



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, September 14, 2021

7:00 PM

Online and Via Phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_EMYob5FcRNC5JPmzFRjG2Q

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [21-0873](#) Special Recognition - Awards for Waste ReSources Utility from Washington State Recycling Association and Resource Recycling Magazine

2.B [21-0889](#) Special Recognition - Proclamation Recognizing Suicide Prevention Month

Attachments: [Proclamation](#)
[Hope for the Day Website](#)
[Crisis Clinic of Thurston and Mason Counties](#)

3. PUBLIC COMMENT

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, community members may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to two (2) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A [21-0891](#) Approval of June 11, 2021 City Council Retreat Meeting Minutes
Attachments: [Minutes](#)
- 4.B [21-0892](#) Approval of June 12, 2021 City Council Retreat Meeting Minutes
Attachments: [Minutes](#)
- 4.C [21-0894](#) Approval of August 24, 2021 Study Session Meeting Minutes
Attachments: [Minutes](#)
- 4.D [21-0893](#) Approval of August 24, 2021 City Council Meeting Minutes
Attachments: [Minutes](#)
- 4.E [21-0875](#) Approval of Resolution Authorizing an Interagency Data Sharing Agreement Between the City of Olympia and the Office of the Washington State Auditor
Attachments: [Resolution Agreement](#)
- 4.F [21-0876](#) Approval of a Resolution Authorizing a Local Solid Waste Financial Assistance Grant Agreement Between the City of Olympia and the Washington State Department of Ecology
Attachments: [Resolution Agreement](#)
- 4.G [21-0879](#) Approval of a Conditional Award Letter Authorizing Affordable and Supportive Housing Funds for Unity Commons Phase Two
Attachments: [Conditional Award Letter](#)
[LIHI Request Letter](#)
[Home Fund Chair Letter](#)
- 4.H [21-0884](#) Approval of Communications Resources NW to Provide Facilitation Services for the City Council 2022 Goal-Setting Retreat
Attachments: [Request for Qualifications](#)
[Communications Resources NW Proposal](#)

4. SECOND READINGS (Ordinances)

- 4.I [21-0859](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 16.70 Relating to FEMA Required Amendments to Development Regulations Pertaining to Flooding - First and Final Reading

Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances)

- 4.J [21-0854](#) Approval of an Ordinance Amending Olympia Municipal Code Chapters 4.70 and 10.16 Relating to Residential Parking

Attachments: [Ordinance](#)

[Amendment Detail Table](#)

[South Capital Committee Report](#)

[Zone Map](#)

- 4.K [21-0856](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 9.62 Relating to Domestic Violence and Protective Orders

Attachments: [Ordinance](#)

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [21-0853](#) Approval of the 2021 Percival Plinth Project Peoples' Choice Award

Attachments: [Photo](#)

- 6.B [21-0890](#) Approval of a Funding Request from of Senior Services of South Sound for the Home Share Program

Attachments: [Home Share Guide](#)

[University of Washington Home Share Study](#)

- 6.C [21-0871](#) Action on Complaint Against Public Officer - Hearing Examiner

Attachments: [July 13, 2021 Letter from Dan Leahy to City Council](#)

[July 16, 2021 Letter to Mark Scheibmeir on Behalf of City Council](#)

[July 30, 2021 Letter to City Council from Mark Scheibmeir](#)

7. CONTINUED PUBLIC COMMENT

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

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and

the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Council

Special Recognition - Awards for Waste ReSources Utility from Washington State Recycling Association and Resource Recycling Magazine

Agenda Date: 9/14/2021
Agenda Item Number: 2.A
File Number:21-0873

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

Title

Special Recognition - Awards for Waste ReSources Utility from Washington State Recycling Association and Resource Recycling Magazine

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize the Waste ReSources Utility staff for receiving two recycling awards in 2021.

Report

Issue:

Whether to recognize staff for receiving these prestigious awards.

Staff Contact:

Gary Franks, Waste ReSources Director, Public Works, 360.753.8780

Presenter(s):

Gary Franks, Waste ReSources Director

Background and Analysis:

On May 25, 2021, the City of Olympia Waste ReSources Utility received an award from the Washington State Recycling Association (WSRA) as Public Sector Recycler of the Year. WSRA is a nonprofit membership organization that has been dedicated to supporting waste reduction, reuse, recycling, and composting in Washington since 1976. The organization spotlights individuals, businesses, government agencies and community organizations that are making outstanding contributions to expanding and strengthening recycling and waste prevention programs.

On August 3, 2021, the Waste ReSources Utility also received the Small City (<150K population) Program of the Year Award, for our efforts in contamination reduction and changes to how glass is

collected within the City. Resource Recycling is a national publication, producing a Resource Recycling magazine, Plastics Recycling Update, and E-Scrap News, as well as hosting a national recycling conference.

Olympia Waste ReSources Utility received these awards because of our efforts that started in mid-2018 when Olympia launched a contamination reduction program for its commingled recycle program. It involved designing a creative program, applying for and receiving a grant from the Washington State Department of Ecology.

The "lid lift" program involved using college interns, specializing in geographic information systems (GIS), to design a system that would allow the city to run a small-scale pilot in various neighborhoods and measure the success. The pilot ran one summer and reduced contamination from around 15 percent to approximately 7 percent.

In 2019, following the initial pilot, the Utility met with the Utility Advisory Committee and Council to share recommendations and changes to the City's acceptable items list, which included the removal of glass and poly-coated materials. The Utility fast-tracked the roll out to January 1, 2020, by spreading the word through direct mail, post cards and its mobile and web-based app - Recycle Coach. Three glass drop-off sites were established to give customers options. Within two months, Olympia reduced glass in commingled recycling containers from 22 percent to around 7 percent.

These changes have reduced costs by nearly \$100,000 dollars annually and helped reduce rate impacts to customers in 2021. The City now collects about one-third of the roughly 1,050 tons of glass previously collected in commingled containers. This glass is very clean and currently goes as aggregate material to concrete recyclers.

The Waste ReSources Utility is proud to be the recipient of both Resource Recycling Inc. and the WSRA's Recycler of the Year Award.

Neighborhood/Community Interests (if known):

None.

Options:

1. Recognize the Waste ReSources Utility staff for receiving two recycling awards in 2021.
2. Do not recognize the Waste ReSources Utility staff for receiving two recycling awards in 2021.
3. Recognize the Waste ReSources Utility staff for receiving two recycling awards in 2021 at another time.

Financial Impact:

There is no financial impact for this recognition.

Attachments:

None



City Council

Special Recognition - Proclamation Recognizing Suicide Prevention Month

Agenda Date: 9/14/2021
Agenda Item Number: 2.B
File Number:21-0889

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

Title

Special Recognition - Proclamation Recognizing Suicide Prevention Month

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize September as Suicide Prevention Month.

Report

Issue:

Whether to recognize September as Suicide Prevention Month.

Staff Contact:

Susan Grisham, Assistant to the City Manager

Presenter(s):

Councilmember Lisa Parshley

Councilmember Yến Huỳnh

Background and Analysis:

Suicide is a preventable mental health crisis that is often not discussed due to social and cultural stigma regarding openly discussing mental health struggles. In the United States, over 48,180 people die by suicide every year, averaging 121 suicide completions each day. Suicide completion rates have surged to a 30-year high.

Hope For the Day is a non-profit organization that is working to facilitate proactive suicide prevention and their website has a portal connecting folks to resources, education and outreach opportunities.

If you or someone you know is in crisis, contact the Suicide Prevention Lifeline at 1-800-273-TALK (8255), or dial 911 in case of emergency. Locally you can also call the Crisis Clinic of Thurston and Mason Counties at 360.586.2800.

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

Attachments:

Proclamation

Hope for the Day Website

Crisis Clinic of Thurston and Mason Counties Website

PROCLAMATION

WHEREAS; September is known globally as “Suicide Prevention Month”, the National Suicide Prevention + Action Month Proclamation was created to raise the visibility of the mental health resources and suicide prevention services available in our community; and

WHEREAS; the goal is to start the conversation about mental health and the impact of suicide to help destigmatize the conversation and help connect people with the appropriate support services; and

WHEREAS; According to the American Foundation for Suicide Prevention, Suicide is the 10th leading cause of death among adults, and the second leading cause of death among individuals between the ages of 10 and 34 in the United States; and

WHEREAS; more than 48,000 people died by suicide across the United States in 2018, with an average of 132 suicides completed daily; and

WHEREAS; each and every suicide directly impacts a minimum of 100 additional people, including family, friends, co-workers, neighbors, and community members; and

WHEREAS; the City of Olympia publicly places its full support behind those who work in the fields of mental health, education and public safety; and

WHEREAS; global organizations like Hope For The Day and local mental health partners, serve on the front lines of a war that many still refuse to discuss, as stigma regarding suicide and mental health issues is far too prevalent; and

NOW, THEREFORE, BE IT RESOLVED, the Olympia City Council, does hereby proclaim September 2021, as

SUICIDE PREVENTION MONTH

in the City of Olympia and encourages all community members to take the time to understand the importance of mental health education and recognize that taking care of ourselves and others includes taking care of mental health.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 14th DAY OF SEPTEMBER 2021.

OLYMPIA CITY COUNCIL

Cheryl Selby, Mayor



Start the conversation.

Suicide completion rates have surged to a 30-year high.

1 in 4 people report a mental health crisis in their life. Globally, over 800,000 suicides are reported each year, with many more going unreported. In the US alone, over 121 individuals complete suicide on a daily basis.

Through outreach, education, and action, we can equip people with the right tools to be proactive in their communities.

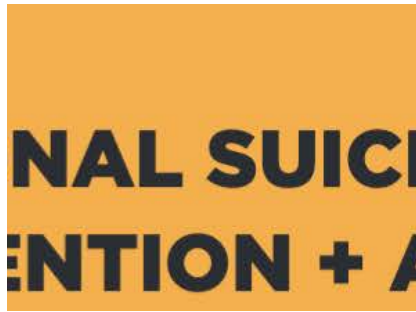


Together, we can break the silence around mental health.

Use our Resource Compass to search for free and reduced-cost mental health resources in your community.



Community Action



Aug 27, 2021 · Taylor Brock
National Suicide
Prevention + Action
Month Proclamation
Project



Aug 6, 2021 · Mary Grace Ritter
Identity + Orientation



Jul 23, 2021 · Hope For The Day
Race Across America
with the One Mile
Project and Hope for
the Day





With support from people like you who believe suicide is preventable, we have been able to reach places all over the globe with the message: **IT'S OK NOT TO BE OK®**.

Thanks to your support, our work together is represented in:



50 States



26 Countries



17 Languages





Get Educated

Learn the facts about suicide, the signs, and how to help. Get certified in Mental Health First Aid!

[GET EDUCATED](#)



Get Social

Connect with us on social media and share your story, resources, and share our accounts with your followers to get them involved.



Become an Agent Of Impact

An Agent of Impact is an individual who is committed to shattering the silence of stigma in their community.

[LEARN MORE](#)



Donate

Donate or purchase a tee at our online store! 100% of proceeds go to suicide prevention and mental health education.

[DONATE](#) [STORE](#)



Fundraise on Facebook

Start a fundraiser on Facebook to support our efforts. It's quick and very easy to set up, and 100% of proceeds go to suicide prevention and mental health education projects!

[FUNDRAISE](#)



Download Resources

Download customizable resource cards, social media posts, and more.

[DOWNLOAD](#)



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PREVENTION](#)
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[THINGS WE DON'T
SAY IPA](#)

Subscribe to our Newsletter

For updates about our programming and events, subscribe to our newsletter!

SIGN UP

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THE CRISIS CLINIC

*of Thurston and Mason
Counties*

[Volunteer](#)

[Get Help](#)

[Donate](#)



Mission Statement:

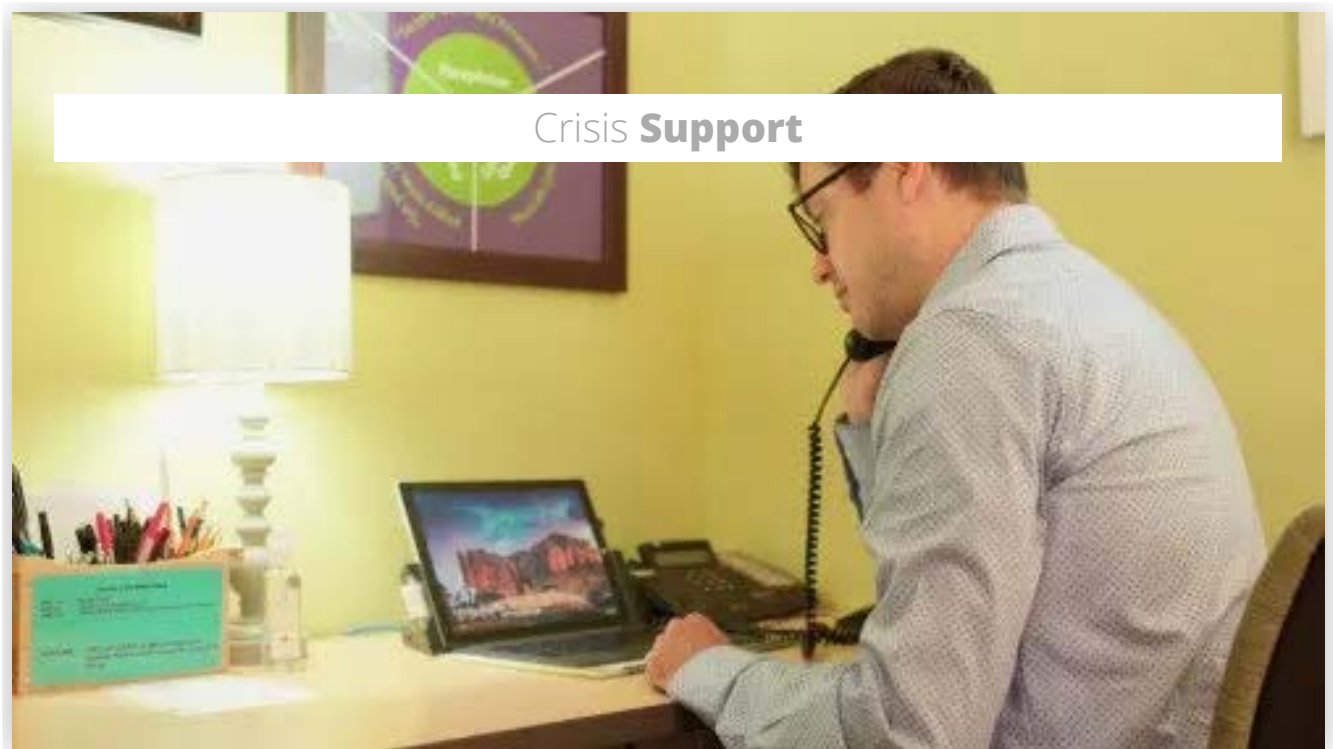
We provide compassionate support and resources to empower those in crisis every hour of every day.

We do this by:

- Answering a volunteer-powered Crisis Line, 24 hours a day, 7 days a week, 365 days a year.
- Strengthening individual resilience through crisis intervention, resources, and referrals.
- Raising awareness of and expanding access to community services.
- Showing respect, empathy and compassion to all.
- Training our community to prevent suicide among seniors, adults and youth.
- Offering inclusive volunteer opportunities to members of the community.



WHAT WE DO





Community **Training**



Substance Use Disorder **Services**

CONNECT WITH US



The Crisis Clinic of Thurston and Mason Counties
883 likes

Like Page



Share

JUST BECAUSE NO
ONE ELSE CAN
HEAL OR DO YOUR
INNER WORK FOR
YOU DOESN'T
MEAN YOU CAN,
SHOULD, OR NEED
TO DO IT ALONE.

—Lisa Olivera

Keep in Touch

Sign Up for Our Newsletter

Name *

Email *

SUBSCRIBE

Crisis Clinic of Thurston and Mason Counties



Mission Statement

We provide compassionate support and resources to empower those in crisis every hour of every day.

Vision

Our Vision is a Community where everyone in crisis gets the help they need to survive and thrive.

[Home](#)

[About](#)

Services

Volunteer

Donate



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

City Council

Approval of June 11, 2021 City Council Retreat Meeting Minutes

Agenda Date: 9/14/2021
Agenda Item Number: 4.A
File Number:21-0891

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

Title

Approval of June 11, 2021 City Council Retreat Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Friday, June 11, 2021

12:00 PM

Online and Via Phone

Mid-Year Retreat

Attend: [https://us02web.zoom.us/j/89218331189?](https://us02web.zoom.us/j/89218331189?pwd=djVHeHRyZ3lSSW1xQ25HLzgyL3U4dz09)
[pwd=djVHeHRyZ3lSSW1xQ25HLzgyL3U4dz09](https://us02web.zoom.us/j/89218331189?pwd=djVHeHRyZ3lSSW1xQ25HLzgyL3U4dz09)

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Jim Cooper, Councilmember Yến Huỳnh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Renata Rollins

2. BUSINESS ITEM

2.A [21-0599](#) Mid-Year Retreat

Facilitator Nancy Campbell summarized the key themes that emerged during her interviews with the Councilmembers. The themes and issues were as follows:

- Desired Retreat Outcomes: create operating agreements for how we work together; shared understanding of how we get the work done; review Council Guidebook and revise as needed; set priorities and address how to best function during campaign season.
- Challenges: addressing another year of multiple challenges (economy, pandemic, housing issues, becoming more inclusive, new issues such as public safety, social justice, and climate); what is the role of the Council? (Split between strategy and implementation); lack of agreement on process and roles; need to revisit the operating agreements; divergent views on public safety and multiple campaigns.
- Desired Retreat Outcomes: create operating agreements for how we work together; shared understanding of how we get the work done; review Council Guidebook and revise as needed; set priorities and discuss working together during campaigns.
- Member Relationships: five members up for election; harder to have effective relationships when not in person; developing cliques; should the group vote more; time for unstructured conversation and avoiding difficult conversations.
- 2021-22 Priorities: making sense of what we are hearing from community

outreach related to equity and public safety; how to win the confidence of constituents to participate in the equity and public safety work; how to spend recovery funds and housing

- **Systems and Processes:** balance of power between staff and Council; Transformational vs incremental change; no agreement on referral process; should the public safety committee no longer be an Ad Hoc and latitude to meet with constituents.

Consultants from Ascending Leadership, Leilani Raglin and Adana Portonentis, led a session on beholding another and fully seeing a person for who they are without judgment or trying to change them. Beholding requires the willingness to recognize that perfection is not only not attainable but prevents us from being fully engaged and sharing who we are.

The City Council discussed extending the Ad Hoc Committee on Public Safety through December 2021. Staff supporting the Ad Hoc Committee will provide reports to the Ad Hoc Committee instead of the General Government Committee. Briefings to the full Council will continue. It was suggested the Council have a design charrette regarding committees in December or January. The committees will review their workload and identify if there are items that could be transferred to another committee should the Ad Hoc Committee on Public Safety become a permanent committee.

The Council discussed the work of the Regional Fire Authority Planning Committee. Councilmembers Lisa Parshley, Jim Cooper and Yén Huỳnh will be put forward for formal appointment by the full Council at a future City Council meeting.

The Council discussed several revisions to their referral process. The agreed that a referral will be added to the Council packet so it is heard at the next business meeting, ensuring Councilmembers can explore the merits of the referral. Councilmembers agreed that the process must be honored by all members and community impact should be considered.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 4:09 p.m.



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

City Council

Approval of June 12, 2021 City Council Retreat Meeting Minutes

Agenda Date: 9/14/2021
Agenda Item Number: 4.B
File Number:21-0892

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

Title

Approval of June 12, 2021 City Council Retreat Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Saturday, June 12, 2021

9:00 AM

Online and Via Phone

Mid-Year Retreat

**Attend: [https://us02web.zoom.us/j/85955828645?](https://us02web.zoom.us/j/85955828645?pwd=WIZRU2tYcHpvVTZtRGINZFFJRkI0Zz09)
[pwd=WIZRU2tYcHpvVTZtRGINZFFJRkI0Zz09](https://us02web.zoom.us/j/85955828645?pwd=WIZRU2tYcHpvVTZtRGINZFFJRkI0Zz09)**

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Jim Cooper, Councilmember Yến Huỳnh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Renata Rollins

2. BUSINESS ITEM

2.A [21-0600](#) Mid-Year Retreat

Facilitator Nancy Campbell reviewed the agenda for the day.

Councilmembers discussed a range of issues that relate to how they define their role. These issues include: the “how” is critical; what is desired? transformational or incremental change?; celebrate small wins; feedback does not always seem to be shaping change; more desire to be in the policy development process (more work sessions earlier in the development process); would like staff to check with Council intermittently in the policy development and implementation processes; desire an agenda review at the end of each business meeting (when the agenda is published it can still be changed); attend more to implementation; create an idea bank for items that can be addressed immediately and identify each member’s priorities.

Councilmembers reviewed the types of meetings they hold:

- Business Meetings: Decision making meeting, official votes, reports approved
- Study Sessions: A lecture on a topic and time to ask questions
- Work Sessions: Group project time, where a topic is dug into, possibly short lecture

Councilmembers discussed challenges including how to keep business meetings moving forward and not too long while at the same time fitting more time for work sessions and study sessions. The option of combining work and business meetings was discussed. A work session on a particular issue may precede the business meeting. Giving the public virtual access to meetings makes this more feasible.

While the Mayor must facilitate the business meetings using Robert's Rules of Order, Councilmembers discussed sharing facilitation of study and work sessions among themselves and staff. A process check list was also discussed.

Councilmembers shared desired behaviors for working agreements. It was agreed these will be distributed then a date will be scheduled to use finalize operating agreements. The desired behaviors shared are bring curiosity and deep listening instead of judgment; be honest and clear on thoughts in the moment; embrace differences so healthy conflict can prevail; risk taking action even in the unknown; open meetings with a brief check in and check out; say what you believe, tell what you don't know and what you need to move forward; beholding---see the each other for where you are; live in the discomfort; assume Councilmembers have good intent for the community; appreciate failure as part of learning and change; it's not the mistakes you make but how you learn from them and celebrate each other and the collective work.

The members discussed possible areas for review and revision in the Council Guidebook. The General Government Committee was tasked with taking the suggestions and creating a draft of the proposed changes for the Council to review.

City Manager Burney and Change Research staff Alex Chen led a session that reviewed the results of a recent community survey. The survey polled 515 adults living in Olympia in March 2021 and another poll of 400 adults in May 2021. Surveys measured resident's satisfaction with City services, identified desired priorities, and areas of greatest and least concern. The data allowed Councilmembers to review what is working well, what areas need more attention and what does "better" look like.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 2:38 p.m.



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

City Council

Approval of August 24, 2021 Study Session Meeting Minutes

Agenda Date: 9/14/2021
Agenda Item Number: 4.C
File Number:21-0894

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

Title

Approval of August 24, 2021 Study Session Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, August 24, 2021

5:30 PM

Council Chambers

Study Session

Attend: https://us02web.zoom.us/webinar/register/WN_jJZfYyynQmSLWNS8pZAXZw

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Y n Hu nh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Renata Rollins

Excused: 1 - Councilmember Jim Cooper

2. BUSINESS ITEM

2.A [21-0811](#) Climate 101

Climate Program Manager Dr. Pamela Braff reviewed key aspects of climate science, including the basic mechanisms of climate change, local impacts and viable solutions to reduce local greenhouse gas emissions. She also gave an overview on the City's and regional response to climate work.

Councilmembers asked clarifying questions.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 6:49 p.m.



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

City Council

Approval of August 24, 2021 City Council Meeting Minutes

Agenda Date: 9/14/2021
Agenda Item Number: 4.D
File Number:21-0893

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

Title

Approval of August 24, 2021 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, August 24, 2021

7:00 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_8DgWaj7xQpa3ZK0v2dgrfg

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Y n Hu nh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Renata Rollins

Excused: 1 - Councilmember Jim Cooper

1.A ANNOUNCEMENTS

Mayor Selby gave an update on the status of COVID cases in Thurston County. She urged unvaccinated community members to get their vaccinations.

City Manager Jay Burney shared that the Community Action Council has appropriated to date \$10.5 million in rental assistance. He noted community members can call (360) 438-1100 to reach them for assistance.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMENT

The following person spoke: Shawnee Smith.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

Assistant City Manager Keith Stahley gave an update on the City's mitigation site.

4. CONSENT CALENDAR

4.A [21-0833](#) Approval of August 10, 2021 Study Session Meeting Minutes

The minutes were adopted.

4.B [21-0836](#) Approval of August 10, 2021 City Council Meeting Minutes

The minutes were adopted.

- 4.C [21-0834](#) Approval of August 17, 2021 Work Session Meeting Minutes

The minutes were adopted.

- 4.D [21-0799](#) Approval of a Resolution Authorizing Acceptance of a Community Court Enhancement Grant from the Department of Justice

The resolution was adopted.

- 4.E [21-0809](#) Approval of a Resolution Authorizing Acceptance of a Wildland Firefighting Equipment Grant from the Federal Emergency Management Agency

The resolution was adopted.

- 4.F [21-0825](#) Approval of a Resolution Authorizing a Public Works Emergency Contract for Repair of the Carlyon Sewer Lateral

The resolution was adopted.

- 4.H [21-0819](#) Approval of Bid Award for the 2021 Sewer and Stormwater Cured-In-Place Pipe Rehabilitation Project

The decision was adopted.

4. SECOND READINGS (Ordinances)

- 4.I [21-0650](#) Approval of an Ordinance Amending Municipal Code to Clarify Provisions Related to Zoning and Tree Protection

The ordinance was adopted on second reading.

- 4.J [21-0765](#) Approval of an Ordinance Establishing Regulations for Short-Term Rental Accommodations

The ordinance was adopted on second reading.

Approval of the Consent Agenda

Councilmember Parshley moved, seconded by Councilmember Madrone, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 6 - Mayor Selby, Mayor Pro Tem Gilman, Councilmember Huỳnh, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Councilmember Cooper

4. FIRST READINGS (Ordinances) - None**5. PUBLIC HEARING - None****6. OTHER BUSINESS****6.A [21-0802](#) Police Auditor Mid-Year Report Briefing**

Assistant City Manager Debbie Sullivan introduced Police Auditor Tara Parker. Ms. Parker gave a briefing on the Mid-Year Auditor Report. She reported on eight complaint investigations; two serious allegations and six service level allegations; two requiring corrective acting and one resulting in termination.

Councilmembers asked clarifying questions.

The report was received.

6.B [21-0820](#) Approval to Allocate General Fund End of Year Funds to Conduct an Equity Assessment and Strategic Plan

Equity and Inclusion Coordinator Tobi Hill-Meyer gave a brief history of the founding of Olympia. She then shared her background and experience as the former Executive Director of the Gender Justice League, a Commissioner on the State LGBTQ Commission, a Policy Advocate, Equity Trainer and Children's Book Author.

Ms. Hill-Meyer gave an overview of the City's equity mandate and City employee demographics. She shared the City's Diversity, Equity and Inclusion Work Plan and an update on to the City's hiring processes. The Work Plan includes data projects, planning projects, workplace culture, hiring projects and hiring practices & policies.

Ms. Hill-Meyer shared an overview of the City's Equity Assessment and Strategic Planning goals. She requested the use of \$150,000 of General Fund end-of-year funds to support the planning process.

Committee members asked clarifying questions.

Councilmember Madrone moved, seconded by Councilmember Parshley, to approve the allocation of \$150,000 of General Fund end of year funds to provide consultant support for an Equity Assessment and Strategic Plan. The motion carried by the following vote:

Aye: 6 - Mayor Selby, Mayor Pro Tem Gilman, Councilmember Huynh, Councilmember Madrone, Councilmember Parshley and Councilmember Rollins

Excused: 1 - Councilmember Cooper

7. CONTINUED PUBLIC COMMENT**8. REPORTS AND REFERRALS****8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Mayor Selby requested, and received, consensus to use \$30,000 in Council goals funds to use for the Armory visioning and cultural programming scoping process. She also note that Councilmember Huỳnh will serve alongside her on the steering committee.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Burney noted that the General Government Committee will hold a special meeting with the founding members work group on August 31, at 5:30 p.m.

9. ADJOURNMENT

The meeting adjourned at 9:21 p.m.



City Council

Approval of Resolution Authorizing an Interagency Data Sharing Agreement Between the City of Olympia and the Office of the Washington State Auditor

Agenda Date: 9/14/2021
Agenda Item Number: 4.E
File Number:21-0875

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

Title

Approval of Resolution Authorizing an Interagency Data Sharing Agreement Between the City of Olympia and the Office of the Washington State Auditor

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve the Resolution authorizing an Interagency Data Sharing Agreement with the Office of the Washington State Auditor and authorize the City Manager to execute the agreement.

Report

Issue:

Whether to approve the Resolution authorizing an Interagency Data Sharing Agreement with the Office of the Washington State Auditor.

Staff Contact:

Jana Brown, General Accounting Manager, Finance, 360.753.8473

Presenter(s):

None - Consent calendar item.

Background and Analysis:

in 2021, the Washington State Legislature passed Engrossed Senate Substitute Bill 5423 concerning cybersecurity and data sharing in Washington State government requiring data sharing agreements (DSAs) for all state and local government sharing data. This includes the data exchanged during the course of the City's annual audit with the Office of the State Auditor. This agreement formalizes the protective steps taken during the course of our annual audits.

Neighborhood/Community Interests (if known):

There are no known community interests regarding this issue.

Options:

1. Approve the proposed Resolution authorizing the City Manager to execute the Interagency Data Sharing Agreement with the Office of the Washington State Auditor.
2. Amend the Interagency Agreement to address Council concerns.
3. Do not approve the proposed Interagency Agreement.

Financial Impact:

There is not financial impact related to this agreement.

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING
THE INTERAGENCY AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE OFFICE OF THE
WASHINGTON STATE AUDITOR FOR DATA SHARING**

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

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

WHEREAS, in 2021, the Washington State Legislature passed ESSB 5432 concerning cybersecurity and data sharing in Washington State government, and which requires data sharing agreements (DSAs) for all state and local government sharing data; and

WHEREAS, the Office of the Washington State Auditor is working to implement DSAs for all audit data shared as of July 1, 2021; and

WHEREAS, entering into a DSA with the Office of the Washington State Auditor will formalize the steps the parties will take to protect data exchanged between the two agencies for audit purposes;

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

1. The Olympia City Council hereby approves the form of Interagency Agreement between the City of Olympia and the Office of the Washington State Auditor for data sharing and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Interagency Agreement, and any other documents necessary to implement said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener's errors.

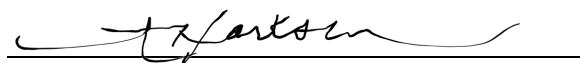
PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

INTERAGENCY DATA SHARING AGREEMENT

Between

City of Olympia

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between the City of Olympia hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

AGENCY PROVIDING DATA: Agency

Agency Name: City of Olympia
Contact Name: Jana Brown
Title: Fiscal Services Accounting Manager
Address: PO Box 1967 Olympia, WA 98507
Phone: (360) 753-8473
E-mail: jbrown2@ci.olympia.wa.us

AGENCY RECEIVING DATA: SAO

Agency Name: Office of the Washington State Auditor
Contact Name: Bryson Bristol
Title: Audit Manager
Address: 3200 Sunset Way SE Olympia, WA 98504
Phone: (564) 999-0880
E-mail: Bryson.Bristol@sao.wa.gov

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

3. PERIOD OF AGREEMENT

This agreement shall begin on June 1, 2021, or date of execution, whichever is later, and end on May 31, 2024, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA ACCESS

If desired, with the Agency’s permission, the Agency can provide direct, read-only access into its system. SAO will limit access to the system to employees who need access in support of the audit(s). SAO agrees to notify the agency when access is no longer needed.

7. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

8. DATA STORAGE AND HANDLING REQUIREMENTS

Agency will notify SAO if they are providing confidential data. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

9. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09.

10. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09.

11. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

12. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

13. OVERSIGHT

The SAO agrees that Agency will have the right, at any time, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

14. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agreement Administrator named on Page 1. However, once data is accessed by the SAO, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

15. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

16. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the DSA Agreement between Agency and SAO

other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.

- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

17. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: _____

Title: _____



City Council

Approval of a Resolution Authorizing a Local Solid Waste Financial Assistance Grant Agreement Between the City of Olympia and the Washington State Department of Ecology

Agenda Date: 9/14/2021
Agenda Item Number: 4.F
File Number: 21-0876

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

Title

Approval of a Resolution Authorizing a Local Solid Waste Financial Assistance Grant Agreement Between the City of Olympia and the Washington State Department of Ecology

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution authorizing a local solid waste financial assistance grant agreement between the City of Olympia and the Washington State Department of Ecology.

Report

Issue:

Whether to approve a Resolution authorizing a local solid waste financial assistance grant agreement between the City of Olympia and the Washington State Department of Ecology.

Staff Contact:

Ron Jones, Waste ReSources Senior Planner, Public Works, 360.753.8509
Gary Franks, Waste ReSources Director, Public Works, 360.753.8780

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The Waste ReSources Utility provides municipal solid waste collection and education outreach services to our community. In 2006, the City of Olympia adopted a resolution establishing a vision of zero waste, which directed the utility to draft its first 6-year utility master plan in 2008. This plan was updated in 2015 and staff is now working on a second update, the 2022-2028 Waste ReSources

Management Plan.

The 2022-2028 Plan will guide the utility's work over the next six years, including continued operational efficiencies, addressing climate change impacts related to solid waste, recycle contamination reduction, multi-family recycling, culturally relevant education and outreach, potential for fleet electrification, a cost-of-service analysis and multi-year rate study, and rate equity evaluation.

Every two years, the Washington State Department of Ecology's Local Solid Waste Financial Assistance Program (LSWFA) provides funding to counties for recycling and waste reduction programs. As a signatory to the Thurston County Solid Waste Plan, Olympia was able to request to use a portion of their funds, which Thurston County approved. Olympia has since worked directly with the State's grant administrator to determine eligible costs, a scope of work and draft agreement. The State approved using the funds to reimburse the city for specific eligible elements of the Waste ReSources Master Plan update, where the results will be used to inform decisions about improving recycling and waste reduction program performance and opportunities.

Staff is seeking council approval to move forward with the LSWFA Grant to help offset a portion of the plan update cost, which is funded through the utility operating budget.

Neighborhood/Community Interests (if known):

No known, however, the Olympia community in general has been supportive of Olympia's waste reduction and recycling programs.

Options:

1. Approve a Resolution authorizing a Local Solid Waste Financial Assistance Grant from the Washington State Department of Ecology.
2. Do not approve a Resolution authorizing a Local Solid Waste Financial Assistance Grant from the Washington State Department of Ecology. The Waste ReSources Line of Business would fully fund the Master Plan Update and not receive any reimbursement.
3. Consider the Resolution at another time.

Financial Impact:

The grant allows the State to reimburse the utility 75 percent of the total billed amount of \$72,789:

- The State will reimburse the city (75%) \$54,659.25
- City of Olympia responsibility (25%) to be funded through the utility operating budget: \$18,219.75

Attachments:

Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A LOCAL SOLID WASTE FINANCIAL ASSISTANCE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY FOR OLYMPIA'S MASTER PLAN UPDATE, RESEARCH AND DEVELOPMENT

WHEREAS, the City of Olympia provides municipally operated solid waste collection, and education and outreach services to its community; and

WHEREAS, the City's Waste ReSources Utility has a 6-year solid waste master plan, which is currently being updated for anticipated adoption in mid-2022; and

WHEREAS, the Washington State Department of Ecology's Local Solid Waste Financial Assistance Program provides grant funding to local governments for waste reduction and recycling programs, including research and development; and

WHEREAS, the Waste resources Utility applied for and has been awarded a grant through the Department of Ecology's Local Solid Waste Financial Assistance Program; and

WHEREAS, acceptance of this particular grant will assist in offsetting the total cost of relevant and timely research for the plan update; and

WHEREAS, to receive this grant funding, the City must agree to a Grant Agreement with the Department of Ecology;

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

1. The Olympia City Council hereby approves the Grant Agreement for Washington Department of Ecology's Local Solid Waste Financial Assistance program for research and development pertaining to Olympia's Waste ReSources Master Plan update.
2. The Waste Resources Director is directed and authorized to execute on behalf of the City of Olympia the Grant Agreement, as well as any other documents necessary to obligate funds and/or to fulfill the terms and conditions required in the Grant Agreement for master plan update research and development, and to make any minor modifications as may be required and are consistent with the intent of the Grant Agreement or correct any scrivener's errors.

3. Further, the Olympia City Council hereby ratifies and confirms actions of the Waste Resources Director to accept award of the Grant funds by executing the Grant Agreement.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY



Agreement No. SWMLSWFA-2021-OlymWR-00036

SOLID WASTE MANAGEMENT LOCAL SOLID WASTE FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF OLYMPIA WASTE RESOURCES

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and CITY OF OLYMPIA WASTE RESOURCES, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	IMP City of Olympia WR
Total Cost:	\$72,879.00
Total Eligible Cost:	\$72,879.00
Ecology Share:	\$54,659.25
Recipient Share:	\$18,219.75
The Effective Date of this Agreement is:	07/01/2021
The Expiration Date of this Agreement is no later than:	06/30/2023
Project Type:	Planning & Implementation

Project Short Description:

The City of Olympia will spend \$72,879 on research and development for solid waste, recycling, and waste reduction programs that support the goals of Thurston County's Comprehensive Solid Waste Management Plan (2021-2026).

Project Long Description:

See the Scope of Work section for more detailed information related to individual Tasks.

Overall Goal:

Provide regional solutions and intergovernmental cooperation; prevent or minimize environmental contamination through planning and project implementation; and comply with state and local solid and hazardous waste management plans and laws.

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

RECIPIENT INFORMATION

Organization Name: CITY OF OLYMPIA WASTE RESOURCES

Federal Tax ID: 91-6001261

DUNS Number:

Mailing Address: PO Box 1967
Olympia, WA 98507

Physical Address: 1401 Eastside St SE
Olympia, Washington 98501

Organization Email: kjohnson@ci.olympia.wa.us

Contacts

Agreement No: SWMLSWFA-2021-OlymWR-00036
 Project Title: IMP City of Olympia WR
 Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

<p>Project Manager</p>	<p>Ron Jones Senior Planner</p> <p>1401 Eastside Street SE Olympia, Washington 98501 Email: rjones@ci.olympia.wa.us Phone: (360) 753-8509</p>
<p>Billing Contact</p>	<p>Ron Jones Senior Planner</p> <p>1401 Eastside Street SE Olympia, Washington 98501 Email: rjones@ci.olympia.wa.us Phone: (360) 753-8509</p>
<p>Authorized Signatory</p>	<p>Gary Franks Waste Resources Director</p> <p>1401 Eastside St SE Olympia, Washington 98501 Email: gfranks@ci.olympia.wa.us Phone: (360) 753-8752</p>

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Solid Waste Management
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Solid Waste Management
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Olivia Carros PO Box 47775 Olympia, Washington 98504-7775 Email: OCAR461@ecy.wa.gov Phone: (360) 995-3980
Financial Manager	Olivia Carros PO Box 47775 Olympia, Washington 98504-7775 Email: OCAR461@ecy.wa.gov Phone: (360) 995-3980

AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

Washington State
Department of Ecology

CITY OF OLYMPIA WASTE RESOURCES

By: Laurie H. Davies 2021.08.20
07:57:54 -07'00'

By: [Signature] 8/12/21

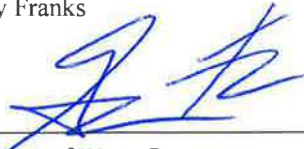
Laurie Davies Date
Solid Waste Management
Program Manager

Gary Franks Date
Waste Resources Director

Template Approved to Form by
Attorney General's Office

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

Gary Franks



8/12/21

Director of Waste Resources

Date

SCOPE OF WORK

Task Number: 1 **Task Cost: \$72,879.00**

Task Title: CROP General Planning

Task Description:

Activity: Solid Waste Plan Research and Development

The scope of this task includes research, development, and planning activities managed or performed by RECIPIENT to update the City of Olympia Waste Resources' Solid Waste Plan ("Plan"). This update will help fulfill Thurston County's Solid Waste Management Plan Goals and Objectives from 2021-2026.

RECIPIENT has contracted with Cascadia Consulting Group to assist with researching ways to improve and/or implement strategies for increasing recycling and composting quantity and quality; improving multi-family and mixed-use building codes as it relates to waste reduction and diversion; multi-year rates that promote waste reduction and recycling; equity and inclusion; and developing improved performance metrics that consider the climate change connection, are consistent with industry trends, and explore solid waste fleet electrification for reducing climate impact.

Five (5) memorandums are expected to be produced by the contractor:

1. Metrics and Targets: Contractor will evaluate existing metrics and targets and identify and evaluate new metrics and targets where needed.
2. Education and Outreach: Contractor will evaluate RECIPIENT education and outreach programs to identify ways to optimize program effectiveness such as contamination reduction efforts, improving multi-family recycling, school education, waste reduction, and potential commercial recycling opportunities.
3. Multi-family and Mixed-Use Building Recycling Codes: Contractor will assess RECIPIENT development standards against other comparable communities to improve ADA access to recycling and improve recycling functionality overall.
4. Fleet Electrification: Contractor will assess potential greenhouse gas reductions and short to long-term feasibility, and how waste and recycling costs might be impacted.
5. Solid Waste and Recycling Rate Study: Contractor will perform a cost of service study to understand the associated costs of various programs to include recycling and organics.

Work Plan and Reimbursement Schedule:

Q1-4: Conduct research and development for draft Plan (quarterly progress updates and draft memos available, eligible costs reimbursed)

Q5: Prepare final report and submit for Ecology's review (progress updates and final report available, eligible costs reimbursed)

Q6-8: Implementation of listed research activities (progress reports must show connection to these specific research activities, eligible costs reimbursed)

Agreement No: SWMLSWFA-2021-OlymWR-00036
 Project Title: IMP City of Olympia WR
 Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

The draft memos will be provided to Ecology based on the Work Plan and Reimbursement Schedule, with a final Plan provided to Ecology by September 30, 2022.

Expected costs:

- Recipient employee time
- Materials needed to produce the Plan, and to hold stakeholder meetings
- Contractor costs, minimal travel expenses

General:

RECIPIENT is encouraged to seek ECOLOGY prior approval for costs not specifically identified in the scope of work. Invoices and time accounting submitted with RECIPIENT's request for reimbursement must support eligibility of expenses. Reimbursement for costs incurred by contractors to implement work identified in this Task are subject to the same eligibility and reimbursement requirements as the RECIPIENT, and require ECOLOGY approval.

Task Goal Statement:

The goal of this task is to implement Thurston County's 2021-2026 Solid Waste Management Plan by identifying strategies in the City of Olympia for increasing the quality and quantity of recycling and composting, reducing waste overall, and addressing the connection between waste and climate change, with consideration to equity and inclusion through research and development.

Task Expected Outcome:

RECIPIENT will produce five (5) memorandums, submit a final Plan to ECOLOGY no later than September 30, 2022, and implement research activities listed in the Scope of Work.

Recipient Task Coordinator: Ron Jones

CROP General Planning

Deliverables

Number	Description	Due Date
1.1	Conduct research and development for draft Plan in first year of grant	
1.2	Submit final Plan for Ecology's review	09/30/2022
1.3	Implementation of listed research activities begins in the last 6 months of the grant period	

Agreement No: SWMLSWFA-2021-OlymWR-00036
 Project Title: IMP City of Olympia WR
 Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
City of Olympia WR	25.00 %	\$ 18,219.75	\$ 54,659.25	\$ 72,879.00
Total		\$ 18,219.75	\$ 54,659.25	\$ 72,879.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

If the scope of this Agreement includes recycling activity managed or performed by the RECIPIENT at a recycling center (such as a transfer station or drop box location) or other locations, Ecology will not reimburse disposal costs for materials collected or advertised as collected for recycling/reuse or marketed for recycling/reuse under this Agreement, unless approved in writing by Ecology. RECIPIENT must immediately notify ECOLOGY when the RECIPIENT becomes aware that disposal of materials occurred or may occur due to the market conditions for recycled/reused materials. ECOLOGY may deny new costs or require repayment of costs already reimbursed or remove the task from the Agreement or terminate the Agreement.

Ecology will conduct a risk assessment of all Local Solid Waste Financial Assistance recipients. The level of risk determines the level of oversight required by Ecology throughout the biennium. If the RECIPIENT’s performance or project circumstances change, Ecology may reassess risk and notify the RECIPIENT of any changes to administrative requirements.

RECIPIENT shall update the Spending Plan and Outcomes Data Collection form at least quarterly. The Spending Plan and Outcomes Data Collection form must be completed concurrent with the submittal of each payment Request/Progress Report. RECIPIENT shall report outcomes in a manner consistent with instructions in the Local Solid Waste Financial Assistance guidelines.

RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial (including payment requests), performance, and other reports required by this Agreement. Ecology shall have the right to deny reimbursement of payment requests received after this date.

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements

Agreement No: SWMLS WFA-2021-OlymWR-00036
 Project Title: IMP City of Olympia WR
 Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

- contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
 3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
 4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
 5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
 7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
 8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <<http://www.sam.gov>> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.frs.gov <<http://www.frs.gov>> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <<http://www.usaspending.gov>>.

For more details on FFATA requirements, see www.frs.gov <<http://www.frs.gov>>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232 <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) <https://sam.gov/SAM/> exclusion list.

GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
- * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).
 - b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.
- RECIPIENT shall:
- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff, volunteers, and contractors working at the project site.
 - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no

Agreement No: SWMLSWFA-2021-OlymWR-00036
Project Title: IMP City of Olympia WR
Recipient Name: CITY OF OLYMPIA WASTE RESOURCES

event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments. If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions



City Council

Approval of a Conditional Award Letter Authorizing Affordable and Supportive Housing Funds for Unity Commons Phase Two

Agenda Date: 9/14/2021
Agenda Item Number: 4.G
File Number:21-0879

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

Title

Approval of a Conditional Award Letter Authorizing Affordable and Supportive Housing Funds for Unity Commons Phase Two

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the conditional award letter for Affordable and Supportive Housing Funds (1406) for Unity Commons Phase Two at 2828 Martin Way.

Report

Issue:

Whether to authorize staff to send the Low Income Housing Institute (LIHI) a letter committing up to \$300,000 of Affordable and Supportive Housing Funds (1406) for Unity Commons Phase Two at 2828 Martin Way.

Staff Contact:

Cary Retlin, Home Fund Manager, City Manager's Office, 360.570.3956.

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In July the Low Income Housing Institute (LIHI) contacted city and county staff to alert them that due to a number of unforeseen changes, including rapidly rising construction materials costs, the second phase of supportive affordable housing proposed at Unity Commons at 2828 Martin Way was at risk of not being competitive for the fall state Housing Trust Fund application round. The total funding gap is \$1.7 million - but most of that has been addressed through an award letter approved in August by the Regional Housing Council.

The Olympia Home Fund Advisory Board reviewed the LIHI letter and updated budget and

recommended that the City of Olympia and Regional Housing Council fund the gap so the project could proceed and be competitive for state funds.

Regional Housing Council Action on This Topic

The Regional Housing Council took action at their August meeting to recommend a conditional award of \$1 million in Affordable and Supportive Housing (1406) Funds accruing this year. Those funds are pooled from all Thurston County jurisdictions. Since some jurisdictions still have uncommitted 2020 funds, like Olympia, the Regional Housing Council requested that Olympia and other cities also consider making contributions to help address this need.

Project Impact and Populations Served

Phase two of Unity Commons at 2828 Martin Way would add 58 more affordable and supportive housing units to the 65-unit apartment complex staffed by Interfaith Works that is almost complete. The apartments would be prioritized for homeless single adults. All units would be income restricted for people with low or extremely low incomes - and rents would be limited to 30 percent of their income.

Leverage of Non-City Funds and Competition

If this award is approved, the City would contribute \$450,000 in total to leverage \$22 million in construction costs (\$150,000 in Home Fund dollars were approved in April). Most of those costs will be paid by federal tax credits. Local leverage from City of Olympia and Regional Housing Council are critical in helping boost this project's competitiveness against projects in other cities in our pool like Bellingham, Vancouver and Bremerton. Far more applications are expected than statewide funds can support.

Award Letter and Contract Stipulations

These funds would not become available unless all other fund sources including state Housing Trust Fund and federal Tax Credits are won later this year and next winter. If this project is not successful it would likely reapply next year.

The conditional award letter, and contract, would require that these funds be drawn last after state Housing Trust Fund, federal Tax Credits, and County funds and City Home Funds. These funds would be drawn last because they could also be used for operations at this or other facilities if they are not needed for this project.

Previous Proposals of 1406, Home Fund Awards

In February 2021 City Council approved a proposal to contract these same funds to Community Action Council for Emergency Rent Assistance. Contracting challenges delayed that contract and soon larger sources of Federal and state rent assistance made our contract unnecessary.

To date the City of Olympia has committed \$150,000 from Olympia Home Fund to this project's construction. This year's Home Fund Award was also used to backfill \$400,000 in Family Support Center construction cost gaps and committed \$150,000 to acquisition of the Han Jo Lodge Hotel for the Housing Authority of Thurston County in Tumwater.

Neighborhood/Community Interests (if known):

Affordable housing and housing for people who are homeless is a significant concern for residents and businesses in Olympia.

Options:

1. Direct staff to send a conditional award letter to the Low Income Housing Institute and support the Regional Housing Council's participation in the project.
2. Direct staff to amend the conditional award letter.
3. Take other action.

Financial Impact:

Up to \$300,000 will be drawn from Fund 142-4061 for construction costs if needed.

Attachments:

Conditional Award letter
LIHI Request Letter
Home Fund Chair Letter



September 14, 2021

Sharon Lee, Executive Director
Low Income Housing Institute
Via Email – Sharonl@lihi.org

Re: Award for \$300,000 from City of Olympia 1406

Sharon:

Congratulations on your award of \$300,000 to pay unanticipated COVID-related construction costs at 2828 Unity Commons Phase 2 supportive housing at 2828 Martin Way in Olympia.

This award is conditional and is not a guarantee of funds. This letter provides an overview of our conditions and what some details you can expect in our contract for services. Once I am assured the preconditions for contracting are met, we will negotiate a contract to make funds available for your project.

As you pursue funds from other funders, you must provide me with the following by email:

- Updated development budgets and operating pro forma submitted to other funders;
- A written summary of changes in services provided, populations served, and cost changes in those applications.

These City of Olympia preconditions also apply: You must provide me emailed copies of award letters or reservation of credits from the sources you documented in your application and budget including:

- Thurston County (including local, state or federal resources)
- The Washington State Housing Trust Fund
- The Washington State Housing Finance Commission

I will initiate contract negotiation after you provide those documents and have full funding for construction.

Olympia City Council requires that our contract stipulate:

- These funds must be drawn after fund sources including federal tax credits, Washington State Housing Trust Fund, Olympia Home Fund, and non-1406 Thurston County funds are exhausted. These funds must be drawn last, if needed, because they could also be used for this or another project's operations (unlike other funds you will draw first).
- No funds will be made available until commitment is documented from your other proposed funders (examples are listed above in this letter);

Re: Award for \$300,000 from City of Olympia 1406

September 14, 2021

Page 2

- All funds will be paid through reimbursements documented through invoices;
- Reimbursements for development fees must be linked to project milestones (so 100 percent of your fee cannot be paid until the project is 100 percent complete – at Certificate of Final Occupancy);
- All funder draws will be sent to the City of Olympia, even when Olympia funds are not requested;
- Our contract term will be consistent with your development timeline;
- Your budget and scope of work will be based on the application you submitted;
- Your proposal and contract will meet the requirements of the City of Olympia Home Fund's Administrative Plan;
- Other agreements, like a Development Agreement or Good Neighbor Plan, may be required.

Please notify me as you reach funding and other milestones or encounter challenges. I anticipate reserving your award for the time period specified in your original Home Fund application. If you are not awarded Trust Funds and Tax Credits within nine months of the date of this letter the City of Olympia reserves the right to withdraw this award.

Thank you for your commitment to make the City of Olympia more affordable for everyone in our community!

I am committed to helping your project be successful. Please let me know how I can help along the way. I can be reached at cretlin@ci.olympia.wa.us or 360.570.3956.

Sincerely,

CARY RETLIN
Home Fund Manager

CC: Joan Lutz, Budget Manager



July 29, 2021

Cary Retlin
Home Fund Manager
City of Olympia
P.O. Box 1967
Olympia, WA 98507-1967

Re: Martin Way Phase 2 – Funding Request

Dear Cary,

Thank you and the City of Olympia so much for awarding the Low Income Housing Institute (LIHI) a 2021 City of Olympia Home Fund award for LIHI's Martin Way Phase 2 project. We are so excited to be completing the construction of Martin Way Phase 1 this year and hopefully starting the construction of Martin Way Phase 2 in 2022. The City's vision and support for the Martin Way partnership with LIHI is transforming an underutilized lot into 129 units of permanent supportive housing, a 60-bed enhanced shelter facility and offices for Interfaith Works, as well as various spaces for supportive services and community events.

Unfortunately, the Martin Way Phase 2 project currently has a funding gap of \$1,741,380 because of a combination of COVID-19 pandemic cost impacts, the application of a new energy code, and inflation, among other factors. Below for reference is a brief outline of the total development cost differences between Phase 2 and Phase 1:

- COVID-19 Pandemic Hard Construction Cost Impacts: Mainly because of recent COVID-19-related materials and labor cost increases, especially the dramatic recent increase in the price of lumber, the hard construction cost for Phase 2 is estimated to be \$53 per SF higher than for Phase 1.
- New Energy Code: Phase 2 will be built per the 2018 Energy Code, which, among other cost impacts, requires costs of \$5,000-\$6,000 per unit for energy recovery ventilators compared to costs of \$1,000-\$2,000 per unit for whole house fans and trickle vents that were used per the 2015 Energy Code at Phase 1.
- Inflation: Inflation has risen dramatically in comparison to recent years, and just a 3% increase in cost between the two phases causes a more than \$750,000 cost increase.
- Building Size: Phase 2 is larger building – Phase 1 has a larger footprint & Level 1 area (12,200 SF vs 10,600 SF), but Phase 2 is larger footprint on the upper floors (10,000 SF vs 8,900 SF).

LIHI has taken a number of actions to limit these cost increases, obtain other funding, and keep Martin Way Phase 2 feasible. First, LIHI, along with its design and construction team, is value engineering the development's design as much as possible without sacrificing building quality. Secondly, LIHI has requested additional funds from both the Federal Home Loan Bank of Des Moines (a \$750,000 funding request is pending) and Thurston County. LIHI has also cut its developer fee to 8% of the total development cost, which is 2% lower than the minimum 10% developer fee standard of the Washington State Housing Finance Commission.

Because of this \$1,741,380 funding gap, LIHI is requesting additional support from the City of Olympia, if any funding is available. Additional City of Olympia and Thurston County support will be critical to the project's competitiveness to leverage additional funds from the State of Washington Housing Trust Fund in September, Washington State Housing Finance Commission in November, and the Federal Home Loan Bank Des Moines.

Overall, Martin Way Phase 2 would leverage the City of Olympia's funding award into more than \$21,117,259 of outside tax credit and other public funding.

Thank you very much for considering our funding request. Please call me at (206) 571-5730 if you have any questions. We really appreciate our ongoing partnership, and we are very excited to continue building affordable housing in the City of Olympia.

Sincerely,

Sharon Lee

Sharon Lee
Executive Director



August 10, 2021

Chair Jim Cooper
Regional Housing Council
Thurston County Commissioners
2000 Lakeridge Drive SW
Olympia, WA 98502-1045

Re: Recommendation to Add Funds to Martin Way Phase 2 Funding Gap

Chair Cooper:

The Low Income Housing Institute (LIHI) contacted the City of Olympia and Regional Housing Council staff to alert us that the Martin Way Phase 2 supportive housing project has a funding gap. If not filled, that gap may result in delaying construction of 63 new affordable housing units.

The Olympia Home Fund Advisory recommended unanimously on August 4th that the Regional Housing Council and jurisdictions, including Olympia, partner to close the funding gap so this project can remain competitive against affordable housing projects in other jurisdictions.

Martin Way Phase 2 has a gap of \$1.7 million because of a combination of COVID-19 cost impacts and other unanticipated changes. For example, changes to energy code added \$6,000 per unit and substantial inflation of materials costs like lumber added \$750,000. LIHI has value engineered costs and sought other funding options, including loans. Those actions still require additional local fund commitment. Even if Regional Housing Council and other jurisdictions fully fund that gap, we will only invest \$4.2 million to leverage \$16.8 million in state Trust Fund and federal Tax Credit support.

If built, these apartments will add 63 more new units of desperately needed supportive and affordable housing for single adults and couples at Unity Commons at 2828 Martin Way. At least 39 of those units will be reserved for homeless individuals. The project is designed to integrate with Interfaith Works programs next door at the 65-unit Phase 1 apartments and the Interfaith Works Shelter (scheduled to be completed next winter).

Thank you for your ongoing commitment to affordable housing in our region.

Sincerely,

Lisa Vatske

Lisa Vatske, Chair
Olympia Home Fund Advisory Board

**CC: Thomas Webster, Thurston County Public Health & Social Services
Cary Retlin, City of Olympia**



City Council

Approval of Communications Resources NW to Provide Facilitation Services for the City Council 2022 Goal-Setting Retreat

Agenda Date: 9/14/2021
Agenda Item Number: 4.H
File Number:21-0884

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

Title

Approval of Communications Resources NW to Provide Facilitation Services for the City Council 2022 Goal-Setting Retreat

Recommended Action

Committee Recommendation:

The General Government Committee recommends moving to approve Communications Resources NW to provide facilitation services for the 2022 City Council Goal-Setting Retreat.

City Manager Recommendation:

Move to approve Communications Resources NW to provide facilitation services for the 2022 City Council Goal-Setting Retreat.

Report

Issue:

Whether to approve Communications Resources NW to provide facilitation services for the 2022 City Council Goal-Setting Retreat.

Staff Contact:

Susan Grisham, Assistant to the City Manager, 360.753.8224

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City Council expressed the desire to have a Request for Proposal (RFP) process to select a firm to provide facilitation services for their January 2022 City Council goal-setting retreat. At the General Government Committee's March 24, 2021 meeting staff presented a draft RFP and received feedback from the Committee. The finalized RFP was released on July 16, 2021, with responses due by August 2, 2021. The City received eight responses that were evaluated by the City Manager, Assistant City Managers and Assistant to the City Manager. Three were chosen that best met the criteria in the RFP.

The finalists selected to move forward with the interview process were Creative Strategy Solutions, Communications Resources NW, and Falconer. On August 25, 2021, the General Government Committee met with each firm for 30 minutes; beginning with a 5-10-minute presentation outlining their approach and touching upon the “Ideal Candidate” items that were included in the RFP and approximately 20 minutes were used for questions from the Committee.

At the end of the interviews the Committee deliberated and selected Communications Resources NW to move forward with a recommendation for approval to the full City Council.

Neighborhood/Community Interests (if known):

There are no specific community concerns related to the choice of facilitator.

Options:

1. Approve Communications Resources NW to provide facilitation services for the City Council 2022 Goal-Setting Retreat.
2. Do not approve Communications Resources NW to provide facilitation services for the City Council 2022 Goal-Setting Retreat and ask the General Government Committee to make another recommendation.
3. Do not approve Communications Resources NW to provide facilitation services for the City Council 2022 Goal-Setting Retreat and recommend another action.

Financial Impact:

\$15,000 has been budgeted for the contract.

Attachments:

Request for Qualifications

Communications Resources NW Proposal



Request for Proposal (RFP)

City of Olympia | Capital of Washington State

Meeting Facilitation for Annual City Council Planning Retreat

PURPOSE

The purpose of this Request for Proposal (RFP) is for the City of Olympia (City) to solicit proposals from qualified respondents to provide meeting facilitation services to support the City Council's annual strategic planning retreat in early 2022.

Response to this RFP does not commit the City to pay any costs incurred in the preparation of the response, demonstrations, or any other activities related to this response. All responses and accompanying documentation become the property of the City and will not be returned. This RFP does not obligate the City to contract for services or products specified herein. The City reserves the right to revise the RFP and/or to issue addenda to the RFP.

The deadline for submission of proposals is **4:00 p.m., Pacific Time (PT), Monday, August 2, 2021.**

BACKGROUND

The City of Olympia operates under a council-manager form of government. The City Council has seven members including the Mayor. Councilmembers and the Mayor are non-partisan elected officials. The City Manager reports to the City Council.

In January of each year, the City Council holds a planning retreat to develop its yearly goals and working agreements in order to arrive upon a broad consensus that serves as a framework for Council action in the coming year.

The City hires a professional meeting facilitator to organize and facilitate the Council's planning retreat in order to maximize the productivity of these retreats and to allow the Council to move through multiple discussions on topics of a complicated nature over the course of two days.

The meetings are open to the public and are planned with the expectation that members of the public will be in attendance, but typically do not attract a large audience.

SCHEDULE

The following schedule is to inform vendors of the estimated timetable of the RFP response preparation and evaluation. Please note the following dates when preparing your response to the RFP. The City reserves the right to modify this schedule at its discretion; timelines will never shorten.

SCHEDULE DATES	DATE
Issuance of Request for Proposal (RFP)	July 6, 2021
Deadline for questions from Proposers	July 13, 2021
Responses to questions with Question & Answer addenda from City	July 19, 2021
Proposal responses due	4:00 p.m., Pacific Time (PT), August 2, 2021
Finalist(s) selected and notified	Week of August 16, 2021
Finalist Interviews	August 25, 2021
Selection Notification	August 26, 2021

OBJECTIVES

The selected facilitator will be responsible for working with the Olympia City Council’s General Government Committee and City Manager to develop a detailed agenda for the 2022 City Council Planning Retreat, and for planning and facilitating discussions with the City Council and selected staff in order to deliver a retreat that results in a clear strategic planning direction for the City Council in the coming year.

The selected facilitator(s) will be expected to be available to do pre-meeting research and planning with Councilmembers and staff, to be on-site or virtually (pending status of COVID-19 phases) to facilitate the Council retreat on January 14 and 15, 2022 and to have the final written work product complete by February 15, 2022.

DELIVERABLES

- **Agenda Planning** Work with the City Manager or designee(s) to design a detailed agenda for each day of the retreat, including clear delineation of timing, as well as virtual meeting or space requirements (pending status of COVID-19 phases), equipment, logistics and other inputs necessary for a successful retreat.
- **Pre-Meeting Research** Meet with Councilmembers and staff in order to develop the facilitator’s understanding of key issues, interpersonal dynamics, and other factors that should inform the group discussions at the Strategic Planning Retreat.
- **Meeting Facilitation** Facilitate a two-day retreat with the City Council and selected staff in order to create a dynamic and productive retreat experience for participants. The use of live polling software and/or other innovative tools is encouraged but not required.

- **Meeting Outcomes Summary** Produce a written document that summarizes the Council's deliberations, including an overview document that lists City Council priorities in a summary format suitable for distribution.

IDEAL CANDIDATE

A successful facilitator will have experience working with a body of elected officials composed of a variety of personality styles, values, life experiences, viewpoints and levels of understanding about local government. The City Council desires an experienced facilitator who:

- Can help build mutual understanding, trust, and transparency among Councilmembers who have a wide range of experience serving as elected officials; ranging from newly elected to 10+ years of service.
- Has demonstrated knowledge of and experience working with organizations navigating issues of social justice and racial equity.
- Has demonstrated knowledge of and experience working with organizations going through transformation, using Change Management concepts.
- Can create opportunities for full involvement and respectful participation in group discussion, keeping in mind various communication styles and personalities and can do so without using personality assessment tools such as MBTI.
- Can help the Council create a targeted set of achievable goals and agreements, given limitations in Council time, budget, and staff capacity.
- Can ensure the City Council and City staff management teams work in sync to create and accomplish the goals and objectives of the City.
- Can form a respectful group dynamic that works efficiently on issues in an open public meeting environment.

Actual local government experience is desired, but not required, as long as the facilitator possesses insight into how policy bodies form, work together, and make meaningful progress toward jointly agreed upon goals and outcomes.

CONTRACT AND COMPENSATION

The City will select one (1) consultant for this contract. The selected consultant will be required to enter into a professional services agreement with the City for a duration of 1 year. The City Council has budgeted up to \$15,000 for the work. The contract may be renewed for an additional time providing that the contract has not exceeded the not-to-exceed contract amount of \$15,000.

The City of Olympia's Professional Service Agreement (PSA) will be the contract document for these services. A sample of the PSA is available for review on the City's website (www.olympiawa.gov/RFP). All consultants are advised that when applicable, the Equal

Benefits Compliance Declaration Form will be used on this project. These contracts are subject to certification of equal benefits provided to all employees.

SUBMISSION REQUIREMENTS

The deadline for submission of proposal is **4:00 p.m., Pacific Time (PT), Monday, August 2, 2021.**

Proposals shall be submitted to the City by email to the RFP Coordinator at sgrisham@ci.olympia.wa.us. The proposal must be in Word or PDF format.

No faxed or mailed submittals will be accepted.

For questions about this RFP, please contact the RFP Coordinator via email at sgrisham@ci.olympia.wa.us. Questions via telephone will not be accepted. All questions to this proposal must be sent to the RFP Coordinator via email by **July 13, 2021.** Questions received after this date may not be answered.

To Make Public Records Request: To obtain records related to this RFP via a public records request, please visit our [Public Records webpage](#). Public records fees apply.

INSTRUCTIONS TO PROPOSERS

Proposals shall be limited to a total of **five (5)** pages (excluding letter of interest).

Provide the Following Information in the Sequence Listed Below:

1. A letter of interest (no more than three (3) pages) outlining your qualifications for this contract and your availability in the timeframe as outlined in this RFP.
2. Work sample of a similar project completed in the last three (3) years, including documentation for one planned facilitated retreat in which you played a significant role. Specify your role and the date of the project. Include the outcomes achieved for the customer. This can be a web link or a document. Identify this customer and provide contact information (name, telephone, email, etc) for this customer.
3. The number of hours required for you to complete the Deliverables; Hourly rate proposed for consultant) to complete the work. A firm, fixed cost for completing the Deliverables.
4. Outline of approach for Deliverables; including a detailed project plan and schedule to complete the Deliverables.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Method of approach to Scope of Work	20
Previous experience with similar facilitating retreats for government bodies	15
Previous experience with navigating issues of racial equity and social justice	15
Cost Proposal	15
Expertise of facilitator	20
Work Samples	15
Total possible score	100

TERMS AND CONDITIONS

1. Respondents assume the risk of any delay in email. Any RFP received after the designated time will not be considered.
2. Any errors discovered after RFP submission deadline must remain and cannot be adjusted.
3. It is the sole responsibility of the respondent to assure that they have received the most current RFP and addenda.
4. It shall be the responsibility of each respondent to call to the attention of the City any apparent discrepancy in the RFP or any question of interpretation. Failure to do so constitutes acceptance as written.
5. The proposal, as presented, must remain valid for a period of ninety (90) days from proposal due date.
6. The City of Olympia reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria contained herein.
7. The City reserves the right to revise or amend the RFP prior to the proposal due date by written addenda.
8. The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.
9. The successful respondent will be asked to sign a Contract with the City; the City will not sign any company's service agreement, contract or any other form of agreement. The City does reserve the right to extract certain language from a company's agreement and incorporate it into the City contract, if agreeable to both parties.
10. The City reserves the right to negotiate with the selected respondent(s) the exact terms and conditions of the contract or agreement.
11. The contract resulting from acceptance of a submittal by the City shall be in a form supplied by the City and shall reflect the specifications in this RFP.
12. The insurance certificate required, as detailed herein, shall be submitted upon notification of award.
13. All RFP documents are public record and subject to public disclosure.

14. The successful applicant must comply with all Federal, State, and City of Olympia statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.
15. The City shall not be responsible for any costs incurred by any respondent in preparing, submitting, or presenting its response to the RFP.
16. Washington State Law and Venue: Any resulting contracts, (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts shall be brought in Thurston County, Washington.
17. All respondents shall obtain and shall produce, upon request, a license to do business in the City of Olympia prior to executing their contract with the City.

**COMMUNICATION RESOURCES
NORTHWEST LLC**

mailing address

914 164th Street SE
Suite B12 #255
Mill Creek, WA 98012

office location

14511 North Creek Drive D107
Mill Creek, WA 98012

t: 425.316.8300

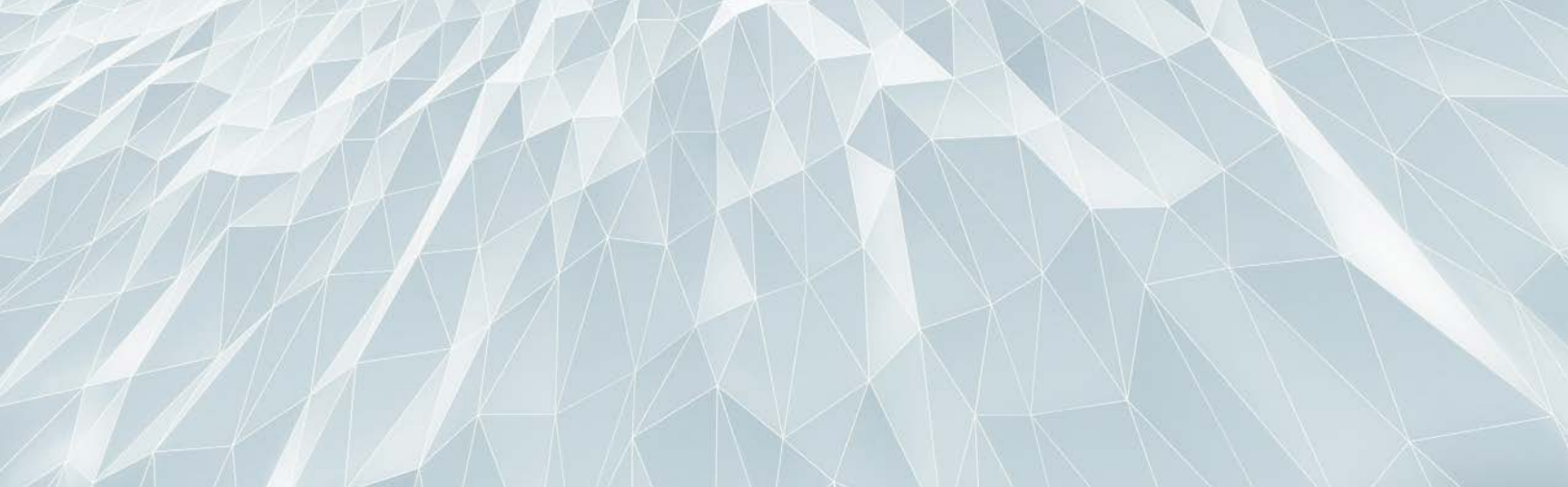
f: 425.337.8802



**CITY OF OLYMPIA
MEETING FACILITATION FOR ANNUAL CITY
COUNCIL PLANNING RETREAT
REQUEST FOR PROPOSAL**

AUGUST 2, 2021

HELPING PROJECT TEAMS COMMUNICATE



AUGUST 2, 2021

SUSAN GRISHAM, EXECUTIVE ASSISTANT—RFP COORDINATOR
CITY OF OLYMPIA
601 FOURTH AVENUE E
OLYMPIA, WA 98501
SGRISHAM@CI.OLYMPIA.WA.US

Dear Susan,

A Council retreat can be an incredibly valuable event and process that builds relationships, engages participants in meaningful discourse about critical City goals and aspirations, and that sets a framework to establish the Council's workplan for the coming year. With the diversity of initiatives and issues in front of the City right now and the potential addition of new Councilmembers, the City of Olympia's 2022 Council's retreat will be especially important. Communication Resources Northwest (CRNW) stands ready to support the Olympia City Council in designing, facilitating, and documenting a meaningful retreat process that is rich in discussion, respectful in engagement, and directive of future action.

Our team is uniquely qualified to help the Council with this retreat, with our expertise in high-impact, high visibility facilitation, knowledge of the issues facing the City right now, and with experience working with the existing Council. We hope the City has seen our dedication to your goals, our expertise in creating a value-focused facilitation environment, and our ability to use tools to overcome challenges in the facilitation environment such as the potential need to move the work into a virtual environment.

Ideal Candidate Criteria

Our team offers the City experience and credentials in each of your 'ideal candidate factors':

Help build mutual understanding, trust, and transparency among Councilmembers.

We are well versed with working with a diversity of elected and appointed decision-makers with experience at the City of Olympia, the City of Seattle, WSDOT, the Bonneville Power Administration, Snohomish County, King County, and Pierce County.

Our facilitation team regularly works at high levels of public organizations to facilitate informed decision-making, integrating a breadth of experience levels and agendas into a common focus in which work can be accomplished in a respectful and open manner. We have helped leadership teams define mission and values, develop strategic plans, resolve issues, and facilitate the design or construction of critical infrastructure. We start our process by learning about our participants, oftentimes interviewing each one prior to the session to understand their perspectives and provide information necessary to help them be most present and productive in the future facilitated sessions.

Demonstrated knowledge/experience working with organizations navigating issues of social justice and racial equity

Social justice and racial equity are foci of most of our current work in both the public and the private sector. We are at a societal inflection point, and leaders from across organizations must integrate new ways of thinking and engaging with each other and their constituents in new ways. The CRNW team has been engaged in social justice and racial equity issues for years, including designing the first social justice and equity train-the-trainer program for King County, designing programming in non-discrimination and anti-harassment for King County, and developing training programming for Pierce County.

Our team also spent several years supporting the Snohomish County Human Rights Commission as volunteers while Meg Winch was chair. Currently, we are supporting the City with facilitating the transition of the Equity and Social Justice Founding Member Work Group, providing detailed research and information to support the group's recommendations. And we are the consulting team assisting the City with the Reimagining Public Safety initiative. All of this work informs how we will work with the Council to integrate these issues in a respectful and appropriate manner into planning discussions.

Demonstrated knowledge of and experience working with organizations going through transformation, using Change Management concepts

Our facilitation team is well-versed in how to work with changing organizations, with a particular focus on how leaders can make the change process less stressful for employees and transparent relative to goals, metrics, and requirements. We also work with leadership teams to analyze and discuss the breadth of consequences of their actions, including unintended consequences and their potential impact on the community. We discuss how to enact change, communicate change, and see change through to achieve desired results, when appropriate.

With a deep familiarity with a broad spectrum of change management research across a breadth of social science paradigms, we integrate appropriate frameworks into our work with teams in a logical manner that facilitates open, respectful discussion and leads to more informed decision-making. Importantly, we do not use a single framework or common methodology across retreats or facilitated events; rather, we have a unique ability to tailor our approach to the needs of the group and the situation, leveraging change management and group dynamic frameworks in ways that help groups achieve more out of the facilitated event.

Create opportunities for full involvement and respectful participation in group discussion

We are grateful for this requirement. Too often, social styles, MBTI, behavioral styles, etc. frameworks are used as facilitation 'schticks' to fill time in facilitated events vs. adding real value. While personality/style research is certainly important as a key part of leadership training, for a Council retreat, we believe we must achieve maximum value out of each minute of Council time, focused on achieving value for the City and residents/constituents. We prefer to help participants frame perspectives and comments with a focus on what the Council is trying to achieve with the event, using the limited time to resolve issues, plan for the future, and establish the framework for future strategic planning.

We can facilitate full involvement and respectful participation in two key ways: First by being good facilitators, managing the conversation and managing conversations to keep the group focused on the issues at hand, while enabling a diversity of commentary; and second by establishing clear guidelines for the retreat at the start, getting Council support for how they will work together. If needed, we can provide information for Councilmembers prior to the retreat about how to best work in a retreat environment, but we do not recommend spending valuable time in the session to perform what should be part of a leadership training.

Help the Council create a targeted set of achievable goals and agreements

We believe in the value of informed facilitation with an achievable agenda focused on where the Council needs to be at the end of the retreat. We would work with Councilmembers and key City staff prior to the retreat to understand what needs to be achieved in the retreat, get fully informed about those issues and needs, and then design a timed but flexible agenda that will enable the Council to come to achievable goals and agreements.

We will ask what the Council needs out of the retreat, what challenges Council has had in prior retreats, and how the retreat goals and agreements needs to inform future Council and City action. This information will guide the development of the agenda and the process, with the goal of creating lasting agreements and achievable goals that will inform the Council's future planning and be useful in subsequent months of meetings as the Council and City staff seek to advance key initiatives for the City.

Ensure the City Council and City staff management teams work in sync to create and accomplish the goals and objectives of the City

With an understanding of how municipal government operates, we will work with Council and City staff to co-create an agenda and define how the results of the retreat should inform future Council and staff work and engagement. Based on this understanding, our team will work before the retreat, in the retreat itself, and in developing the documentation to make sure Council and staff have achievable action items and an understanding of how the goals and objectives can be achieved after the retreat.

We recommend establishing early how retreat-established goals and objectives can and should inform Council and staff action and how they need to be documented and measured after the retreat. In this way, the post-retreat work will be clearer and more easily tracked across the year until the next retreat. Ideally, Councilmembers and staff should come away with clear understanding of roles, responsibilities, and resources necessary to achieve goals and objectives post-retreat. We should also identify stretch-goals and objectives as well as those that require additional clarification and pre-work before any public commitments or decisions can or should be made.

Form a respectful group dynamic that works efficiently on issues in an open public meeting environment

As demonstrated in our Strategic Communication Planning work with Council earlier this year, our facilitation team is well-versed in working with leaders in a facilitated environment in the public context. We use core listening, clarification, and engagement strategies to move a leadership team through an agenda, providing ample opportunity to learn, discuss, and resolve in an environment where leaders feel safe to discuss and that showcases the best of City process to the public in the open public meeting.

We are also comfortable with preparing post-retreat documentation in a complete manner that accurately documents what occurred in the meeting and that the City can feel confident is an accurate representation of the meeting for the public record.

We have been your partner in devising new strategies for the how strategic communications are implemented in the City, and we are currently engaged with both the Equity and Social Justice Founding Members Work Group and the Reimagining Public Safety community Work Group. Through these contracts, we have learned a great deal about the City, your priorities, and your challenges with critical issues such as public safety, housing and homelessness, and climate change. We hope we have demonstrated to you the depth of our thinking, the breadth of our resources, our ability to be nimble and flexible in designing strategies for gathering information, engaging stakeholders, working productively in the virtual realm, and collaboratively producing planning documents that create clear paths forward for the City.

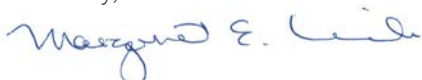
Availability

We understand that the two-day planning retreat will take place on January 14-15, 2022, either in person or virtually, depending upon COVID-19 restrictions at the time of the engagement. We understand that there will be pre-meeting research and planning conducted before the event and a final deliverable due by February 15, 2022. We confirm that we have the availability and team capacity to support this schedule. We are ready to support this project virtually as we have supported the City on previous and current work, but we can't wait to work with you face-to-face if possible. We have the tools, technology, and expertise to respond to the public health and timing needs of this process. The next six months may bring fluctuation in public health guidance; success in this process will require a team that can adapt our process to what the City needs, even shifting quickly to meet new requirements.

We enjoy working with the City and would be honored to support City Council with their strategic planning work. I hope we've communicated that you are a priority for our team and that the City's success is at the center of everything we do. If selected, this team will work tirelessly to deliver an inclusive, informed, and flexible retreat process that supports strong Council relationships and delivers actionable strategic and goals to support the Council in their important work for the City.

Thank you for your consideration.

Sincerely,



Margaret E. Winch, President, Communication Resources Northwest



CRNW works collaboratively with project teams and stakeholders to highlight and comprehensively document key discussion elements.

2. Work Sample

King County Wastewater Treatment Division Strategic Workforce Planning Retreat December 13, 2019; follow-up work is ongoing

Communication Resources Northwest designed and facilitated a one-day strategic planning workshop with leaders of King County’s Wastewater Treatment Division. The group explored topics such as leadership strengths and weaknesses; how leaders want the Division to be perceived by County leaders, the public, and Division employees; communication expectations; strategies for improving the Division work environment; and future visioning in both the near and longer term.

This work provided direction and guidance for more detailed workforce planning that CRNW has and continues to support with additional workshop design and facilitation services. In the fall of 2020, we continued this work with workshops to refine the Division’s mission, vision, and values and set the group up for more in-depth workforce planning processes. Then, in early 2021, CRNW worked with the Project Planning and Delivery Section to explore workforce requirements to accomplish their six-year Capital Improvement Plan. In August 2021, we will conduct additional workforce planning workshops for additional Sections within Wastewater.

Reference:

Lisa Taylor, Project Planning and Delivery Section Manager
King County Wastewater Treatment Division
206-477-5474
Lisa.Taylor@kingcounty.gov

Work Sample Documentation

Please find our sample document as an appendix to our proposal.

3. Cost Proposal



We have provided a cost estimate based on our understanding of the scope of work and scaled within your available budget, reflecting our commitment to work within the City’s budget for this facilitation effort.

	MEG WINCH	SARA HALICKI	NOAH PYLVAINEN	STAFF	TOTAL
<i>Rate:</i>	\$275	\$175	\$150	\$105	
Agenda Planning • Work with the City Manager or designee(s) to design a detailed agenda for each day of the retreat, including clear delineation of timing, as well as virtual meeting or space requirements (pending status of COVID-19 phases), equipment, logistics and other inputs necessary for a successful retreat.	4	4	0	3	11
Pre-Meeting Research • Meet with Councilmembers and staff in order to develop the facilitator’s understanding of key issues, interpersonal dynamics, and other factors that should inform the group discussions at the Strategic Planning Retreat	4	4	0	0	8
Meeting Facilitation • Facilitate a two-day retreat with the City Council and selected staff in order to create a dynamic and productive retreat experience for participants. The use of live polling software and/or other innovative tools is encouraged but not required.	20	20	0	0	40
Meetings Outcome Summary • Produce a written document that summarizes the Council’s deliberations, including an overview document that lists City Council priorities in a summary format suitable for distribution.	2	4	4	2	12
<i>Subtotal Hours:</i>	30	32	4	5	71
<i>Subtotal Fees:</i>	\$8,250	\$5,600	\$600	\$525	
TOTAL:	\$14,975				



Lead Facilitator Meg Winch has been facilitating team engagement processes and leading trainings for more than 30 years.

4. Approach

When well facilitated, a retreat planning process can be an effective tool to establish the visionary framework necessary to drive action toward improved outcomes. With social distancing impacting the way we function in the world—and especially how we operate in our work environments—now more than ever, it is important to have a clear roadmap that inspires teams to work efficiently toward a common vision.

As a public entity, it is imperative that the Olympia City Council’s strategic plan function as an actionable framework from which you can respond to the needs of your community.

Backed by more than 30 years of experience, our team at Communication Resources designs and implements tailored strategic planning processes around the needs and expectations of our clients. Our lean approach to strategic planning facilitates meaningful engagement and understanding of a broad variety of viewpoints to build consensus and improve outcomes.

Agenda Planning

We begin by leading a kickoff meeting with City Council and City staff in which we establish goals for the planning process, agreements for our working relationship with Council, and develop a detailed yet flexible agenda for the retreat. During this meeting, we will ask you to share with us your expectations for the strategic plan, how it will be used, who will use it, any guidelines/documentation requirements that must be addressed in greater detail, and the type(s) of documentation that are most useful to you. We want to be certain that we have a complete understanding of the project goals and your expectations, so we can align our resources to meet them.

Pre-Meeting Research

Well-implemented facilitated processes start with detailed planning and information-gathering. Our work is informed by direct input from our clients, review of existing documentation, and research of various forms. We will ask Council to provide existing strategic and business planning documentation. If this information can be provided prior to the kick-off meeting, we can review documents ahead of time, making the kick-off process even more productive.

VISION

An innovative and resilient clean water enterprise revolutionizing the recovery of valuable resources for sustainable communities.

Vision: A long-term view of what the organization wants to achieve. It is a clear statement of what the organization wants to achieve in the future. It should motivate employees to act in accordance with the inspiring future view of the organization.

INCLUSIVE?

Planned

BIG PICTURE

NOUN

Maximizing

D.OBJ (REC. ACTION)

FUTURE

ADJECTIVES DRIVE ACTION IN A VISION

Remove 90+% of contaminants to P.S. - treat + discharge

PREF. PHRASE

clean + treat the good of public health.

no waste to environment

clean water + return to environment

Using whiteboard apps and interactive tools like Miro allow us to foster creative discussions live in Zoom or Teams.

The data we gather before the facilitated processes will include detailed interviews with Council members, City leaders, key City staff, and/or community stakeholders. We have extensive experience in both qualitative data gathering methods and quantitative methods, and we will use any and all methods appropriate to make sure the entire facilitation team—and participants—have the information necessary to enhance the value of the retreat planning process. This will provide Council with a robust framework for refining the agendas and for future decision-making.

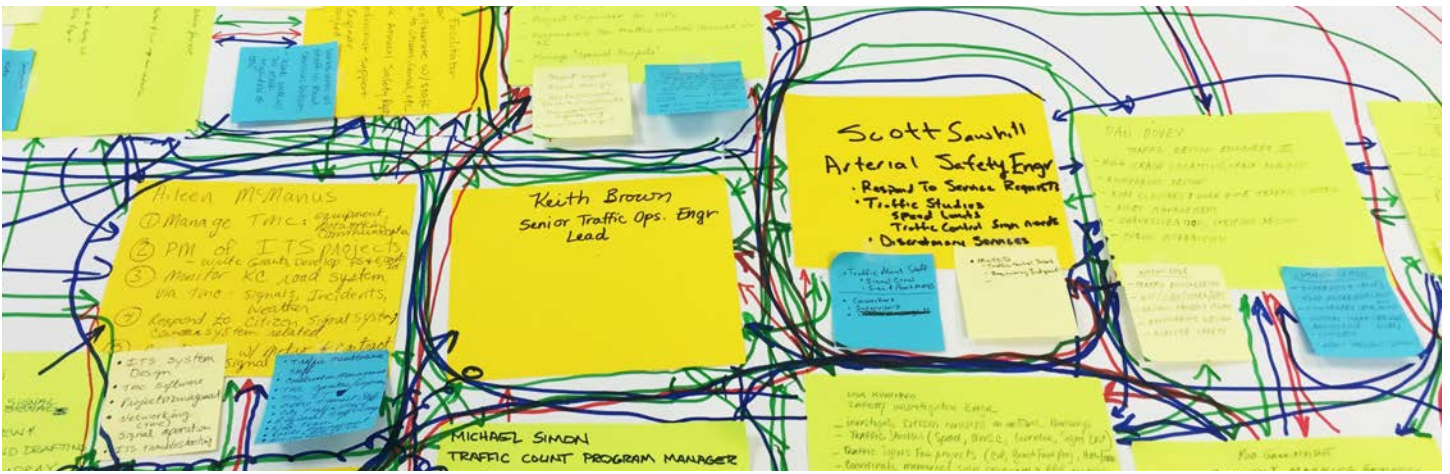
Meeting Facilitation

Based on our planning and research, we will develop a retreat design that includes a variety of virtual (or face-to-face) engagement strategies that respond to different topics, styles, and needs in the retreat environment. We can leverage a variety of scenarios that respect people’s tolerances for working in an in person or virtual environment, using collaboration strategies and or software that helps people stay engaged and maintain momentum.

Some of the facilitated processes we find effective for strategic planning include future visioning, small group mission component development, scenario response planning, and real-time writing/editing of key deliverables. In addition, by working with our internal team between sessions, we make the sequential nature of virtual facilitation work for our clients by turning around quality deliverables between sessions to accelerate the schedule and save costs.

As an integrated team, we execute facilitation with multiple key roles depending on the in-person or virtual environment: for either environment, we engage a lead facilitator, a co-facilitator and note-taker, and, for virtual environments, we also include a technical facilitator to run virtual collaboration tools such as Miro. With multiple trained facilitators, we can accommodate both full-group facilitation and facilitated breakout sessions.

With multiple engagement strategies and tools, we can meet a wide variety of engagement types and styles. Our facilitators are engaging, fun, and informed. We do our homework about your needs and issues, and we have clearly detailed agendas and plans to use during each session. In addition, because the reality of any facilitation is that things never go exactly as planned, our calm and resourceful team can adapt an agenda or activity to keep a group focused on the goals while adapting the process.



A facilitated process mapping exercise with King County Roads Division facilitated by Meg and the CRNW Team.

We document all facilitated workshops in real time to capture the comments and work product of all participants. Our notetakers are experienced in working with our facilitators and will be integrally involved in developing the final strategic plan documentation, so they know what to capture and how to document it. This results in a higher quality of notes that can be used more productively in the strategic plan and process progress reports.

Meeting Outcomes Summary

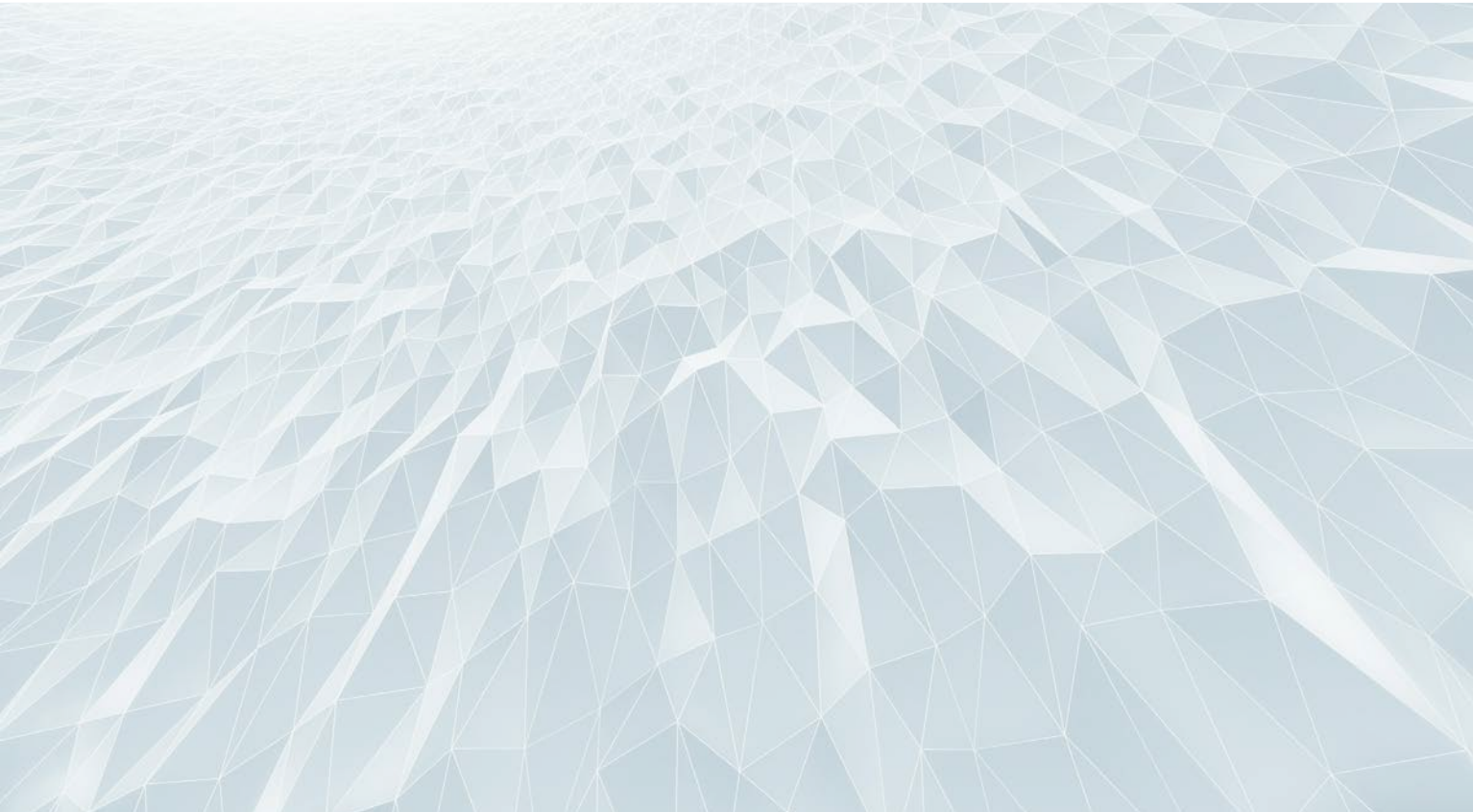
We design documents that turn the results of the workshop into a well-documented and actionable strategic plan. Leaders that have high-quality, complete, and well-designed documentation build higher engagement and buy-in with implementing strategies and initiatives because leaders can ‘see’ the results of their engagement. In addition, we can work with you to determine what additional documentation is needed to meet Council’s objectives and will tailor our approach according to both the organization’s short and long-term needs.

TIMELINE AND WORKPLAN

- **August 26:** Selection Notification
- **Early to Mid-September:** Schedule kickoff meeting with City Council and City staff
- **Late September-December 31:** Interviews with Councilmembers, City leaders, key City staff, and/or community stakeholders; provide data for review before retreat. Collaborative agenda creation with City Council and City staff.
- **January 14-15:** Council Planning Retreat
- **January 15-31:** Draft outcomes summary report, submit for review
- **February 1-15:** Address review comments, finalize outcomes summary



HELPING PROJECT TEAMS COMMUNICATE



APPENDIX

HELPING PROJECT TEAMS COMMUNICATE

KING COUNTY WTD:
STRATEGIC WORKFORCE PLANNING

Leadership Workshop #1: December 13th, 2019

NOTES SUMMARY

LEADER PERCEPTIONS OF “HOW WE ‘SHOW UP’ AS LEADERS AT WTD”

During our workshop, leaders identified nine dimensions of behavioral expectations for themselves as characteristic of a ‘high performing leadership team’. Leaders scored themselves on all nine dimensions using a 1-10 point scale (1 is low). The following lists the nine items, with the three items with the highest scores (strengths) and the three lower scores (areas for improvement) highlighted. It should be noted that these results only represent the perceptions of the participants and are not intended to be a ‘report card’, and none of the scores was overly high (highest was 8.14), nor were they surprisingly low (lowest was 5.14). However, this small analysis highlights clear areas for leadership focus in 2020, identifying areas that may have the highest return on investment of time and resources.

STRENGTHS

WE ARE MISSION DRIVEN

WE ARE TRUSTWORTHY/WE DO WHAT WE SAY

WE MODEL THE BEHAVIOR EXPECTED OF US

WE CARE ABOUT EACH OTHER

WE ARE SUPPORTIVE/COLLABORATIVE

WEAKNESSES

WE ARE EMPATHETIC

WE ARE UNIFIED AND CONSISTENT

WE COMMUNICATE WELL

WTD leaders were asked how they want County Leadership, the Public, and WTD Employees to describe WTD. For most items, the WTD leadership team felt the WTD organization is positively perceived. The following pages provide the list the attributes listed, highlighting which of them WTD leaders feel are already true and those that are not currently true, but WTD leadership would like them to be. This information will guide the WTD leadership organization in defining leadership behaviors and prioritizing actions to bring those high-priority perceptions into the ‘true’ category.

WHAT WE WANT COUNTY LEADERSHIP TO SAY ABOUT WTD

WHAT IS CURRENTLY TRUE ABOUT HOW WE ARE PERCEIVED:

- » Respond to emergencies with speed and successful results
- » Protectors of Public Health and the environment
- » Provide excellent customer service
- » Amazing People: Smart and Bright
- » Reasonable
- » Professional
- » Keep us informed
- » Strong partner in achieving executive’s priorities
- » We have their back
- » ESJ results; communities are included
- » Responsive to community needs
- » WTD is a model of best run government
- » Produces high quality work
- » Results driven
- » Accurate
- » Accountable
- » Fiscally responsible
- » They keep their commitments
- » They are reliable
- » Responsive
- » Credible

CRITICAL PERCEPTIONS THAT ARE NOT CURRENTLY TRUE (BUT WE WANT TO BE):

- » Trustworthy
- » We trust that WTD does the right thing
- » Transparent
- » I trust you all to do the right job at the right time
- » When we need something, we need it

DISCRETIONARY (BUT IMPORTANT) PERCEPTIONS THAT ARE NOT CURRENTLY TRUE:

- » Take risks
- » We support WWT in advancing technologies to meet the future

WHAT WE WANT THE PUBLIC TO SAY ABOUT WTD

WHAT IS CURRENTLY TRUE ABOUT HOW WE ARE PERCEIVED:

- » Proactive
- » Excellent Service
- » Responsive
- » Delivers on promises
- » WMD educates us
- » Strong engagement with the communities we serve
- » Community and customer service oriented
- » Appreciate how the agency protects public health and the environment
- » I trust WTD to do what it takes in a cost-effective manner to protect the environment
- » I respect the work that WTD does to protect our environment
- » Great stewards
- » I can flush
- » Trustworthy

CRITICAL PERCEPTIONS THAT ARE NOT CURRENTLY TRUE (BUT WE WANT TO BE):

- » Resilient system
- » Clean water
- » Protects Puget sound
- » Responsible; fiscally and environmentally
- » Excellent stewards of money
- » Fiscally responsible
- » Good value
- » Transparent
- » Inclusive of all communities

DISCRETIONARY (BUT IMPORTANT) PERCEPTIONS THAT ARE NOT CURRENTLY TRUE:

- » Wastewater is the community hub
- » Leading the county
- » Innovative
- » Forward thinking for the county good

EMPLOYEES

WHAT WE WANT **EMPLOYEES** TO SAY ABOUT WTD

WHAT IS CURRENTLY TRUE ABOUT HOW WE ARE PERCEIVED:

- » Supportive
- » Respectful environment
- » I enjoy most aspects of working in O+M within WTO
- » Inclusive
- » Respects diversity
- » Collaborative
- » Employees are valued
- » Opportunities
- » Innovative
- » Honors innovation
- » Proud to work here
- » Proud to protect health and the environment
- » Best in class
- » Accomplishment driver
- » Strive for excellence
- » Protecting public health
- » I enjoy working at an environmental protection company that treats over 70 billion gallons of wastewater a year
- » Quality and successful outcomes
- » Environmentally focused

CRITICAL PERCEPTIONS THAT ARE NOT CURRENTLY TRUE (BUT WE WANT TO BE):

- » Resilient system
- » Clean water
- » Protects Puget sound
- » Responsible; fiscally and environmentally
- » Excellent stewards of money
- » Fiscally responsible
- » Good value
- » Transparent
- » Inclusive of all communities

DISCRETIONARY (BUT IMPORTANT) PERCEPTIONS THAT ARE NOT CURRENTLY TRUE:

- » Fun!
- » Gives 100%
- » Forward thinking

COMMUNICATION GUIDELINES

(HOW THE LEADERSHIP TEAM WILL COMMUNICATE)

Participants identified communication as a high priority for WTD leaders; the leadership team identified the following expectations for leadership's communication behavior with each other, with their leadership, and with WTD employees.

- » Help each other
- » Feedback is a gift
- » Consistent messaging (no contradictions)
- » Committed to being mission driven
- » Don't work in silos
- » Be nice
- » Seek advice from each other
- » Take time to listen to each other
- » Timely celebration of our successes
- » Transparent with each other
- » Pushing and thinking ahead to identify problems
- » Early heads up
- » Know your council legislation or issue
- » Early involvement
- » Managerial courage to solve the problem
- » Committed to employee engagement and the giving of timely information
- » "Brutally honest" on issues
- » No trash talking (and mitigating others' trash talk)
- » Hold confidences appropriately



MEANS AND METHODS FOR IMPROVING HOW WE WORK

WTD leaders brainstormed a variety of actions related to improving the work environment at WTD, seeking to create and maintain a 'best place to work'. These items were created in the session during one process, but then added to throughout the day.

- » **Our leadership and what it means:**
 - » Weekly huddle (Skype okay); just this team
 - » Zero leadership decisions; we make decisions together rather than one offs
 - » Communicate who is the leadership; 5 section managers, deputy director, director
- » **Use 'weekly huddle' to keep everyone informed**
 - » Can be 15 minutes (and over Skype)
 - » Subjects; projects, delays, uncomfortable topics, etc.
 - » Measure: consistent attendance
 - » Make a document and do a quarterly newsletter
- » **Clarify who the leadership is for all employees**
 - » Newsletter to communicate structure and what the leadership team is doing to benefit WTD
 - » Notification of resources to help with communication
- » **Clarify the 'WTD chain of command'**
 - » Director office requests and above for service should be run through the section manager
- » **Communicate/show appreciation**
 - » Professional empathy
 - » Be consistent and strategic in employee recognition
- » **Improve problem solving**
 - » Identify and discuss problems at section managers' lunch
 - » Communicate to each other that the other has been heard even if you can't solve it
 - » Work at being able to articulate each other's challenges
 - » Be willing to ask for help and say when you are stuck
- » **Make Active listening a priority**
 - » Repeat back understanding
 - » Make active listening standard expectation for leader-leader and leader-staff interactions
 - » Seek first to understand vs. being understood
- » **Make decisions together, and break down the silos**
 - » Identify what is a 'key decision'
 - » Identify what would benefit from a team decision
- » **Improve top-down communication and clarity**
 - » Section managers consistently communicate MT activities and priorities to employees
 - » Measure: survey and over-communicate
 - » Deliver talking points at monthly lunch
 - » Quarterly communication from D.O. about MT activities
- » **Hold regular team-building activities outside WTD**
 - » Outdoor activities
 - » Family dinners



FUTURE PLANNING

The WTD leadership team was asked to describe their ‘world’ in 2-5, 5-10, and 10-20 years. They then used this information to brainstorm ‘to do’ actions to achieve both best-run-government and to brainstorm actions to support staff engagement and development. Actions listed reflect a less than five year horizon, with most actions prioritized for the next two-five years.

REGULATORY/POLITICAL ENVIRONMENT AND STRATEGIC PROGRAMS

2-5 YEARS

- » Nutrient regulations will expand
- » Will get more complex

10 YEARS

- » New regulations
- » Environmental impacts
- » Critical habitat degradation
- » Building moratorium
- » Aging infrastructure
- » Cleaner effluent
- » Increased population
- » Nutrient removal
- » “Rx” CEC’s removal
- » System separation
- » Implementing clean water plan
- » Modified regulatory CD
- » Climate change
- » Climate refugees
- » Sea level rise
- » Saving species
- » Re align with Clean Water Plan
- » Drier summers
- » Degradation of habitats

20 YEARS

- » Tighter environmental regulations
- » Economy flattens
- » Climate change is more apparent
- » Available space (land)

TO-DO

- » Get rid of more properties that we don’t need
- » Invest in science and technology
- » Create a strategic plan for a changing environment/future
- » CPARB certification
- » Increase our emphasis on strategic asset management
- » Offer apprenticeships/partner with the unions/trades to build capacity
- » Consider more public/private partnerships – e.g., ‘nutrient pilots’
- » Increased need for process analysts to address nutrients
- » Coordinate our work with SPU relative to stormwater management programs



COMMUNITIES AND HOW WE SERVE THEM AND THE CUSTOMERS WE SERVE

2-5 YEARS

- » Change in affordability
- » Customers will continue to be diverse in the communities

10 YEARS

- » People experiencing homelessness
- » Higher cost of living in region
- » Increased income disparity
- » “civil unrest”; tired of excuses
- » Political discord polarization

20 YEARS

- » Populations will increase (+2 million)
- » Capacity constraints
- » Procurement methods will change to more IPD and design-build
- » Potential with P3 for King County to be tenant in its own facilities
- » Multi-family predominates
- » Increased household income discrepancy

T0-DO

- » Strategically communicate our work and its benefit to the communities
- » Continue to reach out to communities and customers to make sure we know what they need and are anticipating those needs
- » Prepare the region for increased need for reclaimed water
- » Get proficient in understanding environmental markets and water quality trading
- » May be more consolidated customers with different needs (as environment changes)

STAFF QUANTITY AND QUALITY

2-5 YEARS

- » More diverse/bilingual staff (rather than outsource)

10 YEARS

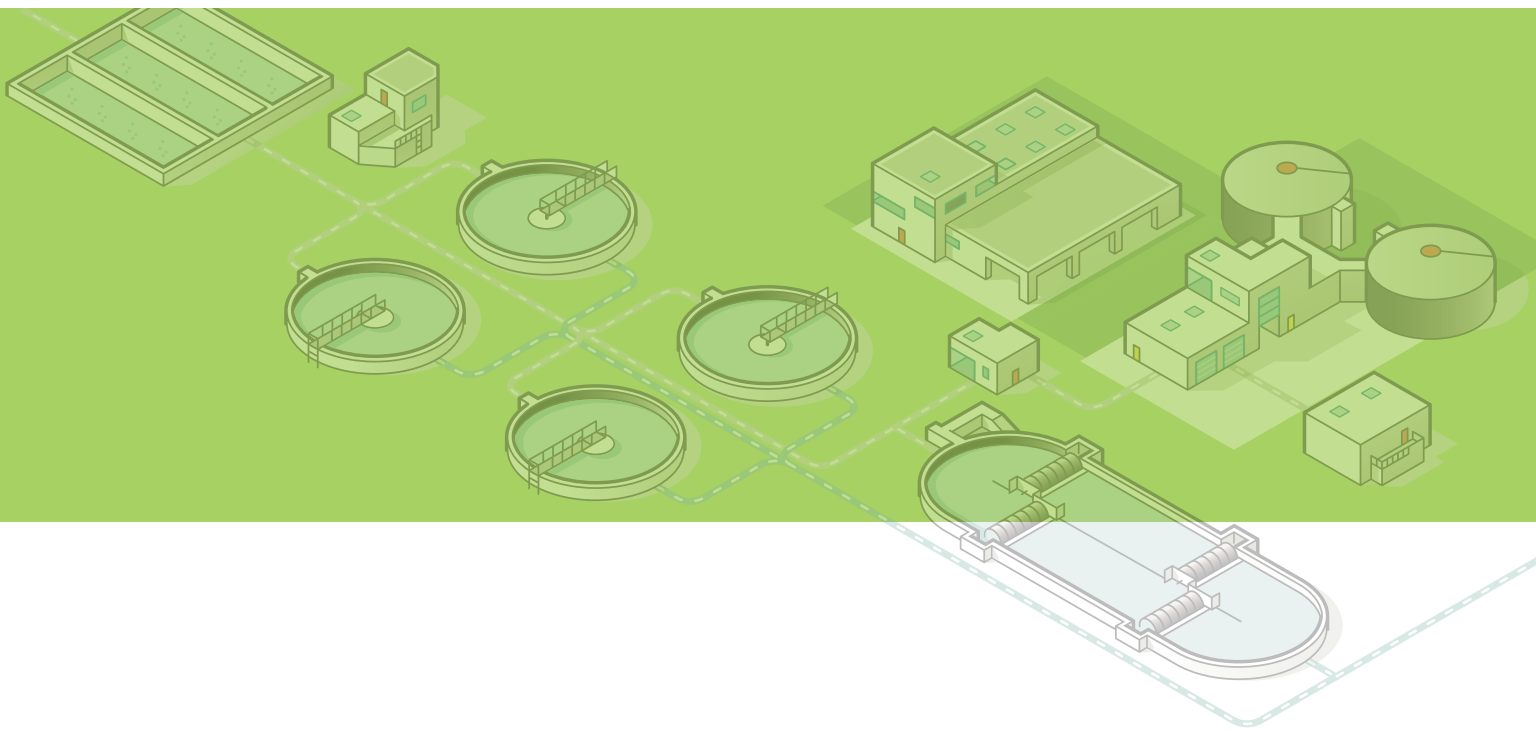
- » People not getting into needed trades
- » Changing workforce needs
- » Competing for workers
- » Mostly telecommuting
- » Different work styles
- » Multi-cultural communities and workforce

20 YEARS

- » Staffing bubble
- » Reduced staffing needs

TO-DO

- » Each leader should focus on training his/her replacement; focus on future succession planning
- » Create clear plans for job succession/progression
- » Ensure continuous recruiting of all trades
- » Communicate King County benefits to attract new employees
- » Create a training plan to cover the needs of a changing workload and diversity of employees
- » Increase efforts to diversify the workforce
- » Continue to reinforce On the Job Training and other methods to increase skills
- » Create a capacity plan to ensure ongoing/continuous operations



THE WORK WE DO AND THE TOOLS/TECHNOLOGY WE USE

2-5 YEARS

- » None listed

10 YEARS

- » Tech business reigns supreme
- » Mobile centric solutions
- » New treatment technologies
- » Point source solutions at our toilet

20 YEARS

- » Complete separation; Tx only service
- » Reduced environmental discharge
- » Mature public/private partnership
- » De-centralized systems in wider use

T0-DO

- » Get staff trained to respond to alternate delivery methods
- » Communicate better about the role of the leadership team and how we are adapting to meet the needs of a changing future and diversity of employees
- » Highlight what we do on a regular basis; improve communication across the division
- » Conduct a staff vulnerability study; how are we at risk of continued operations from staff skills and availability standpoint?
- » Maintain a focus on service tech
- » Cross-training in key positions
- » Increase code/programming capabilities/we cannot always rely on KCIT
- » Anticipate increase automation and the different training requirements
- » GSI expansion
- » Focus on new technologies when planning training, recruiting, and development



PREPARED BY COMMUNICATION RESOURCES NORTHWEST



City Council

Approval of an Ordinance Amending Olympia Municipal Code Chapter 16.70 Relating to FEMA Required Amendments to Development Regulations Pertaining to Flooding - First and Final Reading

Agenda Date: 9/14/2021
Agenda Item Number: 4.1
File Number: 21-0859

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapter 16.70 Relating to FEMA Required Amendments to Development Regulations Pertaining to Flooding - First and Final Reading

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the proposed Ordinance with FEMA required amendments on first and final reading.

Report

Issue:

Whether to approve the FEMA-required revisions to development regulations pertaining to flooding.

Staff Contact:

Erik Jensen, (Interim) Building Official, Community Planning & Development, 360.753.8280

Presenter(s):

None. Consent Item.

Background and Analysis:

Department of Ecology (Ecology) has recently completed its process of conducting a Community Assistance Visit (CAV) to Olympia on behalf of the Federal Emergency Management Agency (FEMA). Ecology requires all aspects in the CAV to be in compliance within 90 days of their visit. The CAV visit was in May, and Ecology has agreed to extend the timeline in consideration of the City's process to complete an ordinance. However, it is essential for Olympia's code to be updated as soon as possible to be in compliance with National Floodplain Insurance Program (NFIP) to avoid possible flood insurance rate increases, or suspension or revocation of the NFIP. Therefore, an emergency situation exists based upon public health, safety, and welfare and staff recommends this ordinance

be approved on first and final reading and take immediate effect.

The FEMA-established flood hazard areas of the City of Olympia are subject to periodic inundation which can result in property damage, loss of property, creation of health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare of the city.

Downtown Olympia has a history of flooding during heavy storms, high winds and tidal events. As a member city of the National Flood Insurance Program (NFIP), the City is required to comply with regulations for flood damage prevention, including preparing an ordinance to address revisions as determined by FEMA studies. Pursuant to the National Flood Insurance Act of 1968 and in accordance with the Flood Disaster Protection Act of 1973, FEMA performed a study and analysis of frequently flooded and flood prone areas of Thurston County, establishing revised elevation maps related to flood damage protection. Through this study, FEMA determined that modifications to the previous Flood Insurance Rate Maps (FIRM) were needed. These maps were effective as of May 15th, 2018, and were adopted by the City of Olympia in order for the City to remain a member of the NFIP.

Currently, Olympia is vulnerable to flooding during relatively short-term periods in the winter months, which results in one or two-hour long flooding events. Fortunately, these events are predictable, allowing us to prepare for them. City staff closely monitors weather events reacting to flood hazards as they occur.

Pursuant to the National Flood Insurance Program and the City of Olympia's involvement in the program, Olympia must adopt these revisions to the published ordinance. The importance to our community involvement in the NFIP is in the ability of our citizens and businesses to purchase flood insurance through the NFIP; the Federal Government makes this insurance available to member communities.

A community that does not participate in the program, does not comply with the program, or withdraws from the program faces the following:

1. No resident would be able to purchase a flood insurance policy.
2. Existing flood insurance policies would not be renewed.
3. No Federal grants or loans for development could be made in identified flood hazard areas under programs administered by Federal agencies such as HUD, EPA, and Small Business Administration (SBA);
4. No Federal disaster assistance could be provided to repair insurable buildings located in identified flood hazard areas for damage caused by a flood.
5. No Federal mortgage insurance or loan guarantees could be provided in identified flood hazard areas, this includes policies written by FHA, VA, and others.
6. Federally insured or regulated lending institutions, such as banks and credit unions, would be

required to notify applicants seeking loans for insurable buildings in flood hazard areas that there is a flood hazard and that the property is not eligible for Federal disaster relief.

Community/Neighborhood Interests:

This ordinance change is important to our entire community because flood insurance rates and programs can be adversely affected if not adopted.

Options:

1. Approve adoption of the Flood Damage Prevention Ordinance.
2. Do not approve adoption of the Flood Damage Prevention Ordinance. The Flood Damage Prevention Ordinance is a requirement of the Federal Emergency Management Agency and is to be adopted as soon as possible in order for the City to remain a member of the NFIP. If the City chooses not to adopt the Flood Damage Prevention Ordinance, the City may be suspended from the program.

Financial Impact:

The associated fiscal impact is included in department budget for 2021.

Attachments:

Ordinance

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 16.70 RELATED TO FLOOD DAMAGE PREVENTION AND DECLARING AN EMERGENCY BASED UPON PUBLIC HEALTH, SAFETY, AND WELFARE SO THIS ORDINANCE TAKES IMMEDIATE EFFECT

WHEREAS, the City of Olympia is currently covered under the National Flood Insurance Program (NFIP), which is managed by the Federal Emergency Management Agency (FEMA); and

WHEREAS, the Department of Ecology (Ecology) has recently completed its process of conducting a Community Assistance Visit (CAV) to Olympia on behalf of FEMA, which serves the dual purpose of providing technical assistance and assuring that the City of Olympia (City) has in place and is adequately enforcing floodplain management regulations required by federal and state laws and regulations; and

WHEREAS, the CAV process included review of and recommended changes to the City's current Floodplain Management Ordinance, OMC 16.70; and

WHEREAS, Ecology has indicated that its recommended amendments to OMC 16.70 are mandatory in order to remain in compliance with FEMA's program requirements for NFIP coverage; and

WHEREAS, the Olympia City Council determines it to be in the City's best interest to adopt FEMA's recommended amendments to OMC 16.70 and submit the adopted measures to FEMA; and

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

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

Section 1. Amendment of OMC 16.70. Olympia Municipal Code Chapter 16.70 is hereby amended to read as follows:

**Chapter 16.70
FLOOD DAMAGE PREVENTION**

16.70.000 Chapter Contents

Sections:

- 16.70.010 Purpose and Objectives.
- 16.70.020 Definitions.
- 16.70.030 General Provisions.
- 16.70.040 Administration.
- 16.70.050 Provisions for Flood Hazard Reduction.

16.70.010 Purpose and Objectives

A. Authorization.

The Legislature of the State of Washington has delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its ~~citizenry~~ residents. Therefore, the City Of Olympia, does ordain as follows:

B. Findings of Fact.

1. The flood hazard areas of the City of Olympia are subject to periodic inundation which results in loss of life and property, health, and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
2. These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities, and when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to the flood loss.

C. Statement of Purpose.

It is the purpose of this ordinance to promote the public health, safety, and general welfare; reduce the annual cost of flood insurance; and minimize public and private losses due to flood conditions in specific areas by provisions designed:

1. To protect human life and health;
2. To minimize expenditure of public money and costly flood control projects;
3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. To minimize prolonged business interruptions;
5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard;
6. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;
7. To ensure that potential buyers are notified that property is in an area of special flood hazard;
8. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.

D. Methods of Reducing Flood Losses.

In order to accomplish its purposes, this ordinance includes methods and provisions for:

1. Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of ~~natural flood plains~~ floodplains, stream channels, and natural protective barriers, which help accommodate or ~~channel flood waters~~ floodwaters;
4. Controlling filling, grading, dredging, and other development which may increase flood damage; and
5. Preventing or regulating the construction of flood barriers that unnaturally divert floodwaters or may increase flood hazards in other areas.

16.70.020 Definitions

A. DEFINITIONS – SPECIFIC.

"Alteration of watercourse" means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

A: "Appeal" means a request for a review of the interpretation of any provision of this ordinance or a request for a variance.

"Area of shallow flooding" means a designated zone AO, AH, AR/AO or AR/AH (or VO) on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. Also referred to as the sheet flow area.

B. DEFINITIONS - SPECIFIC

B: "Area of Special Flood Hazard" is the land in the ~~flood plain~~ floodplain within a community subject to a one percent or greater chance of flooding in any given year. It is shown on the FIRM as Zone V, VE, A, AO, or AE. "Special flood hazard area" is synonymous in meaning with the phrase "area of special flood hazard".

C: "Base Flood" means the flood having a 1% chance of being equaled or exceeded in any given year (also referred to as the "100-year flood"). Designated on Flood Insurance Rate Maps by the letter A.

"Base Flood Elevation" (BFE): means the elevation to which floodwater is anticipated to rise during the base flood.

D: ~~"**Basement"~~ means any area of the building having its floor sub-grade (below ground level) on all sides.

C. DEFINITIONS - SPECIFIC

E: "Critical Facility" means a facility for which even a slight chance of flooding might be too great. Critical facilities include (but are not limited to) schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use, or store hazardous materials or hazardous waste.

F: ~~"**Cumulative Substantial Damage"~~ means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

D. DEFINITIONS - SPECIFIC

G: ~~"**Development"~~ means any human- made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

E. DEFINITIONS - SPECIFIC

H: ~~"**Elevation Certificate"~~ means the official form (FEMA Form 81-31) used to track development, provide elevation information necessary to ensure compliance with community floodplain management ordinances, and determine the proper insurance premium rate, ~~with Section B completed by Community Officials.~~

I- "Elevated Building" means for insurance purposes, a non-basement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

F. DEFINITIONS - SPECIFIC

J- "Flood" or "Flooding" means:

1. ~~a~~-A general and temporary condition of partial or complete inundation of normally dry land areas from:

~~1a.~~ The overflow of inland or tidal waters; ~~and/or~~

~~2b.~~ The unusual and rapid accumulation of runoff of surface waters from any source; ~~or~~

~~c.~~ Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

K- "Flood Insurance Rate Map (FIRM)" means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

L- "Flood Insurance Study (FIS)" means the official report provided by the Federal Insurance Administration that includes flood profiles and the water surface elevation of the base flood.

"Floodplain or flood prone area" means any land area susceptible to being inundated by water from any source. See "Flood or flooding."

"Floodplain administrator" means the community official designated by title to administer and enforce the floodplain management regulations.

"Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Floodproofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

M- "Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

"Functionally dependent use" means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

H. DEFINITIONS SPECIFIC

"Highest adjacent grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

"Historic structure" means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of Interior to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior, or
 - b. Directly by the Secretary of the Interior in states without approved programs.

I. DEFINITIONS - SPECIFIC

~~N.~~ ~~"**Increased Cost of Compliance"~~ A flood insurance claim payment up to \$30,000 directly to a property owner for the cost to comply with floodplain management regulations after a direct physical loss caused by a flood. Eligibility for an ICC claim can be through a single instance of "substantial damage" or as a result of a "cumulative substantial damage." (more information can be found in FEMA ICC Manual 301)

L. DEFINITIONS - SPECIFIC

~~O.~~ ~~"*Lowest Floor"~~ means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance found at OMC 16.70.050.B.1.b (i.e. provided there are adequate flood ventilation openings).

M. DEFINITIONS - SPECIFIC

P. "Manufactured Home" means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

"Mean Sea Level" means for purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

N. DEFINITIONS - SPECIFIC

~~Q.~~ ~~"New Construction" means structures for which the "start of construction" commenced on or after the effective date of this ordinance. for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial Flood Insurance Rate~~

Map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures~~structures for which the "start of construction" commenced on or after the effective date of this ordinance.~~

R. DEFINITIONS - SPECIFIC

R. "Recreational Vehicle" means a vehicle,

1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

S. DEFINITIONS - SPECIFIC

S. "Start of Construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

~~T. "Structure" means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, and a cyclone fence or wall that may or may not require a building permit, as well as a manufactured home.~~

~~U. "Substantial Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.~~

~~V. "Substantial Improvement" means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:~~

1. Before the improvement or repair is started; or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term can exclude:

1. Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places or as otherwise determined and regulated through the NFIP requirements.

V. DEFINITIONS - SPECIFIC

~~W.~~ "Variance" means a grant of relief from the requirements of this ordinance that permits construction in a manner that would otherwise be prohibited by this ordinance.

W. DEFINITIONS - SPECIFIC

~~X.~~ "Water Dependent" means a structure for commerce or industry that cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations.

16.70.030 General Provisions

A. Lands to Which This Ordinance Applies. This ordinance ~~shall apply~~ applies to all areas of special flood hazards within the jurisdiction of City of Olympia.

B. Basis For Establishing The Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for Thurston County, Washington and Incorporated Areas" dated ~~October 16, 2012~~ May 15, 2018 and any revisions thereto, with an accompanying Flood Insurance Rate Map (FIRM) dated ~~October 16, 2012~~ May 15, 2018, and any revisions thereto^{*}, are hereby adopted by reference and declared to be a part of this ordinance. The Flood Insurance Study and the FIRM are on file at City of Olympia Permit Assistance Center at 601 - 4th Avenue E, Olympia, WA. The best available information for flood hazard area identification as outlined in OMC 16.70.040.C.2 ~~shall be~~ is the basis for regulation until a new FIRM is issued that incorporates data utilized under OMC 16.70.040.C.2.

C. Penalties For Noncompliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violations of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than One Thousand and no/100 Dollars (\$1,000.00) or imprisoned for not more than ninety (90) days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the Building Official from taking such other lawful action as is necessary to prevent or remedy any violation.

D. Abrogation and Greater Restrictions. This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

E. Interpretation. In the interpretation and application of this ordinance, all provisions shall be:

- 1) Considered as minimum requirements;
- 2) Liberally construed in favor of the governing body; and,
- 3) Deemed neither to limit nor repeal any other powers granted under State statutes.

F. Warning And Disclaimer of Liability. The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by humanmade or natural causes. This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the Building Official, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

G. Severability. If any section, clause, sentence, or phrase of this Chapter is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Chapter.

16.70.040 Administration

A. Establishment of Development Permit.

1. Development Permit Required. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in OMC 16.70.030.B. The permit shall be for all structures including manufactured homes, as set forth in the "Definitions," and for all development including fill and other activities, also as set forth in the "Definitions."

2. Application for Development Permit. Application for a development permit shall be made on forms furnished by the City of Olympia and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:

a. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures recorded on a current elevation certificate (FEMA Form 81-31) with Section B completed by the local official;

b. Elevation in relation to mean sea level to which any structure has been floodproofed;

c. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet floodproofing criteria in OMC 16.70.050.B.2; and

d. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development;

e. Where a structure is proposed in a V, V1-30, or VE zone, a V-zone design certificate;

f. Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation; and

g. Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application.

B. Designation of the Local Administrator. Building Official is hereby appointed to administer and implement this ordinance by granting or denying development permit applications in accordance with its provisions. ~~The Building Official may delegate this authority and these duties to one or more representatives.~~ The Floodplain Administrator may delegate authority to implement these provisions.

C. Duties and Responsibilities of the Local Administrator. Duties of the Building Official shall include, but not be limited to:

1. Permit Review

- a. Review all development permits to determine that the permit requirements of this ordinance have been satisfied.
- b. Review all development permits to determine that all necessary permits have been obtained from those Federal, State, or local governmental agencies from which prior approval is required.
- c. Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of OMC 16.70.050.E.1 are met.
- d. Determine that the site is reasonably safe from flooding.
- e. Notify FEMA when annexations occur in the Special Flood Hazard Area.

2. Use of Other Base Flood Data (In A Zones)

When base flood elevation data has not been provided (in A Zones) in accordance with OMC 16.70.030.B, Basis for Establishing the Areas of Special Flood Hazard, the Building Official shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source, in order to administer OMC 16.70.050.B, Specific Standards, and OMC 16.70.050.E Floodways.

3. Information to be Obtained and Maintained

- a. Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in OMC 16.70.040.C.2, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Recorded on a current elevation certificate (FEMA Form 81-31) with Section B completed by the local official.
- b. For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in OMC 16.70.040.C.2:
 - i. Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed; and
 - ii. Maintain the floodproofing certifications required in OMC 16.70.040.C.3.b.
- c. Maintain for public inspection all records pertaining to the provisions of this ordinance.
- d. Documentation of the elevation of the bottom of the lowest horizontal structural member in V or VE zones.
- e. Certification required by OMC 16.70.050(E)(1).
- f. Records of all variance actions, including justification for their issuance.
- g. Improvement and damage calculations.

4. Alteration of Watercourses

- a. Notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

- b. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.
5. Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (e.g. where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation. Such appeals shall be granted consistent with the standards of Section 60.6 of the Rules and Regulations of the National Flood Insurance Program (44 CFR 59-76).
6. Conditions for Variances
- a. Generally, the only condition under which a variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a small or irregularly shaped lot contiguous to and surrounded by lots with existing structures constructed below the base flood level. As the lot size increases the technical justification required for issuing the variance increases.
 - b. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
 - c. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - d. Variances shall only be issued upon:
 - i. A showing of good and sufficient cause;
 - ii. A determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - iii. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - e. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from flood elevations should be quite rare.
 - f. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproofing, where it can be determined that such action will have low damage potential, complies with all other variance criteria except OMC 16.70.040.C.6.a, and otherwise complies with OMC 16.70.050.A.1, OMC 16.70.050.A.3 and OMC 16.70.050.A.4 of the General Standards.
 - g. Any applicant to whom a variance is granted shall be given written notice that the permitted structure will be built with its lowest floor below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk.

16.70.050 Provisions for Flood Hazard Reduction

A. General Standards. In all areas of special flood hazards, the following standards are required:

1. Anchoring

a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

b. All manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors. For more detailed information, refer to FEMA publication FEMA P-85, "Protecting Manufactured Homes from Floods and Other Hazards."

2. Construction Materials and Methods

a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

c. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Locating such equipment below the base flood elevation may cause annual flood insurance premiums to be increased.

3. Utilities

a. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.

b. ~~Water wells shall be located on high ground that is not in the floodway*.~~ Water wells shall not be located in the floodway. Where the site is subject to flooding, the top of the casing must be at least two feet above the estimated water level of a one hundred-year frequency flood.

c. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.

d. Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

4. Subdivision Proposals

a. All subdivision proposals shall be consistent with the need to minimize flood damage.

b. All subdivision proposals shall have public utilities and facilities, such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage.

c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

d. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or 5 acres (whichever is less). Base flood elevation data must be included as part of the application.

5. Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study, FIRM, or from another authoritative source (OMC 16.70.040.C.2), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.

B. Specific Standards. In all areas of special flood hazards where base flood elevation data has been provided as set forth in OMC 16.70.030.B, Basis for Establishing the Areas of Special Flood Hazard, or OMC 16.70.040.C.2, Use of Other Base Flood Data. The following provisions are required:

1. Residential Construction

a. In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can be reasonably obtained, nNew construction and substantial improvement of any residential structure ~~shall~~must have the lowest floor, including basement, elevated one foot or more* above the base flood elevation (BFE). Mechanical equipment and utilities must be waterproof or elevated least one foot above the BFE.

b. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

i. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.

ii. The bottom of all openings shall be no higher than one foot above grade.

iii. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

iiii. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters.

c. Additional requirements for below-grade crawlspace construction:

The interior grade of a crawlspace below the base flood elevation (BFE) must not be more than two-feet below the lowest adjacent exterior grade (LAG).

The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four-feet at any point.

The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.

This limitation will also prevent these crawlspaces from being converted into habitable spaces.

There must be adequate drainage system that removes floodwaters from the interior area of the crawlspace.

The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles, or gravel or crushed stone drainage by gravity or mechanical means.

The velocity of floodwaters at the site should not exceed five-feet per second for any crawlspace. For velocities in excess of five-feet per second, other foundations should be used.

Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.

Below grade crawlspace construction in accordance with the requirements listed above will not be considered basements.

d. New construction and substantial improvement of any residential structure in an AO zone must meet the requirements in Appendix A.

e. New construction and substantial improvement of any residential structure in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained must be reasonably safe from flooding, but in all cases the lowest floor must be at least two feet above the Highest Adjacent Grade.

f. New construction and substantial improvement of any residential structure in a V, V1-30, or VE zone must meet the requirements in Appendix B.

2. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure ~~shall either have the lowest floor, including basement, elevated one foot or more* above the base flood elevation; or, together with attendant utility and sanitary facilities, shall~~ must meet the following requirements:

a. In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can be reasonably obtained:

i. New construction and substantial improvement of any commercial, industrial, or other nonresidential structure must have either the lowest floor, including basement, elevated one foot or more above the base flood elevation. Mechanical equipment, sanitary and utilities must be waterproofed or elevated at least one foot above the BFE, or as required by ASCE 24, whichever is greater.

ii. If located in an AO zone, the structure must meet the requirements in Appendix A.

iii. If located in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained, the structure must be reasonably safe from flooding, but in all cases the lowest floor must be at least two feet above the Highest Adjacent Grade.

iv. If located in a V, V1-30, or VE zone, the structure must meet the requirements in Appendix B.

v. Fully enclosed areas below the lowest flood that are subject to flooding must meet the requirements of 16.70.050(B)(1)(b).

b. If the requirements of subsection 1 are not met, then new construction and substantial improvement of any commercial, industrial, or other nonresidential structure must meet all of the following requirements:

- i. a.—Be dry floodproofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water or dry floodproofed to the elevation required by ASCE 24, whichever is greater;
- ii. b.—Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
- iii. c.—Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in OMC 16.70.040.C.3.b; and
- iv. d.—Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in OMC 16.70.050.B.1.b.

~~*Applicants who are floodproofing nonresidential buildings should be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one foot below). Floodproofing the building an additional foot will reduce insurance premiums significantly.~~

3. Manufactured Homes. All manufactured homes in the floodplain to be placed or substantially improved on sites shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated one foot or more above[±] the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.

4. Recreational Vehicles. Recreational vehicles placed on sites are required to either:

- a. Be on the site for fewer than 180 consecutive days; or
- b. Be fully licensed and ready for highway use, on wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
- c. Meet the requirements of OMC 16.70.050.B.3 above and the elevation and anchoring requirements for manufactured homes.

C. AE Zones with Base Flood Elevations but No Floodways. In areas with base flood elevations (but a regulatory floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within Zone AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

D. Coastal High Hazard Area and Coastal A Zone. Coastal high hazard areas (V or VE Zones) and coastal A Zones are located within the areas of special flood hazard established in section 3.2. These areas have special flood hazards associated with high velocity waters from tidal surges and hurricane

wave wash; therefore, the following provisions shall apply to building permits and related permits in Title 16:

1. Location of Structures

- a. All buildings or structures shall be located landward of the reach of the mean high tide.
- b. The placement of manufactured homes shall be prohibited, except in an existing manufactured home park or subdivision.

2. Construction Methods

- a. Elevation. All new construction and substantial improvements shall be elevated on piling or columns so that:

- i. The bottom of the lowest horizontal structural member of the lowest floor (excluding the piling or columns) is elevated to or above the base flood elevation plus one (1) foot or as required by ASCE/SEI 24-14, Table 4-1, whichever is more restrictive,

- and,

- ii. With all space below the lowest floor's supporting member open so as not to impede the flow of water, except for breakaway walls as provided for in OMC 16.70.050.D.2.d.

- b. Structural Support

- i. All new construction and substantial improvements shall be securely anchored on piling or columns.

- ii. The pile or column foundation and structure attached thereto shall be anchored to resist flotation, collapse or lateral movement due to the effects of wind and water loading values each of which shall have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).

- iii. Prohibit the use of fill for structural support of buildings within Zones V1-30, VE, V, and Coastal A on the community's FIRM.

- c. Certification. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in OMC 16.70.040.C.3.b.

- d. Space Below the Lowest Floor

- i. Any alteration, repair, reconstruction or improvement to a structure started after the enactment of this ordinance shall not enclose the space below the lowest floor unless breakaway walls, open wood lattice-work or insect screening are used as provided for in this section.

- ii. Breakaway walls, open wood lattice-work or insect screening shall be allowed below the base flood elevation provided that they are intended to collapse under wind and water loads without causing collapse, displacement or other structural damage to the elevated portion of the building or supporting foundation system. Breakaway walls shall be designed for a safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading of 20 pounds per square foot (either by

design or when so required by local or State codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:

(i) breakaway wall collapse shall result from a water load less than that which would occur during the base flood and,

(ii) the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement or other structural damage due to the effects of wind and water load acting simultaneously on all building components (structural and non-structural). Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable State or local building standards.

iii. If breakaway walls are utilized, such enclosed space shall be used solely for parking of vehicles, building access, or storage and not for human habitation.

iv. Prior to construction, plans for any breakaway wall must be submitted to the ~~Construction Code Official or Building Sub-Code Official~~ for approval.

E. Floodways. Located within areas of special flood hazard established in OMC 16.70.030.B are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris, and increase erosion potential, the following provisions apply:

1. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge.

2. Construction or reconstruction of residential structures is prohibited within designated floodways*, except for (i) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area; and (ii) repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50 percent of the market value of the structure either, (A) before the repair, or reconstruction is started, or (B) if the structure has been damaged, and is being restored, before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded in the 50 percent.

3. If OMC 16.70.050.E.1 is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of OMC 16.70.050, Provisions for Flood Hazard Reduction.

F. Critical Facility. Construction of new critical facilities shall be, to the extent possible, located outside the limits of the Special Flood Hazard Area (SFHA) (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible.

G. Livestock Sanctuary Areas. Elevated areas for the purpose of creating a flood sanctuary for livestock are allowed on farm units where livestock is allowed. Livestock flood sanctuaries must be sized appropriately for the expected number of livestock and be elevated sufficiently to protect livestock. Proposals for livestock flood sanctuaries must meet all procedural and substantive requirements of this chapter.

H. Standards for Shallow Flooding Areas (AO Zones). Shallow flooding areas appear on FIRMs as AO zones with depth designations. The base flood depths in these zones range from 1 to 3 feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. In addition to other provisions in this code, the following additional provisions also apply in AO zones.

1. New construction and substantial improvements of residential structures and manufactured homes within AO zones must have the lowest floor (including basement and mechanical equipment) elevated above the highest adjacent grade to the structure, one foot or more above the depth number specified in feet on the community's FIRM (at least two feet above the highest adjacent grade to the structure if no depth number is specified).
2. New construction and substantial improvements of nonresidential structures within AO zones must either:
 - a. Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, one foot or more above the depth number specified on the FIRM (at least two feet if no depth number is specified); or
 - b. Together with attendant utility and sanitary facilities, be completely floodproofed to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. If this method is used, compliance must be certified by a registered professional engineer, or architect.
3. Require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures.
4. Recreational vehicles placed on sites within AO zones on the community's FIRM either:
 - a. Be on the site for fewer than 180 consecutive days;
 - b. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - c. Meet the requirements of subsections (1) and (3) above and the anchoring requirements for manufactured homes (OMC 16.70.050(A)(1)(b)).

I. Standards for Coastal High Hazard Areas (V Zones). Located within areas of special flood hazard established as Coastal High Hazard Areas, designated as zones V1-30, VE, and/or V. These areas have special flood hazards associated with high velocity waters from surges and, therefore, in addition to meeting all provisions in this ordinance, the following provisions also apply:

1. All new construction and substantial improvements in zones V1-30 and VE (V if base flood elevation data is available) on the community's FIRM must be elevated on pilings and columns so that:

a. Elevation:

i. Residential Buildings. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated one foot or more above the base flood level;

ii. Nonresidential buildings. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated one foot or more above the base flood level or meets the elevation requirements of ASCE 24, whichever is higher; and

iii. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values must each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).

A registered professional engineer or architect must develop or review the structural design, specifications, and plans for the construction, and must certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of subsections (1)(a)(i) and (2)(a)(ii).

2. The elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in zones V1-30, VE, and V on the community's FIRM and whether or not such structures contain a basement, must be provided to the Floodplain Administrator, who shall maintain a record of all such information.

3. All new construction within zones V1-30, VE, and V on the community's FIRM must be located landward of the reach of mean high tide.

4. All new construction and substantial improvements within zones V1-30, VE, and V on the community's FIRM must have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purposes of this section, a breakaway wall must have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the design proposed meets the following conditions:

a. Breakaway wall collapse must result from water load less than that which would occur during the base flood; and

b. The elevated portion of the building and supporting foundation system must not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). Maximum wind and water loading values to be used in this determination must each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).

If breakaway walls are utilized, such enclosed space must be useable solely for parking of vehicles, building access, or storage. Such space may not be used for human habitation.

5. The use of fill for structural support of buildings within zones V1-30, VE, and V on the community's FIRM is prohibited.
6. Man-made alteration of sand dunes within zones V1-30, VE, and V on the community's FIRM which would increase potential flood damage is prohibited.
7. All manufactured homes to be placed or substantially improved within zones V1-30, V, and VE on the community's FIRM on sites:
 - a. Outside of a manufactured home park or subdivision;
 - b. In a new manufactured home park or subdivision;
 - c. In an expansion to an existing manufactured home park or subdivision; or
 - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood;

must meet the standards of paragraphs (1) through (6) of this section and manufactured homes placed or substantially improved on other sites in an existing manufactured home park or subdivision within zones V1-30, V, and VE on the FIRM must meet the requirements of OMC 16.70.050(B)(3).

8. Recreational vehicles placed on sites within V or VE zones on the community's FIRM must either:
 - a. Be on the site for fewer than 180 consecutive days;
 - b. Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
 - c. Meet the requirements of subsections (1) and (3) above and the anchoring requirements for manufactured homes, OMC 16.70.050(A)(1)(b).

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. This Ordinance is for the preservation of public peace, health, safety, and welfare and takes immediate effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance Amending Olympia Municipal Code Chapters 4.70 and 10.16 Relating to Residential Parking

Agenda Date: 9/14/2021
Agenda Item Number: 4.J
File Number:21-0854

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapters 4.70 and 10.16 Relating to Residential Parking

Recommended Action

Committee Recommendation:

The Land Use & Environment Committee reviewed the proposed changes on August 19, 2021 and recommend approval.

City Manager Recommendation:

Move to approve on first reading and forward to second reading the Ordinance Amending Olympia Municipal Code Chapters 10.16 and 4.70 Relating to Residential Parking

Report

Issue:

Whether to amend Olympia Municipal Code Chapters 4.70 and 10.16, updating parking fees and requirements.

Staff Contact:

Max DeJarnatt, Program Analyst, Community Planning & Development, 360.570.3723

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Following adoption of the Downtown Parking Strategy, staff worked with the South Capital neighborhood during 2019 to develop a separate strategy to address the specific parking concerns of that neighborhood.

The consensus-based recommendations were presented to representatives from City staff, Council, the State Legislature, and Department of Enterprise Services at their annual 'Triad' meeting (attached). These recommendations were recommended for council consideration by the Land Use and Environment Committee (LUEC) in June of 2020.

A table outlining the proposed changes is attached. Recommended City-related actions in the agreement include:

- Renaming parking zones to emphasize the neighborhood, as opposed to the Capitol Campus
- Addition of metered parking at specific areas abutting the South Capital Neighborhood
- Parking citation increases
- Redefine the parking zone boundaries consistent with the map (attached)
- Residential permit fees should be raised to \$25 each for the first two vehicles, and \$35 for the third, with no provision for additional vehicles.
- A low-income discount

Due to parking enforcement transitioning to a new software program, staff opted to move these recommendations forward in two phases. The first phase (zone renaming, metered parking, limiting number of vehicles from four to three, and citation increases), was presented to LUEC on June 18, 2020 and passed by City Council on November 2, 2020.

Staff reported to LUEC on the second and final phase (fee increases, zone boundary changes, and discounts for low-income residents) August 19, 2021. The low-income discount recommended by the neighborhood will be applied throughout downtown to all restricted parking zones (1-8).

In addition, staff are recommending house-keeping amendments to chapter 10.16 to improve consistency. See attached table for detail on each of the revisions.

Neighborhood/Community Interests (if known):

The City worked closely with representatives from the South Capitol Neighborhood. Parking strain associated with the Capitol Campus visitor parking has been a perennial issue for that neighborhood.

Options:

1. Approve the Ordinance Relating to Residential Parking and Amending OMC Chapters 4.70 and 10.16 on first reading and forward to second reading.
2. Direct staff to modify the Ordinance based on Council feedback.
3. Do not approve the ordinance.

Financial Impact:

Residential Permit fee increases will lead to an estimated additional \$6,500 in revenue, however at this time it is not yet known what impact the 50% low-income discount will have.

Attachments:

Ordinance

Amendment Detail Table

South Capital Committee Report

Zone Map

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATED TO RESIDENTIAL PARKING AND AMENDING OLYMPIA MUNICIPAL CODE CHAPTERS 4.70 AND 10.16

WHEREAS, the Olympia Downtown Strategy was adopted in April 2017, and identified public priorities and realistic, impactful actions to move forward the vision of the Olympia Comprehensive Plan and goals for Downtown Olympia, fostering a rich diversity of downtown places and spaces that will attract and support people who live, work, and play in Downtown Olympia; and

WHEREAS, in April 2019, the City of Olympia adopted a Downtown Olympia Parking Strategy for the years 2019-2029 with the intent of supporting the Downtown Strategy by ensuring residents have safe, predictable parking; and

WHEREAS, City staff, alongside representatives of the South Capitol Neighborhood and the Washington State Department of Enterprise Services, developed through a facilitated, consensus-based process a plan to mitigate impacts of State Capitol visitor parking to the South Capitol Historic Neighborhood (the Plan); and

WHEREAS, the Plan was presented to members of the South Capitol Neighborhood Association, local State Legislators, DOE, and the City Council in December 2019; and

WHEREAS, staff has proposed amendments to Olympia Municipal Code Chapter 10.16 (the Parking Code) and Chapter 4.70 (the Fees Code), which support the City's goals, strategies, and implementation timelines for parking in Downtown Olympia and surrounding neighborhoods; and

WHEREAS, changes to the Parking Code will also enable Community Planning and Development Parking Services staff to more effectively manage parking in and around downtown, including adjacent neighborhoods; and

WHEREAS, approximately 47% of Olympians are considered to be of low income, and offering a residential parking permit discount is intended to offer some relief to these households; and

WHEREAS, this Ordinance is supported by the staff report and accompanying materials concerning the Ordinance, along with documents on file with the City;

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

Section 1. Amendment of OMC 4.70. Olympia Municipal Code Chapter 4.70 is hereby amended to read as follows:

**Chapter 4.70
RESIDENTIAL PARKING FEES**

4.70.000 Chapter Contents

Sections:

4.70.010 Residential parking fees.

4.70.020 Residential parking fee discounts – Low income.

4.70.010 Residential parking fees

Vehicle registration fees for the Residential Parking Program described in OMC 10.16.055 are set for each zone as follows:

- A. ~~Ten-Twenty-Five and no/100 dollars (\$10.00-25.00)~~ per year, per vehicle up to two (2) vehicles registered in the program for Zones 1, 2, and 3. A third vehicle may be registered in the program for Thirty-Five and no/100 dollars (\$35.00) per year.
- B. Sixty and no/100 dollars (\$60.00) per year, per vehicle registered in the program for Zones 4, 5, 6, 7, and 8.

4.70.020 Residential parking fee discounts – Low income

- A. A fifty percent (50%) discount in any residential parking permit rate set forth in this chapter will be granted for any approved low-income permit application.
- B. The Director of Community Planning and Development or their designee is authorized to establish reasonable rules and regulations to implement this section.

Section 2. Amendment of OMC 10.16. Olympia Municipal Code Chapter 10.16 is hereby amended to read as follows:

Chapter 10.16 STOPPING, STANDING AND PARKING

10.16.000 Chapter Contents

Sections:

- 10.16.010 Applicability.
- 10.16.020 Parking prohibited at all times on certain streets -- Penalty for violation.
- 10.16.030 Recreational vehicle parking on ~~city~~City streets over 24 hours or between the hours of 3:00 a.m. and 6:00 a.m. prohibited without permit -- Penalty for violation.
- 10.16.050 Parking time limitations -- When applicable.
- 10.16.055 Residential Parking Program Established – Penalty for violation.
- 10.16.060 Parking adjacent to schools.
- 10.16.070 Free parking zones.
- 10.16.080 Free parking limits -- Penalty for Violation.
- 10.16.090 Free parking zones -- Sign posting.
- 10.16.100 Overtime parking prohibited in metered areas -- Penalty for Violation.
- 10.16.110 Parking of motorcycles, motor-driven cycles and mopeds within metered parking spaces.
- 10.16.120 Tampering with parking enforcement process is a violation.
- 10.16.130 Device regulated parking – Metered parking -- No parking when payment has expired.
- 10.16.140 City parking lots -- Regulations.
- 10.16.150 City parking lots and metered parking -- Fee schedules.
- 10.16.160 City Parking Lots -- Violations -- Penalties.
- 10.16.210 Prohibited parking.
- 10.16.220 General parking prohibitions.
- 10.16.230 Limitations to free on-street Parking for those with disability placards.
- 10.16.240 Vanpools -- Definition.
- 10.16.250 Vanpool -- Parking limitation exemptions.
- 10.16.260 Vanpools -- Permits.
- 10.16.270 Delinquent Penalties.
- 10.16.280 Parking Services' Scofflaw List.

- 10.16.290 Immobilization.
- 10.16.300 Impoundment.
- 10.16.310 Downtown Carpool Parking Program.
- 10.16.320 Parking unregistered or unlicensed vehicles on ROW or other City property.

10.16.010 Applicability

The provisions of this chapter prohibiting the standing or parking of a vehicle shall apply at all times or those times specified in this chapter or as indicated on official signs except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic-control device.

10.16.020 Parking prohibited at all times on certain streets -- Penalty for violation

- A. When signs are erected giving notice thereof, no person shall stop, stand or park a vehicle at any time upon streets so posted. Such areas shall be so designated after an engineering analysis is conducted by the City of Olympia and deemed necessary.
- B. Penalties for Violation. Vehicles found in violation of this section, shall incur an infraction of seventy-five and no/100 dollars (\$75.00). A second infraction, after one (1) hour has passed without the vehicle being moved, shall constitute a second restricted parking fine, and a third infraction, after one (1) hour has passed without the vehicle being moved, shall constitute a third restricted parking fine.
- C. A vehicle that has received three (3) consecutive restricted citations and is deemed a hazard to motorists or pedestrians is subject to impound pursuant to OMC 10.16.300.A.7.

10.16.030 Recreational vehicle parking on ~~city~~City streets over 24 hours or between the hours of 3:00 a.m. and 6:00 a.m. prohibited without permit -- Penalty for violation

- A. No parking of recreational vehicles on ~~city~~City streets over 24 hours or between the hours of 3:00 a.m. and 6:00 a.m. Notwithstanding any other provision of the Olympia Municipal Code (OMC), no recreational vehicle may park on any ~~city~~City street longer than 24 hours or between the hours of 3:00 a.m. and 6:00 a.m. including holidays and weekends, without a City of Olympia Parking Services issued permit affixed to the front window of the recreational vehicle in a place clearly visible from the outside of the vehicle. Parking the vehicle in another location within the ~~city~~City within the 24 hour period on a ~~city~~City street is a violation of this section.
- B. Definitions.
 - 1. Recreational Vehicle: For purposes of this chapter, "Recreational Vehicle" (RV) means a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, motor homes, and conversion vans.
 - 2. Adjacent: For purposes of this chapter, "Adjacent" means in the right-of-way typically used for vehicular parking, on the same side of the street as the residence for which the permit has been issued, in front of or to the side of that residence but within the lot lines of the residence as if the lot lines of the residence extended into the right-of-way.
- C. Permit Application and Criteria. To obtain a temporary permit allowing an RV to park in a designated location for up to seven (7) business days within a quarter, the registered owner or operator of the RV must apply to the Parking Services Department of the City of Olympia and meet one of the following criteria for approval:
 - 1. The registered owner or operator of the RV must be a resident with a current physical address within the ~~city~~City of Olympia and the RV must park adjacent to that residence; or

2. The registered owner or operator of the RV must be the visitor of a resident with a current physical address within the ~~city~~City of Olympia and the RV must park adjacent to that residence; or
3. The registered owner or operator of the recreational vehicle is participating as a vendor or sponsor of a Special Event for which a special event permit has been obtained from the City.

D. Validity of Permits. Permits are valid for up to seven (7) business days per vehicle per quarter. Permits are valid only for the dates authorized on the permit and only for the location indicated on the permit. Those who meet the qualifying criteria under (C)(1) or (C)(2) are required to park adjacent to the lot of the sponsoring ~~city~~City of Olympia resident or the permit is invalid. If there is limited or no parking adjacent to the sponsoring resident, Parking Services shall designate an appropriate location nearby and indicate such location on the permit.

E. Penalty for Violation. Penalty for violation is an infraction of seventy-five and no/100 dollars (\$75.00). After three citations for violation of this section, the vehicle may be impounded as provided for in OMC 10.16.300.

10.16.050 Parking time limitations -- When applicable

Except as provided in OMC 10.16.030, parking time limitations on ~~city~~City streets and zones shall apply during the hours of eight (8:00) a.m. to five (5:00) p.m. but shall not apply on Saturdays or Sundays or those public holidays enumerated in RCW 1.16.050.

10.16.055 Residential Parking Program Established – Penalty for violation

A. There are established residential parking zones within the ~~city~~City, which zones ~~shall be~~are described as follows:

1. Zone 1 - South Capitol Neighborhood Parking Zone 1: ~~Area bounded by Interstate 5 on the south and the east, by and including Sylvester Street on the west, and by and including 14th Avenue on the north except the areas described in Subsection 2 and 3 below, described as the South Capitol Neighborhood Parking Zones 2 and 3. Area extending from, and including, Maple Park Avenue/16th Avenue SE to, and including, 21st Avenue SE, and from Interstate 5 to the east side of Capitol Way.~~
2. Zone 2 - South Capitol Neighborhood Parking Zone 2: ~~Area bounded by 14th Avenue on the north, Capitol Way on the east to mid block between 17th Avenue and 18th Avenue, between the southern end of Sylvester Street and Capitol Way to the south. Area extending from, and including, 15th Avenue SW to, and including, 17th Avenue SW, and from the center line of Capitol Way to the shoreline of Capitol Lake; also including the 1400 block of SW Columbia Street, the 1700 block of SW Sylvester Street, the 1700 block of SW Water Street, and the 1700 block of the west side of Capitol Way.~~
3. Zone 3 - South Capitol Neighborhood Parking Zone 3: ~~Area bounded by mid block between 17th Avenue and 18th Avenue, south of the partial alley on the east, to and including 20th Avenue on the south, Capitol Way on the east, and Capitol Lake on the west. Area extending from, and including, 18th Avenue SW to, and including, 24th Avenue SW, and from the center line of Capitol Way to the shoreline of Capitol Lake.~~
4. Zone 4 - East Jefferson Neighborhood: Area bounded by, but not including, Jefferson Street on the west, the Burlington Northern Railroad on the east, by, but not including, Union Avenue on the north, and bounded on the south by the access road to Interstate 5.
5. Zone 5 - Union Avenue Neighborhood: Area bounded by and including 8th Avenue on the north, by and including, 11th Avenue between Capitol Lake and Jefferson Street on the west and on Union Avenue between Jefferson Street and Plum Street on the south, and by Plum Street on the east.

6. Zone 6 - East Plum Street Area: Area bounded by and including Plum Street on the west and by, but not including, Eastside Street on the east, and by and including State Avenue on the north and by and including 8th Avenue on the south.

7. Zone 7 - Downtown Neighborhood: Area bounded by Capitol Lake/Budd Inlet on the west, by and including Market Street on the north, by, but not including, Plum Street on the east, and by, but not including, 8th Avenue on the south.

8. Zone 8 - Marina Residents: Area bounded by and including Market Street on the north, Budd Inlet on the west, by and including "B" Avenue on the south, and by and including Washington Street on the east.

B. There are established criteria to participate in the Residential Parking Program as set forth below:

1. A resident is any person(s) who establishes that the person(s) resides in the applicable residential parking zone and that the person(s)' residence is adjacent to a timed or meter parking area.
2. Exemption for vehicles is valid only for so long as the person named therein remains the registered owner of the vehicle and so long as that person remains a resident of or visitor to the applicable resident parking zone.
3. No vehicle will be registered until such time as all Olympia parking citations issued to the individual applying for residency are paid in full.

Fees for residential parking are as set forth in OMC Chapter 4.70.

4. Vehicle limits for each zone are as follows:

- a. Residents in Zones 1, 2, and 3 may register up to a maximum of three vehicles per household (address) regardless of the number of licensed drivers (residents).
- b. Residents in Zone 4 may register up to a maximum of four vehicles per household (address) regardless of the number of licensed drivers (residents).
- c. Residents in Zones 5, 6, 7 and 8 may register one vehicle per licensed driver (resident), up to a maximum of four per household (address).
- d. The Parking Services Supervisor is authorized to make allowances for special circumstances or hardship cases in regards to vehicle limits for all zones.

5. Any and all citations issued to the applicant must be paid in full before residential program registration may be issued.

C. There are established certain requirements and registration documentation to participate in the Residential Parking Program as set forth below:

A resident of one of the zones established herein may apply to the Community Planning and Development Department, Parking Services, for exemption of up to four qualified vehicles. The following must be met and the required documentation must be provided to qualify for an exemption. If a Homeowner, Resident, or Agent does not comply with any of the conditions set forth in the required sworn statements in either subsection C(4)(a) or C(5)(a) below, all residents residing at the applicable address will be removed from the residential parking program until such time that the Parking Services Supervisor determines that the conditions and requirements stated herein have been met.

1. Proof of Residency for Renters: Residency must be proven for the applicable address by showing the following documents:
 - a. Current official mail (such as a utility bill for the applicable address or bank statement); and

- b. Either a current residential lease (valid rental agreement) or a notarized statement from the applicable homeowner or landlord verifying that the applicant is residing at the applied for address.
 2. Proof of Residency for Homeowners: Residency must be proven for the applicable address by showing current official mail and vehicle registration with matching applicable address.
 3. Vehicle Registration Requirements: Residents shall provide all of the documents listed below:
 - a. Current vehicle registration that is registered to the same address or to the same last name;
 - b. Proof of vehicle insurance; and
 - c. A valid driver's license.
 4. Home-based Business Affidavit: All residents in all zones shall sign a sworn statement that the following is true and correct:
 - a. All home occupation permits and licenses have been obtained and are current for home business occupations occurring at the address for which the parking permit is requested.
 - b. The resident applying for the parking permit resides either full or part-time at the address for which they are applying.
 5. Off-street Parking Affidavit: All homeowners or agents of residences in Zones 1, 2 and 3 shall sign a sworn statement that the following is true and correct:
 - a. That any existing on-site parking, at the address for which the parking permit is being requested, is not leased or reserved for any person(s) not residing at said address.
 6. The Director of the Community Planning and Development Department has the authority to establish an annual residential permit renewal system.
- D. There are established residential program guideline requirements within the City, as follows:
 1. No boats, trailers, campers, recreational vehicles, or buses will be permitted in the Residential Parking Program.
 2. No vehicles which exceed the size of a parking stall will be permitted in the Residential Parking Program.
 3. The registered vehicle must be moved at least once every five (5) days.
 - a. Penalty for Violation. A showing that a vehicle with valid Residential Parking Program registration was found parked in that vehicle's registered residential parking zone without moving for five (5) days constitutes prima facie evidence that the vehicle has been parked in violation of this section.
 - b. A first infraction constitutes overtime parking and results in a penalty of ~~twenty and no/100 dollars (\$20.00)~~ as provided in OMC 10.16.080. If a vehicle is found, pursuant to Section 10.16.055.D.3, parked in the same location 24 hours later, this constitutes a chain parking violation and results in a penalty of ~~forty and no/100 dollars (\$40.00)~~ as provided in OMC 10.16.080. After three citations for violation of this section, the vehicle may be impounded as provided for in OMC 10.16.300.
 4. Vehicles must be currently registered and operable throughout the course of their residency.
 5. Residents may thereafter park any vehicle that is registered in the Residential Parking Program in any legal on-street parking space within their zones as described below:

- a. Zone 1 - South Capitol Neighborhood Zone 1: 1- and 2-hour timed, and 3-hour metered parking spaces.
 - b. Zone 2 - South Capitol Neighborhood Zone 2: 1-hour timed and 2-hour metered parking spaces.
 - c. Zone 3 - South Capitol Neighborhood Zone 3: 1- and 2-hour parking spaces.
 - d. Zone 4 - East Jefferson Neighborhood: 2-hour parking spaces and 9-hour meters.
 - e. Zone 5 - Union Avenue Neighborhood: 2-hour parking spaces and 9-hour meters.
 - f. Zone 6 - East Plum Street Area: 90-minute parking spaces and 9-hour meters.
 - g. Zone 7 - Downtown Neighborhood: 9-hour meters.
 - h. Zone 8 - Marina Residents: 9-hour meters.
6. Failure to comply with these requirements may result in removal from the Residential Parking Program.
- E. There are established guidelines for visitor(s) of residents as follows:
- 1. All residents in Zone 1 who participate in the Residential Parking Program may apply for an exemption for their visitor's vehicle.
 - a. Visitor exemptions will only be issued for guests of people residing at the household (address). Exemptions are valid only for so long as the visitor remains a visitor to the applicable resident parking zone, not to exceed ten (10) business days.
 - b. Visitor exemptions are unlimited.
 - c. Parking Services must be notified of the resident's name and the visitor's vehicle information (including license plate, vehicle make, model, color, and location) for each visitor exemption.
 - 2. All residents in Zones 2 and 3 who participate in the Residential Parking Program may apply for an exemption for their visitor's vehicle.
 - a. Visitor exemptions will only be issued for guests of people residing at the household (address). Exemptions are valid only for so long as the visitor remains a visitor to the applicable resident parking zone, not to exceed ten (10) business days.
 - b. Visitor exemptions will be limited to two vehicles per month January 1 through April 30.
 - c. Visitor exemptions May 1 through December 31 are unlimited.
 - d. Parking Services must be notified of the resident's name and the visitor's vehicle information (including license plate, vehicle make, model, color, and location) for each visitor exemption.
 - 3. All residents in Zones 4, 5, 6, 7 and 8 who participate in the Residential Parking Program may apply for an exemption for their visitor's vehicle.
 - a. Visitor exemptions will only be issued for guests of people residing at the household (address). Exemptions are valid only for so long as the visitor remains a visitor to the applicable resident parking zone, not to exceed ten (10) business days.
 - b. Parking Services must be notified of the resident's name and the visitor's vehicle information (including license plate, vehicle make, model, color, and location) for each visitor exemption.

4. The Parking Services Supervisor may authorize an extension on the exemption period on visitor permits for licensed caregivers of disabled residents.

F. There are established enforcement procedures as follows:

1. The Director of Community Planning and Development or their designee shall establish methods and procedures to implement the provisions of this section. The methods and procedures must be designed to provide parking time limit exemptions to residents of the streets named above in an efficient and equitable manner in accordance with all applicable laws.

2. No person may stop, stand, or park any vehicle on the streets within any of the residential parking zones created by this chapter for a consecutive period of more than one hour, or as indicated for a particular street in OMC 10.16.050, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except recognized holidays, and except as may be provided for resident and visitor parking set forth by this chapter.

10.16.060 Parking adjacent to schools

A. The City of Olympia is authorized to erect signs indicating no parking upon that side of any street adjacent to any school property when such parking would interfere with traffic or create a hazardous situation.

B. When official signs are erected indicating no parking upon the side of a street adjacent to any school property, no person shall park a vehicle in any such designated place.

10.16.070 Free parking zones

A. The City Manager is authorized to designate within Olympia two (2) hour, one (1) hour, and 90-minute free parking zones. Signs shall be erected to designate these zones.

B. During a single business day, a vehicle may be parked in the free parking zone for up to the maximum time posted in any one zone.

C. Fifteen-minute meters may be installed where deemed necessary in the downtown area, to accommodate short-term parking needs of customers. No more than two (2) fifteen-minute meters will be installed on any block face.

10.16.080 Free parking limits -- Penalty for Violation

A. No person may park any vehicle on streets or within zones designated as timed parking for a consecutive period of more than the indicated limits set forth pursuant to OMC 10.16.050, or otherwise in this chapter.

B. A showing that a vehicle was found parked in any on-street parking spaces within any one residential parking zone for more than the allotted time, constitutes prima facie evidence that the vehicle has been parked in violation of this section. It is no defense that the vehicle has been moved from one parking space to another within the parking zone if the vehicle remains in the zone at the end of the applicable time limit.

C. A first infraction in Residential Zones 4, 5, 6, 7, or 8 constitutes overtime parking and results in a penalty of twenty and no/100 dollars (\$20.00). If a vehicle is found, pursuant to OMC 10.16.055 through 10.16.110, parked within the areas designated herein for a second or subsequent consecutive timed period, same constitutes chain parking and results in a penalty of forty and no/100 dollars (\$40.00).

D. A first infraction in Residential Zones 1, 2, or 3 constitutes overtime parking and results in a penalty of twenty-five and no/100 dollars (\$25.00). If a vehicle is found, pursuant to Sections 10.16.055 through 10.16.110, parked within the areas designated herein for a second or subsequent consecutive timed period, same constitutes chain parking and results in a penalty of fifty and no/100 dollars (\$50.00).

E. When a vehicle is found parked within Residential Zone 2 designated pursuant to OMC 10.16.055.A.2 for a second, third or fourth subsequent consecutive timed period, each occurrence constitutes an additional chain

parking violation and results in an additional penalty of fifty and no/100 dollars (\$50.00) for each of the second, third or fourth subsequent chain parking violations.

10.16.090 Free parking zones -- Sign posting

Appropriate signs shall be erected in established timed parking zones to reasonably inform the public of parking regulations enacted herein. Neither failure of a person to observe any sign nor the nonexistence of a sign in a particular location shall be a defense to any violation of OMC 10.16.020 through 10.16.110.

10.16.100 Overtime parking prohibited in metered areas -- Penalty for Violation

A. No person shall park a vehicle in any metered space for a consecutive period of time longer than the time permitted for that metered zone in which such parking meter is located, irrespective of the number or amounts of the coins deposited or time purchased in such meter.

B. A first infraction of this section shall constitute an expired meter violation if the meter is unpaid, or an overtime violation if the meter is paid, and result in a penalty of twenty dollars (\$20.00). If the first infraction is an expired meter violation, a second infraction, without the vehicle being moved, shall constitute an overtime parking violation and result in a penalty of twenty dollars (\$20.00), and a third infraction shall constitute a chain parking violation and result in a penalty of forty dollars (\$40.00). If the first infraction is an overtime violation, a second infraction, without the vehicle being moved, shall constitute a chain parking violation, which shall result in a penalty of forty dollars (\$40.00).

10.16.110 Parking of motorcycles, motor-driven cycles and mopeds within metered parking spaces

A. Notwithstanding any provisions of the Model Traffic Ordinance as adopted in this title or any other provisions of this chapter, more than one (1) motorcycle, as defined in RCW 46.04.332 and/or moped, as defined in RCW 46.04.304, may be parked within a single metered parking space within the ~~city~~City so long as the meter is not allowed to expire and subject to the following additional provisions:

1. That no more than three (3) motorcycles, motor driven cycles and/or mopeds be allowed within a single metered parking space and that same are parked so as not to unreasonably interfere with other such vehicles; and
2. That the vehicles be parked at an angle with the rear tire touching the curb and in a manner so as not to interfere with traffic; and
3. That any violation would result in a citation being given to all the vehicles then parked; and
4. That each vehicle must comply with the relevant time limit established for that parking metered space.

B. In all other regards, the vehicles must comply with all other appropriate traffic and/or parking regulations.

C. No vehicles other than motorcycles, motor driven cycles and mopeds shall park in a parking stall designated and signed as motorcycle parking only.

D. Penalties for violation. Vehicles found in violation of this section shall incur an infraction of forty and no/100 dollars (\$40.00).

10.16.120 Tampering with parking enforcement process is a violation

A. It shall be a violation of this chapter for a person to erase chalk marks placed on tires of vehicles by enforcement officers of the ~~city~~City to enforce the provisions of this chapter or to tamper with any other enforcement process implemented by the officials, with the intent of circumventing that enforcement process or the provisions of this chapter.

- B. No unauthorized person shall remove a meter hood that has been installed by a representative of the City of Olympia Parking Services.
- C. No person shall move a sign that has been placed by a representative of the City of Olympia Parking Services.
- D. The penalty for violation of this section shall be forty and no/100 dollars (\$40.00).
- E. No person other than the Director of Community Planning and Development or their designee shall remove the immobilization device described in OMC Section 10.16.290, Immobilization, from any vehicle on which it has been installed.
- F. No person shall move any vehicle after it has been immobilized but before the immobilization device has been removed by the Director of Community Planning and Development or their designee.
- G. In any prosecution for violation of this section, upon proof that the defendant owned the vehicle at the time the immobilization device was installed and that the immobilization device was removed or the vehicle moved before the vehicle was removed from the scofflaw list, it shall be a rebuttable presumption that the accused removed the immobilization device or moved the vehicle or aided, abetted, or advised the person who did so.
- H. Making unauthorized photocopies or replicas of parking permits is a violation of this section.

10.16.130 Device regulated parking – Metered parking -- No parking when payment has expired

- A. No person shall leave their vehicle in a space that requires payment past the time for which their payment has expired.
- B. The Director of Community Planning and Development or their designee is hereby authorized to sell nine-hour parking meter permits for use in designated nine-hour parking spaces. The permit fee and its duration shall be set by the Director of Community Planning and Development or their designee and filed with the City Clerk.
- C. Any violation of this section relating to parking meters shall constitute an infraction pursuant to OMC 10.24.050 and shall result in a penalty of twenty and no/100 dollars (\$20.00).

10.16.140 City parking lots – Regulations

- A. When signs are erected giving notice thereof, no person shall stop, stand or park a vehicle within any ~~city~~City-maintained parking lots for a period of time longer than indicated, contrary to any restrictions or without paying the applicable parking fee established pursuant to OMC 10.16.140 through OMC 10.16.150.
- B. Senior permit must be displayed and visible in windshield for parking in The Olympia Center on-site lot.
- C. City parking lots may only be used for parking, unless an activity is expressly authorized by a City-issued permit, lease, or unless the activity is conducted by the City. A ~~city~~City-issued permit includes but is not limited to a right of way obstruction permit under OMC 12.24.100, a temporary use permit under OMC 18.06.060.Z or a festival event permit under OMC 12.72.030.
- D. The penalties for violation of this section shall be the penalties as set forth in OMC 12.24.160(B).

10.16.150 City parking lots and metered parking -- Fee schedules

The Director of Community Planning and Development or their designee is authorized to establish and post a fee schedule, where applicable, for ~~city~~City-owned and/or managed parking lots and for metered parking to implement the above parking regulations by the installation of appropriate signs and/or collection devices. The Director of Community Planning and Development or their designee shall file the fee schedule with the City Clerk.

10.16.160 City Parking Lots -- Violations – Penalties

- A. Failure to pay fees in hourly/daily municipal lots pursuant to OMC 10.16.140 and 10.16.150 shall constitute a parking infraction and shall result in an overtime penalty of twenty and no/100 dollars (\$20.00). Stopping, standing, or parking a vehicle for a second or subsequent time period shall result in a chain parking violation and an infraction penalty of forty dollars (\$40.00) will be issued.
- B. It shall be no defense that a vehicle has been moved from one parking space to another within the parking lot if the vehicle remains in the lot at the end of the applicable time limit.
- C. Leased Lots. Stopping, standing, or parking a vehicle without a valid permit shall result in an infraction penalty of forty dollars (\$40.00).
- D. Towing of Vehicles from Municipal Lots – Non-Permit Holders. Vehicles without a valid, applicable leased lot permit parked in ~~city~~City-owned lots for a period of forty-eight (48) hours shall be towed upon direction of the Director of Community Planning and Development or their designee.
- E. Overnight Camping. Overnight camping in ~~city~~City-owned or ~~city~~City-maintained lots is prohibited.
- F. Moving Requirement for Permit Holders. Vehicles with a valid, applicable leased lot permit must move the vehicle every forty-eight (48) hours within the lot or be subject to an infraction penalty of forty dollars (\$40.00). Not moving a vehicle for a second or subsequent forty-eight (48) hour time period ~~shall result~~ in a chain parking violation and an infraction of forty dollars (\$40.00). ~~After three citations for violation of this section within a five (5) day period, the vehicle may be impounded as provided for in OMC 10.16.300. After two (2) citations for violation of this section within a seven (7) day period, the vehicle may be impounded as provided in OMC 10.16.300.~~

10.16.210 Prohibited parking

- A. Vehicles must park within pavement markings which indicate parking stalls.
- B. In areas that are posted, "BACK IN PARKING ONLY," vehicles must back into the parking stall.
- C. Parking non-~~city~~City vehicles is prohibited in areas designated and signed for ~~city~~City vehicles only.
- D. Vehicles found in violation of this section shall incur an infraction of twenty dollars (\$20.00).

10.16.220 General parking prohibitions

- A. No person shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device, in any of the following places:
 - 1. On a sidewalk or planting strip;
 - 2. In front of a public or private driveway or within five (5) feet of the curb radius leading thereto, except in the parking meter zone or elsewhere where official parking meters, signs or pavement markings designate a parking space nearer a driveway;
 - 3. Within an intersection;
 - 4. Within six hundred (600) feet of any place in the ~~city~~City where a fire is in progress;
 - 5. On a crosswalk;
 - 6. Within thirty (30) feet upon the approach to any flashing beacon, stop sign, or traffic control signal located at the side of a roadway, except in the parking meter zone or elsewhere where official parking meters, signs, or pavement markings designate a parking space nearer such beacon, sign or signal;

7. Within thirty (30) feet of the nearest rail of a railroad crossing;
8. Within fifty (50) feet of the driveway entrance to any fire or police station or on the side of a street opposite the entrance to any fire station within seventy-five (75) feet of said entrance when proper signs are posted;
9. Within twenty (20) feet of a crosswalk at an intersection except in the parking meter zone or elsewhere where official parking meters, signs or pavement markings designate a parking space nearer a crosswalk;
10. Alongside or opposite any street excavation or obstruction when such stopping, standing, or parking would obstruct traffic;
11. On the roadway side of any vehicle stopped or parked at the edge or curb of a street (double parking);
12. Upon any bridge or other elevated structure upon a highway, or within a highway tunnel or underpass;
13. At any place where official signs prohibit stopping;
14. Within fifteen (15) feet of any fire hydrant;
15. On any street in such manner as to block or interfere with the free use of the street, or any alley or driveway;
16. Within thirty (30) feet of a posted bus stop sign;
17. In any marked or designated bus zone;
18. Along one side of a street or highway in a direction opposite to the traffic flow (facing the wrong direction);
19. Alongside yellow curb or yellow stripe;
20. Within or blocking any alley; or
21. In a parking meter space that has been reserve hooded for construction or other special circumstances.

B. Penalties for Violation. Vehicles found in violation of this section shall incur an infraction of seventy-five and no/100 dollars (\$75.00). A second infraction, without the vehicle being moved for a period of one (1) hour, shall constitute a second restricted parking penalty of seventy-five and no/100 dollars (\$75.00), and a third infraction, without the vehicle being moved for a period of one (1) hour, shall constitute a third restricted parking penalty of seventy-five and no/100 dollars (\$75.00).

C. Pursuant to OMC 10.16.300 Section A. 7, a vehicle that has received three (3) consecutive citations and has been deemed a hazard to motorists or pedestrians shall be impounded.

D. Pursuant to OMC 10.16.300 Section A. 8, a vehicle that has occupied a parking space for ~~twenty-four (24)~~ twelve (12) hours after the meter has been hooded or the space has been barricaded shall be impounded.

10.16.230 Limitations to free on-street Parking for those with disability placards

A. Those vehicles displaying a special parking placard or special license plate issued for disabled parking pursuant to Chapter 46.19 RCW may park free in any non-reserved, on street pay parking space for a maximum of four hours, where the four hour time limit is posted.

B. The time limit shall not apply to on street parking signed with the symbol designating that space for disabled parking only.

C. Penalty for this violation shall be covered under OMC 10.16.080.C and OMC 10.16.100.B.

10.16.240 Vanpools – Definition

For purposes of OMC 10.16.240 through 10.16.260, the term "vanpool" shall mean a ride-sharing vehicle as defined in RCW 46.74.010, to wit: A passenger motor vehicle with a seating capacity not exceeding fifteen persons including the driver while being used for commuter ride sharing or for ride-sharing for the elderly and the handicapped. Definitions of other terms set forth in RCW Chapter 46.74 are also incorporated in this section by reference as though fully set forth.

10.16.250 Vanpool -- Parking limitation exemptions

With a proper permit issued pursuant to this chapter, vanpools, while being used in the manner described in RCW 46.74, shall be exempt from the following:

- A. Payment at any nine hour parking meter located in the downtown area;
- B. Compliance with parking time limitations established in residential areas.

10.16.260 Vanpools – Permits

The Director of Community Planning and Development or their designee is instructed to establish rules and regulations for the issuance of parking exemption permits for vanpools operating in accord with RCW 46.74 and this chapter. Parking exemption rules may include time limitations for permits.

10.16.270 Delinquent Penalties

Any penalty imposed for a violation of any section in this chapter (including any sections of State law adopted by reference) that remains unpaid to the Olympia Municipal Court or a payment schedule therefor is not arranged through the Olympia Municipal Court within fifteen (15) days of being assessed are subject to increase and/or additional penalties as follows:

- A. The penalty for failure to respond to a notice of traffic infraction related to parking shall be the amount of the infraction automatically increased by 100%, not to exceed a maximum of twenty-five and No/100 dollars (\$25.00);
- B. If the penalty imposed for a violation of any section of this chapter, as increased, is not paid within sixty (60) days of the date it was imposed:
 - 1. The original unpaid balance plus any additional penalty will be turned over to a collection agency for collection and is subject to additional collection charges; and
 - 2. The person assessed the penalty may be placed on the scofflaw list pursuant to OMC 10.16.280, and the person's vehicle may be subject to immobilization and/or impoundment thereunder.

10.16.280 Parking Services' Scofflaw List

- A. Creation of Scofflaw List. As frequently as practicable, the Director of Community Planning and Development or their designee shall prepare and update the scofflaw list consisting of vehicles involved in three (3) or such greater number of parking tickets unpaid more than thirty (30) days after their issuance that the Supervisor shall determine is efficient to include on the scofflaw list.
- B. Civil Penalties to Cover Administrative Costs. There is hereby imposed upon the owner of every vehicle on the scofflaw list a civil penalty in the amount specified in OMC Section 4.60.020 "Vehicle Immobilization and Impoundment Costs, Fees, and Civil Penalties," to cover costs of administering the scofflaw list. There is also

hereby imposed upon the owner of every vehicle on the scofflaw list that is immobilized or impounded hereunder a civil penalty in the amount specified in OMC Section 4.60.020 "Vehicle Immobilization and Impoundment Costs, Fees, and Civil Penalties," to cover the additional administrative costs of immobilization and/or impoundment.

C. Notice. The Supervisor shall give notice by first class mail to the registered owner of each vehicle on the scofflaw list, stating that the vehicle is on the scofflaw list and:

1. The date and the nature of each ticket overdue and the amount due on each;
2. That a scofflaw list fee in the amount specified in subsection B of this section has been imposed to cover administrative costs;
3. The total amount currently due;
4. A specific deadline for response, no less than ten (10) days after the date of mailing;

The notice required by this subsection is sufficient if mailed to the address provided by the Washington State Department of Licensing; provided, however, that if the Supervisor is unable, after exercising due diligence, to discover any mailing address, then notice is sufficient if it is published once in a newspaper of general circulation in the ~~city~~City, posted on the vehicle, or personally served on the vehicle owner or driver, or provided by any other means reasonably calculated to provide notice to the vehicle owner or driver.

D. That the owner shall, by said deadline, respond to the notice. Response shall be by paying the total amount due.

E. That if the vehicle owner fails to respond within the prescribed time period, the listed vehicle will be subject to immediate immobilization or impoundment pursuant to the procedures in OMC 10.16.290, payment of the civil penalties imposed under subsection B above, and payment of the costs of immobilization, towing and storage.

F. If the vehicle owner or an agent of the owner pays the fines and fees, including the amount(s) specified in OMC 4.60.020 "Vehicle Immobilization Impoundment Costs, Fees, and Civil Penalties", and all towing and storage charges, the Supervisor shall remove such vehicle from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent appears to pay, such subsequent tickets shall also be paid before the vehicle is removed from the scofflaw list.

G. The owner of a vehicle that is subject to the procedures of this section and OMC 10.16.300, Impoundment, is entitled to a hearing in the Olympia Municipal Court pursuant to RCW 46.55.120(2)(b) to contest the validity of the immobilization, impoundment or the amount of towing and storage charges. Any request for a hearing and the resolution thereof shall be as set forth in RCW 46.55.120(3), which is hereby adopted by reference as said provisions now exist or are hereafter amended.

H. Vehicles on the scofflaw list are not eligible to purchase ~~city~~City-leased lot parking permits.

10.16.290 Immobilization

A. If the owner of a vehicle to whom notice has been sent pursuant to OMC 10.16.280.C fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges then due, including but not limited to the amount(s) specified in OMC 4.60.020 "Vehicle Immobilization and Impoundment Costs, Fees, and Civil Penalties" so that the vehicle can be removed from the scofflaw list under OMC 10.16.280.F, then, at the discretion of a Parking Services Field Representative of the Community Planning and Development Department or a police officer, such vehicle may be immobilized by installing on such vehicle a device known as a "boot immobilization device," which immobilizes the vehicle either by clamps and locks on to a wheel of the vehicle and impedes movement of such vehicle, or by attaching to the vehicle's windshield in such a manner to obscure the view of the driver, thereby preventing legal operation of the vehicle.

B. The person installing the immobilization device shall leave under the windshield wiper or otherwise attach to such vehicle a notice advising the owner that such vehicle has been immobilized by the City of Olympia for failure to pay three (3) or more uncontested parking tickets within thirty (30) days of their issuance, that release of the immobilization device may be obtained by paying the fines, fees and civil penalties due, that unless such payments are made within two (2) business days of the date of the notice, the vehicle will be impounded, and that it is unlawful for any person to remove or attempt to remove the immobilization device, to damage the immobilization device, or to move the vehicle with the immobilization device attached.

C. No parking restriction otherwise applicable to the vehicle applies while the vehicle is immobilized by an immobilization device installed under the provisions of this section.

D. Before the vehicle may be released from immobilization, the vehicle owner or an agent of the owner shall pay all fines and fees then due, including but not limited to the amounts specified in OMC Section 4.60.020 "Vehicle Immobilization and Impoundment Costs, Fees, and Civil Penalties." Upon such payment, the vehicle shall be removed from the scofflaw list, and the Supervisor or designee shall authorize the removal of the immobilization device from the vehicle. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, such subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from immobilization.

10.16.300 Impoundment

A. At the discretion of a Parking Services Field Representative of the Community Planning and Development Department or a police officer, the following vehicles may be impounded:

1. A vehicle that was involved in five (5) or more parking tickets that are unpaid thirty (30) or more days after the date of their issuance, where the registered owner of the vehicle was sent a notice pursuant to OMC 10.16.280.C and the owner fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges so that the vehicle can be removed from the scofflaw list under OMC 10.16.280.F; or
2. A vehicle that was immobilized pursuant to OMC Section 10.16.290 and the vehicle's owner failed to pay all fines, fees, and administrative charges within two (2) business days of the date the vehicle was immobilized so that the vehicle can be removed from the scofflaw list under OMC 10.16.280.F; or
3. A vehicle that has received three citations for parking in violation of OMC 10.16.030 "Recreational Vehicles..." within any one calendar year and for which notice of impoundment has been securely attached to and conspicuously displayed on the vehicle twenty-four (24) hours prior to such impoundment; or
4. A vehicle that has received three (3) consecutive citations for parking in violation of OMC Section 10.16.055.D.3, "Residential Parking Program..." and for which notice of impoundment has been securely attached to and conspicuously displayed on the vehicle twenty-four (24) hours prior to such impoundment; or
5. A vehicle that has received three (3) consecutive citations for parking in violation of OMC Section 10.16.160.F, "City Parking Lots..." and for which notice of impoundment has been securely attached to and conspicuously displayed on the vehicle twenty-four (24) hours prior to such impoundment;
6. As otherwise authorized by the Model Traffic Code as adopted by reference in the Olympia Municipal Code;
7. A vehicle that has received three (3) consecutive restricted citations and/or is deemed a hazard to motorists or pedestrians;
8. A vehicle that has occupied a metered parking space twelve (12) hours after the meter/s have been hooded/barricaded/sandwich boarded for reservation; or
9. A vehicle that has occupied a load zone for twenty-four (24) hours and has received three (3) consecutive load zone violation citations.

B. The Parking Services Field Representative or police officer, as applicable, shall use the uniform impound authorization and inventory form provided for by administrative rule by the Washington State Patrol pursuant to RCW 46.55.075.

C. If a vehicle has been impounded pursuant to OMC 10.16.290, before the vehicle may be released from impound, the vehicle owner or an agent of the owner shall pay all fines and fees then owing, including but not limited to the amounts specified in OMC 4.60.020 "Vehicle Immobilization and Impoundment Costs, Fees, and Civil Penalties", and all towing and vehicle storage charges. Upon such payment, the vehicle shall be removed from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, such subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from impoundment.

D. If a vehicle has been impounded for a violation of OMC 10.16.030, 10.16.055, or 10.16.160 the vehicle may be immediately released from impound upon payment of all impound, tow and any other charges due the tow company.

10.16.310 Downtown Carpool Parking Program

A. There is hereby established a Downtown Carpool Parking Program (Program) within the City of Olympia downtown core. Program members who are properly registered and in compliance with the requirements of this chapter are hereby authorized to park without meter charges in any parking space equipped with a nine-hour meter within the downtown core.

B. The City Manager or his/her designee is hereby authorized to establish policies and procedures by which to administer the Program.

C. Definitions:

1. Downtown core: The area in the City of Olympia within the boundaries of Market Street to the North, 16th Street/Maple Park Avenue to the South, Capitol Lake/Budd Inlet to the West, and Eastside Street to the East.

2. Carpool: Two or more individuals who reside outside of the downtown core as defined in this chapter and who are each employed within the downtown core, commuting together in one vehicle to their respective places of employment.

D. Requirements and responsibilities for participation in the Downtown Carpool Parking Program.

1. The following requirements must be met in order to participate in the Program:

a. Each carpool member must individually:

i. Submit all required information to the Community Planning and Development Department, Parking Services;

ii. Reside outside of the downtown core and submit any required proof of residency;

iii. Be a current employee or employer of a business in the downtown core and submit the required proof of such status;

iv. Timely pay the required administrative per-person fee to participate in the program;

v. Obtain from Parking Services a proper permit and display such permit together with at least one other member's permit on the dash of the carpool vehicle in plain view from the outside of the vehicle to be eligible to park free of nine (9) hour meter charges for that day;

vi. Immediately notify Parking Services of any change in status and provide current information.

- vii. Renew permit before the first day of the next month to maintain active permit status.
- b. Each carpool driver must:
 - i. Submit all required driver and vehicle information to the Community Planning and Development Department, Parking Services and pay any required fees;
 - ii. Ensure that at least two (2) carpool member permits are displayed on the dash of the carpool vehicle in plain view from the outside of the vehicle in order to be eligible to park free of nine-hour meter charges for that day;
 - iii. Maintain and provide proof of a valid vehicle registration and insurance for the vehicle participating in the Program;
 - iv. Maintain and provide proof of a valid driver's license;
 - v. Immediately notify Parking Services of any change in status and provide current information.

E. Violations/Penalties. Failure to follow any of the requirements of this chapter constitutes a violation and may result in any one or a combination of the following:

1. Suspension from the Program for a period of time established by the Director of Community Planning and Development or their designee;
2. Denial of continued and/or future participation in the Program;
3. An infraction of forty and no/100 dollars (\$40.00) to the registered vehicle owner for each violation.

10.16.320 Parking unregistered or unlicensed vehicles on ROW or other City property

A. No person shall park a vehicle on ~~city~~ City right of way or other ~~city~~ City property unless a valid license plate is properly affixed to the vehicle and such license plate displays current registration tabs in compliance with Washington state law.

B. The penalties for violation shall result in an infraction of thirty and no/100 dollars (\$30.00).

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

21-0854 Attachment - Amendment Detail Table

September 14, 2021

This table details the recommended amendments to chapters 4.70 and 10.16, relating to parking fees and regulations

Amendments Relating to South Capitol Parking Strategy Phase II

Code	Section	Explanation
10.16.055.A.1-3	Residential Parking Program Established – Penalty for violation. (Zone descriptions)	Changing boundaries relating to south capitol sub-strategy phase II (see attached map)
4.70.010.A	Residential Parking Fees (South Capitol Fees)	Updating fees for zones 1-3 per phase II. Zones 4-8 increased from \$10 to \$60 in 2020.
4.70.020	Low income discounts (New)	Discount of 50% to apply to all zones (1-8). Community Planning & Development Director to establish reasonable rules, including eligibility based on participation in other means-tested programs like TANF, HUD housing, Lifeline, and SNAPP.

General Housekeeping Amendments

Code	Section	Explanation
10.16.055.D.3.b	Residential Parking Program Established – Penalty for violation. (Vehicle moved every 5 days – penalties)	Inconsistent with overtime citations referenced elsewhere (\$20 vs. \$25). This relates to Phase I parking citation increases in Zones 1-3.
10.16.160.F	City Parking Lots -- Violations -- Penalties (Moving requirements for permit holders (leased lots))	The original five day timeline allows only one scenario (marking on Friday, first citation on Monday). The amendment allows more flexibility to staff responding to vehicles left in leased lots.
10.16.220.D	General parking prohibitions (Hooded meter, impounding)	This language was inconsistent with 10.16.300, which allows for impounds after 12 hours (amended by Council in 2020)

**PRESENTATION TO TRIAD
December 6, 2019**

Purpose of this Briefing

In Spring 2019, a group that included representatives of the South Capitol Neighborhood, City of Olympia and State of Washington (DES) was formed to use an interest-based process to resolve conflicts over parking enforcement costs, permit fees and associated issues. The Triad concurred with this process at its last meeting, June 3, 2019. This briefing is intended to inform the Triad of the outcomes of that process.

Background

Parking by non-residents in the South Capitol Neighborhood (SCN) increases significantly during the legislative session because the neighborhood is so close to the Capitol. This issue has been contentious among the State, City of Olympia and SCN for decades. In 1972, when the East Campus was being developed, increasing the number of state employees on Campus, and the State began charging parking fees to support debt service payments on the garage bond, parking demand was pushed out to the SCN. This led the City to establish a two-hour parking limit on the street for both residents and non-residents in the SCN.

In 1989, the City of Olympia implemented a courtesy notice for the first parking violation. Shortly thereafter, the residential parking permit system was implemented, modeled after what had been done in Seattle. This program allowed residents of SCN to purchase residential parking permits with which they could avoid parking time limits. Up to four permits per household were allowed.

The interest-based process was suggested to address neighborhood concerns resulting from the City of Olympia's 2018 update of the downtown parking strategy and proposal to increase residential parking permit fees in the SCN from \$10/year/vehicle to \$60/year/vehicle. In a meeting on December 13, 2018, a number of issues were raised by SCN residents that could not be sufficiently explained or resolved. It was agreed to form a work group that included representatives of the City, the SCN and the State of Washington who would use an interest-based process to try to resolve the conflicts over this issue and to develop an on-going system to address issues as they arise.

Each group of representatives reflects different elements of the problem.

- SCN residents need parking enforcement in the neighborhood to assure that they have access to their homes from the street to perform basic daily activities or accommodate visitors.
- City of Olympia provides parking enforcement and manages that program similarly to an Enterprise Fund, originally established for downtown parking.
- The State of Washington has an impact on the SCN as a result of visitors to the Capitol doing business with the Legislature and state agencies as well as state employees parking in the residential area. Although the State's policies support commute trip reduction programs, these do not affect the public doing business with the Legislature and State agencies or sufficiently incentivize employees to not bring their personal vehicles to the campus. Thus, State business creates parking problems in the SCN.

Process

The Interest-Based Group began meeting in June 2019. The first meeting was an orientation to the proposed process. There were 11 subsequent meetings which were used to:

- Understand the background of the issues;
- Identify interests of each party and issues for discussion;
- Propose options to address each issue; and

- Identify potential solutions from among the options.

It was understood that this process might take more time at the beginning but resolution through the process would likely be more durable than a conventional public engagement process. The interests that would need to be addressed in any final recommendation and the standards for making decisions about recommendations are attached in Attachment 3.

Conclusions & Recommendations

A wide range of options was identified and discussed based on a review of:

- Background data from each party, including history of the issue dating back to 1972;
- Impacts of state activities on the SCN, particularly activities surrounding the legislative process;
- Impacts of employee parking in the SCN, particularly east of Capitol Way;
- Capacity and limitations of State-provided parking facilities;
- DASH and shuttle services, past and present;
- Capacity of on-street parking in the SCN residential area;
- How parking enforcement is conducted; and
- Data about the cost of enforcement

After applying interests and pros and cons, and considering other factors, the conclusions and recommendations are as follows:

Conclusions

There are several changes that should be made to City Code that would benefit both the SCN and the City. These are reflected in the recommendations below.

The State’s parking impact on the SCN is harder to address because of the complexity of the State system. The majority of impacts to the SCN on the west side of Capitol Way are related to Legislative business. Parking facilities are limited, some parking spaces have been eliminated and not adequately replaced, and the Legislature has not funded additional parking in recent construction projects. As a result, there are not enough parking spaces on the west side of Capitol Way to adequately handle visitor parking during the Legislative Session, during committee days or for some special events at the campus. Parking at the Deschutes Parkway is available but not frequently used. Intercity Transit is not likely to add DASH service to that area because of the cost and because there are two regular transit routes from that area to downtown, allowing transfer to routes serving the campus.

Parking impacts in the SCN on the east side of Capitol Way are year-round.

Recommendations

The following consensus recommendations will be made to the Olympia City Council in the form of amendments to existing City ordinances:

- South Capitol Neighborhood Parking Zones. These should be renamed in city code as “South Capitol Neighborhood Parking Zones” and the boundaries of these zones should be redefined consistent with the map in Attachment 1.
- Addition of Paid Parking at Specific Areas Abutting SCN. Parking spaces should be added at areas shown in Attachment 2, utilizing mobile/phone payment parking at \$2.00/hour, for up to three hours parking maximum in the SCN parking zones west of Capitol Way and up to two hours parking maximum in SCN areas east of Capitol Way. Residents with permits and their visitors may park in those areas without paying parking fees or having overtime parking penalties, consistent with current City Code.

- Residential Parking Permit Fees. Residential permit fees should be raised to \$25 each for the first two vehicles, and \$35 for the third, with no provision for additional vehicles. The fee for qualified low-income residents should remain at \$10/vehicle.
- Fines for Parking Citations. Fines for overtime parking should be raised to \$25 for the first violation and \$50 for chain violations. The rate should be increased after a certain number of multiple citations. The City will develop a proposal for repeat offenders.
- Affidavits for Residential Parking Permits. The affidavit stating that off-street parking will not be leased or reserved for non-residents should be continued and renewed annually. The affidavit for home-based businesses should also be continued and required annually.

The following consensus recommendations will be made to the City of Olympia parking program staff:

- Targeted Enforcement on Days with High Volume Parking Needs Associated with State Activities. City parking program staff should be trained in reviewing the legislative calendar to alert enforcement staff of periods in which there is a need for increased enforcement patrol in the SCN. Additionally, DES Visitor Services weekly event schedules and high volume training schedules at Jefferson Building should be provided to the parking staff for similar consideration.
- Neighborhood Education Process. The South Capitol Neighborhood Association (SCNA) and City will jointly prepare and present an education program to the SCN residents so that they will be well-informed of regulations, how the enforcement system works, what their options are, etc. The program will also be provided to the State for employee and visitor information. Planning to develop this program should start no later than February 28, 2020.
- Future Issue Resolution Process. Continuing issues related to parking will be addressed as follows:
 - These recommendations for parking program changes will be considered a pilot program for which the assumptions need to be validated. The City will reach out to the SCNA and State to set up a meeting to discuss parking issues in Fall 2020. At this meeting there will be insufficient data about the new system but the meeting will serve to keep communication open.
 - Thereafter, an annual meeting between the City, the State, and the SCNA to address parking issues of mutual interest will be held in the Fall of each year, beginning in Fall 2021, prior to the Triad meeting.
 - At the Fall 2021 meeting, the City will report to the State and SCNA whether or not the assumptions used in this process were validated in the first year. The same cost analysis model as was used in this process will be used for the one-year review. There will be an annual report-out from the City when no changes are needed in fees and fines and also when there are changes in parking demand. There will not be any change in the residential permit fee without resuming an interest-based process.
 - During the interest-based discussions summarized in this report, the possibility of designating part or all of the SCN as a “resident only” parking zone was suggested. City staff expressed support for the proposal, as it would make parking enforcement easier. Given the progress on other issues, the group agreed to set this option to the side and raise it in the future, should the agreed actions fail to address the parking issues at hand.

The following consensus recommendations will be made to the State:

- Staff at parking booths on the west Capitol campus and the DES Visitor Services should be provided with maps showing appropriate alternative parking locations and rules about parking in the neighborhood and they in turn provide such material to visitors to Capitol Campus.
- The State will identify a person/position responsible for providing City Parking staff with timely information about events and high volume training schedules at the Jefferson Building.

- The State will identify an appropriate person(s)/position to participate in the Annual Parking Meetings with the City and SCNA.

One issue that was discussed did not arrive at a consensus. There is consensus that the State's activities are creating parking impacts in the SCN and that some form of strategic parking solutions are needed. Although the State is committed to commute trip reduction strategies with regard to the Capitol campus, this does not affect visitors to the Legislature who are impacting the SCN. Thus the following proposal was made but did not achieve full agreement among the group.

- The State should participate in some form of mitigation of the impacts on the SCN. There also should be long- and short-term strategies employed by the State consistent with the State's Capital Master Plan to increase parking capacity and/or reduce the need for parking and accommodate parking needs generated by the State's business adjacent to the SCN.

Submitted by Participants:

George Carter, DES
Max DeJarnatt, City of Olympia
Mark Lane, City of Olympia
Collum Liska, SCNA
Heather Lockman, SCNA
Joan Marchioro, SCNA
Rachel Newmann, SCNA
Keith Stahley, City of Olympia
Michael Van Gelder, DES

Facilitator: Cynthia Stewart

ATTACHMENT 1: South Capitol Neighborhood Parking Zones
(to be added)

ATTACHMENT 2: Paid Parking at Specific Areas abutting SCN
(to be added)

ATTACHMENT 3: INTERESTS & STANDARDS FOR DECISIONS

The list of interests that would need to be addressed in final recommendations included these:

- Fairness
- Equity in Service Delivery
- Transparency
- Consistent law enforcement (everyone treated the same)
- Recognition of limitations
- Maintain neighborhood character
- Burden sharing
- Efficiency
- Safety
- Improved relationships
- Commitment to this process and the outcome

Additionally, standards for decisions were approved, including these. Any final recommendation from the group would need to meet these standards:

- Legal
- Effective
- Cost-Effective (return on investment)
- Feasible
- Fair (to all parties)
- Ratifiable

Current Parking Zones



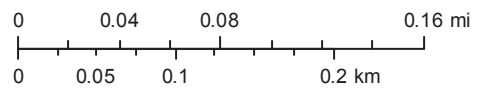
City of Olympia, TComm911

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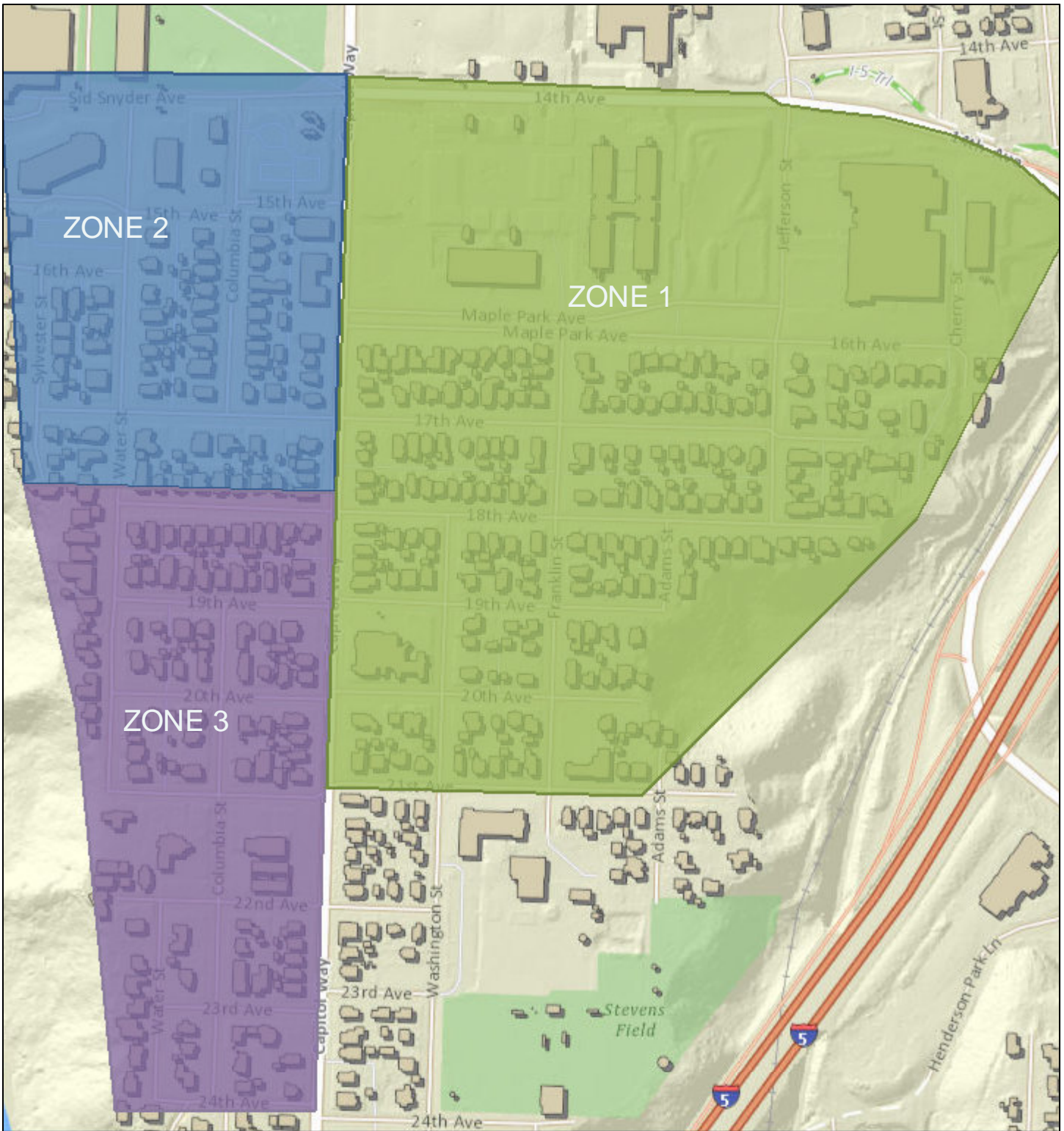
Parking Zones

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	2		5		6
	3		7		



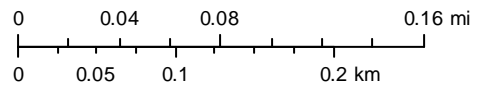
The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the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

Proposed Parking Zones (1-3)



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City Council

Approval of an Ordinance Amending Olympia Municipal Code Chapter 9.62 Relating to Domestic Violence and Protective Orders

Agenda Date: 9/14/2021
Agenda Item Number: 4.K
File Number:21-0856

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Chapter 9.62 Relating to Domestic Violence and Protective Orders

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on first reading and forward to second reading the Ordinance Amending Olympia Municipal Code Chapter 9.62 Relating to Domestic Violence and Protective Orders

Report

Issue:

Whether to approve an ordinance amending Olympia Municipal Code (OMC) Chapter 9.62 to correct the requirement that Domestic Violence in the presence of children includes domestic violence against intimate partners and correcting a scrivener's error in the adoption of RCW 26.50.010.

Staff Contact:

R. Tye Graham, 360.753.8449

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In 2019, the Washington State Legislature amended RCW 10.99.020 creating a definition of "Intimate Partner" and removing some of that definition from the definition of "Family and Household Member." The purpose of Domestic Violence in the Presence of Children previously included the definitions now found in the definition of "Intimate Partner" and the proposed Ordinance reflects that intent.

In addition, staff discovered a scrivener's error in OMC 9.62.010 related to the adoption of RCW 26.50.010, which addresses definitions in Chapter 26.50 RCW, Domestic Violence Prevention. The proposed ordinance corrects that error.

Neighborhood/Community Interests (if known):

There is an inherent interest in protecting the public's safety, protecting children from violence, and appropriately holding offenders accountable who violate orders of protection.

Options:

1. Approve the Ordinance Amending OMC Chapter 9.62 Related to Domestic Violence and Protective Orders.
2. Do not approve the Ordinance. The City's Prosecutors will have to continue to work around the missing definitions to the crimes adopted and will not be able to charge Domestic Violence in the Presence of a Child if the case involves an intimate partner (former spouse, former domestic partner, people with a child in coming, or people who are in a dating relationship). Further, the known scrivener's error in OMC 9.62.010 related to the adoption of RCW 26.50.010 will remain uncorrected.
3. Consider approving the Ordinance at another time.

Financial Impact:

There is no financial impact related to this Ordinance.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 9.62 RELATING TO DOMESTIC VIOLENCE AND PROTECTIVE ORDERS

WHEREAS, the Olympia City Council intended Domestic Violence in the Presence of Children to include domestic violence against intimate partners, but the Washington State Legislature amended the definition to separate "Family and Household Member" and "Intimate Partner;" and

WHEREAS, the Olympia City Council determines it to be in the best interest of the City of Olympia to adopt an ordinance that will enhance penalties for committing domestic violence in the presence of children; and

WHEREAS, the Olympia City Council determines it to be in the best interest of the City of Olympia to correct the scrivener's error related to the adoption of RCW 26.50.010; and

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

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

Section 1. Amendment of OMC 9.16. Olympia Municipal Code Chapter 9.62 is hereby amended to read as follows:

**Chapter 9.62
DOMESTIC VIOLENCE AND PROTECTION ORDERS**

9.62.000 Chapter Contents

Sections:

- [9.62.010](#) State statutes adopted by reference.
- [9.62.020](#) Violation of protective order.
- [9.62.030](#) Domestic Violence in the presence of children - Penalty.

9.62.010 State statutes adopted by reference

The following sections of the Revised Code of Washington, as they appear now or are hereafter amended, are hereby adopted by reference as though fully set forth in this chapter:

RCW ~~26.58.010~~ [26.50.010](#) – Definitions

RCW [26.50.110](#) – Violation of order – Penalties

RCW [10.99.010](#) – Purpose – Intent

RCW [10.99.020](#) – Definitions

RCW [10.99.030](#) – Law enforcement officers – Training, powers, duties – Domestic violence reports

- RCW [10.99.040](#) – Duties of court – No-contact order
- RCW [10.99.045](#) – Appearances by defendant – Defendant’s history – No-contact order
- RCW [10.99.050](#) – Victim contact – Restriction, prohibition – Violation, penalties – Written order – Procedures – Notice of change
- RCW [10.99.055](#) – Enforcement of orders
- RCW [10.99.060](#) – Prosecutor’s notice to victim – Description of available procedures
- RCW [10.99.070](#) – Liability of peace officers
- RCW [10.99.080](#) – Penalty assessment (as amended by 2015 c 265)
- RCW [10.99.080](#) – Penalty assessment (as amended by 2015 c 275)
- RCW [10.99.090](#) – Policy adoption and implementation
- RCW [10.99.100](#) – Sentencing – Factors – Defendant’s criminal history
- RCW [10.99.901](#) – Construction – Chapter applicable to state registered domestic partnerships

9.62.020 Violation of protective order

- A. A person is guilty of Violation of Protective Order if the person knowingly violates an order of protection or order of restraint issued by any court.
- B. Violation of Protective Order is a gross misdemeanor.

9.62.030 Domestic Violence in the presence of children - Penalty

- A. If the Olympia Municipal Court finds that the accused committed any crime under Title 9 of the Olympia Municipal Code and the Court receives sufficient evidence that the crime was committed against a family or household member or intimate partner, as defined in RCW [10.99.020](#), and that the crime was committed in the presence of a child or children, the Court shall impose a minimum fine of not less than Five Hundred Dollars and no/100 (\$500.00) and a minimum jail sentence of not less than five (5) days for each such offense. Neither the mandatory minimum jail sentence nor the mandatory minimum fine shall be suspended or deferred, nor shall the jail sentence be served by alternative means.
- B. “Child” or “children” as used in this section means any person under eighteen years of age.
- C. “In the presence of” as used in this section means being in the immediate vicinity of or in close proximity to the criminal acts.
- D. Any person convicted of a crime under Title 9 of the Olympia Municipal Code and if the acts leading up to such conviction were, pursuant to this ordinance, committed in the presence of a child or children shall be guilty of a misdemeanor.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerk errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of the 2021 Percival Plinth Project Peoples' Choice Award

Agenda Date: 9/14/2021
Agenda Item Number: 6.A
File Number: 21-0853

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

Title

Approval of the 2021 Percival Plinth Project Peoples' Choice Award

Recommended Action

Committee Recommendation:

Move to approve the purchase of Woman with Graves at Her Back by Aisha Harrison, recommended by the Arts Commission as determined by public vote.

City Manager Recommendation:

Move to approve the purchase of Woman with Graves at Her Back by Aisha Harrison, as recommended by the Arts Commission as determined by public vote.

Report

Issue:

Whether to purchase the winner of the Percival Plinth Project Peoples' Choice Award, as determined by popular vote.

Staff Contact:

Angel Nava, Arts Program Specialist, Parks, Arts and Recreation, 360.753.8384.

Presenter(s):

Angel Nava, Arts Program Specialist, Parks, Arts and Recreation
Frederick Dobler, Chair, Arts Commission

Background and Analysis:

Annually, the first month of the Percival Plinth Project loaned sculpture exhibition is dedicated to a public vote to determine the winner of the Peoples' Choice Award, which is a purchase prize. The vote took place the month of July, through the City platform Engage Olympia.

On August 12, 2021, Ms. Nava shared the results of the 2021 Percival Plinth Project Peoples' Choice vote with the Arts Commission. 334 votes were received with 218 or 65% of voters viewing the sculptures in person and 236 voters providing comments about the work.

With 23% of the vote, Woman with Graves at Her Back by Aisha Harrison took the lead, with Bough

and Bend by Jennifer Kapnek (18.5%) and Memories of a Heron by Shawn Johnson (14.4%) coming in Runner Up and Honorable mention, respectively.

Of the sculpture and her artwork, the artist notes:

In my work I use the body as a site for exploration of the lived experiences of racism, ancestral (human and non-human) learning and connection, and the blend of histories held within my body. My work shows reverence for real bodies (often my own) while also incorporating elements that are physical manifestations of the intangible.

Woman with Graves at Her Back represents an ancestor who survived the journey across the Atlantic. This ancestor witnessed many tragic and heroic things and survived them. Her bravery and will to live is part of why I'm here today. I want to give this ancestor a home that honors her, a place she can rest and behold the sacredness of the Pacific Northwest, where parts of my family have lived for four generations.

Comments submitted by the public with their vote included:

- "Very sophisticated piece. Would grace any collection."
- "Beautiful, thought provoking, skillful."
- "It is evocative, solid, and well crafted. She has a strong presence and I want to sit with her. She invites us to pause and reflect on the past, present, future.."
- "There is something about this sculpture that touches the part of me that has endured loss."
- "It's awesome to see representational figure sculpture that has deep metaphorical historical meaning and features a bipoc woman. Genius that she isn't looking at us!!!"

Neighborhood/Community Interests (if known):

Public input is solicited through banners, press releases and an online vote.

Options:

1. Approve purchase of Woman with Graves at Her Back by Aisha Harrison as winner of the 2021 Percival Plinth People's Choice vote.
2. Do not approve purchase of Woman with Graves at Her Back.
3. Make another recommendation.

Financial Impact:

\$10,000 from the Municipal Art Fund

Attachments:

Photo

Woman with Graves at Her Back

By Aisha Harrison



"Very sophisticated piece. Would grace any collection."

"It is evocative, solid, and well crafted. She has a strong presence and I want to sit with her. She invites us to pause and reflect on the past, present, future.."

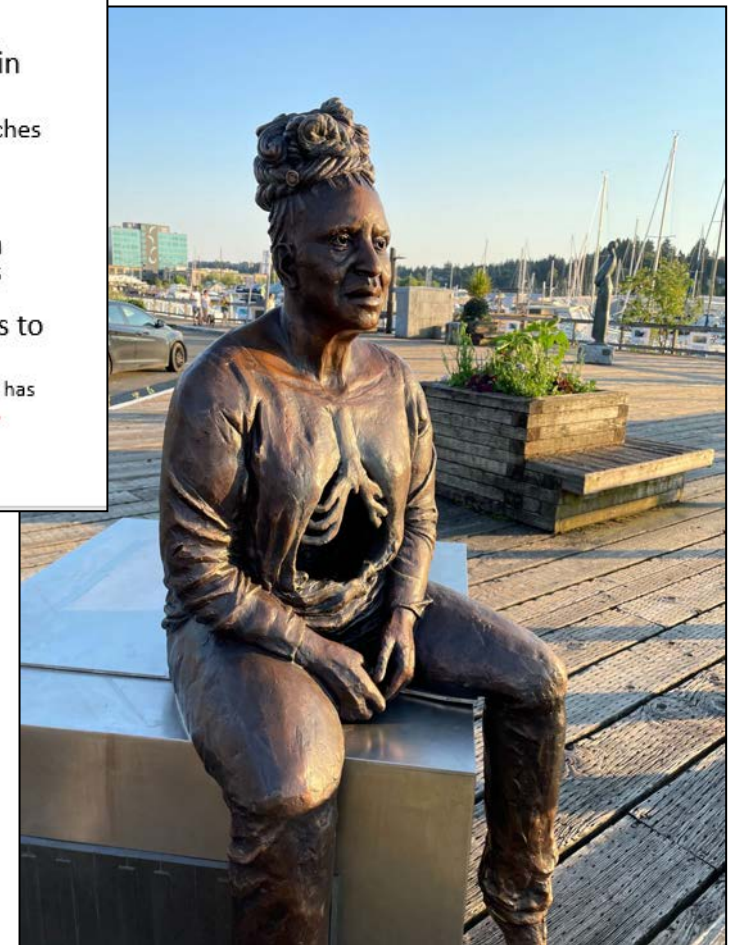
"The moment I saw it, it spoke volumes to my soul and took my breath away. I am so extremely moved by this piece! It says to me "I have survived untold hardships and unspeakable heartbreak - and yet I thrive, and I Live, and I Love". That is perfection, in my book."

"There is something about this sculpture that touches the part of me that has endured loss."

"It is so beautiful and moving. I rarely go downtown but I will go just to see this. I know many people who have felt so much pain, especially in the last year. I think this pain needs to be recognized and seen physically and this sculpture expresses this to me."

"It's awesome to see representational figure sculpture that has deep metaphorical historical meaning and features a bipoc woman. Genius that she isn't looking at us !!!"

"Beautiful, thought provoking, skillful."



Recommended for purchase as winner of the
2021 Percival Plinth Peoples' Choice Award.



City Council

Approval of a Funding Request from of Senior Services of South Sound for the Home Share Program

Agenda Date: 9/14/2021
Agenda Item Number: 6.B
File Number:21-0890

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

Title

Approval of a Funding Request from of Senior Services of South Sound for the Home Share Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve of a funding request of \$27,000 from of Senior Services of South Sound for the Home Share Program using Council Goal Funds.

Report

Issue:

Whether to approve of a funding request of \$27,000 from of Senior Services of South Sound for the Home Share Program using Council Goal Funds.

Staff Contact:

Jay Burney, City Manager, 360.753.8740

Presenter(s):

Brian Windrope, Senior Services for South Sound

Background and Analysis:

On July 9, 2021, the City Council received a request from Senior Services of South Sound for \$27,000 to round out funding for their Home Share Program.

The Home Share Program facilitates arrangements where Home Providers offer accommodation to Home Seekers in exchange for an agreed upon level of support in the form of combinations of financial contribution, assistance with household tasks, transportation, or companionship. Home Providers and Home Seekers derive several benefits from home sharing through reduced housing expenses, increased independence, and the ability to age in place.

Senior Services of South Sound would like to secure a full two years of pilot funding, as the program will take time to staff and gain momentum in the community. The annual budget for the program includes 1.5 FTE and associated outreach and administrative expenses \$95,000 per year.

Senior Services of South Sound has received the following support:

- \$95,000 from the City of Lacey for two years.
- \$50,000 from Regional Housing Council starting September 2021 through August 2022
- \$18,000 from Tumwater CDBG for one year starting September 2021.

This provides a total currently awarded of \$163,000. That leaves the \$27,000 gap in the two-year pilot budget.

Neighborhood/Community Interests (if known):

Affordable housing and aging in place are of great interest to the Community.

Options:

1. Approve the funding request of \$27,000 from of Senior Services of South Sound for the Home Share Program using Council Goal Funds.
2. Do not approve the funding request of \$27,000 from of Senior Services of South Sound for the Home Share Program using Council Goal Funds.
3. Do not approve the funding request of \$27,000 from of Senior Services of South Sound for the Home Share Program using Council Goal Funds and give staff further direction.

Financial Impact:

\$27,000 in Council Goal funds, which would exhaust the current fund.

Attachments:

Home Share Guide
University of Washington Home Share Study

Home Share

Coming Home

A simple idea with a huge impact!



Home Share Resource Guide

A PROGRAM OF

Senior
Services
FOR SOUTH SOUND





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ACKNOWLEDGMENTS

Eileen McKenzie Sullivan, Executive Director, Retired, Senior Services for South Sound, provided strategic oversight for the development of this Home Share Resource Guide. As an AmeriCorps VISTA member serving at Senior Services for South Sound, **Dolores Blueford, Ph.D.**, was the principal author of the Resource Guide and the lead for the Home Share project. **Jolene Black** and **Molly Noble** informed the Resource Guide's content and developed program objectives for the Home Share project. **Robert Hopkins**, a Supportive Services graduate student intern in the Home Share Program, assisted in developing the online and database Home Share documents. **Lee Doyle, Communication by Design**, contributed valuable design and marketing expertise, and gave graciously of her time. Dan Smerkin of Smerkin Consulting, Eldercare Services, Ronald San Nicolas, Ph.D., and Senior Services staff, Sara Thiessen, Pam Toal, Linda Terry, provided editorial expertise and commitment to this publication.

A special thanks to the National Sharing Housing Resource Center for its valuable reference *Resource Guide for Establishing a New Home Sharing Program*.¹



Home Share Resource Guide

A simple idea with a huge impact!

A PROGRAM OF





A message from

Eileen McKenzie Sullivan

Executive Director, Retired
Senior Services for South Sound

Home Sharing works! I know it works because in 1979 I was working at a Senior Center in Seattle and one of our dynamic members, Mike, shared a home with a lovely older woman, Millie. Millie and Mike met through the King County Home Share program. Millie had a three-bedroom home in Lake City. Mike had a very modest income from Social Security and was having a hard time living on his income. They made a match and they became good friends. Mike became famous at our Senior Center because Phil Donahue picked up the story of the Home Share Program. His people reached out for a match to interview on the Phil Donahue Show and Mike and Millie were chosen, flown to New York and did a great job touting the benefits of the program!

Fast forward 40 years later. There is an affordable housing crisis in many areas of Washington State, and more and more in Thurston County. It is the perfect time and place to explore Home Sharing, someone with more space than they need and a compatible person who needs a space for a reasonable rent. Though it sounds simple, making a match is not a snap. Two people need to get to know each other, see if they are compatible, take it slow. It is a big commitment. But when it works, it truly makes a huge difference for both people involved.

This is not the solution to the housing crisis, but it can be an important piece of the puzzle! Senior Services for South Sound has been most fortunate in two ways:

1. We were gifted with a bequest to start a Home Share Program
2. We were matched with an amazing VISTA, Dolores Blueford, who has brought structure and organization to make our Home Share Program viable and put it in a form so it can be shared with others.

For over 45 years, Senior Services for South Sound has been committed to improving the lives of people as they age. Our Home Share Program is an innovative and integral part of our comprehensive program offerings available to our community.

RESOURCE GUIDE PURPOSE

Senior Services for South Sound supports Washington state’s goal to provide affordable housing to its citizenry, an essential component of its comprehensive housing plan. To that end, we are committed to ensuring that seniors, aged 55 years or older have access to secure and affordable housing through our innovative Home Share Program. The purpose of this Home Share Resource Guide is to:

1. Increase the awareness and visibility of home sharing as a viable and affordable housing option within local neighborhoods and the broader community
2. Present the current local and national demographic, economic, and housing trends that support the increasing need for a home share housing option for seniors
3. Document the features, benefits, and operational procedures of Senior Services’ Home Share Program in Thurston and Mason counties, Washington.

Section 1 of the Guide provides an overview of administrative and program staff and their roles and contributions to this effort.

Section 2 of the Guide presents a general description of home sharing, reasons to home share, and why this housing arrangement is a viable housing option for seniors. This section also delineates emerging local and national demographic and housing trends, and the economic factors impacting seniors’ access to affordable housing.

Section 3 provides an in-depth description of Senior Services for South Sound’s Home Share Program, including its genesis, frequently asked questions about the program, and the metrics used to measure its effectiveness and efficiency. Direct interviews with Home Providers, Home Seekers, and national home share program managers provided a broader understanding of the benefits and challenges inherent with home sharing. Home Providers and Home Seekers shared their personal home sharing experiences and made recommendations for successful home sharing arrangements. Their interview responses informed the development of best practices, which are included in this section of the Guide.

Section 4 provides Home Share Resources, a glossary of commonly used Home Share terminology, and additional regional and national housing resources.

Section 5 includes an extensive, though not a comprehensive senior housing inventory for Thurston, Mason and surrounding counties in Washington state, beginning on page 21. The lists comprise housing data collected to date for seniors who are low income, disabled or independent living seniors in the referenced counties. The Appendix delineates the Home Share Program operational and screening procedures and corresponding Home Share documents, including the Home Share job position descriptions.

This Resource Guide does not purport to be a step-by-step manual for establishing a home share program or a definitive guide as to how to successfully navigate various home share arrangements. Instead, the Guide can be used by readers for different purposes. Users who are external to Senior Services can use the Guide as a resource that presents helpful information about operating and sustaining a robust home share program. Senior Services’ users will find the Guide to be an invaluable roadmap to managing and running an effective Home Share Program.

We welcome feedback and contributions from Home Share participants, housing partners, and others to assist Senior Services for South Sound to maximize the viability and sustainability of its Home Share Program.

TABLE OF CONTENTS

SECTION 1: WHO WE ARE

Senior Services for South Sound	1
Home Share Program Project	1

SECTION 2: HOME SHARE: A SIMPLE IDEA

Why Home Share	3
Emerging Trends	4

SECTION 3: OUR HOME SHARE STORY

Sharing Sisters	9
Frequently Asked Questions	10
Home Share Providers and Seekers Speak	11
How We Measure Success	15

SECTION 4: HOME SHARE RESOURCES

Resources	17
Glossary of Terminology	18
Notes	20

SECTION 5: APPENDIX

Home Share Operational Procedures	22
Inquiry Form	24
Provider Application	25
Seeker Application	36
Budget Worksheet	46
Referral Forms	47
Home Share Screening Process	49
Home Share Housing Inventory, Thurston County	
Senior Housing Facilities	50
Nonprofit Affordable Housing Units	52
Subsidized Apartments	60
Home Share Personnel Job Descriptions	
Home Share Navigator Job	61
Home Share Outreach Coordinator	63
Home Share Intake Specialist	65
Home Share Resource Guide Feedback	67

List of Graphs

1 Thurston County Poverty Rate 5
2 Self-Sufficiency Standard versus Federal Poverty Level (2017) 6
3 Housing Affordability Index (HAI) 7
4 Average Apartment Rent 8

List of Tables

1 Elder Economic Security Standard™ Index for the United States, 2016 5
2 Federal Poverty Level (FPL) 2019 (Annual) 48 Contiguous States & D.C. 6
3 Federal Poverty Level (FPL) 2019 (Monthly) 48 Contiguous States & D.C. 6
4 Sufficiency Standards by Household Type – Thurston County 7

Section 1

WHO WE ARE

Senior Services For South Sound

Since 1973, Senior Services for South Sound has improved the quality of life for people as they age. A wide array of progressive and comprehensive services—including adult day programs, nutrition, transportation, socialization, health and independent living programs are offered to the senior community in Thurston and Mason counties, Washington. The programs and services for seniors, aged 55 years or older, include *Meals on Wheels, Senior Community Dining (located at 8 locations), Senior Transportation,* and *Brighter Days Adult Day Program* for those living with Alzheimer’s and Dementia. We also offer seniors a *leisure travel program, Care Connection Caregiver Registry, health and wellness activities,* and *academic classes* at the Lacey and Olympia Senior Centers. We are committed to ensuring that seniors have access to safe and secure affordable housing. The Home Share Program is an integral part of the senior program offerings available to the broader community.

Senior Services for South Sound established a Home Share Program in 2015 to provide an affordable housing option that allowed seniors to age in place. The following quick facts support home sharing as a viable housing option for seniors:

- Across the United States, housing, rented or owned, has become increasingly unaffordable.
- Housing costs and other living expenses, including health care, food, transportation, taxes, etc., have increased significantly over the past ten years, making finding and maintaining affordable housing more challenging for seniors.

The above quick facts, among other economic factors, affirm the need to expand and sustain the Senior Services’ Home Share Program.

HOME SHARE PROJECT

Eileen McKenzieSullivan knew from an early age (3rd grade!) that she wanted to work with older adults. With a BA in Sociology/ Social Work from Seattle University, she worked with elders in a variety of ways, in senior case management, residential social work, and senior center activities, all the while bringing her young children to “help” as volunteers. Eileen began work at Senior Services for South Sound in 1982 to develop an Adult Day Program, which she directed for 15 years until being tapped in 1996 to become the organization’s Executive Director. Through her tenure as Executive Director, Eileen developed a broad knowledge of board governance, fund development, program management, and staff supervision. She cultivated a fantastic management team and staff to serve older persons in Thurston and Mason counties, Washington. She is ably assisted in her numerous work responsibilities by her beloved dog, **Izzy**, who serves as the organization’s relaxation therapist!

Dolores Blueford, is an AmeriCorps VISTA, serving at Senior Services for South Sound as the Home Share Outreach Coordinator and team lead for the Home Share project. As a first year VISTA, Dolores’ primary assignment was to build capacity in the organization’s Home Share Program through an exploration of regional and national

demographic, housing, and economic trends. The data collected and information derived from direct client interviews informed best practices in home sharing. The Home Share Program Resource Guide is the outcome of her work and service to the organization and community.

Dr. Blueford received a Ph.D. in Human and Organizational Systems and a Master of Arts degree in Human Development from Fielding Graduate University. She also received a Master of Arts degree in Organizational Leadership from Chapman University. She enjoys various genres of music and received a Bachelor of Arts degree in Music Education from the University of Texas, El Paso. Dr. Blueford served on the Board of Directors for the Community Health Centers (CHC) of Snohomish County, Washington, and Brigid Collins House in Bellingham, Washington.

Jolene Black was first exposed to housing insecurity in Oahu, Hawaii, and helped fund programs for some of the most vulnerable and unhoused populations on the island. She worked with nonprofit organizations to raise the capital needed to ensure that the mission of the nonprofits could continue for over a decade. Jolene has a Master of Science degree in Nonprofit Administration and Leadership from Waldon University and a Bachelor's degree from The Evergreen State College. She was the Senior Services for South Sound Deputy Director, from 2015 to 2019 and employed with the organization since 2014.

Molly Noble spent a lot of her childhood learning from elders while visiting her grandmother, who had Alzheimer's disease for twenty years. During those early years, she developed a deep respect for learning from the wisdom and stories of her elders and grew to love the population deeply. She received a Bachelor's degree in Anthropology from Vassar College and a Master's degree in Social Gerontology from Miami University. Molly served as the Supportive Services Director at Senior Services for South Sound, from 2017 to 2019 and coordinated the Home Share Program.

Robert Hopkins, Supportive Services Intern, grew up in the North Puget Sound area in a farming community in the Skagit Valley, Washington. Upon graduation from high school, he joined the United States Army and eventually served for 24 years, first as a power systems technician and later as a civil engineer. Robert worked with the Washington state Department of Natural Resources Engineering and Facilities after retirement. He was a Supportive Services intern and assisted in the development of new Home Share Program documents.

Section 2

HOME SHARE: A SIMPLE IDEA WITH A HUGE IMPACT

HOME SHARE is a simple idea. It's a living arrangement where Home Providers offer accommodation to Home Seekers in exchange for an agreed upon level of support in the form of combinations of financial contribution, assistance with household tasks, transportation, or companionship. Home Providers and Home Seekers derive several benefits from home sharing through reduced housing expenses, increased independence, and the ability to age in place.

HOME SHARE offers Home Providers a monthly income which can assist in lowering housing expenses and mortgage payments, utility expenses, and property taxes. Home sharing provides Home Providers the ability to stay in the home, which can lessen the need for expensive care services or long-term institutional care. The income Home Providers receive from rent allows them to repair, update, and invest in their property. For Home Seekers, home sharing offers a lower than market rent payment, access to a better quality of housing, security, sense of purpose and belonging to a broader community. Home Seekers also contribute to the local economy by spending money within the neighborhood and community.

HOME SHARE provides a direct and practical way to expand affordable housing inventory by making efficient use of existing or under-utilized housing stock in neighborhoods. It helps preserve the stability of communities by reducing homeowner turnover, vacancies, and dilapidated properties.

HOME SHARE is a viable housing option for seniors 55 years or older and is an essential component of a comprehensive housing plan for Thurston and Mason counties. It is a vital affordable housing option to incorporate in Washington state's affordable housing and community development goals, and comprehensive housing plan.

WHY HOME SHARE?

The National Council on Aging (NCOA) reported that in 2016 over 25 million adults aged 60 or older in the United States were economically insecure, i.e., living at or below 250% of the federal poverty level (FPL) or \$29,425 per year for a single person. Many older adults have and continue to struggle to meet their monthly expenses despite not being considered "poor" under the FPL guides, as reported by the Elder Economic Security Standard™ Index.²

The economic factors implicated in senior economic insecurity include diminished savings, job loss, inadequate nutrition, increasing healthcare costs, lack of access to and affordability of transportation, increasing housing costs and lack of affordable housing. Home sharing has become a viable housing option for seniors as they struggle to meet their housing needs and access to affordable housing. It provides seniors a way to minimize housing and other living expenses, which improves their quality of life.

The following paragraphs delineate significant emerging economic and social trends impacting older adults aged 55 years or older, nationally and in Washington state and present a compelling case for home sharing.

Providers and Seekers derive several benefits from home sharing through reduced housing expenses, increased independence, and the ability to age in place.

The income Providers receive from renting allows them to repair, update, and invest in their property.

EMERGING TRENDS

Aging Population ³

- The senior population in the United States, age 60 or older has increased from 50.7 million to 68.7 million from 2006 to 2016, an increase of 36 percent.
- Approximately one in seven persons in the United States is aged 60 years or older, which represents 15.2 percent of the overall population.
- Ethnic and racial groups in the United States represent 23 percent of the older adult population in 2016, representing 11.1 million persons.
- Life expectancy for people 65 years has increased on average by 19.4 years, 20.6 years for females and 18 years for males, from 2006 to 2016.
- Senior women represent 27.5 million of the population in 2016 as compared to senior men at 21.8 million. In 2017, 33 percent of senior women were widows.
- Forty-five (45) percent of older women age 75 years or older in 2016 lived alone.
- Approximately 13.8 million seniors, 9.3 million women, and 4.5 million men, representing 28 percent of noninstitutionalized seniors lived alone in 2016.
- The population age 85 is projected to increase by 129 percent in the years 2016 to 2040, from 6.4 million to 14.6 million.
- The primary source of income for seniors reported in 2015 was Social Security, which accounted for 90 percent or more of income received by 34 percent of recipients.
- Approximately 44 percent of persons in 2016 spent more than one-third of their income on housing costs. This statistic represents 36 percent of senior homeowners and 78 percent of senior renters.
- The median income for seniors in 2016 was \$31,618 for males and \$18,380 for females.
- The Supplemental Poverty Measure (SPM) indicated in 2016, a poverty level at 14.5 percent for people aged 65 years or older. The SPM released by the U. S. Census Bureau in 2011, accounts for differences in living costs, non-cash benefits received, and non-discretionary expenditures in the official poverty measure.
- As seniors age from 65 years to 85 years, the need for caregiving increases at 3 percent for seniors 65 to 74 years, 9 percent for seniors aged 75 to 84, and 22 percent for seniors aged 85 or older.
- For the years 2016 to 2017, only 4 percent of seniors aged 65 or older moved. Of those who did move, 22 percent moved out-of-state or out of the country. The majority of seniors, 57 percent, stayed in the county in which they lived, and 21 percent remained in the State in which they lived.

Life expectancy of people 65 years has increased an average of 19.4 years between 2006 to 2016.

Economic Insecurity

- The Elder Economic Security Standard™ (Elder Index) highlights the percentage of persons aged 65 or older living in households with an annual income that places them at risk of economic insecurity. The risk of financial instability is higher for ethnic and racial minorities, shown in Table 1 below.
- Calculations of every county in the United States generates state and national averages. The Elder Index indicates the level of income required for seniors to sustain economic security.

Table 1

The Elder Economic Security Standard™ Index for the United States, 2016⁴

Expenses	SINGLE PERSON			COUPLE		
	Owner w/o Mortgage	Renter	Owner w/ Mortgage	Owner w/o Mortgage	Renter	Owner w/ Mortgage
Housing	\$516	\$791	\$1425	\$516	\$791	\$1425
Food	\$256	\$256	\$256	\$470	\$470	\$470
Transportation	\$231	\$231	\$231	\$357	\$357	\$357
Health Care	\$390	\$390	\$390	\$780	\$780	\$780
Miscellaneous	\$279	\$279	\$279	\$425	\$425	\$425
Elder Index/Month	\$1672	\$1947	\$2581	\$2548	\$2823	\$3457
Elder Index/Year	\$20064	\$23364	\$30972	\$30576	\$33876	\$41484

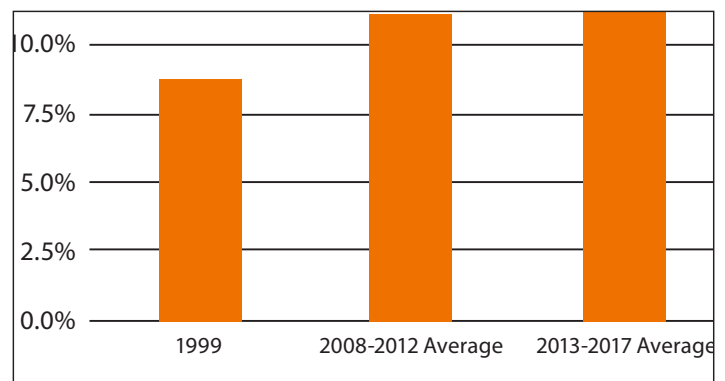
36 percent of senior homeowners and 78 percent of senior renters spent more than one-third of their income on housing.

State of Washington/Thurston County Changing Demographics / Decreasing Self-Sufficiency⁵

- The number of senior households 65 years or older in Washington state increased by a significant 28 percent from 514,402 in 2010 to 656,014 in 2016.
- In 2016, Washington state had over one million people aged 65 years or older.
- Senior household income in Washington state fell below the ALICE (see Glossary on page 18) threshold, the essential cost of living for the state of \$21,252 for a single adult and \$62,472 for a family and grew exponentially by the rate of 44 percent over the same period.
- Forty-two percent of senior households in Washington state had an income below the ALICE threshold in 2016.
- Persons living in poverty continues to increase. Between 2013 to 2017, 11.6 percent of Thurston County residents lived below the Federal Poverty Level (FPL).⁶
- The *Workforce Development Council of King County* and the *Center for Women's Welfare* calculated and published the Self-Sufficiency Standard, a more comprehensive standard than the FPL. In 2017, the Self-Sufficiency Standard was higher than the FPL and incorporated specific household needs like housing, child care, food, and transportation. The federal poverty level underestimates the number of people who are unable to meet their basic needs.

In 2016, Washington state had over 1 million people aged 65 years or older.

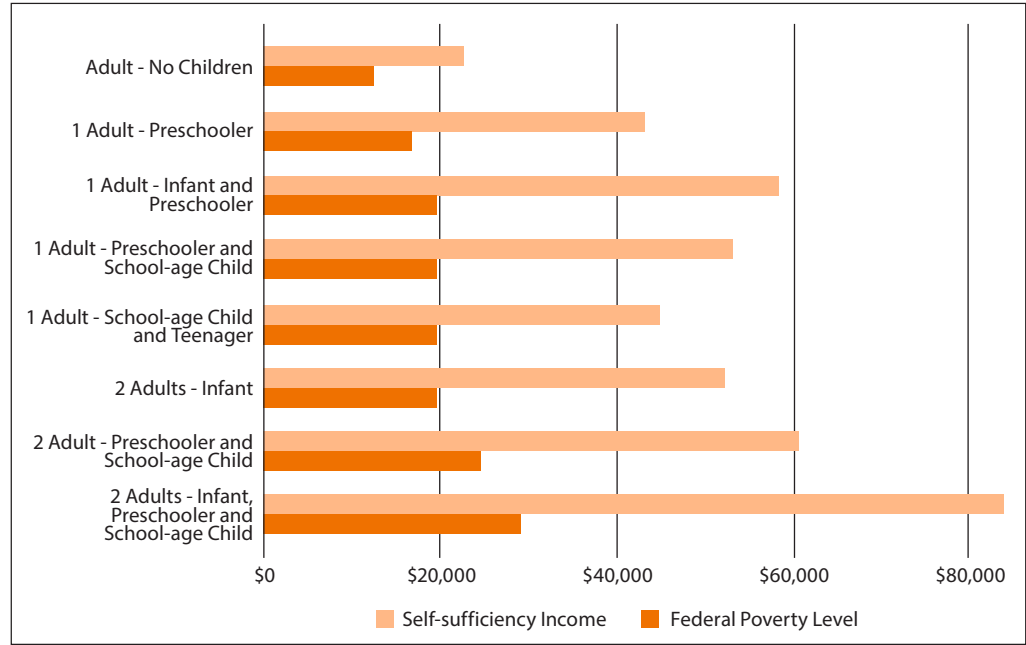
Graph 1
Thurston County Poverty Rate⁷



■ The gap between the FPL and the income needed for self-sufficiency in Thurston County continues to grow as household size increases, as shown in Graph 2 below.⁸

Graph 2

Self-Sufficiency Standard versus Federal Poverty Level (2017)⁹



■ The Federal Poverty Level (FPL) for 2019 for 48 states, excluding Alaska and Hawaii, is presented in Tables 2 and 3.

Table 2

Federal Poverty Level (FPL) 2019 (Annual) 48 Contiguous States & D.C.

Family Size	100%	133%	138%	150%	200%	250%
1	\$12,490	\$16,612	\$17,236	\$18,735	\$24,980	\$31,225
2	16,910	22,490	23,336	25,365	33,820	42,275
3	21,330	28,369	29,435	31,995	42,660	53,325
4	25,750	34,248	35,535	38,625	51,500	64,375

Table 3

Federal Poverty Level (FPL) 2019 (Monthly) 48 Contiguous States & D.C.

Family Size	100%	133%	138%	150%	200%	250%
1	\$1,041	\$1,384	\$1,436	\$1,561	\$2,082	\$2,602
2	1,409	1,874	1,945	2,114	2,818	3,523
3	1,778	2,364	2,453	2,666	3,555	4,444
4	2,146	2,854	2,961	3,219	4,292	5,365

www.payingforseniorcare.com/longtermcare/federal-poverty-level/html

■ In Table 4, *Sufficiency Standards by Household Type - Thurston County*, the monthly expenses, wages, and emergency savings indicating sufficiency standards by household type are presented. It is estimated that in 2017, a one-person, no children household required a monthly self-sufficiency wage of \$1901 and an annual wage of \$22,816.

Table 4

Sufficiency Standards by Household Type – Thurston County ¹⁰

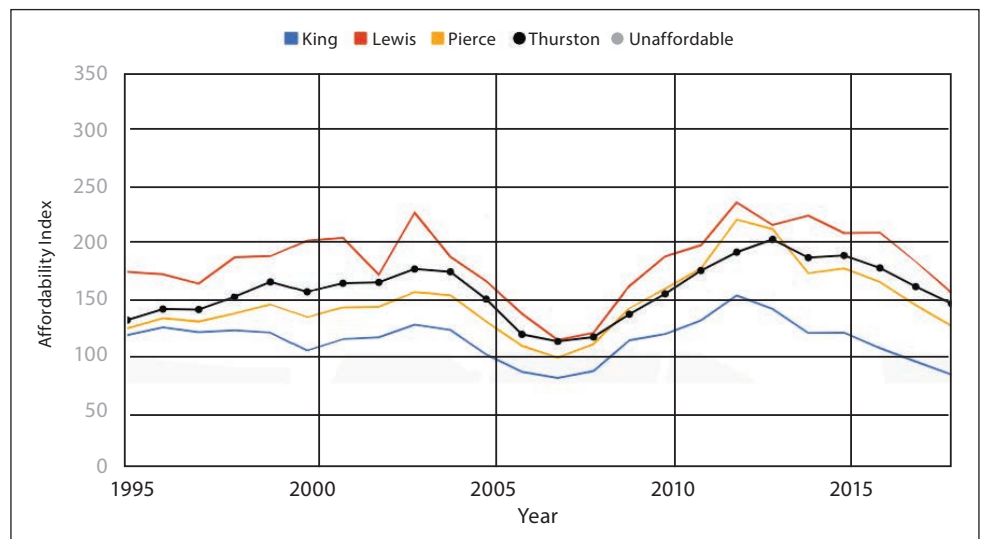
Monthly Expenses (one adult)	No children	Preschooler	Infant & preschooler	Preschooler & school- age child	School-age child & teenager
Housing	\$866	\$1,071	\$1,071	\$1,071	\$1,071
Child Care	0	799	1707	1330	799
Food	257	389	510	587	612
Transportation	242	248	248	248	248
Health Care	116	390	405	412	429
Miscellaneous	148	290	394	365	316
Taxes	274	570	812	715	552
Earned Income Tax Credit	0	0	0	0	0
Child Care Tax Credit	0	-50	-100	-100	-100
Child Tax Credit	-0	-83	-167	-167	-167
Self Sufficiency Wage					
Hourly	\$10.80	\$20.59	\$27.74	\$25.35	\$21.36
Monthly	1,901	3,623	4,882	4,462	3,760
Annual	22,816	43,477	58,580	53,543	45,122
Emergency Savings					
Monthly Contribution	\$58	\$118	\$163	\$153	\$137

*Thurston County
is considered
unaffordable for
first-time
home buyers.*

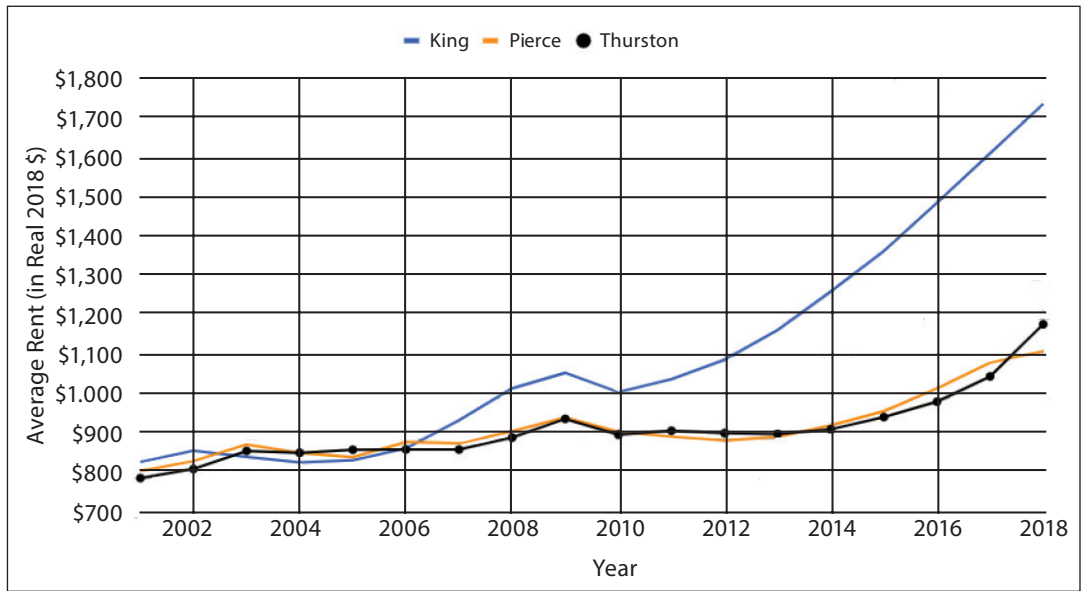
Decreasing Housing and Apartment Rental Affordability

- First quarter 2018, Thurston County’s Housing Affordability Index (HAI), which tracks the ability for a middle-income family to carry a mortgage on a median-priced home decreased for the third year in a row. Housing in Thurston County is more affordable than northern counties in the state, e.g., King, Pierce, Snohomish, but less accessible than contiguous counties, e.g., Lewis, Mason, Grays Harbor, as illustrated in Graph 3.
- Thurston County is considered unaffordable for first-time home buyers as indicated by the HAI, and this downward trend is expected to continue. ¹¹
- Average rent in Thurston County for 2018 was \$1,187, the first year since 2012 that it exceeded the average rent in Pierce County in 2013. The year 2018 also marked five consecutive years of average rental rate increases in Thurston County (Graph 4).
- The average inflation-adjusted rents in Thurston County increased 2.8 percent and 2.3 percent for a one bedroom and two bedrooms, respectively. ¹³

Graph 3
Housing Affordability Index (HAI) ¹²



Graph 4
Average Apartment Rent ¹⁴



Average rent in Thurston County for 2018 was \$1,187, which is the first time since 2012 that it exceeded the average rent in Pierce County.

Conclusion

Seniors aged 55 years or older are healthier and living longer. They are often unprepared to meet current economic challenges relying on Social Security as their primary source of income, with little or no retirement savings. Access to affordable and low-income housing for this growing senior population has become an increasing concern, exacerbated by escalating home mortgage and rental rates, increasing living expenses, such as health care, transportation, food, and taxes. Seniors are also negatively impacted by a shortage of new housing construction and a slow ten-year national economic recovery.

Given the challenging financial and social reality for a growing number of seniors, home sharing presents a viable housing option because this living arrangement can help minimize the impact of escalating housing and other expenses, and support a better quality of life.

Section 3

OUR HOME SHARE STORY

SHARING SISTERS

Senior Services for South Sound’s Home Share Program story began with Katherine and Grace Becker, two sisters with deep roots in our South Puget Sound community. Grace was born in 1917, the year the United States entered World War I; Katherine was born three years later. As they grew into adulthood, they soon enjoyed living independent lives. Katherine married a captain in the Merchant Marines, became a homemaker, and settled in Seattle. Grace also married and lived in Los Angeles, where she worked as a secretary and later studied natural medicine. Upon the deaths of their husbands, the sisters decided to come home to Olympia, and each other.

Having enjoyed years of independence, Katherine and Grace initially chose to rent separate apartments in the same building. They later shared a two-bedroom apartment to lower expenses, and lived together as a family, just as they had started in life.

Grace died in 2012 at the age of 96; Katherine died a few years later at age 95. Before her passing, Katherine had prepared a will, directing her \$800,000 estate to support charities that reflected both sisters’ values: educating children, providing dental services to those in need, supporting disabled veterans, and establishing Senior Services for South Sound’s Home Share Program.

Katherine and Grace were two sisters who chose to share their lives, living independently and together. Their generous philanthropy paved the way for others to experience now the joy of sharing a home.

There are other compelling stories shared by Home Providers and Home Seekers.

When Kathy inquired about the Senior Services’ Home Share Program, she was living in a recreational vehicle without heat or plumbing. She desperately needed safe and affordable housing. About the same time, Fran learned about the Home Share Program from Senior Services’ Executive Director and was inspired to become a Home Provider. She wanted to help someone in need, had a spare room, needed a little help with household chores. After meeting several times, Kathy and Fran agreed they were a good match. Kathy moved into Fran’s home for a modest monthly rent and helped out a little around the house.



Fran, Coco, and Kathy

Fran, a retired nurse, soon became aware that Kathy had difficulty eating and needed dental work. Fran drove Kathy to her dental appointment and held her hand during the procedure. When Fran discovered that Kathy was paying for an expensive storage unit, Fran had a portable unit delivered to the property. Much to Kathy’s delight, she was reunited with cherished possessions and memories, making her new place feel like home. *“I feel so grateful to have been in the right place at the right time,”* Kathy expressed about her new home with Fran. *“I enjoy walking to the river with my dogs and having a place to invite family over, especially for holiday meals,”* shared Kathy about enjoying a space where she

and her dogs could feel safe and welcomed. Fran opened her heart and home to a virtual stranger. She exclaimed, *“I felt guilty having all this space and not sharing it with someone. We are a family now. This is Kathy’s home for as long as she wants to stay!”*

FREQUENTLY ASKED QUESTIONS

The following are the most frequently asked questions and answers about our Home Share Program.

What is Home Share?

Senior Services for South Sound’s Home Share Program connects Home Providers and Home Seekers. Home Providers offer accommodation to Home Seekers in exchange for an agreed upon level of support in the form of combinations of financial contribution, assistance with household tasks, or companionship. In Thurston County, Home Share rents average \$500-\$600/month. Sometimes, these rents include utilities, and other times additional monthly fees are required to cover a portion of the household utility bills.

What are the benefits of Home Sharing?

A primary motivation to home share, for both Provider and Seeker alike, is to be able to make the cost of living more affordable in a difficult housing market. Many Providers and Seekers who apply to the program are living on a fixed income, and home sharing can provide a mutually beneficial, affordable housing option for both parties. Other benefits can include: giving and receiving companionship, security, and help with household chores, the ability to save money or pay down debts, and share the costs of household items and utilities.

Who are typical Home Providers and Home Seekers?

There are no “typical” home sharers. Anyone who is 18 or older may apply to the program. All applicants must pass a criminal background check before being accepted into the program. As a senior-focused organization, our mission is to help seniors remain as independent as possible at home for as long as possible. That said, we have accepted applications from individuals who are full- and part-time workers, students, individuals living with disabilities, and individuals who have been, are at risk of homelessness.

What is the cost of Home Sharing?

The Home Provider determines the cost of home sharing. A Home Provider may ask a Home Seeker to pay monthly rent and a share of utilities, while another Provider may charge a fixed monthly rent that includes utilities. Some Home Providers are open to negotiating their asking fee, while others are firm on what they need to receive each month. Some Home Providers are willing to reduce rent for an exchange of services provided by the Home Seeker. As with all other terms of the cost of home share, each Home Provider is different based on their needs. Senior Services for South Sound charges a \$35 application fee for both Home Providers and Home Seekers, and \$50 per match for Home Providers.

How do I get started to apply to Senior Services Home Share Program?

To start an application, or to get more information about the program, please fill out an inquiry form, available online at <http://southsoundseniors.org/programs/home-share-program/> or in person at either our Olympia or Lacey Senior Centers. To complete

an application, please provide proof of (and copy of) photo ID, names and contact information of three references (non-relative, and for seekers, one past landlord, and previous roommate), and proof of income. Income information is confidential and used only for statistical purposes. Again, for Home Seekers, a former landlord or housemate is required as one of the three references. Consent to conduct a criminal background check is also required to complete an application, which includes the Washington state Patrol database as well as the National Sex Offender database. Results of an applicant's background check may result in disqualification from the program. Senior Services for South Sound also charges both Providers and Seekers a \$35 application fee. An application is complete when all of this information and application fee is received.

How long will it take before I am matched with a Home Provider or Home Seeker?

The timeline for receiving potential match referrals will vary based on many factors, including family size, cost of rent, location of the home, gender identity, storage space, presence of furniture, owning pets, smoking, and other lifestyle preferences. Senior Services for South Sound cannot guarantee a home share match.

How long does a typical match last?

If the match is truly compatible, the hope is that a home share match will last many years.¹⁵

HOME SHARE PROVIDERS AND SEEKERS SPEAK

Direct interviews were conducted with Home Providers and Home Seekers in Thurston and Pierce counties and with three program managers representing national home share organizations. The persons interviewed reflected excellent insight into the positive and challenging aspects of home sharing and expressed compelling narratives about their home sharing experiences. The information derived from the interviews informed the development of best practices in home sharing discussed later in this section of the Guide. The following paragraphs present the interview questions and interview participant responses.

Listed below are the interview questions asked of Home Providers and Home Seekers:

Interview Questions

1. Tell me about yourself?
2. How did you first hear about home sharing program(s)?
3. What were the circumstances that led you to explore and decide to home share?
4. Describe your home sharing arrangement?
5. How long did you home share?
6. What were the benefits you derived from the home sharing experience(s)?
7. What were the challenges you experienced during your home sharing experience(s)?
8. What do you consider to be the “perfect” personal characteristics of a Home Provider?
9. What do you consider to be the “perfect” personal characteristics of a Home Seeker?
10. Describe a positive home sharing experience.
11. Describe a negative home sharing experience.

12. Is there anything else you would like to share?

Research Findings

Home Providers and Home Seekers expressed similar benefits to home sharing. The benefits included a desire to maintain independent living and housing, lower monthly housing expenses, companionship, secure and stable housing, services and care, help another person, and increase their quality of life. Other benefits seniors expressed about the benefits of home sharing were their ability to get out of debt, personal survival, safety, growth as a person, and being part of a broader community.

Despite the numerous benefits to home sharing, Providers, Seekers, and program managers expressed that there were also challenges. The three Home Share program managers interviewed reported the following challenges to home sharing, which were also expressed by the Providers and Seekers. The challenges described below reflected common experiences.

Before entering into a home share arrangement or agreement, the Provider and Seeker must clearly state and clarify “deal-breaker” preferences, scope of services provided, and expectations.

- An **imbalanced power dynamic** between Home Provider and Home Seeker. Since the Provider was the owner of the home or apartment, he/she established the parameters of the living arrangement. In essence, the Provider had the upper hand or power to determine what was permissible within the home, including the length of the home share arrangement. This imbalance of power created tension between the Provider and Seeker, resulting in an eventual severing of the home share arrangement.
- The **lack of transparency** about the physical condition of the Provider’s home, living situation, or health condition. The Provider favorably overstated the “great” physical condition (insulation, working appliances, well-maintained plumbing or electrical systems, etc.) or amenities available in his/her home. The Provider wasn’t transparent in informing the prospective Seeker about the strained or tenuous family dynamics, the number of people living in the house, the nature or seriousness of the Provider’s health, or the level of care needed. The Seeker did not fully disclose to the Provider the extent of his or her health concerns or condition. A lack of transparency resulted in loss of trust between the Provider and the Seeker.
- The **unrealistic expectations** for rent, level of care, amount of services provided. The Provider expected rent payments above the \$500 to \$600 average amount for Thurston County. The Provider and Seeker disagreed about the scope of services or level of care the Seeker was expected to provide (chores, yard work, cleaning, transportation, etc.) for a reduction in the rental payment, which resulted in an untenable living arrangement.
- The **lack of clarity** about the Providers or Seekers personal physical, monetary, social, or other needs. The Provider or Seeker entered into a home share arrangement without thoroughly and honestly assessing what he or she wanted or needed from the home share arrangement, resulting in miscommunication, misunderstanding, or unrealistic expectations.
- A **change of circumstances**, i.e., a decline in health, mental incapacity, unemployment, family members or friends moving in/out of the home. These changes in conditions were often unexpected or unplanned and resulted in significantly altering the living arrangement between the Provider and Seeker agreement.
- The **clashing personal values or beliefs**, e.g., religious, political, social. Religious or

political views were avoided or not discussed during the initial home share match or trial home sharing, only to surface later. When differing personal values, social, or political views surfaced, the living arrangement became uncomfortable, unpleasant, or tenuous.

- The ***cultural differences***, ethnic, cultural or national backgrounds amplified differences in Providers and Seekers world view, lifestyle, food choices, food preparation, cooking, eating habits, or most importantly, how each communicated with the other.
- The ***incompatible lifestyles***, including different preferences in types of music, television watching, wake/sleep schedules, drug, alcohol, or tobacco consumption, and other lifestyle preferences. Lifestyle incompatibility created untenable living arrangements.
- The ***differing use of the shared living space***. Essential cleaning preferences, use of household appliances, e.g., refrigerator, washer/dryer, television, frequency of guests or out-of-town visitors, and other “deal breaker” preferences were not expressed before establishing the home share arrangement, which made living together uncomfortable for the Provider and Seeker.
- The ***discordant communication styles***. Cultural, educational, religious, and other factors influenced different communication styles. Different languages spoken by either person was especially challenging. Providers or Seekers personality type, either introverted or extraverted also made effective communication a persistent challenge.

Best Practices

To mitigate the challenges to a successful home share match, or to remedy the challenging home share arrangements discussed earlier, the Providers, Seekers, and program managers interviewed offered recommendations, which informed best practices. A Home Seeker expressed that the most important questions for the Provider and Seeker to ask each other before entering into a home share arrangement are, “***Why do you want to share a home?***” and “***What kind of relationship, i.e., friendship or distant roommates do you want to have with each other?***” Another Seeker expressed that the most crucial question to ask a Home Provider is “***Do you really want another person in your home?***” Interview participants made the following recommendations, which were incorporated into the best practices in home sharing discussed in the following pages.

- The ***Home Share Program staff must thoroughly review and verify the information provided on the Home Provider and Home Seeker Application***, including, but not limited to, background check, references, insurance, prior employment, and volunteer experience.
- The ***Home Provider and Home Seeker should meet a minimum of three (3) times to affirm a compatible match***. Before entering into a Home Share agreement or moving into the home, the Home Provider and Home Seeker must clearly state and clarify “deal breaker” preferences, scope of services provided, and expectations. Direct and informal discussions between the Provider and Seeker are critical to establishing compatibility.
- The ***Home Provider and Home Seeker should have a “trial live-in period,”*** not to exceed 30 days, before initiating a formal Home Share Agreement.

Effective screening of Providers and Seekers is the most essential service provided by Home Share program staff.

- The ***Home Provider and Home Seeker should get to know each other*** during the “trail live-in period” and before signing a Home Share Agreement:
 - ✓ Observe Home Provider’s home physical environment (clean, hoarder, refrigerator packed, furnished/unfurnished, etc.)
 - ✓ Discuss each other’s values and belief system — political, religious, cultural, lifestyle.
 - ✓ Share personal stories and backgrounds.
 - ✓ Talk about each person’s social life.
 - ✓ Discuss expectations and how to establish healthy boundaries.
 - ✓ Discuss the individual’s need for physical space, freedom, spontaneity.
 - ✓ Observe how well you communicate with each other.
- A Home Provider considering a Seeker with a physical, cognitive, mental, behavioral disability, or who is chronically homeless, it is recommended that ***the Provider have specialized medical, behavioral, or educational training/certification.***
- ***Institute an application fee*** to complete the formal application to the Home Share program. This recommendation was given as a way to identify and encourage serious home share applicants, and to cover background check fees. Other payment mechanisms were discussed, including a sliding scale for Providers and Seekers, ranging from \$0 to \$600—the upper limit specifically for Providers.
- The ***Home Share Program staff must provide periodic follow-up*** with the Provider and Seeker to ensure that both parties are adhering to their home share agreement. If concerns arise, the staff person should work with the parties to remedy the situation or refer either one or both parties to an appropriate partner organization for conflict mediation or other supportive services. It is important to note that a home share match lasting 90 days to 18 months is the desired goal.

The million-dollar \$\$ question is: How do you get people to share their home? Kirby Dunn, Executive Director, HomeShare Vermont, shared the results of a 2017 AARP-Vermont sponsored survey that asked the question: ***What are the barriers to home sharing?*** The survey respondents, aged 45 and older, expressed three critical barriers to home sharing:

1. ***Most people don’t want to share their homes***, and the older they get, the less likely they want to consider home sharing.
2. ***The biggest concerns about home sharing are privacy, compatibility, safety, and security.***
3. ***The essential service provided by Home Share Vermont*** – as compared to a trial period, written home share agreement, or ongoing home share staff support – ***was the program’s screening service.***

Ms. Dunn addressed survey respondent concerns with a focused marketing and outreach strategy that emphasized program outreach and ***marketing all the time and everywhere!*** She stressed the importance of “word of mouth.” The idea that people in the community must be talking about the Home Share program and sharing positive experiences all the time and everywhere, including schools, civic organizations, supermarkets, social media, radio, local television, real estate firms, chambers of commerce, government agencies, churches, and more.¹⁶

HOW WE MEASURE SUCCESS

Metrics

The two essential components of a viable and sustainable Home Share program are a powerful home share story and measurable program outcomes that indicate program effectiveness and efficiency. Katherine and Grace’s compelling home share story appeared earlier in the Guide. This section delineates the demographic and program data collected and metrics used to measure the overall effectiveness of Senior Services’ Home Share Program.

Demographic data collected in 2018, included Home Share Program inquiries, Provider and Seeker data from applications submitted, and supportive services referrals. This data was input and maintained in Senior Services integrated COMPASS360 database, and extracted for analysis, internal and external reporting purposes.

The **Results-Based Accountability™ (RBA)**¹⁷ approach was used to measure the Home Share Program’s overall effectiveness. A description of the RBA approach appears in the Glossary. Examples of the specific demographics and program data collected and RBA analysis criteria are detailed below.

Demographic Data

- Age Range—Home Providers, Home Seekers
- Average Age—Home Providers, Home Seekers
- Percent Low Income — Home Providers, Home Seekers, based on 100% Federal Poverty Level (FPL)

Program Data

- Number of program Inquiries
- Number of Inquiries resulting in completed Applications
- Number of Matches in a fiscal year (new and existing)
- Percent Matches Only Rent
- Percent Matches Combination Rent and Service
- Average Monthly Rent Amount
- Maximum Monthly Rent Amount

Annual Results-Based Accountability™ Outcomes

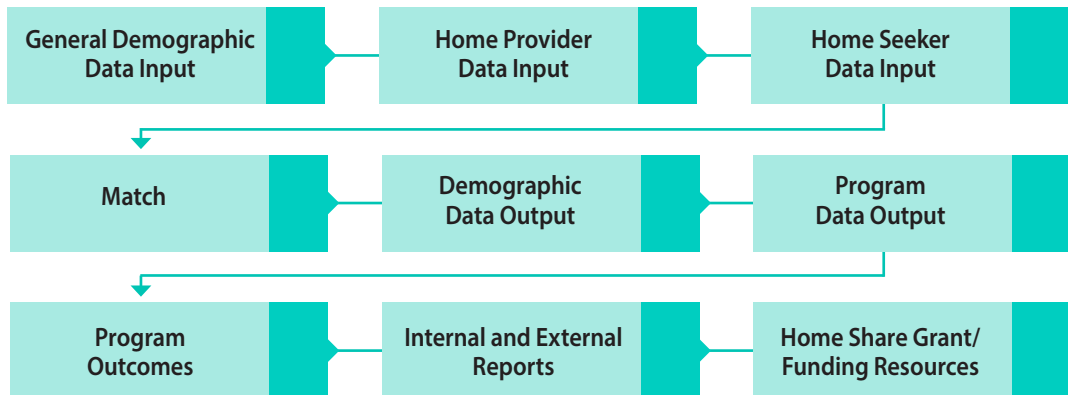
- How much did we do?
 - Unduplicated number of persons in match
 - Number of service hours exchanged
- How well did we do it?
 - Home share average match length
 - Participant satisfaction (survey, interviews, case notes)
- Is anyone better off as a result of our work?
 - Affordability of housing—average rent
 - Ability of seniors to stay safely at home
 - Improved quality of life, such as:
 - Less Lonely*
 - Feel happier*
 - Feel safer*
 - Eat better*
 - Feel healthier*

Market the Home Share program all the time and everywhere!

Metrics

COMPASS360 Capacity and Process (See Home Share Operational Procedures in the Appendix)

The diagram below illustrates the process flow by which Home Provider and Home Seeker demographic data, derived from home share applications, background checks, and direct interviews are entered into the COMPASS360 database, and accessed to create compatible matches between a Home Provider and a Home Seeker. Data queries were formulated to extract data from the database to analyze and generate internal reports. An analysis of program outcomes over a specific period reflected the success of the overall Home Share Program. External reports based on specific program outcomes provided valuable information for prospective grant funders, donors, and contributors to the Home Share Program.



Section 4

HOME SHARE RESOURCES

Adult Family Home Council Of Washington state

523 Pear Street SE, Olympia, WA 98501
360.754.3329
John Ficker, Executive Director
john@adulthoodfamilyhomecouncil.org

Lewis-Mason-Thurston Area Agency On Aging

2404 Heritage Court SW, Suite A, Olympia, WA 98502
360.664.3162, ext. 131
Juno Whittaker, Case Management Director
juno.whittaker@dshs.wa.gov

City Of Lacey

420 College Street SE, Lacey, WA 98503
360.491.5642
Ryan Andrews, Planning Manager
randrews@ci.lacey.wa.us

City Of Olympia

610 4th Avenue East, Olympia
P. O. Box 1967, Olympia, WA 98507
360.753.8183, 360.753.8087 (Fax)
M. Anna Schlecht, Community Service Programs Manager
aschlech@ci.olympia.wa.us

City Of Redmond

15670 NE 85th Street
P. O. Box 97010 Redmond, WA 98073-9710
425.556.2416, 425.556.4242 (Fax)
Brooke Buckingham, Senior Planner
bbuckingham@redmond.gov

City Of Tumwater

Tumwater City Hall
555 Israel Road SW, Tumwater, WA 98501
360.754.4180
Brad Medrud, Planning Manager
bmedrud@ci.tumwater.wa.us

Community Resource Center

9612 - 271st NW
P. O. Box 935, Stanwood, WA 98292
360.629.5257, 360.629.4705 (Fax)
Joanna Dobbs, Executive Director
director@crc-sc.org

Community Youth Services

711 State Avenue NE, Olympia, WA 98506
360.943.0780
Derek Harris, CEO
dharris@communityyouthservices.org

Fishline Home Share

9105 Viking Way NW, Poulsbo, WA 98370
360.229.2503
Emily Klein
homeshare@fishlinehelps.org

Habitat For Humanity

711 Capitol Way S, Suite 401, Olympia, WA 98501
360.956.3456, ext. 5
Ally Upton, Director of Housing
ally@spshabitat.org

HIP Housing

800 S Claremont Street, #210, San Mateo, CA 94402
650.348.6660, ext. 303
Laura Fanucchi, Associate Executive Director
lfanucchi@hiphousing.org

Homes First

5203 Lacey Blvd SE, Suite A, Lacey, WA 98503
360.236.0920
Trudy Soucoup, CEO
ceo@homesfirst.org

HomeShare Vermont

412 Farrell Street, #300, South Burlington, VT 05403
802.863.5625
Kirby Dunn, Executive Director
kirby@homesharevermont.org

Housing Authority Of Thurston County

1206 12TH Avenue SE, Olympia, WA 98501
360.753.8292, 360.586.0038 (Fax)
844.628.7343 (Housing Hotline)
www.hatc.org

Plum Street Village

Low Income Housing Institute (LIHI)
Josh Castle
josh.castle@lihi.org

Shared Housing Services (SHS)

901 South 11th Street, Tacoma, WA 98405
253.272.1532, 253.272.0315 (Fax)
Mark Merrill, Executive Director
markm@sharedhousingservices.org

Thurston Regional Planning Council

2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7575, 360.956.9815 (Fax)
Mark Daily, Executive Director
dailym@trpc.org

Thurston Thrives

809 Legion Way, Olympia, WA 98501
360.357.3362
Krosbie Carter, Director
kcarter@thurstonchamber.com

Washington Association of Area Agencies on Aging

info@agingwashington.org
(360) 485-9761
w4a@agingwashington.org

Washington DSHS Adult Family Homes; Assisted Living Data

<https://fortress.wa.gov/dshs/adsaapps/Lookup/BHAdvLookup.aspx>

YWCA Seattle | King | Snohomish

Everett YWCA
3301 Broadway, Everett, WA 98201
425.258.2766
Kresha Green, Regional Director of Housing
kgreen@ywcaworks.org

GLOSSARY OF TERMINOLOGY

ALICE: *Asset Limited, Income Constrained, Employed* reports the increasing number of households within communities with earned income that is insufficient to afford necessities. See <https://www.unitedforalice.org/washington>.

Assisted Living (AL) Facility: Housing facility for seniors or disabled persons that provides nursing care, housekeeping, and prepared meals as needed.

Background and Reference Checks: Criminal, property, credit, sex offender, and other public records conducted on prospective Home Providers and Home Seekers.

COMPASS360: A comprehensive, fully-integrated, and highly cost-effective management software used by non-profit organizations. The software allows managers the ability to track constituents, track capital campaigns, and membership. It also provides non-profit managers the ability to track internal projects, execute targeted queries, data import/export, among other features. Retrieved June 4, 2019, from <https://www.compass-360.org>.

Deal Breakers: Those factors, issues, or specific expectations one is unwilling to accept that could cause the severing of the home sharing arrangement and subsequently the Home Share Agreement.

Dementia Care (DC) Facility: Memory care facility that provides special or expert care for persons with various degrees of dementia or Alzheimers.

Federal Poverty Level (FPL): The FPL is a measure of income established by the United States government to determine a person's eligibility criteria for subsidies, e.g., food stamps, healthcare, housing vouchers, long-term care.

Home Provider: Person with a home offering an extra bedroom for rent or service/care-taking exchange.

Home Seeker: Person looking for affordable housing offering for rent or service/care-taking exchange.

Home Share Agreement: An agreement, formal or informal, between the Home Provider and Home Seeker that delineates specific living arrangements and expectations of the home share, including rent amount, care-taking or services exchanged, and other "deal breaker" expectations.

Home Share Application: Providers and Seekers complete a document containing their personal and general information. The information provided in the application is used to screen and match compatible Providers and Seekers. See page 25 and 36, respectively.

Home Share Budget: A Home Share document that assists Providers or Seekers to account for monthly income and expenses, to determine and manage their financial affairs. See page 46.

Home Share Navigator: Primary contact person for the Home Share Program. He/she/they are responsible for managing the day-to-day operation of the program, including acquiring and processing Provider and Seeker inquiries, applications, and screenings leading to a match.

Home Sharing: Two or more persons share a home to their mutual comfort and benefit.

Inquiry: An Inquiry about the Home Share Program made online or in-person. See page 24.

Match: A Home Provider and a compatible Home Seeker are matched, based on personal data and information provided in their applications and supporting documents.

Older Adults: Persons aged 55 years or older. (See also Seniors).

Referral: Persons referred to other internal supportive services or partner organizations for appropriate behavioral, physical, psychological, or other housing services. See pages 47 and 48.

Rent Only: The Home Seeker pays the Home Provider an agreed upon rent amount in exchange for housing.

Rent/Service Agreement: The Home Seeker pays the Home Provider an agreed upon rent and provides services in exchange for a rent reduction as defined in a Home Share Agreement.

Results-Based Accountability (RBA)TM: RBA is a concise, disciplined, and a common-sense approach to using data to ensure accountability for the performance of social services or other programs. Mark Friedman, author of *Trying Hard is Not Good Enough*, developed the RBA concept. The approach starts with the ends and works, systematically towards the means. The ends are conditions that express well-being; for example, the Home Providers or Seekers are better off when the Home Share program works well. For example, the percentage of Home Seekers reporting better health outcomes the result of home sharing. (See Notes, number 17.)

Seniors: Persons aged 55 years or older. (See also Older Adults).

Service Exchange: The Home Seeker pays no rent or a reduction in rent, in exchange for services or care-taking provided to the Home Provider.

Subsidized Apartments (SA): Apartment rent is paid for to a greater or lesser extent by either an outside organization or the government. Tenants are required to meet specific criteria to qualify for the subsidy, usually based on income, medical, or disability status.

Trial Period: Recommended two-week trial period of matched Provider and Seeker before finalizing the formal or informal Home Share Agreement.

NOTES

- ¹ National Shared Housing Resource Center. (June 2018) *Resource Guide for Establishing a New Home Sharing Program*.
- ² U.S. Department of Health and Human Services. Administration for Community Living and Administration on Aging. (2018 April). *2017 Profile of Older Americans*. Retrieved May 2, 2017, from <https://acl.gov/sites/default/files/Aging%20and%20Disability%20in%20America/2017> .
- ³ U.S. Department of Health and Human Services. Administration for Community Living and Administration on Aging. (2018 April). *2017 Profile of Older Americans*, 1-16.
- ⁴ The Elder Economic Security Standard™. Retrieved May 29, 2019, from [https://www.umb.edu/editor_uploads/images/centers_institutes/center_social_demo_research_aging/Living_Below_the_Line_Disparities_reports_\(combined\).pdf](https://www.umb.edu/editor_uploads/images/centers_institutes/center_social_demo_research_aging/Living_Below_the_Line_Disparities_reports_(combined).pdf) .
- ⁵ The United Way ALICE Project. (2018 Report). *ALICE: A Study of Financial Hardship In Washington*.
- ⁶ U.S. Bureau of the Census: American Community Survey (ACS). *Poverty*. Retrieved May 20, 2019, from www.trpc.org/462/Poverty .
- ⁷ U.S. Bureau of the Census: American Community Survey (ACS). *Thurston County Poverty Rate*. Retrieved May 25, 2019, from <https://docs.google.com/spreadsheets/d/1coPTT-Yn5VNRCzDyoWmZ2on5cFY9fByDmYURDYQjzjY/pubchart?oid=1369962416&format=interactive> .
- ⁸ U.S. Bureau of the Census: American Community Survey (ACS). *Poverty*. Retrieved May 20, 2019, from www.trpc.org/462/Poverty .
- ⁹ U.S. Bureau of the Census: American Community Survey (ACS) (2017). *Self-Sufficiency Standard versus Federal Poverty Level* (2017). Retrieved May 23, 2019, from https://docs.google.com/spreadsheets/d/1AMMn5UuSM0c15gpctKeTdGZGcRSa_A7KMpX1ONpvKDQ/pubchart?oid=1042696670&format=interactive .
- ¹⁰ U.S. Bureau of the Census: American Community Survey (ACS). *Sufficiency Standards by Household Type, Thurston County*. Retrieved May 22, 2019, from https://docs.google.com/spreadsheets/d/1AMMn5UuSM0c15gpctKeTdGZGcRSa_A7KMpX1ONpvKDQ/edit#gid=28752075 .
- ¹¹ University of Washington: Runstad Center for Real Estate Studies. *Housing Affordability*. Retrieved April 29, 2019, from, www.trpc.org/459/Affordability .
- ¹² University of Washington: Runstad Center for Real Estate Studies. *Housing Affordability Index (HAI)*. Retrieved April 29, 2019, from <https://docs.google.com/spreadsheets/d/e/2PACX-1vQRC5aly13VphcPGU3yilujz2EszXh9PDxNxQqBWz2cwkARMIN9YacfrhvdMtyMljuJ8I0kBLd3m0xv/pubchart?oid=1566273211&format=interactive> .
- ¹³ University of Washington: Runstad Center for Real Estate Studies. *Housing Affordability*. Retrieved April 29, 2019, from www.trpc.org/456/Apartment-Rent-Vacancy .
- ¹⁴ University of Washington: Runstad Center for Real Estate Studies. *Average Apartment Rent*. Retrieved April 27, 2019, from https://docs.google.com/spreadsheets/d/1y_mZT0ixPe2pBTEZ2hD2ZxKIY50SwRBi2E7nf1xsn-E/pubchart?oid=1291216152&format=interactive .
- ¹⁵ HIP Housing. Resources & FAQ. Retrieved April 15, 2019, from <https://hiphousing.org/resources-faq/> .
- ¹⁶ K. Dunn, Executive Director, HomeShare Vermont. Email communication, May 22, 2019.
- ¹⁷ Mark Friedman. *The Results-Based™ Accountability Guide*. Retrieved March 18, 2019, from http://dhs.state.il.us/onenetlibrary/27896/documents/by_division/dchp/rfp/rbguide.pdf .
- ¹⁸ Mary Ann O'Garro. Thurston County Public Health & Social Services Department. Email communication, February 20, 2019. Eileen McKenzie Sullivan. Senior Services for South Sound direct communication, May 17, 2019.
- ¹⁹ Thurston County, WA. Public Health and Social Services. *Subsidized Housing Units in Thurston County*. Compiled by P. Kmet, as of January 27, 2019. Retrieved May 8, 2019, from <https://www.co.thurston.wa.us/health/sscp/PDF/Subsidized%20Housing%20Units%20Table.pdf> .
- ²⁰ Housing Authority of Thurston County. *Applying for Rental Assistance*. Retrieved April 11, 2019, from www.hatc.org .



Section 5
APPENDIX

Home Share Operational Procedures

Documents	Forms	Completion	Storage	Changes/Updates	Contacts	Policies	Notes
HSI 101 Form A Inquiry	Form A Attached	<p>Required responses are indicated by a red asterisk (*).</p> <p>Section 1: Personal Information Write/Enter name, date of birth, age, current address, telephone number, email, and whether one is a Provider or Seeker.</p> <p>Section 2: Housing Status Check the appropriate box for housing status, and length of time in housing.</p> <p>Section 3: Interests Describe why one is interested in the Senior Services for South Sound Home Share Program.</p> <p>Section 4: News and Media Tell how one heard about Senior Services for South Sound Home Share Program.</p>	<p>Hard copy Inquiry forms stored in Receptionist's file cabinet in Olympia and Lacey Centers. Completed hard copy Inquiry forms forwarded to or placed in HS staff mailbox and responded to within 48 business hours. Completed online Inquiry forms will be forwarded to HS staff email and entered into COMPASS360 by volunteer or staff. HS staff will maintain original hard copy form in department file and in COMPASS360.</p>	<p>Bi-annual review and revisions to the Inquiry form made and maintained by Client Services Director. Revised forms, containing new document date – hard copies distributed to Olympia and Lacey Receptionist's file cabinets, and updated in COMPASS360 by Client Services Director or designated staff or volunteer.</p>	<p>The inquirer contacted by HS staff within 48 business hours after receipt of the completed document. HS staff will answer questions and explain the next steps in the Home Share application process.</p>	<p>Completed hard copy Inquiry forms entered into COMPASS360, and all forms retained for 12 months.</p>	<p>Review completed form for accuracy and thoroughness.</p>
HSAP 101 & HSAS 101 Applications	Form B Attached	<p>Section 1: Personal Information Write/Enter personal information, including name, current address, gender, date of birth, former names used, etc.</p> <p>Section 2: Employment/ Volunteer Information Write/ Enter names, email addresses, telephone numbers of two (2) employer/volunteer positions.</p> <p>Section 3: Income Write/Enter dollar amounts for SSI, Social Security, other income, etc.</p> <p>Section 4: Personal References Write/Enter names, email addresses, telephone numbers of three (3) non-family references – one (1) reference to be former roommate or landlord.</p> <p>Section 5: Substance Usage Check/Enter Drug Use, yes or no. List all non-prescription drugs used, alcohol use/amount, and smoker, etc.</p> <p>Section 6: Legal/Criminal History Check and/or list describe felony convictions, DUI, criminal misdemeanors, CPS, and/or APS involvement, etc.</p> <p>Section 7: Home Share Program Check top three (3) reasons from list to home share. List "other" reason. Select from list how long you want home share to last. Describe what someone would like about you.</p> <p>Section 8: Housing Status: Seeker Check/Enter whether homeless; times/days homeless in three (3) years, stable housing, unstably housed, exact required date to move out of current home. Check yes or no fleeing domestic violence and how long. Needs furnished/unfurnished, storage, closet, bathroom, parking, mobility barriers, rent, services, etc.</p> <p>Section 8: Housing Status: Provider Select type of resident housing, number of rooms available, furnished/unfurnished, laundry, closet space, storage, bathrooms, ADA accessible, cable, internet, utilities, parking, public transportation, describe amenities; schools, etc.</p>	<p>Hard copy forms will be stored in Receptionist's file cabinet in Olympia and Lacey Centers. Completed hard copy Application forms forwarded to or placed in HS staff mailbox. Completed online Application forms will be entered into COMPASS360. HS staff will maintain original hard copy form in department file and in COMPASS360.</p>	<p>Bi-annual review and revisions to the Application form will be made and maintained by Client Services Director. Revised forms, containing new document date – hard copies distributed to Olympia and Lacey Receptionist's file cabinets, and updated in COMPASS360 by Client Services Director or designated staff or volunteer.</p>	<p>The Applicant will be contacted by HS staff within three (3) to five (5) business days after receipt of the completed and signed Application, and \$35 application fee. HS staff person will initiate a background check, and then schedule Provider or Seeker interview. If applicant does not meet HS Program requirements, SS HS staff can refer her/him/they to other SS partner services or Supportive Services. See Referral form HSR 101 and HSR 102. An applicant receiving a criminal history report may complete a criminal history explanation.</p>	<p>Completed hard copy and online Application forms entered into COMPASS360, and all forms retained for 24 months.</p>	<p>Review completed form for accuracy and thoroughness.</p>

Home Share Operational Procedures (continued)

Documents	Forms	Completion	Storage	Changes/Updates	Contacts	Policies	Notes
		<p>Section 9: Background Check Provider or Seeker Read, sign, and date Criminal History Policy & Background Check.</p> <p>Section 10: Agreement of Non-Liability/Release of Information Read, sign, and date Agreement of Non-Liability/Release of Information. Read, sign, and date the Acknowledgement.</p>					
HS1101 Referral	Form C Attached	<p>This form to be completed by HS staff only.</p> <p>Section 1: Personal Information Write/Enter name, address, email address, telephone number.</p> <p>Section 2: Housing Assistance Select/Check the appropriate referral services for person.</p> <p>Section 3: Administration Write/enter in the Administrative Use Only section the referral date, organization, contact name, telephone number, email, comment(s), and HS staff initials. Give person referral form <i>HSR 102 Home Share Partner Referral</i> containing this information.</p>	Hard copy forms maintained by Client Services Director and held in department file. Completed hard copy Referral forms entered into COMPASS360.	Bi-annual review and revisions to the Referral form will be made and maintained by Client Services Director. Revised hard copy forms, containing new document date printed. Form updated in COMPASS360 by Client Services Director or designated staff or volunteer.	HS staff refer applicant to other Client Services or partner services. Person being referred will be provided a referral slip containing her/his name, referral date, referral organization, contact name, telephone number, email, comments, and HS staff initials, using <i>Referral form HSR 101 and HSR 102</i> .	Completed hard copy Referral forms will be entered into COMPASS360, and all forms retained for 12 months.	Review completed form for accuracy and thoroughness.
HSA 101 Budget	Form D Attached	<p>Section 1: Income List in dollar \$ amounts the sources of income and total income.</p> <p>Section 2: Expenses List in dollar \$ amount living expenses and totals.</p> <p>Section 3: Net Income Subtract total expenses from total income, which equals net income or discretionary income.</p>	Hard copy forms will be stored in Receptionist's file cabinet in Olympia and Lacey Centers. Completed hard copy Budget forms forwarded to HS staff and entered into COMPASS360. HS staff will maintain original copy.	HS staff refer applicant to other Client Services or partner services. Person being referred will be provided a referral slip containing her/his name, referral date, referral organization, contact name, telephone number, email, comments, and HS staff initials, using Referral form HSR101.	HS staff person will explain to the Provider or Seeker how to complete Budget form, and its importance in support of the HS application process.	Completed hard copy Budget forms will be entered into COMPASS360, and all forms retained for 24 months.	Review completed form for accuracy and thoroughness.



Date: _____

HOME SHARE INQUIRY FORM

Thank you for your interest in our Home Share Program. A Senior Services staff member will contact you within 48 business hours upon receipt of a completed Home Share Inquiry Form.

Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

Date of Birth: _____ Current Age: _____ Gender: Male Female Other
(MM/DD/YYYY)

Your Preferred Pronouns: She/Her He/Him They/Them Other _____

Current Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: Home (_____) Cell (_____) Work (_____)

Your Email Address: _____

Please check how you would like to participate in the Home Share Program: Seeker Provider

Your current housing status:

- Single family own
- Condo/townhome own
- Mobile home own
- Apartment
- Single family rent
- Condo/townhome rent
- Mobile home rent
- Other If other, please describe _____

How long have you lived in that home: _____

How did you learn about the Home Share Program?

- Newspaper
- TV
- Senior Services publication
- Friend
- Radio
- Senior Services member
- Facebook
- Other If other, please explain _____

If you selected TV or Radio, provide name and date/time of the program/show _____

ADMINISTRATION USE ONLY

Referral Date _____	Comments _____
Referral Organization _____	_____
Contact Name _____	HS Staff Name _____
Contact Phone _____	HS Contact Phone _____
Contact Email _____	HS Email _____



222 Columbia Street NW, Olympia WA 98501 P: 360.586.6181 F: 360.586.7408

HOME SHARE PROVIDER APPLICATION

Dear Home Share Applicant,

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to partnering with you to find your new Home Share housemate.

If you are applying to be a **Home Provider**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), an entrance interview, passing a background check, passing a home inspection, and the receipt of the \$35 non-refundable processing fee.

If you are applying to be a **Home Seeker**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), passing a background check, an entrance interview, and the receipt of the \$35 non-refundable application fee for each person in your household 18 years or older. Although some Home Providers do offer free or reduced rent in exchange for caregiving, cooking, and other household help, it will be necessary to provide proof of income and the ability to pay the requested rent.

Return your completed application and \$35 non-refundable processing fee to **Home Share Program, Senior Services for South Sound, 222 Columbia St NW, Olympia, WA 98501**. You may also access the application and Frequently Asked Questions (FAQs) about the Home Share Program on our website at: www.southsoundseniors.org.

It takes approximately three (3) to seven (7) business days to confirm acceptance into the program after the completed application, reference and background checks, and application fee are received and processed. To expedite the application process, we recommend you notify your references in advance and encourage them to respond quickly. The inability to reach listed references in a timely manner will mean disqualification from the program.

The **Home Share Program** is designed to provide stable and affordable housing for both the Home Seeker and Home Provider. Home Providers and Home Seekers are matched on the basis of compatibility and **it can take weeks or months to find a compatible match**. When a match is made, the Home Provider is assessed a \$50 match fee. It is important to note that The Home Share Program is not an emergency shelter program, and placement is not based upon vulnerability. **We cannot guarantee a match.**

You may contact us by email regarding the status of your application. We will provide you with information about what you can expect next in the process at that time.

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to working with you.

Please contact us with any questions or comments at homeshare@southsoundseniors.org.

The Home Share Program Team!



Date: _____

HOME SHARE PROVIDER APPLICATION

Thank you for your interest in our Home Share Program. Please complete this application as accurately and as thoroughly as possible to help us make the best match for you. Application is complete upon receipt of the \$35 application fee by cash or check.

\$35 Application Fee	Please make checks payable to Senior Services for South Sound, Home Share . Mail your application or deliver in person with your check to: 222 Columbia St NW Olympia WA 98501
--------------------------------	--

Providers are charged a \$50 Match Fee at the time a match is made.

Section 1: **PERSONAL INFORMATION** Please print all responses.

● Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

● Other Names Used: _____ Primary Language _____

● What is your ethnicity/race (optional): Asian/Pacific Islander Black/African
 Native American/Indian Hispanic White (non-Hispanic) Other _____

● Date of Birth: _____ Current Age: _____
(MM/DD/YYYY)

● Your Preferred Pronouns: She/Her He/Him They/Them Other _____

● Current Address: _____

City/Town: _____ State: _____ Zip: _____

● Phone: Home (_____) Cell (_____) Work (_____)

● Your Email Address: _____

● Emergency Contact Person: _____
First Name Last Name Phone Number

_____ Emergency Contact Email Your Relationship to Emergency Contact

● How long have you resided in Thurston County: Months _____ Years _____

● Have you lived in another state in the past 10 years: Yes No

If yes, please list all states: _____



Section 1: **PERSONAL INFORMATION (Continued)** Please print all responses.

● Do you have any disabilities: Yes No If yes, please list them _____

● What disability services do you require: _____

● What disability services do you receive: _____

Please list all medical doctor prescribed medications you take: _____

● What is your relationship status: Married Domestic Partner Single Widowed Separated

● How many people currently reside with you: _____

For people residing with you, please list the name and relationship (relative, friend, roommate, partner, etc.):

1. _____ 2. _____

3. _____ 4. _____

● Please describe any disabilities of those people living with you: _____

● Do you have allergies, other than pet allergies: Yes No

If yes, please describe your allergies: _____

Are you a U.S. Veteran: Yes No If yes, which military branch: _____

● Are you a gun owner: Yes No

● Do you have home owner/rental insurance: Yes No

● Do you have pets: Yes No If yes, please list type (bird, dog, cat, etc.,) and breed of each pet: _____

What is the weight (oz/lbs) of your largest pet: _____

Do you have pet allergies: Yes No If yes, please describe: _____



Section 2: **EMPLOYMENT/VOLUNTEER INFORMATION** Please print all responses.

Position 1) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 2) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 3) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Section 3: **INCOME - PAST 30 DAYS** Please print all responses.

- Please list the dollar (\$) amount of monthly income you received in the following categories:

Supplemental Security Income: _____ Social Security: _____ Child/Spousal Support: _____

Housing Voucher: _____ Food Stamps: _____ Medical Voucher: _____ Veteran Benefits: _____

Other Type of Income: _____ Dollar Amount of Other Income: _____

- Total Monthly Income: _____

Section 4: **PERSONAL REFERENCES** Please print all responses.

- Please list three (3) references that are **non-family** relationships.

Reference 1) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Reference 2) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS



Reference 3) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Section 5: SUBSTANCE USAGE Please check all responses.

- Do you use non-prescription drugs: Yes No If yes, please list all drugs used: _____

 - Have you ever, or currently, been enrolled in an addiction treatment program: Yes No
If yes, please list the dates and treatment locations: _____
 - Do you consume alcohol: Yes No If yes, please list the types of alcohol consumed (i.e., beer, wine, liquor, spirits, if other please specify) _____
 - How many alcoholic drinks do you consume daily, if any: 0-1 2-3 3 or more
 - Are you a smoker? Yes No
Please list any/all tobacco and/or recreational inhalant products you use: _____

-

Section 6: LEGAL/CRIMINAL HISTORY Please print all responses.

- Have you ever been convicted of a felony: Yes No If yes, please list the convictions and dates: _____

- Have you ever been convicted of a DUI (driving under the influence): Yes No If yes, please list the convictions and dates _____
- Have you ever been convicted of a criminal misdemeanor: If yes, please list the convictions and dates: _____

- Have you ever been involved in a **Child Protective Services (CPS)** case: Yes No If yes, please list CPS involvement dates and description _____
- Have you ever been involved in an **Adult Protective Services (APS)** case: Yes No If yes, please list APS involvement dates and description _____



Section 6: **LEGAL/CRIMINAL HISTORY Continued** Please print all responses.

- Have you experienced an incident of domestic violence in your home: Yes No
If yes, please select: Past 30 days Past 90 days 3-6 months 1 year ago or more

Section 7: **HOME SHARE PROGRAM**

- Please select the top three (3) reasons you desire to enter the Home Share Program:
 Increase income Secure, stable housing Increased quality of life Companionship
 Meet monthly housing expenses Help another person Receive services
 Maintain independent living/housing Other
If other, please describe the other reason(s) you desire to enter the Home Share Program:

-
- How long do you expect the Home Share arrangement to last:
 0-3 months 6-12 months 12-18 months Longer than 18 months
 - How did you learn about the Home Share Program:
 Newspaper Radio
 TV Senior Services member
 Senior Services publication Facebook
 Friend Other If other, please explain: _____
 - If you selected Radio or TV, please provide the name of the program/show
and approximate date/time: _____
 - Describe what someone would like about you: _____

Section 8: **CURRENT HOUSING STATUS**

- What type of home do you reside in currently:
 Single family own Single family rent
 Condo/townhome own Condo/townhome rent
 Mobile home own Mobile home rent
 Apartment Other If other, please describe _____
- How many rooms do you have available for home share: _____



Section 8: **CURRENT HOUSING STATUS** (Continued)

- Please describe your available rooms (for example, upstairs/downstairs bedroom, den, etc.): _____

- Is the available space: Furnished Unfurnished Partially furnished
If partially furnished, please describe furniture that will remain in the room: _____

- Are there in-home laundry privileges: Yes No If no, please describe how Seeker is expected to do laundry: _____
- Please check if the following are available to the Seeker: Closet space Additional on-site storage
- Please describe the bathroom facilities available to the Seeker:
 Shared bathroom (please describe) Toilet Bathtub Shower
 Private bathroom (please describe) Toilet Bathtub Shower
- Is the Seeker's bathroom facility ADA Accessible: Yes No Please describe any ADA modifications or limitations: _____
- Are there stairs or other environmental barriers: Yes No If yes, please describe: _____

- What is the amount, in dollars, you currently pay in rent/mortgage: _____
- What is the minimum rent, in dollars, that is acceptable to you: _____
- Are you willing to exchange any services for reduced rent: Yes No
If yes, please select the services you are willing to exchange for rent:
 Housework Cooking
 Light maintenance/repair Driving/errands
 Laundry Caregiving
 Gardening Yard work
- What is the minimum amount of service-compensated rent you would be willing to accept: _____
- Is TV cable service included? Yes No Is Internet service included: Yes No



Section 8: **CURRENT HOUSING STATUS (Continued)**

- Are there other utilities included: Yes No If yes, please select below:
 - Natural gas Propane
 - Sewer Water
 - Electric Garbage
 - Other If other, please describe: _____
- Please describe vehicle parking, and any associated costs (such as garage, carport, street, etc.): _____

- Are you close to local services/amenities: Yes No If yes, please describe (i.e., grocery, pharmacy, parks, retail shops, etc.): _____
- Please list all elementary, middle, high schools, and day care facilities in your neighborhood: _____

- Please select the noise level of your neighborhood: Low Medium High
- Please describe your unique neighborhood characteristics/concerns: _____

- What is the proximity to public transportation: 0-3 blocks 3-6 blocks more than 6 blocks
- We welcome any additional information you would like to provide: _____



Section 9: **CRIMINAL HISTORY POLICY**

It is the policy of Senior Services for South Sound to screen all applicants for criminal convictions. Washington residents are screened through the Washington State Patrol. If an applicant has lived outside of Washington in the last ten (10) years, a multi-state background check is required.

Based on information received by Senior Services, it is the policy of Senior Services not to refer any applicant to Home Share who has been convicted of a felony crime, a crime of moral turpitude, a crime of child or adult abuse, or criminal activity involving crimes of physical violence to persons or property within the last ten (10) years. Upon receipt of an adverse report of criminal history, the applicant will be sent a letter denying the application due to a criminal history report, and informing the client of the procedures to follow if the client wishes to seek review/reconsideration.

Policy on nondiscrimination: All services offered by Home Share services are provided in a manner which is free from discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, handicap, and familial status.

I certify that I have read this Criminal History Policy and understand the above information.

Participant Signature: _____

Spouse/Partner Signature: _____

In order to ensure the safety of our clients, other volunteers, staff, and to protect Senior Services for South Sound from risk of liability, you must agree to the following:

Criminal History Background Check

By your signature you authorize Senior Services for South Sound to conduct a thorough Criminal History Background Check at the time your Home Share Application is received. The Criminal History Background Check draws upon records from multiple sources, including, but not limited to, Washington Access to Criminal History (WATCH) and the National Sex Offender Registry (NSOR). An adverse background check finding does not automatically disqualify you from entering the Home Share Program. Disqualifying offenses are listed in WAC 388-113-0020. If you have any criminal or traffic convictions, please list the nature of the offense(s) and conviction date(s) here:

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



Section 10: **AGREEMENT OF NON-LIABILITY/RELEASE INFORMATION**

Agreement of Non-Liability

I understand that the staff of Senior Services for South Sound will use their facilities to bring together those who have available housing (Home Provider) with those who express a desire for housing (Home Seeker).

I, as a Home Provider/Home Seeker, understand that Senior Services for South Sound is not the agent of either party, but acts only as a facilitator to provide the opportunity for the parties involved to come together and work out an acceptable housing agreement.

I, as the Home Provider, am not relying entirely on Senior Services for South Sound to screen Home Seekers. All credit checks, references, and all other background information will be obtained and/or confirmed by myself.

I, as the Home Seeker, am not relying entirely on Senior Services for South Sound as to the Home Provider background or as to condition of the premises and their sustainability for my needs. I agree to obtain and/or conform all information myself.

Any disputes between the Home Provider and Home Seeker which may arise shall not involve the staff of Senior Services for South Sound, either individually or as a group, and I will not hold staff responsible for any claims, damages, or other consequences which may arise from any home sharing arrangement. I have also been advised to seek the services of an attorney should I have any questions about my legal rights and the laws of the State of Washington.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____

Release of Information (General)

I, _____, hereby authorize Senior Services for South Sound staff to send information to and discuss my specific circumstances with Senior Services for South Sound coordinators and staff of other agencies. It is understood that any interchange of information between staff and coordinators of Senior services for South Sound and other agencies will be used only for purposes of attempting to determine appropriate services on my and my family's behalf.

I also hereby authorize Senior Services for South Sound staff to provide information supplied by myself to potential home sharers in the process of attempting to bring about a home sharing arrangement for me, including any information on any arrest and/or criminal convictions obtained by Senior Services for South Sound.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understand, and agree to the terms of this document, and that I have answered all questions fully and truthfully.

Participant Signature: _____ Date_____

Spouse/Partner Signature: _____ Date_____

Administrative Use Only

Date received: _____

Interview date: _____

Date entered into Compass:_____



222 Columbia Street NW, Olympia WA 98501 P: 360.586.6181 F: 360.586.7408

HOME SHARE SEEKER APPLICATION

Dear Home Share Applicant,

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to partnering with you to find your new Home Share housemate.

If you are applying to be a **Home Provider**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), an entrance interview, passing a background check, passing a home inspection, and the receipt of the \$35 non-refundable processing fee.

If you are applying to be a **Home Seeker**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), passing a background check, an entrance interview, and the receipt of the \$35 non-refundable application fee for each person in your household 18 years or older. Although some Home Providers do offer free or reduced rent in exchange for caregiving, cooking, and other household help, it will be necessary to provide proof of income and the ability to pay the requested rent.

Return your completed application and \$35 non-refundable processing fee to **Home Share Program, Senior Services for South Sound, 222 Columbia St NW, Olympia, WA 98501**. You may also access the application and Frequently Asked Questions (FAQs) about the Home Share Program on our website at: www.southsoundseniors.org.

It takes approximately three (3) to seven (7) business days to confirm acceptance into the program after the completed application, reference and background checks, and application fee are received and processed. To expedite the application process, we recommend you notify your references in advance and encourage them to respond quickly. The inability to reach listed references in a timely manner will mean disqualification from the program.

The **Home Share Program** is designed to provide stable and affordable housing for both the Home Seeker and Home Provider. Home Providers and Home Seekers are matched on the basis of compatibility and **it can take weeks or months to find a compatible match**. When a match is made, the Home Provider is assessed a \$50 match fee. It is important to note that The Home Share Program is not an emergency shelter program, and placement is not based upon vulnerability. **We cannot guarantee a match.**

You may contact us by email regarding the status of your application. We will provide you with information about what you can expect next in the process at that time.

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to working with you.

Please contact us with any questions or comments at homeshare@southsoundseniors.org.

The Home Share Program Team!



Date: _____

HOME SHARE SEEKER APPLICATION

Thank you for your interest in our Home Share Program. Please complete this application as accurately and as thoroughly as possible to help us make the best match for you. Application is complete upon receipt of the \$35 application fee by cash or check.

\$35
Application Fee

Please make checks payable to **Senior Services for South Sound, Home Share**. Mail your application or deliver in person with your check to:
222 Columbia St NW | Olympia WA 98501

Section 1: **PERSONAL INFORMATION** Please print all responses.

● Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

● Other Names Used: _____ Primary Language _____

● What is your ethnicity/race (optional): Asian/Pacific Islander Black/African
 Native American/Indian Hispanic White (non-Hispanic) Other _____

● Date of Birth: _____ Current Age: _____
(MM/DD/YYYY)

● Your Preferred Pronouns: She/Her He/Him They/Them Other _____

● Current Address: _____

City/Town: _____ State: _____ Zip: _____

● Phone: Home (_____) Cell (_____) Work (_____)

● Your Email Address: _____

● Emergency Contact Person: _____
First Name Last Name Phone Number

Emergency Contact Email Your Relationship to Emergency Contact

● How long have you resided in Thurston County: Months _____ Years _____

● Have you lived in another state in the past 10 years: Yes No

If yes, please list all states: _____



Section 1: **PERSONAL INFORMATION (Continued)** Please print all responses.

● Do you have any disabilities: Yes No If yes, please list them _____

● What disability services do you require: _____

● What disability services do you receive: _____

Please list all medical doctor prescribed medications you take: _____

● What is your relationship status: Married Domestic Partner Single Widowed Separated

● How many people currently reside with you: _____

For people residing with you, please list the name and relationship (relative, friend, roommate, partner, etc.):

1. _____ 2. _____

3. _____ 4. _____

● Please describe any disabilities of those people living with you: _____

● Do you have allergies, other than pet allergies: Yes No

If yes, please describe your allergies: _____

Are you a U.S. Veteran: Yes No If yes, which military branch: _____

● Are you a gun owner: Yes No

● Do you have home owner/rental insurance: Yes No

● Do you have pets: Yes No If yes, please list type (bird, dog, cat, etc.,) and breed of each pet: _____

What is the weight (oz/lbs) of your largest pet: _____

Do you have pet allergies: Yes No If yes, please describe: _____



Section 2: **EMPLOYMENT/VOLUNTEER INFORMATION** Please print all responses.

Position 1) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 2) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 3) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Section 3: **INCOME - PAST 30 DAYS** Please print all responses.

- Please list the dollar (\$) amount of monthly income you received in the following categories:

Supplemental Security Income: _____ Social Security: _____ Child/Spousal Support: _____

Housing Voucher: _____ Food Stamps: _____ Medical Voucher: _____ Veteran Benefits: _____

Other Type of Income: _____ Dollar Amount of Other Income: _____

- Total Monthly Income: _____

Section 4: **PERSONAL REFERENCES** Please print all responses.

- Please list three (3) references that are **non-family** relationships.

Reference 1) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Reference 2) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS



Section 4: **PERSONAL REFERENCES Continued** Please print all responses.

Reference 3) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Section 5: **SUBSTANCE USAGE** Please print all responses.

- Do you use non-prescription drugs: Yes No If yes, please list all drugs used: _____

- Have you ever, or currently, been enrolled in an addiction treatment program: Yes No
If yes, please list the dates and treatment locations: _____
- Do you consume alcohol: Yes No If yes, please list the types of alcohol consumed (i.e., beer, wine, liquor, spirits, if other please specify) _____
- How many alcoholic drinks do you consume daily, if any: 0-1 2-3 3 or more
- Are you a smoker? Yes No
Please list any/all tobacco and/or recreational inhalant products you use: _____

Section 6: **LEGAL/CRIMINAL HISTORY** Please print all responses.

- Have you ever been convicted of a felony: Yes No If yes, please list the convictions and dates: _____

- Have you ever been convicted of a DUI (driving under the influence): Yes No If yes, please list the convictions and dates _____
- Have you ever been convicted of a criminal misdemeanor: If yes, please list the convictions and dates: _____

- Have you ever been involved in a **Child Protective Services (CPS)** case: Yes No If yes, please list CPS involvement dates and description _____



Section 6: **LEGAL/CRIMINAL HISTORY Continued** Please print all responses.

- Have you ever been involved in an **Adult Protective Services (APS)** case: Yes No If yes, please list APS involvement dates and description _____
- Are you fleeing a domestic violence situation: Yes No
If yes, please select: Past 30 days Past 90 days 3-6 months 1 year ago or more

Section 7: **HOME SHARE PROGRAM**

- Please select the top three (3) reasons you desire to enter the Home Share Program:
 Increase income Secure, stable housing Increased quality of life Companionship
 Meet monthly housing expenses Help another person Receive services
 Maintain independent living/housing Other
If other, please describe the other reason(s) you desire to enter the Home Share Program:

- How long do you expect the Home Share arrangement to last:
 0-3 months 6-12 months 12-18 months Longer than 18 months

- How did you learn about the Home Share Program:
 Newspaper Radio
 TV Senior Services member
 Senior Services publication Facebook
 Friend Other If other, please explain: _____

- If you selected Radio or TV, please provide the name of the program/show and approximate date/time: _____

- Describe what someone would like about you: _____



Section 8: CURRENT HOUSING STATUS Please print all responses.

- Are you currently homeless: Yes No If yes, how many times have you been homeless in the last three (3) years: _____

- Do you currently have stable housing: If you do, please select appropriate response:
 - Single family home Multi-family home
 - Shared home/apartment Apartment
 - Mobile home Other _____

- Are you currently unstably housed: Yes No If you do not currently have stable housing, please select appropriate response: Emergency shelter Tent Abandoned building
 Car/truck/van/RV Other _____

- Please select your housing requirements: Furnished Unfurnished Partially furnished
 Closet space Additional storage Private bathroom Vehicle parking
If you selected partially furnished, please explain: _____

- Can you live where there are stairs or other mobility barriers: Yes No If you selected No, please explain: _____

- Do you have any ADA requirements: Yes No If you selected Yes to ADA requirements, please describe: _____

- How much do you currently pay in rent: _____ What is the maximum rent you can afford: _____

- Would you be willing to exchange any services for reduced rent: Yes No If yes, please select the services you are willing to exchange for rent:
 - Housework Cooking Light maintenance/repair
 - Driving/errands Laundry Caregiving
 - Gardening Yard work Other _____



Section 9: **CRIMINAL HISTORY POLICY**

It is the policy of Senior Services for South Sound to screen all applicants for criminal convictions. Washington residents are screened through the Washington State Patrol. If an applicant has lived outside of Washington in the last ten (10) years, a multi-state background check is required.

Based on information received by Senior Services, it is the policy of Senior Services not to refer any applicant to Home Share who has been convicted of a felony crime, a crime of moral turpitude, a crime of child or adult abuse, or criminal activity involving crimes of physical violence to persons or property within the last ten (10) years. Upon receipt of an adverse report of criminal history, the applicant will be sent a letter denying the application due to a criminal history report, and informing the client of the procedures to follow if the client wishes to seek review/reconsideration.

Policy on nondiscrimination: All services offered by Home Share services are provided without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, handicap, and familial status.

I certify that I have read this Criminal History Policy and understand the above information.

Participant Signature: _____

Spouse/Partner Signature: _____

In order to ensure the safety of our clients, other volunteers, staff, and to protect Senior Services for South Sound from risk of liability, you must agree to the following:

Criminal History Background Check

By your signature you authorize Senior Services for South Sound to conduct a thorough Criminal History Background Check at the time your Home Share Application is received. The Criminal History Background Check draws upon records from multiple sources, including, but not limited to, Washington Access to Criminal History (WATCH) and the National Sex Offender Registry (NSOR). An adverse background check finding does not automatically disqualify you from entering the Home Share Program. Disqualifying offenses are listed in WAC 388-113-0020. If you have any criminal or traffic convictions, please list the nature of the offense(s) and conviction date(s) here: _____

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



Section 10: **AGREEMENT OF NON-LIABILITY/RELEASE INFORMATION**

Agreement of Non-Liability

I understand that the staff of Senior Services for South Sound will use their facilities to bring together those who have available housing (Home Provider) with those who express a desire for housing (Home Seeker).

I, as a Home Provider/Home Seeker, understand that Senior Services for South Sound is not the agent of either party, but acts only as a facilitator to provide the opportunity for the parties involved to come together and work out an acceptable housing agreement.

I, as the Home Provider, am not relying entirely on Senior Services for South Sound to screen Home Seekers. All credit checks, references, and all other background information will be obtained and/or confirmed by myself.

I, as the Home Seeker, am not relying entirely on Senior Services for South Sound as to the Home Provider background or as to condition of the premises and their sustainability for my needs. I agree to obtain and/or conform all information myself.

Any disputes between the Home Provider and Home Seeker which may arise shall not involve the staff of Senior Services for South Sound, either individually or as a group, and I will not hold staff responsible for any claims, damages, or other consequences which may arise from any home sharing arrangement. I have also been advised to seek the services of an attorney should I have any questions about my legal rights and the laws of the State of Washington.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____

Release of Information (General)

I, _____, hereby authorize Senior Services for South Sound staff to send information to and discuss my specific circumstances with Senior Services for South Sound coordinators and staff of other agencies. It is understood that any interchange of information between staff and coordinators of Senior services for South Sound and other agencies will be used only for purposes of attempting to determine appropriate services on my and my family's behalf.

I also hereby authorize Senior Services for South Sound staff to provide information supplied by myself to potential home sharers in the process of attempting to bring about a home sharing arrangement for me, including any information on any arrest and/or criminal convictions obtained by Senior Services for South Sound.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understand, and agree to the terms of this document, and that I have answered all questions fully and truthfully.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____

<p>Administrative Use Only</p> <p>Date received: _____</p> <p>Interview date: _____</p> <p>Date entered into Compass: _____</p>



Date: _____

BUDGET WORKSHEET FORM

Thurston County

SECTION 1: Income (Past 30 Days)

Source of Income	Current Income Received (\$)
DSHA (TANF, GAX, etc.)	
Food Stamps	
Unemployment	
Child Support	
SSI/SSA/SSD	
Wages/Salary	
Investments	
VA Compensation	
Annuities	
Retirement/Pension	
Rental Income	
Other Income	
Other Income	
TOTAL	

SECTION 2: Expenses (Last 30 Days)

Living Expenses	Current Expenses Last Month (\$)
Rent/Mortgage	
Rental/ Home Insurance	
Health Insurance	
Other Insurance	
Taxes	
Utilities	
Food	
Automobile Payment	
Automobile Insurance	
Automobile Fuel	
Bus/Public Transportation	
Entertainment/Cable	
Entertainment/Other	
Home/Cell Phone	
Clothing	
Personal Care	
Credit Cards	
Student Loans	
Other Loans	
Other Expenses	
TOTAL	

SECTION: 3 Discretionary Income

Total Income (From Section 1)	
Total Expenses (From Section 2)	
Net Income (Subtract total expenses from total income)	



Date: _____

HOME SHARE REFERRAL FORM

Thurston County

SECTION 1: Personal Information

Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

Phone: _____ Email Address: _____

Appointment Yes No Age: _____

SECTION 2: Housing Assistance

Housing Assistance/Shelter

- Drexel House (Programs & Shelters)
24 hrs 360-753-3340
- Family Support Center (Family Shelter)
360-754-9297
- Housing Authority, Thurston
360-753-8292
- Interfaith Works
360-357-7224
- SafePlace (Shelter for Abused Women)
360-786-8754
- Salvation Army (Emerg Shltr/Rental Assistance)
360-754-6300
- SideWalk Support Center
360-515-5587

Emergency Needs

- City Gates Ministries
360-705-0291
- St Vincent de Paul (Utilities Assistance)
360-352-7554
- Veterans Assistance Fund
360-867-2625
- Veterans Benefits and Services
360-725-2200

Food and Nutrition

- Food Bank Thurston County
360-352-8597
- Olympia Union Gospel Mission
360-709-9725
- Salvation Army (Community Kitchen)
360-352-8596

Safety / Legal / Consumer Assistance

- Adult Protective Services
877-734-6277
- BHR, Older Adult Services
360-704-7170
- CIELO
360-709-0931
- CLEAR Hotline (Legal)
888-201-1014
- Dispute Resolution Center
360-956-1155
- Long-term Care Ombudsman
360-943-6018
- Thurston County Volunteer Legal Services
360-705-8194
- Other Supportive Services _____

SECTION: 3 Administration

Admin Use Only
Referral Date: _____
Referral Organization: _____
Contact Name: _____
Contact Phone: _____
Email: _____
Comments: _____
HS Staff Name: _____
HS Contact Phone: _____
HS Email: _____



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019

Home Share Screening Process

Full Processes	Inquiry	Application	Background Checks	Screening Process/ Interview	Matching/ Data Entry	Trial Period/ Move-In	Follow-Up /Referral
<p>HS Inquiry/ Application/ Match Processes</p>	<p>A person, eighteen (18) years or older may inquire about the Home Share Program, either directly, online, or email to HS Client Services Director. He/she/they complete Inquiry form on SS Home Share Program website, or acquire Inquiry form from SS Customer Service at Lacey or Olympia Center. A HS staff will respond to the inquiry within 48 business hours of its receipt.</p> <p>Alternately, a person may walk into a Center and inquire directly about the program. SS staff will explain the program, e.g., not emergency housing, transitional housing.</p> <p>The person may decide to complete a hard copy Inquiry form and return it to SS Customer Service staff. See Home Share Inquiry form HSI 101.</p>	<p>A person may download a HS application from the organization's website or pick up a hard copy at both senior centers, Olympia or Lacey, front desk. Applicants may return hard copy application via mail, emailed attachment, in person or online, with a \$35.00* application fee. SS staff follow up if additional info is needed or application is incomplete. HS staff will meet with a person upon receipt of a completed application and fee. SS staff will enter HS Application Provider or Seeker data is entered into COMPASS360 database. See Home Share Application form HSAP 101 or HSAS 101.</p> <p>*1st Return Check or Insufficient Funds notice, Provider or Seeker may reapply to the HS Program six (6) months from original date of application. 2nd Return Check or Insufficient Funds notice, Provider or Seeker may reapply to HS Program one (1) year from date of re-application.</p>	<p>Upon receipt of a completed application and \$35.00* application fee, SS will request/initiate a background and national sex offender checks. HS staff will speak with and verify three (3) reported non-family references. During this process, Home Share applicants are encouraged to contact Home Share staff via email for Home Share match status. HS staff may require additional information. If applicant does not meet HS Program requirements, SS HS staff may refer her/him/they to other SS partner services or SS. See Referral form HSR 101 and HSR 102.</p> <p>An applicant receiving a reported criminal history may complete a criminal history explanation.</p>	<p>An initial interview will be conducted with a prospective Provider or Seeker, following results of background checks. The Seeker interview takes place at the SS office as part of the screening process.</p> <p>The Provider interview will take place at his/her/they home. While in the home, SS staff conducts an informal home inspection for operating utilities, furnishing status, etc. See Home Inspection Work Sheet.</p> <p>HS staff will assess Provider and Seeker preferences, "deal breakers," and expectations.</p>	<p>Following completion of the HS Application, \$35 application fee, background checks, and Provider and Seeker interviews, and data entered into COMPASS360 database, HS staff will begin the Provider/Seeker matching process. When a prospective match occurs, HS staff will call a Provider and Seeker.</p> <p>The Provider remits a \$50 Match fee.</p> <p>If HS incurs a Return Check or an Insufficient Funds notice, Provider will be charged a \$12.00 Return Item fee.</p>	<p>The HS staff provides the Provider and Seeker cross-referrals. The Provider and Seeker are encouraged to have a telephone conversation, and at least three (3) in-person meeting to determine compatibility.</p> <p>If compatibility is established, an in-home visit by the Seeker to the Provider's home is encouraged. If the Provider and Seeker decide that the match is a mutual "fit," they discuss, initiate a formal Home Share Agreement. They can arrange move-in details, which could include a trail live-in period, not to exceed a recommended 30 days. This "trial" stay is suggested, but not required, before the actual Seeker move-in occurs.</p> <p>Note: HS staff will advise the parties to a Home Share Agreement to consult an attorney and/or tax advisor.</p>	<p>HS staff will follow-up with matched Provider and Seeker, at intervals of 30, 90, and 120 days, then annually to discuss home share status or to mitigate relationship challenges, or any other issues. Providers or Seekers are spoken with separately, except in instances/issues necessitating input from both parties.</p> <p>Referral to mediation/ general problem-solving assistance, SS partners or other Supportive Services may be provided for either Provider or Seeker (or both) upon request. See Referral form HSR 101.</p>

Senior Housing Facilities ¹⁸

PROPERTY NAME	TYPE	STREET ADDRESS	CITY	COUNTY	ZIP	TELEPHONE #	LOW INCOME (100% FPL)	STUDIO	1 BDRM	2 BDRM
Affinity at Olympia	I	4701 7th Ave SW	Olympia	Thurston	98502	360.810.3445		Yes	Yes	Yes
Aldea Court MHP	IL	6204 Aldea Court SE	Lacey	Thurston	98503	844.759.7732				
Aldea Glen MHP	IL	6452 5th Way SE	Lacey	Thurston	98503	360.292.0121		Yes	Yes	Yes
Alderbrook Estates MHP	IL	2110 Trosper Rd SW	Tumwater	Thurston	98512	360.357.9448				
Artesian Place	AL	828 McPhee Rd SW	Olympia	Thurston	98502	360.310.4146		Yes	Yes	Yes
Billie Frank Jr. Place	IL	318 State Ave NE	Olympia	Thurston	98501	360.890.4567	✓	Yes	Yes	Yes
Boardwalk Apartments	IL/AL	410/510 Capitol Way N	Olympia	Thurston	98501	360.464.9757	✓A	Yes	Yes	Yes
Bonaventure of Lacey	IL, AL, MC	4528 Intelco Lp SE	Lacey	Thurston	98503	360.339.5017		Yes	Yes	Yes
Brentwood Apartments	IL	527 11th Ave SE	Olympia	Thurston	98501	360.754.1505				
Brookdale Olympia East	ALF	616 Lilly Rd NE	Olympia	Thurston	98506	360.456.0601		Yes	Yes	Yes
Brookdale Olympia West	SDC/EARC	420 Yauger Way SW	Olympia	Thurston	98502	360.236.1400		Yes	Yes	Yes
Candlewood Manor MHP	IL	4500 Martin Way E	Olympia	Thurston	98516	360.491.5004				
Capital Place	IL	700 Black Lake Blvd SW	Olympia	Thurston	98502	844.508.8479		Yes	Yes	Yes
Casa Madrona	I	3948 Martin Way NE	Olympia	Thurston	98506	844.553.3061	✓		Yes	Yes
Colonial Estates MHP	IL	3700 14th Ave SE	Olympia	Thurston	98501	360.459.3700	A	Yes	Yes	Yes
Columbia Place	IL	501 Capital Way North	Olympia	Thurston	98501	360.705.0174				
Cooper Point Village	IL	4125 Capital Mall Dr SW	Olympia	Thurston	98502	844.516.2689			Yes	Yes
DeTrays MHP	SA	1617 Fones Rd SE	Olympia	Thurston	98501	360.438.2345				
Eagles Landing MHP	IL	2257 West Eagle Ln SW	Tumwater	Thurston	98512	60.754.1880				
Easthaven Villa	SDC/AL/EARC	311 Cullen St NW	Yelm	Thurston	98597	360.458.2800		Yes	Yes	Yes
Fieldstone Cooper Point	SDC, IL, AL	810 Fieldstone Dr SW	Olympia	Thurston	98502	360.915.5764		Yes	Yes	Yes
Fieldstone Memory Care (2019)	SDC, IL, AL	710 Fieldstone Dr SW	Olympia	Thurston	98502	360.915.5737		Yes	Yes	Yes
Friendly Village MHP	IL	1111 Archwood Dr SW	Olympia	Thurston	98502	360.943.3112		Yes	Yes	Yes
Garden Courte Memory Care	MC	626 Lilly Rd NE	Olympia	Thurston	98506	360.491.4435		Yes	Yes	Yes
Hacienda Apartments	IL	3805 14th Ave SE #C23	Lacey	Thurston	98503	360.456.1110		Yes	Yes	Yes
Hampton Alzheimers Care	SDC/EARC /ARC	1400 Trosper Rd SW	Tumwater	Thurston	98512	360.464.1567		Yes		
Jubilee®	IL	8487 Bainbridge Lp NE	Lacey	Thurston	98516	360.923.1584		Yes	Yes	Yes
Killion Court	IL	405 Killion Rd	Yelm	Thurston	98597	281.657.9187	✓	Yes	Yes	Yes
Krislen Apartments	IL	9525 Cullens Rd NW	Yelm	Thurston	98597	360.458.7000	✓	Yes	Yes	Yes
LARC at Olympia	IL	3600 Forestbrooke Way SW	Olympia	Thurston	98502	360.515.5248	✓A	Yes	Yes	Yes
Laurel Park Estates MHP	IL	3244 66th Avenue SW	Olympia	Thurston	98512	360.943.9432	✓	Yes	Yes	Yes
ManorCare Health Services	SNF	4524 Intelco Lp SE	Lacey	Thurston	98503	360.491.9890		Yes	Yes	Yes
Martin Terrace	II	7917 Martin Way	Lacey	Thurston	98513	360.456.5125	✓	Yes	Yes	Yes
Mountain Green MHP	IL	5520 Mt. Green Lane SE	Lacey	Thurston	98503	360.491.9428				
Olympian Hotel	IL	519 Washington St SE	Olympia	Thurston	98501	360.357.4451	✓A	Yes	Yes	Yes
Olympia Transitional Healthcare & Rehab	SNF	430 Lilly Rd NE	Olympia	Thurston	98516	360.491.9700		Yes	Yes	Yes
Olympia Village	IL	900 Fairview SE	Olympia	Thurston	98501	844.590.6845				
Olympics West Retirement Inn	EARC/ARC /ALF	929 Trosper Rd SW	Tumwater	Thurston	98512	360.464.1143		Yes	Yes	Yes
Ovation at Oak Tree	IL	3732 Eagledale Court SE	Lacey	Thurston	98513	360.489.5818		Yes	Yes	Yes
Panorama Continuing Care Community	IL/AL/ SNF	1751 Circle Lane SE	Lacey	Thurston	98503	360.456.0111		Yes	Yes	Yes

Senior Housing Facilities (continued)

PROPERTY NAME	TYPE	STREET ADDRESS	CITY	COUNTY	ZIP	TELEPHONE #	LOW INCOME (100% FPL)	STUDIO	1 BDRM	2 BDRM
Panorama	LR	1752 Circle Lane SE	Lacey	Thurston	98503	360.456.0111		Yes	Yes	
Panorama	LR	1753 Circle Lane SE	Lacey	Thurston	98503	360.456.0111		Yes	Yes	
Patriots Landing	IL/AL/MC	1600 Marshall Circle	DuPont	Thurston	98327	253.964.4900		Yes	Yes	Yes
Prestige Senior Living	AL/IL	215 Killion Rd SE	Yelm	Thurston	98597	360.458.1800		Yes	Yes	Yes
Providence Mother Joseph	SNF	3333 Ensign Rd NE	Olympia	Thurston	98506	360.493.4900		Yes	Yes	Yes
Providence St. Francis House	I	3415 12th Ave NE	Olympia	Thurston	98506	360.493.5700	✓	Yes	Yes	Yes
Puget Sound Healthcare Center	SNF	4001 Capital Mall Blvd SW	Olympia	Thurston	98502	360.754.9792		Yes	Yes	Yes
Rainier Apartments	IL	202 SW Edwards St	Yelm	Thurston	98597	360.458.3288	✓A	Yes	Yes	Yes
Revel	IL	211 Hoh St SE	Lacey	Thurston	98516	360.459.9866		Yes	Yes	Yes
Roost Healthcare	SNF	1420 Carpenter Rd SE	Lacey	Thurston	98503	360.491.1765		Yes	Yes	Yes
Rosemont Retirement	IL/AL	215 NW Killion Rd	Yelm	Thurston	98597	360.458.1800		Yes	Yes	Yes
Salmon Shores MHP	IL	5446 Blacklake Blvd. SW	Olympia	Thurston	98512	360.357.8618				
Sandstone Apartments A	IL	118 McArthur N	Tenino	Thurston	98589	844.411.8024	✓	Yes	Yes	Yes
Sandstone Apartments B	IL	298 Ritter St S	Tenino	Thurston	98589	844.411.8025	✓	Yes	Yes	Yes
Seashore Villa MHP	IL	4805 Cushman Rd NE	Olympia	Thurston	98506	360.357.5846		Yes	Yes	Yes
Silver Leaf Residences	IL	4520 Henderson Blvd SE	Olympia	Thurston	98501	360.515.5025		Yes	Yes	Yes
South Sound Villa	IL	4101 Lacey Blvd	Lacey	Thurston	98503	360.459.8792	✓	Yes	Yes	Yes
The Colonial Inn	IL	3730 14th Ave SE	Olympia	Thurston	98501	360.459.9110		Yes	Yes	Yes
The Cottages of Lacey	IL/MC	8570 Martin Way	Lacey	Thurston	98516	360.489.1128		Yes	Yes	Yes
The Firs Retirement Community	L	426 Lilly Rd NE	Olympia	Thurston	98506	360.456.3477		Yes	Yes	Yes
The Lodge at Roo-Lan	SDC	1530 Carpenter RD SW	Tumwater	Thurston	98503	360.491.1765		Yes	Yes	Yes
The Olympian	IL	519 S. Washington St	Olympia	Thurston	98501	360.357.4451	✓	Yes	Yes	Yes
The Reserve	IL	6110 Pacific Ave SE	Lacey	Thurston	98503	N/A	A			
The Sequoia Assisted Living	ARC/AL	825 Lilly Rd NE	Olympia	Thurston	98506	360.539.5438		Yes	Yes	Yes
Thunderbird Village MHP	IL	706 Dennis St SE	Tumwater	Thurston	98501	360.357.8838		Yes	Yes	Yes
Timberlane MH Estates	IL	4707 Blacklake Belmore Rd SW	Olympia	Thurston	98512	360.352.2812		Yes	Yes	Yes
Tumwater Apartments	IL	5701 6th Ave SW	Tumwater	Thurston	98501	360.352.4321		Yes	Yes	Yes
Tumwater MH Estates	IL	930 Trosper Rd SW	Tumwater	Thurston	98512	360.943.1229	✓			
WA Land Yacht Harbor RV Park	IL	9101 Steilacoom Rd SE	Olympia	Thurston	98513	360.491.3750				
Western Plaza MHP	IL	1841 Trosper Rd SW	Tumwater	Thurston	98512	360.753.5805		Yes	Yes	Yes
Woodland Retirement	AL/ALSC	4532 Intelco Lp SE	Lacey	Thurston	98503	360.339.6361		Yes	Yes	Yes
Yauger Park Villas	IL	322 Lachman Lane SW	Olympia	Thurston	98502	360.915.9697				Yes

LEGEND: A Affordable EARC Enhanced Adult Residential Care SDC Specialized Dementia Care
 AL Assisted Living DC Dementia Care SNF Shared Nursing Facility
 ALF Assisted Living Facility I Independent
 ARC Adult Residential Care IL Independent Living
 ALSC Assisted Living Specialized Care MC Memory Care

Summary Information on Non-Profit/Subsidized Housing in Thurston County ¹⁹

Owner & Address	Total # of Units	Number of Income Restricted Units				Permanent Shelter Beds	Cold Weather Beds	Day Center	Comments
		Lacey	Olympia	Tumwater	Other				
<u>BHR Properties</u> Main Office, 3857 MARTIN WAY E, Olympia 104 State Ave, Olympia 2105 State Ave, Olympia 115 X St, Tumwater The Gardens, 1275 2 nd Ave, Tumwater			7 9	8 34				Provides mental health and chemical dependency services	
<u>Capitol Way Associates/Senior Housing Assistance Group (SHAG)</u> Main Office: 201 27th Ave SE Bldg A Suite 200, Puyallup Boardwalk Apartments, 410 Capitol Way North	284		280					SHAG is the largest non profit providers of affordable rental apartments for seniors in WA State 280 units are income restricted. Low to moderate income seniors and eligible disabled only. WSHFC funded.	
<u>Catholic Community Service of Western WA/ Archdiocesan Housing Authority</u> Main Office, 100 23 rd Ave S, Seattle Billy Frank Place, 318 State Ave, Olympia (LIH) Devoe II, 607 Patterson St, Olympia Drexel House, 604 & 606 Devoe St, Olympia Tumwater Apartments, 6 th Ave, Tumwater	43 50 37		42	50			16	Also operates "Community Kitchen" at Salvation Army and Drexel House Veteran's housing. 42 of 43 units are income restricted. WSHFC funded. All units are income restricted. WSHFC funded. 606 Devoe has 26 units of which 25 units are income restricted and is WSHFC funded. Not clear if this and 604 is veteran's only housing. Senior housing	
<u>Community Action Council of Lewis, Mason, Thurston Counties</u> Main Office, 3020 Willamette Dr NE, Lacey, WA 98516 Deschutes Cove Apts, 7201 Henderson Blvd, Tumwater Tolmie Cove Apts, 7245 32nd Ave, Lacey 1516 Diamond Rd, Lacey		44 1		44				Manages a wide array of programs for low income residents 2 bedroom home	
<u>Community Youth Services (CYS)</u> Main Office, 711 State Ave NE, Olympia, WA Young Adult Housing Program, 711 State Ave, Olympia Haven House 1630 Eastside St, Olympia Rosie's Place, 520 Pear St, Olympia		2	10 1				12	40 5 40	Provides a comprehensive array of programs for youth (12-17) and young adults (18-24) Scattered site housing units 4 bedroom home Also has day shelter

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

Surrey Lane, 2810 Ruddell Rd 6625 Steamer Dr 1311-1317 Hall St 9121 Skokomish Way (in Lacey UGA) Olympia Holdings 1205 Creekwood Ct Olympia Crest Phase I & II, 206 Lilly Rd Horizons West, 507 10th Ave Evergreen Vista Apts I, 1209 Fern St	96 1 12 1	104	4 165 24 102						Status unclear. Not listed on HATC website 102 Income restricts units. WSHFC funded.
<u>King County Housing Authority (KCHA)</u> 600 Andover Park West, Tukwila, WA 3948 Martin Way E, Olympia (Casa Madrona)			70						Independent municipal corporation created in 1939 to provide affordable housing and related services Only housing complex outside of King Co
<u>Low Income Housing Institute (LIHI)</u> HQ Office, 2407 First Ave, Seattle Arbor Manor, 1322 Skyridge St, Lacey Fleetwood Apts, 119 7th Ave, Olympia Magnolia Villa, 1410 Magnolia St, Lacey	1 20	43 21	42						Provides rental housing for low income, homeless and formerly homeless. Most housing is in King Co Single family home for women 42 units are income restricted. Serves homeless and veterans. WSHFC funded 20 units are income restricted. Serves families. WSHFC funded.
<u>Mercy Housing Washington IX LP</u> HQ Office, 1999 Broadway Suite 1000, Denver, CO Evergreen Vista II, 1225 Fern St, Olympia Sandstone Apts, Tenino		51	50	30					Catholic housing group that manages over 2,000 housing units in NW Apts for families; 49 income restricted units. WSHFC funded. Housing for seniors and disabled of any age
<u>Olympia Unitarian Universalist Congregation</u> , 2315 Division Street NW, Olympia					12				
<u>Providence Community Care Center/Sidewalk</u> 225 State Ave SE, Olympia								100	Operates medical center and day shelter. No overnight beds or permanent housing at this location. Provides coordinated entry for adults without children

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) 19

<u>Providence St. Francis House</u> 3415 12th Ave. NE, Olympia						59						Subsidized senior (62+) low income housing
<u>Quixote Village</u> 3350 Mottman Road, Olympia						30						30 tiny houses with community building with showers, kitchen, storage, dining & common area; on land owned by Thurston Co
<u>SafePlace</u> Main Office, 521 Legion Way, Olympia Undisclosed location						1	28					Provides permanent shelter beds and services for victims of domestic violence (all genders) Safe House for clients
<u>Saint Michael's (Catholic) Parish</u> 1208 11th Ave SE, Olympia											14	For single men M-Th
<u>Sacred Heart Catholic Church</u> 812 Bowker St, SE, Lacey												Same 14 beds for single men but F-Sun
<u>Salvation Army</u> PO Box 9219, Seattle 808 5th Ave SE, Olympia											48	Currently remodeling. When completed will have 48 overnight beds; also serves meals here and has cold weather shelter
<u>South Puget Sound Habitat for Humanity</u> Main Office, 711 Capitol Way South, Suite 401 Deyoe Vista, off 37th Ave, Lacey 1534 Fairview Av, Olympia Shepard's Grove 5108-5116 Henderson Blvd, Tumwater						15				33		Local chapter of international christian-based organization. Builds homes for low income families Several units under construction
<u>UNION GOSPEL MISSION ASSN OF OLYMPIA</u> Olympia Union Gospel Mission (OUGM) PO BOX 7668, Olympia 413 Franklin St NE, Olympia 6617-6631 Littlerock Rd, Tumwater (Genesis Acres) 3118 Hampton Dr, Tumwater 1044 Grant St, Tumwater											50	Also operates day shelter at this location 2 houses and 10 single wide manf homes Appears to be transitional housing Appears to be transitional housing
<u>United Churches of Olympia</u> Interfaith Works (Shelter)												Currently consisting of 29 Faith communities, organizations and individuals

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

110 11 th Ave SE, Olympia							42			
Yelm Community Services										
PO Box 5320, 624 Crystal Springs Rd SE, Yelm										
9525 Cullens Rd SE					24					
Subtotal				270	987	396	208	104	290	
Total number of subsidized housing units (columns C thru F)										1711

* As of January 27, 2019

Information on housing units from Thurston Co Assessor's Tax Base, WSHFC website, and websites of housing owners/operators
 Information on shelter beds, cold weather beds and day center from Family Support Center & Sidewalk

Summary Information on Resident Owned Mobile Home Parks in Thurston County, compiled by P. Kmet *

Owner & Address	Number of Living Units				Permanent Shelter Beds	Cold Weather Beds	Day Center	Comments
	Lacey	Olympia	Tumwater	Other				
Hidden Village Cooperative 4627 17th Lane NE, Olympia (located in Lacey)	20							Affordable, resident owned manufactured park community
Thunderbird Village Residents Association Inc 706 Dennis St. SE # 10, Tumwater			114					Thunderbird Village is a 55 and older, self-governed, resident-owned, nonprofit corporation. About half the residents are members of the corporation.
Subtotal	20	0	114	0	0	0	0	
Total number of subsidized housing units								134

* As of December 12, 2018

Information on housing units from Thurston Co Assessor's Tax Base, and websites of housing owners/operators

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

Woodland Retirement and Assisted Living Community 4532 Intelco Loop SE Lacey, WA 98503	150	30							Senior Care Facility; Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
Subtotal		306	1464	0	194	0	0	0	
Total number of income limited housing units (columns C thru F)									1964

* As of January 27, 2019

Information on housing units from Thurston Co Assessor's Tax Base, websites of housing owners/operators and WSHFC database

<http://www.wshfc.org/managers/Other/CurrentMultifamilyProperties.xlsx>

These properties have income limits and rents restricted by having received financing through the Washington State Housing Finance Commission

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

Summary Information on Private "Affordable" Housing Units in Thurston County *

Affinity at Olympia LLC/Copper Trail Apts LLC/Copper Wood	Apts LLC								
Main Office: 120 W Caldo Ave, Suite 100, Spokane									Affinity Living Communities is part of the Inland Group, specializing in the development of high density residential communities.
Affinity at Olympia 707 Kaiser Rd SW, Olympia 98502	170								Received WSHFC financing; active tax exemption
Copper Trail Apartments 701 Alta St. SW, Olympia 98502 Copper	260	34							55+ community designed for active adults Received WSHFC financing; active tax exemption
Wood Apartments 10244 E. Martin Way, Lacey 98516	228	258							Received WSHFC financing; active tax exemption
		221							
Ashwood Downs Apartments 1900 Ashwood Downs Lane SE Olympia WA 98501	96	95							Received WSHFC financing; active tax exemption
College Glen Apartments 4870 55th Lane SE Lacey, WA 98503	164	161							
Courtside Apartments 515 Courtside ST SW Olympia, WA 98502	211	209							Received WSHFC financing; Sold in 2018; may no longer have restricted income apts
Crowne Pointe Apartments 2800 Limited Lane Olympia, WA 98502	160	158							Received WSHFC financing; Sold in 2016; may no longer have restricted income apts
Evergreen Villages 505 Division Street NW Olympia, WA 98502	180	178							Received WSHFC financing; No active tax exemption - may no longer have restricted income apts Received WSHFC financing; active tax exemption

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

FRTPI LLC/ SPITPI LLC 4260 Galewood Street Suite A, Lake Oswego, OR Fern Ridge Apartments 1309 Fern Street SW Olympia, WA 98502 Stuart Place Apartments 110 Legion Way Olympia, WA 98502	99 36	98 36					Received WSHFC financing; No active tax exemption - may no longer have restricted income apts Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
Olympia Vista Apartments/LARC at Olympia 3600 Forestbrooke Way SW Olympia, WA 98502	141	141					62+ Senior Retirement Community; Received WSHFC financing; active tax exemption
Olympic Heights Apartments 300 Kenyon Street NW Olympia, WA 98502	178	36					Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
Prestige Senior Living Rosemont 215 Killion Road NW Yelm, WA 98597	87		18				Senior Care Facility; Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
VBT Summer Ridge LLC 1911 65 th Ave W, Tacoma 98466 Summer Ridge Apartments/Forest Grove Apts 3010 Ruddell Road SE	116	115					Received WSHFC financing; active tax exemption
CAC 515 Preservation Portfolio/Salmon Run Yelm Associate Main Office: 545 Rainier Blvd N Suite 9, Issaquah Killion Court Apartments 405 Killion Ct NW, Yelm Prairie Run Apartments 205 Mountain View Road Salmon Run Apartments 10720 Vancil Rd SE, Yelm	109 32 40	106 31 39					Received WSHFC financing; active tax exemption Discrepancy between # units on WSHFC website (109) and Thurston Co Assessor database (20) Received WSHFC financing; active tax exemption Received WSHFC financing; active tax exemption

Subsidized Apartments ²⁰

Privately owned and managed subsidized housing for low-income family or senior households in Thurston, Mason, or Lewis Counties, WA. Each property maintains an onsite and separate waiting list.²⁰

Family Units

PROPERTY NAME	STREET ADDRESS	TELEPHONE #	COUNTY	UNITS	ONE (1)	TWO (2)	THREE (3)	FOUR (4)
Deschutes Cove	7200 Henderson Blvd., Tumwater	360.753.5813	Thurston	44	Yes	Yes	Yes	
Evergreen Apartments	907 W. Simpson Ave., McCleary	360.495.4191		15	Yes	Yes	Yes	
Evergreen Villages	505 Division Street NW, Olympia	360.943.5505	Thurston	180	Yes	Yes	Yes	Yes
Fairmont & Goldsborough Cove	940 Fairmont Avenue, Shelton	360.426.4417		40 & 20	Yes	Yes	Yes	
Magnolia Villa	1410 Magnolia, Lacey	360.491.3924	Thurston	21	Yes	Yes	Yes	Yes
Pine Gardens	3000 John's Prairie Road, Shelton	360.432.3161		24	Yes	Yes	Yes	Yes
Tolmie Cove	7245 32nd Avenue NE, Olympia	360.491.7907	Thurston	44	Yes	Yes	Yes	
Woodsvilla Apartments	1015 Oakhurst, Elma	360.482.4840		50	Yes	Yes	Yes	
Yelm Cove	500 Mckenzie, Yelm	360.458.2048		32	Yes	Yes	Yes	

Senior, Elderly, and Disabled

PROPERTY NAME	STREET ADDRESS	TELEPHONE #	COUNTY	UNITS	STUDIO	ONE (1)	TWO (2)	THREE (3)	FOUR (4)
Ashford House/ Belfair House	170 Hwy 3 NE, Belfair	360.275.1400		24		Yes	Yes		
Casa Madrona	3948 Martin Way NE, Olympia	844.553.3061	Thurston	70		Yes			
Evergreen Apartments- Seniors only	907 W. Simpson, McCleary	360.495.4191				Yes	Yes	Yes	Yes
Evergreen Villages	505 Division Street NW, Olympia	360.943.5505	Thurston	180		Yes	Yes	Yes	
Fir Tree Park	614 N 4th Street, Shelton	360.426.5666		60		Yes			
Goldsborough Cove	303 S 7th Street, Shelton	360.426.3903		24		Yes			
Harmony House	1100 N 13th Street, Shelton	360.275.1400		30		Yes	Yes		
Killion Court	405 Killion Road, Yelm	360.458.2661		20		Yes			
Lewis & Clark Apartments	117 W Magnolia, Centralia	360.736.5358			Yes	Yes			
Providence St. Francis House- Senior Only	3415 12th Avenue NE, Olympia	360.493.5700	Thurston	60		Yes			
Rainier Apartments (wheelchair ramps)	202 Edwards Street, Yelm	360.334.5018		22		Yes	Yes		
Sandstone Apartments	230 Ritter, Tenino	360.264.4414 425.335.3248 TTD		30		Yes	Yes		
Saratoga Springs	1100 N 12th Street, Shelton	360.427.7033		43	Yes	Yes			
South Sound Villa	4101 Lacey Blvd., Lacey	360.459.8792		70		Yes			
The Olympian	519 S Washington Street, Olympia	360.357.4451	Thurston	50	Yes	Yes			
Tumwater Apartments-Senior Only	5701 6th Avenue SW, Tumwater	360.352.4321		50	Yes	Yes			



HOME SHARE POSITION DESCRIPTION

Title:	Home Share (HS) Program Navigator
Developed:	May 20, 2019
Reports To:	Client Services Director
Supervisor Contact:	360.586.6181 x120
Location:	Olympia Senior Services for South Sound Center
Time Commitment:	1.00 FTE
Salary:	Negotiable

Job Description:

The Home Share Program Navigator serves as the organization's primary point of contact for the Home Share Program. The Navigator will work directly with the Home Share Intake Specialist and Home Share Outreach Coordinator to ensure that the program works effectively and efficiently to provide seniors a viable housing option. The Navigator will also work closely with the organization's housing internal and external partners to support a network of referral contacts for seniors needing other supportive services available in the community.

This position is located at the Administrative Office of Senior Services for South Sound and will support the Olympia Senior Center and the Virgil Clarkson Lacey Senior Center.

Responsibilities:

- Respond to inquiries about the Home Share Program with timeliness and knowledge.
- Review Provider and Seeker completed applications for accuracy and thoroughness.
- Efficiently assess an individual's housing status and housing needs and his/her appropriateness for the home share program.
- Input Provider and Seeker application data into COMPASS360 database with speed and accuracy.
- Effectively assess and match Providers and Seekers using application and other information entered into COMPASS360.
- Make appropriate referrals to other partner or supportive services, as requested.
- Follow up with home share matches to mitigate concerns and to provide retention support.
- Generate monthly COMPASS360 reports to track home share program activity and progress.
- Perform Community Outreach to housing partner organizations.
- Recruit Provider and Seeker participants to the Home Share Program.
- Inform the development of Home Share Program marketing materials.
- Inform the development of a strong and extensive social media presence for HS Program.
- Engage and collaborate with other local, WA State, and national home share housing partners.

**Senior Services for South Sound
Administrative Offices**
222 Columbia Street NW
Olympia, WA 98501
360.586.6181

Virgil Clarkson Lacey Senior Center
6757 Pacific Avenue SE
Lacey, WA 98503
360.407.3967

Mason County Office
190 Sentry Drive
Shelton, WA 98584
360.525.3238

Title: Home Share (HS) Program Navigator (page 2)

Responsibilities (continued):

- Attend county housing partner meetings, committees, and workshops as appropriate.
- Attend WA State, national, or international home share conferences, as appropriate.

Qualifications:

- Bachelors degree in social work, human development, psychology, related field or equivalent experience
- Strong communication and presentation skills, written and oral
- Minimum 1 to 2 years' experience in social services, teaching, or counseling
- Computer proficiency with Microsoft Office suite products (Word, Excel, PowerPoint)
- Strong cultural competency skills
- Ability to network and collaborate with local community, WA State, national home share housing partners
- Ability to problem-solve and work with a diverse senior population
- Ability to develop and maintain positive and supportive work relationships
- Ability to handle sensitive or confidential information and data

Preferred Qualifications or Experience:

- Masters Degree in social work or related field
- Excellent communication and presentation skills, written and oral
- Experience in project development and management
- Strong knowledge of and adeptness with social media platforms
- Knowledge of housing resources in Thurston and Mason Counties
- Knowledge of current general housing data, patterns, and trends
- Prior experience working 3 to 5 years in a non-profit social services organization, with increasing responsibility
- Prior experience working directly with older adults 55 years or older
- Prior experience working in an affordable or low-income housing program
- Prior experience working with various case management/client databases (ACCESS, COMPASS360)
- Prior experience working in an effective team environment
- Proven ability to exhibit a high degree of professionalism under stressful situations
- Grant writing, bilingual a plus

What You'll Love About Us:

We are more than just a place to work. We have fun too, making a difference in the lives of people that we serve!

- Paid Holidays
- Paid Time Off + Sick Leave
- Medical/Vision/Dental
- 401K Retirement Plan



HOME SHARE POSITION DESCRIPTION

Title:	Home Share Outreach Coordinator
Developed:	May 10, 2019
Reports To:	Home Share Program Navigator
Supervisor Contact:	360.586.6181
Location:	Olympia Senior Services for South Sound Center
Time Commitment:	.5 FTE
Salary:	\$20 to \$25 hour (industry average)

Job Description:

The Home Share Outreach Coordinator will develop and implement an effective marketing strategy, marketing plan, and materials to recruit and retain qualified Home Providers and Home Seekers for the Home Share program. He/she will work closely with the Home Share Intake Specialist to ensure that participants recruited for the program are attended to on a timely and efficient manner. The Outreach Coordinator will also work closely with the organization's housing partners and community organizations to develop a network of prospective program recruitment opportunities, contacts, and tabling events.

This position is located at the Administrative Office of Senior Services for South Sound and will support the Olympia Senior Center and the Virgil Clarkson Lacey Senior Center.

Responsibilities:

- Develop and initiate a community outreach strategy and plan
- Develop an effective and proactive marketing strategy
- Develop an extensive social media presence for Home Share Program
- Maintain and update the HS Program presence on social media
- Inform the development of Home Share Program marketing materials
- Conduct community outreach through presentations, written articles, and tabling events
- Recruit Provider and Seeker participants to the Home Share Program
- Network and collaborate with other local, WA State, and national home share housing partners
- Attend county housing partner meetings, committees, and workshops as appropriate
- Attend WA State, national, or international home share conferences, as appropriate

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Virgil Clarkson Lacey Senior Center
6757 Pacific Avenue SE
Lacey, WA 98503
360.407.3967

Mason County Office
190 Sentry Drive
Shelton, WA 98584
360.525.3238

Title: Home Share Outreach Coordinator (page 2)

Qualifications:

- Bachelors degree in social work, human development, psychology, related field or equivalent experience
- Minimum 1 to 2 years' experience in social services, teaching, or counseling
- Strong communication and presentation skills, written and oral
- Effective organization and community networking skills
- Strong cultural competency skills
- Experience cold and warm calling customer prospecting skills
- Computer proficiency with Microsoft Office suite products (Word, Excel, PowerPoint)
- Knowledge of the housing needs for a diverse and local senior population
- Ability to develop and maintain positive and supportive organizations and partner relationships
- Ability to handle sensitive or confidential information and data

Preferred Qualifications or Experience:

- Masters Degree in social work, related field, or comparable experience
- Excellent communication and presentation skills, written and oral
- Strong customer prospecting skills (cold/warm customer calling)
- Strong organizational and time-management skills
- Knowledge of housing resources in Thurston and Mason Counties
- Knowledge of current general housing data, patterns, and trends
- Prior experience working directly with older adults 55 or older
- Proven ability to exhibit a high degree of professionalism under stressful situations
- Cultural competency skills

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- 401K Retirement Plan



HOME SHARE POSITION DESCRIPTION

Title:	Home Share (HS) Program Intake Specialist
Developed:	May 20, 2019
Reports To:	Home Share Program Navigator
Supervisor Contact:	360.586.6181
Location:	Olympia Senior Services for South Sound Center
Time Commitment:	.5 FTE/ or Volunteer
Salary:	\$15 to \$18 per hour (industry average)

Job Description:

The Home Share Intake Specialist will respond to prospective program participant inquiries, application, matching, referral, and follow-up program deliverables. The Specialist will capture and input Provider and Seeker data into COMPASS360 database, perform clerical tasks, initiate routine program participant follow-up and communication, and other miscellaneous tasks as assigned.

This position is located at the Administrative Office of Senior Services for South Sound and will support the Olympia Senior Center and the Virgil Clarkson Lacey Senior Center.

Responsibilities:

- Respond to inquiries about the Home Share Program with timeliness and knowledge
- Assist Provider and Seeker in completing program applications
- Review Provider and Seeker completed applications for accuracy and thoroughness
- Call references listed in Provider or Seeker applications; initiate background check process
- Efficiently assess an individual's housing status and housing needs and his/her appropriateness for the home share program
- Input Provider and Seeker application data into COMPASS360 database with speed and accuracy
- Effectively assess and match Providers and Seekers using application and other information entered into COMPASS360
- Make appropriate referrals to other partner or supportive services, as requested
- Follow up with home share matches to address concerns and to provide retention support

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Lacey, WA 98503
360.407.3967

Mason County Office
190 Sentry Drive
Shelton, WA 98584
360.525.3238

Title: Home Share (HS) Program Intake Specialist (page 2)

Qualifications:

- High School diploma or equivalent education
- Minimum 6 months experience in social services, customer service
- Computer proficiency with Microsoft Office suite products (Word, Excel, PowerPoint)
- Strong cultural competency skills
- Basic familiarity with online data bases
- Prior clerical or administrative experience
- Ability to handle sensitive or confidential information and data

Preferred Qualifications or Experience:

- Bachelors degree in social work or related field
- Prior experience working 1 to 2 years in a non-profit social services organization
- Strong communication skills via telephone, email, text, and in-person
- Familiarity with various social media platforms
- Prior experience working directly with older adults 55+
- Prior experience in data-entry
- Prior experience working in an affordable or low-income housing program
- Ability to problem-solve and work with a diverse senior population

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Home Share Resource Guide Feedback

We are committed to continuous improvement of the Home Share Resource Guide. You can help us meet our commitment by completing this form, detaching, fold, and mailing it in. **Please circle the words** that best answer the following questions. In the space provided, **please elaborate** on your response, if appropriate.

1. How useful is the information presented in this publication?	Not Useful	Somewhat Useful	Very Useful
2. How clear is the information presented in this publication?	Not Clear	Somewhat Clear	Very Clear
3. How responsive are the goal, objectives, and strategies to the challenges presented in this publication?	Not Responsive	Somewhat Responsive	Definitely Responsive
4. How accurate is the information?	Not Accurate	Somewhat Accurate	Very Accurate
5. How is the information presented?	Not Enough Detail	Right Amount Detail	Too Much Detail
6. How is the length of the document?	Too Short	About Right	Too Long
7. Do you want additional copies of this publication?	Yes ___	Quantity _____	No ___
8. How did you expect to use this publication? How have you used this publication?			
9. How can this publication be made more useful in future editions? What additional information would you like to see in subsequent publications?			



Please Tell Us About Yourself

JOB TITLE	SECTOR Public ___ Private ___ Nonprofit ___	ZIP CODE
Would you like to be contacted about future Home Share initiatives in this field? Yes ___ No ___		
If we have any questions about what you have written here, may we contact you? Yes ___ No ___ (If you answered "yes" to this question, please fill out the following:)		
NAME	ADDRESS	
CELL/PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS



Home Share Program
222 Columbia Street NW
Olympia, WA 98501

Stamp
Here

In gratitude

Dolores Blueford, Ph.D.

Dolores came to Senior Services for South Sound with passion and commitment to help elder adults achieve excellent quality of life as they age in place. Developing the framework for a successful Home Share Program gave her tremendous gratification. She wishes the adult senior community many vital years of coming home to a vibrant community of caring friends.



In support!



Lee Doyle had worked on many initiatives to create safe, affordable housing options within her community. She enthusiastically joined the Home Share project effort as a positive approach for senior adults to remain in their homes while extending a sense of belonging to other home seekers.

Notes

Notes



ADMINISTRATION

Brian Windrope, Executive Director
bwindrope@southsoundseniors.org
360.586.6181 ext. 104
southsoundseniors.org

Olympia Senior Center

222 Columbia Street NW
Olympia, WA 98501
360.586.6181

Virgil Clarkson Lacey Senior Center

6757 Pacific Avenue SE
Lacey, WA 98503
360.407.3967

HOME SHARE PROJECT

Bryan "BC" Hildebrand, Client Services Director
bhildebrand@southsoundseniors.org

southsoundseniors.org/programs/home-share-program

Homeshare Study Policy Recommendations

for the Washington State Senate Housing and
Local Government Committee

By Amy Hagopian, PhD, Cassidy Farrow, MPH, and Nicholas Locke, MPH
University of Washington, School of Public Health, Department of Health Services

February 1, 2021

Contact Information

Amy Hagopian, PHD
Professor,
University of Washington
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Box 357660
Seattle WA 98195-7660

Office: 206.616.4989
hagopian@uw.edu

February 1, 2021

**Homeshare Study
Policy Recommendations
for the Washington State
Senate Housing and Local
Government Committee**

By Amy Hagopian, PhD,
Cassidy Farrow, MPH, and
Nicholas Locke, MPH
University Of Washington,
School Of Public Health,
Department Of Health Services

Contact Information

Amy Hagopian, PHD
Professor,
University of Washington
School of Public Health
Box 357660
Seattle WA 98195-7660
Office: 206.616.4989
hagopian@uw.edu

Acronyms and Key Words

ADU: Accessory dwelling unit (e.g., a mother-in-law unit)

CDC: U.S. Centers for Disease Control and Prevention

Couch surfing: Staying temporarily in a series of other people's homes, typically making use of improvised sleeping arrangements

DADU: Detached accessory dwelling unit (e.g., a backyard cottage)

DESC: Downtown Emergency Service Center

Doubling up: As defined by the McKinney Vento Act's definition of homeless: sharing the housing of another person due to loss of housing, economic hardship, or a similar reason

Extra-legal: Beyond the authority of the law; not regulated by the law

Formal Adult Homesharing: The home seeker formally arranges to live in the home provider's house. Usually the home provider receives compensation through rent or a small stipend.

Formal Youth Homesharing: Formal youth homesharing operates outside the foster care system to support young people in finding home arrangements. Traditional matches are made by connecting youth with voluntary home hosts who don't know the youth in advance. Kinship models rely on pre-existing relationships between youth and their host homes; the relationships don't have to be family based, but often are.

HB: House Bill

Home match: Home seeker and home provider are matched by a service agency and enter a formal, almost lease-like arrangement that benefits both parties

Home provider: Individual with a spare bedroom or space on private property to offer in a homesharing arrangement

Home seeker: Individual with an imminent housing need who is seeking a homesharing arrangement

Homesharing: As defined by the National Shared Housing Resource Center, a simple idea where two or more people share a home to their mutual benefit

HOST: Housing Options for Students in Transition (acronym of an organization in Mason County, Washington)

Host home: Short-term intervention for youth (typically aged 12-24) who are displaced or experiencing homelessness for any variety of reasons, including but not limited to family conflict (sometimes over a young person's sexual identity), parent deportation, parent homelessness, and other issues related to poverty. Host homes are a service provided by a more stable family to a young person, typically after being connected through a social service agency to meet the young home seekers' imminent housing needs

HIP Housing: Human Investment Project Housing (a well-known homeshare organization in San Mateo, California)

HUD: U.S. Department of Housing and Urban Development

Informal In-Unit: The home seeker uses their personal network to arrange to live with the home provider or use the home provider's private property for vehicle residency. Usually this happens without oversight.

LGBTQ+: Lesbian, Gay, Bisexual, Transgender, Queer +

LLCs: Limited Liability Corporations

OHY: Washington State Department of Commerce Office of Homeless Youth

ORS: Oregon Revised Statutes

One Night Count: A point-in-time count of people who are homeless in shelters, in transitional housing, or sleeping outside

Safe parking programs: Programs that arrange for parking lots for unhoused individuals living in their vehicles who otherwise would face challenges in safely or legally parking their cars.

Separate/detached units: Separate building or structure on a private owner's property (this could include a backyard cottage, mother-in-law unit, or parking for a vehicle or a RV) that is made available for low-cost rent (or donated as a charitable contribution)

SB: Senate Bill

SHB: Substitute House Bill

SSI: Supplemental Security Income

Squatting: Unlawfully occupying an uninhabited building or settling on a piece of land

Upzoning: Changing the zoning code to allow taller buildings and/or buildings with more units

UW: University of Washington

Vacant Unit: Vacancy matching for low-income tenants is an arrangement in which an organization serves a third-party moderator who absorbs the risk of renting out vacant properties to low-income home seekers; these can also be known as landlord liaison programs.

VA: Veterans Affairs

Vehicle residency: The use of a car or recreational vehicle for housing

CONTENTS

Executive Summary	5
Introduction	6
Home is a bedrock concept in many U.S. policies	6
Too many are unsheltered in the U.S.	6
For too many people, housing prices are too high for the wages they earn.....	7
Homesharing tackles two problems at once	7
Why people homeshare	7
Methods	8
Findings.....	10
Formal Adult Homesharing Arrangements	10
Who we talked to.....	10
Home matching organizations and what they do.....	10
What to expect from new home matching programs.....	11
Return on Investment.....	12
Problems	12
Measures of success for formal homesharing	13
Formal Youth Homesharing Arrangements	14
Who we talked to	14
What host home organizations do	14
Performance and cost of host home programs.....	15
Problems	15
Measures of success for host homes.....	16
Separate Unit Sharing Arrangements	16
Who we talked to.....	16
What detached / separate unit sharing organizations do.....	16
Problems	17
Measures of success for separate unit homesharing	17
Separate Unit Housing Programs and Vacancy Matching	17
Land trusts.....	17
Cooperatives.....	18
Managing Informal, Precarious, and Extra-Legal Arrangements	18
Describing these arrangements.....	18
Who we talked to.....	19
Organizations working in this space.....	19
State Policy Investment Opportunities.....	21
Support nonprofits in the homesharing and vacancy matching space	21
Entice new homeshare providers and subsidize renters.....	21
Bonuses	21
Tax credits for home providers	21
Direct payments in lieu of rent	21
Cultivate good ideas by funding pilot programs.....	21
Prioritize ending youth homelessness	21
Encourage host home programs as alternatives to foster care and youth homelessness	21
Include homesharing in Housing Trust Fund Statute.....	22
Improve and streamline data collection and reporting	22
Make homesharing programs eligible for Department of Commerce grant funding	22

Low-Cost State Policy Ideas.....	23
Discourage vacant units	23
Require Disclosure of Beneficial Ownership.....	23
Consider the success of Vancouver's vacant homes penalty tax	23
As an alternative to a statewide coordinating body, support organic coalitions.....	23
Washington state homesharing coalition	23
Washington Host Home Coalition.....	23
Remove burdensome regulations on host homes.....	23
Host home regulation revisions	23
Learn lessons from pandemic	24
Utilizing vacant property for emergency or temporary housing	24
Moving away from congregate settings	24
CDC: Centers for Disease Control and Prevention street sweeps advisory	25
Promote market solutions	25
Promote affordable units and dense neighborhoods	25
Remove restrictive ordinances inhibiting homesharing	25
Expand the entrepreneurial capacity of homeshare organizations.....	25
Offer non-monetary incentives for homesharing	25
Encourage appropriate roles for for-profit entrants	26
Federal advocacy.....	26
Expand HUD's definition of homelessness to include doubling up.....	26
Department of Commerce federal grant pass-throughs	26
Tap Into New Revenue Sources	27
Reconsider B&O and sales tax exemptions	27
Establish Public Coop bank as a source of financing for public housing	27
Conclusions	28
Limitations.....	29
Limited by homesharing definition.....	29
COVID-19 limitations	29
Opportunities for Future Research	29
Acknowledgments	30
Citations	31
Appendices	35
1. Homeshare Study Advisory Board members.....	35
2. Revenue source possibilities.....	36
3. Interview guide	38
4. Powerpoint slides for the presentation to the Washington State Senate's Housing Stability & Affordability Committee on September 15, 2020, broadcast on TVW.....	39

Tables

Table 1: Interviewee table	8
Table 2: Homeshare organizations interviewed for this report	9
Table 3: Typical timeline for starting a homesharing program.....	11
Table 4: Hypothetical measures of success in a home matching/ homeshare program	11
Table 5: Typical measures of success for formal home matching programs based on interview data:.....	13
Table 6: Volume and cost data from homeshare organizations we interviewed	13
Table 7: Typical measures for host home programs, from interview data	16
Table 8: Typical measures of success for vacancy match programs based on interview data:	18

Executive Summary

Housing instability is a national crisis, exacerbated by the COVID-19 pandemic, and Washington state has some of the highest levels of homelessness in the nation. In both rural and urban parts of the state, too few people can afford to rent or own a home on the wages they earn. The 2019–2021 Washington state biennial budget directed the University of Washington School of Public Health to study homesharing of privately owned residential properties, as a strategy for increasing the supply of low-cost rentals in an effort to prevent housing instability.

Because the federal definition of homelessness does not include “couch surfing” or doubling up, and because the federal Department of Housing and Urban Development-mandated One Night Count would not catch these individuals, calculations of the number of people needing more stable housing arrangements are likely underestimated, especially for adults. Prior to the COVID-19 pandemic, the January One Night Count suggested more than a half million Americans are experiencing outdoor or shelter-based homelessness on any given night. Probably ten times that many individuals are in precarious or doubled up situations, without any formal or reliable protections. One indicator of this is that a million K-12 U.S. public school students are known to be doubled up (with about 30,000 of those in Washington—our state is in the top ten for this indicator).

Homesharing is a strategy to address housing instability with more formal, reliable and relationship-based solutions. In fact, homesharing tackles two problems at once—assisting middle class people to hold on to their homes while extending vacant bedrooms to those who might otherwise fall into homelessness. Homesharing has many positive health and housing benefits, as well; researchers report homesharing arrangements help people financially, can meet caretaking needs, and offer social support.

Homeshare matchmaking organizations have developed state and national associations to share best practices. Effective and efficient approaches to ensure good and lasting pairings are known, and software, insurance, banking and other tools have been established to help. Still, homeshare matchmaking and case work is labor-intensive, and successful organizations seem to max out at about 300 matches a year. Further, there is not a national norm or cultural expectation for homesharing, which would help advance this solution as a housing stability solution.

Aside from spare bedrooms, home owners and landlords can offer other types of accommodation within the spirit of homesharing. Our report discusses some of the creative work to match home seekers to these opportunities, through landlord liaison programs, cooperatives, land trusts, backyard cottages, or even parking spaces.

On methods: we formed an advisory committee to guide our work, and hired graduate student research assistants to conduct much of the research for this project. We developed a typology of homesharing arrangements, and interviewed people working in organizations in Washington state and across the country engaged in the work of finding creative homesharing and other vacancy matching solutions. We also interviewed government agency workers and read a variety of reports and literature on forms of homesharing in the U.S.

Introduction

The 2019–2021 Washington state biennial budget included an \$80,000 general fund appropriation for the University of Washington School of Public Health to study homesharing of privately owned residences, which can be used as a strategy to reduce housing instability by increasing the supply of low-cost rentals. As defined by the National Shared Housing Resource Center, homesharing is where two or more people share a home to their mutual benefit. The proviso language within the appropriation was brief, but required an analysis of homeshare programs across the country and similar initiatives in Washington state. The idea was to learn more about barriers, successes, best practices and policies; analysts were charged with making recommendations to establish and sustain homeshare programs in Washington. This report is a product of that effort.

HOME IS A BEDROCK CONCEPT IN MANY U.S. POLICIES

The meaning of “home” has long been shaped by U.S. housing policy. Since the 1910s, federal policy has allowed taxpayers to deduct mortgage interest and real estate tax from their gross incomes on tax returns, and zoning ordinances have protected residential interests in suburbs and commercial interests in cities. These types of policies have encouraged the view of “home” as single-family home ownership (Despres, 1991). Research has shown that modest changes in housing policies can trigger substantial changes in housing behavior (He, 2010). Unfortunately, many current housing policies either disproportionately benefit high-income homeowners (Crowley, 2002) or incentivize housing stock waste (He, 2010). Meanwhile, hundreds of thousands of Americans experience homelessness on any given day (United States Interagency Council on Homelessness, 2019).

Mortgage and homeowner tax breaks provide more benefit to the top quarter of income earners than the benefit that lower income renters receive through housing subsidies (Crowley, 2002). In addition, many policies serve to discourage non-traditional living arrangements. For example, Social Security benefits are reduced when someone who is eligible for Supplemental Security Income (SSI) lives with someone who is ineligible for SSI, and many zoning or building codes limit the number of nonrelated family members who can live together (He, 2010). The long history of private and public policies, including redlining and restrictive racial covenants, contributed to a lack of homeownership for minority communities, especially African American communities (Rothstein, 2017). In fact, the incoming president of the National Association

of Realtors acknowledged that the real estate industry has contributed to racial inequality and segregation in housing, noting this as an outrage that merited an historic apology from the organization (Gittelsohn, 2020).

TOO MANY ARE UNSHELTERED IN THE U.S.

Failures of U.S. housing policy have exacerbated the nation’s housing crisis. There is no state or county in the country in which a worker earning the federal or state minimum wage can afford a two-bedroom rental apartment at fair market rate (Aurand, 2019).

During the One Night Count in January 2019, 568,000 people were found unhoused (Henry, 2019). This count provides only a snapshot of the housing crisis, and the January date ensures an undercount because frigid temperatures drive people indoors (Count Us In, 2019). Housing insecurity afflicts both rural and urban communities (Harvard TH Chan SPH, 2018; Morton, 2017). Several vulnerable populations are especially at risk, including seniors, youth, and adults with disabilities.

Homelessness is a significant issue on the West Coast, and Washington is among the states reporting tens of thousands of unsheltered people on any given day (United States Interagency Council on Homelessness, 2019). Washington had the fifth highest unhoused population in the nation in 2018, and an estimated 21,577 people went without housing in January 2019 (USICH, 2019). Seattle has the third highest unhoused metropolitan population in the U.S., behind New York and Los Angeles, (Walters, 2018), with 11,119 counted unsheltered in January 2019 (Connery, 2019). About 30,000 public school students in Washington state are doubling up, and King County’s Point in Time (One Night Count) survey revealed 29% of respondents experiencing homelessness were doubled up with a friend or relative (United States Interagency Council on Homelessness, 2019; Seattle/King County Point in Time Count, 2019).

Further, an estimated 13,000 youth in Washington state are unhoused; 24% of this population is Black compared to 6% of the population overall, and 40% of this population identify as LGBTQ compared to 3–5% of the population overall (Washington State Department of Commerce, 2019). In addition, Black adults are overrepresented in evictions and the unhoused population at large, suffering an eviction rate that is 5.5 times higher than whites in King County and 6.8 times higher than whites in Pierce County (Thomas, 2019).

The recession following the coronavirus pandemic could cause twice as much homelessness nationwide as the Great Recession did more than a decade ago, says a grim study released January 11, 2021 by Economic Roundtable, an LA research group (Flaming et al., 2021).

FOR TOO MANY PEOPLE, HOUSING PRICES ARE TOO HIGH FOR THE WAGES THEY EARN

National research connects rent prices, low vacancy rates, and homelessness (United States Interagency Council on Homelessness, 2019). A U.S. worker would need to make \$27.78 an hour to afford a two-bedroom apartment at fair market rate without exceeding the federal recommendations of spending 30% of income on housing (Aurand, 2019).

Washington state has the country's eighth most expensive rental market, driven largely by the metropolitan Puget Sound area (Esajian, 2020). But rentals are in short supply in rural Washington, too: The large migrant farmworker population faces a persistent lack of safe, affordable housing every year, leading to unauthorized encampments and public health concerns (Wilkerson, 2005; Jimenez et al., 2018).

HOMESHARING TACKLES TWO PROBLEMS AT ONCE

While young people struggle to find housing, many older people are trying to stay in their homes as they face mortgage debt, maintenance costs and property taxes (United States Department of Housing and Urban Development, 2017). In 2015, 45% of adults aged 65 or older were considered economically vulnerable due to declining wages and rising costs (Goldberg, 2016).

Homesharing is a strategy to solve two problems at once: assisting middle class people with holding on to their homes, while extending vacant bedrooms to those who might otherwise fall into homelessness. Homesharing has many positive health and housing benefits. For example, many people choose to live in non-traditional homesharing arrangements to reduce the personal costs of rent during emergencies, to meet caretaking needs, or simply in search of social support (Ahrentzen, 2003).

Several studies have demonstrated the positive effects of shared housing, including health benefits. A report on homesharing arrangements showed that homesharers valued improvements to their economic health and received social support from homesharing relationships (Ahrentzen, 2003). Another study showed a decrease in the number of days spent unhoused and significant increases to mental health for adults who were able to find homeshare arrangements (He, 2010). A 2020 publi-

cation summarized the literature on homesharing, finding multiple health and well-being benefits related to the companionship found in homesharing (Martinez, 2020). Although homesharing arrangements show promise for solving a variety of housing and health problems, they are viewed as a homelessness prevention strategy, rather than a solution to chronic homelessness.

The housing affordability crisis and rising rates of homelessness in Washington state prompted legislators to commission this homeshare study. While creating new housing can be expensive, homesharing is a cost-effective strategy to create affordable housing options. There is bipartisan support for using this idea to address the housing crisis. Previously proposed legislation, House Bill 2639, aimed to fund homesharing through a competitive grant program, but the bill did not pass for fear it would reduce funding aimed at other housing programs. However, rather than replace them, homesharing can complement other existing tools and efforts that address housing affordability and stability.

WHY PEOPLE HOMESHARE

Research has identified multiple motivations for homesharing, and has found that those who elect to share homes initially for financial reasons often find secondary benefits that they had not anticipated. However, the research in this area is not particularly current. Altus & Mathews (2000) showed that homeowners aged 70 and older received the most non-monetary benefits of homesharing, reporting significantly improved benefits in the dimensions of health, well-being and social activities. This especially applied to men, who reported being significantly better off than women in the areas of well-being and health. In other studies, Rekart & Trevelyan (1990) reported the majority of home providers aged 55 and older expressed an increased sense of well-being resulting from "companionship/reduced loneliness/better quality of life." Macmillan and colleagues (2018) identified "simply having someone to talk to on a regular basis" as a key benefit for many of the interviewed home providers, who described this increased engagement as reducing previous feelings of loneliness and social isolation. Further benefits of homesharing reported by Labit & Dubost (2016) included an increased sense of safety resulting from the reassuring presence of another person in the home.

Home matching programs, which connect home providers and home seekers, report their services foster long life relationships and contribute to better physical and mental health of participants. These home matching programs can be especially important in rural communities, where they have the potential to strengthen communities and local economies by lessening the burden on healthcare and public health systems.

Methods

We began this project by forming an advisory committee of stakeholders from the housing community, including those with lived experience, service providers and policymakers. See Appendix 1 for membership list. The group met approximately quarterly, and advised on conceptualizing the problem, identifying model programs to explore, synthesizing and interpreting our findings, and formulating recommendations. Stakeholders were found from our network of contacts in homelessness prevention and housing services, and were chosen to ensure a range of voices and bipartisan representation.

Our legislative direction limited the definition of “homesharing” to the use of privately owned residences, which we interpreted to include spare bedrooms, backyard cottages, parking spots, or RV hookups. We formed a typology of distinct homesharing categories to inform our research process and revised it as we gained new information (Table 1). We conducted a literature review and searched the internet to identify model programs and assess the strengths and weaknesses of homeshare programs.

It was relatively straightforward, through internet searches and snowball sampling (in which interviewees are asked to identify others) to identify homeshare organizations that work to match individuals for formal in-unit arrangements in Washington state and nationally. In addition to the spare bedroom concept of homesharing, we included ancillary notions of homesharing possibilities such as unused apartments, vacant land or separate units on a homeowner’s property.

We conducted 29 interviews with organizations that fit into our typology (see Table 1). We conducted follow-up interviews with 5 particularly relevant organizations: Shared Housing Services Tacoma, North Kitsap Fishline and HIP Housing in San Mateo, the McKinney Vento Program through Seattle Public Schools, and Silvernest. Through our interviews, we collected information on organization structures, financing methods, common opportunities and barriers, and measures of success. See appendix 3 with interview guide.

We invited the Washington Homeshare Coalition to review our initial policy recommendations before presenting to the Housing and Local Government’s work session in September 2020. See appendix 4 with slides presented at the Senate work session. This report was designed to inform the 2021 Washington state legislative session.

Table 1: Interviewee table

Interviewees

11	formal adult homeshare programs
3	youth-oriented formal housing programs
2	homesharing coalitions
1	organization that promotes informal homesharing relationships
3	for-profit organizations that worked with homesharing and vacancy matching services
4	programs fostering separate unit sharing arrangements
1	housing services program that does not incorporate homesharing
2	initiatives engaged in housing stability, not homesharing
1	National Shared Housing Resource Center representative
1	vehicle residencies researcher
5	follow-up interviews with Shared Housing Services Tacoma, North Kitsap Fishline, HIP Housing, the McKinney Vento Program through Seattle Public School District, and Silvernest

Table 2: Homeshare organizations interviewed for this report

Shaded rows indicate we conducted a follow-up interview

Program/Initiative	Location	Typology
Shared Housing Services - Tacoma	WA (Western)	Formal adult homesharing
North Kitsap Fishline HomeShare	WA (Western)	Formal adult homesharing
Senior Services for the South Sound	WA (Western)	Formal adult homesharing
Housing Resources Board – Bainbridge Island	WA (Western)	Formal adult homesharing
Rod’s House	WA (Eastern)	Formal youth homesharing
The YMCA of Seattle	WA (Western)	Formal youth homesharing
Seattle BLOCK Project	WA (Western)	Separate unit
Safe Parking Program – Lake Washington United Methodist Church	WA (Western)	Separate unit
WA HomeShare Coalition	WA	Formal adult homesharing
WA Host Home Coalition	WA	Formal youth homesharing
McKinney Vento Program – Seattle Public School District	WA	Informal homesharing arrangement
HIP Housing	CA	Formal adult homesharing
HomeMatch SF	CA	Formal adult homesharing
Safe Place for Youth	CA	Formal adult homesharing
HomeShare Vermont	VT	Formal adult homesharing
OpenUp HomeShare-Denver	CO	Formal adult homesharing
St. Ambrose - Baltimore	MD	Formal adult homesharing
Smalltimore Homes	MD	Separate unit
Easterseals Host Homes	GA	Formal adult homesharing
Silvernest	Nationwide	Formal adult homesharing
Zillow	Nationwide	Vacancy matching
Housing Connector	WA (Western)	Vacancy matching
Virginia Williams Family Resource Center	VA	Typology not defined - Housing services that do not incorporate homesharing
YouthCare	WA (Western)	Variety of adaptive arrangements for both minors and young adults, including homesharing
Nickelsville	WA (Western)	Separate unit
Kirby Dunn – National Shared Housing Resource Center	VT	Formal adult homesharing
Graham Pruss – Vehicle Residency Researcher	WA	Informal/separate unit
WA Dept. of Commerce Shelter Grant Program	WA	Typology not defined - Similar initiative
HB 2639	WA	Typology not defined - Similar initiative

Findings

FORMAL ADULT HOMESHARING ARRANGEMENTS

Who we talked to

We talked to four Washington state formal adult homeshare programs: Shared Housing Services in Tacoma, North Kitsap Fishline HomeShare, Senior Services for the South Sound, Housing Resources Board in Bainbridge Island. We also talked with representatives of seven formal adult homeshare programs in other states: HIP Housing in San Mateo, California; HomeMatch in San Francisco, California; Safe Place for Youth in Venice, California; HomeShare Vermont in South Burlington, Vermont; Open Up in Denver, Colorado; St. Ambrose in Baltimore, Maryland; and Easterseals in Albany, Georgia. We also talked with the Washington State HomeShare Coalition, and two for-profit organizations—Silvernest and Zillow—that provide services and support for nonprofit homesharing services. In addition, we reviewed websites of other organizations that were hard to reach during the pandemic.

Home matching organizations and what they do

There are more than 40 formal home matching programs across the country (National Housing Resource Center, 2019). Matching service agencies may be freestanding or part of social service organizations with a broader mission; some are even for-profit. Many states have umbrella coalitions that bring together matching organizations to advance best practices, coordinate efforts, and advocate for policy change; a national coalition exists as well (National Shared Housing Resource Center, 2019).

Many of these programs grew out of special state or local funding streams but have since diversified their funding to include private donors or even entrepreneurial activities (Fanucchi, 2020). One key aspect of home matching programs is that home seeker must directly compensate the home provider, whether through rent or an agreement to provide services in lieu of rent (Fanucchi, Laura, 2020; VandenBosch, 2020). Most home matching programs have no specific demographic eligibility requirements, but often home matching programs are marketed toward the elderly to help seniors “age in place,” (Goulding, 2012).

Formal homesharing definition: situations where a person who owns or is otherwise in possession of a home with a spare bedroom makes a written agreement to make such space available to a home seeker, usually for an exchange of rent under market value, a small stipend, or exchange of services.

Home matching programs, typically nonprofit organizations, provide a range of services, including:

1. Marketing and outreach to attract home providers and alert home seekers
2. Facilitating suitable pairings, sometimes with three-way meetings
3. Screening and background checks
4. Providing paperwork with model leases and rental agreements, some with check-offs for the sorts of services that could be exchanged for rent
5. Establishing protocols to ensure success, such as trial periods backed by immediate options to separate, monitoring or check-ins (typically on a schedule that decreases in frequency over time)
6. Offering products such as risk management though insurance, and direct deposit for rents.

Our review of organizations that provide homeshare services indicates they top out at about 300 homeshares per year. Some of these organizations are relatively hands off, limiting their work to making referrals and offering guidance and tools; others are intimately engaged throughout the matching process and support matches with troubleshooting over time (sometimes years). We also found a for-profit organization that provides and supports matching services by providing a screening process, a platform to connect with matches, curated leases, and management of rent payments and homesharing insurance (Silvernest, 2020).

Some organizations operate over multiple counties, while others focus on much smaller geographic areas. Eligibility requirements often require the home seeker and home provider to currently live or work in the program’s county of origin (Fanucchi, 2020). Home seekers typically consent to a background check and screening process. Once the match is made, home matching programs provide templates for formal homeshare agreements (Goulding 2012; Fanucchi, 2020). These formal arrangements anticipate issues including chores, conflict, and time limits on leases.

Following the signing of a homeshare arrangement, home matching program staff typically follow up with both the home seeker and home provider about every three months. Follow-up after the first six months or a year is generally infrequent and home matching programs rarely

provide supplemental housing or employment services beyond facilitating the match relationship (VandenBosch, Kayla, site visit, March 12, 2020).

What to expect from new home matching programs

The National Shared Housing Resource Center reports a new homesharing program should expect a three-year startup phase. New programs typically achieve strong referrals, have adequate outreach, and allow enough time to supply home providers. See Table 4 for a typical timeline.

Indicators of success for a home matching program are aligned with the typical range of provided services, as summarized in Table 5.

Table 3: Typical timeline for starting a homesharing program

Program Year	Activities
Year 1	Complete feasibility study Build volunteer base (ongoing) Build community support (ongoing)
Year 2	Determine program design Develop policies and procedures Recruit volunteers and staff Raise funds for operation of program
Year 3	Open doors Constant outreach, marketing and branding (National Shared Housing Resource Center, 2018).

(National Shared Housing Resource Center, 2018).

Table 4: Hypothetical measures of success in a home matching/ homeshare program

Outcome	Indicators of success	Typical organizational measures
How much did we do?	Unduplicated # of people paired in match relationships each year	183
	# of spare bedrooms or separate units added to the pool of available housing	107 homes available to share
	# of service hours exchanged	24,724 hours of assistance to seniors and others
How well did we do it?	Homeshare average match length	536 days
	Participant satisfaction	99% very satisfied 100% would recommend program to family or friends
Is anyone better off as a result of our work?	Affordability of housing	Average rent is \$254 (nationally)
	Ability of seniors to stay safely at home.	51% of those sharing their home reported they would not be able to live safely and comfortably without a homesharer
	Improved quality of life. Those having someone live with them report they...	feel less lonely (84%); feel happier (78%); feel safer in their home (68%); eat better (62%); feel healthier (49%)

Return on Investment

- ♦ Homesharers provided more than 24,000 hours of assistance to seniors and others. By replacing the need to hire help, this represents a savings of \$308,000 for those sharing their home and their families (National Shared Housing Resource Center, 2018).
- ♦ By sharing their homes, low-income seniors and others received \$146,000 in rental income to help them make ends meet (National Shared Housing Resource Center, 2018).
- ♦ The average rent of a homesharing match was \$254, with 30% of matches paying \$0 rent. Using the difference between market rents and actual homeshare rents, it is estimated that homesharers saved \$518,000 (National Shared Housing Resource Center, 2018).
- ♦ HIP Housing, a formal in-unit homesharing program, has a budget of a little more than \$1,000,000 a year and oversees an average of 700 home matches per year, meaning each home match costs the program an average of \$1,500 (Fanucchi, 2020).

Home matching programs vary greatly in their capacity to make matches, ranging from 7 annual matches by North Kitsap Fishline HomeShare in Poulsbo, Washington to more than 600 annual home matches organized by HIP Housing in San Mateo, California.

It is in the public's interest to support these programs with tax dollars because the average rent in home match arrangements is usually well below fair market rent, especially in high-cost cities—suggesting these services preferentially benefit low-income tenants. Home seekers in OpenUp's program in Denver, Colorado paid an average monthly rent of \$700, well under the Denver average monthly rent of \$1,600 (VandenBosch, Kayla, site visit, March 12, 2020). Meanwhile, the average rent in HIP Housing's program in San Mateo, California is \$1,100, well below the market average of \$2,700 per month for a one-bedroom apartment in San Mateo (Fanucchi, 2020). In Washington state, the average rent for matches made by Shared Housing Services Tacoma is \$500–550 per month including utilities, significantly under the average Tacoma rent of \$1,400 (Merrill et al., 2020).

Many home matching programs are successful in generating long-term matches. Most established programs have an average match duration of three years (Touchette, 2020). Some home match arrangements can be more permanent—for example, St. Ambrose in Baltimore, Maryland reported a match that lasted 29 years, (Yorker, 2020).

Problems

Invasive gathering of income data: Grantors are eager to measure their success in preventing homelessness, and therefore seek income data from homeshare program participants. However, this can be counterproductive; some homeshare organizations told us they are reluctant to gather such data, for reasons of both privacy and staff time. HIP Housing in particular has taken great steps in the past few years to diversify its funding because of concerns about time-consuming reporting requirements for state-wide CalHome grants and unstable federal funding. (Fanucchi, 2020).

Tracking other important measures of success: It can be difficult to track key measures of success such as the longevity of matches and monthly rental rates. One advantage of using an external service (such as Silvernest) for homeshare rental payments is that the service tracks data such as turnover, rental payments and location.

Normalizing homesharing: It's easier to promote homesharing in communities where multiple public and private organizations are working towards establishing these arrangements as normal, positive, and not simply a desperate response to a dire financial need. Elected and private sector leaders could work towards making homesharing a community value by emphasizing the multiple benefits.

Land use restrictions: Homeshare organizations in some jurisdictions report concerns over land use and zoning laws, especially ordinances that restrict the number of unrelated individuals who can live in the same house (VandenBosch, Kayla, site visit, March 12, 2020). Although most of these restrictive tenancy laws are not currently enforced and originally were intended to protect public health, they have the unintended consequence of hindering homesharing relationships. Additionally, homeshare organizations in some jurisdictions report concerns over ordinances that restrict using private property for tiny homes or vehicle/RV parking (Merrill et al., 2020). City and county governments can support policies that address barriers to using private property for homesharing purposes.

Insufficient funding: Homeshare programs can be labor intensive and require community outreach and marketing, which are a big part of normalizing homesharing within communities. Additionally, homeshare programs often take on case management services, stretching their staff and funds. Some homeshare organizations have been able to sustain themselves through sales tax initiatives, but this funding is not guaranteed (Fanucchi, 2020; Gutierrez, 2020). Many homeshare programs do not have the funds

to sustain themselves despite homesharing being a cheap tool to address housing affordability. City and county governments can provide revenue-generating devices to support homesharing and ancillary support services by nonprofit or city agencies.

Measures of success for formal homesharing

- ♦ Number and longevity of matches
- ♦ Cost per match per year
- ♦ Average rent for home seeker
- ♦ Demographics served
- ♦ Decline in one-night-count numbers
- ♦ Decline in homelessness overall

Table 5. Typical measures of success for formal home matching programs based on interview data

Matches per year	Avg. rent per month for home seeker	Cost per match per year	Demographic Served
150-300	<\$1,000 or under market value	<\$2,000	Those at risk of losing their homes, at risk of homelessness

Table 6: Volume and cost data from homeshare organizations we interviewed

Home Match Program	Location	Program Size	Duration of Stays	Financial Information
HIP Housing	San Mateo, CA	1,500 applicants	3 months – 20 years	Annual Budget: \$1,000,000
		150-200 new yearly matches	3 years average	
		600-750 total matches maintained		Average rent: \$1,100
Open Up	Denver, CO	44 total matches	1 month – 3 years 8.5 month average	Average rent: \$700
HomeShare Vermont	Burlington, VT	450 applicants	18 months	Annual Budget: \$520,500
		50-60 new yearly matches		Average rent: \$296
Covia SF	San Francisco, CA	75-200 applicants 10-15 total matches	Average stay of 1 year	Average Rent: \$700-\$1,300
St. Ambrose	Baltimore, MD	30-40 new yearly matches	2 weeks to 29 years	Annual Budget: \$225,000
		67 total matches	Average of 3-5 years	

FORMAL YOUTH HOMESHARING ARRANGEMENTS

In 2016, the Washington state Legislature unanimously passed Substitute House Bill (SHB) 2440, which exempted youth host home programs from licensing requirements (Washington State Department of Commerce, 2017). SHB 2440 also mandated a report to the Legislature that included recommendations and best practices for host home programs, including information and recommendations related to: 1) clarifying reporting requirements, 2) removing funding restrictions, 3) strengthening the requirements for background checks, 4) creating a feedback loop between the Secretary of State and Office of Homeless Youth (OHY), 5) strengthening OHY support to host home programs, 6) strengthening coordination among host home programs, 7) assessing existing licensing standards and requirements, and 8) developing a public system response to meet the needs of older youth who cannot return home are deemed not appropriate for foster care (Washington State Department of Commerce, 2017).

National data suggest more than 1.6 million public school students were experiencing homelessness and more than 950,000 were doubled up in the U.S. in 2015 (NCES, 2016). Washington ranks in the top 10 ten states for number of homeless students in the public school system, with 73% of homeless students in the state reporting that they were doubled up (NCES, 2016). According to the National Center for Homeless Education, these numbers have increased over the past 5 years (NCHE, 2020). These numbers also likely under-estimate the true number who are doubled up or couch surfing, as many individuals are disconnected from services and therefore uncounted.

Host home programs also rely on networks within public schools. In Seattle, for example, about 12% of the student population comprises unaccompanied or unhoused youth, with 73% of these youth categorized as doubled up (Curtin, 2020). The McKinney Vento program in the Seattle Public School District employs family support specialists to reach out to housing-insecure students to advocate for their needs, which sometimes involves arranging for informal short-term homesharing (Curtin, 2020). This process is very similar to the best practice named in the National Alliance to End Homelessness' diversions program manual (NAEH, 2011). These informal arrangements can become more formal through a host home program.

The McKinney Vento program also refers unaccompanied or unhoused youth to the state foster care system when needed (Curtin, 2020). Representatives from this program report difficulties getting youth into the foster care system if the foster care system doesn't deem it necessary for the youth, including if the abuse is not deemed "bad enough"

Host home program definition: The goal of host homes is to eliminate youth homelessness (with youth typically defined as ages 12–24), through an inexpensive community-based model that relies on mostly informal family hosting. There are typically two approaches: "kinship" or "traditional" models. Kinship models rely on pre-existing relationships between youth and their host homes; the relationships don't have to be family based, but often are. Traditional matches are made by connecting youth with voluntary home hosts who don't know the youth in advance. Host home programs operate outside the foster care system to support young people in finding home arrangements that don't curtail or terminate parental rights. These programs focus on the needs of young adults whose parents are unstably housed, who have interrupted relationships with their parents for a variety of reasons, or who are unhoused for other reasons.

Washington state has a strong network of seven host homes programs united through the Washington Host Home Coalition, including Ryan's House on Whidbey Island, Rod's House in Yakima, Friends of Youth in Kirkland, The Y of Greater Seattle/King County, Harbor Hope Center in Gig Harbor, Mason County HOST program in Shelton, and Coffee Oasis in Kitsap County (WAHHC, 2020).

or if the youth is over 16 years old (Curtin, 2020). News reports have noted the shortage of foster homes, with children housed in hotel rooms or offices with case workers.

Who we talked to

We conducted interviews and site visits with several host home programs: Ryan's House, Rod's House, Mason Host Homes, King County Host Homes and the LA-based Safe Place for Youth, along with Washington's Host Homes Coalition. Rod's House in Yakima, Washington is a newer program that began as an overnight shelter in a stand-alone home and expanded to make a few host home matches. Safe Place for Youth has operated in LA since 2011, but it added homesharing services only recently. At the time of our interview, 12 youth had been placed (Bazan and Ahern, 2020; Gutierrez, 2020). We also twice spoke with the Seattle public schools McKinney Vento program lead, Marci Curtin, and with Shoshana Wineburg, YouthCare's Director of Public Policy & Communications..

What host home organizations do

Host home organizations work to match youth at risk of homelessness with host homes, typically families with capacity to take in a young person until they achieve housing independence—typically for as little three months or up to several years (Point Source Youth handbook, 2018; Bazan and Ahern, 2020). Youth in the program qualify as "Category 1 Homeless" under HUD definitions, which, unfortunately, doesn't include youth who are couch surfing.

Hosts and youth participants undergo screening and training to ensure a good match (Point Source Youth, 2018). Youth host home providers must pass a background check before taking a youth into their home (Bazan, 2020; Point Source Youth, 2018). Host homes either join a “bank” of ready homes, or are tapped in response to a particular situation when a youth has a pre-existing relationship with a potential host.

Nonprofit host home organizations provide workshops and coaching to improve participant cohabitation skills, and offer mental health and crisis services (Bazan and Ahern, 2020). The LA-based Safe Place program, which relies on middle class families to provide homes for low-income young adults, offers workshops on power and privilege, institutional racism, factors and causes of homelessness, and the principles of trauma-informed care (Gutierrez, 2020; Point Source Youth, 2018). Coaching focuses on troubleshooting conflicts that arise from diet, kitchen use and schedule (meals, cooking), understanding standards of cleanliness, “invisible rules,” quiet hours, and guests/visitors.

It’s best when host home organizations have smooth and organic relationships with school districts and foster care agencies. Several host home representatives spoke of the importance of building trust and relationships among the range of organizations serving youth.

Performance and cost of host home programs

Host home programs are significantly less expensive than foster care. An estimated \$3.6 million was spent on housing foster kids in hotels between 2015–2017, and hundreds of thousands dollars are being paid to foster homes for temporary stays (Abramo, 2017). However, host home programs typically cost the organization or its fiscal sponsors more than adult home matching programs because young adults in school usually have little to no employment income to pay rent.

In response to the Washington State Department of Commerce’s 2017 recommendations, in 2020 SB 6623 lifted host home funding restrictions. The bill eliminated previous language that host homes could “not receive more than one hundred thousand dollars per year of public funding, including local, state and federal funding.” Effects of removing these restrictions have not been reported, to our knowledge.

Mason County HOST program estimates its costs at \$1,800 per year per youth, including \$600 to the host family, few hundred dollars annually reserved for unexpected expenses, and a \$50 monthly allowance to youth (Rinehardt). Rod’s House in Yakima typically spends \$3,000 per match per year, which covers support and case management fees (Ahern and Bazan, 2020).

Since youth usually cannot pay, host home best practices encourage providing a stipend to hosts (Point Source Youth, 2018). For example, Safe Place for Youth in LA, which serves youth aged 18–25, provides a \$500 stipend to host families (Gutierrez, 2020). Funding for these stipends comes from voter-approved Proposition HHH, a \$1.2 billion bond that more than tripled LA’s annual production of housing for the homeless (Gutierrez, 2020).

Problems

Interviewees highlighted four recommendations for host home programs including 1) promote communication between host home programs and foster care systems, and a shift of emphasis to the host home system 2) omit the required notarized affidavit from a youth’s guardian/parent if they are unreachable, 3) allow minors to sign rental agreements.

Easier communications between host homes and foster care, and a shift of emphasis to the host home system

Host home staffers reported Washington state’s foster care system does not play well with the host home system, with interactions characterized by distrust and overly formal communications (Fraizer, Shaun, 2020; Rinehardt, 2020). Open communication between the foster care system and host home nonprofit organizations would better serve homeless youth.

To support services for youth aged 12–18, the Seattle YMCA’s host home program relies on private donors, as the bulk of the state’s funding for this age group is invested in the foster care system. Similarly, Mason County HOST program and Rod’s House also heavily rely on private funding for youth (Rinehardt, 2020).

Rod’s House, in Yakima, identified state and local funding as a critical need for their host home program to provide stipends to hosts and expand their services (Ahern, Brian and Bazan, Angela, site visits, February 17, 2020).

Requiring notarized statements from parents or guardians creates barriers for host homes

Youth whose families of origin are no longer able or willing to house them are often connected to a host home program through which they find a willing family to take them in for their remaining K–12 years. Washington state law, however, requires the original parent or guardian to produce a notarized statement granting permission to the host home parents. Some youth can’t find their families of origin, or their families are not in the country, or they may simply be too disorganized to produce the notarized statement. Sometimes parents can be reached but do not have access to a notary (Fraizer, 2020). Host home staff told us their jobs would be much easier if legal guard-

ians could give permission via email or telephone, with the requirement that the host home staffer certify they believed the intent of the guardian was to grant host home permission.

Allow minors to sign rental agreements and lift landlord restrictions on couch surfing

Sometimes youth under 18 are ready for their own housing, possibly sharing with another person in the program, but are not able to sign their own lease. In Washington state, minors under 18 are not able to sign rental agreements (this is not the case in Oregon which, in an effort to support unhoused youth, allows minors to take on a lease through ORS 109.697). In addition, most lease agreements in Washington prevent guests who are not aged 21 from

staying in an apartment for more than 48 hours. This provision means apartment dwellers will be less likely to provide shelter to their friends and family for risk of losing their own housing (Curtin, 2020).

Measures of success for host homes

- ♦ Number of youth served and length of service per person
- ♦ High school graduation rates
- ♦ Return to homelessness or night-to-night shelter arrangements (a negative indicator)
- ♦ Number of youth who establish and achieve personal goals
- ♦ Number of youth who get entangled in the justice system

Table 7: Typical measures of success for host home programs based on interview data

Matches per year	Avg. rent per month for home seeker	Cost per match per year	Demographic Served
King County = 50	Free for youth home seeker	< \$3,000	Unhoused young adults 18-25

SEPARATE UNIT SHARING ARRANGEMENTS

Who we talked to

We talked to Seattle BLOCK Project, which facilitates homesharing through the use of backyard cottages, and to Nickelsville organizers in Seattle. We also obtained information from Smalltimore Homes, which seeks to create alternative ownership opportunities through micro shelters and tiny dwellings, while enhancing community living and improving neighborhoods.

What detached / separate unit sharing organizations do

Separate unit homesharing programs involve either a “mother-in-law” or accessory dwelling units (ADUs) or detached accessory dwelling units (DADUs). The Seattle BLOCK Project served as an exemplar separate unit homesharing program. The research team conducted two key stakeholder interviews with staff from the Seattle BLOCK Project as well as professors at the University of Washington’s Runstad Department of Real Estate. The Seattle BLOCK Project connects altruistic home providers with home seekers who are referred through a partner community service agency (Gupta, 2020). The BLOCK Project covers the cost of building the DADU and provides the homeowner a stipend to cover extra utility costs from the home seeker. Constructing each DADU costs the Seattle BLOCK Project \$35,000 and involves donations of building materials and other partner organizations (Gupta, 2020). Using a different model, Baltimore’s “Smalltimore” program builds tiny rent-to-own homes; during COVID-19 it has pledged to create micro-shelter villages.

Definition of separate unit sharing: Separate unit sharing arrangements can be either an informal or formal arrangement in which the home seeker lives in a separate unit on the home provider’s property such as a backyard cottage, accessory dwelling unit, or a parking space for a mobile tiny home, RV, or vehicle. Homesharing programs sometimes advise home providers on how to establish separate units on their private property to accommodate these arrangements.

In addition to building tiny homes or cottages on private property, tiny home villages have grown in popularity over the last decade, including locations in Florida and Maryland (Jackson, 2020). However, these villages are not considered homesharing, as they involve multiple separate units built on public or donated land. Still, the villages have paved the way for other homesharing models: for example, a private homeowner in Seattle’s Central District made a parcel of land available to a Nickelsville tiny house village of 14 homes (jseattle, 2020).

Separate unit homesharing arrangements can also include offering the use of a private parking space for a vehicle or RV. A few city-sanctioned programs work to cement public-private partnerships for vehicle residents to park on private property, including in Eugene, Oregon (Watjus, 2017). Kitsap County passed an ordinance in 2018 allowing property owners to provide space for an RV or other shelter to house someone up to 180 days (Kitsap 17.505, 2018). Informally, individuals can offer a driveway, a garage, or a yard for individuals to park a lived-in vehicle, but to our knowledge there is no matching program for making similar arrangements that are more permanent.

Performance and cost: In 2014, the average price to construct a 125-square-foot tiny home was between \$20,000–50,000. For comparison, the average cost of buying a U.S. home is \$306,900 (Ford, 2017). Currently, the Seattle BLOCK Project has constructed four of these tiny homes with a fifth home underway. Although home seekers do not currently pay rent in the Seattle BLOCK Project program, they may be asked to pay rent on a sliding scale once they are able. While the Seattle BLOCK Project does not provide case management, all residents are required to be involved with a social service partner agency.

Problems

Land use restrictions: The Seattle BLOCK Project and similar homesharing arrangements involving ADUs or DADUs are limited by various building codes, including land use and household size (Torgelson, n.d). One example of successful legislation was Seattle City Council Bill 119544, adopted in 2019, which made it easier for property owners to build DADUs and ADUs by reducing minimum lot size requirements, removing owner-occupancy requirements for ADUs, and increasing the maximum household size for properties with ADUs or DADUs (Torgelson, n.d). While these changes have allowed the Seattle BLOCK Project to thrive, many other cities across Washington would not have the same success due to more restrictive building codes.

Measures of success for separate unit homesharing

- ♦ Getting to scale, creating sufficient units to make a difference
- ♦ Cost per unit to establish
- ♦ Cost per unit to maintain
- ♦ Equity of distribution of units across neighborhoods
- ♦ Average rent for home seeker
- ♦ Demographic served

SEPARATE UNIT HOUSING PROGRAMS AND VACANCY MATCHING

Housing Connector is a new organization based at the Seattle Chamber of Commerce—giving it real credibility in establishing relationships with landlords. Housing Connector has contractual relationships property owners, typically large ones, who can be persuaded to accept low-income tenants if their risks are limited. The Housing Connector program ensures rent is paid, repairs any damages, and offers problem solving services (Housing Connector, 2020). Housing Connector partners with Zillow, a for-profit organization that offers an online platform for listing vacancies called “Hot Pad” (Zillow, 2021). Nonprofit organizations seeking to find homes for low-income tenants use this interface to find vacancies. Zillow has also helped subsidize Housing Connector.

Despite the pandemic, Housing Connector matched 1,000 people to available and affordable vacancies in its first year of operation, with 69% of those individuals being people of color (Kelmendi, 2020). The program operates on an annual budget of \$1.1 million, spending around \$900 per matched household (Kelmendi, 2020). The program typically rents out units for \$1,000 per month (Kelmendi, 2020). Like formal in-unit homesharing programs, Housing Connector’s work is labor intensive. Overall, the use of vacant units is cost-effective, as it uses existing housing stock. In our interview with Zillow representatives, we learned the only other U.S. landlord liaison program of this kind was the Atlanta “Open Doors” program (Open Doors, 2021).

Land trusts

Community land trusts and housing co-ops are alternative forms of homeownership that serve people shut out by traditional markets. CityLab University has shown these shared-equity models can provide long-term housing affordability and ownership rights for low- and moderate-income families (Schneider, 2019). One model for community land trusts comes from Burlington, Vermont. Burlington’s 1980s mayor Bernie Sanders, an early champion of community land trusts, seeded the founding of the Champlain Housing Trust, now the largest and most influential of its type in the nation. Champlain’s nonprofit portfolio today includes 565 individually owned homes, along with 2,100 rental and cooperative units, comprising nearly 10% of the housing stock (Champlain Housing Trust, 2020).

Definition of separate unit housing programs and vacancy matching: The simplest way to meet housing needs is to ensure an individual housing unit for every person or family seeking separate accommodation. Individuals with few assets and poor earning power often can't find affordable separate units. We identified several schemes to make opportunities available to this population, including both rental and ownership options.

Rescuing dilapidated properties: The City of Baltimore provides two options for reintroducing abandoned buildings into the housing market. The city's Department of Housing and Community Development formed the Vacants to Value program to demolish, rehabilitate, or redevelop vacant units. In the Vacants to Value program, eligible homebuyers receive \$10,000 towards closing costs for the purchase of formerly vacant homes (Yorker, 2020).

Landlord liaison programs: These programs aim to deliver housing for low-income people, but sees their client as the landlord (rather than the tenant). Landlords and property managers may view low-income tenants as risky because of poor credit history or troublesome background check reports.

Cooperatives

In a cooperative apartment complex, residents don't own real estate, but rather own shares in a not-for-profit corporation; occupants lease units from the cooperative. Zero Equity and Limited Equity Co-ops are two forms of cooperatives intended to build and preserve affordable housing by removing the profit motive from housing, and limiting resale value in perpetuity (Eliason, 2018) The Washington, D.C.-based National Association of Housing Cooperatives works to "support and educate existing and new cooperative housing communities as the best and most economical form of home ownership" (NAHC, 2021). In Washington state, requirements for creating cooperative associations are governed by RCW 23.86, established in 1989.

MANAGING INFORMAL, PRECARIOUS, AND EXTRA-LEGAL ARRANGEMENTS

Describing these arrangements

Many individuals who face eviction after being unable to pay the rent or mortgage drift into intermediary arrangements before becoming literally homeless. These arrangements include doubling up, living in vehicles, or extra-legal squatting. Individuals on the brink of homelessness are often unaware of the programs available to prevent resorting to a shelter or the street. Finding a suitable homesharing arrangement is a time-consuming process, involving scheduling meetings, background checks, and trial periods. Once a person is literally homeless, homeshare matching is harder to navigate and less likely to be successful. This suggests earlier intervention is needed to engage homesharing as a solution.

Doubling up: Commonly known as doubling up or couch surfing, informal homesharing relationships occur in a casual way among friends and relatives. People who don't have stable housing frequently rely on their own personal networks to find temporary housing, often moving from home to home so as to avoid overstaying their welcome. The informal nature of these relationships, however, puts both home seekers and home providers at some risk, and fails to include case management and subsidies that might otherwise be available.

Many people who consider themselves to be couch surfing do not consider themselves homeless (Terui, 2016), and HUD's formal definitions of homelessness exclude people who are couch surfing, which bars them from receiving housing assistance reserved for the "literal homeless" (HUD, 2020). The informal nature of these relationships constrains both home seekers and home providers from many benefits, including legal tenancy protection.

Informal homesharing is difficult to track and quantify. Youth are particularly likely to couch surf, as young people without support from parental homes or a secure place to be may move from one living arrangement to another (Curry, 2017). One way to study couch surfing is through public school data, as the McKinney Vento Homeless Assistance Act made it mandatory for public schools to count the number of children who are doubled up to provide support to these students (NCHE, 2020).

Table 8: Typical measures of success for vacancy match programs based on interview data

Matches per year	Cost per match per year	Avg. rent for home seeker	Demographic served
1,000	< 1,000 per match	< 1,000 (or under market value)	Those at risk of homelessness, communities of color, families

Both public schools and diversions programs consider emergency temporary housing situations like couch surfing a positive step toward housing security (All Home, 2020).

Informal doubling up is not within HUD's definition of homelessness, which makes it difficult for those in these arrangements to gain access to homelessness resources. Shoshana Wineburg, a representative from the YouthCare youth homeless shelter, emphasized the importance of going beyond "exit to permanent housing" as the main measure of housing security; measures of success for youth should include education, employment and community relationships (Wineburg, 2021).

Vehicle residences: After an eviction or other loss of housing, individuals often begin living in their cars or trade assets to secure a RV. This staged descent into street or shelter living can be an important moment to rapidly engage diversion efforts. One way to ensure that people in this situation aren't overlooked is to provide safe locations for them to park their vehicles. Public policy can provide protections via local ordinances that define where vehicles can park and for how long.

Although vehicle living is often safer for people than a tent on the street, public policy often impedes vehicle residency in several ways. First, policy often criminalizes overnight parking and impounds vehicles (So, 2016). Nonetheless, vehicle residents comprise a significant portion of the unhoused population, especially in Seattle (Pruss, 2019). Safe parking programs can provide a safe space for vehicle residents to park on private or public property. While many safe parking programs currently rely on large organization parking lots, individuals can become home providers by opening up their parking spaces to home seekers.

Extra-legal vacancy squatting: In contrast to the business-supported Housing Connector model, activist groups have helped home seekers find shelter by appropriating vacant privately-owned property. In Oakland, a group of unhoused mothers "took over" an uninhabited home owned by an investment firm and began rehabilitating the property (Goodyear, 2020). Additionally, the Reclaim and Rebuild Community activist group in LA helped families occupy vacant homes owned by the California Department of Transportation (Caltrans) for a since-abandoned plan to expand the freeway. The families were later evicted by the California Highway Patrol (Kingkade, 2020). Most recently, an activist group in Tacoma occupied a vacant middle school for people experiencing homelessness and made demands for housing solutions from the city of Tacoma (Bessex, 2020).

Who we talked to

We talked to Marci Curtin, a representative from the McKinney Vento Program from the Seattle Public School District who deals with informal doubling up relationships within the youth population. We also talked to a safe parking program through the Lake Washington United Methodist Church, and a vehicle residency researcher to investigate the use of public property homesharing for vehicle/RV parking.

Organizations working in this space

Several types of organizations work to assist people who are grasping for temporary alternatives to street or shelter living.

Informal doubling up through public school relationships:

Almost 30,000 public school students in Washington state relied on informal doubling up arrangements for housing in 2019 (NCHE, 2020). The McKinney Vento program provides educational support to these students, such as providing transportation to out-of-area schools, providing support in working toward graduation and MAP (Measure of Academic Progress) score goals, and providing grant funding for basic living needs (Curtin, 2020). The McKinney Vento program is not in a position to manage permanent housing arrangements, but serves as a great conduit for helping kids connect to organizations (Curtin, 2020).

Diversion programs: Diversion programs provide some emergency financial assistance and case management, but mostly focus on conflict mediation and connection to services outside of the housing assistance system (NAEH 2011).

Successful diversion programs involve screening tools, system entry points, a strong network of partners, flexible funding, and resourceful staff members. A successful diversion could include conflict resolution and coaching to ensure that housing insecure individuals or families have short-term places to stay with family, friends, or co-workers in informal homesharing arrangements. Both public schools and diversion programs seek to get families into permanent housing situations, but programs recognize the need for short-term informal housing arrangements.

Several federal funding sources identified for diversions include Homeless Prevention and Rapid Re-Housing Program funds, Emergency Solutions Grants, and Temporary Assistance for Needy Families (NAEH, 2011).

Hosting vehicle living: To date, vehicle residency safe parking programs have typically used large publicly-owned, business, or church parking lots that welcome vehicle residents to park overnight to avoid parking viola-

tion citations and other danger (So, 2016). Safe parking programs are established in Santa Barbara and San Francisco, California, and Seattle has experimented with this strategy.

Safe parking programs that use large parking lots face challenges and start-up requirements (Jansen 2010; O'Malley, 2020). The programs first need to find a parking lot space to host the program and find funding and support (Jansen, 2010). Often this process works best as a grassroots community response to housing needs (O'Malley, 2020). Once the parking lot space is acquired, program staff must develop an intake and eligibility process, monitor for safety, and provide basic needs such as sanitation and trash services (Jansen, 2010). In addition, it is important to find a way to deal with mechanical breakdowns for vehicle resident participants (O'Malley, 2020).

The Eugene Overnight Parking Program operates similarly to a safe parking program, but employs a social service provider to manage each site and provide screening, placement and linkages to services at no cost to the host site. In 2017, the Eugene Overnight Parking Program offered more than 70 parking spots at 43 sites, with city support of \$25,000 (Watjus, 2017). Individuals or businesses were parking spot hosts for the Eugene program, and vehicle residents were referred through a partner social services organization (Watjus, 2017). This program was very cost-effective, costing the city an average of \$357 per parking space per year (Watjus, 2017).

The safe parking program at Kirkland United Methodist Church (UMC) serves about 35 cars each night. In 2019, they served a total of 202 people and received \$35,000 in funding from the church and foundation support (O'Malley, 2020). The Kirkland UMC program was able to use Washington's Religious and Institutional Land Use Protection Act (RILUPA) to protect its program from potential local policy restrictions (O'Malley, 2020). Safe parking programs on commercial or private property would not have this protection.

The City of Seattle supported a program in 2012 called the Road to Housing program, which partnered with faith-based organizations to create safe parking spaces for vehicle residents. The pilot program served 52 vehicle residents in 2013 and received funding to expand the program (Seattle City Council, 2015). During its existence, the program sent 60% of residents to permanent housing. However, the program faced challenges from community perception and was never scaled effectively (Davila, 2018). Additionally, Seattle's experience was that operating "safe parking" lots was quite costly, mostly because of case management and security (Davila, 2018; Westneat, 2019).

Squatting as a political response: Squatting, the unlawful occupation of an uninhabited building or open piece of land, has been used by people without homes a survival strategy for generations. As author Robert Neuwirth suggested in his 2005 book, *Shadow Cities: A Billion Squatters, a New Urban World*, there could be a billion squatters globally (about 15% of the population at the time) (Neuwirth, 2005).

In the U.S., advocacy organizations for homeless people have recently formed political movements to reframe squatting as the initiative of people at the bottom of the economic pyramid to claim their rights to survival in an economy that is not structured to serve or protect them (Kuymulu, 2014). For example, in November 2019, Moms 4 Housing rallied to support two homeless mothers who took over a vacant home in Oakland, California owned by Wedgewood, a company that flips distressed properties (Ockerman, 2019). Moms 4 Housing is "a collective of unhoused and insecurely housed mothers, organizing to reclaim vacant homes from real estate speculators." Its webpage claims, "there are four times as many empty homes in Oakland as there are people without homes. Some of these people are children." (Moms4housing, n.d.). Supporters across economic classes and across the country use social media, especially Twitter, to rally support in defending house occupations when evictions are executed.

Moms 4 Housing benefited from strong tenant protection laws in the San Francisco region (Goodyear, 2020). In the end, Moms 4 Housing turned the Oakland situation into a "feel good" story when a community land trust bought the property (Goodyear, 2020).

State Policy Investment Opportunities

SUPPORT NONPROFITS IN THE HOMESHARING AND VACANCY MATCHING SPACE

Some states actively support homeshare matching services. The nonprofit Homeshare Vermont, for example, receives up to half of its funding from the state's Department of Aging (Dunn, 2020). Several programs we interviewed expressed the need for funding as they seek to scale up their programs (Bazan and Ahern, 2020; Van-denBosch, 2020).

Vacancy matching organizations, such as Housing Connector, have proved to offer highly cost-effective approaches to assisting low-income tenants with gaining access to the housing market. At the same time, these organizations are building on partnerships with large landlords, software companies (eg, Zillow) and nonprofit case management organizations. Seattle subsidizes this arrangement, but the state could provide support for rural and other markets.

The state could also support matching programs for other forms of homesharing beyond the “empty bedroom” model (such as the backyard cottage and space for RV parking).

ENTICE NEW HOMESHARE PROVIDERS AND SUBSIDIZE RENTERS

The state could financially support three approaches to entice home providers to offer empty bedrooms or vacant property for homesharing arrangements

Bonuses

Incentives and bonuses have proven to bring in new home providers and sustain current home providers. Santa Monica's HIP Housing, for example, received funding for its incentive program through a county sales tax initiative. HIP Housing's incentive program provides home providers a start-up bonus and annual incentive pay if rent is kept below \$1000 per month (Fanucchi, 2020). HIP Housing has been able to sustain enough home providers to make 300 matches a year in a high-cost rental environment.

Tax credits for home providers

Tax credits for home providers can expand the supply of homeshares by incentivizing more low-income people to become home providers. Oregon's SB 1045 legislation gives local jurisdictions an option to grant a property tax

exemption of up to \$300,000 to home providers (Oregon Legislative Assembly 2019 Session). To qualify for the exemption, a homeshare must be offered to homeshare seekers who are living at 60 percent or below the area median income and cannot include a homeshare agreement between family members. Tax credits would be welcome for host home providers, as well (Fraizer, 2020).

Direct payments in lieu of rent

The Safe Place for Youth programs in Venice, California uses tax revenues to pay home providers \$500 per month for hosting a young adult for several months.

CULTIVATE GOOD IDEAS BY FUNDING PILOT PROGRAMS

Homeshare matching organizations operate with broad public support. Still, the space is relatively undeveloped, with potential for niche or specialty programs, technology or architectural innovations, and marketing and promotion efforts. All of these areas provide opportunities for pilot or feasibility studies (National Shared Housing Resource Center, 2018).

Low-cost feasibility studies can explore the (per National Shared Housing Resource Center, 2018):

- Demand for a program on the part of both home providers and homesharers, and in specific geographic areas
- Potential benefits to segments of the population
- The availability of appropriate housing stock inventory
- Ideal organizational structure options
- Availability of potential funding sources

PRIORITIZE ENDING YOUTH HOMELESSNESS

Encourage host home programs as alternatives to foster care and youth homelessness

The flexibility and adaptability of host home programs for youth is an alternative to foster care. For small monthly payments to support food and utilities, many generous families are willing to open their homes to youth who need a few months or years of support before they can manage independent housing. Host home organizations across the state operate on a shoestring, saving the state considerable trouble and expense in more expensive models.

INCLUDE HOMESHARING IN HOUSING TRUST FUND STATUTE

The Housing Trust Fund program, administered by the Washington State Department of Commerce, makes funds available for affordable housing projects through a competitive application process. In 2020, 30 projects received “traditional” funding awards totaling \$85 million in grants and loans to create 1,525 units of affordable housing across the state. Additionally, \$5 million went to support three low-income cottage communities (totaling 74 units across rural Washington), \$7 million went towards 86 units of rural modular housing, and \$12 million went to seven rural affordable housing projects to preserve 150 units.

None of the Housing Trust Fund’s grant programs have been targeted at creating units designed for economical homeshare architectural design, however, or for boosting organizations working to promote homeshare matching, or for subsidizing homeshare arrangements.

The Housing Trust Fund program could be expanded to support homesharing in several ways:

- Remote architectural designs that ease the logistical burdens of homesharing
- Support operating funds of organizations working to promote homeshare matching
- Subsidize homeshare arrangements
- Promote a statewide homeshare marketing / culture shift campaign

Diana Lind’s 2020 book *Brave New Home* portrays independent single-family American houses as bad for the planet, and describes the possibilities of redesigning living abodes to be both less lonely and more affordable. Lind offers alternatives from multi-generational living, mother-in-law suites, and co-living, to microapartments, tiny houses and new rural communities (Lind, 2020).

IMPROVE AND STREAMLINE DATA COLLECTION AND REPORTING

Organizations arranging homesharing, host homes, vacancy matching and other rapid response strategies require robust and agile information systems. Each organization must maintain data bases with housing opportunities and home seekers, and the capacity to track the status of each match. Fortunately, some organizations have stepped up specifically to fill this role (Zillow, Silvernest, and umbrella coalition organizations).

Policymakers and grantmakers also seek information about organizational performance in making and sustaining matches. Measures of success include longevity of the match, monthly rental amounts, demographics of participants, and various kinds of supports provided.

At the same time, no matter how useful the data, there is a cost for every variable collected. For example, state and local jurisdictions that make grants to home matching organizations often seek information about the income levels of participants to ensure their programs are aimed at the target demographic. However, invasive data collection from homeshare providers and home seekers can discourage participation and consumes staff time. Because of this, we might recommend that donors and funding agencies ease off on these income-reporting requirements. It’s probably safe to conclude that people engaging in these arrangements are of modest means, and it’s not worth the hassle (or the invasion of privacy) to collect income information from participants.

The National Shared Housing Resource Center handbook (2018) offers data collection guidance.

MAKE HOMESHARING PROGRAMS ELIGIBLE FOR DEPARTMENT OF COMMERCE GRANT FUNDING

The Washington State Department of Commerce has more than a dozen grant programs for state, municipal, county and nonprofit homelessness prevention programs. Many of these include federal pass-through programs such as the Tenancy Prevention Program for preventing evictions, the Consolidated Homeless Grant for crisis response systems, and the Continuum of Care program, which has \$8 million to fund 34 smaller counties for 50 permanent and temporary housing projects. Commerce also supports the Office of Homeless Youth and the Homeless Student Stability and Opportunity Gap Act, which aims to improve educational outcomes for homeless students (including through host homes).

Currently, Commerce does not support any homeshare programs that are working to match home providers with home seekers or assisting people in finding other kinds of affordable vacant units. Given the efficiency of homesharing arrangements, the state might consider making homesharing organizations and the statewide coalition eligible for Commerce grants.

Low-Cost State Policy Ideas

DISCOURAGE VACANT UNITS

Seattle has more than 3,000 luxury apartments, many of which remain vacant for most of the year (Kunkler, 2020). Research from the Institute for Policy Studies describes a trend in the U.S. where wealthy investors buy luxury apartments and leave them vacant, leaving surrounding areas to struggle with skyrocketing housing prices. Many of these units remain empty as investment properties for speculators (Collins, 2019). Meanwhile, The Seattle Times reports the number of residential homes in King County owned by an LLC (Limited Liability Corporation) more than tripled from 2002 to 2015, signaling a transition away from private residential property and toward investment properties that are out of reach for most renters (Balk, 2016).

Require Disclosure of Beneficial Ownership

By holding real estate through LLCs, Real Estate Investment Trusts, sole proprietorships, partnerships and S corporations, investors can anonymously benefit as owners of vacant property (Fundrise, 2018).

Some city governments across the U.S. require disclosure of the beneficial ownership interest—the actual person who reaps the rewards associated with owning a corporation—as part of property registration. Similar legislation that addresses beneficial ownership transparency includes the Corporate Transparency Act of 2019, which requires LLCs and corporations to disclose their real owners to the Financial Crimes Enforcement Network, an arm of the Treasury Department (SAJE et al., 2020).

To regulate this transparency, a registry of property ownership can also be created and made available to the public. Housing advocates can use knowledge of true ownership to negotiate or advocate for better use of vacant property while many go homeless.

Consider the success of Vancouver’s vacant homes penalty tax

While some believe it would be unconstitutional in Washington state, the vacancy penalty tax in Vancouver, British Columbia has served to deter the harms of speculative real estate investment and vacancy. Vancouver’s policy requires residential property owners to annually declare their property’s status to the city government, with vacancy defined as sitting empty six of the last 12 months (SAJE et al., 2020). A similar citywide vacancy tax has been applied in Oakland (SAJE et al., 2020). The tax delivers funding to community-serving uses that advance housing justice.

AS AN ALTERNATIVE TO A STATEWIDE COORDINATING BODY, SUPPORT ORGANIC COALITIONS

Washington’s statewide homesharing and host home coalitions serve as voluntary networks to support homesharing programs. With even small amounts of funding, however, their missions could expand to include monitoring outcomes, sharing ideas, identifying best practices, swapping resources, developing model policies, developing software and other tools, creating marketing materials, expanding social media presence, and innovating new approaches. The state’s support for this forum would encourage more homeshare programs to collaborate and help each other succeed. Keeping the organization relatively organic and unbureaucratic would ensure its success.

Washington state homesharing coalition

The Washington state homesharing coalition is a place for member homeshare services organizations to share ideas, best practices, resources, model policies, marketing materials, and social media supports. The coalition is quite informal, and could certainly leverage its capacity with a reliable funding stream.

Washington Host Home Coalition

The state’s Host Home Coalition comprises several urban and rural host home organizations, but operates on a shoestring. With state support, the coalition could enhance the operations of its member organizations in a variety of ways (Washington Host Home Coalition, 2018).

REMOVE BURDENSOME REGULATIONS ON HOST HOMES

Host home regulation revisions

The Washington State Department of Commerce commissioned a comprehensive 2017 report on host homes that outlines recommendations to improve operations. These recommendations include clarifying reporting requirements, removing funding restrictions, strengthening background checks, creating a link between the Secretary of State and the Office of Homeless Youth (OHY), strengthening OHY support to host home programs, strengthening coordination among host home programs, assessing existing licensing standards and requirements, and developing a public system response to meet the needs of older youth who cannot return home are deemed not appropriate for foster care (Washington State Department of Commerce, 2017). The Washing-

ton state Host Home Coalition constructed a 2019 report defining the elements of host home program success in the *Host Homes for Youth and Young Adults* manual (Cavender, 2019).

Host home providers told us they would recommend:

1. Funding for underage youth needing host home services
2. Removing the required notarized affidavit from a youth's guardian/parent when they are unreachable
3. Allowing minors to sign rental agreements
4. Strengthening earlier preventive services to keep youth from falling into housing instability

LEARN LESSONS FROM PANDEMIC

Although the COVID-19 pandemic complicated many things for homesharing and host home organizations, there were also many lessons learned about the possibilities for holding meetings virtually, providing signatures electronically, and sharing data across electronic platforms. These innovations should extend beyond the pandemic's welcome resolution.

Utilizing vacant property for emergency or temporary housing

The pandemic's lasting effects and continued stay-at-home orders have left empty buildings and unused land that could be used for emergency or temporary housing. In April, Seattle's Downtown Emergency Service Center (DESC) moved 200 shelter guests into a Red Lion Hotel in Renton, and have since extended their contract to the end of the year (King County Department of Community and Human Services, 2020). In November, University of Washington researchers conducted a study of this initiative with the King County Department of Community and Human Services, finding several health benefits (Colburn et al. 2020). Since this study, unfortunately, the Renton Red Lion Hotel shelter experienced a spike in COVID-19 cases, consistent with the winter surge. However, these cases do not appear connected to individuals congregating in the hotel (Greenstone, 2020). The Red Lion Hotel shelter has not been supported by the Renton City Council, which voted to close the shelter by mid-2021 despite the need to address housing insecurity in Renton that predates the pandemic (Ausburn, 2020). Attempts at a regional solution have consistently been stymied by disputes between cities in King County.

During the pandemic, Amazon donated part of its office spaces to Mary's Place, a shelter for families and children, which has housed up to 200 people each night (Meisenzahl, 2020). Seattle Mayor Jenny Durkan pledged to lease

up to 300 hotel rooms using 2021 funding dedicated to address the homelessness crisis (Durkan, 2020). Nationally, the Department of Veterans Affairs (VA) has allocated hundreds of millions of dollars to house homeless VA beneficiaries in hotel spaces (Wentling, 2020).

With the pandemic shifting the majority of the white-collar workforce to remote work indefinitely, opportunities present themselves to recapture empty space for permanent housing. City and county governments in Washington state could seize this opportunity to plan to utilize vacant property for emergency or temporary housing.

Moving away from congregate settings

A majority of the King County shelter capacity is concentrated in the five largest emergency shelter providers in King County: Catholic Community Services, Mary's Place, Union Gospel Mission, the Salvation Army, and Downtown Emergency Service Center (DESC) (Colburn et al., 2020). Most of these shelters provide only the most basic places to sleep—usually mats on the floor or bunk beds (Colburn et al., 2020).

King County lacks the ability to shelter all individuals experiencing homelessness. Contracted shelter providers are driven to maximize the density of people within existing facilities, while local funders attempt to find and fund additional shelter locations to meet the growing need (Colburn et al., 2020). This resource shortage became more apparent with the spread of COVID-19 and the need for social distancing within shelters (Colburn et al., 2020).

The pandemic forced King County to move more than 700 people out of high-density congregate shelters and into hotel rooms (Colburn et al., 2020). Moving shelter residents away from congregate settings contributed to slowing the spread of COVID-19 and resulted in benefits such as increased feelings of stability, improved health and well-being, reduced interpersonal conflict, a decrease in emergency 911 call volume, and higher exits to permanent housing and greater engagement with homeless housing services (Colburn et al., 2020).

The pandemic has exposed longtime flaws in the shelter system and has pushed officials to address homelessness differently. Since the pandemic, the Washington State Department of Commerce created a grant program to fund equitable and creative approaches to develop or expand shelter programs that move away from the congregate shelter model (Washington State Department of Commerce, 2020). King County Department of Community and Human Services has provided homeless shelter and services sanitation and hygiene stations, de-intensified shelters by moving shelter residents to hotels and other spaces, and authorized 24/7 access to shelter services (King

County Department of Community and Human Services, 2020). These alternative solutions to addressing homelessness need to carry on beyond the pandemic.

CDC: Centers for Disease Control and Prevention street sweeps advisory

Despite Centers for Disease Control (CDC) guidance to the contrary, cities in Washington continue to remove homeless encampments in processes often referred to as “sweeps.” CDC, by contrast, recommends homeless individuals living unsheltered or in encampments be allowed to remain where they are (CDC, 2020). Seattle’s encampment removal practices have come under particular criticism (Barnett, 2020). Several of those separated from their tents or belongings claimed they were not offered shelter or didn’t feel safe entering a crowded shelter during this pandemic (Barnett, 2020).

PROMOTE MARKET SOLUTIONS

Promote affordable units and dense neighborhoods

City and county governments can promote and legalize dense, family-sized, and architecturally-adaptable and affordable units. In Seattle, 75% of residential land is zoned for single-family use, making the majority of the city’s land unavailable for the development of family-sized units to help address the city’s housing affordability crisis (Hurtado, 2019). In 2018, Minneapolis became the first major U.S. city to approve a plan to eliminate single-family home zoning and allow duplexed and triplexes to be built anywhere in the city (Trickery, 2019). Seattle’s zoning map directly reflects practices that are historically racist and contribute to the housing affordability crisis. Wealthy neighborhoods are typically excluded from upzoning efforts, thus further segregating neighborhoods and concentrating wealth and poverty into distinct parts of the city (UW, 2020). Seattle’s plan to upzone neighborhoods from single-family to multi-family excludes upper-income neighborhoods (Hurtado, 2019). Expanding upzoning to wealthier neighborhoods would promote equity and density.

Remove restrictive ordinances inhibiting homesharing

Many interviewees named restrictive laws limiting the number of unrelated family members who may live together as a barrier to homesharing. Washington SB 6302 proposes to remove these limits across all local governments while Kitsap city ordinance 17.505 allows homeowners to use ADUs or DADUs for homesharing purposes with fewer restrictions and licensing requirements. In Seattle, City Council Bill 119544 has created some zoning amendments specifically for ADUs and DADUs.

City and county governments can also support policies that allow private property owners to offer their space for tiny homes or vehicle/RV parking. Interviews with Washington state homeshare programs cited regulation around using private property for vehicle/RV parking as a barrier to vehicle residences through homesharing. A Portland city ordinance allows overnight RV camping and tiny homes on wheels as long as they are parked on private property (Monahan, 2017). We recommend local jurisdictions move to allow private property owners to easily homeshare using property that can host separate units.

Expand the entrepreneurial capacity of homeshare organizations

California’s HIP Housing program has been successful, in part, because it diversified its housing strategies to include buying units it could rent out to low-income tenants (Fanucchi, 2020). These entrepreneurial activities gave the organization the flexibility and additional income to better serve its mission.

Washington could encourage our state’s own homeshare organizations to similarly attempt ventures that expand capacity, sustainability and self-sufficiency. One mechanism might be to encourage revenue-generating activities that make these homesharing organizations more versatile. For example, the Washington State Department of Commerce could make grants that allow nonprofits or public agencies to purchase property. A good model could be Baltimore’s Vacants to Value program.

Offer non-monetary incentives for homesharing

People who open their spare bedrooms, backyards and vacant units to low-income tenants are typically motivated to do so for multiple reasons, including supplementing incomes (perhaps in order to remain in one’s home), companionship, help with chores and errands, and altruism. Public agencies seeking to entice new entrants to the homesharing marketplace might consider ways to build a cultural norm around homesharing across the spectrum of demographic categories of income, age, race and gender. This could take the form of featuring role models in marketing and communications messaging, publicly honoring those who make homesharing choices, or extending honorific benefits that include an economic value (such as free bus passes, urban parking zone permits, public utility discounts, ID cards for discounts at home improvement stores, free state park passes, and similar awards).

Encourage appropriate roles for for-profit entrants

For-profit organizations are increasingly filling a useful role in the homesharing or vacancy matching space by expanding on their existing products and expertise to also assist nonprofits. For example, Zillow provides the real estate vacancy identification and tracking software for Seattle's Housing Connector nonprofit (Kelmendi, 2020). With Zillow's involvement, the Housing Connector model is set to expand exponentially across the state or even nationally.

Similarly, we spoke with the for-profit Silvernest organization, which sees its role as providing technical support to nonprofit home matching organizations. Silvernest provides background checks, monthly rent collection, liability insurance services and data tracking for the modest fee of 5% of the monthly rent. Public agencies in several cities are willing to subsidize this fee for the benefits added to the homesharing model (Hammer, 2020).

The Host Homes Coalition is in conversation with a Native American-owned software developer to create a platform and an app for host home data reporting.

FEDERAL ADVOCACY

Expand HUD's definition of homelessness to include doubling up

The US Department of Housing and Urban Development's (HUD) current definition of homelessness is based on four categories (HUD Exchange, 2012):

1. Literally homeless
2. Imminent risk of homelessness
3. Homeless under other federal statute
4. Fleeing/attempting to flee domestic violence

These categories also include those who: 1) are trading sex for housing, 2) are staying with friends, but cannot stay there longer than 14 days, 3) are being trafficked, 4) left home because of physical, emotional, or financial abuse or threats of abuse and have no safe, alternative housing (HUD Exchange, 2019).

These categories do not include doubling up or long-term homesharing. By including doubling up and long-term homesharing in HUD's definition of homelessness, these homesharing relationships would be eligible for more federal funding.

Department of Commerce federal grant pass-throughs

The Washington State Department of Commerce uses federal funds for a variety of important programs, including the Tenant-Based Rental Assistance Program, administered through coordinated entry programs, and the Section 811 rent subsidy program and its Emergency Solutions program that supports communities in providing street outreach, emergency shelter, rental assistance, and related services. A federal HUD grant supports youth homelessness prevention through Commerce, including host homes. Further, Washington state uses HUD funding for the annual Point in Time Count and the Homeless Management Information System. The state Homeless System Performance program identifies target homeless program outcomes, such as exits to permanent housing and reducing the time spent homeless.

Governance of these programs is guided by the Washington State Advisory Council on Homelessness and the Interagency Council on Homelessness. Further, the Washington State Department of Commerce offers training to ensure homeless grantees demonstrate competency in best practices.

Whenever the state can use federal sources effectively and efficiently, it frees up state dollars for other priorities. More advocacy in the next federal administration for homesharing, host homes, and vacancy matching could be important.

Tap Into New Revenue Sources

RECONSIDER B&O AND SALES TAX EXEMPTIONS

The Washington state business and occupation (B&O) tax is a tax on a businesses' gross receipts (with a threshold of \$28,000), calculated on the gross income from activities. The B&O tax raises about 20% of the state's general fund revenue stream. For businesses subject to the tax, there are no deductions for labor, materials, taxes, or other costs of doing business. Many businesses, however (including, until 2020, Boeing), enjoy complete B&O tax exemption because of multiple independent legislative bills.

B&O tax exemption loopholes cost the state hundreds of millions of dollars, including shared real estate commissions (\$72 m), insurance brokers (\$55 m), meat processors (\$51 m), timber and wood products (\$44m), international investment management (\$41 m), and others. Beginning January 1, 2020, some businesses became subject to a new Workforce Education Investment surcharge, aimed at raising funds for higher education from the businesses that benefit most from a highly-trained workforce. Sales tax exemptions extend to candy, gum, and bottled water. According to The Seattle Times, Microsoft avoids millions in Washington sales tax on software by routing sales through its Reno, Nevada software-licensing office (Nevada doesn't tax business income). The cumulative results of too many tax breaks are a smaller tax base and not enough revenue for high-quality public services (Nicholas and Smith, 2018; Washington State Department of Revenue, 2017; Day, 2017).

ESTABLISH PUBLIC COOP BANK AS A SOURCE OF FINANCING FOR PUBLIC HOUSING

A proposed state bank could serve as a depository for state tax revenues, along with those of other public jurisdictions. Most industrialized and developing countries outside the U.S. use a public banking model to develop their economies. SB 5995, as proposed in 2020, would create a Washington investment trust. Managed by the state's elected lieutenant governor, attorney general, treasurer and state auditor, the trust would have the authority to invest in public project financing for projects such as building affordable housing, creating a grant program for shared housing and host home programs, and supporting other projects to prevent homelessness.

Conclusions

The UW homeshare study group urges the 2021 Washington state Legislature to take advantage of the sense of urgency presented by COVID19, along with new federal resources and an openness to new solutions, to hasten policy support to homeshare operations. Several of the low-cost options presented in this report could make a significant difference in the short term.

We also want to acknowledge that solutions to this complex problem are not simply fiscal, logistical or mechanical. Home has layered meanings in human populations, and (especially for young people) is deeply associated with a sense of community and interpersonal relationships. Homesharing as a housing solution underscores this reality as successful matches require the creation of new relationships. Although simple metrics, such as “exits to permanent housing,” may seem important to ensure accountability, these indicators are insufficient measures of success. To ensure a person’s likelihood of maintaining housing over time, it’s also important to incorporate measures such as building skills of resourcefulness, establishing a connection to community, and building a sense of agency. To that end, we have included recommendations for activities that can establish homesharing as “normal,” even for those not experiencing fiscal stress.

We describe these policy solutions in more detail in our report, summarized here:

1. Expand Washington State Commerce Department grants to homesharing organizations and their coalition:

- a. Include homeshare match organizations, along with vacancy matching services for open units, backyard cottages and private parking spaces for RVs
- b. Subsidize home providers who offer to homeshare, for example with bonuses, tax credits, rent subsidies, and/or support for third-party products such as insurance, background checks, direct rental deposit, and data tracking
- c. Support the Washington State Homesharing Coalition

2. Support host homes and other youth housing options (such as Seattle’s YouthCare) as low-cost alternatives to foster care; remove barriers reported by host home organizations

- a. Encourage host homes and other relatively informal solutions (such as long-term congregate living shelters) that don’t require terminating parental rights for younger children (ages 12–18)

- b. Remove the requirement that guardian affidavits be notarized
- c. Support the Washington Host Home Coalition (WHHC, 2020).

3. Encourage creativity and entrepreneurialism in homeshare organizations

- a. Encourage city-wide architectural innovation that moves away from the single-family home as standard
- b. Purchase rentals and rehabilitate dilapidated properties (using Baltimore’s Vacants to Value program as a model) (Yorker, 2020).
- c. Support construction and long-term rental of backyard cottages
- d. Encourage home providers who want to offer parking spaces for vehicles and RVs, modeling policy on successful initiatives and safe parking programs in Kitsap and Portland (Kitsap 17.505, 2018; O’Malley, 2020; Watjus, 2017).
- e. Explore better use of hotels, vacant office buildings, and other non-traditional living spaces

4. Meet the data and software needs of organizations doing this work, along with the need to provide evaluation data to policy makers

- a. Welcome niche organizations, including for-profits, into the homesharing network

5. Tap into appropriate revenue sources to support homesharing programs (see our recommendation section for details)

- a. Close B&O tax loopholes
- b. Establish a public cooperative bank
- c. Tap into innovative revenue sources in appendix to this report

6. Focus on low-cost solutions that expand housing opportunities

- a. Discourage vacant units through sanctions, incentives and daylighting
- b. Remove barriers to density and unrelated individuals engaging in homesharing
- c. Create a more normalized and positive culture around homesharing and host homes
- d. Advocate for additional federal fiscal support, including new political opportunities to create a housing entitlement
- e. Advocate for federal change in HUD’s definition of homelessness to include doubling up

LIMITATIONS

Limited by homesharing definition

We were limited by the set definition of homesharing that the Housing and Local Government legislative committee was interested in: when a home provider offers up a space on their private property such as a spare bedroom, backyard cottage, or vehicle/RV parking to an adult or child in need. Following this definition, we focused our research and policy recommendations on homesharing within private property. Although using public property for vehicle residencies and using vacant property through partnering with property management owners are not considered within the definition of homesharing, they are affordable housing options that we deemed worthy of exploration.

COVID-19 limitations

The COVID-19 pandemic started during the first year of the project, which limited our ability to complete site visits and in-person interviews. All interviews since the beginning of the pandemic started were conducted via Zoom or phone and all site visits were cancelled. Since many people working in the housing space were essential to COVID-19 relief work, it was difficult to reach people at times. In addition, the pandemic made it difficult for some homesharing programs to survive or offer valuable policy solutions in a time where the pandemic takes the main focus. Despite these barriers, we were able to conduct most of the work remotely and complete 44 interviews to inform our policy recommendations.

OPPORTUNITIES FOR FUTURE RESEARCH

Better public policy could emerge from a more complete understanding of how people engage in extremely informal homesharing arrangements—those situations often described as couch surfing or doubling up. As the federal definition of homelessness does not include these arrangements, they've been little examined. Research on these forms of marginal situations could identify the scope of housing instability and identify opportunities to substantially improve the quality of life for people in these situations.

For youth homesharing situations, several types of organizations are helping people make semi-formal arrangements that avoid the foster care system. Still, oversight and accountability mechanisms for these arrangements for young people are not well understood. The Adult Family Home model offers a formal licensure model, but has not been explored.

There are for-profit actors interested in supplying tools and products to support the nonprofit organizations working to help people make homesharing matches. What is their value-added, and should public policy promote this line of business?

Additional research questions could include:

- Market research on potential supply and demand. What incentives would help this market work more efficiently?
- What are the best homeshare arrangements for family units that include children?
- What architectural and structural solutions can policy support that promote more efficient and cost-effective use of housing stock?
- What services and casework are most effective, coupled with homesharing?
- Acknowledging the importance of community and relationships in successful matching and homesharing, what types of support are best to promote these healthy relationships?
- What is the best role for the federal government in promoting homesharing, such as federal tax breaks for homeshare providers?
- Understanding the importance of inter-organizational communication and collaboration, what are best practices to promote dialogue between and among the various agencies and organizations in the space?
- Appreciating the need to rehabilitate dilapidated property, and Baltimore's "Smalltimore" tiny home ownership experiment, is this kind of work viable in rural and urban Washington locations?
- What are ways to adapt spaces not originally designed as residential to serve as housing or shelter, for both short-term and longer-term uses?
- How can backyard cottages better scale to meet housing needs, and can it be done in a way that promotes community?

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Appendices

1.

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First meeting of advisory committee, January 6, 2019.

2.

REVENUE SOURCE POSSIBILITIES

We harvested some relevant, potentially useful, ideas for generating revenues to support homesharing and other housing solutions from knowledgeable state and national policy organizations.

Real estate transfer tax

Legislators might consider implementing a progressive real estate transfer tax to reduce speculations and raise funds to be used at the local level. For example, San Francisco, Oakland, and Berkeley have imposed higher rates for more expensive transactions (SAJE et al., 2020). San Francisco's real estate tax is expected to raise an average of \$44 million in additional revenue year (SAJE et al., 2020). This revenue can go towards building and improving affordable housing, providing services to the unhoused, and preventing displacement and eviction for low-income tenants, students, the disabled, and the elderly.

Flipping tax

Legislators might consider implementing a real estate transfer tax that would effectively target investors who sell properties shortly after buying them to cash in on rising property values. A similar tax has been proposed by both the Sen. Bernie Sanders' campaign and the Homes Guarantee platform released by People's Action on non-owner-occupied properties that are sold within five years of the last purchase (SAJE et al., 2020). A similar flipping penalty can be built into an increased real estate transfer tax through city governments.

Out-of-state transaction tax

Legislators might consider implementing a tax targeting investors living outside Washington to discourage speculators who have no stake in the communities where they are buying land. British Columbia incorporated a tax on foreign investors in response to non-resident real estate speculation (SAJE et al., 2020). A similar provision implemented by city governments in Washington state could reduce housing speculation and raise significant revenue.

Increased gross receipts tax

Legislators might consider increasing the gross receipts tax to ensure the largest landlords and largest perpetrators of speculative rent increases and vacancy pay their fair share for their role in the housing crisis. This tax should be implemented by all city and county governments in Washington state.

Transfer properties to community ownership models

Legislators might consider allowing transferring ownership of perpetually vacant properties to community ownership model such as a community land trust. This can take the form of seizing tax-delinquent vacant properties for use as social or community-controlled housing (SAJE et al., 2020). City and county governments in Washington state could head this transfer.

Increase tax on windfall compensation

SB 6017, introduced in 2019, would have taxed corporations that choose to pay high salaries on compensation above \$1 million. It would have raised \$363 million in the current biennium and \$625 million in 2021-23. Lowering the threshold to \$250,000 could raise at least \$500 million annual beginning in 2021 (EOI, 2020).

Increase tax on the wealthiest estates

Washington's estate tax applies to estates valued at more than \$2.2 million. Senate Bill 6581, amended to close estate accounting loopholes, would increase taxes on approximately 80 of the wealthiest estates annually – those with values in excess of \$6.5 million. It would also eliminate or reduce taxes on estates between \$2.2 and \$6.5 million. Because the estate tax is already in place, the increases and decreases in taxation could be immediate for all deaths occurring after legislation is signed into law. This would bring in \$50 million per year (EOI, 2020).

Remove the cap on the Workforce Investment Surcharge

In 2019 and 2020, the Legislature fully funded the College Grant program for low- and moderate-income Washingtonians through a surcharge on higher-revenue businesses (SB 6492). However, contributions of profitable global corporations were capped at \$9 million a year. For Amazon, which made \$75 billion in the first three months of 2020, \$9 million amounts to 0.00003 percent of its revenue. For the 40 companies with more than \$25 billion in annual revenues, the ceiling provides a tax windfall of at least \$50 million a year. (EOI, 2020).

Tax wealthy individuals

Washington's billionaires have a combined wealth in excess of \$441 billion. In the spring of 2020 while the pandemic raged, 12 Washington billionaires enjoyed an increase of \$90 billion in their combined wealth. This wealth would be subject to a 1 percent tax on intangible property (stocks and bonds) in excess of \$1 billion.

A 12.5 percent marginal tax rate for income in excess of \$1 million would tax 12,500 people in Washington (one third of one percent of all taxpayers). This rate is lower than California's top rate. A marginal tax at Oregon's top rate of 9.9 percent would generate almost \$3 billion. Because of State Supreme Court decisions overturning a popular initiative and state law in 1933 and 1935, the millionaire tax would trigger an automatic legal challenge. The Legislature could request expedited review so that revenue could be forthcoming in 2022.

Both of these increased taxes together would bring in more than \$8 billion per year (EOI, 2020).

Local taxing initiatives

San Mateo County's Measure K, a sales tax initiative, provided HIP Housing's initial funding for its incentive program, administration, and marketing costs (Fanucchi, Laura, zoom interview, August 13, 2020). In addition, Los Angeles County Measure HHH, a sales tax supporting housing services, provided funding for homeshare programs including Safe Place for Youth (Gutierrez, 2020)

Tax those receiving assets from an estate

The inheritance tax is a tax on the privilege of receiving assets from an estate. When it was in law in Washington, it generated three times the revenue later generated by the estate tax. Maryland has both estate and inheritance taxes; New Jersey had both taxes until 2018. This would bring in \$517 million in revenue (EOI, 2020).

Tax wealthy investors

Legislators have considered a capital gains tax on wealthy investors over many years. A 10 percent tax on gains above \$100,000 would generate \$1 billion annually beginning in 2022, assuming expedited review of any legal challenge (EOI, 2020).

3.

INTERVIEW GUIDE

Staff Interview Guide:

1. Introduction
 - a. What is your role, and how long have you worked here? What was your experience before you took this position?
 - b. What is the history and origin of this organization, and what is its approach to homesharing?
 - c. How is the organization governed/owned? (listen for motivations for founding the organization, whether it's public or private, what sort of person serves on the board, how it fits in our typology—or whether it's a new category)
2. Data Collection Questions:
 - a. What population does your program serve? What are the eligibility requirements?
 - b. How large is your program? How many people are enrolled in the homesharing program? What is the cumulative number of participants, and how many new enrollees join per year?
 - c. How long can participants stay in their homesharing arrangement? Is there any way to increase the stay?
 - d. What are the costs associated with the stay? How does your organization pay for this program? Can you provide your budget or income/expense statements for the previous fiscal year?
 - e. Does your program offer any other services beside housing to participants? Do they connect participants to any other resources? How does your program define case management?
 - f. What are your success metrics?

3. Homesharing Themes

- a. Have there been any legal/liability issues with your homesharing program? What is your protocol in case those legal issues arise?
- b. How do you measure success in your program?
- c. Are there any barriers that you perceive to your homesharing program?
- d. To what do you owe your program's success?
- e. What are your ideas for scaling the program?
- f. What is the role of public policy in your program? Examples could include public dollars from specific initiatives, licensing requirements waived or changed, restrictions on family's doubled-up being lifted.
- g. How has/how can legislation or public policy encourage homesharing growth?

Homesharing Host/Participant Interview Guide:

1. Introduction:
 - a. Tell us about your experience in the homeshare program. What motivated you to participate?
 - b. What is your role in the homesharing relationship?
2. Data-Collection Questions:
 - a. How long have you been in this homesharing situation? How long do you expect it to last?
 - b. Have you utilized any other services with the main homesharing program?
 - c. What are your plans for after this homesharing situation ends?
3. Homesharing Support:
 - a. Has the experience been what you expected? Is it satisfying your needs? What are the stresses and strains?
 - b. What sorts of support have you gotten from the agency that facilitated this arrangement? Were these supports sufficient?
 - c. Have you experienced any legal/liability issues during your stay at this program? Do you have a plan in case an issue occurs?
 - d. What are your plans for after this homesharing situation ends?
 - e. If you were to advise a new organization starting up a homeshare organization, what suggestions would you have?

4.

POWERPOINT SLIDES FOR THE PRESENTATION TO THE WASHINGTON STATE SENATE'S HOUSING STABILITY & AFFORDABILITY COMMITTEE ON SEPTEMBER 15, 2020, BROADCAST ON TVW.

Shared Housing Study Policy Recommendations

Senate Housing Stability & Affordability Committee

Principal Investigator: Amy Hagopian, PhD
Graduate student researchers:
Cassidy Farrow and Nicholas Locke


University of Washington School of Public Health
15 September 2020



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Homesharing models

- > Formal in-unit—“spare bedroom” with formal rental agreement
 - Specialty programs, wide variety
 - > Mentally ill, developmentally delayed, substance recovery populations
 - > People newly released from prison or other institutions
 - > Age/stage populations: seniors, students
- > Informal in-unit—“couch surfing” with no formal supports
- > Formal separate unit—“backyard cottage,” or duplex or RV in the yard (DADUs, ADUs)
- > Vacancies—variety of formal, informal and even sometimes activist challenges to large number of public and private vacant units



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Presentations from model homeshare programs

- > University of Washington School of Public Health home-sharing study (Dr. Amy Hagopian, Community Oriented Public Health Practice Director, hagopian@uw.edu and Cassidy Farrow, MPH Candidate Health Services, cmf28@uw.edu)
- > HIP Housing (San Mateo Co., CA) (Laura Fannuchi, Associate Executive Director, lfannucchi@hiphousing.org)
- > Shared Housing Services, Tacoma (Mark Merrill, Executive Director, markm@sharedhousingservices.org)
- > BLOCK Project, Seattle (Aditi Gupta, Program Manager, aditi@facinghomelessness.org)
- > Housing Connector, King County (Shkelqim Kelmendi, Executive Director, shkelqimk@housingconnector.com)
- > Kitsap Homes of Compassion, Kitsap County (Joel Adamson, Program Director, joel.adamson@kitsaphoc.org)



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Turn to speakers here



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Create infrastructure to support home sharing



- Support matching and wrap-around services by non-profits or city agencies
- Promote & legalize density, family-sized units, and affordability
- Provide incentives/support to quickly convert informal home sharing arrangements to formal ones
- Build entrepreneurial capacity to buy, rehab and rent out property (Ex: HIP housing)



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Boost supply of available shared units

- > Supply: Campaign to encourage new homeshare providers
 - Offer financial incentives (bonuses, tax breaks) to start and maintain offerings
 - Subsidize homeowner remodels that expand capacity for homesharing
 - Build cultural norms
- > Demand: Support home seekers who need help paying rent
 - Keeping rent low (Venice’s Safe Place for Youth program pays hosts \$500/month from a sales tax initiative)



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Encourage hosting of vehicle residences as homesharing

- Amend ordinances to allow private property owners to accommodate vehicle residencies
 - > Kitsap County's "Transitory Accommodations" ordinance authorizes RV hosting for up to 180 days, options for extension
 - > Portland allows City to allow RVs, tiny homes on wheels on residential private property with electrical connections & access to water, toilets
- Promote/legalize "Safe Parking Programs" on public land or church parking lots, especially during COVID-19 crisis
- Motor home park preservation



Along with homesharing: Open vacant properties to low-income tenants

- Encourage third-party moderators to absorb risks of renting to low-income tenants (Housing Connector model)
- Discourage vacancies &/or generate funds by taxing vacant units (Vancouver BC's "Empty Homes Tax" requires homeowners to certify units are occupied, otherwise a 1% tax)
- Encourage emergency or temporary use of vacant commercial property or vacation homes (Amazon lent office space to Mary's Place)
- Convert vacant land to tiny house villages



Back to homesharing: some details

- > Successful organizations can do 150 to 300 matches a year
- > \$2000 to \$3000 a match
- > Labor intensive to make and support matches
 - Housing Connector is cheaper, but it's not making interpersonal matches
- > Metrics of success?
 - Number of matches
 - Longevity of matches
 - Rent (are we serving the folks we intend to?)
 - > And/or hours of service (if in lieu of rent)
 - Cost per match



Discussion questions

- > Are our recommendations simple and understandable?
- > Are they comprehensive enough? Did we miss something important?
- > Are they too broad? Should we drop something?
- > Are they appealing to "both sides of the aisle?"
- > Is it clear this is a "good deal" for policy makers?
- > Does it reflect the views and priorities of the stakeholders?



February 1, 2021

Homeshare Study Policy Recommendations for the Washington State Senate Housing and Local Government Committee

By Amy Hagopian, PhD,
Cassidy Farrow, MPH, and
Nicholas Locke, MPH

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City Council

Action on Complaint Against Public Officer - Hearing Examiner

Agenda Date: 9/14/2021
Agenda Item Number: 6.C
File Number:21-0871

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

Title

Action on Complaint Against Public Officer - Hearing Examiner

Recommended Action

Committee Recommendation:

Not referred to committee.

City Manager Recommendation:

Move to reject the complaint and deny the demand to terminate services of the Hearing Examiner.

Report

Issue:

Whether just cause exists under OMC 18.82.060 to terminate the services of the City's Hearing Examiner, Mark Scheibmeir, for violation of the appearance of fairness doctrine.

Staff Contact:

Leonard Bauer, Director, Community Planning & Development, 360.753.8206
Mark Barber, City Attorney, 360.753.8223

Presenter(s):

Cheryl Selby, Mayor

Background and Analysis:

On July 13, 2021, resident Dan Leahy submitted a complaint to the Olympia City Council, alleging a violation of the appearance of fairness doctrine by the City's Hearing Examiner, Mark Scheibmeir, during the Wellington Heights Subdivision hearing in 2018 and 2019. Mr. Leahy argues the Hearing Examiner failed to disclose a business relationship with property owners in the area of Cooper Point Road.

Mr. Leahy further complains the Hearing Examiner should have recused himself from the hearing for the Wellington Heights development based on this business relationship. He argues the Hearing Examiner should have disclosed this relationship during the Wellington Heights public hearing in 2018 and 2019.

Based on these arguments, Mr. Leahy requests that the City Council (1) remove the Hearing Examiner “with regard to the opening of Decatur SW at the Public Pathway to automobile traffic;” and (2) that Council replace the Hearing Examiner due to his failure to disclose business relationships with property owners in the area of Cooper Point Road.

On July 16, 2021, a letter on behalf of the Council was sent to the Hearing Examiner by Mayor Selby and Mayor Pro-Tem Gilman. In this letter, Council requested the Hearing Examiner provide a response to Mr. Leahy’s complaint concerning the hearing in the Wellington Heights Subdivision matter. A copy of Mr. Leahy’s complaint was attached.

In a letter dated July 30, 2021, the Hearing Examiner submitted his response and stated why he disagrees with Mr. Leahy’s assertions. He pointed out that the requested subdivision did not propose to open any streets to the south or provide access to Cooper Point Road. As a result, the possible extension of Decatur Street “was not an issue in the Wellington Heights hearing.”

The Hearing Examiner further stated his role does “not include any authority to regulate the use of City streets (with the exception of streets internal to a development). In other words, as part of the Wellington Heights hearing I had no authority to alter the status of Decatur Street or cause its connection to Caton Way. . .If Decatur is ever extended it will be done by the City Council, not the Hearing Examiner, with guidance from the Engineering, Public Works and Planning Departments, and without guidance from the Hearing Examiner.”

Mr. Scheibmeir admitted that Mr. Leahy correctly identified Mr. Scheibmeir’s role as the registered agent for his clients. However, he stated “. . . I do not see any connection between the two - now or then. Indeed, I am at a loss as to any connection. It was because there is no connection between the two that no disclosure was felt necessary. I feel the same way about this today as I did three years ago.”

Further, in the Hearing Examiner’s response, he identifies that Mr. Leahy “wonders if I may have discussed the Wellington Heights hearing with [my clients]. The answer is ‘no’ for the simple reason as there would have been no reason to. At the risk of repetition, there is simply no connection that I can see.”

The Hearing Examiner further noted that “In one respect it is quite unusual for this complaint to be raised nearly three years after the hearing but, in another respect, the delay in raising it allows the passage of time to help demonstrate my points. Three years later, Decatur Street remains disconnected from Caton Way and, I assume, will stay that way indefinitely. The Wellington Heights decision had no bearing on its status then, now or in the future,” stated Mr. Scheibmeir.

Following the Hearing Examiner’s response, the Council requested a legal opinion from the City Attorney.

RCW 42.36.080 provides that:

Anyone seeking to rely on the appearance of fairness doctrine to disqualify a member of a decision-making body from participating in a decision must raise the challenge as soon as the basis for disqualification is made known to the individual. Where the basis is known or should reasonably have been known prior to the issuance of a decision and

is not raised, it may not be relied on to invalidate the decision. The information cited by Mr. Leahy is contained within public records readily available for inspection in 2018 and 2019. Mr. Leahy provides no excuse why almost three years have expired before making his complaint.

OMC 18.82.060 provides in part that the Council may remove a Hearing Examiner “. . . from office for cause by majority vote of the Council . . .”

Neighborhood/Community Interests (if known):

The Southwest Olympia Neighborhood Association (SWONA) has submitted support for Mr. Leahy’s complaint.

Options:

1. Move to reject Mr. Leahy’s complaint as not supporting a violation of the appearance of fairness doctrine by the City’s Hearing Examiner in the Wellington Heights Subdivision hearing in 2018 and 2019 and does not provide a factual basis to terminate the City’s Hearing Examiner for cause pursuant to OMC 18.82.060.
2. Move to sustain Mr. Leahy’s complaint of a violation of the appearance of fairness doctrine by the City’s Hearing Examiner in the Wellington Heights Subdivision hearing in 2018 and 2019, and that it provides a factual basis to terminate the Hearing Examiner for cause pursuant to OMC 18.82.060.
3. Move to take no action on Mr. Leahy’s complaint.

Financial Impact:

None known.

Attachments:

- July 13, 2021 Letter from Dan Leahy to City Council
- July 16, 2021 Letter to Mark Scheibmeir on Behalf of City Council
- July 30, 2021 Letter to City Council from Mark Scheibmeir

July 13, 2021

Mayor Selby and Olympia Council Members,

I have two requests:

Remove your Hearing Examiner, Mark C. Scheibmeir, from any further land use decisions with regard to the opening of Decatur SW at the Public Pathway to automobile traffic.

Replace him as your Hearing Examiner due to his actions described below.

On December 10, 2018 Mr. Scheibmeir opened a hearing (No. 18-1315) with regard to the Wellington Heights Subdivision in the southwest section of Olympia's Westside. On February 19, 2019 he issued a decision approving the subdivision. His decision led to the clear cutting of 9.4 acres of woodland and the construction of fifty-seven single family houses.

In his decision, Mr. Scheibmeir repeatedly references the possibility that a Public Pathway linking Decatur St. SW to Caton Way and Cooper Point Road SW could be opened to automobile traffic. Mr. Scheibmeir has a business relationship with property owners on Cooper Point Road immediately to the south of Decatur St. SW. This property would be directly accessible from Decatur Street SW if it were opened to automobile traffic. Mr. Schbeimeier failed to disclose his relationship with property owners Robert and Heidi Pehl.

Mr. Scheibmeir is a Registered Agent for fourteen (14) Limited Liability Corporations (LLCs).

Ten of these LLCs have as their Governors Robert Pehl and Heidi Pehl.

Two of the ten LLCs, SSRE Investments LLC and SSRE2 Investments LLC , own property on Cooper Point Road SW

SSRE2 Investments LLC owns the property at 2015 Cooper Point Rd where the Pre-Owned Super Store and Awesome RV dealership is located. Robert and Heidi Pehl purchased this property on December 11, 2018, *one day after Mr. Scheibmeir opened this hearing*. It's reasonable to assume Mr. Scheibmeir was aware of this purchase at a site immediately south of the currently unconnected Decatur Street SW.

SSRE Investments LLC owns the property at 2107 Cooper Point Rd where Olympia Volkswagen is located. This property was purchased on February 2, 2014 by Robert and Heidi Pehl. It's reasonable to assume Mr. Scheibmeir (who was hired as Hearing Examiner in 2013) was aware of this purchase at a site two tenths of a mile south of the currently unconnected Decatur Street SW.

Mr. Scheibmeir addresses the opening of Decatur SW to automobile traffic several times in his decision.

On page three of his decision he cites one of the causes of the “firestorm of public hostility” to this proposed land use was the possible “conversion of Decatur into a major arterial, allowing access south to Cooper Point Road.”

Again, on page 7 of his decision, Mr. Scheibmeir observes that the Public Pathway (which he erroneously refers to as a “small park”) “serves to disconnect Decatur Street from Caton Way. This park (sic) prevents traffic on Cooper Point Road from using Caton Way/Decatur Street to gain access to Harrison Avenue, etc.”

Again, on page 9, he references “a possible future connection between Caton Way and Decatur Street.”

As an official required to be an expert on the Comprehensive Plan, we must assume that Mr. Scheibmeir knew that the possible automobile connection of Decatur to Caton Way and Cooper Point was no longer in Olympia’s Comprehensive Plan.

It is impossible to avoid the conclusion that he avoided mentioning this fact due to his business relationship with the property owners on Cooper Point Road SW.

The Council appointed Mr. Scheibmeir in April, 2013. The Planning Commission submitted their final draft to the Council in 2013. Their draft included the Decatur Connection. This was met with widespread public opposition, the source of one of the largest number of public comments.

The Council deleted from its 2014 Comprehensive Plan all five paragraphs describing the Decatur Connection. There is no word about a Decatur connection in the current plan’s “Westside Transportation Issues” section. (pp.178-181) We can only assume that Mr. Schbeimier, charged with interpreting the Comprehensive Plan, knew of this deletion.

Mr. Scheibmier makes numerous references to the Transportation Map of 2030 which is part of the 2014 Comprehensive Plan. (P.213). Mr. Scheibmeir must have known that this Map shows there is no automobile connection, nor a planned one from Decatur SW to Cooper Point Rd.

In response to the “firestorm of public hostility” one would expect Mr. Scheibmeir to point out that the Comprehensive Plan does not allow such a connection. He did not. Even in his discussion entitled, “Findings Related to the Comprehensive Plan,” he fails to mention that the Decatur automobile connection had been deleted by the City Council.

Before Mr. Scheibmeir opened his hearing on December 10, 2018, he should have revealed the relationship he has with the property owners on Cooper Point Road and recused himself. He did not.

Consequently, Mr. Scheibmeir failed to meet the appearance of fairness standard required in any adjudicated proceeding. Instead Mr. Scheibmeir made a decision to keep this relationship from the parties of record and the public.

While the Council cannot remedy the damage to our neighborhood that resulted from his approval of a development that clear cut 9.4 acres of woodland and is building inordinately expensive single family homes in the midst of an affordable housing crisis, you should not allow Mr. Scheibmeir to preside

over any further proceedings that involve decisions on opening Decatur St SW to automobile traffic at the Public Pathway.

The Council must also direct Mr. Scheibmeir to inform Councilmembers, Parties of Record and the general public as to the full extent of his relationship with the Pehls. It is reasonable to imagine, among other things, that Mr. Scheibmeir discussed the Wellington Heights project and its potential impact on Decatur SW with the Pehls. He must also be instructed to reveal any other business relationships he -- or any member of his firm -- has in the City of Olympia.

The City Council has the authority and responsibility to hire the City's Hearing Examiner. Because Mr. Scheibmeir had a business relationship with the Pehls that he failed to disclose, his decision in the Wellington Heights matter cannot be seen as fair and impartial -- the fundamental core of the Fairness Doctrine.

Given this fact, the City Council should replace Mr. Scheibmeir as the City's Hearing Examiner. You should exercise your authority in the name of the public welfare and standard of conduct that Mr. Scheibmeir failed to uphold.

Sincerely,

Dan Leahy, Party of Record
1415 6th Avenue SW
Olympia, Washington 98502

cc: Parties of Record



July 16, 2021

Mr. Mark C. Scheibmeir
Hillier, Scheibmeir & Kelly, P.S.
299 N.W. Center Street
P. O. Box 939
Chehalis, Washington 98532

Mr. Scheibmeir:

We are writing, on behalf of the City Council, to request your response to a complaint filed with Olympia City Council regarding potential issues around your decision as Olympia's Hearings Examiner in the matter of Wellington Heights Subdivision in December of 2018. (No. 18-1315).

We have attached the complaint from Mr. Daniel Leahy. Mr. Leahy alleges that there were unreported conflicts of interest which may have compromised the impartiality of your decision regarding Wellington Heights.

Would you kindly inform us as to when we might expect a response?

Sincerely,

Cheryl Selby
Mayor

Clark Gilman
Mayor Pro-Tem

cc: Jay Burney, City Manager
Mark Barber, City Attorney

Enclosure

July 13, 2021

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In his decision, Mr. Scheibmeir repeatedly references the possibility that a Public Pathway linking Decatur St. SW to Caton Way and Cooper Point Road SW could be opened to automobile traffic. Mr. Scheibmeir has a business relationship with property owners on Cooper Point Road immediately to the south of Decatur St. SW. This property would be directly accessible from Decatur Street SW if it were opened to automobile traffic. Mr. Schbeimeier failed to disclose his relationship with property owners Robert and Heidi Pehl.

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Before Mr. Scheibmeir opened his hearing on December 10, 2018, he should have revealed the relationship he has with the property owners on Cooper Point Road and recused himself. He did not.

Consequently, Mr. Scheibmeir failed to meet the appearance of fairness standard required in any adjudicated proceeding. Instead Mr. Scheibmeir made a decision to keep this relationship from the parties of record and the public.

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Sincerely,

Dan Leahy, Party of Record
1415 6th Avenue SW
Olympia, Washington 98502

cc: Parties of Record

HILLIER, SCHEIBMEIR, KELLY & SATTERFIELD, P.S.

MARK C. SCHEIBMEIR
BRIAN J. KELLY

WILLIAM T. HILLIER
Retired

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ERIN L. HILLIER
SAMUEL D. SATTERFIELD

MICHAEL P. ROEWE
In Memoriam

July 30, 2021

VIA EMAIL

Cheryl Selby, Mayor
Clark Gilman, Mayor Pro Tem
City of Olympia
601 4th Avenue E.
Olympia, Washington 98501

Re: Complaint from Dan Leahy

Dear Mayor Selby and Mayor Pro Tem Gilman:

Your letter of July 16 arrived while I was on vacation, hence the slight delay in responding.

Your letter attaches a July 13 complaint submitted by Dan Leahy in reference to my role as Hearing Examiner and, in particular, my presiding over a December 2018 hearing for the Wellington Heights Subdivision. The following are my responses:

- Although it has been nearly three years since that matter was decided, I have a fairly good recollection of Mr. Leahy, both in terms of his written comments and his oral presentation. I recall that Mr. Leahy was a well informed and articulate advocate for his neighborhood. I have tremendous respect for neighborhood representatives as their task is often difficult and underappreciated – even by those who benefit. I have this same respect for Mr. Leahy and, while I disagree with his complaint, I recognize his right to raise these issues and my obligation to respond. Again, while I disagree with Mr. Leahy's assertions I hope my response demonstrates appropriate respect for him and his positions.

- As you are undoubtedly aware, the Wellington Heights Subdivision sought the residential development of previously undeveloped acreage lying due south of Fern, Division and Cushing Streets. The sole source of access to the site is via these streets to then gain access to collectors/arterials including 14th Avenue S.W., Decatur Street, 9th Avenue and Black Lake Blvd. The site is physically detached from all neighborhoods/roadways to its south. The requested subdivision did not propose to open

Cheryl Selby, Mayor
Clark Gilman, Mayor Pro Tem
July 30, 2021
Page 2

Re: Complaint of Dan Leahy

any streets to the south or provide access to Cooper Point Road. Most importantly, it did not propose any modification to the current disconnection of Decatur Street from Caton Way S.W. As Mr. Leahy notes, the City had clearly expressed a policy of keeping these streets disconnected, both by means of the intervening public pathway as well as by the terms of the City's recently updated Comprehensive Plan.

- For these reasons, the possible southerly extension of Decatur Street was not an issue in the Wellington Heights hearing. There was no suggestion during the hearing that Decatur be opened to Caton. Instead, consideration of the subdivision was solely premised on its traffic flowing to the north, with no discussion of connection between Decatur and Caton Way.

- As you know, my role as Hearing Examiner does not include any authority to regulate the use of City streets (with the exception of streets internal to a development). In other words, as part of the Wellington Heights hearing I had no authority to alter the status of Decatur Street or cause its connection to Caton Way. What's more, I cannot envision any future hearing in which I will have any decision-making with respect to this issue. If Decatur is ever extended it will be done by the City Council, not the Hearing Examiner, with guidance from the Engineering, Public Works and Planning Departments, and without guidance from the Hearing Examiner.

- Any reference to Decatur Street and/or Caton Way in my decision was simply for the purpose of "setting the table", that is, of describing the project in relation to surrounding neighborhoods and streets, including those to which it would have no access (Caton Way). I am attaching a copy of my decision to better explain this.

- With these points in mind, I must confess uncertainty as to the nature of Mr. Leahy's complaint. He correctly identifies my role as registered agent for Mr. and Mrs. Pehl, owner of the Volkswagen dealership in Olympia, etc., and then asserts that this relationship has some bearing on the Wellington Heights matter. But I do not see any connection between the two – now or then. Indeed, I am at a loss as to any connection. It was because there is no connection between the two that no disclosure was felt necessary. I feel the same way about this today as I did three years ago.

- Mr. Leahy wonders if I may have discussed the Wellington Heights hearing with Mr. and Mrs. Pehl. The answer is "no" for the simple reason as there would have been no reason to. At the risk of repetition, there is simply no connection that I can see.

In one respect it is quite unusual for this complaint to be raised nearly three years after the hearing but, in another respect, the delay in raising it allows the passage of time to help demonstrate my points. Three years later, Decatur Street remains disconnected

Cheryl Selby, Mayor
Clark Gilman, Mayor Pro Tem
July 30, 2021
Page 3

Re: Complaint of Dan Leahy

from Caton Way and, I assume, will stay that way indefinitely. The Wellington Heights decision had no bearing on its status then, now or in the future.


It is possible that I am missing Mr. Leahy's point. If so, perhaps he can clarify the nature of his complaint and I will respond further. Otherwise, I hope that this letter provides you with a full response.

Should you have any follow-up questions or comments, certainly let me know.

Very truly yours,

HILLIER, SCHEIBMEIR,
KELLY & SATTERFIELD, P.S.

By



Mark C. Scheibmeir
mark@centerstlaw.com

MCS:klf
Encl.

cc: Mr. Jay Burney, City Manager
Mr. Mark Barber, City Attorney

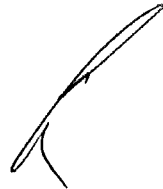
BEFORE THE CITY OF OLYMPIA HEARINGS EXAMINER

IN RE:) HEARING NO. 18-1315
WELLINGTON HEIGHTS)
SUBDIVISION.) ORDER CLARIFYING DECISION

The Decision dated February 19, 2019, contains references to a "neighborhood park" at several locations, including page 2, line 24, page 2, lines 1 and 13, and page 7, lines 14 and 15. The use of the term "neighborhood park" is incorrect. As noted in the Staff Report the proper term should be "pedestrian/bike trail".

NOW, THEREFORE, the Decision is hereby amended such that all use of the term "neighborhood park" as referenced above is corrected to "pedestrian/bike trail".

DATED this 21 day of February, 2019.



Mark C. Scheibmeir
City of Olympia Hearing Examiner

BEFORE THE CITY OF OLYMPIA HEARINGS EXAMINER

IN RE:

HEARING NO. 18-1315

WELLINGTON HEIGHTS
SUBDIVISION.

FINDINGS OF FACT, ANALYSIS,
CONCLUSIONS OF LAW
AND DECISION

APPLICANT:

ABS Investments, LLC
P. O. Box 6130
Olympia, Washington 98507

REPRESENTATIVES:

Chris Merritt
Olympic Engineering
P. O. Box 12690
Olympia, Washington 98508

Thomas Westbrook
Rodgers, Kee, Card & Strophy, P.S.
324 W. Bay Drive N.W., Suite 201
Olympia, Washington 98502

SUMMARY OF REQUEST:

The Applicant requests preliminary approval of a subdivision containing 56 single-family residential lots on 9.4 acres, with associated improvements.

LOCATION OF PROPOSAL:

2000 Block of 18th Avenue S.W., Olympia.

SUMMARY OF DECISION:

The proposed subdivision is **approved** subject to conditions.

BACKGROUND

The Applicant seeks preliminary subdivision approval to subdivide 9.4 acres of land into 56 lots for single-family housing together with connecting streets, stormwater facilities and soil and vegetation preservation areas. The project is referred to as the "Wellington Heights Subdivision" or "Wellington Heights".

In 2005, a virtually identical subdivision was proposed (the "2005 Application"). Just as with the current application, the 2005 Application proposed to subdivide the 9.4 acres into 56

1 single-family residential lots. That 2005 Application was approved by then Hearing Examiner
2 Thomas Bjorgen in January 2007 ("Mr. Bjorgen's Decision"). Mr. Bjorgen's Decision notes that,
3 with the exception of a few comments relating to stormwater, there was no public opposition to
4 the application. Mr. Bjorgen concluded that the proposed subdivision would serve the public use
5 and interest and approved the 2005 Application subject to the conditions recommended by City
6 Staff.

7 Approval of the 2005 Application remained in effect for ten years, or until 2017. No
8 action was taken to commence development by 2017 causing the 2005 Application to lapse.
9 Not long after the earlier subdivision approval lapsed, ABS Investments, LLC submitted the
10 current application. It effectively seeks reapproval of the earlier project.

11 Although the 2005 Application had little or no public opposition, the current application
12 has encountered a firestorm of public hostility. Hundreds of nearby residents have expressed
13 opposition by written statement, petition or oral testimony. The Southwest Olympia
14 Neighborhood Association, SWONA, and the Wellington Heights Homeowner's Association are
15 also opposed. Similarly, several past or current City Council Members have expressed their
16 dislike of the project. There has been no public expression of support.

17 Members of the public have identified several reasons for their opposition. The most
18 prominent ones are traffic-related. These traffic-related concerns can be further divided into three
19 principal categories: (1) impacts to streets, traffic and pedestrian travel in adjoining
20 neighborhoods, particularly the Wellington West neighborhood; (2) impacts to regional traffic
21 including 14th Street, 9th Street, Decatur Street, Fern Street and Black Lake Blvd., and all
22 associated interchanges; and (3) the possible extension of the subdivision's internal streets to
23 Decatur Street. This third concern can be again divided into several individual concerns: (1) an
24 entry point onto Decatur at or near the existing neighborhood park; (2) increased traffic on
25

1 Decatur; and (3) the possible loss of the neighborhood park and the conversion of Decatur into a
2 major arterial, allowing access south to Cooper Point Road. Members of the public have also
3 expressed concerns over the loss of this mostly forested area as a buffer from the adjoining auto
4 mall to the south. Separately, the adjoining property owner to the south, Bruce Titus, has
5 expressed concerns regarding the project's stormwater impact on his adjoining commercial
6 properties.

7 During project review the Applicant's traffic engineers and City Staff proposed various
8 traffic "calming" devices to lessen neighborhood and regional traffic impacts. The Applicant's
9 engineer concludes, and the City Staff agrees, that by implementing these devices the project will
10 not have a significant impact on levels of service at critical streets and intersections. City Staff
11 has also repeatedly stressed that just because the project identifies a possible future extension of
12 its internal streets to Decatur does not mean that that extension will necessarily occur; or that it
13 will affect the neighborhood park; or that it will lead to the conversion of Decatur into a major
14 arterial connecting south to Cooper Point Road.

15 Also during the course of the application, the Applicant's stormwater engineers proposed
16 changes to the management of the existing stormwater running through the property from the
17 Wellington West neighborhood to the north. City Staff has reviewed these changes and
18 concludes that they will result in a simpler yet more effective stormwater system that will lessen
19 stormwater impacts to adjoining commercial properties.

20 After considering the public's concerns relating to traffic, stormwater and other issues,
21 City Staff finds that the project complies with the City's Municipal Code, Development
22 Regulations and Engineering Codes, and recommends approval of the subdivision subject to a
23 list of conditions.
24
25

PUBLIC HEARING

Prior to the public hearing I undertook an independent site visit lasting two-plus hours. My visit included a walk through the interior of the project site; a walk through surrounding neighborhoods; and a drive through all surrounding neighborhoods.

The public commenced at 6:00 p.m. on Monday, December 10, 2018, in the Council Chambers in the City Hall. The City appeared through Paula Smith of Planning Staff. Several other members of City Staff were also present. The Applicant appeared through its owner, Alex Vo and the project engineer, Chris Merritt. The Applicant was represented by Thomas Westbrook. An Interested Party, Mauri Shuler, appeared in person and was represented by her attorney, Allen Miller. Several dozen members of the public were also present.

Testimony was received from the City through Ms. Smith, Cari Hornbein, Tim Smith, Jeff Fant, Steve Thompson and Dave Smith. Testimony from the Applicant was received from Mr. Vo and Mr. Merritt. Eight to ten members of the public testified. A list of those providing testimony is attached hereto. All members of the public providing testimony were opposed to the project. A verbatim recording was made of the public hearing and all testimony was taken under oath.

Documents considered at the time of the hearing were the City Staff Report including Attachments 1 through 27 (becoming Exhibits 1 through 27) totaling several hundred pages. Of particular note is Exhibit 13: a collection of all written public comment received in advance of hearing. It includes more than 100 public comments, all in opposition to the project as well a petition in opposition signed by 134 neighbors. Also of note is Exhibit 5: Mr. Bjorgen's Decision approving the 2005 Application. Several more exhibits were submitted during the hearing bringing the total number of exhibits at the hearing to 33. A list of these exhibits is attached.

1 At the commencement of the hearing Ms. Shuler, through her attorney, Mr. Miller,
2 submitted a Motion to Continue (the "Shuler Motion"). The Shuler Motion pointed out that just
3 prior to the public hearing the City gave notice that it would ask the Hearing Examiner to revise
4 several stormwater-related conditions imposed as part of the SEPA MDNS. The Shuler Motion
5 argued that having the Hearing Examiner revise these conditions, rather than having the MDNS
6 returned for further review and revision by City Staff, would effectively deny interested parties
7 the opportunity to appeal these changes. The Motion asks that the hearing be continued so that
8 the MDNS can be returned to the City for further review. In light of there being a large audience
9 present and ready to testify, the Hearing Examiner concluded that the Motion should be deferred
10 to the end of the hearing to give all present an opportunity to speak that evening.

11 At the conclusion of all testimony the Hearing Examiner returned to the Shuler Motion.
12 After considering the positions of the parties, the Hearing Examiner ordered that the Applicant
13 and City would be given additional time to provide written response to the Motion, followed by
14 an opportunity for Ms. Shuler to reply. Ultimately the City agreed to return the MDNS for
15 further consideration/revision. As a result, the Hearing Examiner ordered the SEPA
16 Determination to be returned to City Staff for consideration of modification of the conditions of
17 approval. Any revisions to the SEPA Determination would be subject to the comment and appeal
18 periods as required by Olympia Municipal Code. The Hearing Examiner further ordered that
19 once review of the SEPA Determination had been completed the public hearing would be
20 resumed together with any appeal of the revised SEPA Determination (if made).

21 Following this Order, City Staff returned the SEPA Determination decided to revise the
22 stormwater-related conditions imposed through the SEPA MDNS. The neighboring property
23 owner to the south, Mr. Titus, through his attorney, Jim Tomlinson, submitted a written appeal of
24 the revised SEPA MDNS. Mr. Titus did not, however, pay the required filing fee within the
25 allowed time and City Staff declared that the appeal was not perfected.

1 Since Mr. Titus' appeal of the revised MDNS was not perfected, the public hearing
2 resumed on Monday, February 4, 2019, at 6:00 p.m. in the Council Chambers in the City Hall
3 solely to hear additional testimony in response to the revised SEPA MDNS. The City again
4 appeared through Paula Smith of Planning Staff together with a number of other staff members.
5 The City was represented by Michael Young, Deputy City Attorney. The Applicant again
6 appeared through Mr. Vo and Mr. Merritt and was represented by Mr. Westbrook. Ms. Shuler's
7 counsel, Mr. Miller, and Mr. Titus' counsel, Mr. Tomlinson, did not appear and neither party
8 submitted any additional materials.

9 In advance of the continued public hearing on February 4, City Staff submitted a
10 Supplemental Staff Report consisting of 12 attachments (submitted as Supplemental Exhibits 1
11 through 12). At the commencement of the hearing three additional supplemental exhibits were
12 submitted. A list of all supplemental exhibits is attached. Included among the supplemental
13 exhibits is the revised MDNS (Supplemental Exhibit 5) as well as approximately 100 more
14 public comments in opposition to the project (Supplemental Exhibit 6).

15 At the February 4 hearing testimony was received from Paula Smith, Steve Thompson
16 and Jeff Fant of City Staff; Chris Merritt on behalf of the Applicant, and from three members of
17 the public: Kate Fehsenfeld, Mark Toy and Steve Karl. All testimony was again taken under
18 oath. City Staff continues to recommend approval of the proposed subdivisions subject to the
19 revised conditions imposed under the SEPA MDNS together with the additional conditions set
20 forth in the Staff Reports.

21 After consideration of the testimony and exhibits described, above the Hearing Examiner
22 makes the following Findings of Fact, Analysis, Conclusions of Law and Decision.
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FINDINGS OF FACT

1. Any Findings of Fact contained in the foregoing Background section are incorporated herein by reference and adopted by the Hearing Examiner as his own Findings of Fact.

General Findings.

2. The Applicant seeks preliminary plat approval to subdivide 9.4 acres of land into 56 lots for single-family housing with connecting streets, stormwater facilities and soils and vegetation preservation areas. Maps identifying the location of the project site are found on pages 2 and 3 of the Staff Report. Additional maps of the subdivision are provided as Attachment 11 to the Staff Report.

3. The project is bounded on the south and west by the Olympia Auto Mall. To the north is a single-family residential neighborhood referred to as "Wellington West". To the east and northeast are undeveloped or underdeveloped residential areas including a smaller development known as Ellis Estates. Further east is a small park and pedestrian/bike trail that also serves to disconnect Decatur Street from Caton Way. This park prevents traffic on Cooper Point Road from using Caton Way/Decatur Street to gain access to Harrison Avenue, etc.

4. The project site has a zoning designation of Residential Two Family (R6-12). The proposed use is a permitted use within this zoning designation subject to subdivision approval.

5. The project site is undeveloped and currently has no internal road system. It is generally flat with the exception of a steep bluff along the entire south boundary, separating the project site from the commercial auto mall immediately to the south. The project site is a mix of forested and brushy areas with the perimeter being largely ringed by large trees. The interior consists mostly of brush and brambles. A number of informal footpaths course through the property and there is a great deal of evidence that the site is used for homeless encampments.

1 6. Vehicle access is gained by three north/south residential streets: Fern, Division
2 and Cushing Streets. Each of these streets currently terminates at cul-de-sacs along the north
3 boundary of the project site.

4 7. The project would extend Fern, Division and Cushing Streets southward to a
5 connection with a new 18th Avenue Street, allowing traffic to loop through the subdivision.

6 8. The new 18th Avenue Street will be stubbed at the east boundary of the project to
7 allow for future eastward extension to Decatur Street. The future expansion of 18th Avenue, and
8 its connection to Decatur Street, are envisioned in the Transportation 2030 Street Capacity and
9 Connectivity Map (Exhibit 3) found in the current City Comprehensive Plan.

10 9. In addition to associated roadways, the project will provide:

- 11 • Curbs, gutters and sidewalks.
- 12 • Two soils and vegetation protection areas.
- 13 • Two open space/storm tracts with associated landscaping.
- 14 • Street trees.
- 15 • Utilities for sewers, water and stormwater.

16 10. There is currently a storm drainage system running north to south through the
17 project site. This existing storm drainage ditch allows stormwater from the Wellington West
18 Subdivision to be conveyed south through the project site to an east/west drainage ditch along
19 the north boundary of the adjoining commercial property. The east/west drainage ditch conveys
20 the Wellington West stormwater westward until it reaches another north/south drainage ditch
21 which continues the stormwater south to Percival Creek. The existing drainage system for
22 Wellington West has, on occasion, been insufficient to manage all of the Wellington West
23 stormwater, causing stormwater impacts to the auto mall properties south of the project.

1 Findings Relating to Public Notices and Meetings.

2 11. Notification of the initial public hearing was mailed to the parties of record,
3 property owners within 300 feet and recognized neighborhood associations, posted on the site
4 and published in The Olympia on November 2, 2018, in conformance with OMC 18.78.020.

5 12. Notification of the renewed public hearing on February 4, 2019, together with the
6 revised MDNS, was mailed to property owners within 300 feet of the subject property, parties of
7 record, and recognized neighborhood associations on December 27, 2018. The continuation of
8 the hearing was published in The Olympia on January 3, 2019, and posted onsite.

9 13. Prior to submitting the preliminary plat application, the Applicant had a pre-
10 submission conference with the Site Plan Review Committee in October of 2017. City Staff
11 soon began to receive public comments in opposition to the proposal.

12 14. The preliminary plat application was submitted and deemed complete on
13 March 30, 2018.

14 15. The City and the Applicant co-hosted a neighborhood meeting on April 23, 2018
15 with a significant number of comments in opposition to the project.

16 16. Following the neighborhood meeting, City Staff determined that it needed
17 additional information in order to proceed with the application. This led to a revised set of plans
18 and reports in August 2018. After a second review several amendments were made to the
19 preliminary plat map (Exhibit 11) and the preliminary drainage plan (Exhibit 12). Following
20 these changes City Staff recommended approval of the plat on October 24, 2018.

21 17. At all stages of the review process there has been significant public opposition,
22 mostly from residents of the Wellington West and other nearby residential neighborhoods. The
23 commonly voiced concerns include: increased traffic; pedestrian safety; a future street
24 connection to Decatur Street; a possible future connection between Caton Way and Decatur

1 Street; the conversion of Decatur Street to a major arterial; stormwater management; and the loss
2 of a vegetative buffer between the auto mall properties and nearby residential neighborhoods.

3 Findings Relating to General Subdivision Requirements.

4 18. The project is subject to the requirements of Chapter 18.60 OMC regarding tree
5 densities and tree protection. The Applicant has dedicated two soil and vegetation protection
6 areas to satisfy the requirements for tree protection, as well as a Street Tree Plan. City Staff
7 finds that the project, as conditioned, complies with the requirements for tree, soil and native
8 vegetation protection and replacement and for street trees.

9 19. City Staff finds that, as conditioned, the project will satisfy the requirements of
10 OMC 17.16.090.B for public dedications. This requirement is satisfied through dedication of
11 lands for street rights of way as well as through payment of transportation, park and school
12 impact fees.

13 20. The site is shown to be within Zone X, labeled as Areas of Minimal Flood
14 Hazard. As earlier noted, the existing storm drainage system currently running through the
15 property had led to flooding of the parking areas to the south during intense stormwater events.
16 The project is conditioned upon improvements to this existing stormwater system to protect
17 downstream property owners, as well as proper management of onsite stormwater.

18 21. The project has several lots that are less than 5,000 square feet. These lots are
19 subject to the Garage Placement and Widths Standards found in OMC 18.04.060.EE. City Staff
20 finds that the project, as designed, satisfies these Garage Placement and Width Standards.

21 22. The project is subject to the Residential Development Standards found in OMC
22 18.04.080 Table 4.04. The proposed density of 56 units meets the minimum density standards
23 and does not exceed the maximum units allowed in the R6-12 District. All lots within the plat
24 meet the minimum lot size and lot width.

1 23. As the project proposes more than 10 new lots, it must satisfy the requirements of
2 OMC 18.04.080.G.2 for variation in housing design to avoid monotonous development patterns.
3 City Staff finds that the project, as designed, satisfies these requirements.

4 24. Pursuant to OMC 18.12.140, Cultural Resources shall be protected from damage
5 during construction and all other development activities. City Staff finds that the project has a
6 low risk of encountering archaeological items. City Staff further finds that the project, as
7 conditioned, will comply with the requirements of OMC 18.12.140.

8 25. Pursuant to OMC 18.36.040.J, all stormwater drainage ponds, swales and other
9 stormwater facilities shall be located where they will not unreasonably impede pedestrian access
10 to or between buildings, and shall be attractively landscaped with native or well adapted drought
11 tolerant plants and integrated into the site design. The Applicant has submitted a Landscaping
12 Plan which City Staff generally finds acceptable. Final landscaping plans will be submitted at
13 time of engineering plan review. City Staff finds that the project, as conditioned, complies with
14 the landscaping requirements of Chapter 18.36 OMC.

15 9. Pursuant to 18.40.060.I, each lot shall have a minimum of 30 feet of frontage on a
16 public or private street. The director may allow street frontage to be reduced or eliminated if
17 necessary. Four of the proposed lots will not have lot widths of at least 30 feet of frontage from
18 a private or private street. Two of these lots, Lot 13 and 15, are accessed from a private access
19 lane. The other two lots, Lots 5 and 56, may require an easement for ingress and egress. After
20 review of lot design City Staff finds that the project will satisfy the minimum street frontage
21 requirements of Chapter 18.40.060.I.

22 27. As several proposed lots are less than 5,000 square feet in size, they will be
23 subject to design requirements outlined in Chapter 18.175 OMC, Infill and Other Residential
24 Requirements. These requirements will be considered during later staff level review at time of
25

1 building permit. City Staff finds that as conditioned the project will comply with Chapter OMC
2 18.100.

3 28. The City Staff Report, at pages 13-16, addresses Engineering Design and
4 Development Standards (EDDS), as well as Drainage Design and Erosion Control Manual
5 Requirements (DDECM). The Hearing Examiner has reviewed these proposed Findings and
6 adopts the Staff's Findings relating to sewer facilities, water facilities, frontage improvements,
7 street trees, and solid waste and adopts them as his own Findings of Fact. Findings relating to
8 traffic impacts and storm drainage will be addressed in later Findings.

9 29. As set forth in EDSS 2.040.B.18 and RCW 58.17.110, the schools serving this
10 project are located more than a mile away and the Olympia School District will be providing bus
11 service to its students attending Hansen Elementary, Marshall Middle School and Capital High
12 School. City Staff therefore finds that the project satisfies the Safe Walking Requirements for
13 students. The project will also extend and connect to the existing sidewalk system in the
14 Wellington West development which already provides access and safe walking routes to the bus
15 stops serving these schools.

16 30. The Staff Report, at page 16, identifies various other agency comments and
17 recommendations, including comments from the Department of Ecology as well as Thurston
18 County Health Department. City Staff finds that all of these agencies issues have been
19 adequately addressed through the conditions of approval.

20 31. OMC 17.16.090.A requires that in order for a subdivision to be approved the
21 Hearing Examiner shall determine if appropriate provisions are made for, but not limited to,
22 public health, safety and general welfare, open space, drainage ways, streets, alleys, other public
23 waste, water supplies, sanitary waste, parks and playgrounds, sites for schools and school
24 grounds, fire protection and other public facilities, and shall consider all other relevant facts,
25

1 including the physical characteristics of the site and determine whether the public interest will be
2 served by the subdivision and the mitigation. As set forth at pages 9 and 10 of the Staff Report,
3 City Staff finds that all of these requirements have been satisfied.

4 Findings Relating to SEPA.

5 32. Pursuant to the State Environmental Policy Act, the City, as lead agency, issued a
6 Mitigated Determination of Non-Significance (MDNS) on October 26, 2018 (Exhibit 17). No
7 appeal was filed.

8 33 Attached to the MDNS are three conditions and mitigating measures. The first
9 two conditions are related to the project's traffic impacts. The third condition addresses
10 stormwater impacts and imposes four additional conditions for stormwater management. These
11 four conditions require the development of a safe and dependable onsite conveyance system of
12 stormwater from the project as well as restoration of, and improvement to, the existing
13 stormwater drainage system for water coming from the Wellington West neighborhood through
14 the project and onto the Bruce Titus property below.

15 34. Prior to the public hearing the Applicant recommended changes to these
16 stormwater conditions in order to simplify the Wellington West stormwater conveyance system.
17 These changes are described in later Findings. City Staff agreed to these proposed changes and
18 asked the Hearing Examiner to modify the MDNS accordingly. As noted in the Background
19 Section, Mauri Shuler brought a motion to have the MDNS instead returned to City Staff for
20 further review and possible modification. City Staff ultimately agreed and returned the MDNS
21 for further review.

22 35. After further review City Staff issued a revised MDNS on December 27, 2018
23 (Supplemental Exhibit 5). As noted in the Background Section, an appeal of the revised MDNS
24 was filed but not timely perfected through the payment of the necessary fee.
25

1 Findings Relating to Stormwater.

2 36. As noted in previous Findings, stormwater collected from the Wellington West
3 neighborhood to the north flows from a detention pond in that neighborhood south through the
4 project site in an existing drainage ditch located within a drainage easement. At the southern
5 boundary of the project the stormwater from this drainage ditch flows into an east/west drainage
6 ditch. Water in the east/west ditch flows west and connects to another north/south drainage
7 system near the southwest corner of the project site. It then continues south through the drainage
8 to Percival Creek.

9 37. As noted in the Staff Report, this existing stormwater drainage system for the
10 Wellington West stormwater has proven inadequate during high water events, resulting in
11 flooding in the parking area of the auto mall to the south.

12 38. The original MDNS, described in earlier Findings, would have required various
13 improvements to the existing stormwater drainage system for the Wellington West
14 neighborhood. It required improvements to the north/south conveyance ditch along the west side
15 of the Bruce Titus property; restoration of the east/west ditch along the north boundary of the
16 Bruce Titus property; and restoration of a screening buffer once ditch improvements had been
17 made (Exhibit 17).

18 39. Shortly before the public hearing the Applicant recommended, and the City
19 agreed, that stormwater from the Wellington West neighborhood would be better managed
20 through a redesign of the existing drainage. This led to a revised MDNS (Supplemental Exhibit
21 5) requiring the installation of a 36-inch diameter stormwater pipe along the south boundary of
22 the project site, effectively eliminating the need for the existing east/west ditch. The stormwater
23 conveyed through this new pipe will then enter the existing north/south drainage ditch at the
24 southwest corner of the project and then continue south toward Percival Creek. Further

1 improvements will be made to this north/south ditch in order to accept greater flow, minimize
2 water velocities and avoid scouring. In addition, the stormwater system's performance will be
3 reviewed after one wet season to confirm its effectiveness, and the Applicant will be required to
4 make any improvements deemed necessary. The Applicant will also be required to post a two
5 year performance bond.

6 40. The project's stormwater will be managed separately from the existing stormwater
7 drainage system for the Wellington West neighborhood.

8 41. Management of the project's stormwater is explained in the Applicant's
9 Stormwater Plan, Exhibit 16. Its primary features are:

10 • Stormwater from roadways will be collected and routed to a catch basin
11 for stormwater treatment and then to a below-grade infiltration trench. The amount of stormwater
12 coming from roadways will be reduced by the use of permeable pavement on two private access
13 lanes and the public sidewalks.

14 • Stormwater from the roofs will be routed to downspouts and then into the
15 infiltration trench.

16 • Individual driveways will be constructed of permeable pavement while
17 stormwater runoff from walkways, patios, etc. will be "sheet flow disbursed".

18 • The primary component of the stormwater system is the infiltration trench,
19 identified as "Open Space and Storm Tract E" on site maps, located between Lots 50 and 51.
20 Project-related stormwater will be collected and sent to this infiltration trench to be detained and
21 then disbursed below ground. This design will avoid adding the project's stormwater to the
22 existing stormwater coming from Wellington West.

23 42. The property owner to the south, Bruce Titus, is concerned that the infiltration
24 trench is not sufficiently designed to manage all of the project's stormwater. This is explained in

1 a report prepared by his engineer, Thomas Skillings of Skillings, Connolly, Inc. In his report Mr.
2 Skillings recommends that: (1) the east/west ditch be restored to provide positive drainage from
3 east to west; (2) steps be taken to prevent the north/south ditch along the Titus property from
4 being damaged from scour; (3) a complete downstream analysis be completed; (4) a "French
5 drain" be constructed along the south boundary of the project site, just above the steep bank, to
6 intersect any seepage not caught by the project's stormwater system; and (5) the developer
7 should be required to conduct a thorough analysis of the water table to ensure that the infiltration
8 trench will not be seasonally affected by high groundwater.

9 43. Both the City (Supplemental Attachments 10 and 12) and the Applicant
10 (Supplemental Exhibit 11) responded to Mr. Skillings' concerns. They collectively note that the
11 north/south ditch along the Titus property will be significantly improved in order to handle both
12 the existing stormwater coming from the Wellington West neighborhood along with any 100-
13 year emergency overflows from the project site. In addition, this ditch will be reconstructed to
14 include a layer of filter fabric and quarry spalls to dissipate water energy and prevent scouring.

15 44. The Applicant and City agree with Mr. Skillings that the east/west ditch currently
16 lacks positive flow, but find that this problem can be easily corrected through minor regrading of
17 the ditch. As the east/west ditch will no longer have significant importance, they find that no
18 other improvements need to be made to it and the proposed French drain is unnecessary.

19 45. With respect to Mr. Skillings' concerns over the completeness of testing for
20 seasonal groundwater levels, the Applicant and the City agree that there have been a substantial
21 number of boring logs on surrounding properties, taken during the winter, which confirm that the
22 winter groundwater table remains well below the proposed infiltration trench even in the rainy
23 season.

1 46. The Applicant's engineer concludes, and the City agrees, that development of the
2 project will reduce the impacts of stormwater on Mr. Titus' property.

3 47. City Staff adds that the stormwater system will be reviewed after the first wet
4 season to confirm that it is operating according to the engineering standards and, if not operating
5 correctly, to be improved as necessary. The Applicant will be required to post a two-year
6 performance bond to ensure payment of any improvement necessary for code compliance.

7 Findings Relating to Traffic Impacts.

8 48. Traffic access to the site is from the north primarily via Fern Street S.W. and
9 Division Street S.W.

10 49. Fern Street S.W. is a two-lane north/south Neighborhood Collector with a speed
11 limit of 25 miles per hour. Lane travel width is around 10 feet with parking in areas. Shoulders
12 typically include curbs, gutters and sidewalks, although sidewalks are currently missing in some
13 areas.

14 50. Division Street S.W. is a two-lane north/south roadway with curbs, gutters and
15 sidewalks. On street parking is allowed on the west side of the roadway.

16 51. Slightly east of the project is Decatur Street S.W. Decatur Street is a two-lane
17 north/south Major Collector with a speed limit of 25 miles per hour. Decatur currently has
18 traffic calming measures in places in the form of small traffic islands as well as speed bumps and
19 signs suggesting that travels be limited to 15 miles per hour. The west side of Decatur typically
20 has curbs, gutters and sidewalks while the east side has graveled shoulders.

21 52. The above-described north/south streets intersect with 9th Avenue S.W. to the
22 north. 9th Avenue is a two-lane, east/east Major Collector with a speed limit of 25 miles per
23 hour and 11-foot travel lanes. It includes curbs, gutters and sidewalks in most locations as well
24 as a bike lane.

1 53. Traffic heading west on 9th Avenue soon intersects with Black Lake Blvd. S.W.
2 Black Lake Blvd. is a southwest-northeast multilane arterial with a speed limit of 25 miles per
3 hour, two lanes of travel each direction and a center left turn lane. It includes 11-foot lanes with
4 curbs, gutters and sidewalks and bike lanes.

5 54. The project would extend Fern Street and Division Street (and Cushing Street
6 S.W.) southward. The southerly extension of Fern Street would then turn east and become 18th
7 Avenue and intersect with the extensions of Division and Cushing. 18th Avenue would continue
8 eastward and stub at the east boundary line of the project. This stub would allow for the possible
9 future extension of 18th Avenue to Decatur Street.

10 55. The extension of Fern Street and the new 18th Avenue would be designed to
11 Neighborhood Collector standards. The extensions of Division Street and Cushing Street would
12 be to Local Access standards.

13 56. All traffic coming from the project will ultimately converge onto Fern and
14 Division Streets. It may then travel north to 15th/14th Avenues to gain access to Decatur Street
15 and then other points north, especially Harrison Avenue, or it may continue on Fern Street to its
16 intersection with 9th Avenue and turn west toward Black Lake Blvd. These are the same traffic
17 choices as those currently available to the Wellington West neighborhood. Some of the existing
18 neighborhood traffic also disburses (generally northward) through a number of secondary
19 residential streets (Cushing, Decatur, Thomas, Percival, Milroy, Plymouth and Rogers Streets)
20 primarily to gain access to Harrison Avenue. It is anticipated that some portion of the project's
21 traffic may do the same but, again, most traffic is expected to travel north on Fern and then east
22 on 15th Avenue/14th Avenue to Decatur, or to 9th Avenue and then west to Capital Lake Blvd.

23 57. As part of its application the Applicant submitted a Traffic Impact Analysis
24 performed by Gregory Heath of Heath & Associates, Inc. (Exhibit 15) (the "Traffic Impact
25 Analysis").

1 58. The Traffic Impact Analysis recognizes Fern Street, Division Street, Decatur
2 Street, 9th Avenue and Black Lake Blvd. as the streets and intersections most affected by the
3 project.

4 59. The Traffic Impact Analysis determines that these streets and their intersections
5 will be mostly impacted by the project during the PM peak period between 4 PM and 6 PM.

6 60 Current Levels of Service (LOS) as well as current intersection delays at Black
7 Lake Blvd. and 9th Avenue; 9th Avenue and Fern Street; 9th Avenue and Decatur Street; 14th
8 Avenue and Decatur Street; and Fern Street and 15th Avenue are set forth at pages 9 and 10 of
9 the Traffic Impact Analysis. Current LOS at Black Lake and 9th Avenue is either LOS C or
10 LOS D in all directions. At 9th Avenue and Fern Street, northbound traffic experiences an LOS
11 of C but all other traffic enjoys an LOS of A. All traffic at 9th Avenue and Decatur; 14th
12 Avenue and Decatur; and Fern Street and 15th Avenue currently enjoys an LOS of A.

13 61. To summarize, the intersections at 9th Avenue and Fern Street; 9th Avenue and
14 Decatur; 14th Avenue and Decatur; and Fern Street and 15th Avenue all currently operate at
15 LOS A with the exception of northbound traffic at 9th Avenue and Fern (LOS C). A LOS
16 between A and C is deemed satisfactory. Meanwhile, all traffic at Black Lake and 9th Avenue
17 currently experiences a LOS of either C or D. LOS D is deemed satisfactory for this intersection
18 in accordance with the City's Traffic Impact Guidelines for new development.

19 62. The project's anticipated Trip Generation is determined in accordance with the
20 publication "Trip Generation 9th Edition". The manual estimates that this project will generate
21 an additional 56 vehicle trips per hour during the PM peak period. The distribution of these
22 additional trips is then modeled in accordance with modeling provided by Thurston County.

23 63. Based upon the number of estimated additional trips generated by the project, and
24 its distribution among the various streets, the resulting impacts to levels of service and delay

1 times at the above-mentioned intersections is set forth at page 17 of the Traffic Impact Analysis.
2 As set forth in Table 4 on page 17, the project will have a slight impact to the LOS at Black Lake
3 and 9th Avenue, and no meaningful impact at any of the other intersections. More specifically,
4 the level of service for all traffic at Black Lake and 9th Avenue will be LOS D with delay
5 periods nearly identical to current delays. Levels of service at the other four intersections will
6 remain the same (LOS A with the exception of LOS C for northbound at 9th Avenue and Fern
7 Street) and delay times will be nearly identical to current times. Based upon these Findings the
8 Traffic Impact Analysis makes the following conclusions at page 18:

9 "The site will be a mild generator of new trips in the area with roughly 533 total
10 daily trips expected to be generated on a typical workday with 42 trips during the
11 AM peak hour and 56 trips during the PM peak hour."

12 "Existing delays at the key intersections studied near the site are in the LOS A to
13 LOS D range. Future delays will remain at LOS D or better. Overall, project
14 traffic was found to have no significant impact on the surrounding roadway
15 system."

16 64. The Traffic Impact Analysis recommends that the Applicant pay appropriate
17 Traffic Impact Fees in accordance with the City's Transportation Impact Fee Rate Schedule and
18 also recommends that the intersection at Fern Street and 15th Avenue be made a two-way stop
19 controlled intersection with stop signs on 15th Avenue.

20 65. City Staff responded to the Applicant's Traffic Impact Analysis by letter from
21 Dave Smith, the City's Transportation Engineer (Exhibit 21). Mr. Smith accepts the Traffic
22 Impact Analysis and its Findings subject to two additional requirements:

23 • In the EDDS, Fern Street is functionally classified as a Neighborhood
24 Collector. Streets in this classification are expected to have daily traffic volumes ranging from
25 500 to 3,000 vehicles per day. The City is aware that the current level of traffic on Fern and just
south of 9th Avenue is currently 4,000 vehicles per day, and is expected to rise to 4,475 vehicles

1 per day as a result of this project and other growth. Recognizing that traffic on Fern would
2 exceed normal limits for Collector Streets, the City requests additional traffic mitigation by
3 means of three traffic calming devices along Fern between 14th Avenue and 9th Avenue. These
4 devices are expected to both slow traffic on Fern Street and encourage drivers to rely more
5 heavily on Decatur Street, thus reducing the traffic counts on Fern.

6 • The Traffic Impact Analysis notes the lack of intersection control at Fern
7 and 15th Avenue. Although there is currently a traffic calming circle at this intersection, City
8 Staff recommends yield signs on all three approaches to this intersection.

9 66. City Staff has imposed these two conditions on the project by means of the SEPA
10 MDNS. Subject to these additional conditions, City Staff finds that the project will adequately
11 address its traffic impacts.

12 67. Closely related to traffic is the issue of pedestrian travel. The project will
13 provide neighborhood sidewalks which, like its road system, will primarily funnel pedestrians
14 north along Fern Street. A number of members of the public have noted that portions of Fern
15 Street further north currently lack sidewalks. They argue that the project therefore fails to
16 adequately provide for the needs of pedestrians. City Staff responds that the portions of Fern
17 Street further north currently without sidewalks are scheduled to have them installed during
18 2019. As a result, by the time this project commences development there will be continuous
19 sidewalks from the project along Fern to 9th Avenue.

20 Findings Relating to the City Comprehensive Plan.

21 68. The project is designated as Low Density Neighborhood in the City's
22 Comprehensive Plan.

23 69. A component of the City's Comprehensive Plan is the "Transportation 2030 Street
24 Capacity and Connectivity Map" (Exhibit 3). This map identifies a "Future Neighborhood
25

1 Collector" running south from the current terminus of Fern Street through the project site, then
2 turning east and becoming 18th Avenue, and then continuing east to an intersection with Decatur
3 Street.

4 70. The project's internal road system is consistent with the Future Neighborhood
5 Collector identified in the Transportation 2030 Map, including the extension of 18th Street to the
6 project's east boundary.

7 71. In the Staff Report, at pages 6 through 8, City Staff finds that the project, as
8 conditioned, is consistent with and will further the Goals and Policies of the City's
9 Comprehensive Plan including Goal GI 1 and Policies PL 1.1, 1.5, 16.1, and the Future Land Use
10 Designations Table and the Future Land Use Map; Goal GT 4 and Policies PT 4.3, 4.7 and 4.10;
11 Goal GT 9 and Policies PT 9.1 and 9.2; and Goal GU 10 and Policies PU 10.1, 10.3 and 10.6.

12 Findings Relating to Other Conditions.

13 72. In its Staff Report the City Staff recommends approval of the project subject to 22
14 conditions. During the hearing Staff noted that these conditions failed to address the possibility
15 of zero lot line development. To address this possibility, City Staff recommends an additional,
16 23rd, condition of project approval set forth as Exhibit 32.

17 ANALYSIS

18 As this project has become a matter of considerable public interest, and a great deal of
19 public opposition, it may be helpful to more fully examine and discuss certain issues that have
20 arisen:

21 1. Public Opposition. Hundreds of comments have been received from the public in
22 opposition to this project as well as from SWONA and the Wellington West Homeowner's
23 Association. Conversely, there has been no public support for the project. It is clearly evident
24 that the surrounding neighborhood strongly opposes this development. Nonetheless, it is

1 important to remember that subdivision approval is not based upon public opinion, nor is it a
2 political process. To the contrary, subdivision approval is a fact finding process based solely on
3 analysis of the project in accordance with the City's Municipal Code, Development Regulations,
4 and Design Standards, without consideration of the project's popularity. Indeed, to factor the
5 project's popularity into the decision making would be a clear violation of the Hearing
6 Examiner's authority.

7 This is not to suggest that the vast amount of public comment has been found to be
8 unimportant or irrelevant. Much to the contrary, every one of the hundreds of comments has
9 been carefully read and considered. The purpose of carefully reviewing them is to discern
10 whether they demonstrate *factual* issues which preclude subdivision approval. Ultimately I
11 conclude that, while these many hundreds of public comments express a great many
12 understandable and reasonable concerns, they do not evidence facts which preclude subdivision
13 approval, as will be explained a bit more fully below.

14 2. Comments Made by City Council Members. Several members of the public have
15 quoted comments made by past or present City Council Members expressing a dislike for this
16 project. Once again, the opinions expressed by individual Council Members have no relevance
17 in this decision making process. The City speaks through its City Council *as a whole*. It does
18 not speak through its individual Council Members and their opinions are treated no differently
19 than the opinions of any other City resident. Stated slightly differently, the Hearing Examiner is
20 bound to follow the ordinances, regulations and rules adopted by the Council but is not to give
21 special consideration to the opinions of individual Council Members.

22 3. Protection of the Existing Greenbelt. A great many members of the public have
23 urged that the subdivision be denied so that the property can remain in its current state, thereby
24 maintaining a buffer between the auto mall and Wellington West and nearby neighborhoods.

1 This desire is a wholly understandable one. Unfortunately, to do so would be to deny the
2 development of private property for the benefit of the public. This result is precluded by both
3 our State Constitution and the US Constitution as it would result in a "taking" of private
4 property. As a matter of law, the Hearing Examiner is prevented from considering this request.

5 4. Stormwater Impacts. A considerable number of individuals have urged that the
6 project not be approved due to the current stormwater problems encountered by the auto mall.
7 These problems are, of course, not caused by the project but are instead the legacy of the
8 Wellington West development. As conditioned, the project will address the current problems
9 caused by Wellington West while providing a separate, independent stormwater system for
10 Wellington Heights. This separate system is designed to disburse the project's stormwater into
11 the ground without adding it to the Wellington West stormwater. The Applicant's stormwater
12 proposals are well supported by expert testimony and have the concurrence of the City's
13 engineering staff. The Applicant argues, and the City agrees, that the project will actually
14 improve stormwater management throughout the neighborhood.

15 5. Traffic Impacts. A good deal of comment has been made regarding the impact of
16 traffic on neighborhoods to the north. These concerns are understandable, reasonable and
17 intuitive. Indeed, everyone recognizes that this new subdivision will impose some level of traffic
18 burden on surrounding neighborhoods. But in order to deny the subdivision there must be a
19 factual showing that the project will *unduly* burden the City's streets and intersections and cause
20 levels of service to fall below acceptable standards. Again, while the public's concerns are
21 reasonable and intuitive, they do not overcome the expert findings contained in the Traffic
22 Impact Analysis. Expert testimony cannot be overcome by conjecture. There has been no
23 factual showing that the Traffic Impact Analysis is based on incorrect data or reaches incorrect
24 conclusions.

- 1 6. All requirements of OMC 17.16.090.A have been satisfied.
- 2 7. The requirements for the dedication of land and/or payment of fees pursuant to
- 3 OMC 17.16.090.B have been satisfied.
- 4 8. All other requirements of OMC 17.16.090.D have been satisfied.
- 5 9. The project is in compliance with the purposes of the R6-12 Zoning Designation.
- 6 10. Development of single-family residences is a permitted use within the R6-12
- 7 Zoning Designation.
- 8 11. The project, as conditioned, is in compliance with Residential Development
- 9 Standards set forth in Table 4.04. OMC 18.04.080
- 10 12. The project is in compliance with the requirements for lot widths as set forth in
- 11 OMC 18.04.080.G.2.
- 12 13. The project, as conditioned, satisfies the requirements of OMC 18.12.120.C
- 13 relating to the inadvertent discovery of archaeological material.
- 14 14. The project, as conditioned, satisfies the requirements of Chapter 18.36 OMC for
- 15 site landscaping. Final landscaping plans will be submitted at engineering plan review.
- 16 15. The project, as conditioned, is in compliance with Chapter 18.40 OMC, property
- 17 development and protection standards, including minimum street frontage.
- 18 16. The project, as conditioned, is in compliance with OMC Chapter 18.100 Design
- 19 Review.
- 20 17. The project, as conditioned, is in compliance with the EDDS for sewer, water,
- 21 frontage improvements, traffic impacts, street trees, solid waste, storm drainage, and all other
- 22 requirements of the EDDS.
- 23 18. The project, as conditioned, is in compliance with the Safe Walking Conditions
- 24 contained in the EDDS and Chapter 58.17 RCW.
- 25

1 plat or plats may be submitted. During this time the terms and conditions upon which the
2 preliminary approval is given shall not be changed, except as provided for in Section 17.20.040.
3 (OMC 17.20.010)

4 3. **Landscape Plan.** A final landscape plan prepared in compliance with OMC
5 18.36 shall be submitted in conjunction with the engineering permit application.

6 4. **Vegetation Maintenance Bond.** A vegetation maintenance bond (or other
7 assurance) shall be provided following City acceptance of the landscape installation, including
8 street trees prior to final plat. The bond amount shall be 125% of the cost estimate submitted
9 with the final landscape plan and approved by the City.

10 5. **Minimum Lot Width.** The lot width adjacent to the private access lane shall be
11 no less than 30 feet for Lots 13 and 15. An easement for ingress and egress and utilities will be
12 needed for Lots 5 and 56 and shall be shown on the final plat map.

13 6. **Hours of Construction.** Pursuant to OMC 18.40.080(C)(7), construction activity
14 is restricted to the hours between 7:00 a.m. and 6:00 p.m.

15 7. **Design Review and Garage Placement and Width Requirements.** It shall be
16 noted on the face of the final plat map that lots less than 5,000 square feet in area are subject to
17 Design Review and must also meet 18.04.060.EE for Garage Placement and Width requirements.

18 8. **Inadvertent Discovery Plan.** A signed Inadvertent Discovery Plan (IDP) which
19 outlines how the project proponent and site crew will respond in the event that archaeological
20 resources are uncovered during the course of project work shall be submitted by the Applicant at
21 the time of Engineering plan submittal (OMC 18.12.140).

22 9. **Impact Fees.** In accordance with OMC Title 15, City of Olympia impact fees for
23 transportation, parks, and schools shall be paid at time of building permit issuance.
24
25

1 10. **Construction Codes.** The project shall comply with the City of Olympia
2 Construction Codes as adopted through the Olympia Municipal Code, Chapter 16.04.

3 11. **Street Trees.** Specific street tree locations shall be modified as deemed
4 necessary by the Urban Forester and/or City Engineer.

5 12. **Tree Density.** Minimum required tree units for this plat is 30 units per buildable
6 acre and shall be located in a soils vegetation protection area. Location and species of additional
7 tree planting to meet the minimum required tree density will be determined at the time of
8 engineering permit review.

9 13. **Tree Protection Fencing.** The timeline for tree protection fence installation shall
10 be added to the civil plan set during engineering plan review. Trees to be saved (on and off-site)
11 shall be site verified by the Applicant's Urban Forester prior to installation of tree protection
12 fencing. Said fencing shall be inspected and approved by Applicant's Urban Forester and the
13 City's Urban Forester prior to any clearing and grading of the site. Where proposed utilities are
14 located within the tree protection fencing (critical root zone), the Applicant's Urban Forester
15 shall inspect and consult with the City's Urban Forester on a course of action to protect and save
16 trees during construction.

17 14. **Engineering Permit Application.** An engineering permit application shall be
18 submitted for review and approval prior to construction. The permit submittal shall comply with
19 the 2017 Engineering Design and Development Standards (EDDS) and the 2016 Drainage
20 Design and Erosion Control Manual (DDECM).

21 15. **Solid Waste.** Curbside solid waste collection shall be set up for one-side road
22 collection on the non-parking side of the street. The solid waste collection route shall be
23 considered prior to determining locations of on-street parking locations at time of engineering
24 plan review.

1 **16. Right of Way Performance Bond.** Bonds or other allowable securities shall be
2 submitted to the City to guarantee the performance of work within the subject site and rights-of-
3 way, or maintenance of required public infrastructure intended to be offered for dedication as a
4 public improvement. See both EDDS Section 2.030.F and Volume 1 Section 2.6.1 of the 2016
5 DDECM for more information.

6 **17. Erosion Control.** Erosion control measures must be in place prior to any
7 clearing, grading, or construction. These control measures must be effective to prevent
8 stormwater runoff from carrying soil and other pollutants into surface water or storm drains that
9 lead to waters of the State. A Construction Stormwater General Permit must be obtained for this
10 site from the Washington State Department of Ecology prior to commencement of any ground-
11 disturbing activities.

12 **18. Contamination.** If contamination of soil or groundwater is encountered during
13 site work and construction, the Applicant shall notify the Department of Ecology's
14 Environmental Report Tracking System Coordinator for the Southwest Regional Office at 360-
15 407-6300.

16 **19. Grading and Filling.** All grading and filling of land must utilize only clean fill,
17 i.e., dirt or gravel. All other materials, including waste concrete and asphalt, are considered to be
18 solid waste. Necessary permits shall be obtained if these materials are used (WAC 173-350-
19 990). All removed debris shall be disposed of at an approved site. Contact the Thurston County
20 Health Department for proper management of these materials.

21 **20. Restrictive Covenant.** A non-public restrictive covenant shall be granted for the
22 existing off-site well located within 100 feet of the property. The covenant must be reviewed by
23 Thurston County Environmental Health prior to being recorded with the Thurston County
24 Auditor's Office. The reference to this covenant shall be shown on the face of the final plat map.

1 21. **Water and Sewer Services.** Configuration of water and sewer construction
2 approval from the City of Olympia shall be submitted to Thurston County Environmental Health
3 prior to final plat approval.

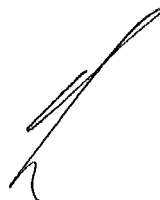
4 22. **Addressing.** The lots and tracts shall be addressed as noted in Attachment 27.

5 23. **Zero Lot Line Development.** If the developer proposes to construct with zero lot
6 line development with reduced side yard setbacks, provision for reduced or zero setbacks shall
7 specifically appear on the face of the final plat.

8 Such plat shall provide that the minimum distance between residences will be six (6) feet.
9 If the distance between a proposed dwelling and a property line is less than three (3) feet, the
10 Applicant shall provide evidence of a maintenance easement, at least three (3) feet in width,
11 which provides sufficient access for the owner of the dwelling to maintain the applicable exterior
12 wall and roof of the dwelling. Side yard setbacks shall not be less than five (5) feet along a
13 property line adjoining a lot which is not developed or approved for reduced setbacks.

14
15 **CONSTRUCTION PURSUANT TO THIS PERMIT SHALL NOT BEGIN AND IS NOT**
16 **AUTHORIZED UNTIL TWENTY-ONE DAYS FROM THE DATE OF FILING AS**
17 **DEFINED IN RCW 90.58.140(6) AND WAC 173-27-130, OR UNTIL ALL REVIEW**
18 **PROCEEDINGS INITIATED WITHIN TWENTY-ONE DAYS FROM THE DATE OF**
19 **SUCH FILING HAVE TERMINATED; EXCEPT AS PROVIDED IN RCW**
20 **90.58.140(5)(a)(b)(c).**

21 DATED this 19 day of February, 2019.



22
23
24 _____
Mark C. Scheibmeir
City of Olympia Hearing Examiner

EXHIBITS

1	
2	
3	Exhibit 1 Staff Report
4	Exhibit 2 Notice of Hearing Published November 2, 2018
5	Exhibit 3 Transportation 2030 Westside Map
6	Exhibit 4 Lemon Addition-Plat Map
7	Exhibit 5 05-1256 Wellington Heights HEX Decision January 22, 2007
8	Exhibit 6 Defeasible Road Easement
9	Exhibit 7 Stormwater Easement
10	Exhibit 8 Preliminary Plat Application
11	Exhibit 9 Notice of Application
12	Exhibit 10 Neighborhood Mtg. Summary April 23, 2018
13	Exhibit 11 Revised Preliminary Plat Map Sheet 1 of 5
14	Exhibit 12 Prelim. Drainage Report Amendment October 11, 2018
15	Exhibit 13 Public Comments
16	Exhibit 14 SEPA Checklist-Agency Comments
17	Exhibit 15 Traffic Impact Analysis-Revised August 17, 2018
18	Exhibit 16 Prelim. Drainage Report-Revised August 17, 2018
19	Exhibit 17 Notice SEPA Mitigated Determination of Non-significance
20	Exhibit 18 Flood Hazard Map
21	Exhibit 19 Memo Thompson to Fant October 2, 2018
22	Exhibit 20 Civil Set Sheets 2-5 Revised August 17, 2018
23	Exhibit 21 TIA Letter Smith to Fant October 15, 2018
24	Exhibit 22 Core Requirement 4 Information
25	Exhibit 23 Olympia School District Letter November 9, 2018
	Exhibit 24 Department of Ecology Letter October 9, 2018
	Exhibit 25 Thurston County Environmental Health Letter October 4, 2018
	Exhibit 26 Integrated Pest Management Plan August 17, 2018
	Exhibit 27 Wellington Heights Address List
	Exhibit 28 Memorandum from Paula Smith and Tim Smith
	Exhibit 29 Email from Bruce Titus
	Exhibit 30 Chain of Emails Among City Staff
	Exhibit 31 Chains of Emails Between City Staff and Bruce Titus
	Exhibit 32 Additional Comment-Condition 23 (Zero Lot Line Development)
	Exhibit 33 Mauri Shuler-Motion to Continue Hearing
	Supplemental Exhibit 1 Revised Staff Report
	Supplemental Exhibit 2 Order on Motion to Continue December 13, 2018
	Supplemental Exhibit 3 Order Continuing Hearing December 18, 2018
	Supplemental Exhibit 4 Memo to Hearing Examiner December 17, 2018
	Supplemental Exhibit 5 Revised SEPA MDNS December 27, 2018
	Supplemental Exhibit 6 Emails (127 Pages)
	Supplemental Exhibit 7 ABS Investments, LLC - Secretary of State Information
	Supplemental Exhibit 8 Letters from Department of Ecology Re: Revised SEPA MDNS
	Supplemental Exhibit 9 Email from Bruce Titus to City January 10, 2019
	Supplemental Exhibit 10 Memo to City from Steve Thompson January 24, 2019
	Supplemental Exhibit 11 Chain of Emails Between Paula Smith, Chris Merritt and Alex Vo
	Supplemental Exhibit 12 Titus Property - Core Requirement Documents (with 12 attachments)
	Supplemental Exhibit 13 Chain of Emails Among City Staff and Attorneys
	Supplemental Exhibit 14 Email and Letter from Dan Leahy