, public facilities)
    - a. Public Tree Ordinance
    - b. Habitat Stewardship Strategy
    - c. City Tree Nursery?
  5. Private Tree Management
    - a. Tree Protection and Replacement Ordinance
    - b. Landscaping Ordinance
    - c. Critical Areas Ordinance
    - d. Green Cove Basin Residential Low Impact Tree Standards?
    - e. Urban Forestry Manual
    - f. Tree Planting
  6. Urban Forestry Program
    - a. Strategic program planning and visioning (veg. resource goals)
    - b. Olympia Urban Forest Team (**OUFT!**)
    - c. Education/Outreach (internal/public)
    - d. Grant application and management
    - e. Landmark Tree Protection ordinance
    - f. NeighborWoods volunteer program
    - g. Emergency Response Plan (city-wide)

***C. Clarify roles and responsibilities throughout the City and identify resource gaps and program needs.***

A key to improve program implementation is coordination among the City departments. Furthermore, upon review of the existing staff resources and division of duties, a re-assessment of the division of labor across the board is advisable in order to effectively accomplish priority tasks.

Strategies:

- Refine the city-wide task and roles table (Table 1) to accurately reflect reality and identify resource and service gaps.
- Establish urban forestry priorities to meet program needs.
- Establish an interdepartmental Urban Forest Team to ensure all city departments cooperate with common urban forest goals and objectives.
  - Members are from CP&D, Parks, Arts & Recreation, Public Works – Transportation, and Public Works – Stormwater and Facilities.
  - The Team meets regularly for project coordination, information and resource-sharing, and ideally, to collectively develop the city-wide program goals, needed public tree code and policy, and work plans.
  - Suggested Team projects:
    - Assemble and review existing documents for a city-wide management plan; needs analysis and prioritize.
    - Inventory and canopy cover data and mapping projects
    - Craft Street Tree Ordinance (review 1999 version)
    - Update Street Tree Master Plan
    - Coordinate stewardship plans and programs
    - Update public tree code and standards – Public Tree Ordinance, EDDS, City Tree List, etc.
    - Emergency Response Plan
- Clarify role of the City’s urban forester position as a program manager. Primary duties would be:
  - UF Team Administrator – schedule, facilitate meetings, agenda, follow-up
  - Program development, administration and management
    - City-wide program visioning, planning, communication
    - Public education and outreach (Arbor Day, Tree City USA, educational materials, volunteer training, Landmark Tree Protection program)
    - Internal education/training
    - Urban forest code and plan review (including amendments)
    - Grant application and management
    - Program webpage management
    - Professional training & development (CTMI, Municipal specialist)

- If the position remains in CP&D, include Planning Arborist duties (with departmental assistance i.e., building, zoning inspectors)
  - Project permit forestry review (including PW plan review)
  - Tree removal permit inspections (on private property)
  - Code enforcement and development-related inspections
- Evaluate staff resources in other departments and coordinate priority workload through the UF Team.
  - Other departments should consider assuming the front line duties in maintaining the public trees (pruning, removal, replacement, watering, etc.), particularly the street trees.
  - Project/contract management – Legion Way tree management plan, hazard tree assessment and removal program (contract management and initial response), street tree planting projects, street tree inventory project, Street Tree Master Plan update, etc.
  - Volunteer program coordination (For example, Parks could recruit and coordinate volunteers under their Forest Stewards program while the Urban Forester provides training, and PW and Parks provide support, equipment, supplies.)
  - Revisit the City Tree Nursery program.

***D. Involve the citizens in resource management where appropriate.***

According to the Urban Forest sub-committee, it appears that a part of the community wants to participate in the management of the urban forest.

Strategies:

- Stewardship opportunities in the Parks, Arts & Recreation Department.
- Adoption of a Street Tree Ordinance that will clarify roles, including property owners' responsibilities, and develop public education materials to enable them to be good tree stewards (watering, selection, planting, hazard tree determination, pruning, etc.)
- Renew a NeighborWoods-type program as a volunteer training opportunity to help citizens become involved in managing the urban forest (parks, street trees). With the extensive planting efforts in the past, the focus of the program could be more on proper maintenance, mature tree care, basic hazard tree assessment, etc. This may include assistance in the City Tree Nursery program.
- Consider Coalition of Neighborhood Associations as partner (*Mission: to promote and enhance the quality of life in our neighborhoods by providing a forum to collaborate to achieve common goals.*)

**Table 2: Olympia Strategies with Budget Indicators & Timeline**

	<b>STRATEGY</b>	<b>First Action No New \$</b>	<b>Short Term (1-5 years)</b>	<b>Long Term (6-10 yrs)</b>	<b>Ongoing cost</b>
	<b><i>Challenge A: Increase knowledge and understanding of urban forest to direct its management.</i></b>				
1	Map Urban Tree Cover		\$		
2	Set Relative Canopy Cover Targets		\$		
3	Develop City Tree Inventory		\$\$		Ongoing
4	Set Performance Indicators and Goals		\$		
	<b><i>Challenge B: Develop &amp; implement a comprehensive management plan</i></b>				
5	Evaluate and Prioritize Existing Plans and Standards	√			
6	Develop Management Plan		\$\$		
	<b><i>Challenge C: Clarify roles &amp; responsibilities; identify gaps and needs</i></b>				
7	Define Tasks and Roles – Resource Gaps	√			
8	Establish Priorities	√			
9	Establish Urban Forestry Team	√			
10	Clarify Urban Forestry Manager Roles and Responsibilities	√			
11	Coordinate Workload Through Urban Forestry Team		\$\$		Ongoing
	<b><i>Challenge D: Involve the community in resource management where appropriate</i></b>				
12	Coordinate Volunteer Stewardship Through Parks Program		\$		Ongoing
13	Clarify Property Owners Role in Maintaining Street Trees		\$		
14	Renew NeighborWoods Program			\$\$	Ongoing
15	Partner with CNA	√			

**\$ = low cost or additional resource      \$\$ = higher cost; budget implication**

## Conclusion

The City of Olympia has a long and successful history in committing to take care of its urban forest. Several projects and programs were developed through the years and efforts to plan for and manage the valued resource are evident in policy and action. However, as a result of significant annual budget cuts, some critical elements are now missing and necessary tasks left undone due to limited resources disproportionate to program needs. Upon review of the situation in relation to city policies and components needed for a sustainable urban forestry program, four major challenges were identified:

- A. Increase the knowledge and understanding of Olympia's urban forest to direct its management.*
- B. Develop and implement a comprehensive management plan.*
- C. Clarify roles and responsibilities throughout the City and identify resource gaps and program needs.*
- D. Involve the citizens in resource management where appropriate.*

To address these challenges, a few initial strategies are identified that can be employed with little or no additional funding (outside of grants), but would require more effort and coordination amongst the city stewards of the urban forest in the Planning, Parks, and Public Works Departments. The most critical actions involve re-evaluating the duties of the City's Urban Forester and establishing an interdepartmental Urban Forest Team. This Team would be directed to creatively collaborate on developing the systems and tools, such as the initial stages of a comprehensive management plan, to better manage the urban forest community-wide. The process would be guided by the objectives identified by the Team from a sustainable urban forestry model utilized during the strategic planning process, along with current city plans and policies in place.

# APPENDIX A

## ***Urban Tree Benefits***

The benefits of urban trees, sometimes called “ecosystem services”, include environmental, economic, and social values. These are direct or indirect benefits provided by urban forests and individual trees that are often dismissed or underrepresented when valuing infrastructure because they don’t readily have an associated dollar value. Types of tree benefits are listed and briefly described below. While none alone are a “silver bullet”, when combined, trees and the collective urban forest are an impressive part of the solution for sustainability during urban planning and community development.

### **Environmental “Services” of Urban Trees:**

- 🌳 Air Quality – trees absorb, trap, offset and hold air pollutants such as particulate matter, ozone, sulfur dioxide, carbon monoxide, and CO<sub>2</sub>.
- 🌳 Greenhouse Gases (GHGs) and Carbon – trees store and sequester carbon through photosynthesis as well as offset carbon emissions at the plant due to energy conservation.
- 🌳 Water Quality and Stormwater Runoff Mitigation – trees infiltrate, evapo-transpire, and intercept stormwater while also increasing soil permeability and ground water recharge.
- 🌳 Erosion control – tree roots hold soil together along stream banks and steep slopes, stabilizing soils and reducing sedimentation issues in water bodies.
- 🌳 Urban heat island effect – trees cool the air directly through shade and indirectly through transpiration, reducing day and nighttime temperatures in cities.
- 🌳 Increased wildlife habitat – Trees create local ecosystems that provide habitat and food for birds and animals, increasing biodiversity in urban areas.

### **Economic “Services” of Urban Trees:**

- 🌳 Property value – numerous studies across the country show that residential homes with healthy trees add property value (up to 15%).
- 🌳 Energy conservation – trees lower energy demand through summer shade and winter wind block, additionally offsetting carbon emissions at the power plant.
- 🌳 Retail and Economic Development – trees attract businesses, tourists, and increase shopping.
- 🌳 Stormwater facilities – trees and forests reduce the need for or size of costly gray infrastructure.
- 🌳 Pavement – tree shade increases pavement life through temperature regulation (40-60% in some studies).

### **Social “Services” of Urban Trees:**

- 🌳 Public health – trees help reduce asthma rates and other respiratory illnesses.
- 🌳 Safe walking environments – trees reduce traffic speeds and soften harsh urban landscapes.
- 🌳 Crime and domestic violence – urban forests help build stronger communities. Places with nature and trees provide settings in which relationships grow stronger and violence is reduced.
- 🌳 Connection to nature – trees increase our connection to nature.
- 🌳 Noise pollution – Trees reduce noise pollution by acting as a buffer and absorbing up to 50% of urban noise (U.S. Department of Energy study).

From: Benefits of Trees and Urban Forests: A Research List

[http://www.actrees.org/files/Research/benefits\\_of\\_trees.pdf](http://www.actrees.org/files/Research/benefits_of_trees.pdf), Published August 2011

# CHAPTER TEN: URBAN FORESTRY

*NOTE: An asterisk (\*) denotes text material adopted by Thurston County as the joint plan with Olympia for the unincorporated part of the Olympia Growth Area.*

## BACKGROUND

There are cities whose reputation for attractiveness and livability rests heavily on the abundance of "stately trees" and "tree-lined streets." Such reputations do not come easily. They are born of appreciation, care, and effort over many years. Olympia can and should be such a community: a "City of Trees" with many large old trees bearing witness of the heritage we leave for our children.

Olympia is still a city of many grand trees, though their numbers are declining. The City lost approximately 430 acres of wooded areas between 1980 and 1990. To stem the loss of trees and to encourage replanting, this chapter of the Comprehensive Plan sets policies for the protection and replacement of our urban trees. One of the most urgent concerns is to encourage preservation and appreciation of the magnificent trees that still remain. In so doing, we hope to awaken our citizens to the many important contributions trees make to the city's quality of living. Trees contribute to cleaner air and water, flood and erosion control, summer shade, beauty in bud, bloom, leaf, and structure. Often overlooked or ignored is the contribution of trees to the serenity of natural silence because they absorb or mask noise from surrounding sources. And, somewhat less tangible, they give a sense of continuity with forms of life which began long before our own, and which will carry on long after our passing.

Urban areas--especially older, established ones--offer a rich assortment of trees not only in terms of size and maturity but also in terms of species. Along with trees native to the region, such areas abound in a wide variety of non-native trees, planted by immigrants bringing seeds and seedlings as living reminders of flora they had left-behind. Such trees, tenderly cared for, are now ours to enjoy in the magnificence of their maturity. As we enjoy them it is well to consider that they represent in part our forebears' tenuous hold on immortality. As we care for them and add to them, we shape an important part of our lives, and leave a legacy for our descendants.

## VISION

This is the vision of Olympia in our future:

*Trees of various species, ages, and sizes are growing in all parts of the city, contributing to a green and healthy community. Tall slender conifers accentuate and add beauty to the skyline. Graceful tree branches arch over busy thoroughfares and quiet residential streets. Wooded corridors weave through the city, providing for coexistence of wildlife habitat, play areas for children and recreational space for all citizens. These trees give character to the City's neighborhoods and shopping areas. Trees create streets friendly to walkers and a buffer between people and the hard edges of buildings and roads. People of all ages and walks of life are active in planting and caring for trees, demonstrating their faith in, and commitment to, posterity. Evergreen trees grow throughout the city, a visual reminder of the special character of the Pacific Northwest. Deciduous trees mark the seasons, connecting us visually with the passage of time. Shady areas in public places welcome citizens on a summer's day and provide shelter from the rain. These trees help ensure that this Olympia of the future will remain a most livable community.*

## THE VALUE OF AN URBAN FORESTRY PROGRAM

Trees are a valuable public resource, an important element of our daily lives. They enhance the quality of our working environment, and are an important backdrop to our activities with family and friends. They help to provide visual buffers and natural beauty, preserve the natural character of an area, and soften the impact of buildings and streets. They help reduce air pollution, noise and glare. They cool us in summer and insulate us in winter. They prevent soil erosion, and reduce siltation and flooding. They provide habitat for wildlife, and are a source of food and materials for human habitation as well.



The City of Olympia should preserve and enhance this natural resource, by encouraging the preservation and maintenance of trees on public and private lands, protecting trees from unnecessary removal or damage during development, and promoting the planting of new trees. The City should be a leader in urban forestry practices, including the development of state-of-the-art standards and criteria for design, planting and maintenance, for both public and private development projects.

It is also important to plant or preserve "the right tree in the right place." With respect to overhead utilities, for example, an appropriate tree for retention would be one which either has a very low potential for failure; or one which, if it were to fall or blow over, would not land on overhead utilities. An appropriate tree for planting near overhead utilities would be one which would not need excessive pruning to allow for the proper clearance of power and other utility lines. This can include short-growing trees that are not expected to grow tall enough to need clearance pruning. It can also include narrow columnar trees which, when planted to one side of the utility lines, will not need excessive clearance pruning.

When people appreciate the value and contribution of trees, they are more likely to protect them. The City should therefore emphasize public education regarding the benefits derived from trees, bringing the issues relating to trees to public attention, and reinforcing the value of trees to the public and to property owners. Ordinances will be needed to ensure appropriate and equitable management of the urban forest. Good planning and design, and the efforts of many people, will be needed to make the vision a reality. Recognition and encouragement should be given to residents, developers, and other citizens who enhance the urban forest. All these will be important in making Olympia truly a "City of Trees."

## GOALS AND POLICIES

**GOAL TREE1. To recognize and use trees in the city to help achieve our other land use goals.**

### POLICIES:

- TREE 1.1 Existing trees and new tree plantings should be a significant part of Olympia's visual identity, contributing to a special "sense of place" within the Pacific Northwest.
- TREE 1.2 Incompatible land uses and activities should be separated by preserving wooded areas or by planting

appropriate new trees to create a wooded buffer area.

- TREE 1.3 Residential neighborhoods should be buffered from the adverse effects of adjoining roadways and development by using stands of existing or planted trees.

**GOAL TREE2. To make Olympia a beautiful place to live in or visit by lining our High Density Corridors and our entry and exit corridors with trees.**

### POLICIES:

- TREE 2.1 Street trees should be a high priority for any public improvements within Olympia's High Density and Entry/Exit Corridors. Tree plantings in both public and private development should adhere to the design guidelines for those corridors.
- TREE 2.2 New tree plantings within the Corridors, including both street trees and trees on private development, should create a pattern of visual continuity and a sense of visual order, define a strong edge to the street corridor, and reinforce the sense of gateway or entrance to the City.

**GOAL TREE3. To bring a sense of natural beauty into the Downtown, our most urban area, by planting trees.**

### POLICIES:

- TREE 3.1 A coordinated pattern of street trees should be planted and maintained within the Downtown, with consideration given to impacts on views, utilities, and pedestrian/vehicular traffic.
- TREE 3.2 Tree plantings should be designed to lend variety and provide a sense of human scale to the street, enhancing the pedestrian environment.
- TREE 3.3 The few remaining large trees in downtown, such as those in Sylvester Park and along Legion Way, should be given special care and protection.
- TREE 3.4 Other tree plantings should adhere to the Downtown Area Design Guidelines.



TREE 3.5 The City should work with downtown groups on public/private cooperative efforts in tree planting and preservation.

TREE 3.6 In the vicinities of the Port and West Bay Drive, trees should be used to create a buffer between terminal or industrial operations and adjacent land uses (without blocking views).

**GOAL TREE4. To recognize the special requirements for preserving and enhancing the urban forest so that the human environment can exist in harmony with nature.**

**POLICIES:**

TREE 4.1 An urban forestry program should be established to provide education, encouragement and assistance for planting and preserving trees on private property and street frontages.

TREE 4.2 Public entities and private interests should work together on a city-wide beautification program.

TREE 4.3 The City should encourage design and installation using tree species appropriate to an urban setting. Tree placement, size and species selection should consider hardiness, traffic safety and sightline restrictions, pedestrian safety, potential for damage to property, impacts on existing and proposed utilities, and contributions to habitat. *[See also utility policies U 9.1 and U 9.2 in Chapter Five, Utilities and Public Services.]*

TREE 4.4 Placement of new overhead wires, sidewalks and underground utilities should be designed to minimize impact on existing or proposed trees, within public rights-of-way and on private development. *[See also utility policies U 9.1 and U 9.2 in Chapter Five, Utilities and Public Services.]*

TREE 4.5 All land development and site work should be conducted in a manner which preserves appropriate existing vegetation and trees.

TREE 4.6 Existing trees within a development project should be an important factor in its site planning, including determination of building and parking

locations and their specific configuration.

TREE 4.7 In order to preserve existing trees, buildings, parking and other development should minimize grading or terrain alteration around or within the dripline of such trees, using structural alternatives to minimize disturbance where needed.

TREE 4.8 Native tree species should be used to enhance the habitat as appropriate in new project landscaping.

TREE 4.9 Opening up views, or protecting views, should be one consideration in deciding whether to preserve or plant trees.

TREE 4.10 Sizes, densities and placement of trees should be commensurate with the scale of parking areas and should help reduce their visual impact.

TREE 4.11 Sizes, species and locations of trees should foster a sense of human scale and enhance the urban street environment.

TREE 4.12 Design of tree planting and preservation plans should reflect current professional standards.

TREE 4.13 On lands being converted from timber production, a variety of appropriate tree species in naturalistic settings should be preserved for use in future development of the property.

TREE 4.14 Planting and preservation designs for public and private development should consider the environmental benefits of trees, such as reduction of soil erosion and flooding, aquatic habitat protection, replenishment of oxygen, filtration of dust and air pollutants, and reduction in the rate of global warming. (Ord. #6140, 08/28/01)

**GOAL TREE5. To take advantage of the economic value contributed to the City by its trees.**

**POLICIES:**

TREE 5.1 Requirements for protecting existing trees and planting new ones should recognize the role trees play in enhancing the value of private property.

TREE 5.2 Trees should be an important part of public investments being made for

economic development and redevelopment activities.

TREE 5.3 Substantial tree plantings will contribute to Olympia's natural beauty and potential for tourism, and should form an important part of a network of scenic roadways and streets.

**GOAL TREE6\*. To manage the urban forest to maximize its contribution to wildlife habitat and recreational opportunities.**

**POLICIES:**

TREE 6.1 Projects should be designed so that stands of existing and planted trees on contiguous property are linked, wherever possible, to provide a continuity of habitat for the movement of wildlife throughout the city.

TREE 6.2\* Existing and planted trees should be a significant part of a system of pedestrian walkways, bike paths, urban trails and other open space corridors linking neighborhoods in Olympia and its Growth Area with each other and with nearby communities.

**GOAL TREE7. To manage the urban forest in a way that recognizes its effect on wise energy use.**

**POLICIES:**

TREE 7.1 Allowing for appropriate levels of solar access, wind protection, or shade to living spaces within a development and/or on adjacent property should be considered in decisions to preserve existing trees or plant new trees.

**GOAL TREE8. To maintain strong and healthy neighborhoods by planting and protecting trees.**

**POLICIES:**

TREE 8.1 Tree plantings within neighborhoods should be used to help foster a sense of neighborhood identity.

TREE 8.2 Existing trees with historic significance or other value to the whole community, as well as to specific neighborhoods, should be identified, protected and maintained.

**ELEMENTS OF AN URBAN**

**FORESTRY PROGRAM**

To implement Olympia's Urban Forestry Policies, an Urban Forestry Resource Management Program, incorporating elements such as the following<sup>1</sup>, may be developed and implemented by the City:

- An Urban Forestry Management Plan for Olympia, to include capital improvements, on-going maintenance, programs, and public events coordination, design review, development of design manuals and educational materials, and enforcement. Public and private utilities should be invited to participate in the development of the Urban Forestry Management Plan.
- A Landmark Tree Protection Ordinance to apply to trees which have been identified by the community as needing protection due to their special value in that they are irreplaceable by any means.
- A Tree Protection and Replacement Ordinance to apply to private and public development, restricting land clearing and requiring use of state of the art techniques in site design, grading design, tree protection, and mitigation of construction impacts.
- Modifications to the existing Landscape Ordinance to encompass new tree planting and tree replacement requirements which enhance habitat.
- A new Street Tree Master Plan for Olympia, to include major arterials, the downtown area and neighborhoods.
- Funding mechanisms to ensure full implementation of the Urban Forestry Management Plan.
- Professional staffing needed to implement the Management Plan, providing appropriate expertise in the fields of urban forestry, landscape architecture and arboriculture.

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<sup>1</sup>Although the ultimate names or organizational format may change, each of these elements may be included in the Urban Forestry Resource Management Program.

- Training programs for City staff and the development community to increase their effectiveness in planting and preserving trees in an urban setting.
- A public involvement program to encourage volunteer participation in planting and caring for trees.
- An Interdepartmental Coordination System, to include Parks, Public Works, Community Development and Planning, as well as all appropriate public and private utilities.
- Standards and Criteria Manuals for design, implementation and maintenance, incorporating best management practices (BMP's) from the fields of urban forestry, landscape architecture and arboriculture.
- Educational material for the public and for design professionals, such as a Citizens Street Tree Guide, a List of Recommended Species, Techniques for Tree Planting and Maintenance, and Plantings which Enhance Wildlife Habitat.

wp60.urban-fo.cle

# APPENDIX C

## Community Values & Vision

The Natural Environment element description “Focused on elements of the community's environment that were not built by people; it includes the City's shoreline goals and policies, and addresses means of reducing land use impacts on the natural environment - **such as urban forestry.**”

### What Olympia Values: Our Natural Environment

*Olympians value our role as stewards of the water, air, land, vegetation, and animals around us, and believe it is our responsibility to our children and grandchildren to restore, protect, and enhance the exceptional natural environment that surrounds us.*

### Our Vision for the Future:

*A beautiful, natural setting that is preserved and enhanced.*

Olympia's unique natural setting will continue to make Washington State's capital city great. By working closely with surrounding governments we can successfully preserve, protect and restore the natural heritage we share.

As a result of this cooperative effort, Olympia will enjoy a dense tree **canopy** that will beautify our downtown and neighborhoods, and improve the health, environmental quality and economy of our city.

### Key Challenge:

**A growing population** will put more pressure on these resources; **to remove trees**, to replace natural land surfaces with roads, buildings, and parking lots, and to encroach on environmentally sensitive areas

As Olympia continues to grow, it will be essential to reach a careful balance between planning for growth and maintaining our natural environment.

As a key land steward, the City's role is to encourage and regulate new development and land management practices in a way that minimizes negative environmental impacts by:

- Continuing the City's role as caretaker of Olympia's **urban forest**, a diverse mix of native and ornamental trees that line our streets, shade our homes, and beautify our natural areas.

**GN1: Natural resources and processes are conserved and protected by Olympia's planning, regulatory, and management activities.**

**GN3: A healthy and diverse urban forest is protected, expanded, and valued for its contribution to the environment and community.** 

**PN3.1** Manage the urban forest to professional standards, and establish program goals and practices based on the best scientific information available.


**PN3.2** Measure the **tree canopy** and set a city-wide target for increasing it through tree preservation and planting.

**PN3.3** Preserve existing mature, healthy, and safe trees first to meet site design requirements on new development, redevelopment and city improvement projects.

**PN3.4** Evaluate the environmental, ecologic, health, social and economic benefits of the urban forest.

**PN3.5** Provide new trees with the necessary soil, water, space, and nutrients to grow to maturity, and plant the right size tree where there are conflicts, such as overhead utility wires or sidewalks.

**PN3.6** Protect the natural structure and growing condition of trees to minimize necessary maintenance and preserve the long-term health and safety of the urban forest.

**GN11: All members of the community can experience the natural environment through meaningful volunteer experiences, active recreation, and interactive learning opportunities.** 

**PN11.1** Ensure that all members of the community have access to a nearby natural space that gives them opportunities to see, touch, and connect with the natural environment.

**PN11.2** Give all members of our community opportunities to experience, appreciate, and participate in volunteer stewardship of the natural environment.

**PN11.3** Provide environmental education programs, classes, and tours that teach outdoor recreation skills and foster an understanding and appreciation for the natural environment.

**PN11.4** Provide education and support to local community groups and neighborhoods who want to monitor and care for their local park or natural area.

**PN11.5** Foster a sense of place and community pride by carefully stewarding the trees, plants, and wildlife unique to Puget Sound.

## Land Use and Urban Design

### Urban Design

In particular, **trees** provide a valuable public resource, enhance the quality of the environment, provide visual buffers and natural beauty, preserve the natural character of an area, and soften the impact of buildings and streets. **Trees** and other landscaping help reduce air pollution, noise and glare, provide cooling in summer and wind protection in winter, and in some cases provide materials and food for wildlife and humans.

**GL3: Historic resources are a key element in the overall design and establishment of a sense of place in Olympia.** 


**PL3.2** Preserve those elements of the community which are unique to Olympia or which exemplify its heritage.

**PL3.7** Identify, protect and maintain historic **trees** and landscapes that have significance to the community or a neighborhood, including species or placement of **trees** and other plants.

**GL6: Community beauty is combined with unique neighborhood identities.**

**PL6.11** Plant and protect trees that contribute to Olympia's visual identity and sense of place.

**PL6.12** Separate incompatible land uses and activities with treed areas, including buffering residential areas from major streets and freeways.


**GL7: Urban green space is available to the public and located throughout the community and incorporates natural environments into the urban setting, which are easily accessible and viewable so that people can experience nature daily and nearby.** 

PL7.1 Provide urban green spaces in which to spend time. Include such elements as **trees**, garden spaces, variety of vegetation, water features, “green” walls and roofs, and seating.

PL7.4 Increase the area of urban green space and tree **canopy** within each neighborhood proportionate to increased population in that neighborhood.

## Urban Corridors

Portions of our major arterial streets are lined with low-density residential and office uses and typical strip-commercial development. Driveways to each business interrupt and slow the flow of vehicular and pedestrian traffic; the pattern of buildings behind parking lots makes pedestrian access difficult and uninviting; and the disjointed signage, landscaping, and building designs are often unattractive. As a result, these areas have limited appeal as places to live, work, and shop.

Over time, thoughtful planning will change some of these sections of major streets into 'urban corridors' that will have a mix of high-density uses, and where people will enjoy walking, shopping, working, and living. See [Transportation Corridors Map](#). Urban corridors like this are key to avoiding sprawl by providing an appealing housing alternative for people who want to live in an attractive, bustling urban environment close to transit, work and shopping. Redevelopment along these corridors will be focused in areas with the greatest potential for intensive, mixed-use development so that public and private investment will have maximum benefit. These corridors, first described in the [1993 Thurston Regional Transportation Plan](#) , also should include land uses that support the community, such as community centers, day care centers, social service offices, educational functions, parks, and other public open space.

In cooperation with Lacey, Tumwater and Thurston County, this Plan calls for gradually redeveloping these urban corridors (listed below) with:

- Compatible housing, such as apartments and townhouses, within or near commercial uses
- Excellent, frequent transit service
- Housing and employment densities sufficient to support frequent transit service
- Wide sidewalks with **trees**, attractive landscaping, and benches
- Multi-story buildings oriented toward the street rather than parking lots
- Parking spaces located behind the buildings or in structures

The land use designations along these streets vary (see [Future Land Use Map](#) at the end of this chapter), to promote a gradual increase in density and scale of uses that supports and remains in context with the adjacent neighborhoods. Slightly less intensive land uses at the fringes of these corridors will create a gradual transition from the activity of the major street edge to less-dense areas in adjacent neighborhoods. Similarly, areas furthest from the downtown core are expected to infill and redevelop with excellent support both for cars and for those who walk, bike and use public transit.

These outer reaches of the urban corridors will feature buildings and walkways with safe and easy pedestrian access. Walkways will link those on foot to bus stops, stores, neighboring residences, free-standing businesses on corners, and perimeter sidewalks.

"Gateways" to Olympia are to be located at the entry/exit points of landscaped "civic boulevards," at city boundaries, topographical changes, transition in land use, and shifts in transportation densities. Three of the eight gateways are located at the city limits and may include "Welcome to Olympia" signage. Gateways provide a grand entrance into the capital city of the State of Washington. Gateways are to be densely planted with **trees** and native understories; consideration will be given to the maximum landscaping and amenities feasible. Each civic boulevard will have a distinctive special environmental setting that is shaped by a public planning process that involves citizens, neighborhoods, and city officials. Civic boulevards are to be densely planted with **trees** and native understory; consideration will be given to the maximum landscaping and amenities feasible.

**GL13: Attractive urban corridors of mixed uses are established near specified major streets.**

PL13.3 Transform urban corridors into areas with excellent transit service; multi-story buildings fronting major streets with **trees**, benches and landscaping; parking lots behind buildings; and a compatible mix of residential uses close to commercial uses.

**GL18: Downtown designs express Olympia's heritage and future in a compact and pedestrian-oriented manner.**

PL18.7 Plant, maintain, and protect downtown **trees** for enjoyment and beauty; coordinate planting, with special attention to Legion Way and Sylvester Park and a buffer from the Port's marine terminal.

**GL22: **Trees** help maintain strong and healthy neighborhoods.** 

PL22.1 Use **trees** to foster a sense of neighborhood identity.

PL22.2 Identify, protect and maintain **trees** with historic significance or other value to the community or specific neighborhoods.

PL22.3 Encourage the use of appropriate fruit and nut **trees** to increase local food self-sufficiency.

## Economy

**GE3: A vital downtown provides a strong center for Olympia's economy.**

PE3.4 Protect existing **trees** and plant new ones as a way to help encourage private economic development and redevelopment activities.



## Transportation

### Complete Streets

Streets with wide sidewalks and **trees** invite us to walk to the store or a friend's house. Bike lanes make biking to work more appealing and convenient. The way we design our streets will create new opportunities for how we travel within our city, and how we interact with one another.

**GT1: All streets are safe and inviting for pedestrians and bicyclists. Streets are designed to be human scale, but also can accommodate motor vehicles, and encourage safe driving.**

**PT1.4** Reduce the impact of traffic on pedestrians by creating buffers such as on-street parking, **trees**, planter strips, wide sidewalks, and creating interest along the street with amenities and building design.

**PT1.5** Create attractive streetscapes with sidewalks, **trees**, planter strips, and pedestrian-scale streetlights. In denser areas, provide benches, building awnings, and attractive and functional transit stops and shelters.

**PT1.12** Recognize the value of street **trees** for buffering pedestrians from motor vehicle traffic, to capture vehicle emissions, shade sidewalks, and protect asphalt from heat. Proper selection, care and placement are critical to long-term maintenance of **trees** along streets, street pavement and sidewalks.

### Walking

This plan aims to make streets safe and inviting for walking for more people. The City can accomplish this over time by designing streets that are "human scale," places where people can enjoy walking, sitting and interacting with others. Building and retrofitting streets by planting **trees**, creating landscaped strips and installing decorative lighting can encourage people to walk and create an active street life.

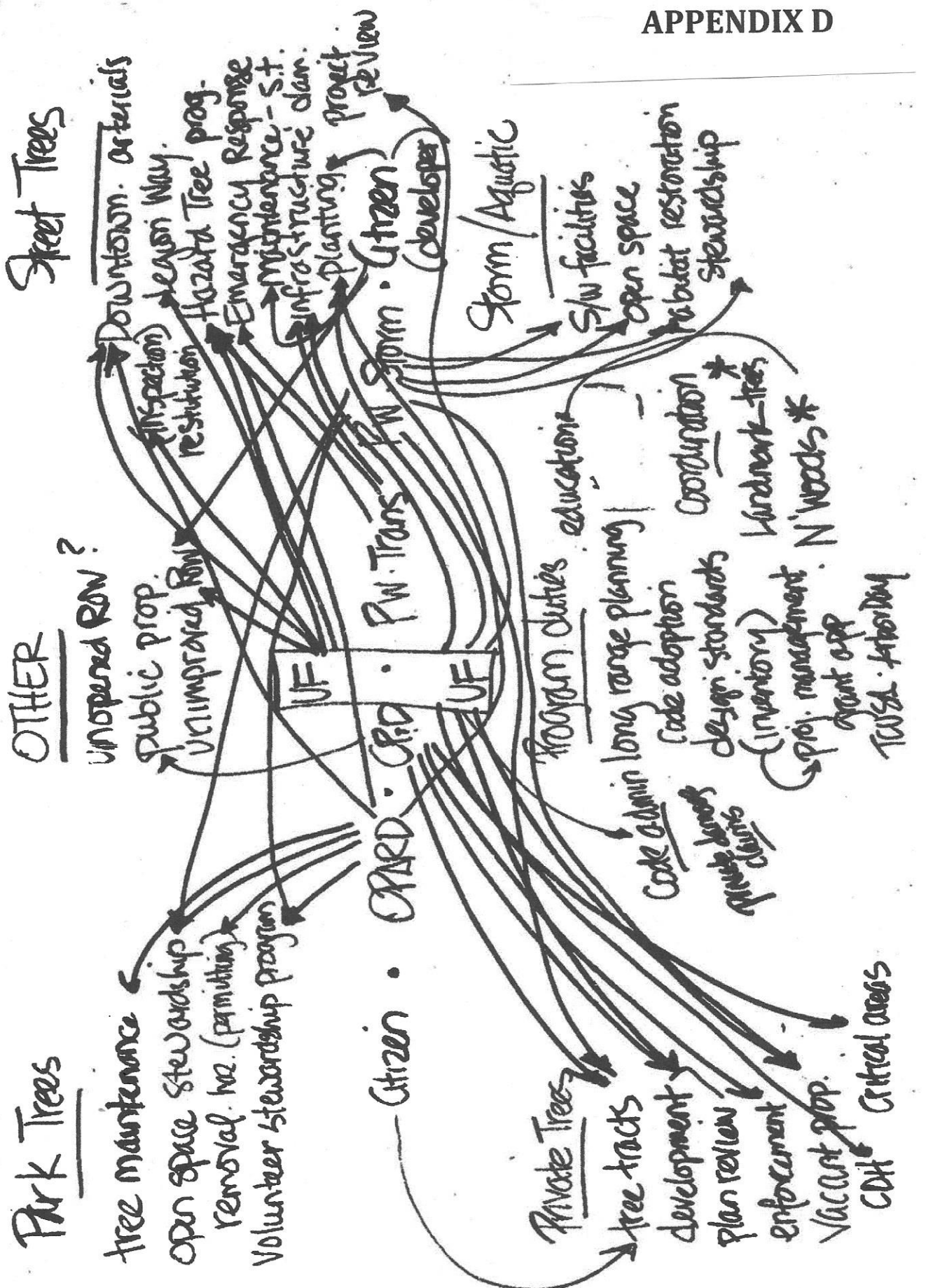
When streets are designed for people, rather than dominated by cars, neighbors interact, businesses thrive, and people feel more engaged in their community. All of this can stimulate activity, attract development, and improve the quality of life, even as the population increases.

## Public Health, Parks, Arts and Recreation

**GR6: Olympia's parks, arts and recreation system investments are protected.**

**PR6.2** Establish a dedicated and sustainable funding source for maintaining City parks, landscape medians, roundabouts, entry corridors, street **trees**, City buildings, and other landscaped areas in street rights-of-way.





OTHER

Park Trees

Street Trees

unopened ROW?  
 Public Prop.  
 unimproved ROW

Downtown. Arterials  
 Leapon Way  
 Hazard Tree prog.  
 Emergency Response  
 Maintenance - S.T.  
 Infrastructure Plan.  
 planting project  
 review

UF  
 Citizen  
 OPARD  
 CDH  
 P.W. Trans.  
 P.W. Storm  
 Citizen (Developer)

tree maintenance  
 open space Stewardship  
 Removal. hr. (permitting)  
 Volunteer Stewardship Program

Storm/Aquatic  
 S/W facilities  
 open space  
 habitat restoration  
 Stewardship

Program duties education  
 Code admin long range planning  
 Code adoption  
 design standards  
 Inventory  
 proj. management  
 grant app  
 TCUSA. ArboDay  
 Coordination  
 Hardwork-trees  
 N Woods \*

Private Trees  
 tree tracks  
 development  
 plan review  
 enforcement  
 vacant prop.  
 CDH Critical areas

## APPENDIX E

### Olympia Urban Forestry Program Review, Findings, Recommendations By Planning Intern, Kate Haeefele August 14, 2014

#### **PROJECT GOALS**

Assess the City of Olympia regulations and urban forestry program administration regarding trees in the right of way.

- What are the existing conditions?
- What are the challenges?

Research and summarize options for meeting these challenges.

- What have other cities done to solve these challenges? What model plans and ordinances are available?
- Make recommendations for strategies to improve. Prioritize strategies for various funding scenarios.

#### **EXISTING CONDITIONS**

**1) The City has easements on the rights-of-way. The City can use the ROW for the public good (roads, utilities etc.) and the public can travel over the land, but it belongs to the adjacent property owner.**

[OMC 18.02.180](#) defines easement as: “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,” and right of way as: “The right of one to use or pass over the property of another.”

**2) The City transfers the responsibility for tree maintenance and hazard mitigation to the adjacent property owner.**

[EDD 4B.020](#), Table 2, Footnote 4: “Unless otherwise agreed upon by the City of Olympia, maintenance of [street trees](#), turf or other landscaping within the [planting strips](#) is the responsibility of the adjacent landowner.”

**3) It is the responsibility of the City to maintain the safety of the ROW.**

When the City becomes aware of a risk/potential risk, it becomes liable for any consequences that occur before it takes action to mitigate. Therefore it is in the City’s interest to respond to known hazard trees with pruning or removal. In practice, the City will sometimes ask the adjacent property owner to mitigate hazards. The City will act on hazards if the property owner will not, or if the hazard is imminent.

**4) The City assumes responsibility for street tree maintenance downtown, the major arterials and median strips.**

The Master Street Plan, 2001-2011 (pages 5-10) lists the specific areas the City is responsible for maintaining. The 1998 Draft Street Tree Ordinance calls these areas Streetscape Enhancement Areas (page 2).

**5) Responsibility for ROW tree-related work spread across 3 City departments.**

The Master Street Tree Plan (page 16) specifies the responsibilities for each department

- Community Planning and Development

## APPENDIX E

Urban Forester – Administration of Tree Protection and Replacement ordinance; streetscape project management; hazard tree evaluation and abatement; education and public relations

- Parks, Arts and Recreation

Maintenance II Worker/Arborist – Street tree maintenance in Streetscape Enhancement Areas

- Public Works

Street section – emergency cleanup after storms

### **6) The City grants utility companies (ex. PSE) the right to construct and maintain facilities in the rights of way, including trimming trees to preserve line clearances.**

PSE is required to notify the Urban Forester about pruning activities and adhere to International Society of Arboriculture pruning standards. PSE spends lots of money topping street trees, and it is in their best interest to remove existing tall trees under power lines and replace with appropriate species.

### **7) Street trees can be problematic for sidewalks.**

Tree roots can buckle sidewalks, causing a hazard and complicating the division of responsibility and risk in the ROW. Sidewalks are technically the adjacent property owner's responsibility to maintain.

## **CHALLENGES**

### **1) Lack of staff/resources**

The Urban Forester position is currently half-time, which only allows time for reacting to problem situations and keep up with current development. Staff cannot monitor known hazards, enforce code, secure program funds, oversee public information and volunteer recruitment campaigns, or plan program innovations.

### **2) Lack of functioning hazard tree program**

There is not a functioning hazard tree program, which exposes the City to excessive liability. Staff are not able to be proactive by mitigating imminent hazards in a timely fashion, regularly monitoring known problem trees, and inventorying the urban forest to identify others. Asking property owners to mitigate hazard trees can be ineffective, as many owners cannot afford to have the work done, or may refuse to comply. Piecemeal communication with owners can cause conflict. In general there is an inefficient and inconsistent response to tree hazards.

### **3) Lack of clarity in the regulations**

The regulations about trees in the right of way are difficult to understand and interpret, and therefore, enforce. Critically, the responsibilities of the City and the adjacent property owner for tree maintenance and hazard abatement are ambiguous. This exposes the City to excessive liability.

Unclear regulations also result in a loss of institutional knowledge and case-by-case approach to judgments about ROW trees. This is an inefficient use of public resources, and makes enforcement difficult and inconsistent, and can cause conflict in communication with property owners.

## APPENDIX E

List of vague or out of date regulations:

- A) Responsibilities of City and property owners not specified in tree ordinances, and are only stated in an obscure part of the EDD (EDD 4B.020, Table 2, Footnote 4)
- B) EDD 4B.020, Table 2, Footnote 4 states that it is the property owners responsibility to maintain street trees, but does not explicitly state hazard mitigation, but that is what the City has been sometimes asking property owners to do
- C) The Master Street Tree Plan implies that there are specifies areas (downtown, arterials etc.) where the City is responsible for maintaining street trees, but it is not explicitly stated in the MSTP or anywhere else, and there are no clear maps of these areas
- D) Regulations do not specify whether property owners have the right to maintain trees in Streetscape Improvement Areas to City standards, or whether they have no rights at all to work on trees
- E) No definition of which actions constitute maintenance (property owners responsibility) vs. hazard abatement (City's responsibility)
- F) Tree planting process is not specified. It is unclear who has the right to plant a tree, which type of tree, and in what way
- G) Nothing written in any tree regulation about utility pruning
- H) "Public trees" not defined in 16.60 or 12.44
- I) "Fee-simple" not defined in 16.58
- J) Definition of "street tree" unclear/missing
  - o 16.58.020: "Street Tree. Trees growing within the City's rights-of-way."
  - o 16.60.020: "'Street trees' is trees located within the street rights-of-way, adjacent to public or private streets, including undeveloped areas."
  - o 12.44: no definition
- K) 16.60.170 and 16.60.180(Specimen Tree Evaluation and Pruning Standards for Public Trees) refer to public trees, but are in the Tree Protection and Replacement chapter
- L) OMC 12.44.070 "Trimming or pruning of trees" contains out-of-date regulations and is different than OMC 16.60.180 "Tree pruning standards for Public Trees"
- M) Confusion about what is a street tree, which trees are the City's responsibility, and which trees are public property. According to 12.44, only trees that have been planted are street trees, and that they are public property. According to 16.58, any tree in the ROW is a street tree, but only ones on fee-simple land are public. 16.60 includes undeveloped land, which creates confusion about whether trees in unopened ROWs are street trees. Volunteer trees are another grey area. Since they were not intentionally planted, are they street trees?
  - o 12.44.060 states that trees "All ornamental, shade or other trees which have been planted and are now situated in the streets or parking strips within the city are declared to be public property and subject to the control of the city."
  - o 16.58.020 states that a "Street Tree" is "growing in the City's rights-of-way," and a "Public Tree" is "growing on property owned fee-simple by the City of Olympia."

## APPENDIX E

- 16.60.020 states that “street trees” are “located with the street rights-of-way, adjacent to public or private streets, including undeveloped areas.”

### **4) Lack of clarity about which City departments are responsible for trees**

The Master Street Tree Plan (page 16) specifies the responsibilities for CPD, PARD and Public Works for street trees, but it is years out of date. The current arrangement appears to contribute to conflict between the departments and is impacting the City’s ability to perform tree work in a timely and efficient manner.

### **5) Citizens/property owners don’t understand their responsibility for street trees**

The City has not communicated with the public. There is a large misconception that the rights of way are public and therefore street trees are the City’s responsibility to maintain. Piecemeal response to calls about tree ownership is inefficient, and the lack of prior knowledge and information can cause conflict in communicating with property owners.

- N) City of Olympia Urban Forestry website is very out of date, past Urban Forester is named as contact
- O) Lack of public education about right of way easements, trees, views and property
- P) Lack of outreach to commercial tree and landscape services about right of way easements, trees, views and property

### **6) Lack of current guiding documents about street trees**

The Master Street Tree plan is out of date. The Urban Forestry Manual lacks standards for proper tree planting and pruning practices. This leaves staff without up to date guidance for program operations

### **7) Tree management practices called for in ordinances are not up to current best management practices**

Unclear definitions and out of date recommendations make code enforcement difficult and inefficient

- Q) 16.60.180 pruning standard unclear/out of date
- R) Definition of “hazard tree” in 16.58.020 and 16.60.020 is one with “a combination of structural defect and/or disease (which makes it subject to a high probability of failure) and a proximity to persons or property which makes it an imminent threat”. “High probability of failure” is vague

### **8) Forms are difficult to understand and interpret**

The “Builders Guide to Olympia’s Tree Protection Ordinance,” and especially the “Homeowners Guide to Olympia’s Tree Protection Ordinance” and the information on the City website are confusing. They do not clearly define “tree units”. Helping users to understand and use forms is an inefficient use of staff resources and unclear forms contribute to poor public image and customer dissatisfaction

## APPENDIX E

### RECOMMENDATIONS

#### 1) **Commit adequate resources for a full time urban forester and hazard tree program**

Restore Urban Forester to a full time position. A full time Urban Forester will be able to track and monitor known hazards, enforce code, secure program funds, oversee public information and volunteer recruitment campaigns, participate in the planning process, design program innovations, and other activities necessary for successful urban forestry program.

#### 2) **Design and implement hazard tree monitoring program**

A hazard tree program would facilitate timely and consistent response to hazards, reducing the City's liability and potentially reducing insurance costs. It would also give structure to the City's response to hazard trees, minimizing conflict and improving customer service and public image. Urban Forestry staff should work with City risk managers to design the program. (See "The Natural Tree Hazard Management Strategy" from the City of Surrey and "The Urban Tree Risk Management Guide" from USFS ).

A hazard tree program should at minimum:

- facilitate a quick response to imminent hazards
- maintain a database of known hazard trees
- schedule regular monitoring of known hazard trees

A model program would also:

- seek to reduce the creation of hazard conditions through maintenance and design standards
- inventory the urban forest to identify previously unknown hazards

#### 3) **Consolidate and clarify tree ordinances**

Clear regulations would simplify interpretation and enforcement, facilitating efficient use of resources and easier public interactions. First priority in a rewrite would be to reduce the City's liability by explicitly stating the responsibilities of the City, the adjacent property owner and utilities and clearly and consistently defining terms. Rewritten regulations would also provide structure for decision making, clarify relationships between City departments and confer responsibility and authority to the Urban Forester and other staff. (See "Guidelines for Developing and Evaluating Tree Ordinances," from Phytosphere Research)

Consolidate ordinances about trees into either:

- One Chapter under Title 12 that combines 16.58 and 12.44, and provides a reference to 16.60 in a section on street tree protection (in this case, 16.60 should also be updated to clarify definitions) -OR-
- A separate Title devoted exclusively to trees that combines 12.44, 16.58 and 16.60

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One ordinance is straightforward and easy for developers, citizens and staff to understand, and makes it less likely for sections to be overlooked in the updating process and for inconsistencies to develop. It also means that tree ordinances may be unnoticed by developers and property owners if they are not referenced in related sections of the code.

The consolidated ordinance should (in order of priority):

- A) Provide separate sections explicitly stating the responsibilities of:
  - o The City (hazards and maintenance in the Streetscape Improvement Areas)
  - o Property owners (regular maintenance)
  - o Utilities (maintaining line clearances)(See Moscow, ID municipal code, Title 5 Sec. 8-9, and Vancouver, WA municipal code, Secs. 12.04.060 and 12.04.070)
- B) Define street tree consistently in all regulations, explicitly include trees in all unopened rights of way, include all trees in the ROW regardless of how and by whom they were planted (this will include volunteer trees, which will make hazardous volunteer trees in the ROW the City's responsibility. The clarity that assuming this responsibility provides outweighs this extra responsibility)
- C) Explicitly state the responsibilities and authority of the Urban Forester
- D) Explicitly state the responsibilities of the City departments involved in tree related work
- E) Clearly define (and ideally map) the Streetscape Enhancement Areas
- F) Define exactly which activities property owners have the right to do in Streetscape Improvement Areas
- G) Clarify the all definitions listed in Item 1 in the Challenges section above
- H) Reference best management practices for pruning, planting and maintenance in the updated Urban Forestry Manual
- I) Explicitly state that the City does not prune or remove trees in critical areas or the rights of way to improve views
- J) Clarify the distinction between public (park) trees and street trees
- K) Explicitly forbid topping and use of spurs for pruning in all street and public trees, with exceptions at the discretion of the Urban Forester
- L) Staff should consider adding to the ordinance:
  - o Requirement for property owner to show through inspection by a qualified professional that a tree is causing property damage in order to claim it is a nuisance. This is to make the property owner responsible for proving a nuisance situation, reducing the workload of urban forestry staff
  - o A City-wide licensing and certification program required for all for-fee tree services, and a permitting process for fee and non-fee tree work to control topping and other damaging practices (See Moscow, ID municipal code Sec. 8-7)
  - o A no-fee permit requirement for planting trees in the right of way, to control species selection and provide an opportunity to educate about proper tree selection and planting practices

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### 4) Clarify the roles and responsibilities between CPD, PARD and Public Works

Clearly defined roles would facilitate efficient resource use, timely response to tree work needs, and easier coordination and communication between departments (See “Protecting and Developing the Urban Tree Canopy” from the United States Council of Mayors for survey results about other cities organization of urban forest work)

- A) Develop an Urban Forestry Strategic Plan that includes new organizational strategies for the three departments
- B) In the street tree ordinance or some other appropriate official document, explicitly state the roles and responsibilities of the Urban Forester and PARD and Public Works staff for tree-related work
- C) Consider a tree advisory board with members from all three departments and interested citizens. Advisory boards can help integrate and advocate for urban forestry goals across departments, and encourage public interest and participation in urban forestry. However, they can be costly. Investigating the cost benefit analysis of such a board is a necessary first step.

### 5) Create a public education program about City regulations and property owners' responsibilities for street trees

Public education would help address misconceptions about responsibility for street trees. Prior notification of property owner responsibility could help limit the City's liability and reduce conflict in communicating with property owners.

- A) Update the City's Urban Forestry website with information about ROW easements, property owner responsibilities for street tree maintenance and current staffing contacts
- B) Create a brochure/mailler about easements and property owner maintenance responsibilities for distribution at City Hall and an annual mailing. Include anti-tree topping information and an explanation of regulations regarding removal and pruning in critical areas and the ROW regarding views and any other topics that are frequently problematic for staff
- C) Develop educational strategies for commercial tree and landscape services about property owner responsibilities for trees in the right of way, so that they can educate their clients and perform work according to code

### 6) Perform a street tree inventory

A current inventory would provide data for the Urban Forest Management Plan and the hazard tree program

### 7) Develop an Urban Forest Management Plan

An up to date plan would help ensure the long term health and stability of the urban forest, and provide structure for decision making and program evaluation. The process of writing the plan would also provide an opportunity for goal setting, program assessment, and public involvement and education

- A) Set City-wide and sub-area canopy cover, species diversity and green space goals



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- B) Consider including a preference for evergreens for their benefits to stormwater management, and represent them in species selection lists accordingly
- C) Develop design guidelines for development and planting plans for infill areas
- D) The Hazard Tree Program may be a part of this Plan

In the Urban Forest Management Plan, or a chapter of the Downtown Plan

- E) Develop maintenance schedule and planting plan for street trees in the Streetscape Enhancement Areas

### 8) Update the Urban Forestry Manual

There may be overlap in the requirements set by the Manual and the Management Plan. The Management Plan is a broad document which sets goals and strategies for the entire urban forest across scales, while the Manual is designed to guide current development at the site scale. An up to date manual would provide structure for code enforcement, and ensure that site design and planning support the overall canopy cover and tree protection goals set in the Management Plan. Where appropriate, specific guidelines in the Plan should be written into the Manual and vice versa.

- A) Specify ANSI A300 Standards, Part 1 for pruning and Part 6 for planting and transplanting. This is the industry standard for tree work and will continue to be updated to reflect the best available science
- B) Define “hazard tree” using the Tree Risk Assessment Qualification. This will add a barrier to hiring employees and consultants, but TRAQ is the industry standard and is very rigorous. Adopting the standard may limit liability and will help push the green industry forward in its use of performance measures
- C) Consider minimum soil volume and quality requirements in design and planting guidelines

### 9) Look for ways to create or strengthen relationships with partner organizations and leverage resources to make the most of the program with what’s available

- A) Consider partnering with Evergreen/SPSCC faculty
  - o Natural resources/science students for internships
  - o Arts students for an arts-based public information campaign about property owner responsibilities and proper tree care
  - o GIS students for mapping projects
  - o Horticulture students for young tree maintenance work
- B) Locate organizations with volunteers and interest in tree planting and *especially* maintenance
  - o Consider a stewardship mapping project to locate organizations and organize outreach (See “Stewardship Mapping: Understanding the Groups That Work for Urban Greening” from Arborist News)
- C) Reach out to local tree care companies for pro-bono citizen training in exchange for good press –tree pruning workshop for neighborhood volunteers to prune young street trees

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- D) Consider other outreach strategies to build citizen interest in urban forestry and create an energetic volunteer base

### **10) Rewrite tree protection forms and website materials**

Clearly written forms will reduce staff time spent answering questions and helping customers.

- A) Explicitly define and explain “tree units” at the top of the form in everyday language

### **11) Perform canopy cover, ecosystem services and urban forest appraisal survey(ies)**

Assessment of the services and economic value of the urban forest could be used to encourage interest in urban forestry from the public and decision makers. It could also be used to identify areas for improvement, set goals and evaluate the performance of the urban forest and the program.

## ***FUNDING SCENARIOS***

Without further knowledge of City structure and operations, recommendations for improving the program at current levels of funding cannot be addressed here. Based on the research and interviews done in the course of writing this document, these changes are recommended to improve the program at three potential funding levels. Priority is placed on risk management.

### **1) Minimum program operations (City assumes responsibility for only imminent hazards)**

- A) Restore Urban Forester to full time
- B) Develop/implement database and monitoring program for known hazard trees
- C) Develop/implement plan to mitigate imminent hazards
- D) Communicate responsibility to property owner to mitigate other hazard trees
- E) Develop/implement Urban Forestry Strategic Plan to provide organizational strategies for the departments involved in tree work

### **2) Program adhering to current best management practices (City assumes responsibility for all hazards)**

- A) Restore Urban Forester to full time
- B) Develop/implement database and monitoring program for known hazard trees
- C) Develop/implement plan to mitigate hazards, prioritizing to minimize risk
- D) Develop/implement Urban Forestry Strategic Plan to provide organizational strategies for the departments involved in tree work
- E) Perform street tree and hazard tree inventory
- F) Develop/implement Urban Forestry Management Plan
- G) Update Urban Forestry Manual
- H) Clarify and consolidate ordinances

### **3) Model program operations**

All in Item 2 above, and:

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- I) Identify volunteer organizations and develop programs to utilize volunteer labor for tree planting and maintenance. Consider a stewardship mapping project.
- J) Perform City-wide canopy inventory and ecosystem services survey using i-Tree and GIS
- K) Update tree density requirements for development according to percent canopy cover rather than trunk diameter at breast height
- L) Create a tree advisory board to advocate for urban forestry goals across City departments and encourage public interest and participation in urban forestry; include staff from all three departments involved in tree work, and interested citizens
- M) Partner with local educational institutions to recruit interns and mentor students in urban forestry
- N) Require a City-wide licensing and certification program required for all for-fee tree services, and a permitting process for fee and non-fee tree work
- O) Require no-fee permit for tree planting in the right of way

### **RESOURCES**

#### **Planning and Ordinance Guides**

Swiecki, T. J., Bernhardt, E. A. Guidelines for Developing and Evaluating Tree Ordinances. Phytosphere Research, Vacaville, CA. <http://phytosphere.com/treeord/index.htm>.

Saved on calvin: [TreeOrdinanceGuidelines.pdf](#)

(Step by step guide for writing and evaluating ordinances, with lots of examples from other cities)

Schwab, James C. Planning the Urban Forest: Ecology, Economy and Community Development. American Planning Association. Planning Advisory Service Report Number 555.

[http://na.fs.fed.us/urban/planning\\_uf\\_apa.pdf](http://na.fs.fed.us/urban/planning_uf_apa.pdf)

Saved on calvin: [APA Planning Urban Forest.pdf](#)

(Thorough planning guide with discussion of integrating green infrastructure into planning)

Pokorny, Jill D. Urban Tree Risk Management: A Community Guide to Program Design and Implementation. USDA Forest Service, Northeastern Area.

[http://www.na.fs.fed.us/spfo/pubs/uf/utrm/urban\\_tree\\_risk\\_mgmt.pdf](http://www.na.fs.fed.us/spfo/pubs/uf/utrm/urban_tree_risk_mgmt.pdf)

Saved on calvin: [Ordinance and Planning Guides\USFS Urban Tree Risk Mgmt.pdf](#)

(Discussion of program design and implementation looks especially useful)

Protecting and Developing the Urban Tree Canopy. The United States Council of Mayors.

Saved on calvin: [Ordinance and Planning Guides\Mayors Council Planning UF.pdf](#)

(Includes surveys of mayors across the country about the structure of their programs)

Wolf, K.L. 2013. Stewardship Mapping: Understanding the Groups That Work for Urban Greening. Arborist News 22, 6: 54-58.

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(Discusses strategies for using GIS to identify and map potential volunteer organizations for stewardship of the urban forest)

### Example Plans and Ordinances

Gurney, S., Ward, G., Wegner, D. Natural Tree Hazard Management Strategy. City of Surrey, Parks, Recreation and Culture. <http://www.surrey.ca/files/TreeHazardStrategy.pdf>

Saved on calvin: [Other Cities Ordinances and Plans\TreeHazardStrategy\\_Surrey.pdf](#)

(Outlines risk management strategy used by Surrey, BC, Canada)

Moscow Municipal Code Title 5, Chapter 8

Saved on calvin: [Other Cities Ordinances and Plans\Moscow\\_T05,C08.pdf](#)

Vancouver Municipal Code Chapter 12.04

Saved on calvin: [Other Cities Ordinances and Plans\Vancouver\\_012.004.pdf](#)

## APPENDIX F

### **Parks and Recreation Advisory Committee's Subcommittee on Urban Forestry Final Report March 26, 2014**

From: Robert Dengel (Chair); Judy Bardin, Thad Curtz, David Hanna, Micki McNaughton, and Jim Nieland

#### **Vision Statement**

**Build an urban forestry program that protects and multiplies Olympia's trees to benefit our community, our environment and future generations.**

#### **Introduction -**

The Olympia Master Street Tree Plan adopted by Council in 2002 clearly articulated some of the reasons that trees are an important and valuable feature in the City's life, an important asset that the government should protect and develop:

Trees save energy and reduce noise pollution. They shade buildings, cool the air, provide protection from the wind and absorb unwanted noise.

Trees improve water and air quality. They reduce erosion and filter pollutants out of the air, water and soil.

Trees beautify our community, enhance property values and provide wildlife habitat.

Trees provide a connection to nature, healthy ecosystems, and places to recreate and rejuvenate.

Since then, other aspects of the benefits urban forests provide have come into sharper focus for us. Areas that attract people to get out and walk improve their physical and mental health. The City's trees (particularly its evergreens) provide a range of ecosystem services, playing a significant role in reducing stormwater levels, shading and helping to preserve asphalt in the summer, and reducing CO<sub>2</sub> levels by capturing and holding carbon as they grow. A wide variety of research about the ways in which urban forests benefit cities is available through:

Green Cities: Good Health ([www.greenhealth.washington.edu](http://www.greenhealth.washington.edu))

Green Cities Research Alliance (<http://www.fs.fed.us/pnw/research/gcra/>)

Human Dimensions of Urban Forestry and Urban Greening (<http://www.naturewithin.info/>)

#### **Comprehensive Plan Goals and Policies**

The final draft of the update to the Comprehensive Plan emphasizes the importance our community attaches to its trees in a new section dedicated to the City's urban forest. The sections on the Natural Environment as well those on Land Use, Transportation, Utilities and even Economy contain policies related to trees.

In particular, a new section on the urban forest in the Natural Environment establishes a clear long term policy vision for this area:

GN3. A healthy and diverse urban forest is protected, expanded through planting new trees, and valued for its contribution to the environment and community residents.

PN3.1 Manage the urban forest to professional standards, and establish program goals and practices based on the best available science.

PN3.2 Measure the tree canopy and set a city-wide target for increasing it through tree preservation and planting.

PN3.3 Preserve existing mature, healthy, and safe trees first to meet site design requirements on new development, redevelopment and city improvement projects.

PN3.4 Evaluate the environmental, ecologic, health, social and economic benefits of the urban forest.

PN3.5 Provide new trees with the necessary soil, water, space, and nutrients to grow to maturity, and plant the right size tree where there are conflicts, such as overhead utility wires or sidewalks.

PN3.6 Protect the natural structure and growing condition of trees to minimize necessary maintenance and preserve the long-term health and safety of the urban forest.

Planning Commission Recommendation,  
Introduction to the Comprehensive Plan

## **Brief History**

As the final draft of the Comprehensive Plan points out, our citizens have expressed basically the same vision and desires since the beginning of comprehensive planning in the State:

...during community outreach for the 1994 plan, citizens expressed a desire for Olympia to become a "City of Trees." In response, the community developed several goals and policies to guide a new Olympia Urban Forestry Program. Since then, we've planted thousands of street trees, and been consistently recognized by the National Arbor Day Foundation as a Tree City USA.

Planning Commission Recommendation,  
Natural Environment

However, since 2007, as one of the responses to its ongoing budget shortfall, the City has progressively reduced the staff and resources available to support this vision. The urban forestry program's budget has shrunk dramatically. Three FTE have been eliminated, leaving one half time City Forester to try to cope with ongoing needs and issues that kept several full time staff busy a few years ago. Currently, the Forester is so overworked than her voice mail warns callers that she may not be able to respond to questions about clearing, planting or removing hazardous trees for a couple of weeks, due to her backlog of calls, and that the City cannot provide any

more ordinary support for questions about identifying or caring for trees. This is not an acceptable level of service.

Over the last several years, the City has devoted a lot of time, money and energy to *Imagine Olympia!*, developing an updated Comprehensive Plan articulating the vision and policies to govern the City's growth over the next decades. Our budget has stabilized, and seems likely to grow stronger over the next few years. As part of the upcoming Action Plan to develop practical plans to realize the new Comprehensive Plan's goals, we need to take a number of steps to reestablish and strengthen our programs to protect and develop the City's urban forest.

## **1. Strengthen and improve our long-term planning for the urban forest.**

### **a. Change the City's budget processes to treat the City's trees on the same basis as other infrastructure assets, and track its condition through the new asset management system (if that's a suitable tool).**

According to the 2012-2017 Capital Facilities Plan, Council has established “Maintenance or general repair of existing infrastructure,” as the top priority in its general guidelines for prioritizing Capital projects. However, the pruning and replacement of the City's deteriorating urban forest, and the removal of invasive species which threaten large areas of trees is not currently a priority at anything like the same level as re-roofing or patching asphalt.

(Since 1994, Seattle has defined its trees as infrastructure, and funded a good deal of its ambitious urban forestry program from the City's Cumulative Replacement Fund.) We should adopt this practice, and include the City's trees in our regular budget processes for maintaining and developing the City's capital facilities.

### **b. Reestablish a citizen's advisory committee to make ongoing recommendations to the Council on urban forest issues.**

This might be constituted by bringing together a representative from other relevant advisory committees, such as PRAC, the Heritage Commission, and the UAC, or might be a separate committee, like the Tree Advisory Committee which fulfilled this role for a number of years.

Over the next couple of years, this committee should be charged with reviewing and making recommendations to the Council on ongoing issues about the City's trees, including:

- i. Implementing the new comprehensive plan's policies relating to urban forestry, urban green space, and Gateways to the City. These policies all address increasing the number of trees and the extent of the tree canopy in Olympia.
- ii. Reducing the City's potential liability from hazard trees on City property.
- iii. Improving development regulations to maintain or provide trees close to new houses as well as in tree tracts somewhere on the margins of new developments.
- iv. Developing an easement program to create adequate growing space for really large trees in the right of way in residential neighborhoods by curving the sidewalk out into what would otherwise be private front yards.
- v. Exploring contained bamboo plantings as an evergreen tool for stormwater management.
- vi. Exploring tree plantings in combination with stormwater ponds, like the pond behind the

school garden at Stevens Field.

vii. Exploring the possible need for solar easements in the future.

viii. Putting any future wires that are not undergrounded on the south side of the street, to reduce the chance that people will not want to plant larger trees where the wires allow it because they do not want the shade falling directly on their houses and front yards.

ix. Exploring the extent to which the City's current arrangements for monitoring and enforcing the regulations on land clearing and tree removal, as well as the long term agreements for the maintenance and protection of tree tracts are (or are not) functioning effectively.

x. Exploring ways to increase the percentage of evergreens in the City's tree tracts, neighborhoods, and urban forest over the long run, so as to increase the benefits canopy foliage provides for stormwater management during the periods of heavy rain when we need them the most.

xi. Exploring changes in regulations and incentives to increase the number of spaces for really large trees in the city, such as requiring planting spaces in the corners of parking lots that are deeded to the City and used for planting and protecting such trees over time, and having areas in each City park and on school grounds dedicated to such trees.

xii. Expanding the coverage requirements of the Green Cove Creek area to the basin of the City's next most healthy stream, probably Ellis Creek.

xiii. Exploring collaborating with the Port to replace the parking lot at the mouth of Moxlie Creek with a short stretch in which the creek is open to the air and surrounded by trees.

xiv. Exploring developing a pocket park program to maintain at least one lot every few blocks in forest cover.

**c. Draw on these recommendations to create or revise an Urban Forestry Master Plan for the entire City through collaboration between staff, interested citizens, and other significant landowners, particularly the State.**

The 2000-2011 Master Plan for Street Trees has expired. We need an updated, revised and expanded plan, one that also provides long-term planning for the health of the City's entire forest, considered as an ecosystem including the trees in the City's parks and open spaces and those on private land. (Ideally, we should include State and Port land in the City in our strategic thinking as well.) The new urban forestry plan should include quantified yearly performance targets for forestry needs such as street tree planting and replacement, invasive species control, and the identification and removal of diseased and hazard trees which pose risks to the public or the health of the ecosystem. The effort should also address the roles and responsibilities for how urban forestry is managed across the City's departments, in order to ensure better coordination and collaboration.

**2. Reestablish our landmark tree program to protect and showcase historic and spectacular trees in the city.**

See the website for Portland's Heritage Tree program,

<http://www.portlandoregon.gov/parks/40280>



for example. (It recognizes over 300 trees for their “unique size, age or historical or horticultural significance,” and provides a number of resources for learning more about them, including a slideshow with handsome photographs.)

In fact, our Council established a program like this in 1991, which is codified in Chapter 16.56 of our Municipal Code. This landmark tree program called for the creation within a year of an inventory of trees of exceptional value to the community because of factors like their association with historic figures, events, or properties; their being examples of rare or unusual species, or their exceptional aesthetic quality. It also established a system for protecting them. Unfortunately, the program it set up has not yet been carried out.

### **3. Develop neighborhood teams of volunteers to support the City's urban forestry goals in a variety of ways.**

For the foreseeable future, the City will not have anything like the resources it would need to have staff alone successfully deal with the maintenance and development of the City's trees. (In 2006, to take one example, the Street Tree Master Plan estimated that we had 28,497 spaces available for street trees in the City, a stocking level of 21%, compared to average levels of 60% to 80% around the country and the state.) We must find effective ways to leverage staff efforts through collaboration with neighborhood associations and volunteers. The dramatic results of the Plant One Thousand Trees Day some years ago suggest that a great deal can be achieved that way.

**a. Recruit volunteers to update and expand the City's inventory of its trees, so it includes the rest of the City's street trees, trees in parks, trees on state land, and trees on private property.** (The City's current inventory only includes data on the street trees downtown from several different surveys between 2002 and 2011, and a 2007 survey of street trees in two neighborhood areas.) In addition to providing the foundation for long term planning and maintenance, a complete inventory would necessary for FEMA damage reimbursement in the event of large scale tree losses.

See, for example, Portland's Tree Inventory Program, through which volunteers have mapped, measured and identified 40,000 street trees:

<http://www.portlandoregon.gov/parks/53181>

An impressive free open source program, OpenTreeMap, is being used by a number of cities, including San Francisco, Philadelphia, and Seattle, to support deep community engagement with those cities' forests.

<http://www.seattletreemap.org>

**b. Recruit, train and support volunteers to plant and maintain neighborhood trees, and to keep City staff informed about needs for more professional maintenance.**

See Portland's Neighborhood Tree Steward program as an example:

<http://www.portlandoregon.gov/parks/45124>

And Portland's Friends of Trees for another:

<http://www.friendsoftrees.org/plant/neighborhood-trees>

**c. Create and support neighborhood fruit tree teams, on the model of Portland's Fruit Tree Project.**

These volunteers cared for local trees, picked 70,000 pounds of fruit which might otherwise have ended up on sidewalks and in storm drains, and shared that harvest with over 9,000 families. The Project also maintains three community orchards. See:

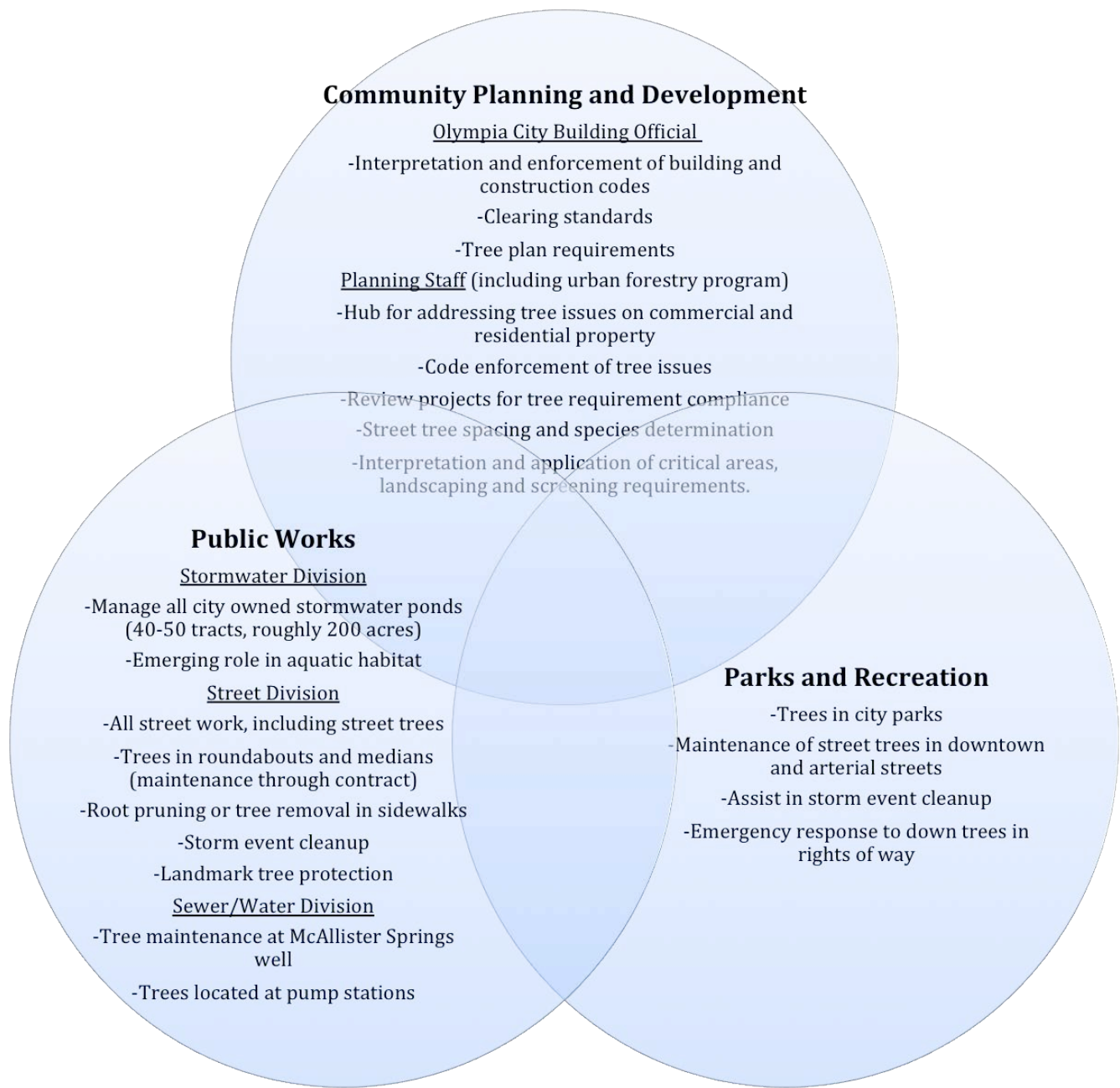
<http://media.portland.indymedia.org/images/2013/11/425884.jpg>

**Clarify Management of Urban Forestry**

Currently the City of Olympia does not have clearly defined departmental roles for managing trees and urban forestry. With regard to street trees, for example - Community Planning and Development (CPD) is in charge of determining tree spacing and species, Public Works (PW) is in charge of overseeing tree maintenance as a whole, and Parks and Recreation (PR) undertakes major portions of the work involved in maintaining arterial street trees. This ambiguity is one result of budget reductions and staff from other departments doing their best to respond to the ongoing losses in urban forestry. However, at the outset of our subcommittee's meetings it was clear that communication between departments about urban forestry could be improved.

There seem to be some general rationales for the departments' different tasks and responsibilities. CPD has been in charge of code enforcement and developed the previous tree plan. PR appears to take on more of a land manager role, predominately managing trees on most of the City's major open and green spaces. PW performs a hybrid role, with responsibility for enforcing regulations about clearing and landmark trees, as well as managing the trees in the areas around city wells and stormwater facilities. A clearer definition of roles and better communication and coordination among the departments could be beneficial in urban forestry efforts.

This diagram illustrates the current roles and responsibilities of City departments:



**4. Support tree planting and care on private property that contributes to the City's forestry goals.**

- a. Provide ongoing professional development opportunities for local tree workers.**
- b. Create a voluntary City professional certification program for tree workers, and/or business license requirements for tree work.**

See Portland's Local Tree Care Providers' Workshop program:

<http://www.portlandoregon.gov/parks/article/424016>

- c. Incentivize adding and maintaining trees with public value on private property**

**through purchase rebates, cost sharing for work by arborists, free City nursery stock for planting, property tax reductions, etc.**

**d. Create neighborhood tree plans that provide suggestions and advice for possible tree plantings and care that will contribute to the long term development and maintenance of a beautiful urban forest experience in each neighborhood. Promote equal distribution of trees among neighborhoods, with special attention to maintaining equity for dense urban neighborhoods, where finding good planting spaces and protecting trees is harder.**

**e. Based on the tree inventory process, clarify the ownership and maintenance responsibilities for the trees in the right of way on each property.**

**f. Provide public educational workshops and materials, like suggestions about appropriate local trees for particular situations, regardless of whether participants wish to commit to volunteer work.**

**5. Support acquisition of green space to help ensure that the City can maintain a healthy tree canopy cover as future development occurs.**

# APPENDIX G

24-Jan-15

## Vegetative Resource Criteria and Indicators



Current Level



Desired Level

Criteria	Performance Indicator Spectrum				Priority	Key Objective
	Low	Moderate	Good	Optimal		
<b>1. Relative Canopy Cover</b>	The existing canopy cover equals 0-25% of the <u>potential</u> .	The existing canopy cover equals 25-50% of the potential.	The existing canopy cover equals 50-75% of the potential. <b>(4)</b>	The existing canopy cover equals 75-100% of the potential. <b>(3)</b>	<b>1*</b>	Achieve climate-appropriate degree of tree cover, community-wide
<b>2. Age distribution of trees in the community</b>	Any relative diameter class (size range equating to age) represents more than 75% of the tree population.	Any diameter class represents between 50% and 75% of the tree population. <b>(2)</b>	No diameter class represents more than 50% of the tree population. <b>(1)</b>	25% of the tree population is in each of four diameter classes. <b>(2)</b>		Provide for uneven-aged distribution city-wide as well as at the neighborhood/ROA level.
<b>3. Species suitability</b>	Less than 50% of trees are of species considered suitable for the area.	50% to 75% of trees are of species considered suitable for the area.	More than 75% of trees are of species considered suitable for the area. <b>(3)</b>	All trees are of species considered suitable for the area. <b>(2)</b>	<b>1</b>	Establish a tree population suitable for the urban environment and adapted to the regional environment.
<b>4. Species distribution</b>	Fewer than 5 species dominate the entire tree population city-wide.	No species represents more than 20% of the entire tree population city-wide.	No species represents more than 10% of the entire tree population city-wide. <b>(5)</b>	No species represents more than 10% of the entire tree population at the neighbourhood level.	<b>1</b>	Establish a genetically diverse tree population city-wide and at the neighborhood level.
<b>5. Condition of Publicly-managed Trees (including ROW trees)</b>	No tree maintenance or risk assessment. Request based/reactive system. The condition of the urban forest is unknown	Sample-based inventory indicating tree condition and risk level is in place.	Complete tree inventory which includes detailed tree condition ratings. <b>(2)</b>	Complete tree inventory which includes detailed tree condition and risk ratings. <b>(6)</b>	<b>4</b>	Detailed understanding of the condition and risk potential of all publicly-managed trees

\* Subcommittee priority

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**6. Publicly-owned natural areas (e.g. woodlands, sensitive areas, etc.)**


<p>No information about publicly-owned natural areas.</p>	<p>Publicly-owned natural areas identified in a “natural areas survey” or similar document [PROS plan].</p>	<p>The level and type of public use in publicly-owned natural areas is documented <b>(1)</b></p>	<p>The ecological structure and function of all publicly-owned natural areas are documented through an Urban Tree Canopy Analysis and included in the city wide GIS <b>(7)</b></p>	<p>2 *</p>	<p>Detailed understanding of the ecological structure and function of all publicly-owned natural areas.</p>
<p>No program of integration</p>	<p>Voluntary use of native species on publicly and privately-owned lands; invasive species are recognized.</p>	<p>The use of native species is encouraged on a project-appropriate basis in actively managed areas; invasive species are recognized and discouraged; some planned eradication. <b>(4)</b></p>	<p>The use of native species is required on a project-appropriate basis in all public and private managed areas; invasive species are aggressively eradicated. <b>(3)</b></p>	<p>4</p>	<p>Preservation and enhancement of local natural biodiversity</p>

**7. Native vegetation**

# APPENDIX G

24-Jan-15

## Resource Management Criteria and Indicators

 Current Level

 Desired Level

\* Subcommittee Priority

Criteria	Performance Indicator Spectrum						Key Objective			
	Low		Moderate		Good			Optimal		
<b>1. Tree Inventory</b>	No inventory / Partial inventory		Complete or sample-based inventory of publicly-owned trees		Complete inventory of publicly-owned trees AND sample-based inventory of privately-owned trees. <b>(2)</b>		Complete inventory of publicly-owned trees AND sample-based inventory of privately-owned trees included in city-wide GIS <b>(7)</b>		<b>3</b> *	Comprehensive inventory of the tree resource to direct its management. This includes: age distribution, species mix, tree condition, risk assessment.
<b>2. Canopy Cover Assessment</b>	No inventory		Visual assessment		Sampling of tree cover using aerial photographs or satellite imagery; I-Tree;		Mapped urban tree cover using aerial photographs or satellite imagery included in city-wide GIS <b>(7)</b>		<b>2</b>	High resolution assessments of the existing and potential canopy cover for the entire community.
<b>3. City-wide management plan</b>	No plan		Existing plan limited in scope and implementation		Comprehensive plan for publicly-owned, intensively- and extensively-managed forest resources accepted and implemented <b>(3)</b>		Strategic multi-tiered plan for public and private intensively- and extensively-managed forest resources accepted and implemented with adaptive management mechanisms. <b>(5)</b>		*	Develop and implement a comprehensive urban forest management plan for private and public property.
<b>4. Municipality-wide funding</b>	Funding for only emergency reactive management		Funding for some proactive management to improve the public portion of urban forest.		Funding to provide for a measurable increase in urban forest benefits. <b>(3)</b>		Adequate private and public funding to sustain maximum urban forest benefits. <b>(6)</b>		<b>6</b> *	Develop and maintain adequate funding to implement a city-wide urban forest management plan

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<p><b>5. City staffing</b></p> <p>No staff.</p>		<p>Limited trained or certified staff.</p>	<p>Certified arborists and professional foresters on staff with regular professional development. <b>(3)</b></p>	<p>Multi-disciplinary team within an urban forestry program. <b>(7)</b></p>	<p>6*</p>	<p>Employ and train adequate staff to implement city-wide urban forestry plan</p>
<p><b>6. Tree establishment, planning and implementation</b></p> <p>Tree establishment is ad hoc (no plan or budget)</p>		<p>Limited tree establishment occurs on an annual basis with minimal budget.</p>	<p>Tree establishment is directed by needs derived from a tree inventory or strategy <b>(2)</b></p>	<p>Tree establishment is directed by needs derived from a tree inventory and is sufficient to meet canopy cover objectives (see Canopy Cover criterion in Table 1) <b>(8)</b></p>	<p>1</p>	<p>Urban Forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species distribution objectives</p>
<p><b>7. Maintenance of publicly-owned, intensively managed trees (not open space)</b></p> <p>No maintenance of publicly-owned trees</p>		<p>Publicly-owned trees are maintained on a request/reactive basis. No systematic (block) pruning.</p>	<p>All publicly-owned trees are systematically maintained on a cycle longer than five years. <b>(3)</b></p>	<p>All mature publicly-owned trees are maintained on a 5-year cycle. All immature trees are structurally pruned. <b>(7)</b></p>	<p>4</p>	<p>All publicly-owned, intensively managed trees are maintained to maximize current and future benefits. Tree health and condition ensure maximum longevity.</p>
<p><b>8. Tree Risk Management</b></p> <p>No tree risk assessment/remediation program. [Request based/reactive system?] The condition of the urban forest is unknown</p>		<p>Sample-based tree inventory which includes general tree risk information; Request based/reactive risk abatement program system. <b>(3)</b></p>	<p>Complete tree inventory which includes detailed tree failure risk ratings; risk abatement program is in effect eliminating hazards within a maximum of one month from confirmation of hazard potential. <b>(3)</b></p>	<p>Complete tree inventory which includes detailed tree failure risk ratings; risk abatement program is in effect eliminating hazards within a maximum of one week from confirmation of hazard potential. <b>(4)</b></p>	<p>6</p>	<p>All publicly-owned trees are managed with safety as a high priority.</p>



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<p><b>9. Tree Protection Policy Development and Enforcement</b></p>	<p>No tree protection policy</p>	<p>Policies in place to protect public trees.</p>	<p>Policies in place to protect public and private trees <u>[with enforcement desired]</u>. <b>(2)</b></p>	<p>Integrated municipal wide policies that ensure the protection of trees on public and private land are consistently enforced and supported by significant deterrents <b>(7)</b></p>	<p><b>2</b> <b>*</b></p>	<p>The benefits derived from large-stature/mature trees are ensured by the enforcement of municipal wide policies.</p>
<p><b>10. Publicly-owned natural areas management planning and implementation</b></p>	<p>No stewardship plans or implementation in effect.</p>	<p>Reactionary stewardship in effect to facilitate public use (e.g. hazard abatement, trail maintenance, etc.)</p>	<p>Stewardship plan in effect for each publicly-owned natural area to facilitate public use (e.g. hazard abatement, trail maintenance, etc.) <b>(2)</b></p>	<p>Stewardship plan in effect for each publicly-owned natural area focused on sustaining the ecological structure and function of the feature. <b>(7)</b></p>	<p><b>3</b> <b>*</b></p>	<p>The ecological structure and function of all publicly-owned natural areas are protected and, where appropriate, enhanced.</p>

# APPENDIX G

24-Jan-15

## Community Framework Criteria and Indicators

Current Level

Desired Level

\* Subcommittee Priority

Criteria	Performance Indicator Spectrum						Key Objective
	Low	Moderate	Good	Optimal			
<b>1. Public agency cooperation (inter-departmental and with utilities)</b>	No communication or conflicting goals among departments and or agencies.	Common goals but no coordination or cooperation among departments and/or agencies.	Informal teams among departments and or agencies are functioning and implementing common goals on a project-specific basis. <b>(6)</b>	Municipal policy implemented by formal interdepartmental/ interagency working teams on ALL municipal projects. <b>(3)</b>	4	*	Ensure all city department cooperate with common goals and objectives.
<b>2. Involvement of large institutional land holders (ex. hospitals, campuses, utility corridors)</b>	No awareness of issues	Educational materials and advice available to landholders.	Clear goals for tree resource by landholders. Incentives for preservation of private trees. <b>(6)</b>	Landholders develop comprehensive tree management plans (including funding). <b>(1)</b>	*		Large private landholders embrace city-wide goals and objectives through specific resource management plans.
<b>3. Green industry cooperation</b>	No cooperation among segments of the green industry (nurseries, tree care companies, etc.) No adherence to industry standards.	General cooperation among nurseries, tree care companies, etc.	Specific cooperative arrangements such as purchase certificates for “right tree in the right place” <b>(3)</b>	Shared vision and goals including the use of professional standards. <b>(5)</b>	2		The green industry operates with high professional standards and commits to city-wide goals and objectives.
<b>4. Neighborhood action</b>	No action	Neighborhood associations/HOA's exist but are minimally engaged or a limited number are engaged. <b>(2)</b>	City-wide coverage and interaction. <b>(3)</b>	All neighborhoods/HOA's organized and cooperating. <b>(4)</b>	2	*	At the neighborhood level, citizens understand and cooperate in urban forest management.

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<b>5. Citizen-municipality-business interaction</b> Conflicting goals among constituencies		No interaction among constituencies.		Informal and/or general cooperation. <b>(3)</b>		Formal interaction e.g. Tree board with staff coordination. <b>(5)</b>		<b>1</b>	All constituencies in the community interact for the benefit of the urban forest.
<b>6. General awareness of trees as a community resource</b> Trees not seen as an asset, a drain on budgets.		Trees seen as important to the community.		Trees acknowledged as providing environmental, social and economic services. <b>(1)</b>		Urban forest recognized as vital to the communities environmental, social and economic well-being. <b>(6)</b>		<b>2*</b>	The general public understanding the role of the urban forest.
<b>7. Regional cooperation</b> Communities independent. <b>(2)</b>		Communities share similar policy vehicles. <b>(2)</b>		Regional planning is in effect		Regional planning, coordination and /or management plans <b>(2)</b>			Provide for cooperation and interaction among neighboring communities and regional groups.



## Land Use & Environment Committee

### Engineering Design and Development Standards (EDDS) 2015 Topics and Process

**Agenda Date:** 4/23/2015  
**Agenda Item Number:** 4.B  
**File Number:** 15-0384

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

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#### **Title**

Engineering Design and Development Standards (EDDS) 2015 Topics and Process

#### **Recommended Action**

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

Recommend the proposed 2015 topics and process to the full Council for concurrence.

#### **Report**

##### **Issue:**

A briefing to the Land Use and Environment Committee on the status of the 2015 update to the Engineering Design and Development Standards.

#### **Staff Contact:**

Steve Sperr, P.E., Assistant City Engineer, Public Works Engineering, 360.753-8739

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

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

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

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

The EDDS are updated annually to address:

- changes in the Comprehensive Plan, utility plans, Municipal Code or policy,
- changes in equipment and materials,
- improvements in technology, and
- correcting mistakes found in text and standard drawings

This year, besides clarifying text and standard drawing notes, and updating changes in equipment and materials, the update will address several Policies in the Comprehensive Plan related to:

- Private Utility Easements,

- Franchise Utilities,
- Street Trees, and
- LED Streetlights.

Staff is also taking this opportunity to develop a model public outreach strategy and timeline to use annually for EDDS updates.

The attachments summarize proposed changes, including why they are needed, and include an outline of the EDDS update process for reviewing and finalizing the proposed changes.

A short presentation will be made on the proposed changes, including the Comprehensive Plan Policies that will be implemented through the EDDS.

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

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

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

**Options:**

Recommend topics and process to the full Council for concurrence.

**Financial Impact:**

The proposed changes should not result in notable increases to the costs of private development or public work projects.

**Attachment(s):**

Summary of proposed changes to EDDS  
EDDS Update Process

# Designing Olympia's Future

## EDDS Public Involvement & Communication Strategy

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### Background

The Engineering Design and Development Standards (EDDS) are the technical standards used by the City and private developers to design and construct drinking water, reclaimed water, sewer, street, storm water, and solid waste collection systems. They are also the technical interpretation of the City's various Plans. With the adoption of the most recent Comprehensive Plan, updating the EDDS will need to occur over several years because there are topics that require policy guidance and technical research.

The following document outlines a Public Involvement & Communication framework that can be refined every year. It will be adapted based on the topics being addressed and the policy issues being considered.

### Stakeholders

#### City of Olympia

- City Council
- Land Use and Env. Committee
- City Staff
  - Steve Hall, City Manager
  - Rich Hoey, PW Director
  - Andy Haub, Water Resources Director
  - Mark Russell, Transportation Director
  - Dan Daniels, Waste ReSources Director
- Public Works Staff
  - Transportation Planning & Engineering
  - Engineering
  - Water Resources Planning & Engineering
  - Waste ReSources Planning
- Community Planning & Dev.
  - Leonard Bauer, Deputy CPD Director
  - Stacey Ray, Senior Planner

- Planning Commission

#### Other Local Agencies

- Thurston County
- City of Lacey
- City of Tumwater
- Port of Olympia
- LOTT

#### State Agencies

- Department of Commerce

#### Special Interest Groups

- Coalition of Neighborhood Assn.
- Olympia Downtown Assn. (ODA)
- West Olympia Business Assn.
- Olympia Safe Streets Campaign
- Capital City Council of the Blind
- Developers, Designers, & Architects
- Olympia Master Builders
- NW Eco Builders Guild
- Franchise Utilities

#### Advisory Committees

- BPAC
- UAC

#### Interested Parties

- Bethany Weidner

## Objectives

- Public Works will collaborate with CPD and other City Departments to coordinate messages and schedule.
- Demonstrate a commitment to implementing the comprehensive plan by updating the EDDS annually.
- Develop an annual public involvement and communication strategy based on the topics being considered.
- Use the IAP2 Spectrum to define the decision-making process.
- Stakeholders will understand how changes implement the new comprehensive plan.
- Stakeholders will know the schedule of standards being updated and know when and how they can provide feedback.
- Multiple tools will be used to keep stakeholders informed.

## Tasks

### 1. Identify EDDS Spokesperson

Fran Eide, City Engineer, will serve as the spokesperson for the EDDS at City Council and other Public Meetings. Steve Sperr, Assistant City Engineer will be her backup if she is unavailable.

### 2. Schedule Bi-Monthly Project Meetings

The project team will meet every other week to discuss the topics, progress, schedule, and approach to updating the EDDS update. The following people will serve on the project team:

- Debbie Sullivan, Facilitator
- Fran Eide, City Engineer
- Steve Sperr, Assistant City Engineer
- Andy Haub, Water Resources Director
- Sophie Stimson, Transportation Senior Planner
- Leonard Bauer, Deputy Director - CPD
- Stacey Ray, Senior Planner – CPD

### 3. Develop a 6-year Implementation Schedule

Steve Sperr, Assistant City Engineer will serve as the Project Manager for identifying the scope and schedule of a six-year implementation plan of those Comprehensive Plan Policies that relate to the EDDS. The topics and schedule will be selected by collaborating with CPD, Water Resources, Transportation, and Waste Resources. The topics to be considered will be categorized as new a standard or clarification of an existing standard.

**4. Develop Involvement and Communication Strategy for EDDS and Related Policy Issues**

An annual public involvement and communication strategy will be designed based on the topics or related policy issues being considered. See “Tool” list below.

**5. In Person Meetings with Special Interest Groups & Parties**

Based on the topics or policy issues being addressed, staff will reach out to potentially affected parties to discuss the topics and approach.

**6. Advisory Committee, Planning Commission, and CNA Briefings**

The purpose of the briefings is to keep the Advisory Committees and the CNA up-to-date on the issues, process, and schedule. The Advisory Committees won’t be asked to make a recommendation to Council on specific technical issues. However, they may be consulted on policy issues.

**7. City Council and Council Committee Study Sessions and Meetings**

Brief Council on policy and technical issues; seek guidance, and final decision on proposed EDDS.

**8. Public Hearing**

Schedule and advertise public hearing to solicit feedback on proposed changes.

**Tools**

**1. Opt-in Email**

**Audience:** Special Interest Groups, Interested parties, Advisory Committee Members

**Purpose:** Updates on scope, schedule, upcoming meetings, and deadlines.

**2. Direct Mail**

**Audience:** Special Interest Groups and Interested Parties

**Purpose:** Postcard to kick-off the annual process and communicate where to go for additional information and how to provide feedback.

**3. Internet**

**Audience:** City Staff, Advisory Committees, Local & State Agencies, Special Interest Groups, and Interested Parties



**Purpose:** Main repository for EDDS (current and draft). Highlight annual changes and provide link for giving feedback.

4. **Briefings**

**Audience:** Advisory Committees, Planning Commission, and C.N.A

**Purpose:** Brief Committees, Commission, and C.N.A. on scope, process, schedule, and topics regarding the EDDS update and how it relates to implementing the Comprehensive Plan.

5. **OlySpeaks**

**Audience:** General Public, Stakeholders, and Interested Parties

**Purpose:** Solicit feedback specific questions as they relate to policy direction.

6. **Council and Committee Meetings**

**Audience:** City Council

**Purpose:** Brief Council on policy and technical issues; seek guidance, and final decision on proposed EDDS.

7. **Public Hearing**

**Audience:** General Public & Stakeholders

**Purpose:** Solicit feedback on proposed EDDS

**Schedule** (see attachment #2)

# Designing Olympia's Future

## Engineering Design and Development Standards (EDDS) Annual Update

Date	Task	Notes
January	Launch Annual Update	
	- Invite comments on topics to address in annual update	
	- Mid-February Deadline	
	- Submit comments to Assistant City Engineer	
<b>February 15</b>	<b>DEADLINE: Proposed topics to address in annual update</b>	
March	Review proposals and recommend proposed topics to address	
	Develop Public Communication & Involvement Strategy	
April 23	City Council Land Use and Environment Committee	
	- Proposed Topics	
	- Public Involvement & Communication Strategy	
	- Recommendation to Full Council on Topics and Strategy	
April 27	Schedule in-person meetings with Interested Parties & Briefings with Advisory Committees, Commissions, & C.N.A	
	- Proposed Topics	
	- How updates are implementing the Comp. Plan	
	- Describe how to provide feedback and deadline for comments	
May 5	City Council Meeting - Consent Calendar	
	- Consider Land Use Committee's Recommendation	
May 6	Announce Topics to be Addressed	
	- Proposed topics being considered	
	- Year 1, Year 2, and Future Issues	
	- When and how to provide feedback	
May	Submit Environmental Checklist (SEPA) to CPD	
<b>June 1</b>	<b>DEADLINE: Comments on proposed topics</b>	
June 15	Draft Proposed EDDS and Comments Posted on Intranet	
June 15	Notify Stakeholders of Draft Proposed EDDS & Comments Received	
	- Share comments received and how they influenced proposed EDDS	
June	Proposed EDDS Submitted to Dept. of Commerce (60-day review)	
August	Incorporate Comments from Department of Commerce	
September	City Council Land Use and Environment Committee	

# Designing Olympia's Future

## Engineering Design and Development Standards (EDDS) Annual Update

Date	Task	Notes
September	Notice of Public Hearing on Proposed 2015 EDDS	
October	Draft Ordinance to Legal	
November	Public Hearing on Proposed 2015 EDDS	
	Incorporate final comments for Council Approval	
November	City Council - 1st Reading to Adopt 2015 EDDS	
December	City Council - 2nd Reading and Adoption of Final 2015 EDDS	
December	Notify Stakeholders of Final 2015 EDDS	
	Send revised EDDS to Code Publishing	
	Update City website with new Adopted EDDS	

## SUMMARY OF PROPOSED CHANGES TO EDDS

No.	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
<b>Implementing Comprehensive Plan Policies</b>			
1	Private Utility Easements	Revise requirements for private utility easements, to address when they are required, allowing for adjustment of width based on zoning, etc.	2.050.E
2	Franchise Utilities	Revise the Franchise Utilities section, as it is out of date and omits some requirements.	2.060, 4B.195
3	Street Trees	Add text to address preventing soils from compaction in planter strips, and tree roots from damaging sidewalks.	4C.035, 4H.100, Drawings 4-9 & 4-49
4	LED Streetlights	Revisit lower LED color temperature range for streetlights.	4F.020
<b>GENERAL/ADMINISTRATIVE</b>			
5	Roles of Public Works Director and City Engineer	For consistency, verify roles of Public Works Director and City Engineer throughout EDDS.	All
6	811	Change all references to 1-800-424-5555 as the one-all locate number to 811.	All
7	Mylar	Remove all references to mylar, as the City does not use or require mylar sets of plans anymore.	All
8	Olympia General Special Provisions (Oly GSPs)	Delete references to Oly GSPs, as they are not codified like EDDS, therefore difficult to enforce on private developments. This will also require adding into the EDDS some requirements currently in the Oly GSPs to ensure compliance.	All
9	EDDS Authority	The outdated description of EDDS version and OMC authority need to be updated.	1.010
10	Street Closure Authority	Remove any inconsistency between the Street Closure authority of City Engineer and the Police Chief's authority to close streets in OMC 10.64.020.	1.011D, OMC 10.64.020
11	Deviation Decision Appeal	In 1.050, City Engineer is final decision on deviations, appeals by default go to Superior Court. However, in 2.090E, decisions can be appealed to the PW Director. Search for "deviation", "deferral", "exemption", "appeal", "variance" and "waiver" for more (e.g. 2.040B.11).	1.050, 2.090E, others; OMC. 12.02
12	Alternative Standards & UGA/Urban Area	Clarify the Alternative Standards section and UGA/Urban Area definition, to be consistent with the Glossary section of the Comp Plan.	1.080, 2.020, Comp. Plan Glossary
13	Definitions	Revise the Definitions in section 2.020 so that they are consistent with the definitions in the Glossary section of the Comp Plan.	2.020
14	Drainage Design and Erosion Control Manual (DDECM)	Remove definition for "CITY OF OLYMPIA STORMWATER DRAINAGE MANUAL" and add definition of DDECM.	2.020
15	ERU Definition	Remove duplicate definition and refer to OMC 13.08 instead.	2.020, OMC 13.08
16	International Fire Code (IFC)	The IFC has replaced the Uniform Fire Code in the OMC. Therefore the code reference in the "FIRE LANE" definition needs to be changed from UFC to IFC.	2.020
17	Hazard	Current definition of Hazard does not address public health aspects, e.g. its use in Chapter 6's Backflow Prevention section. Need to revise or delete the definition.	2.020
18	Low Impact Development (LID)	Need to define Low Impact Development, to differentiate use of acronym "LID" from Local Improvement District.	2.020
19	Traffic Engineer	Delete the definition of Traffic Engineer as it is a term no longer used.	2.020
20	Sewer Mains and Service Laterals	There are too many different terms used for sewer mains and service line. Therefore, edit various sections of Chapters 2 and 7 to use consistent terminology.	2.020, 7B.020, 7B.080,
21	Record Drawings	Requirements for Record Drawings need to be clarified so that the City receives timely, accurate information on facilities being constructed for public use by private developments.	2.030
22	Street Frontage Improvements	Clarify when they are required, and intent to achieve sidewalk and planter strip widths on Arterials in Urban Corridors.	2.040A, 2.020
23	ADA Access Ramps	Clarify when replacing substandard ramps with new ones is required.	2.040A
24	Streets and Alleys	Revise the wording of section 2.040B to be consistent with updated Comp Plan.	2.040.B
25	OMC Reference For Street Frontage	Correct the street frontage reference to the OMC, should be "18.40.060(L)(1)" not "18.04.060(L)(1)".	2.040.B.2
26	Safe Walking Routes	Revise safe walking route requirements to include multi-family developments.	2.040.B18, Ch. 4
27	Facility Extensions	Insert exceptions to facility extension requirements, to be consistent with 2014 changes to 3.110.	2.050
28	General Notes	The General Notes are listed in Chapters 4-7 in various formatting. Putting them all in Ch.3 will ensure they are all the same format, and that they are a required to be included in construction drawings for all projects, including private development. Also, add Notes for Erosion and Sediment Control Plans.	3.045, Drawing 3-1, Ch. 3 -7
29	NAVD 88	Update our vertical datum standard to NAVD 88; we no longer use NGVD 29.	3.045
30	Record Drawings	Change name from Record Documents to Record Drawings and provide OMC reference. Emphasis needed in 2015.	3.065
31	Easement Form	Remove the reference to the Easement Form being included in the Chapter 3 Appendix, as easements are processed by Public Works Surveying/Mapping, and may be changed on short notice.	3.100

No.	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
<b>TRANSPORTATION</b>			
32	Street Classifications	Make changes to some street classifications, to be consistent with Comprehensive Plan, including name changes and adding missing information. Also, clarify City Engineer's authority to classify or reclassify streets as necessary.	4B, 4B.030, Table 1
33	Major Commercial Collectors	(1) Define Major Commercial Collector and Major Arterial (2) Identify Major Commercial Collectors: (3) 4B.030 - add Commercial Street language (4) Table 2 -change Commercial Street Classification titles	4B.030 and Table 2
34	Parking Lanes	Change to 7 feet: Current 6 foot width on Neighborhood Collectors and Local Access does not include the gutter; 7 foot width is clearer.	Table 2, Drawings
35	Bulb-outs	Bulb-out requirement need to be clarified; (1) fix text and table to add all downtown streets; (2) revise Drawings 4-13A,13A1 to add tangent section.	Table 2, 4C.071, Dwgs 4-13A,13A1
36	Street and Intersection Spacing	Define street spacing and intersection spacing; remove references to blocks.	Ch 4, Table 3
37	Residential Alleys	Revise the current concrete strip standard for residential alleys, as it has not been installed in over 15 years.	Table 2, Drawings 4-4A,B
38	Utilities Coordination	Revise Introduction paragraph of the Utilities Coordination section to clarify intent.	4B.0795
39	Table 5 - Boulevard Road	Replace table with new one that has more information.	4B.090 Table 5
40	Driveway	Differentiate between the driveway approach in the ROW and driveways on private property (latter addressed in OMC title 18?).	4B.140, 2.020, title 18 OMC
41	Driveway Locations	Clarify reference to section 4I, Access Points and Intersection Criteria, in 4B.140 Driveways.	4B.140.B1
42	Clear Sight Triangle	Clarify Site Obstructions/Clear Sight Triangle standard for consistency with OMC 18.40.060.	4B.150, OMC 18.40.060
43	Asphalt Pavements	Revise section A on Asphalt Pavements to improve clarity.	4B.160A
44	Pavement Restoration	Clarify the pavement restoration requirements, including how the 5-year no-pavement-cut penalty is enforced.	4B.175F, et.al.
45	Bicycle facilities	Move sentence in text to improve clarity regarding exemptions for bike facilities.	4D.020
46	Trail Lighting	Need establish a standard for illuminating trails.	4E
47	HPS Illumination	Replace some missing text and add new text reagrding High Pressure Sodium (HPS) illumination.	Ch. 4 Table 15, 4F.020
48	Planter Strips	Add standard for planter strip landscaping, including number and type of plants.	4H
49	Parking Lots	(1) Clarify wording in paragraph 3 of the Parking Lot section 4H110. (2) Revise parking lot connection requirements to address connecting adjacent parking lots in 4I.090.	4H.110, 4I.090
50	Major Collector with Median	Change title of drawing to avoid confusion with Boulevard Road; remove reference to Drawing 4-2G8 in section 4B.090.	Drawing 4-2G8; 4B.090
51	Gutters	Remove references to a gutter in drawings, as gutters at curbs are no longer required.	Drawings 4-7A-D
52	Driveway Approaches	Require welded wire fabric reinforcement of concrete driveway approaches to add tensile strength.	Drawings 4-7A-D
53	Detectable Warning Surfaces	Correct error - wrong plan citation regarding WSDOT detectable warning surfaces.	Drawings 4-12A
54	Curb Ramp Pay Limits	Correct bid item names so that they match WSDOT.	Drawing 4-12H
55	Monuments	Revise the poured in place monument detail to show the brass survey disk.	Drawing 4-20

No.	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
<b>WATER, SEWER, STORMWATER</b>			
56	Pipe Abandonment	Update and make consistent requirements for pipe abandonment (in place and/or remove) in the utility chapters.	Ch. 5-7
57	Spelling Errors	Change "preformed" to "performed" and "notie" to "notice".	6.010, 6.030.D
58	Toning Wire	Clarify the toning wire testing standard to be consistent with OSP 7-08.3(2)K.	6.030.D
59	Pressure Reducing Valve (PRV)	Clarify some of the PRV standards are unclear; put them into a new subsection, 6.035, so as to stand out from 6.030 Main Line.	6.030.G, 6.035
60	Fire Service Lines	Revise the Fire Service Line requirements to reflect location of valve and private ownership of line from valve to building.	6.106
61	Backflow Prevention Enclosures In Sidewalks Downtown	Remove requirement for backflow prevention enclosures in sidewalks downtown and other "zero setback" locations. Requiring backflow prevention devices to be located in enclosures on sidewalks downtown and other "zero setback" zones is inconsistent with various sidewalk and parking needs, and may not provide sufficient value to justify. Locating these inside of buildings is safer and more desirable.	6.110
62	Backflow Prevention	Clarify some of the installation and testing requirements for backflow prevention devices, to bring standards in line with current practice and DOH requirements.	6.112-113
63	Water Meters	Update water service connection standard to address (1) automated meter readers (AMR), including meter box, and (2) location of meters.	6.120; drawings 6-1A-6.7
64	Master Meter	Reference master meter definition located in OMC 1.04.010.	6.120.F
65	Asbestos Cement (AC) Pipe	Clarify AC pipe abandonment requirements and add reference in Ch.7.	6.200, 7C.010
66	Water Service Connections	Update water service connection details to (1) increase clearance between meter and meter box, (2) show copper setter not extending outside the box, (3) update setter spec, and (4) delete 3/4" double residential service connection.	Drawings 6.1-c, 6.2, 6.2B
67	3-inch Meter Plumbing Tree	Increase clearance between meters in 3" water meter manifold drawing.	Drawing 6-20A
68	Maintenance Requirements	Delete maintenance requirements listed in 7A.010, as they are stated elsewhere in this Chapter.	7A.010
69	Gravity Sewer Pipe	Update gravity sewer pipe technical specifications to reflect current standards.	7A.080
70	Ductile Iron (DI) Sewer Pipe	When the use of DI pipe is warranted, require that it must be epoxy-lined, due to corrosivity of sewage.	7A.080
71	Minimum Slope Standards	Some designers of private developments are using minimum slope standards to minimize depth of sewer, to minimize cost, at the expense of future maintenance issues related to low flows in flat sewers. Update this section to make clear when slopes approaching minimum may be considered.	7B.020-030
72	Main Line Sewer Diameter	To be consistent with other sections referring to minimum gravity sewer main diameter, change "6-inch" to "8-inch" for minimum main line sewer size.	7B.030.A.1
73	Manholes	Revise the manhole requirements to address channeling, type of manhole frame/lid, remove steps (except top step) and add lining section. Move lining spec from 7E.030 and 7C.080. Add note to grinder pump section 7F.030E.	7B.040, 7B.050, 7C.080, 7E.030, 7F.030.E, Drawings 7-1, 7-2
74	Sewer Stubouts	Require use of existing sewer stubouts when available, to reduce sources of leaks; less invasive than tapping sewer main for new connections.	7B.080; 7B.040
75	Lift Stations	The Lift Station section, as well as related drawings, need to be updated to (1) reflect the Sole Source approval for use of Smith & Loveless lift stations, (2) use of DI pipe, and change wet well access from manhole to aluminum hatch.	7D, 7E, Drawings 7-22, 7-23 and new
76	Drop Manholes	Clarify manhole lid/frame location for inside and outside drops, for ease of access and maintenance.	Drawings 7-4, 7-4A
77	Side Sewer	Change the title and wording of standards detail 7-19 to use term "side sewer", as well as clarifying configuration.	Drawing 7-19
<b>WASTE RESOURCES</b>			
78	Ch. 8 - Waste Resources	For clarity, an editorial/wording/style cleanup chapter-wide is needed.	Ch. 8
79	Compactor Enclosures	Define roof heights for dumpster, compactor/drop box enclosures, to avoid compactors not being easily serviced due to enclosure size issues.	Ch. 8
80	Dumpster Modifications	Disallow developer-proposed modifications to dumpsters, as they rarely make it easier to service the site.	Ch. 8
81	Turning Movement	To improve clarity, include turning movement specifications.	Ch. 8
82	Site Enclosure	More clearly define minimum site enclosure dimensions and provide some defined basic types; allow for exceptions if justified.	Ch. 8
<b>GREEN COVE BASIN</b>			
83	Exceptions to Ch. 9 Requirements	Remove paragraph 2 of section 9.010, as the DDECM adequately covers this.	9.010 - General
84	Low Impact Development (LID) terms	For consistency in LID-related terminology, change "pervious" to "permeable", etc. Confirm what Drainage Manual/WSDOT says.	Ch. 9
85	Lane Widths	Correct lane widths in Table 1 and standard details.	Table 1, Drawings 9-1 to 9-4
86	Impervious Asphalt	In the last paragraph of section 9D.040, change "Asphalt" to "Traditional impervious asphalt" to differentiate this from porous asphalt in the Design Standards.	9D.040
87	OMC 12.20	Revise OMC 12.20 to be consistent with the EDDS, as some sections are outdated and/or conflict with the EDDS.	OMC 12.20

No.	Topic	Requested Change and Why	Location in EDDS, OMC, etc.
<b>FOR 2016</b>			
2016-01	Conduit Installation in Trenches	Consider installing conduit as part of trench work for both public works and private development projects, to all use by telecommunications companies. Referred to LUEC as an issue to provide City Council with a recommendation on standards, per Councilman Cooper request during 10/28/14 City Council meeting.	Ch.2
2016-02	"zoned for commercial land use"	Clarify what "zoned for commercial land use" means in 4B.03 and how it is applied, as it is ambiguous. Also need to address when a street is the boundary between two different zones, one commercial and one not.	4B.030
2016-03	Safe Walking Routes	Clarify wording in section 2.040(B)(18).	2.040.B.18
2016-04	Minor Commercial Street	Consider establishing a street classification for Minor Commercial Streets, for example dead-ends goig south from Pacific and ending at I-5.	Ch. 4
2016-05	Illumination	Review mounting heights, spacing and other requirements for Street Lights.	4F
2016-06	Hammerhead Detail	Review minimum dimensions and other requirement of the Temporary "T" (i.e."r Hammerhead") elements of standard detail 4-5.	Drawing 4-5
2016-07	Traffic Calming	Consider adding some criteria for determing when/if/where to use, especially for RLI Collectors and Local Access Streets.	Ch. 4





## Land Use & Environment Committee

### Oral Report - Downtown Project Update

**Agenda Date:** 4/23/2015  
**Agenda Item Number:** 4.C  
**File Number:** 15-0399

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

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**Title**

Oral Report - Downtown Project Update

**Recommended Action**

**City Manager Recommendation:**

N/A - Report Only

**Report**

**Issue:**

The committee will be briefed on the progress of Downtown Project IV programs.

**Staff Contact:**

Brian Wilson, Downtown Liaison, Community Planning & Development, 360.570.3798

**Presenter(s):**

Brian Wilson, Downtown Liaison, Community Planning & Development, 360.570.3798

**Background and Analysis:**

One of City Council's priorities is to "Champion Downtown" which includes the following goals:

- Increase commerce and private investment
- Create a safer, cleaner, and more welcoming downtown for all to enjoy
- Develop partnerships to expand desirable public spaces
- Play a greater role in developing the vision and enhancing the image of downtown
- Develop a community renewal plan

The Downtown Project is a multi-pronged approach toward accomplishing these goals. After three years of Downtown Project efforts, the city has seen many successes focused on safety, cleanliness, economic development, and placemaking.

The City is now beginning the fourth iteration of the Downtown Project. While staff will continue to focus on a limited number of on-going projects, the bulk of the focus will be planning for the future through the Downtown Strategic Planning process.



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

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Staff will update the council committee on the progress of Downtown Project IV programs.

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

The success of the Downtown Project will lead to a more safe, clean, and welcoming downtown for all.

**Options:**

N/A - Report only.

**Financial Impact:**

Varies depending on project.



## Land Use & Environment Committee

### Woodard Creek Basin Study

**Agenda Date:** 4/23/2015  
**Agenda Item Number:** 4.D  
**File Number:** 15-0382

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

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#### **Title**

Woodard Creek Basin Study

#### **Recommended Action**

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

Receive information on the Study and provide input as needed.

#### **Report**

##### **Issue:**

Determining the impact changing land use and restoring habitat has on water quality in Woodard Creek.

#### **Staff Contact:**

Todd Stamm, Senior Planner, 360.753.8597  
Andy Haub, Water Resources Director, 360.570.3795

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

Allison Osterberg, Thurston County  
Andy Haub, City of Olympia

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

Using computer analysis to estimate changes in streamflow, nutrient and bacteria concentrations, water temperature, and insect populations, Thurston County and Thurston Regional Planning Commission studied how urban growth can affect local streams. The project, known as the Guiding Growth - Healthy Watersheds Project, will be used to recommend changes in land use zoning, development regulations, and environmental restoration. The Woodard Creek basin, which originates in east Olympia, near Boulevard Road and 18<sup>th</sup> Avenue, and flows north to Henderson Inlet, is included in the analysis (see attached map).

The project looks at past, current and future land use in the Woodard basin. The analysis also studied the effects of; changing land use zoning, using low impact development for stormwater management, constructing stormwater retrofits, and planting streamside vegetation.

A key question of the work was whether or not changing land use zoning in the City's Urban Growth Area (UGA) would affect the creek. The study also looked at the potential water quality changes in

the creek resulting from development with septic systems or city sanitary sewer systems.

In general, the analysis indicates that changes in land use zoning would not result in major changes in future creek conditions. However, more work on retrofit existing stormwater systems for water quality treatment and revegetating the creek's shoreline is helpful.

County staff hosted a neighborhood meeting in December 2014 to discuss the results of the study. The work was completed with financial support from the U.S. Environmental Protection Agency (USEPA).

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

N/A

**Options:**

None at this time.

**Financial Impact:**

None.

**Attachment(s):**

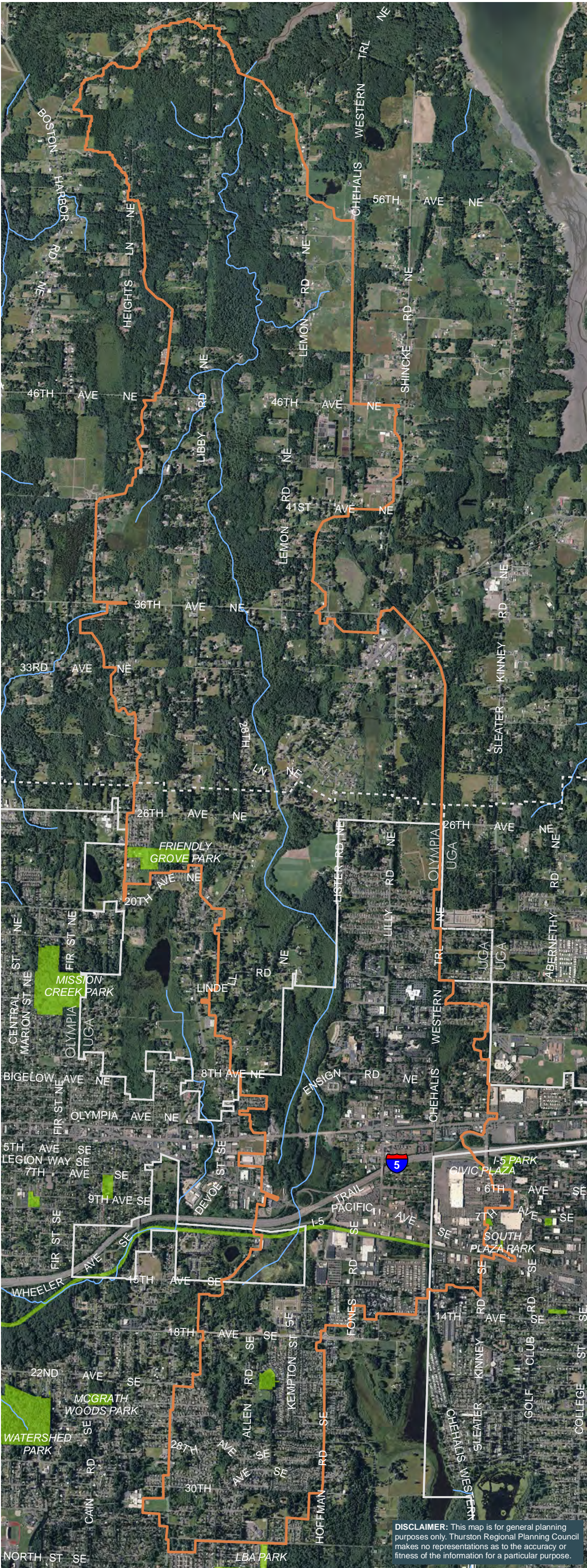
Woodard Basin Map

Woodard Creek Basin Fact Sheet








# Woodard Creek Basin

## Basin Overview



### Legend

-  Basin Boundary
-  City Limits
-  Urban Growth Area (UGA)
-  Streams & Rivers
-  Parks & Public Preserves

**DISCLAIMER:** This map is for general planning purposes only. Thurston Regional Planning Council makes no representations as to the accuracy or fitness of the information for a particular purpose.

Guiding Growth  
**Healthy Watersheds**



0 1/4 1/2 1 Miles





## Guiding Growth—Healthy Watersheds

# Translating Science into Local Policy

March 2014



**What's this project?** Thurston County and the Thurston Regional Planning Council (TRPC) are working to use watershed science to create local policies that protect Puget Sound water quality. This project is funded by the U.S. Environmental Protection Agency and focuses on select watersheds draining into Puget Sound, including Woodard Creek Basin.

**Why plan today?** A key goal of this project is to identify basin management strategies that will help to preserve water resources in areas impacted by growth. TRPC estimates that Thurston County — one of the state's fastest-growing counties — will add about 140,000 people during the next three decades. The Woodard Creek Basin includes urban growth areas slated for future incorporation by the City of Olympia.

**What's at stake?** Development in sensitive areas can damage or disrupt ecosystem services, including the filtering and purification of water, regulation of water flows, protection from floods, and creation of habitat for plants and animals. Careless development in these areas could lead to lakes, streams, and beaches that are unhealthy and unusable for people and wildlife.

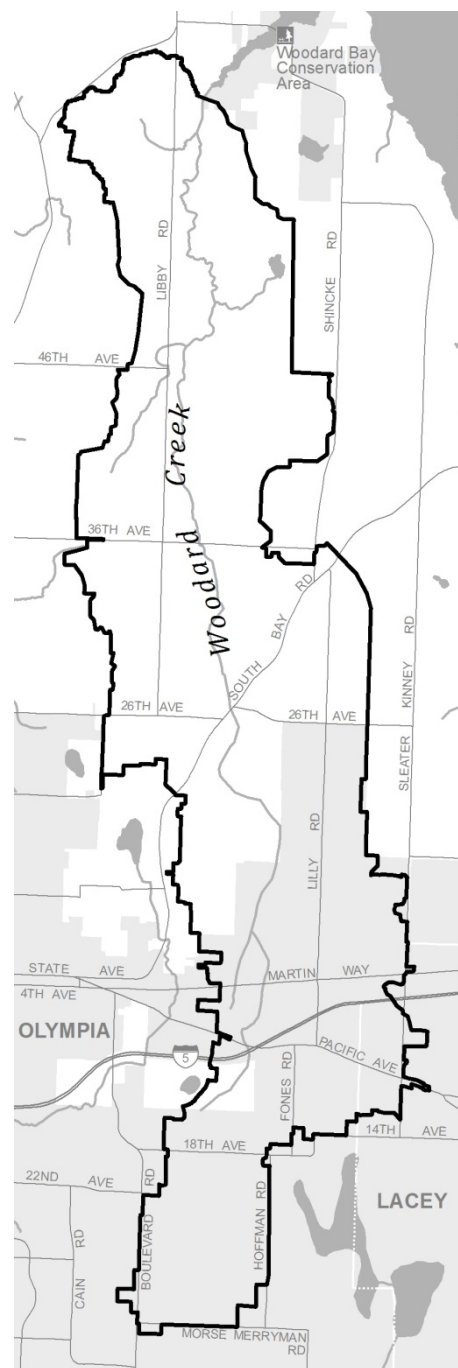
**Why was this basin selected?** Woodard Creek is the second-largest stream flowing into Henderson Inlet, a vital shellfish production area. The creek originates in an Olympia wetland surrounded by commercial and industrial development, and then travels north through unincorporated county land until it empties into Woodard Bay. The basin has been impacted by development, with 15 percent of the basin covered by impervious surfaces (e.g., roads and parking lots) and just 46 percent remaining tree canopy. Woodard Creek regularly exceeds standards for bacteria and nutrients. Though the basin is relatively healthy today, future development could increase the amount of impervious surfaces and stormwater runoff in the basin, exacerbating water quality issues.

**What has been done so far?** This project focuses on preventing basins in relatively good condition — yet facing development pressure — from becoming degraded. Our first step was to understand the current condition of the basin by examining scientific and monitoring data and growth patterns. We then considered how different management strategies might affect Woodard Creek's flow and water quality in the future.

**What's next?** We are seeking public input to help identify a management strategy for the basin. Policies under consideration include changes to development regulations and zoning, transfer or purchase of development rights, long-term protection of sensitive lands, and low-impact development.

**Want to learn more?** Contact Thurston County Associate Planner Allison Osterberg: (360) 754-3355, x7011; [osterba@co.thurston.wa.us](mailto:osterba@co.thurston.wa.us). Or visit the project website: [www.co.thurston.wa.us/planning/watershed](http://www.co.thurston.wa.us/planning/watershed)

### Woodard Creek Basin Map



## 2013 Woodard Creek Basin Survey

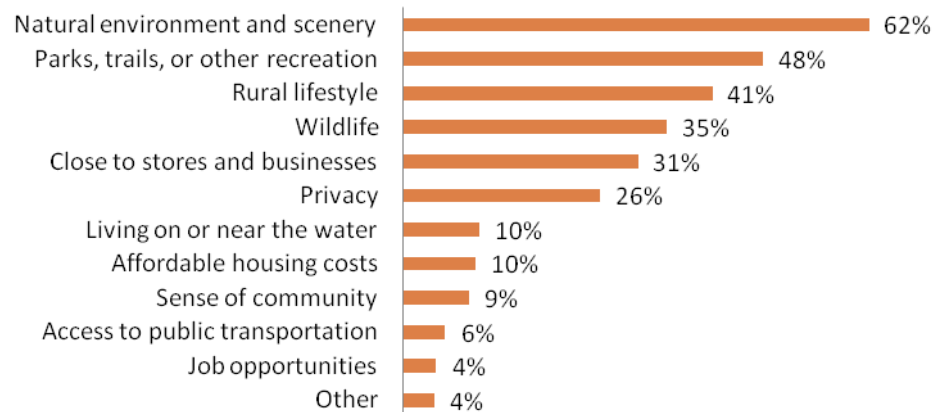
An August 2013 survey<sup>1</sup> conducted by TRPC shows what Woodard Creek Basin residents and property owners value most about living in the basin: natural environment and scenery; access to parks, trails, and other recreational facilities; and, opportunities for a rural lifestyle. Clean drinking water, Puget Sound water quality, and healthy salmon runs also are very important to the majority of the survey respondents.

More than half of those who responded (65%) indicated that they are somewhat or very concerned about water quality in the basin. The greatest risks to water quality they see are urban development, pollution from stormwater runoff and septic systems, and the loss of forest cover. When it comes to planning for the future of the basin, residents said the most important issues to address were:

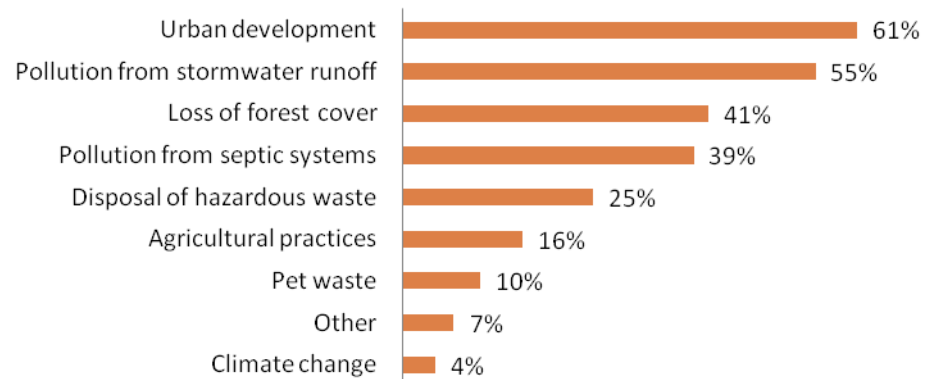
- Protecting water quality (55%)
- Protecting wildlife, fish habitat (54%)
- Preserving undeveloped land (37%)
- Preserving farmland (29%)
- Low-impact development (22%)

When asked how residents would like to describe Woodard Creek Basin in the future, many expressed hope that the area would remain much as it is today, with natural and rural areas maintained and protected, and with water quality improved. They also expressed a desire that future development be concentrated in the more urban areas and designed to be low-impact. Residents also want to preserve natural areas and maintain a high quality of life.

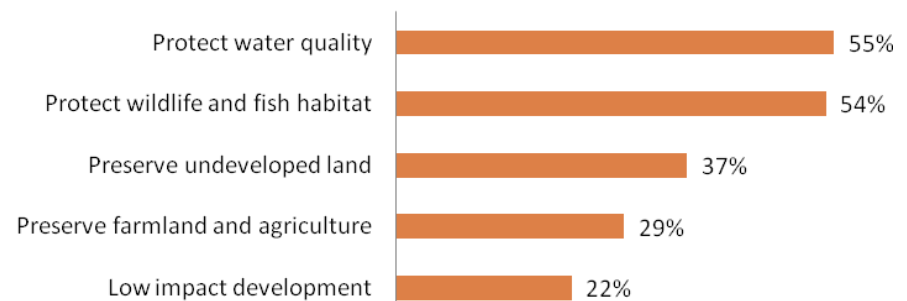
### What do you value most about living in the Woodard Creek Basin?



### What are the greatest risks to water quality in Woodard Creek Basin?



### What should be addressed in a watershed plan for Woodard Creek Basin?



<sup>1</sup> TRPC sent the survey to 3,374 residents and property owners and elicited a response rate of 12 percent.



## Land Use & Environment Committee

### Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee

**Agenda Date:** 4/23/2015  
**Agenda Item Number:** 4.E  
**File Number:** 15-0285

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**Type:** recommendation   **Version:** 2   **Status:** In Committee

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#### **Title**

Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee

#### **Recommended Action:**

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

Recommend to the City Council approval of proposed amendments related to land use project review and decisions by the Site Plan Review Committee.

#### **Body**

##### **Issue:**

Whether to amend the Municipal Code provisions related to land use project review and decisions by the Site Plan Review Committee.

#### **Staff Contacts:**

Keith Stahley, Director of Community Planning and Development 360.753.8227  
Leonard Bauer, Deputy Director, Community Planning & Development (CPD) 360.753.8206  
Darren Nienaber, Deputy City Attorney 360.753.8044.

**Presenters:** Leonard Bauer, Deputy Director, CPD

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

##### Background

The Olympia Municipal Code specifies decision-making authority for land use applications (OMC 18.72.100). Pursuant to that section, decisions on various types of development permits are made administratively by staff, by the Site Plan Review Committee or the Hearing Examiner, depending upon level of project complexity, whether coordinated multi-agency review is required, or level of public interest.

The Site Plan Review Committee (SPRC) was first created in 1978 to provide a coordinated, multi-disciplinary review and formal decision of many land use project applications. SPRC currently

consists of the Building Official, Senior Planner, Development Services Engineer, Environmental Review Officer (SEPA Official), and Fire Chief, or their designees. SPRC is well suited to render land use decisions on projects which have minimal public interest consistent with the City, State and Federal regulations. The SPRC also conducts pre-submission conferences to advise potential land-use applicants about City and State land use regulations.

The Hearing Examiner is appointed by the City Council to conduct quasi-judicial open record public hearings on larger projects, which potentially have significant public interest. The Examiner provides an independent project permit review and issues a final decision on major land use projects consistent with the City, State and Federal regulations.

### Summary of Proposed Ordinance

In the proposed ordinance staff is recommending the following changes to clarify the roles of SPRC, the CPD Director, and Hearing Examiner, and be more consistent with guidance from our insurance authority regarding land use procedures:

- Make SPRC an advisory body to the Director of Community Planning and Development;
- The Director of Community Planning and Development is provided discretion to render a land use decision or refer the application to the Hearings Examiner with a staff recommendation;
- Modify the composition of SPRC to be appointees designated by the Director of Community Planning and Development, Director of Public Works and the Fire Chief.

The proposed ordinance makes no changes to the public's opportunities to participate in the land use application review process. Meetings of the SPRC would remain open to the public. There are no changes proposed to public comment periods, or to appeal procedures. CPD staff will continue current practice of hosting public informational meetings regarding most new land use applications.

At its March 26, 2015 meeting, the Land Use and Environment Committee reviewed the proposed ordinance and directed staff to provide additional information and seek feedback from interested citizens and neighborhood interests. Staff provided a briefing at the April 13 meeting of the Coalition of Neighborhood Associations, and directly contacted a citizen that had provided comment to the Committee prior to its March 26 meeting. No specific changes were proposed to the ordinance as a result of those conversations.

### **Neighborhood/Community Interests:**

There is high interest in the Olympia community for transparent land use review processes. There is also general support to ensure that on larger projects, which potentially have significant public interest, to allow the Hearings Examiner to provide an independent project permit review and issue a decision of major land use projects.

### **Options:**

1. Move to recommend approval of the proposed draft amendments to the City Council.
2. Provide additional direction on further amendments and make a recommendation to the City Council.



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**Type:** recommendation **Version:** 2 **Status:** In Committee

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**Financial Impact:** None

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE of the City of Olympia, Washington relating to land use project review and decisions; specifically amending Olympia Municipal Code provisions relating to the Site Plan Review Committee at Sections 12.16.040, 12.16.050, 14.04.160, 14.08.030, 16.04.460, 16.48.050, 16.54.070, 16.60.070, 17.04.070, 17.12.010, 17.16.010, 17.32.040, 17.34.070, 17.36.020, 18.02.180(L), 18.02.180(S), 18.04.060(U), 18.06.060(Z), 18.10.040, 18.36.180(B), 18.38.060, 18.38.080, 18.38.100, 18.38.160(A), 18.38.180, 18.38.220(A), 18.48.020, 18.48.040, 18.56.060, 18.56.080(A), 18.57.040, 18.57.060, 18.57.100, 18.60, 18.64.040, 18.72.020, 18.72.050, 18.72.080, 18.72.100, 18.72.140, 18.75.020, 18.76.160 and 18.76.200.**

WHEREAS, the Site Plan Review Committee (SPRC) was first created in 1978 pursuant to Ordinance No. 4077; and

WHEREAS, the Unified Development Code (UDC) was adopted by Ordinance No. 5517 on May 9, 1995, becoming effective on June 19, 1995; and

WHEREAS, the SPRC was in use by the Community Planning & Development Department at the time of the adoption of the UDC, and its purpose and powers were codified as part of the UDC under Chapter 18.60 of the Olympia Municipal Code; and

WHEREAS, on occasion, significant public interest in a land use project that occurs after a project's application warrants the heightened formality and structure of a Hearing Examiner process; and

WHEREAS, in certain other decisions that have little to no public interest, the City finds that SPRC is better suited as an advisory body to the Director of the Department of Community Planning and Development; and

WHEREAS, this Ordinance is supported by the staff report and attachments associated with the Ordinance along with documents on file with the City of Olympia; and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington State Constitution and any other legal applicable authority;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OLYMPIA, DOES ORDAIN AS FOLLOWS:**

**Section 1. Amendment of OMC 12.16.040. Section 12.16.040 of the Olympia Municipal Code is hereby amended to read as follows:**

12.16.040 - ~~Site plan review city action~~Public Works Director Recommendation

Upon receipt of a complete petition application package, the public works director shall ~~schedule consideration of the proposed vacation with the Olympia site plan review committee. The committee~~

shall ~~consider such application~~ with respect to criteria set forth in Section 12.16.100 and establish a recommendation to the eCity eCouncil.

**Section 2. Amendment of OMC 12.16.050. Section 12.16.050 of the Olympia Municipal Code is hereby amended to read as follows:**

12.16.050 - Scheduling for eCity eCouncil action

After consideration by the ~~site plan review committee~~ Public Works Director, the petition application shall be scheduled for public hearing before the Olympia eCity eCouncil. Notice of such hearing shall be given not less than twenty days in advance of the day of the hearing. Required notice shall include:

- A. The posting of written notice in a prominent and conspicuous location at Olympia City Hall, ~~Olympia public works department and Olympia planning department~~;
- B. The posting of written notice in a prominent and conspicuous location on the subject street or alley; and
- C. The mailing of written notice to all property owners abutting and within three hundred feet of the boundaries of the rights-of-way to be vacated.

**Section 3. Amendment of OMC 14.04.160. Section 14.04.160 of the Olympia Municipal Code is hereby amended to read as follows:**

14.04.160 Appeals

A. The following administrative appeal procedures are established under RCW 43.21C.075 and WAC 197-11-680:

1. Any agency or person may appeal to the Hearing Examiner the environmental review officers conditioning, lack of conditioning or denial of an action pursuant to WAC Chapter 197-11. When such conditioning, lack of conditioning or denial of action is attached to a recommendation of the ~~Site Plan Review Committee~~ Director to the Hearing Examiner regarding a land use application, no appeal shall be necessary for consideration and revision of such conditions, lack of conditions, or denial by the Hearing Examiner.
2. The responsible officials initial decision to require preparation of an environmental impact statement, i.e., to issue a determination of significance, is subject to an interlocutory administrative appeal upon notice of such initial decision and only to such appeal. Notice of such decision shall be provided as set forth in OMC 18.78.020. Failure to appeal such determination within 14 calendar days of notice of such initial decision shall constitute a waiver of any claim of error.
3. All appeals shall be in writing, be signed by the appellant, be accompanied by the appropriate filing fee, and set forth the specific basis for such appeal, error alleged and relief requested. Any

appeal must be filed within seven calendar days of the SEPA determination being final. Where there is an underlying governmental action requiring review by the ~~H~~Hearing ~~e~~Examiner, any appeal and the action shall be considered together. Where there is an underlying permit decision to be made by city staff, any appeal periods shall conclude simultaneously.

4. For any appeal under this subsection, the city shall keep a record of the appeal proceeding which shall consist of the following:

- a. Findings and conclusions;
- b. Testimony under oath; and
- c. A taped or written transcript of any hearing.

5. Any procedural determination by the city's responsible official shall be given substantial weight in any appeal proceeding.

B. The city shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal.

**Section 4. Amendment of OMC 14.08.030. Section 14.08.030 of the Olympia Municipal Code is hereby amended to read as follows:**

14.08.030 Shoreline substantial development, conditional use and variance permits

A. Applications for shoreline substantial development permits, conditional use permits, and variance permits are subject to and shall be processed pursuant to WAC Chapter 173-27, as now or hereafter amended, and, as provided below.

B. Applications for shoreline substantial development, conditional use, and variance permits shall be submitted to the planning department on forms supplied by the department. The application shall contain the information required by WAC 173-27-180 and such other information as may be required by the department. The applicant shall pay to the department the application fee prescribed by the approved fee schedule. In addition to the application fee, the applicant shall pay fees for environmental analysis, and for other necessary actions or approvals.

C. Applications for those shoreline development permits that are exempt from the State Environmental Policy Act and entirely upland of the ordinary high water mark may be decided by the ~~Site Plan Review Committee~~Director if a public hearing is not requested by an interested party. The Hearing Examiner shall hold a public hearing and render a decision regarding other applications identified in subsection A of this section.

D. Pursuant to WAC 173-27-110, notice of the application and hearing shall be published in the manner prescribed therein, and mailed to the latest recorded real property owners as shown by the records of the county assessor within at least three hundred feet of the boundary of the subject property, fifteen (15)

days before the hearing. In addition, the planning department, in its discretion, may give notice in any other manner deemed appropriate.

E. The decision of the ~~h~~Hearings ~~e~~Examiner may be appealed to the ~~city council, pursuant to Olympia Ordinance No. 4148, and the decision of the council may be appealed to the~~Shorelines Hearings Board pursuant to WAC 173-27-220.

F. Pursuant to WAC 173-27-090 and 173-27-100, the director or the director’s designee shall review and decide requests for time extensions and permit revisions. The decision of the director may be appealed pursuant to city ordinance.

**Section 5. Amendment of OMC 16.04.460. Section 16.04.460 of the Olympia Municipal Code is hereby amended to read as follows:**

16.04.460 Use of mobile housing for nonresidential purposes

A. Mobile/manufactured housing shall not be used for nonresidential purposes. All nonresidential structures shall meet the factory built commercial structure standards prescribed in RCW 43.22.490, as now or hereafter amended.

B. The placement of factory built commercial structures for temporary or permanent use may be for nonresidential purposes when approved by the ~~Olympia site plan review committee~~Director and permitted by the building official.

C. The use must comply with the use district in which it is placed.

**Section 6. Amendment of OMC 16.48.050. Section 16.48.050 of the Olympia Municipal Code is hereby amended to read as follows:**

16.48.050 Exemptions

The following shall be exempt from the provisions of this chapter:

A. Projects requiring approval of the ~~city site plan review committee~~Director under the zoning ordinance, and/or by the ~~h~~Hearings ~~e~~Examiner and ~~c~~City ~~c~~Council, provided that grading on such projects shall take place only after approval and shall be in accordance with such approval, and the criteria and information requirements of this chapter;

B. Clearing in emergency situations involving immediate danger to life or property or substantial fire hazards;

C. Clearing on a parcel or contiguous parcels in one ownership less than 20,000 square feet in size for the purpose of construction, landscaping and/or associated improvements for a single-family or duplex

residence. Such exemption shall not be applicable when the above-mentioned grading activity would directly involve shoreline areas, creeks, and parcels where the predominant slope is in excess of 20 percent;

D. Clearing within a maximum of 30' (when required for construction and associated landscaping) of the perimeter of the building line, and any area proposed to be graded for driveway and septic purposes, of a single single-family or duplex dwelling to be constructed as indicated on the plot plan submitted to the building official within an application for a building permit on parcels consisting of 20,000 or more square feet;

E. The removal of dead trees or of diseased or damaged trees which constitute a hazard to life or property;

F. Clearing done under authority of a approval issued pursuant to RCW Chapter 76.09 when, in the opinion of the city building inspector, such work involves commercial Christmas tree harvesting pursuant to a continuing harvesting and reforestation program and the land shall not be converted to a use other than Christmas tree production;

G. Clearing practices associated with normal agricultural crop operations, excluding timber cutting not otherwise exempted;

H. Stockpiling and handling of earth material associated with commercial quarry operations licensed under the authority of the State Department of Natural Resources and the State Open Mining Act of 1970.

**Section 7. Amendment of OMC 16.54.070. Section 16.54.070 of the Olympia Municipal Code is hereby amended to read as follows:**

16.54.070 Tree plan review standards

A. Issuance of a permit under this chapter does not exempt the permittee from procuring and complying with other required permits or approvals. Whenever this chapter conflicts with other laws, ordinances or rules, the more restrictive shall apply.

B. Critical Areas. The approval authority shall restrict activities and/or impose conditions as warranted, to protect critical areas and their associated buffers, water quality, property or public safety.

C. Alternative Compliance. All tree removal permit activities regulated by this chapter shall be performed in compliance with the applicable standards contained in this chapter, unless the applicant demonstrates that alternate measures or procedures will be equal or superior to the provisions of this chapter in accomplishing the purposes of this chapter.

D. For all development projects, the following Urban Forestry design standards and provisions shall apply.

1. Timing of tree removal. A tree removal permit will be processed and issued concurrently with other development permits, as applicable.
  
2. Preservation and conservation of wooded areas and trees, shall have priority over development when there are feasible and prudent location alternatives on site for proposed building structures or other site improvements, as identified by the ~~Site Plan Review Committee~~ Director, as applicable. This may require site redesign including, but not limited to: redesign of streets, sidewalks, stormwater facilities, utilities; changing the shape and size of the parking lot; reducing or limiting proposed site grading; and changing the locations of buildings or building lots.
  
3. If existing trees and vegetation meet the requirements for the required landscaping, they shall have priority over and may substitute for the required landscaping pursuant to the guidelines established in the City of Olympia's Landscaping Ordinance, OMC 18.36.
  
4. For residential subdivisions (more than 4 units) at least 100 percent of the required minimum tree density shall be located within separate deeded tree tract(s) held in common ownership by the homeowner's association, or comparable entity.
  
5. Tree preservation priority. In designing a development project and in meeting the required minimum tree density, the applicant shall preserve the following trees in the following order of priority. (Trees to be preserved must be healthy, windfirm, and appropriate to the site at their mature size, as identified by a qualified professional forester).
  - a. Landmark Trees.
  
  - b. Specimen Trees.
  
  - c. Critical Areas and Critical Area Buffer.
  
  - d. Significant Wildlife Habitat. Trees located within or buffering Significant Wildlife Habitat.
  
  - e. Other individual trees or groves of trees.
  
6. On sites where there are currently inadequate numbers of existing trees, or where the trees are inappropriate for preservation, as determined by the Urban Forester, then replacement tree planting shall be required. Trees to be planted must be planted within separate deeded tree tracts as defined in this ordinance.

**Section 8. Amendment of OMC 16.60.070. Section 16.60.070 of the Olympia Municipal Code is hereby amended to read as follows:**

16.60.070 Tree plan review standards

A. Issuance of a permit under this chapter does not exempt the permittee from procuring and complying with other required permits or approvals. Whenever this chapter conflicts with other laws, ordinances or rules, the more restrictive shall apply.

B. Critical Areas. The approval authority shall restrict activities and/or impose conditions as warranted, to protect critical areas and their associated buffers, water quality, property or public safety.

C. Alternative Compliance. All tree removal permit activities regulated by this chapter shall be performed in compliance with the applicable standards contained in this chapter, unless the applicant demonstrates that alternate measures or procedures will be equal or superior to the provisions of this chapter in accomplishing the purposes of this chapter.

D. For all development projects, the following Urban Forestry design standards and provisions shall apply.

1. Timing of tree removal. A tree removal permit will be processed and issued concurrently with other development permits, as applicable.

2. Preservation and conservation of wooded areas and trees, shall have priority over development when there are feasible and prudent location alternatives on site for proposed building structures or other site improvements, as identified by the ~~Site Plan Review Committee~~ Director, as applicable. This may require site redesign including, but not limited to: redesign of streets, sidewalks, stormwater facilities, utilities; changing the shape and size of the parking lot; reducing or limiting proposed site grading; and changing the locations of buildings or building lots.

3. If existing trees and vegetation meet the requirements for the required landscaping, they shall have priority over and may substitute for the required landscaping pursuant to the guidelines established in the City of Olympia's Landscaping Ordinance, OMC 18.36.

4. For residential subdivisions (more than 4 units) at least 75 percent of the required minimum tree density shall be located within separate deeded tree tract(s) held in common ownership by the homeowner's association, or comparable entity.

5. Tree preservation priority. In designing a development project and in meeting the required minimum tree density, the applicant shall preserve the following trees in the following order of priority. (Trees to be preserved must be healthy, windfirm, and appropriate to the site at their mature size, as identified by a qualified professional forester).

a. Landmark Trees.

b. Specimen Trees.

c. Critical Area Buffer. Trees located within or adjacent to critical area buffers. (Those trees within the buffer may count up to 50 percent of the required tree density.)

d. Significant Wildlife Habitat. Trees located within or buffering Significant Wildlife Habitat.

e. Other individual trees or groves of trees.

6. On sites where there are currently inadequate numbers of existing trees, or where the trees are inappropriate for preservation, as determined by the Urban Forester, then replacement tree



planting shall be required. In designing a development project and in meeting the required minimum tree density the following trees shall be planted in the following order of priority:

- a. Critical Area Buffers, Significant Wildlife Habitat. Trees planted within or adjacent to Critical Areas and Significant Wildlife habitat areas.
- b. Stormwater retention/detention ponds. Trees planted adjacent to Stormwater retention/detention ponds.
- c. Landscaping. For residential subdivisions this may include entrance landscaping, traffic islands, separate deeded tree tracts, and other common areas.
- d. Individual residential building lots. Trees planted on individual lots.

**Section 9. Amendment of OMC 17.04.070. Section 17.04.070 of the Olympia Municipal Code is hereby amended to read as follows:**

17.04.070 Administrative duty

The ~~city planning~~ Director and his staff, hereafter referred to as the "planner" or the "planning department," are vested with the duty of administering this title and may prepare and require the use of such additional forms which are necessary to effectuate the provisions thereof.

**Section 10. Amendment of OMC 17.12.010. Section 17.12.010 of the Olympia Municipal Code is hereby amended to read as follows:**

17.12.010 Definitions

For the purpose of this title, certain words and terms are defined in this chapter. When consistent with the context, words used in the present tense shall include the future; the singular term shall include the plural; and the plural, the singular; the word "shall" is always mandatory and the word "may" denotes a use of discretion.

A. "Applicant" means any individual or entity who applies for preliminary plat, short plat, large lot subdivision or binding site plan approval under this title.

B. "Auditor" means the auditor of Thurston County, Washington.

C. "Binding site plan" means a drawing made and approved in accordance with the provisions of subdivisions D, E and G of Section 17.04.040 of this title which contains inscriptions and attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the city, and which contains provisions requiring any development to be in conformance with the site plan.

D. "Buildable lot" means a lot meeting all of the requirements of size, shape, frontage, sanitation, etc., contained in this title and other ordinances of the city for any specific type of development.

E. "Boundary line adjustment" means an alteration of a division of land by adjustment of boundary lines, between platted or unplatted lots or parcels or both, which does not create an additional lot, tract, parcel, building site, or division nor creates any lot, tract, parcel, building site, or division which contains insufficient area or dimension to meet the minimum requirements for width or area for a building site. Boundary line adjustments include lot consolidations wherein boundary lines are removed.

F. "City council" means the mayor and council members of the city.

G. "Comprehensive plan" means a plan adopted by the eCity eCouncil as a guide to the physical growth and improvement of the city, including modifications or refinements which may be made from time to time. Said plan may include the following elements: land use, transportation, transit, public services and facilities, housing, community development, and additional subjects relating to the physical development of the city.

H. "County" means the county of Thurston, state of Washington.

I. "Date of filing" means the date that a complete and accurate application for preliminary plat, short plat, large lot plat or final plat approval is filed with the city.

J. "Declaration of short subdivision" means a document signed by all persons having any real interest in the land being subdivided and acknowledged before a notary that they signed the same as their free act and deed, and containing, as a minimum, the following elements:

1. A legal description of the tract being divided;
2. An illustrative map;
3. Any restrictive covenants;
4. A title report or plat certificate;
5. Any special conditions of short subdivision approval (e.g., frontage improvements requirements).

K. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat, short plat or binding site plan showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat or plan for filing by the appropriate governmental unit.

L. "Department" The City of Olympia Community Planning and Development Department.

M. "Development" means the development of land as proposed and/or described in any application for development permit approval submitted to the city.

N. "Development permit" means any land use permit which must be approved by the city prior to the development of land. Development permits shall include preliminary plats, short plats, binding site plans, large lot subdivisions and final plats.

O. "Director" means the Director of the City of Olympia Community Planning and Development Department, and the Director's designees.

OP. "Easement" means a right granted by a property owner to specifically named parties or to the general public for the use of certain areas or strips of land for particular purposes. Where appropriate to the context, easement may also refer to the land covered by the rights granted. This may include pedestrian paths, bicycle paths, utility easements, drainage, open space, etc.

PQ. "Final Approval" means the final official action taken by the eCity eCouncil, hHearing eExaminer, or planner on the proposed subdivision, short subdivision, binding site plan, large lot subdivision or dedication, or portion thereof.

QR. "Final plat" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in RCW Chapter 58.17 and in this title adopted pursuant thereto.

RS. "Flooding" means the inundation of an area of land that is not usually under water.

ST. "Hearing examiner" means the land use hHearing eExaminer for the city.

TU. "Improvements" means and includes, but is not limited to, streets and roads complying with the development standards and specifications adopted by the city; public utility and pedestrian facilities; street lights; landscape features; bridge structures; storm drainage facilities; and traffic control devices as are required to be installed as a part of subdivision, short subdivision, large lot subdivision or binding site plan approval.

UV. "Large lot subdivision" means the division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or 5 acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

VW. "Lot" means a fractional part of subdivided or site planned land having fixed boundaries, being of sufficient area and dimensions to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

WX. "Mean sea level datum" means the published mean sea level datum established by the U. S. Coast and Geodetic Survey (now National Geodetic Survey) and the benchmarks referenced to this datum established by the city Public Works Department.

XY. "Olympia coordinate system" means the horizontal ground scale coordinate system referenced to the Washington Coordinate System as established by the city Public Works Department.

YZ. "Person" means every person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit.

ZAA. "Planned residential development" means a unified development approved in accordance with Title 18 of this code.

AABB. "Plat" means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions or dedications.

BBCC. "Preliminary Approval" means the official action taken on a proposed division of land when provision of improvements or fulfillment of conditions are to occur prior to final approval.

CCDD. "Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks and other elements of a subdivision consistent with the requirements of this chapter. The preliminary plat shall furnish a basis for the approval or disapproval of the general layout of a subdivision.

DD EE. "Short plat" means the map or representation of a short subdivision containing all of the pertinent information as required by this title.

EEFF. "Short subdivision" means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

FFGG. "Site plan review committee" means the city planner, engineer, fire chief and building official or their designated representatives is defined in OMC 18.02.180.

GGHH. "Subdivider" means a person who undertakes the subdividing of land.

HHII. "Subdivision" means the division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, which are less than five acres in area, whether immediate or future, for the purpose of sale, lease or transfer of ownership. This definition applies whether or not there is a dedication involved.

IJJJ. "Utilities easements" means rights-of-way which may be used by public utilities, including, but not limited to, electricity, water, natural gas, sewer, telephone and television cable for the construction, operation, maintenance, alteration and repair of their respective facilities.

JKK. "Variance" means an authorization granting relief under the provisions of Chapter 17.52 of this title from the literal enforcement of this title, when special conditions exist or unusual hardship will result therefrom.

**Section 11. Amendment of OMC 17.16.010. Section 17.16.010 of the Olympia Municipal Code is hereby amended to read as follows:**

17.16.010 Conference prior to submission of application

Prior to the submission of the preliminary plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time, said committee shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to eliminate as many potential problems as possible in order for the preliminary plat to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shore-line Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other city requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

**Section 12. Amendment of OMC 17.32.040. Section 17.32.040 of the Olympia Municipal Code is hereby amended to read as follows:**

17.32.040 Conference prior to submission of application

Prior to the submission of the short plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time said ~~committee~~ Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shoreline Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

**Section 13. Amendment of OMC 17.34.070. Section 17.34.070 of the Olympia Municipal Code is hereby amended to read as follows:**

17.34.070 - Approval procedures

A. Review and Approval. The binding site plan application shall be reviewed by the ~~Site Plan Review Committee~~Director. The ~~Site Plan Review Committee~~Director may take the following actions on the application: approve, approve with conditions, deny, or return it to the applicant for correction.

B. Conditional Approvals. When the preliminary binding site plan approval is contingent upon conditions, then the conditions shall be completed and a final plan filed within two years from the date of the conditional approval.

C. Appeal of the Decision. The decision of the ~~Site Plan Review Committee~~Director shall be final, unless an appeal to the ~~Hearing~~Examiner is filed with CP&D within fourteen (14) days after the committee's written decision. The appeal shall be in writing and accompanied by the appropriate filing fee.

**Section 14. Amendment of OMC 17.36.020. Section 17.36.020 of the Olympia Municipal Code is hereby amended to read as follows:**

17.36.020 Presubmission conference

Prior to the submission of the large plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~Director to discuss preliminary sketches or studies. At this time said ~~committee~~Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to eliminate as many potential problems as possible in order for the large lot plat to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shoreline Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other city requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

**Section 15. Amendment of OMC 18.02.180(L). Subsection 18.02.180(L) of the Olympia Municipal Code is hereby amended to read as follows:**

Chapter 18.02 – Basic provisions

L. DEFINITIONS - SPECIFIC.

Lake. A naturally existing or artificially created body of standing water greater than twenty (20) acres in size. Lakes include reservoirs which exist on a year-round basis and occur in a depression of land or expanded part of a stream. A lake is bounded by the ordinary high water mark or the extension of the elevation of the lake's ordinary high water mark within the stream, where the stream enters the lake. All lakes meet the criteria of RCW Chapter 90.58 (Shoreline Management Act) and have been inventoried as "Shorelines of the State" found in the Shoreline Master Program for the Thurston Region in OMC 14.08.

~~Olympia Site Plan Review Committee~~  
Land Use Approval. A written approval or permit issued by the ~~Site Plan Review Committee~~ Director or Hearing Examiner, or designee thereof, finding that a proposed project is consistent with applicable plans, regulations and standards and authorizing the recipient to make use of property in a certain manner. The land use approval consolidates various non-construction permit reviews of a project such as design review, environmental review, zoning conformance, and site plan review. Land Use Approval is a permit which does not directly authorize construction or improvements to real estate, but which is a necessary and required precursor to authorization of such construction or improvement. Land Use Approval includes, but is not limited to, applications for review and approval of a preliminary or final subdivision, short plat, binding site plan, conceptual or detailed master planned development, planned residential development, conceptual design review, site plan review, conditional use permit, variance, shoreline development permit, or other such reviews pertaining to land use.

Land Use Approval, Administrative. A Land Use Approval which may be issued by an authorized official or body, usually the ~~Site Plan Review Committee~~ Director, without an open record predecision hearing.

Land Use Approval, Quasi-Judicial. A Land Use Approval issued by an authorized official or body, usually the Hearing Examiner, following an open record predecision hearing.

Landscape Plan. A component of a site development plan on which is shown: proposed landscape species (number, spacing, size at time of planting, and plant details); proposals for protection of existing vegetation during and after construction; proposed treatment of hard and soft surfaces; proposed decorative features; grade changes; buffers and screening devices; and any other information that can reasonably be required in order that an informed decision can be made by the approving authority.

Landscape Structure. A fence, wall, trellis, statue or other landscape and ornamental object.

Landscaping. An area devoted to or developed and maintained predominantly with native or non-native plant materials including lawn, groundcover, trees, shrubs, and other plant materials; and also including accessory decorative outdoor landscape elements such as ornamental pools, fountains, paved or decorated surfaces (excluding driveways, parking, loading, or storage areas), and sculptural elements.

Landslide. Episodic down-slope movement of a mass of soil or rock that includes but is not limited to rockfalls, slumps, mudflows, earthflows and snow avalanches.

Large Lot Subdivision. The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger if the land is not capable of description as a fraction of a section of land.

Laundry and Laundry Pick-up Agency. An enterprise where articles of clothing, linen, etc. are washed, including self-service laundries as well as those where customers drop off articles to be laundered either on or off the premises, or dry-cleaned off the premises only. This includes diaper services, but not the following, which are classified as Light Industrial uses: dry-cleaning plants, linen supply services, carpet and upholstery cleaning plants, and industrial launderers.

Legal Lot of Record. A lot of a subdivision plat or binding site plan or a parcel of land described in a deed either of which is officially recorded to create a separate unit of property, provided that such plat, site

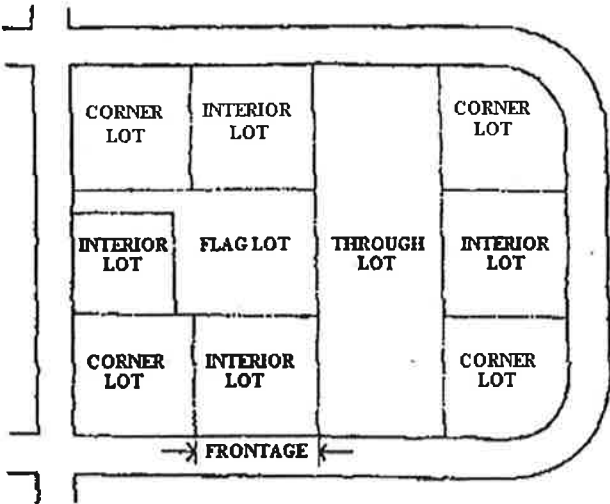
plan, or deed shall accord with applicable local, state or federal law on the date created. Separate descriptions of adjoining parcels within a single deed shall not necessarily constitute separate legal lots of record.

**Local Improvement.** A public improvement for the benefit of property owners provided to a specific area that benefits that area and that is usually paid for, at least in part, by a special assessment.

**Lodging House.** See Dwelling, Transient.

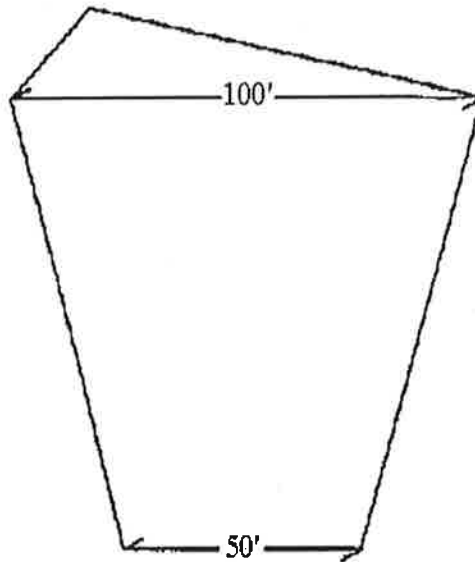
**Lot.** Lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall also include tracts and parcels. Lot classifications are as follows:

- a. **Lot, Corner.** A lot that abuts two (2) or more intersecting streets.
- b. **Lot, Flag or Panhandle.** A lot with less than thirty (30) feet of street frontage which is typically connected to a public or private street by a narrow driveway. A lot where access is only provided by a private easement is not a flag lot.
- c. **Lot, Interior.** A lot that has frontage on one public or private street only, or is provided access by a private easement.
- d. **Lot, Through.** A lot that fronts on two (2) parallel or nearly parallel streets that do not intersect at the boundaries of the lot.
- e. **Lot, Wedge-shaped.** A lot with a street frontage which is no more than half as wide as the lot's width at the rear property line, as depicted in Figure 2-5b.



**FIGURE 2-5**





**Example of a Wedge-Shaped Lot**

**FIGURE 2-5b**

Lot Frontage. See Frontage.

Lot Line. A line dividing one lot from another lot or from a street rights-of-way or alley. (See also Property Line.)

Lot of Record. A lot, the plat, or deed to which is officially recorded as a unit of property and is described by metes and bounds.

Lot, Substandard. A parcel of land that is less than the minimum area or minimum dimensions required in the zone in which the lot is located. (See also Minimum Lot Size, Undersized Lots in development standards.)

Lot Width. The straight line distance measured between side lot lines parallel to the front setback line. (See also Section 18.04.080(G)(1) and Table 4.04.)

Low Income Housing. See Affordable Housing.

**Section 16. Amendment of OMC 18.02.180(S). Subsection 18.02.180(S) of the Olympia Municipal Code is hereby amended to read as follows:**

Section 18.02.180 Definitions

## S. DEFINITIONS - SPECIFIC.

**Salmonid.** A member of the fish family salmonidae, such as chinook, coho, chum, sockeye and pink salmon, rainbow, steelhead, cutthroat salmon, brown trout, bull trout, Brook and Dolly Varden char, kokanee and whitefish.

**Sanitary Landfill.** A site for solid waste (garbage) disposal.

**Satellite Earth Station.** A single or group of parabolic (or dish) antennas that are mounted to a support device that may be a pole or truss assembly attached to a foundation in the ground, or in some other configuration. A satellite earth station may include the associated separate equipment cabinets necessary for the transmission or reception of wireless communications signals with satellites.

**Scale, Architectural.** The perceived height and bulk of a building relative to that of neighboring buildings. A building's perceived height and bulk may be reduced by modulating facades.

**Scenic Vistas.** Those areas which provide, for significant numbers of people, outstanding views from public rights-of-way of Mt. Rainier, the Olympic Mountains, Budd Inlet, the Black Hills, the Capitol Building, and Capitol Lake or its surrounding hillsides.

**School.** An institution of learning, whether public or private, which offers instruction in those courses of study required by the Washington Education Code or which is maintained pursuant to standards required by the State Board of Education. This definition includes a nursery school, kindergarten, elementary school, junior high school, senior high school or any special institution of education, but it does not include a vocational or professional institution of higher education, including a community or junior college, college, or university.

**Screening.** A continuous fence or wall supplemented with landscaping, or an evergreen hedge or combination thereof, that effectively provides a sight-obscuring and sound-absorbing buffer around the property it encloses, and is broken only for access drives and walks.

**Sculptured Building Top.** A building top which has:

- a. Reduced floor area on the upper floors; and
- b. A distinctive roof form such as pitched roof, hip roof, dome, chateau roof, tower, turret, pediment, dormers, or other distinctive forms. Roofline embellishments such as medallions, statuary, cornices, brackets, finials, or similar ornament would not be considered sculptured building tops; and
- c. Upper floors which are set back from the street wall.

**Secretary of the Interior's Standards for the Treatment of Historic Properties, The**

(as amended). Guidelines adopted by the Secretary of the Department of the Interior to guide the rehabilitation, restoration or reconstruction of a historic property.

Section of Land. Measured 640 acres, one square mile, or 1/36 of a township.

Secure Community Transition Facility. A residential facility for persons civilly committed and conditionally released from a total confinement facility operated by the Secretary of Washington Social and Health Services or under contract with the Secretary pursuant to RCW 71.09.020 (10) as described in RCW 71.09.250 . All secure community transition facilities located within the City of Olympia shall conform with Olympia Municipal Code Subsection 18.08.080(E).

Seep. A spot where groundwater oozes to the surface. A small spring.

Service and Repair Shop. An establishment providing major repair and/or maintenance of motor vehicles, equipment or major appliances, including, but not limited to: mechanical repair, replacement of parts, body repair, painting, engine overhaul, or other major repair or maintenance, including operations which may require open flame or welding.

Service Stations. Businesses which sell gasoline or alternative vehicle fuels, and/or which may perform minor vehicle maintenance or repair, and/or wash cars. "Minor maintenance or repair" is limited to the exchange of parts and maintenance requiring no open flame or welding. Service stations include self-service gas stations, full-service gas stations, diesel fueling stations, oil change and lubrication shops, auto detailing shops, and car washes. Businesses which provide major repair work such as engine overhauls, vehicle painting, or body repair are classified as Service and Repair Shops.

Servicing of Personal Apparel and Equipment. A business primarily engaged in the upkeep of personal or small household belongings. Such businesses include, but are not limited to: tailors, locksmiths, piano tuners, or businesses which repair shoes, cameras, small appliances, or consumer electronics.

Setback. The distance between the building and any lot line. See specific zone district for allowed projections into setback areas and point of measurement. (See also Yard.)

Setback Line. An imaginary line that establishes the required minimum distance from any lot line and defines the area where the principal structure must be erected. (See also Building Line, Yard, and Lot.)

Sewer. Any pipe or conduit used to collect and carry away sewage and sometimes stormwater runoff from the generating source to a treatment plant.

Sexual conduct.

- a. Sexual intercourse within its ordinary meaning, occurring upon any penetration, however slight; or
- b. Any penetration of the vagina or anus, however slight, by an object; or
- c. Any contact between persons involving the sex organs of one person and the mouth or anus of another; or

- d. Masturbation, manual or instrumental, of oneself or of one person by another; or
- e. Direct touching of the sex organs or anus, whether clothed or unclothed, of oneself or of one person by another; or
- f. Flagellation or torture in the context of a sexual relationship; or
- g. Sodomy.

Shopping Center. A commercial development with unenclosed pedestrian walks in which there are a number of separate commercial activities, with accessory shared facilities such as parking, and which is designed to provide a single area which the public can obtain varied products and services. Shopping centers are typically characterized by at least one large retail "anchor" store.

Shopping Mall. A shopping center with stores on one or both sides of a covered and enclosed pedestrian walkway.

Sidewalk. A paved, surfaced, or leveled area, paralleling and usually separated from the street and normally used as a pedestrian walkway.

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, Animated. A sign with action or motion (including those that flash, oscillate or revolve) or one that involves color changes, 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).

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, 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, 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, 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, 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 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.

Sign, Marquee. Any sign which forms part 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 sign existing at the time of this Ordinance which does meet the provisions of Title 18.

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, 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, 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 Sidewalk Sign. A type of portable sign.

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 mounted to an exterior window (e.g., a neon sign). Window signs are a type of building mounted sign.

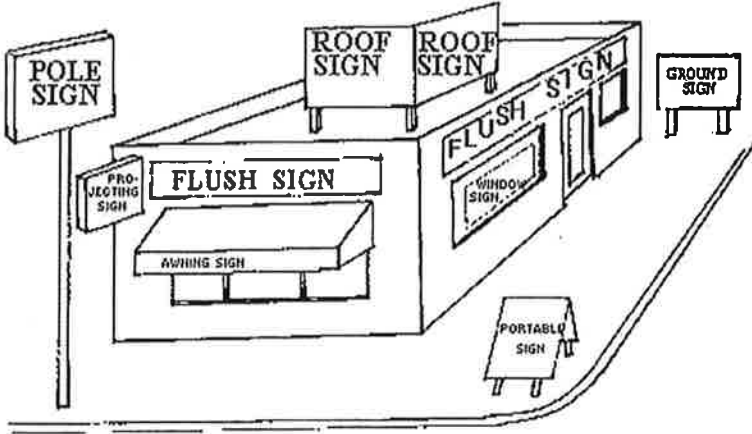


FIGURE 2-7

Significant. When used in the context of historic significance: A property which helps in the understanding of the history of the local area, state or nation (whichever is applicable) by illuminating the local, state-wide or nation-wide impact of the events or persons associated with the property, or its architectural type or style or information potential. The local area can include the City of Olympia, Thurston County, the region of Puget Sound or Southwest Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

Single-Family Dwelling. See Dwelling, Conventional.

Single-Room Occupancy (SRO). See Dwelling, Conventional.

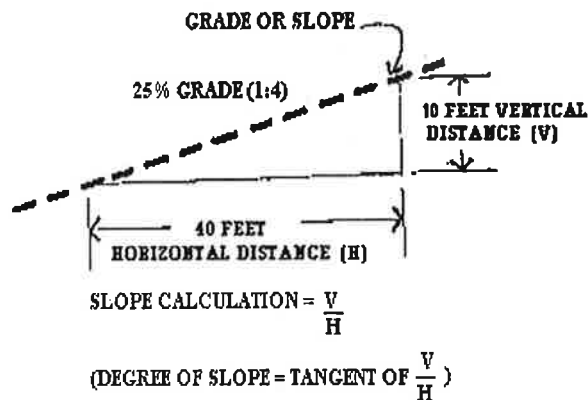
Site Plan. The development plan which shows the existing and proposed conditions of the lot, including topography, vegetation, drainage, flood plains, walkways; means of ingress and egress; circulation; utility

services; structures and buildings; signs and lighting; berms, buffers, and screening devices; surrounding development; and any other information that reasonably may be required in order that an informed decision can be made by the reviewing authority.

Site Plan Review Committee. A technical development review group comprised of representatives from the Department of Community Planning and Development, and the Fire Department and the Public Works Department, who provide technical assistance to the CP&D Director or his/her designee on land use issues. At a minimum this includes the Building Official, Senior Planner, Development Services-City Engineer, the Fire Chief, and SEPA official, or their appointed designees.

Slope. The deviation of a surface from the horizontal, usually expressed in percent or degrees. (See also Grade.)

[NOTE: Percentage of slope is calculated by dividing the vertical distance by the horizontal distance times one-hundred (100).]



**FIGURE 2-8**

% GRADE	100	50	40	33.3	30	25	20	15	12	10	8	6
DEGREES	45	26.6	21.8	18.4	16.7	14	11.3	8.5	6.8	5.7	4.6	3.4
RATIO	1:1	2:1	2.5:1	3:1	3.3:1	4:1	5:1	6.7:1	8.3:1	10:1	12.5:1	16.7:1

Slope, Steep. An area which is equal to or in excess of 40 percent slope, or where the ground surface rises ten feet or more vertically within a horizontal distance of 25 feet. This can also include a slope of 15 to 39.9 percent if otherwise defined as a landslide hazard area.

Slope, Steep Toe, or Steep Top. A distinct topographic break in slope which separates slopes inclined less than forty (40%) percent from slopes equal to or greater than forty (40%) percent. Where no distinct break exists, this point shall be the limit of the area where the ground surface drops ten (10) feet or more vertically within a horizontal distance of twenty-five (25) feet.



Small Lake. See OMC 18.32.505.

Small Lot Review. A ~~Site Plan Review Committee (SPRC) Director~~ review of proposed construction on undersized legal lots of record approved prior to June 19, 1995.

Small Lot Subdivision. See Subdivision, Short.

Sorority House. A building, occupied by unrelated female members of a private educational organization, which contains sleeping rooms, bathrooms, common rooms, and a central kitchen and dining room. (See Fraternity, Dormitory.)

Special Assessment District. A district with the power to levy taxes created by act, petition, or vote of property owners for a specific purpose.

Special Valuation for Historic Properties, Special Valuation. The process, pursuant to Chapter 84.26 Revised Code of Washington (RCW) and Chapter 3.60 OMC, under which the tax basis of an eligible, rehabilitated historic property may be reduced by the actual incurred cost of the rehabilitation for a period of up to ten years.

Specialty Stores. Stores selling antiques, sporting goods and bicycles, marine supplies, glassware and chinaware, books, videos (including rentals), music, cards and stationery, jewelry, toys, hobby supplies, cameras, gifts and souvenirs, sewing supplies, flowers, tobacco products, newspapers and magazines, art and art supplies, pets and pet supplies, religious supplies, consumer electronics, personal computers, or other miscellaneous goods. It also includes second-hand stores and pawnshops.

Specific or Management Plan. A plan consisting of text, maps, and other documents and exhibits regulating development within an area of special interest or which contains unique land use and development problems.

Spot Zoning. Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding land uses and that does not further the comprehensive plan. [NOTE: Spot zoning is usually invalid when all the following factors are present: (1) a small parcel of land is singled out for special and privileged treatment; (2) the singling out is not in the public interest but only for the benefit of the land owner; and (3) the action is not in accord with a comprehensive plan.]

Stables, Riding. A structure providing shelter for horses, mules or ponies which are boarded for compensation. This may include arenas, tracks, and other facilities for equestrian activities either for members of a private club or for the general public. This may also include accessory facilities such as a clubhouse.

Stable, Private. An accessory structure providing shelter for horses or ponies, for use by occupants of the premises.

Staff. Permanent or temporarily employed personnel of the City of Olympia, Washington.

Stepback. Additional setbacks of upper building floor levels.

**Storage.** Placement or retention of goods, materials and/or personal property in one location for more than 24 consecutive hours.

**Stormwater Facility.** A constructed stormwater system component, including but not limited to a detention, retention, sediment, or constructed wetland basin or pond, generally installed at the ground surface.

**Stormwater Retention/Retention Basin.** A facility, either above-ground or underground, that temporarily stores stormwater prior to its release to the ground (retention facility), to a surface water (detention facility), or some combination of the two. [NOTE: Retention basins differ from detention basins in that the latter are temporary storage areas. Retention basins have the potential for water recreation and water-oriented landscaping since the water may remain. Both types of basins provide for controlled release of the stored water and groundwater recharge.]

**Story.** That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above.

**Story Above Grade.** Any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade where the finished surface of the floor above the basement is: more than six feet above grade plane, more than six feet above the finished ground level for more than 50% of the total building perimeter, or more than 12 feet above the finished ground level at any point.

**Story First.** The lowest above grade story in a building, except that a floor level in a building having only one floor shall be classified as a first story, provided such floor level is not more than four feet below grade, as defined herein, for more than 50 percent of the total perimeter, or more than eight feet below grade, as defined herein, at any point.

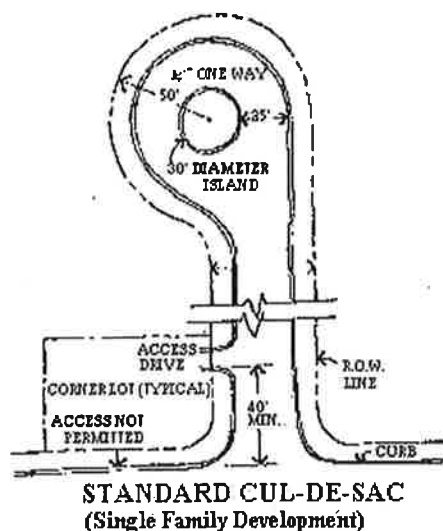
**Stream.** See OMC 18.32.405.

**Stream Corridor.** Any river, stream, pond, lake, or wetland, together with adjacent upland areas that support vegetation adjacent to the water's edge.

**Street.** A public or private rights-of-way which affords a primary means of vehicular access to abutting property.

**Street, Arterial.** An arterial street provides an efficient direct route for long-distance travel within the region and between different parts of the city. Streets connecting freeway interchanges to commercial concentrations are classified as arterials. Traffic on arterials is given preference at intersections, and some access control may be considered in order to maintain capacity to carry high volumes of traffic.

**Street Cul-De-Sac.** A street with a single common ingress and egress and with a circular turnaround at the end.



**FIGURE 2-9**

**Street Frontage.** The area between any lot lines which intersect, or area of a lot which directly abuts, the boundary of a public or private street rights-of-way.

**Street Furniture.** Constructed, above-ground objects, such as outdoor seating, kiosks, bus shelters, sculpture, tree grids, trash receptacles, fountains, and telephone booths, that have the potential for enlivening and giving variety to streets, sidewalks, plazas, and other outdoor spaces open to, and used by, the public.

**Street, Local Access.** A street which provides access to abutting land uses and serves to carry local traffic to a collector.

**Street, Major Collector.** A street that provides connections between the arterial and concentrations of residential and commercial land uses. The amount of through traffic is less than an arterial, and there is more service to abutting land uses. Traffic flow is given preference over lesser streets.

**Street, Neighborhood Collector.** A street which distributes and collects traffic within a neighborhood and provides a connection to an arterial or major collector. Neighborhood collectors serve local traffic, provide access to abutting land uses, and do not carry through traffic. Their design is compatible with residential and commercial neighborhood centers.

**Street, Private.** A street that has not been accepted for maintenance and public ownership by the City of Olympia or other government entity. This does not include private driveways or access easements.

**Street Wall.** A building wall that faces or is parallel to the street frontage.

**Streetscape.** The visual character of a street as determined by various elements such as structures, greenery, open space, and view.

Structure. An edifice or building of any kind which is built or constructed, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Structured Parking. A building or a portion of a building used for the parking of motor vehicles.

Subdivider. A person who undertakes the subdividing of land.

Subdivision. The division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, any of which are less than five acres in area, for the purpose of sale, lease or transfer of ownership. (See also Subdivision, Short.)

Subdivision Cluster. See Cluster Subdivision.

Subdivision, Large Lot. The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

Subdivision, Short. The division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

Subordinate. A supplementary use to a permitted primary or principal use.

Substantial Improvement. Any extension, repair, reconstruction, or other improvement of a property, the cost of which equals or exceeds fifty (50) percent of the fair market value of a property either before the improvement is started or, if the property has been damaged and is being restored, before the damage occurred.

Surface water. A body of water open to the atmosphere and subject to surface runoff.

Swap Meet. Any outdoor place, location, or activity where new or used goods or secondhand personal property is offered for sale or exchange to the general public by a multitude of individual licensed vendors, usually in compartmentalized spaces; and, where a fee may be charged to prospective buyers for admission, or a fee may be charged for the privilege of offering or displaying such merchandise. The term swap meet is interchangeable with and applicable to: flea markets, auctions, open air markets, farmers markets, or other similarly named or labeled activities; but the term does not include the usual supermarket or department store retail operations.

**Section 17. Amendment of OMC 18.04.060(U). Subsection 18.04.060(U) of the Olympia Municipal Code is hereby amended to read as follows:**

18.04.060 Residential districts' use standards

## U. PLACES OF WORSHIP.

The following requirements apply to all places of worship subject to conditional use approval.

1. Location. Before a place of worship may be located in an R-4, R 4-8, R 6-12, MR 7-13 or MR 10-18 district, at least one (1) of the following locational criteria shall be met:
  - a. The proposed place of worship shall be located within three hundred (300) feet of an arterial street, major collector street, or an access point on a highway; or
  - b. The site is within three hundred (300) feet of a school and/or park; or
  - c. The place of worship was the legal owner of the property prior to June 20, 1961.
2. Plan Review. Plans showing the site layout and design of proposed buildings shall be submitted for approval to the Hearing Examiner and the ~~Site Plan Review Committee~~Director.
3. Size. The minimum lot size shall be twenty thousand (20,000) square feet.
4. Dwelling Units. Any dwelling in conjunction with a place of worship shall comply with the provisions governing residential uses in the district where it is located.
5. Conversion. No existing building or structure shall be converted to a place of worship unless such building or structure complies or is brought into compliance with the provisions of this code and any other applicable City regulations.
6. Screening. There shall be sight-obscuring screening along the perimeter of parking lots adjunct to a place of worship which are located across the street from or abutting a residential use. (See Chapter 18.36, Landscaping and Screening.)
7. Associated Uses. Uses sponsored by a place of worship such as day-schools, auditoriums used for social and sports activities, health centers, convents, preschool facilities, convalescent homes and others of similar nature shall be considered separate uses subject to the provisions of the district in which they are located. (See Section 18.04.060(D) which provides for child care centers as accessory uses.)

### **Section 18. Amendment of OMC 18.06.060(Z). Subsection 18.06.060(Z) of the Olympia Municipal Code is hereby amended to read as follows:**

#### Z. Temporary Uses.

1. Intent. Certain uses, when active for a limited period of time and when properly regulated, can be compatible, or otherwise limited in impact to neighboring properties and the general community. In accord with this intent, no temporary use shall be allowed unless a temporary use permit is approved by the City as prescribed by this section. Each separately proposed activity or use shall require a separate permit and pay the fee required by OMC 4.40.010(A).

2. General Standards. Temporary uses are subject to the following regulations:

a. Temporary uses not listed in the use table of this chapter may be authorized by the applicable approval authority, provided such temporary uses are similar to and no more intensive than other temporary uses permitted in the district in which the subject property is located.

b. The applicable approval authority may apply additional conditions to any temporary use permit in order to:

i. Ensure compliance with this chapter;

ii. Ensure that such use is not detrimental to neighboring properties and the community as a whole; and

iii. Ensure compliance with the Building Code.

c. Within three (3) days after termination of the temporary use permit, such use shall be abated and all structures, signs and evidence of such use removed. The ~~City Director~~ may require a financial surety be posted by the applicant upon application to defray the costs of cleanup and repair of the property should the permittee fail to do so. The property owner is responsible for such abatement action and costs should the permittee fail to properly clean and repair the property.

d. Temporary use permits not exercised within thirty (30) days of issuance shall be null and void.

e. Unless otherwise stated in this section temporary use permits are valid from the date of issuance for ninety (90) consecutive days per calendar year.

f. Unless otherwise stated in this section no more than two (2) temporary use permits will be issued for any specific site per calendar year.

g. Nothing in this section shall exempt the applicant from obtaining all necessary applicable permits from all other agencies having jurisdiction.

h. Hours of operation, including the use of generators and lot lighting, excluding security lighting, shall be limited to 7:00 a.m. to 10:00 p.m. unless otherwise specified in writing by the Planning Director or his designee. Security lighting shall be shielded to prevent light spillage onto adjacent properties.

3. Specific Temporary Use Standards. The following temporary uses are permitted in commercial districts and the Evergreen Park PUD, subject to the following regulations:

a. Entertainment Events to include: circuses, carnivals and similar transient amusement enterprises, limited to operation of not more than twice each year, and not more than ten (10) consecutive days per event per site in any one (1) calendar year.

b. Off-site contractor's Offices (including trailers and mobile homes) and storage yards associated with an active construction project, not to exceed one (1) year in duration.

c. Mobile Vendors.

i. Temporary use permits for mobile vendors are valid for one (1) year from the date of issuance.

ii. Approval from the property owner, or underlying property owner if located in a right-of-way, is required.

iii. Mobile vendors located within the sidewalk right-of-way must comply with the following rules:

(a). Only one mobile sidewalk vendor shall be permitted per block face.

(b). Public sidewalks used by mobile vendors shall have a minimum width of eight (8) feet.

(c). In no instance shall the clear walking area around a sidewalk vendor be less than forty-eight (48) inches. The clear walking area around a sidewalk vendor must be at least six (6) feet if within the downtown "Pedestrian Walking Lane" area delineated in OMC 9.16.180(B), Figure 1.

(d). The maximum length of space occupied by a mobile sidewalk vendor and equipment is eight (8) feet.

(e). Mobile sidewalk vendor stands must be readily movable at all times.

(f). Mobile sidewalk vendors shall locate their stands at the back of the sidewalk away from curb.

(g). All locations shall be approved on a first-come, first-serve basis.

(h). Mobile sidewalk vendors shall sign a Hold Harmless Agreement with the City of Olympia.

d. Parking lot and other outdoor sales of merchandise and/or services unrelated to the primary use of the property must comply with the following:

i. Merchandise displays may only occupy parking stalls which are in excess of city parking requirements.

ii. There shall be no obstruction of emergency exits, Fire Lanes or other Emergency apparatus.

iii. Sales areas shall be maintained in an attractive and trash-free manner.

iv. Sales areas shall not substantially alter the existing circulation pattern of the site.

e. Temporary, commercial wireless communications facilities, for the purposes of providing coverage of a special event such as news coverage or sporting event. Such facilities must comply with all federal and state requirements. Temporary wireless communications facilities may be exempt from the provisions of Chapter 18.44 up to one week after the duration of the special event.

f. Temporary surface parking lots on previously developed property are allowed subject to approval by the ~~Site Plan Review Committee~~ Director, and are limited to a one time permit valid for two years. A one year extension may be granted by the ~~Site Plan Review Committee~~ Director if a complete Land Use Application has been submitted for review. All applications must provide a complete Site Plan and comply with the following:

i. A twenty by twenty (20'x20') foot paved surface at all approved points of ingress/egress.

ii. A dust-free surface.

iii. An erosion control and stormwater containment plan.

iv. Clear designation of parking spaces and drive aisles consistent with OMC 18.32.220 with striping and/or parking blocks. To prevent obstruction of public rights-of-way wheel blocks must be provided at the perimeter of the site.

v. No new or additional points of access.

vi. Provision for an enforceable compliance and closure agreement.

vii. May not be established on Pedestrian "A" streets per OMC 18.16.080(H).

4. Violations. At any time a temporary use is operated in violation of required conditions of this section or of the permit (Subsection 18.06.060(Z)(2)(b)) or otherwise found to constitute a nuisance, the City may take appropriate enforcement action including the process set forth at OMC 18.73.010.

**Section 19. Amendment of OMC 18.10.040. Section 18.10.040 of the Olympia Municipal Code is hereby amended to read as follows:**

18.10.040 Budd Inlet height district



A. The maximum building height shall not exceed five (5) feet above the average grade of the centerline of the adjacent portion of West Bay Drive for properties within the area bounded by West Bay Drive on the west, Budd Inlet on the east, the platted rights-of-way for Harrison Avenue on the south, and the platted rights-of-way for Madison Avenue on the north.

B. Likewise, the maximum building height shall be reviewed by the ~~Site Plan Review Committee~~ Director for properties within the area bounded by East Bay Drive on the east, the platted rights-of-way for Olympia Avenue on the south, Budd Inlet on the west, and the platted rights-of-way for Miller Avenue on the north. The maximum height shall be established for individual parcels in such a manner as to minimize view obstruction, while permitting a reasonable use of the property.

**Section 20. Amendment of OMC 18.36.180(B). Subsection 18.36.180(B) of the Olympia Municipal Code is hereby amended to read as follows:**

**B. Perimeter Landscaping**

In order to soften the appearance of parking lots, separate one parking area from another or from other uses, the following standards apply:

1. Screening strips - Perimeter landscaping strips shall be provided as follows:

a. Between parking lots and street rights-of-way, screening strips shall be a minimum of ten (10) feet in width; and

b. All other zone districts without setbacks shall install a perimeter screening strip at least five (5) feet wide, except as provided in (3) below; and

c. Exceptions to (a) and (b) above are allowed by administrative exception below:

2. Administrative Exception. The following landscape screen exceptions shall only apply to commercial and industrial districts:

a. Parking lot screening strips abutting a non-residential use or district may be reduced in width to the minimum needed to accommodate and maintain the screening materials, as determined by the Department; provided plant materials are placed an appropriate distance from sidewalks or other public facilities to prevent future damage or obstruction.

b. The ~~Site Plan Review Committee~~ Director or ~~Design Review Board~~ may allow the alteration of screening strips as necessary to provide for direct pedestrian access between sidewalks and building entrances or between parking lots and building entrances, or for trash receptacles, utility boxes, or driveways.

**Section 21. Amendment of OMC 18.38.060. Section 18.38.060 of the Olympia Municipal Code is hereby amended to read as follows:**

18.38.060 Parking and loading general regulations

A. Off-street parking and loading spaces shall be provided in accordance with the provisions of this chapter when any of the following actions occur. These provisions apply to all uses and structures in all land use districts unless otherwise specified.

1. When a main or accessory building is erected.
2. When a main or accessory building is relocated or expanded.
3. When a use is changed to one requiring more or less parking or loading spaces. This also includes all occupied accessory structures.
4. When the number of stalls in an existing parking lot is decreased or increased by twenty-five (25) percent or 6 stalls, whichever is less. Only those stalls and areas proposed to be added or removed shall be subject to the provisions of this Chapter. (Note: proposed expansions of existing parking lots not subject to the minimum parking requirements of this Chapter).

B. Required Plans. Building permits shall not be approved unless there is a building plan and plot plan identifying parking and loading facilities in accordance with this chapter. No permit or city license shall be issued unless there is proof that required parking and loading facilities have been or are currently provided in accordance with the provisions of this chapter.

C. Unlawful Removal. It is unlawful to discontinue prior approved parking facilities without establishing alternate facilities that meet the requirements of this chapter. Parking and loading facilities which are adequate to meet the requirements contained in this chapter shall be provided and maintained as long as the use they serve is in existence. These facilities shall not be reduced in total unless a shared parking agreement is canceled, a change in occupancy or use of a premises has occurred which results in a reduction of required parking.

D. Use of Facility. Necessary precautions shall be taken by the property owner to ensure parking and loading facilities are only used by tenants, employees, social/business visitors or other persons for which the facilities are provided, to include shared parking.

E. Off-site Parking. Parking lots may be established as a separate and primary land use, provided the proposed parking lot exclusively serves a specific use, building or development, and shared parking. These parking lots require a conditional use permit in the Arterial Commercial district. (See 18.38.200, Parking Facility Location, for maximum off-site separation requirements.)

F. For Landscape Requirements refer to Chapter 18.36

G. Off-Street Parking--Schedule of Spaces. Off-street parking spaces shall be provided to the extent allowed by this Chapter.

H. Unlisted Uses. Any use clearly similar to any of the below-mentioned uses shall meet such use requirements. If a similarity of use is not apparent, the ~~Site Plan Review Committee~~ Director may require a parking demand study or determine the standards that should be applied to the use in question.

I. Shared Parking. The ~~Site Plan Review Committee~~ Director may require an applicant to provide proof that shared parking is infeasible when adjacent land uses or business hours of operation are different. Adjoining property owners will submit a joint letter explaining why an agreement can or cannot be reached. (See Section 18.38.180, Shared and Combined Parking Facilities.)

J. Compact Parking. No more than thirty (30) percent of total required parking may be devoted to compact cars, provided design standards in Section 18.38.220 are met.

K. On-Street Credit - Non-Residential. Upon the applicant's request, non-residential uses located adjacent to a public right-of-way where on-street parking is permitted shall receive credit for one off-street parking space for each twenty (20) linear feet of abutting right-of-way, exclusive only of curb cuts and regardless of the actual and particular on-street parking provisions.

L. Rounding of Fractions. When the number of required parking spaces for a particular use or building results in a fractional space, any fraction less than one-half (1/2) shall be disregarded and any fraction of one-half (1/2) or over shall be counted as one (1) space.

**Section 22. Amendment of OMC 18.38.080. Section 18.38.080 of the Olympia Municipal Code is hereby amended to read as follows:**

18.38.080 Administrative variance

A. GENERAL.

1. An administrative variance from required parking standards must be received prior to any issuance of building and engineering permits.

2. Various methods to reduce or increase parking may not be combined to reduce or increase parking by more than forty percent. In addition, any stalls gained through sharing, combining or on-site park-and-ride shall be counted toward total parking needs. For example:

Evidence is submitted to support one hundred (100) additional stalls to the five hundred (500) already require;

Combined parking opportunity = twenty-five (25) stalls;

Twenty (20) percent administrative variance option is used = one hundred (100); additional stalls based on five hundred (500) total, but twenty-five (25) have already been found; so

The total number of stalls derived from administrative variance = seventy-five (75) stalls.

3. The project developer shall present all findings to the ~~Site Plan Review Committee (SPRC) Director~~ prior to any final, discretionary approvals; e.g., design review, site plan review, environmental review, or any planning, building or engineering permits. The ~~SPRC Director~~ shall authorize an increase in parking, based on compliance with the strategies in Section 18.38.080(C).

4. Public Notification. Property owners within three hundred (300) feet of a site shall be notified by mail of all variance requests to increase or decrease parking by twenty-one (21) to forty (40) percent.

**B. CRITERIA TO REDUCE AND INCREASE PARKING.**

1. Decrease in Required Parking. In addition to the following requirements, the ~~Site Plan Review Committee Director~~ may require that all or some administrative variance design requirements listed for increased parking be met (e.g., bike racks, landscaping, etc.), and require other measures to ensure all impacts associated with reduced parking are mitigated. Any motor vehicle parking spillover which can not be mitigated to the satisfaction of ~~SPRC the Director~~ will serve as a basis for denial.

**Decrease of 10% to 20%**

The ~~Site Plan Review Committee Director~~ may allow a 10% to 20% decrease in required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. The site is shown to be no closer than 300 feet from a single-family residential zoned neighborhood; and
5. A report is submitted providing a basis for less parking and mitigation necessary to offset any negative effects.

**Decrease of 21% to 40%**

The ~~Site Plan Review Committee Director~~ may allow a 21% to 40% decrease in required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. The site is shown to be no closer than 300 feet from a single-family residential zoned neighborhood; and
5. A report is submitted providing a basis for less parking and mitigation necessary to offset any negative effects; and
6. The site is served by transit or can be served within 6 months of occupancy (within 3 blocks or 600 feet, whichever is less).

2. Increased Parking. Required parking may be increased if the criteria listed below is met to the satisfaction of the ~~Site Plan Review Committee~~Director.

**Increase of 10% to 20%**

The ~~Site Plan Review Committee~~Director may allow a 10% to 20% increase above required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. All design and facility requirements listed in step 5 below are met to the satisfaction of ~~SPRC~~the Director; and
5. A report is submitted which supports the need for more parking.

**Increase of 21% to 40%**

The ~~Site Plan Review Committee~~Director may allow a 21% to 40% increase above required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. All design and facility requirements listed in step 5 below are met to the satisfaction of ~~SPRC~~the Director; and
5. A parking demand study is submitted, as determined by the Transportation Section, which supports the need for increased parking.

[NOTE: The total increase/decrease that is allowed is a percentage of total required parking and is only permitted after exploring other alternate means e.g., combined and shared parking, on-site park-and-ride lot, commute trip reduction, etc.]

C. PROCESS TO REDUCE AND INCREASE PARKING.

Requests to reduce parking need only follow steps 1 through 3.

1. First Step: Submit evidence that decreased/increased parking is necessary. This may take the form of a brief report for all decreases and ten (10) to twenty (20) percent increases. The ~~SPRC~~Director may require additional studies to ensure negative impacts are properly mitigated. A more complete and detailed parking demand study is only required for increases of twenty-one (21) percent or more.
2. Second Step: Describe site characteristics, specifically:
  - a. Site accessibility for transit; e.g., pullouts;
  - b. Site proximity to transit with fifteen (15) to thirty (30) minute headways (time between buses);
  - c. Shared use of on-site parking for park-and-ride;
  - d. Shared use of off-site and adjacent parking;

- e. Shared use of new proposed parking by existing or future adjacent land uses;
  - f. Combined on-site parking; e.g., shopping centers;
  - g. Employee density (one hundred (100) or more must meet state commuter trip reduction requirements);
  - h. Adjacent land uses.
3. **Third Step:** Determine if additional parking can be provided by shared and combined parking, on-site park-and-ride (install one (1) stall for two (2) stall credit), and by commute trip reduction measures.
  4. **Fourth Step:** If additional parking is still desired, the ~~Site Plan Review Committee~~ Director may require the applicant to complete a parking cost worksheet.
  5. **Fifth Step:** If additional parking is still desired an administrative variance is required. The site plan must meet design elements a - i below. To the extent practical, all requirements found below must be included in a project proposal to the satisfaction of the ~~Site Plan Committee~~ Director prior to approving any administrative variance to increase parking. In those instances where site constraints impede design requirements, written findings of fact shall be made identifying site and project constraints, and shall be identified in the final project approval letter. In its findings, the ~~SPRG~~ Director shall determine if a good faith effort has been made in building and site design in order to accomplish required design elements.
    - a. Design internal roadway, parking area, and pedestrian paths to assure access between public and private transportation facilities; access to adjacent land uses; and access within parking lots.
    - b. Install pedestrian amenities; e.g., walkways using textures and colors, lighting, arcades, etc.
    - c. Explore alternative parking lot designs in order to reduce impervious surface; e.g., one (1) way instead of two (2) way access aisles.
    - d. Double the amount of required interior landscape within that area of additional parking (fifty (50) percent of this requirement - if proven to be maintained - may be Grasscrete, Turfblock or other driveable pervious surface within areas receiving sporadic use: usually the farthest from the building entrance. This additional landscape area may be dispersed throughout the parking lot.
    - e. Ninety (90) percent of the parking lot area shall be located behind the building, without unduly compromising other objectives of this Chapter. Parking lot area along flanking streets shall have added landscape and a superior design to strengthen pedestrian qualities e.g. low walls, arcades, seating areas, public art, etc.
    - f. Preferential parking shall be located near primary building entrances for employees who ride-share and for high occupancy vehicles (HOVs).

- g. Purchase and install a transit shelter to meet Intercity Transit operational needs unless already available within six hundred (600) feet, as measured from the middle of the property abutting the rights-of-way. This distance may be increased by Intercity Transit if located in lower density zones.
- h. Construct a transit pullout if requirement in letter g above is used and if Intercity Transit finds it practical. Credit may be given for other Intercity Transit demand management strategies if a transit shelter and pullout are infeasible.
- i. Create a transit/ride-share information center and place in a conspicuous location.

**Section 23. Amendment of OMC 18.38.100. Section 18.38.100 of the Olympia Municipal Code is hereby amended to read as follows:**

18.38.100 Vehicular and bicycle parking standards

A. Required Vehicular and Bicycle Parking. A minimum number of bicycle parking spaces are required as set forth in Table 38-01 below. The specific number of motor vehicle parking spaces set forth in Table 38-01 +/- ten percent (10%) shall be provided, unless varied pursuant to OMC 18.38.080 or other provision of this code. Any change in use which requires more parking shall install vehicular and bicycle facilities pursuant to Table 38.01 and consistent with the location standards of OMC 18.38.220.

B. Building Area. All vehicle parking standards are based on the gross square feet of building area, unless otherwise noted.

C. Residential Exceptions. Residential land uses in the DB, CSH, RMH, and UR Districts require only one (1) vehicle parking space per unit.

D. Reserved Area for Bicycle Spaces. Where specified in Table 38.01 below, an area shall be designated for possible conversion to bicycle parking. Such reserve areas must meet the location requirements of short-term parking and may not be areas where pervious surfaces or landscaping is required. A cover is not required for such areas.

**TABLE 38.01**

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
<b>COMMERCIAL</b>			
Carpet and Furniture Showrooms	One and one-quarter (1.25) space per one thousand (1000) sq. ft. of gross showroom floor area. Each store shall have a minimum of four (4) spaces.	One per sixteen thousand (16,000) square feet of showroom floor area. Minimum of two (2).	One per eight thousand (8,000) square feet of showroom floor area. Minimum of two (2).
Child and Adult Day Care	One (1) space for each staff member plus 1 space for each ten (10) children/adults if adequate drop-off facilities are provided. Adequate drop-off facilities must allow a continuous flow of vehicles which can safely load and unload children/adults. Compliance with this requirement shall be determined by the review authority.		
Hotel and Motel	One (1) space for each room or suite and one (1) space per manager's unit. Hotel/motel banquet and meeting rooms shall provide six (6) spaces for each thousand (1000) square feet of seating area. Restaurants are figured separately.	One (1) per ten (10) rooms. Minimum of two (2).	One (1) per thousand (1,000) square feet of banquet and meeting room space. Minimum of two (2).
Markets, Shopping Centers and Large Retail/Wholesale Outlets	Less than 15,000 sq. ft. = 3.5 spaces for each 1000 sq. ft. of gross floor areas. 15,001 to 400,000 sq. ft. = 4 spaces for each 1000 sq. ft. of gross floor area. More than 400,001 sq. ft. = 4.5	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each



**TABLE 38.01**

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	spaces per 1000 sq. ft. of gross floor area.		customer entrance.
Medical and Dental Clinics	Four (4) spaces per 1000 sq. ft. of gross floor area.	One (1) per 10,000 square feet. Minimum of two (2).	One (1) per 10,000 square feet, minimum of two (2) within fifty (50) feet of each customer entrance; plus an equal reserved area for adding spaces.
Ministorage	Three (3) spaces minimum or (1) space for every one hundred (100) storage units, and two (2) spaces for permanent on-site managers.	None	None
Mixed Uses	Shared parking standards shall be used to calculate needed parking. This calculation is based upon the gross leasable area (GLA) for each shop or business and does not include atriums, foyers, hallways, courts, maintenance areas, etc. See shared parking 18.38.180.	See individual use standards.	See individual use standards
Mortuaries and Funeral Parlors	One (1) space per seventy-five (75) square feet of assembly area or thirteen (13) stalls per 1000 sq. ft.	One (1)	Two (2)
Offices, General	Gross floor area up to 2000 sq. ft = One (1) space for each 250 sq. ft. Gross floor area between 2001 to 7500 sq. ft. = One (1) space for each 300 sq. ft. Gross floor area between 7501 to 40,000 sq. ft. = One (1) space for each 350 sq. ft. Gross floor area of 40001 and	One (1) per ten thousand (10,000) square feet. Minimum of two (2).	One (1) per ten thousand (10,000) square feet; plus an equal reserved area for adding spaces. Minimum of two (2).

**TABLE 38.01**

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	greater = One (1) space for each 400 sq. ft.		
Offices, Government	3.5 spaces per one thousand (1000) sq. ft.	One (1) per five thousand (5,000) square feet. Minimum of two (2).	One (1) per five thousand (5,000) square feet; minimum of two (2); plus an equal reserved area for adding spaces.
Retail Uses	Three and a half (3.5) spaces per one thousand (1000) sq. ft.	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each customer entrance.
Service Station (mini-marts are retail uses)	Three and a half (3.5) spaces per one thousand (1000) sq. ft. g.f.a. or 1 space per 300 sq. ft.	None.	None
Warehouse, Distribution	1 space for each thousand (1000) sq. ft. or 1 space for each employee.	One (1) per forty thousand (40,000) square feet or one (1) per forty (40) employees. Minimum of one (1).	None.
Warehouse Storage	Gross Floor area of 0-10,000 sq. ft. = One (1) space for each one thousand (1000) sq. ft. Gross floor area between 10,001 - 20,000 sq. ft. = ten (10) spaces plus .75 space for each additional one thousand (1000) sq. ft. beyond ten thousand (10,000) sq. ft. Over 20,000 sq. ft. = eighteen (18) spaces plus .50 for each additional 1000 sq. ft. beyond	One (1) plus one (1) for each eighty thousand (80,000) square feet above sixty-four thousand (64,000) square feet; or one (1) per forty (40) employees. Minimum of one (1).	None

**TABLE 38.01**

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	20,000 sq. ft., or 1 space for each employee.		
<b>INDUSTRIAL</b>			
Manufacturing	One (1) for each two (2) employees on the largest shift, with a minimum of two (2) spaces.	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).
<b>INSTITUTIONAL</b>			
Beauty Salons/Barber Shops, Laundromats/Dry Cleaners, and Personal Services		One per six thousand (6,000) square feet. Minimum of one (1).	One per three thousand (3,000) square feet. Minimum of two (2).
Educational Facilities (to include business, vocational, universities, and other school facilities).		One (1) per five (5) auto spaces. Minimum of two (2)	One (1) per five (5) auto spaces. Minimum of four (4).
Elementary and Middle School	One (1) stall per twelve (12) students of design capacity.	One (1) per classroom.	Three (3) per classroom.
Farmers Market		None	One (1) per ten (10) auto stalls. Minimum of ten (10).
High School	One (1) space per classroom and office, plus one (1) space for each four (4) students that are normally enrolled and are of legal driving age. Public assembly areas, such as auditoriums, stadiums, etc. that are primary uses may be considered a separate use.	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of two (2).	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of four (4).
Hospitals, Sanitariums, Nursing Homes, Congregate Care, Rest Homes, Hospice Care	One (1) for each two (2) regular beds, plus one (1) stall for every two (2) regular employees on the largest shift.	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest

**TABLE 38.01**

<b>Use</b>	<b>Required Motor Vehicle Parking Spaces</b>	<b>Minimum Required Long-Term Bicycle Spaces</b>	<b>Minimum Required Short-Term Bicycle Spaces</b>
Home and Mental Health Facilities.		shift. Minimum of two (2).	shift. Minimum of two (2).
Libraries and Museums	One (1) space per three hundred (300) square feet of public floor area or 3.3 spaces per thousand (1000) sq. ft. Six (6) stalls either on-site or on-street directly adjacent to the property. The <del>Site Plan Review Committee</del> <u>Director</u> may allow pervious-type parking surfaces.	One (1) per six thousand (6,000) square feet of public floor area. Minimum of two (2).	One (1) per one thousand five hundred (1,500) square feet of public floor area. Minimum of four (4).
Marinas		Minimum of four (4).	One (1) per ten (10) auto stalls. Minimum of four (4).
Other Facilities Not Listed		None	One (1) per twenty-five (25) auto stalls. Minimum of two (2).
Park-N-Ride Lots and Public (Parking) Garages		One (1) per fifteen (15) auto stalls Minimum of four (4)	Two (2).
Parks		None	One (1) per five (5) auto stalls. Minimum of four (4).
Transit Centers		Ten (10).	Ten (10).

**PLACES OF ASSEMBLY**

Passenger Terminal Facilities	One (1) space for each one hundred (100) square feet of public floor area or ten (10) spaces per thousand (1000) sq. ft.	Minimum of ten (10)	Minimum of ten (10)
Place of Worship	One (1) space per four (4) seats. When individual seats are not provided, one (1) space for each six (6) feet of bench or other seating. The <u>Site Plan Review Committee</u> <u>Director</u> may use a ratio of six (6) stalls/1000 sq. ft. of assembly area where seats or pews are not provided or when circumstances warrant increased parking; e.g., large regional congregations which attract a large congregation or one which has multiple functions. See shared parking. 18.38.180	One (1) per 10,000 square feet of gross floor area.	One (1) per 160 seats or 240 lineal feet of bench or other seating, and one (1) per 6,000 square feet of assembly area without fixed seats. Minimum of four (4).
Private Clubs or Lodges (does not include health clubs or retail warehouse)	Six (6) spaces per thousand (1000) sq. ft.	One (1) per 6,000 square feet. Minimum of one (1).	One (1) per 6,000 square feet. Minimum of two (2).
Theater and Auditorium	One (1) space for each four and a half (4.5) fixed seats. If the theater or auditorium is a component of a larger commercial development the above parking standard may be modified to account for shared parking as provided in Section 18.38.180 of this Code	One (1) per 450 fixed seats. Minimum of one (1).	One (1) per 110 fixed seats. Minimum of four (4).
Theater and Auditorium without fixed seats	One (1) space for each three (3) permitted occupants. Maximum building occupancy is determined by the Fire Marshal.	One (1) per 300 permitted occupants. Minimum of one (1).	One (1) per 75 permitted occupants. Minimum of four (4).

**RECREATION/AMUSEMENT**

Bowling Alleys	Five (5) spaces for each alley.	One (1) per twelve (12) alleys. Minimum of one (1).	One (1) per four (4) alleys. Minimum of four (4).
Health Club	Four (4) spaces for each thousand (1000) sq. ft.	One (1) per 5,000 square feet. Minimum one (1).	One (1) per 2,500 square feet. Minimum of four

			(4).
Skating Rinks and Other Commercial Recreation	Five (5) spaces per thousand (1000) sq. ft.	One (1) per 8,000 square feet. Minimum of one (1).	One (1) per 4,000 square feet. Minimum of four (4).
<b>RESIDENTIAL</b>			
Accessory Dwelling Unit	One (1) space per unit	None	None
Bed and Breakfast	One (1) space in addition to space(s) required for the residential unit.	One (1) per ten (10) rooms. Minimum of one (1).	None
Community Club Houses		None	One (1) per ten (10) auto stalls. Minimum of two (2).
Cottage Housing	One (1) space per unit or 1.5 space per unit if on-street parking is not available along street frontage (One (1) space per twenty (20) linear feet).	One per five (5) units, or one (1) per three (3) units if no on-street parking. Minimum of two (2).	One per ten (10) units, or one (1) per six (6) units if no on-street parking. Minimum of two (2).
Elder Care Home	One (1) space in addition to space(s) required for the residential unit.	Minimum of two (2).	Minimum of two (2).
Fraternities, Sororities and Dormitories	One (1) space for every three (3) beds, plus one (1) space for the manager.	One per fourteen (14) beds. Minimum of two (2).	Ten (10) per dormitory, fraternity or sorority building.
Group Home	One (1) space for each staff member plus one (1) space for every five (5) residents. Additionally, one (1) space shall be provided for each vehicle used in connection with the facility.	One (1) per ten (10) staff members plus one (1) per thirty (30) residents. Minimum of one (1). Additional spaces may be required for conditional uses.	None
Home Occupations	None, except as specifically provided in this table.	None	None
Mobile Home Park	Two (2) spaces per lot or unit, whichever is greater. If recreation facilities are provided, one (1) space per ten (10) units or lots.	None	None

Multifamily Dwellings	Three or more units shall provide one and one-half (1.5) off-street parking spaces per dwelling unit. Multifamily dwelling units located on HDC-4 properties, where the new project provides for the development of replacement dwelling units in a development agreement, and the project site is all or part of an area of 40 acres or more that was in contiguous ownership in 2009, are exempt from the parking requirements of this section. If parking is voluntarily provided by the property owner, then the <u>City Director</u> shall permit such parking to be shared with parking provided for non-residential development on the property.	One (1) storage space per unit that is large enough for a bicycle.	One (1) per ten (10) units. Minimum of two (2) per building.
Single Family to include Duplex and Townhouse.	Two (2) spaces per unit. Note: parking spaces may be placed in tandem (behind the other). DB, CSH and RMH zone districts require one (1) space/unit.	None	None
Studio Apartments.	Apartments with one (1) room enclosing all activities shall provide one (1) off-street parking space per dwelling unit	None	One (1) per ten (10) units. Minimum of two (2) per building.

**RESTAURANT**

Cafes, Bars and other drinking and eating establishments.	Ten (10) spaces per thousand (1000) sq. ft.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).
Car Hop	One (1) for each fifteen (15) square feet of gross floor area.	One per 300 square feet; minimum of one (1).	One per 150 square feet; minimum of one (1).
Fast Food	Ten (10) spaces per thousand (1000) square feet plus one (1) lane for each drive-up window with stacking space for six (6) vehicles before the menu board.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).

**Section 24. Amendment of OMC 18.38.160(A). Subsection 18.38.160(A) of the Olympia Municipal Code is hereby amended to read as follows:**

18.38.160 Specific zone district requirements

A. Ten (10) Percent Reduction in Parking Requirements.

The median motor vehicle parking requirements contained in Section 18.38.100 shall be reduced by ten (10) percent for uses in the High Density Corridor 1, 2, 3, and 4 Districts (see High Density Corridor Map), Neighborhood and Urban Villages, and within the Downtown (see Figure 38-2). This shall not be used in combination with an administrative parking variance or other reductions unless approved by the ~~Site Plan Review Committee~~Director.

**Section 25. Amendment of OMC 18.38.180. Section 18.38.180 of the Olympia Municipal Code is hereby amended to read as follows:**

18.38.180 Shared Parking Facility

A. General.

The ~~Site Plan Review Committee~~Director shall require an applicant to provide proof that shared parking is feasible when adjacent land uses have different hours of operation. Mixed use and shopping center developments with similar operating hours may also be required to submit a parking demand study to determine if parking can be combined.

1. Authority. In order to eliminate multiple entrances and exits, reduce traffic hazards, to conserve space and to promote orderly development, the ~~Site Plan Review Committee~~Director and Hearing Examiner are each hereby authorized to plan and group cooperative parking facilities for a number of parking generators in such a manner as to obtain the maximum efficiency in parking and vehicular circulation.

2. Allocation.

a. Shared parking.

i. When two (2) or more land uses, or uses within a building, have distinctly different hours of operation (e.g., office and church), such uses may qualify for a shared parking credit. Required parking shall be based on the use that demands the greatest amount of parking.

ii. If two (2) or more land uses, or uses within a building, have different daytime hours of operation (e.g., bowling alley and auto part store), such uses may qualify for a total parking reduction of no more than fifty (50) percent.

b. Combined parking.

Two (2) or more uses which have similar hours of operation and combine parking facilities may qualify to decrease the number of parking stalls as follows. The ~~Site Plan Review Committee~~Director may require a parking demand study to ensure sufficient parking is provided.



Two (2) uses:	Five (5) percent reduction
Three (3) uses:	Ten (10) percent reduction
Four (4) or more uses:	Fifteen (15) percent reduction

3. Location. Parking spaces provided for one use shall not be considered parking space for another use. Uses may be defined as singular, combined, or share parking.

a. Shared parking. In case there are uses in close proximity of each other that operate or are used at entirely different times of the day or week, the ~~Site Plan Review Committee~~ Director may allow shared parking facilities to satisfy the parking requirements of such uses if the parking facilities are within seven hundred (700) feet of all parking generators being served by such facilities; and

b. Combined parking. Two (2) or more uses may satisfy their parking requirements by permanently allocating the requisite number of spaces for each use in a common parking facility, cooperatively established or operated; provided, the total number of spaces conforms to the requirements in item 4 below.

4. Agreement. An agreement, lease, deed, contract or easement establishing shared use of a parking area, approved by the City Attorney, shall be submitted to the Director of ~~Community Planning and Development~~ and recorded with the County Auditor's Office. For new buildings which share parking under this provision, such agreements shall run with the land for both and all properties with shared parking. Such agreement requires ~~City~~ Director approval for any change or termination. A parking agreement may be attached to a lease if additional parking is required due to a change in occupancy. This only applies in circumstances where there is existing parking and the change in use creates a deficiency.

5. Termination of Shared or Combined Use.

a. In the event that a shared or combined parking agreement is terminated, those businesses or other uses with less than the required parking shall notify the Director of ~~Community Planning and Development~~ within ten (10) days and take one of the following actions:

i. Provide at least fifty (50) percent of the required parking within ninety (90) days, and provide the remaining required parking within three hundred and sixty-five (365) days following the termination of the shared use; or

ii. Demonstrate, based upon a study deemed reliable by the Director of ~~Community Planning and Development~~, that the available parking is sufficient to accommodate the use's peak parking demand.

iii. Apply for and receive administrative parking variance.

b. If sufficient parking is not provided, the use, or that portion of the use out of compliance with this chapter, shall be terminated upon the expiration of the time period specified in (5)(a)(i) above. This requirement shall be established as a condition of the occupancy permit for uses relying on shared parking.

**Section 26. Amendment of OMC 18.38.220(A). Subsection 18.38.220(A) of the Olympia Municipal Code is hereby amended to read as follows:**

**18.38.220 Design standards-General**

Off-street parking facilities shall be designed and maintained in accordance with the standards of the latest edition of the Transportation and Traffic Engineering Handbook and those hereunder, unless otherwise stated.

A. General Requirements. [NOTE: Also refer to specific zone district design standards in this Chapter under Section 18.38.240.]

<b>1</b>	<b>2 SW</b>	<b>3 WP</b>	<b>4 VPW</b>	<b>5 VPi</b>	<b>6 AW</b>	<b>7 W2</b>	<b>8 W4</b>
<b>Parking Class</b>	<b>Basic Stall Width (ft)</b>	<b>Stall Width Parallel to Aisle (ft)</b>	<b>Stall Depth to Wall (ft)</b>	<b>Stall Depth to Interlock (ft)</b>	<b>Aisle Width (ft)</b>	<b>Modules Wall-to-Wall (ft)</b>	<b>Modules Interlock to Interlock (ft)</b>
A	2-Way Aisle-90° 9.00	9.00	17.5	17.5	26.0	61.0	61.0
A	2-Way Aisle-60° 9.00	10.4	18.0	16.5	26.0	62.0	59.0
A	1-Way Aisle-75° 9.00	9.3	18.5	17.5	22.0	59.0	57.0
A	1-Way Aisle-60° 9.00	10.4	18.0	16.5	18.0	54.0	51.0
A	1-Way Aisle-45° 9.00	16.5	16.5	14.5	15.0	48.0	44.0

Source: Guidelines for Parking Facility Location and Design ITE Committee 5D-8, May 1990.

## STANDARD PARKING DIMENSIONS

FIGURE 38-4

Figure 7-1. Dimensional elements of parking layouts.  
SOURCE: Adapted from R. A. Weant, "Parking Garage Planning and Operation," Fig. 20, Eno Foundation for Transportation, Inc., 1978.

- 0 Parking angle
- $W_1$  Parking module width (wall to wall), single loaded aisle
- $W_2$  Parking module width (wall to wall), double loaded aisle.
- $W_3$  Parking module width (wall to interlock), double loaded
- $W_4$  Parking module width (interlock to interlock), double loaded aisle
- AW Aisle width
- WP Stall width parallel to aisle
- DI Stall depth to interlock
- D Stall depth to wall measured perpendicular to aisle
- $S_L$  Stall length
- $S_W$  Stall width

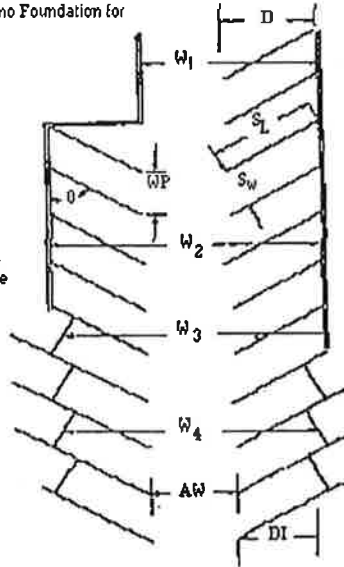


FIGURE 38-5

1. Driveways. Driveways and curb cuts shall be in accordance with Chapter 12.40, Driveways, Curbs and Parking Strips, Sections 12.40.010 through 12.40.060 and 12.40.110 through 12.40.170 and plans for such shall be submitted to and approved by the Public Works Director.

2. Ingress/Egress Requirements.

a. The Site Plan Review Committee Director, upon recommendation of the Public Works Director, or designee, and after appropriate traffic study, including consideration of total parcel size, frontage on thoroughfares, uses proposed and other vicinity characteristics, shall have the authority to fix the location, width and manner of approach of a vehicular ingress and egress from a building or parking area to a public street and to alter existing ingress or egress as may be required to control street traffic in the interest of public safety and general welfare.

b. Generally, but not in all cases, the internal circulation system and the ingress and egress to commercial or multifamily developments from an access street shall be so designed that the principal point of automobile cross-traffic on the street occurs at only one point--a point capable of being channelized for turning movements. Access shall be shared with adjoining parcels by placing ingress/egress points on shared lot lines, wherever safe and practical. Where parcels are bounded by more than a single street, generally, but not in all

cases, access shall be provided only from the street having the lowest classification in the hierarchy of streets as established by the Public Works Director.

3. Maneuvering Areas.

a. All maneuvering areas, ramps, access drives, etc. shall be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area. A garage or carport entered perpendicular to an alley must be located a minimum of ten (10) feet from the property line. A garage or carport entered parallel to an alley may be placed on the rear property line; provided sight distances are maintained. [NOTE: See accessory dwelling unit and structure requirements.]

b. Maneuvering areas shall be provided so that no vehicle is obliged to back out of a parking stall onto the street, except in the R-4, R 4-8, and R 6-12 use districts, or where approved by the City Engineer. [NOTE: See aisle width requirements.]

4. Parking Surface. All parking lots must be paved and designed to meet drainage requirements. Pervious surfaces (e.g., Turf Block) or other approved dust free surfaces may be used for parking areas held in reserve for future use, overflow parking (parking area furthest from building entrance), or parking areas approved by the Site Plan Review Committee. A maintenance agreement may be required to ensure such surface is properly maintained.

5. Landscaping. Parking areas shall be landscaped according to the requirements of Chapter 18.36.

6. Wheel Stop, Overhang. Appropriate wheel and bumper guards shall be provided to protect landscaped areas, to define parking spaces and to clearly separate the parking area from any abutting street rights-of-way and property lines. Vehicles may overhang landscaped areas up to two (2) feet when wheel stops or curbing is provided.

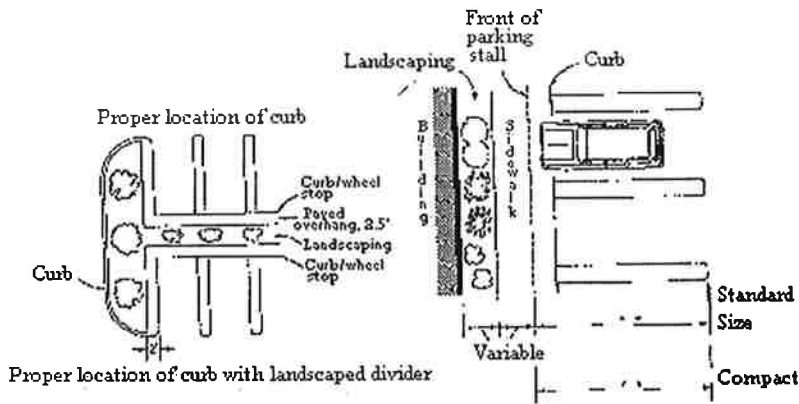


FIGURE 38-6

7. Contiguous parking lots shall not exceed one (1) acre in size. Parking lots exceeding one (1) acre in size shall be separated by a minimum ten (10) foot wide landscaped strip. This strip shall be of a different elevation than the parking lot.

8. Downtown Structured Parking Dimensions. Structured parking facilities may be designed to the general design standards found in Figures 38-4 and 38-5 above, Figure 38-7 below, or to the following structured parking design standard:

	<b>Compact Car Dimension</b>	<b>Standard Car Dimensions</b>
Standard Stall Width	8-foot	9-foot
Standard Stall Depth	16-foot	16-foot
Standard Aisle Width	24-foot	24-foot
Standard Wall-to-Wall	57-foot	57-foot

**Section 27. Amendment of OMC 18.48.020. Section 18.48.020 of the Olympia Municipal Code is hereby amended to read as follows:**

18.48.020 Conditional use approval

A. Hearing Examiner approval. Certain uses, because of their unusual size, infrequent occurrence, special requirements, possible safety hazards or detrimental effects on surrounding properties and other similar reasons, are classified as conditional uses. These uses may be allowed in certain districts by a Conditional Use Permit granted by the Hearing Examiner or as provided below. Prior to granting such a permit the Hearing Examiner shall hold a public hearing, unless otherwise provided for in this code, and determine that all applicable conditions will be satisfied. If the conditional use proposed in a residential zone exceeds 5,000 square feet in floor space, it must also be reviewed by the Design Review Board.

B. Permit content and enforcement. Conditional Use Permits shall state the location, nature and extent of the conditional use together with all conditions that were imposed and any other information deemed necessary for the issuance of said permit. A copy of this permit shall be kept on file in the Community Planning and Development Department and if, at any time, it is found that the conditional use no longer complies with the conditions therein specified, the owner shall be declared in violation of this Title and shall be subject to its penalties.

C. Expansion of Approved Conditional Uses. The ~~Site Plan Review Committee (SPRC)~~ Director may authorize up to a twenty-five (25) percent expansion, in any five (5) year period, of an approved conditional uses gross floor area, height, parking and occupancy (e.g., number of seats, classrooms and students). The ~~SPRC~~ Director may also authorize alterations to the site design, including landscaping, fences, lighting, signs and similar site features. If the expansion in a residential zone exceeds 5,000 square feet in floor space, it must receive review by the Design Review Board. All such modifications shall be consistent with the original conditions of approval and applicable regulations. Notice of the proposed expansion or alteration shall be sent to property owners within three hundred (300) feet of the subject

site, consistent with the notice requirements specified in Chapter 18.78. If anyone requests a public hearing in writing within the specified comment period, ~~SPRC~~the Director shall refer the request to the Hearing Examiner. Copies of all ~~SPRC~~Director decisions shall be mailed to everyone who commented on the project or requested a copy of the decision. ~~SPRC~~Director decisions may be appealed to the Hearing Examiner consistent with Section 18.75.020, Appeals of Administrative Decisions.

D. SEPA-exempt Conditional Uses. The ~~Site Plan Review Committee (SPRC)~~Director may authorize any conditional use that is exempt from the State Environmental Policy Act. See OMC 14.04.065 and WAC 197-11. Part Nine. Notice of such proposed use shall be sent to property owners within three hundred (300) feet of the subject site, consistent with the notice requirements specified in Chapter 18.78. If anyone requests a public hearing in writing within the specified comment period, ~~SPRC~~the Director shall refer the request to the Hearing Examiner. If the conditional use is in a residential zone and exceeds 5,000 square feet in floor space, it must be reviewed by the Design Review Board. Copies of all ~~SPRC~~Director decisions shall be mailed to everyone who commented on the project or requested a copy of the decision. ~~SPRC~~Director decisions may be appealed to the Hearing Examiner consistent with Section 18.75.020, Appeals of Administrative Decisions.

**Section 28. Amendment of OMC 18.48.040. Section 18.48.040 of the Olympia Municipal Code is hereby amended to read as follows:**

18.48.040 Additional conditions

The Hearing Examiner or ~~Site Plan Review Committee~~Director, as applicable, may impose additional conditions on a particular use if it is deemed necessary for the protection of the surrounding properties, the neighborhood or the general welfare of the public. The conditions may:

- A. Increase requirements in the standards, criteria or policies established by this Title;
- B. Stipulate an exact location as a means of minimizing hazards to life, limb, property, traffic, or of erosion and landslides;
- C. Require structural features or equipment essential to serve the same purpose set forth in item B above;
- D. Impose conditions similar to those set forth in items 2 and 3 above to assure that a proposed use will be equivalent to permitted uses in the same zone with respect to avoiding nuisance generating features in matters of noise, odors, air pollution, wastes, vibration, traffic, physical hazards and similar matters;
- E. Ensure that the proposed use is compatible with respect to the particular use on the particular site and with other existing and potential uses in the neighborhood.
- F. Assure compliance with the Citywide Design Guidelines, Unified Development Code Chapter 18.20, as recommended by the Design Review Board.

**Section 29. Amendment of OMC 18.56.060. Subsection 18.56.060(A) of the Olympia Municipal Code is hereby amended to read as follows:**

18.56.060 Preliminary approval process

A. Pre-submission Conference. Prior to making application, the developer may meet with the ~~Site Plan Review Committee (SPRC)~~ Director or his/her designee for an initial pre-submission discussion of the proposal.

**Section 30. Amendment of OMC 18.56.080(A). Subsection 18.56.080(A) of the Olympia Municipal Code is hereby amended to read as follows:**

18.56.080 Final PRD approval

A. Application. Application for final PRD approval:

1. For any portion of the PRD which is to be platted, approval of the final plat shall constitute final development plan approval for the platted portion of the PRD. Application requirements shall be as provided for final plat approval under City Ordinance.
2. For any portion of the PRD which is not to be platted, approval of a binding site plan shall constitute final development plan approval. The ~~Site Plan Review Committee~~ Director may attach terms and conditions to the approval of the site plan if necessary to insure compliance with the preliminary PRD. Review of the site plan shall be as provided in Chapter 18.60, Site Plan Review.

**Section 31. Amendment of OMC 18.57.040. Section 18.57.040 of the Olympia Municipal Code is hereby amended to read as follows:**

18.57.040 Approval process overview

In the following zoning districts, a Master Plan shall be processed as an amendment to the Official Zoning Map as follows:

A. Districts. Development within the COSC, NC, NV and UV districts is permitted only after Master Plan approval, project approval, and construction permits are issued pursuant to this Chapter, Chapter 18.05, and Chapter 18.05A (Villages and Centers).

B. Pre-Submission Conference. Applicants shall meet with the ~~Site Plan Review Committee (SPRC)~~ Director for an initial discussion of the proposed MPD prior to submittal of an application. The applicant shall present preliminary studies and conceptual sketches which contain in a rough and approximate manner the information required on the MPD application. The purpose of the preliminary site plan review is to eliminate as many potential problems as possible in order for the MPD to be processed without delay. (See Section 18.57.060 Pre-Submission Conference.)

C. Master Plan Review Process. An approved Master Plan is an amendment to the official zoning map. Applications for Master Plan approval shall be submitted concurrently to the Design Review Board and Hearing Examiner for review and recommendation to the City Council. (See Section 18.57.080, Master Plan Approval Process.)

D. Project Application Review Process. At any time during review or after Master Plan approval, the applicant may submit a Project Application for a portion or all of the site to the Department for review by the Design Review Board, Hearing Examiner, and/or ~~SPRC~~Director. (See Section 18.57.100, Development Application Approval Process.)

**Section 32. Amendment of OMC 18.57.060. Section 18.57.060 of the Olympia Municipal Code is hereby amended to read as follows:**

18.57.060 Pre-submission conference

Prior to submitting a Master Plan the applicant shall meet with the ~~Site Plan Review Committee (SPRC)~~ Director for an initial discussion of the proposal, as follows:

A. The applicant or representative shall present to the ~~SPRC~~Director preliminary studies or conceptual sketches which contain in a rough and approximate manner the information required on the Master Plan application. The purpose of the pre-submission conference is to enable the applicant to obtain the advice of the ~~SPRC~~Director as to the intent, standards and provisions of this chapter.

B. The ~~SPRC~~Director will make available pertinent information as may be on file relating to the proposal. It is the purpose of this conference to eliminate as many potential problems as possible in order for the Master Plan to be processed without delay. The conference should take place prior to detailed work by the applicant's architect, engineer or surveyor.

C. At the pre-submission conference, the ~~SPRC~~Director will furnish, to the prospective applicant, comments on how the proposed development conforms to City policies and regulations, and the ~~Committee's~~ requirements for development approval. The level of detail of SPRC'S comments will be directly proportional to the level of detail provided by the prospective applicant.

**Section 33. Amendment of OMC 18.57.100. Section 18.57.100 of the Olympia Municipal Code is hereby amended to read as follows:**

18.57.100 Project approval process

A project shall be submitted to the Department for review and approval by the Hearing Examiner or ~~Site Plan Review Committee~~Director prior to any development. A project may include one or more phases of the area within an approved Master Plan.



A. Conceptual Design Review. A complete Conceptual Design Review supplement, on forms provided by the City, shall be submitted to the Design Review Board for review and recommendation. The Design Review Board shall not recommend approval of a Conceptual Design Review supplement unless the Board determines that said proposal complies with the applicable design concepts and guidelines contained in the approved Master Plan. The Design Review Board may:

1. Schedule additional meetings to consider the Conceptual Design; or
2. Recommend approval with or without conditions of approval; or
3. Recommend denial of the proposal.

Prior to a recommendation, the Design Review Board shall conduct a public meeting thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The recommendation of the Design Review Board shall be given substantial weight by the decision-maker.

B. SEPA. Development and Subdivision applications submitted to the Department shall comply with the City's adopted regulations concerning compliance with the State Environmental Policy Act, Chapter 43.21C RCW and OMC Title 14 Environmental Protection.

C. Hearing Examiner. An application for a subdivision plat or binding site plan shall be submitted to the Hearing Examiner for review and decision. The Hearing Examiner shall hold a public hearing thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The Hearing Examiner shall not approve an application unless the Examiner determines that said plan complies with the standards contained in the applicable Master Plan approval and OMC Title 17, Subdivision. The Hearing Examiner may:

1. Approve the development with or without terms and conditions of approval; or
2. Require the provision, and further public review, of additional information and analysis; or
3. Deny the proposal.

Such decisions by the Hearing Examiner are final ~~unless appealed to the City Council.~~

D. ~~Site Plan Review Committee (SPRC) Director.~~ For development for which no public hearing is otherwise required, a complete Land Use Review or other project application, on forms provided by the ~~City Director,~~ shall be submitted to the ~~City Director~~ for review and decision. The ~~SPRC Director~~ shall not approve an application unless the ~~Committee Director~~ determines that said proposal complies with the Master Plan, any SEPA conditions of approval, and City engineering development standards. The ~~SPRC Director~~ may:

1. Schedule additional meetings to consider the project application; or
2. Approve with or without conditions of approval; or

3. Deny the proposal.

Prior to the approval of an application, notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. Decisions by the ~~SPRC-Director~~ are final unless appealed to the Hearing Examiner.

E. Engineering and Building Permits. The approved Master Plan and any project approval shall constitute a limitation on the use and design of the site. Engineering and Building permits may be issued for any improvements or structures consistent with project approval prior to the approval of the Final Plat, provided that:

1. The construction will be consistent with the approved Master Plan and project approval.
2. The building permit application must identify the location and dimensions of the proposed building(s) in relation to all lot lines for the site and must provide proposed building elevations. Minor alterations may be made provided the alteration is approved by the ~~Site-Plan-Review Committee~~Director. Minor alterations are those which may affect the precise dimensions or siting of buildings (i.e., setback, lot coverage, height), but which do not affect the basic character or arrangement and number of buildings approved in the Master Plan or project approval, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than ten percent. The applicant shall submit five copies of a revised or adjusted project approval of the applicable portion(s) to the City for the completion of its files.
3. No vertical construction may take place until the necessary fire flow and emergency vehicle access have been provided to the building(s).
4. All required infrastructure, including but not limited to utilities and streets, have been completed or arrangements or contracts have been entered into to guarantee that such required infrastructure will be completed for the phase of the project involved. Such guarantees shall be considered for minor finish-out items only. All basic infrastructure, such as roads, services and utilities, must be complete and operable.
5. Partial or complete construction of structures shall not relieve the applicant from, nor impair City enforcement of, conditions of Master Plan approval or the project approval.
6. Units/property may not be leased or sold until Final Plat or Binding Site Plan approval has been recorded (see OMC Title 17, Subdivision).
7. Building permits and other permits required for the construction or development of property under the provisions of this Chapter shall be issued only when the work to be performed meets the requirements of the program phasing elements of the Master Plan and applicable project approvals.

F. Detailed Design Review. As applicable, a building permit application shall be accompanied by complete Detailed Design Review application, on forms provided by the ~~City~~Director, and be submitted to the Department for review and decision. If subject to its review, the Design Review Board may:

1. Schedule additional meetings to consider the Detailed Design Review Application; or
2. Recommend approval with or without conditions of approval; or
3. Recommend denial of the proposal.

Prior to a recommendation on an application, the Design Review Board shall conduct a public meeting thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The Building Official shall not approve a Detailed Design Review Application unless the Building Official determines that said proposal complies with each of the design concepts and guidelines contained in the applicable Design Guidelines contained in the Master Plan approval. Decisions by the Building Official are final unless appealed to the Hearing Examiner.

G. Appeals. Appeals, if any, shall be considered together, pursuant to OMC 18.75, Appeals.

H. Phasing. If a proposed project is to be constructed in phases, the project as a whole shall be portrayed on the Application, and each phase must receive review and approval according to the procedures established herein. Those portions of the MPD which have received a project approval shall be subject to the provisions of OMC Section 18.57.100(I), Expiration and Extensions.

I. Amendments. Amendments to the project conflicting with any of the requirements or conditions contained in the project approval shall not be permitted without prior written approval of such adjustment by the ~~Site Plan Review Committee~~ Director or Hearing Examiner. If the proposed amendment also conflicts with requirements or conditions of the Master Plan, the amendment shall be processed as an amendment to the Master Plan as provided in OMC Section 18.57.080(F), Amendments. If approved, amendments shall be clearly depicted as a revision to the ordinance text and site plans.

J. Expiration or Extension. Knowledge of expiration date is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

1. Subdivisions. Pursuant to OMC Title 17.20, Subdivision Term and Effect of Preliminary Plat Approval, an approved preliminary plat shall be binding for a period not to exceed five (5) years.

2. Land Use Approval. The Land Use approval shall be valid for one year and may be extended for a period not to exceed two years pursuant to OMC Section 18.72.140(E), Administration - Expiration of Approvals.

3. Detailed Design Review Approval. The Detailed Design Review Approval shall be valid so long as the associated building permit is valid.

**Section 34. Amendment of OMC 18.60. Chapter 18.60 of the Olympia Municipal Code is hereby amended to read as follows:**

Chapter 18.60 – Land Use Review and Approval

## 18.60.000 Chapter Contents

### Sections:

- 18.60.020 Purpose.
- 18.60.040 Applicability.
- 18.60.050 Delegation of authority.
- 18.60.060 Application - Content.
- 18.60.080 Application - Review process.
- 18.60.100 Site plan review log - Summary of action.
- 18.60.120 Notification.
- 18.60.140 Reconsideration in response to SEPA comments.
- 18.60.160 Preliminary review.
- 18.60.180 Amendments.
- 18.60.200 Variances.
- 18.60.220 Dedication, improvements and performance bond.
- 18.60.240 Final approval - Expiration.

### 18.60.020 Purpose

The purpose of this section is to allow for the placement of uses permitted by Title 18 of the Olympia City Code, through a comprehensive site plan review process, which insures compliance with the adopted plans, policies and ordinances of the City of Olympia. It is further intended to provide for the examination of development proposals with respect to overall site design and to provide a means for guiding development in logical, safe and attractive manners.

### 18.60.040 Applicability

Construction and development of projects reviewed through the Land Use Approval process shall be in strict compliance with the approved site plan and conditions attached thereto. When required by this section, site plan review and land use approval shall be completed and all appeal periods terminated prior to issuance of a building or any other construction permit. Land use approval is required for the following types of projects:

- A. Any change of occupancy of a building from one Uniform Building Code group or division of a group to another or a change of use of land;
- B. Any new nonresidential and nonagricultural use of land;
- C. The location or construction of any nonresidential or nonagricultural building, or any multifamily project in which more than four (4) dwelling units would be contained; and
- D. Any addition to such structure or remodel or substantial revision of the site plan associated with such use.

#### 18.60.050 Delegation of authority

Upon finding that any proposed land use and associated construction is exempt from environmental review pursuant to OMC Chapter 14.04 and WAC 197-11-800, ~~and upon finding that coordinated multi-disciplinary review is not necessary to protect the public health, welfare and safety,~~ the ~~Site Plan Review Committee~~Director may waive appropriate land use application fees and may delegate review and approval of a proposed land use and associated improvements to the Olympia Fire Chief, Senior Planner, Building Official and/or Development Engineer, as deemed appropriate by the ~~Committee~~Director.

#### 18.60.060 Application –Content

Each application for land use approval shall contain all required information as set forth in the approved land use application together with the following information:

- A. A complete environmental checklist, when required by the State Environmental Policy Act;
- B. All fees, signatures and information specified in the approved application form;
- C. Complete application(s) for all associated non-construction approvals or permits required by this code, including but not limited to concept design review, conditional use approval, shoreline development, site plan review, variance, preliminary plat approval, and rezone.

#### 18.60.080 Application –Review process

##### A. Filing.

1. Applications for land use approval shall be made on forms provided by the ~~City~~Director and made available at the Department.
2. A complete application for land use approval shall be filed with the Department. An application shall not be considered complete if it fails to contain any of the information and material required by Section 18.60.060 or Chapter 18.77.
3. Upon determination of a complete application, the Department shall notify all appropriate recognized neighborhood associations.
4. Application fee(s) as established by the City are due upon presentation of an application for land use approval.

##### B. Review by ~~Site Plan Review Committee (SPRC)~~Director.

1. The Site Plan Review Committee shall consist of the Building Official, ~~Senior Planner, Development Services City Engineer, Environmental Review Officer~~SEPA Official, and the Fire Chief or their designees. The Committee shall be chaired by the CP&D Director or his/her designee and serves in an advisory capacity to the Director, who shall be responsible for all land use related

decisions. The Committee shall adopt rules of procedure for the purpose of ensuring fair, lawful and timely ~~decisions and recommendations.~~

2. Except when a public hearing is required or where the applicant agrees to an extension of time, the ~~Site Plan Review Committee~~Director shall, within one hundred twenty (120) days from the date of complete application, approve, disapprove or approve with conditions any proposed land use. Notice of the ~~SPRC's~~Director's decision or recommendation shall be distributed as provided by Table 78-1.

3. When a public hearing is required prior to land use approval, the ~~Site Plan Review Committee~~Director shall issue ~~its~~his/her recommendation to the Hearing Examiner in a manner that will provide the Hearing Examiner sufficient time to issue a notice of final decision within 120 days of the date of complete application.

4. Any time required to prepare, review and issue a final environmental impact statement as required under the provisions of SEPA shall not be included under the time constraints of this subsection.

5. The ~~SPRC~~Director shall review proposed projects for consistency with the standards and provisions of the City of Olympia as expressed in the various adopted plans and ordinances, including this Title.

6. Whenever the ~~SPRC~~Director denies land use approval, ~~it~~he/she shall set forth, in writing, ~~its~~his/her findings which shall specify the reasons for the disapproval. Unless a public hearing is otherwise required, the decision of the ~~SPRC~~Director shall be final unless appealed to the Hearing Examiner pursuant to Section 18.75.020(D).

~~C. Referral to Hearing Examiner. The SPRC shall have the prerogative of refusing to rule on a proposed land use if in the Committee's opinion the project is so extraordinarily complex or presents such significant environmental, design or compatibility issues, the Director may refer the project that it should be reviewed by and be the subject of for a public hearing before the Hearing Examiner. Any decision of the SPRC Director to refer a project to the Examiner shall may be made prior to and issued with the determination of completeness at any time.~~

D. Hearing Examiner. Any review by the Hearing Examiner shall be conducted according to the procedural requirements of Chapter 18.82, Hearing Examiner.

#### 18.60.100 Site plan review log –Summary of action

On the first work day following action of the ~~SPRC~~Director, the Hearing Examiner or City Council on a project, the action shall be entered into the permit tracking system maintained by the Department.

#### 18.60.120 Notification

Notice of the decision of the ~~SPRC~~Director, Hearing Examiner or City Council shall be mailed to the applicant within seven (7) calendar days following the action. (See Chapter 18.78, Public Notification.)

#### 18.60.140 Reconsideration in response to SEPA comments

Any interested person may submit written comments and request reconsideration by the ~~Site Plan Review Committee~~Director within fifteen (15) days of the date any decision attached to a SEPA threshold determination is issued. Unless further action is taken by the ~~Site Plan Review Committee~~Director in response to such comments, the period in which to file an appeal shall terminate twenty-one (21) days after the date the decision is issued. SEPA exempt actions of the committee shall not be subject to reconsideration and shall be subject to only a fourteen (14) day appeal period.

#### 18.60.160 Preliminary review

Prior to applying for land use approval, a prospective applicant may present to the ~~SPRC~~Director a presubmission site plan. The purpose of the presubmission review of the site plan is to enable the applicant to obtain the advice of the ~~SPRC~~Director as to the intent, standards and provisions of the City as applied to a project.

#### 18.60.180 Amendments

A project approved by the ~~SPRC~~Director, Hearing Examiner or City Council may be amended at the applicant's request by the same procedures provided under this chapter for original application approval.

#### 18.60.200 Variances

The Hearing Examiner may grant variances from the provisions of this title as will promote the public health, safety and general welfare. Application for a variance shall be made in writing stating fully the reasons for the variance and the provisions of this title for which the variance is requested. (See Chapter 18.66 for variance requirements.)

#### 18.60.220 Dedication, improvements and performance bond

As a condition of land use approval, an applicant may be required to dedicate property, construct public improvements, and furnish a performance bond to the City to secure an obligation to complete the provisions and conditions of the project as approved.

#### 18.60.240 Final approval –Expiration

Unless utilized by application for unexpired construction permits or explicitly extended by the ~~SPRC~~Director, the final approval of a land use application shall expire in one (1) year pursuant to 18.72.140(D), Expiration of Approvals.

### **Section 35. Amendment of OMC 18.64.040. Section 18.64.040 of the Olympia Municipal Code is hereby amended to read as follows:**

#### 18.64.040 Applications, review authority and use districts

A. Applications. For all townhouse developments, applications for preliminary plat or short plat approval and any design review and land use approval shall be submitted simultaneously on forms provided by the City Director. Issuance of building and other permits shall be subject to conformance to the approved plans. In addition to standard submittal requirements for subdivision, design review and site plan review, townhouse applications shall contain that additional information specified by the Application Content Lists. (See OMC 18.77.010)

B. Review Authority.

1. Nine (9) or fewer Townhouses. ~~Site Plan Review Committee (SPRC)~~ The Director may approve creation of nine (9) or fewer townhouse lots, subject to appeal provisions contained in the Olympia Municipal Code, Chapter 18.75 and the public notice requirements contained in Chapter 18.78.

2. Ten (10) or more Townhouses. The Hearing Examiner may approve creation of ten (10) or more Townhouse lots subject to Appeal requirements contained in the Olympia Municipal Code, Chapter 18.75 and the public notice requirements contained in Chapter 18.78.

**Section 36. Amendment of OMC 18.72.020. Section 18.72.020 of the Olympia Municipal Code is hereby amended to read as follows:**

18.72.020 Applications

The ~~Department~~ Director shall prescribe the official form in which ~~petitions~~ applications are made for amendments to the Comprehensive Plan and Unified Development Code and the form of all project permit applications to be used for all matters which may come before the ~~Department's Administrative Staff, the Site Plan Review Committee~~, the Heritage Commission, the Design Review Board, Hearing Examiner, the Planning Commission and the City Council. The Department will prepare and provide copies for such purposes and prescribe the type of information to be provided in the application or petition by the applicant or petitioner. No application ~~or petition~~ shall be deemed complete unless it complies with such requirements.

Such forms shall specify the elements of each complete application as approved by the City Council. See Chapter 18.77 - Complete Application Form and Content. At minimum, each form shall require the authorized signature of the applicant, designation of a single person or entity to receive determinations and notices, and payment of the appropriate application fee, if any.

**Section 37. Amendment of OMC 18.72.050. Section 18.72.050 of the Olympia Municipal Code is hereby amended to read as follows:**

18.72.050 Consolidated review of applications

Pursuant to RCW 36.70B.060 (3) and 36.70B.120 and OMC 18.02.130(B), except as prohibited by Resolution M-1419 or its successor, an applicant may elect to submit a consolidated project permit



application. Such a request shall be indicated by the applicant in writing upon and simultaneously with submission of all applications to be consolidated. Upon payment of the appropriate consolidation fee, all consolidated applications shall be processed as one application with the final decision on such application to be made by the ~~Site Plan Review Committee~~ Director if no public hearing is required, or the Hearing Examiner if a public hearing is required by law or by exercise of the ~~Committee's~~ Director's OMC 18.60.080(C) discretion. Simultaneous applications for permit approval within one category of approvals, such as solely land use, building, or engineering approval, shall not be deemed consolidated reviews subject to a consolidated review fee, but nonetheless shall be entitled to consolidated review if so elected by the applicant.

**Section 38. Amendment of OMC 18.72.080. Section 18.72.080 of the Olympia Municipal Code is hereby amended to read as follows:**

18.72.080 Approval and appeal authorities

The project review process for an application or a permit may include review and approval by one or more of the following processes:

A. Department Staff. Individual staff shall have the authority to review and approve, deny, modify, or conditionally approve, among others, Accessory Buildings, Accessory Dwelling Units, Boundary Line Adjustments, Building Permits and other construction permits exempt from the State Environmental Policy Act, Environmental Determinations, Home Occupation Permits, Minor Design Review (including reviews of undersized lots of record), Short Plats creating 2-9 lots, Sign Permits, Certificates of Occupancy, Temporary Use Permits, Time Extensions, Tree Plans, and Shoreline Exemptions, and to provide interpretations of codes and regulations applicable to such projects.

B. ~~Site Plan Review Committee~~ Director. Pursuant to Chapter 18.60 the ~~Site Plan Review Committee~~ Director shall have the authority to conduct pre-submission conferences and to grant, conditionally grant, deny, or modify, land use approvals regarding projects for which a public hearing is not required, and to extend the period of approval for land use approval granted by the ~~Committee~~ Director or by the Hearing Examiner. The Site Plan Review Committee provides technical assistance and advice to the Director or his/her designee for such projects.

C. Design Review Board. The Design Review Board shall have the authority to review and provide recommendations regarding Major Design Review applications and appeals of administrative Minor Design Review decisions pursuant to OMC Chapter 18.100, Design Review. With respect to design review criteria, the recommendation of the Board shall always be accorded substantial weight by the decision-maker.

D. Olympia Hearing Examiner. Olympia Hearing Examiner shall have the authority vested pursuant to Chapter 18.82, Hearing Examiner.

E. The City Environmental Review Officer shall administer the State Environmental Policy Act (SEPA), OMC Chapter 14.04 Environmental Policy and OMC Chapter 18.32 Critical Areas.

F. Shoreline Permit Review Process. See OMC Chapter 14.08 and the Shoreline Master Program for the Thurston Region.

G. Subdivision Review Process. See OMC Title 17.

**Section 39. Amendment of OMC 18.72.100. Section 18.72.100 of the Olympia Municipal Code is hereby amended to read as follows:**

**18.72.100 Review and appeal authority**

The following table describes development permits and the final decision and appeal authorities. When separate applications are consolidated at the applicant’s request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application

**KEY:**

- StaffDirector = Community Planning and Development ~~Personnel~~Director or designee
- SPRC = Site Plan Review Committee
- DRB = Design Review Board
- PC = Planning Commission
- HC = Heritage Commission
- HE = Hearing Examiner
- Council = City Council
- R = Recommendation to Higher Review Authority
- D = Decision
- O = Open Record Appeal Hearing
- C = Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court except comprehensive plan decisions which may be appealed to the State Growth Management Hearings Board.]

**StaffDirector SPRC DRB PC HC HE Council**

**ZONING**

Conditional Use Permit		R			D
Interpretations	D				O
Land Use ( <del>Site Plan</del> )-Review	<u>D</u> <sup>1</sup>	<u>R</u> <del>D</del>			O

	<b>Staff</b>	<b>Director</b>	<b>SPRC</b>	<b>DRB</b>	<b>PC</b>	<b>HC</b>	<b>HE</b>	<b>Council</b>
Small Lot Review		D					O	
Townhouse (2 - 4 Units)		D					O	
Townhouse (10 or more units)			R	R (DR)			D	
Townhouse Final (2-9)		D					O	
Townhouse Final (10 or more)			R					D
Zoning Variance		R					D	
Zone Map Change, without Plan Amendment		R					R	D
Zone Change, with Plan Amendment or Ordinance Text Amendment		R			R			D
Home Occupation		D					O	
Temporary Use Permit		D					O	
SEPA exempt Building Permit		D					O	
Parking or Fence Variance		<u>D</u>		<u>RD</u>			O	
Accessory Dwelling Unit		D					O	
Accessory Building		D					O	
Occupancy Permit		D					O	
Sign Permit		D					O	
Landscape Plan		D					O	
Tree Plan		D					O	
Historic Properties		<u>D</u>		<u>RD</u>		R	O	
<b>COMPREHENSIVE PLAN</b>								
Amendments (map, text)		R			R			D
<b>DESIGN REVIEW</b>								
Detailed Review		D		R				
major				O				
Concept Review		<u>D</u>		<u>RD</u>	<u>RD</u>		O	
Signs (general)		D					O	
Scenic Vistas		<u>D</u>		<u>RD</u>	R		O	

**ENVIRONMENTAL**

Threshold Determination	D	O
Impact Statement Adequacy	D	O
Reasonable Use Exception	R	D
SEPA Mitigating Conditions	D	O
Major Shoreline Substantial Development Permit	R	D
Shoreline Conditional Use Permit	R	D
Shoreline Variance	R	D
Shoreline Permit Revision or Exemption	D	O

**SUBDIVISION**

Boundary Line Adjustment (including lot consolidation)	D	O		
Preliminary Plat, Long	R	D		
Preliminary Short, (2-9 lots)	D <sup>1</sup>	O		
Final Short Plat	D	O		
Final Long Plat	R	D		
Master Plan Approval	R	R	R	D
MPD Project Approval	R	R	D	
Preliminary PRD	R	R	D	
Final PRD	R	D		
Time Extensions	D	O		

<sup>1</sup> Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC 18.60.080 or 17.32.130(A)(4).

**Section 40. Amendment of OMC 18.72.140. Section 18.72.140 of the Olympia Municipal Code is hereby amended to read as follows:**

18.72.140 Expiration of approvals

Knowledge of the expiration date of any approval is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

A. Variance. Unless exercised, a variance shall expire one year from the date a final decision is issued. If timely exercised, a variance shall be valid indefinitely.

B. Conditional Use Permit. Unless exercised or otherwise specified, a conditional use permit shall be void one (1) year from the date a notice of final decision was issued. If exercised, a conditional use permit shall be valid for the amount of time specified by the Hearing Examiner. If the use allowed by the permit

is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be obtained in accordance with the provisions of this title prior to resuming operations.

C. Home Occupation Permit. A home occupation permit shall be valid indefinitely unless a time limitation is specified by staff or the Hearing Examiner or it is revoked for lack of compliance to conditions. A home occupation permit shall be void unless exercised within one (1) year from the date such permit was issued. If the use allowed by the permit is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be applied for and obtained in accordance with the provisions of this title prior to resuming operations. A Home Occupation permit shall not be transferable to a new site or entity.

D. Land Use Approval. Unless exercised by complete application for necessary construction permits, any land use approval shall expire and be null and void two years from the date the final approval was issued. Land use approval shall be extended two additional years if a complete building or other construction permit application for the project is submitted prior to expiration of the land use approval. Even absent such application, upon finding that there has been no substantial change in relevant circumstances and standards, land use approval may be extended up to two (2) additional years by the ~~Site Plan Review Committee~~ Director pursuant to a written request submitted prior to expiration of land use approval. Upon receiving such request, notice shall be provided pursuant to the comparable notice of application procedures of Table 78-1. Following a comment period of at least 14 days, ~~SPRC~~ the Director may grant, limit or deny the extension and may impose such conditions of extension to ensure compliance with any subsequently revised standards. If such written request for extension is not received by the Department prior to expiration, such extension shall be denied.

E. Detailed Design Review approval shall expire simultaneously with expiration of any associated building or other construction permit.

**Section 40. Amendment of OMC 18.75.020. Section 18.75.020 of the Olympia Municipal Code is hereby amended to read as follows:**

18.75.020 Specific appeal procedures

A. Administrative Decision. Administrative decisions regarding the approval or denial of the following applications or determinations/interpretations may be appealed to the Hearing Examiner within fourteen (14) days, or twenty-one (21) days if issued with a SEPA threshold determination including a comment period, of the final staff decision using procedures outlined below and in OMC Chapter 18.82, Hearing Examiner (Refer to 18.72.080 for other appeal authorities).

1. All Administrative Interpretations/Determinations
2. Boundary Line Adjustments
3. Home Occupation Permits
4. Preliminary Short Plats

5. Preliminary SEPA Threshold Determination (EIS required)
6. Shoreline Exemptions and staff-level substantial development permits
7. Sign Permits
8. Variances, Administrative
9. Building permits
10. Engineering permits
11. Application or interpretations of the Building Code
12. Application or interpretations of the Housing Code
13. Application or interpretations of the Uniform Fire Code
14. Application or interpretations of the Uniform Code for the Abatement of Dangerous Buildings
15. Application and interpretations of the Uniform Code for Building Conservation
16. Land Use (~~SPRC~~Director) decisions
17. ~~Concept design review decisions~~
18. ~~Detailed design review decisions~~
19. ~~Administrative decisions on impact fees~~

**B. SEPA.**

1. The City establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:

a. Any agency or person may appeal the City's conditioning, lack of conditioning or denial of an action pursuant to WAC Chapter 197-11. All such appeals shall be made to the Hearing Examiner and must be filed within seven (7) days after the comment period before the threshold decision has expired. This appeal and any other appeal of a land use action shall be considered together.

b. The following threshold decisions or actions are subject to timely appeal.

i. Determination of Significance. Appeal of a determination of significance (DS) or a claim of error for failure to issue a DS may only be appealed to the Hearing Examiner

within that fourteen (14) day period immediately following issuance of such initial determination.

ii. Determination of Nonsignificance or Mitigated Determination of Nonsignificance. Conditions of approval and the lack of specific conditions may be appealed to the Hearing Examiner within seven (7) calendar days after the SEPA comment period expires.

iii. Environmental Impact Statement. A challenge to a determination of adequacy of a Final EIS may be heard by the Hearing Examiner in conjunction with any appeal or hearing regarding the associated project permit. Where no hearing is associated with the proposed action, an appeal of the determination of adequacy must be filed within fourteen (14) days after the thirty (30) day comment period has expired.

iv. Denial of a proposal. Any denial of a project or non-project action using SEPA policies and rules may be appealed to the Hearing Examiner within seven (7) days following the final administrative decision.

c. For any appeal under this subsection the City shall keep a record of the appeal proceedings, which shall consist of the following:

i. Findings and conclusions; and

ii. Testimony under oath; and

iii. A taped or written transcript.

d. Any procedural determination by the City's responsible official shall carry substantial weight in any appeal proceeding.

2. The City shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal. See Chapter 18.78, Public Notification.

#### C. ~~Site Plan Review and Land Use Approval.~~

1. ~~Site Plan Review Committee~~ The Director's decisions may be appealed to the Hearing Examiner by any aggrieved or affected parties. All appeals shall be filed in writing with the Department within fourteen (14) days of the date of the decision being appealed. Where combined with an environmental threshold determination, such appeal period shall be extended to twenty-one (21) days.

2. The Department shall send written notification of receipt of the appeal to the applicant and to all appropriate city departments prior to the date the Hearing Examiner will consider the matter.

3. Any action taken by the Hearing Examiner which upholds, modifies or reverses a decision by the ~~SPRC-Director~~ shall be final.

D. Building and Fire Permits Appeals.

~~When-For~~ building or fire code appeals, the ~~H~~Hearing ~~e~~Examiner is authorized to appoint a master, an individual with appropriate professional experience and technical expertise, to hear such appeals and to prepare findings and conclusions for issuance by the ~~H~~Hearing ~~e~~Examiner.

E. Takings and Substantive Due Process Review and Modifications.

1. The Hearing Examiner is hereby authorized to hear, by way of appeal or upon review of a project permit application, all assertions of project-specific taking of property for public use without just compensation and/or the denial of substantive due process of law, and all challenges to imposition of conditions on a project of a similar nature, whether based on constitutional, statutory or common law. Failure to raise a specific challenge to such condition or exaction shall constitute a waiver of such issue and a failure to exhaust an administrative remedy.

2. In deciding and resolving any such issue, the Examiner may consider all law applicable to the City. Should the Examiner determine that, but for a taking without just compensation or a violation of substantive due process of law, imposition of any such condition would be required by standard, regulation, or ordinance the Examiner shall so state in the decision and so report to the Olympia City Council. In lieu of failing to impose such condition, the Examiner shall first provide the City with due opportunity to provide just compensation. The Examiner shall specify a time period in which the Council shall elect to or not to provide just compensation. Upon notice of the election of the City Council not to provide such compensation, the Examiner is authorized to and shall, within fourteen (14) days, issue a decision modifying to whatever degree necessary such condition to eliminate the taking or violation of substantive due process.

**Section 41. Amendment of OMC 18.76.160. Section 18.76.160 of the Olympia Municipal Code is hereby amended to read as follows:**

18.76.160 Voting

The Board may recommend approval, approval with conditions, or denial of any application which comes before it. The Board shall provide its recommendation to the ~~Site Plan Review Committee~~Director, the Hearing Examiner, or to the City Council for Master Planned Development applications. All recommendations shall be issued in writing stating the reasons for the recommendation. The recommendations of the Board shall be made by a majority vote of the quorum present at the time of the decision. A majority of the members shall constitute a quorum for the transaction of business; provided, that at least three (3) shall be required to constitute a quorum excluding any disqualifications. Action may be taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Board. Any number less than a quorum shall be authorized to convene a ~~m-~~meeting at the time set for the purposes of adjournment, recess or continuation of a regular or special meeting to a date and time certain.



**Section 42. Amendment of OMC 18.76.200. Section 18.76.200 of the Olympia Municipal Code is hereby amended to read as follows:**

18.76.200 Staff Review

The Department shall be responsible for the administration of this chapter and for providing staff to the Design Review Board and Joint Review Committee. All projects which require design review action shall be coordinated with other affected City departments through the ~~Site Plan Review Committee~~Director as established in Chapter 18.60.

**Section 43. Ratification.** Any act consistent with the authority and prior to the effective date of this amendment is hereby ratified and affirmed.

**Section 44. Severability.** If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

**Section 45. Effective Date.** This Ordinance shall take effect five (5) days after passage and publication, as provided by law.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

*Darren Menaber*

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CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED: