



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, June 25, 2026

4:30 PM

Conference Room 212, Online
and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_n59evgg1Q7yYsaFMBTloZw

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

(Estimated Time: 0-15 Minutes)

During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.

5. APPROVAL OF MINUTES

5.A [26-0501](#) Approval of May 28, 2026 Land Use & Environment Committee Meeting Minutes

Attachments: [Minutes](#)

5.B [26-0499](#) Approval of June 11, 2026 Special Land Use & Environment Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

6.A [26-0488](#) Briefing on the Urban Forest Management Plan

Attachments: [UFMP Draft Timeline](#)

[Resolution M2708](#)

6.B [26-0489](#) Preliminary Discussion of 2027 Planning Commission, Bicycle & Pedestrian Advisory Committee and Land Use & Environment Committee Work Plans

Attachments: [2026 LUEC Work Plan](#)

7. REPORTS AND UPDATES

8. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's 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 Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Land Use & Environment Committee
**Approval of May 28, 2026 Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 6/25/2026
Agenda Item Number: 5.A
File Number:26-0501

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

Title

Approval of May 28, 2026 Land Use & Environment Committee Meeting Minutes

- 5.A [26-0406](#) Approval of April 23, 2026 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

- 6.A [26-0392](#) Briefing on Sidewalk Repair Policy Approach

Ms. Swanson provided a presentation providing an update to the Sidewalk Repair study and options that could be explored to most effectively address repairs.

Committee members recommended looking into a shared responsibility approach to be presented at a future study session.

The discussion was completed.

- 6.B [26-0386](#) Discuss 2026 legislative Updates Related to Affordable Housing

Ms. Lenssen provided a presentation updating Committee members on legislative decisions related to Affordable Housing.

Committee members recommended updating the wording of the City code to reflect that of the State.

The discussion was completed.

- 6.C [26-0475](#) Approval of Recommended Code Amendments Related to Title 10 - Vehicles and Traffic; Title 16 - Building and Construction; Title 17 - Subdivisions; and Title 18 - Unified Development Code

Ms. Phillips provided a presentation.

Committee member Berendt moved, seconded by Committee member Gilman, to adopt the recommendations of the Planning Commission for the amendments to our City code and forward to the full City Council for approval. The motion carried by the following vote:

Aye: 3 - Chair Vanderpool, Committee member Gilman and Committee member Berendt

7. REPORTS AND UPDATES

Mr. Smith provided updates on the upcoming LUEC activity. He requested the June 25 Land Use meeting start time be delayed by 30 minutes. Committee members were in agreement.

8. ADJOURNMENT

The meeting adjourned at 4:34 p.m.



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Land Use & Environment Committee
**Approval of June 11, 2026 Special Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 6/25/2026
Agenda Item Number: 5.B
File Number:26-0499

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

Title

Approval of June 11, 2026 Special Land Use & Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Thursday, June 11, 2026

5:30 PM

Room 207, Online and Via Phone

Special Meeting - Register to attend:

https://us02web.zoom.us/webinar/register/WN_TW4d-eqMT6q6tFPgKP6iXQ

1. CALL TO ORDER

Chair Vanderpool called the meeting to order at 5:32 p.m.

2. ROLL CALL

Present: 3 - Chair Robert Vanderpool, Committee member Clark Gilman and Committee member Paul Berendt

2.A OTHERS PRESENT

Tim Smith - Community Planning & Economic Development Director
Jacinda Steltjes - Housing Program Manager
Christa Lenssen - Senior Program Specialist
Ann Campbell - Department of Commerce
Victoria O'Banion - Northwest Cooperative Development Center
Rebeca Potasnik - Thurston Housing Land Trust

3. COMMITTEE BUSINESS

3.A [26-0421](#) Discuss Tenant Opportunity to Purchase Arrangements

Ms. Lenssen led a discussion with local stakeholders on Tenant Opportunity to Purchase.

The discussion was completed.

4. ADJOURNMENT

The meeting adjourned at 7:25 p.m.



Land Use & Environment Committee

Briefing on the Urban Forest Management Plan

Agenda Date: 6/25/2026
Agenda Item Number: 6.A
File Number:26-0488

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

Title

Briefing on the Urban Forest Management Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on the Urban Forest Management Plan.

Report Issue:

Whether to receive a briefing on the Urban Forest Management Plan.

Staff Contact:

Kym Foley, Sr Environmental Planner, Public Works Water Resources, 360.570.3957

Presenter:

Kym Foley, Sr Environmental Planner

Background and Analysis:

The City of Olympia is developing an Urban Forest Management Plan (UFMP), to be completed by May 2028. This comprehensive roadmap will help the City achieve the following goals: 1) Protect or establish healthy tree canopy in areas where environmental, social, and economic benefits are the most equitable and impactful; and 2) Advance the City's climate mitigation, adaptation, and resilience outcomes. The recommended policies, programs, and operational best practices will strike a balance between environmental health and sustainable urban growth. A successful UFMP will ensure that both the benefits and challenges of tree canopy in urban, residential, and natural areas throughout the city are distributed equitably across Olympia's communities. The plan will be informed by the following key project activities:

- **Community Outreach and Engagement:** An inclusive and interdisciplinary approach to gathering public input is essential to anchoring Olympia's UFMP in the vision, needs, and experiences of Olympia's communities and stakeholders. A variety of opportunities to engage will be offered to ensure a diverse range of perspectives and identities are heard and represented.

- Existing Conditions and Best Practices Analysis: A comprehensive review of current land use, policies, programs, and operations across all departments doing work related to managing trees on both public and private properties. A comparison to updated urban forestry best practices and regional case studies will identify gaps, needs and opportunities to be addressed in the plan.
- Develop Goals and Strategies: Tree canopy goals will be established based on findings from the previous two activities, data from the 2023 Olympia Tree Canopy Assessment, and additional geospatial analysis. The resulting action plan will recommend updates to policies, programs, operations, and resources needed to achieve those goals.

Development of the Urban Forest Management Plan is named in the updated Olympia Comprehensive Plan (Olympia 2045) under Goal GN3: “A healthy and resilient urban forest is protected and valued for its contribution to the environment and community.” Policy PN3.1 further directs the City to “Develop an Urban Forest Management Plan to establish tree canopy goals and inform the policies, programs, operations, and resources needed to implement those goals.” Additionally, the City’s 2024-2029 Phase II National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requires adoption and implementation of tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters (S5.C.1.c.iii).

Climate Analysis:

The urban forest is vulnerable to climate change but also plays a role in advancing climate adaptation and resilience in urban environments. The City has already begun updating many of its programs and operating procedures to account for a changing climate, such as selecting tree species better suited to hotter and drier conditions. The UFMP will formalize and expand these strategies and resources needed to maintain a healthy and resilient tree canopy. A robust urban forest helps mitigate effects of urban heat, manage increased stormwater runoff from heavier rain events, and address other climate related challenges.

Equity Analysis:

Historic inequities in urban and environmental planning have left many marginalized communities with significantly less access to trees and green spaces. These disparities contribute to higher temperatures, poor air quality, increased stormwater runoff, and fewer opportunities for recreation and mental health benefits. The UFMP will prioritize equitable distribution of environmental benefits and burdens, along with meaningful community involvement in developing goals and strategies. This approach supports reducing health disparities and improving climate resilience. A UFMP is key to ensuring Olympia’s growth occurs sustainably, balancing the critical need for housing and public infrastructure with a strategically and equitably managed tree canopy that promotes both public and environmental health.

Neighborhood/Community Interests (if known):

Public input received during planning projects over the last several years reveals a strong interest in trees and the natural environment. Community engagement associated with the Capital Mall Triangle Redevelopment Plan, the Climate Risk and Vulnerability Assessment, the Comprehensive Plan Periodic Update, and others resulted in many comments encouraging the City to review and strengthen its tree protection and climate adaptation policies related to the urban forest. Similarly, community members strongly urge the City to reduce barriers to developing affordable housing, therefore a balance between these complex needs must be met.

Financial Impact:

The City received a grant from the Washington State Department of Natural Resources Urban and Community Forestry Program in the amount of \$117,800 with no match requirement. This will fully fund development and delivery of the Urban Forest Management Plan. It enables the City to retain an experienced consultant to implement a majority of the scope of work, and to hire a student intern to support community engagement. City staff across multiple departments will contribute time throughout the duration of the project to further inform goals and strategies identified in the plan.

Options:

- Receive a briefing on the Urban Forest Management Plan.
- Do not receive a briefing on the Urban Forest Management Plan.
- Receive a briefing at another time.

Attachments:

- UFMP Draft Timeline
- Resolution M2708

RESOLUTION NO. M-2708

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES FOR THE URBAN FOREST MANAGEMENT PLAN PROJECT

WHEREAS, within the periodic update of the Olympia Comprehensive Plan (Olympia 2045), Policy PN3.1 directs the City to “Develop an Urban Forest Management Plan to establish tree canopy goals and inform policies, programs, operations, and resources needed to implement those goals. The strategies described will strike a balance between environmental protection and sustainable urban growth;” and


WHEREAS, the 2024-2029 Phase II National Pollutant Discharge Elimination System (NPDES) Stormwater Permit requires the City to adopt and implement tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters (S5.C.1.c.iii); and

WHEREAS, the City of Olympia has been selected to receive a Community Forestry Assistance Grant in the amount of \$117,800, with no match requirements, from the Washington State Department of Natural Resources to support the development of an Urban Forest Management Plan by March of 2028;

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


1. The Olympia City Council hereby approves the form of the Community Forestry Assistance Grant Agreement between the Washington State Department of Natural Resources and the City of Olympia for the Urban Forest Management Plan project and the terms and conditions contained in the Agreement.
2. The City Manager is directed and authorized to execute the Community Forestry Assistance Grant Agreement on behalf of the City of Olympia, and to accept or make any minor modifications as may be required and are consistent with the intent of the Agreement, and to correct any scrivener’s errors.

PASSED BY THE OLYMPIA CITY COUNCIL this 14th day of April 2026.



MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



SENIOR DEPUTY CITY ATTORNEY



Land Use & Environment Committee
**Preliminary Discussion of 2027 Planning
Commission, Bicycle & Pedestrian Advisory
Committee and Land Use & Environment
Committee Work Plans**

Agenda Date: 6/25/2026
Agenda Item Number: 6.B
File Number:26-0489

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

Title

Preliminary Discussion of 2027 Planning Commission, Bicycle & Pedestrian Advisory Committee and Land Use & Environment Committee Work Plans

Recommended Action

Committee Recommendation:

Not referred a committee.

City Manager Recommendation:

Discuss 2027 Planning Commission (OPC), Bicycle & Pedestrian Advisory Committee (BPAC) and Land Use & Environment Committee (LUEC) Work Plans.

Report

Issue:

Whether to discuss 2027 Planning Commission (OPC), Bicycle & Pedestrian Advisory Committee (BPAC) and Land Use & Environment Committee (LUEC) Work Plans.

Staff Contact:

Tim Smith AICP, Director Community Planning, and Economic Development, 360.570.3915

Presenter(s):

Tim Smith AICP, Director Community Planning, and Economic Development

Background and Analysis:

Work plans are developed each year, typically starting in the Fall. The intent of this agenda item is to have a preliminary discussion of potential projects to ensure an alignment of 2027 work plans for the OPC, BPAC and LUEC.

Climate Analysis:

Work programs do not impact climate or greenhouse gas emissions. Items from the work plan will include an analysis of climate issues in the development of staff recommendations.

Equity Analysis:

Items from the work plan will include an equity analysis in the development of staff recommendations.

Neighborhood/Community Interests (if known):

There is generally strong community and neighborhood interest in City planning, housing and transportation projects. Public participation plans are prepared and presented to the Council at the beginning of all major planning projects.

Financial Impact:

FTEs (full-time equivalent staff) to support ongoing programs and projects will need to be in the Department's 2027 base budget.

Options:

1. Discuss potential work plan items for 2027
2. Do not discuss potential work plan items for 2027
3. Receive the briefing at another time

Attachments:

2026 LUEC Work Plan

LAND USE AND ENVIRONMENT COMMITTEE 2026 WORK PLAN
Updated 6/9/2026

Meetings are on the fourth Thursday of the month starting at 4:00 PM unless otherwise noted. Meetings are held in City Hall Council Chambers with a Zoom option to attend for community members and staff.

Agenda Item	Staff Responsible	Agenda Item Type (Discussion or Recommendation)
January 22		
1. CPED 2026 Work Plan Update	Tim Smith	Discussion
2. LUEC 2026 Work Plan	Tim Smith	Recommendation
February 17 (third Tuesday) Special Meeting Date		
1. Hearing Examiner Candidate Interviews	Tim Smith	Discussion
February 26		
1. Rent to Own/Tenant Opportunity to Purchase	Christa Lenssen	Discussion
2. Hearing Examiner Candidate Position Recommendations	Nicole Floyd	Recommendation
March 26		
1. Manufactured Home Communities Preservation	Christa Lenssen	Discussion
2. Plum St. to Eastside St. Subarea Plan Scoping	Casey Schaufler	Discussion
April 23		
1. Affordable Housing Emergency Declaration	Jacinda Steltjes	Discussion
2. Downtown Commercial Vacancy Study	Jennica Machado	Discussion
May 28 – 2pm Start Time		
1. Sidewalk Repair Policy	Michelle Swanson	Recommendation
2. Housing Related to 2026 Legislative Session	Christa Lenssen	Discussion
3. Miscellaneous Code Amendments	Joyce Phillips	Recommendation
June 11 – 5:30pm Start Time		
1. Tenant Opportunity to Purchase	Christa Lenssen	Discussion
June 25 – 4:30pm Start Time		
1. Urban Forestry Management Plan	Kym Foley	Discussion
2. Preliminary Discussion of 2027 Planning Commission, Bicycle & Pedestrian Advisory Committee and LUEC Work Plans	Tim Smith	Discussion
July 23		
1. Short-Term Rentals – Enforcement Procedures	CPED	Discussion
2. Rent to Own/Tenant Opportunity to Purchase	Christa Lenssen	Recommendation

August 27		
1. Land Banking Strategy	Jacinda Steltjes	Discussion
2. Manufactured Home Communities Preservation	Christa Lenssen	Recommendation
3. Critical Areas Ord./Periodic Update	Casey Schaufler/Nicole Floyd	Recommendation
September 24		
1. Code Concepts to Implement Climate Elements	Pamala Braff	Discussion (possible Recommendation)
2. Subdivision Code Update	David Ginther	Recommendation
3. OMC and EDDS Revisions related to ADUs and Middle Housing	Susan Clark/Nicole Floyd	Discussion
October 22		
1. Manufactured Home Communities Preservation	Christa Lenssen	Recommendation
2. Urban Forest Management Plan	Kym Foley	Discussion
December 17 (third Thursday)		
<i>(note: special meeting date; regular November and December meeting dates canceled)</i>		
1. CPED 2027 Work Plan	Tim Smith	Discussion
2. LUEC 2027 Work Plan	Tim Smith	Discussion
To Be Scheduled		
Commercial Energy Code Amendments	Pamela Braff	Recommendation
Annual EDDS Update	Steve Sperr	Recommendation
SEPA Categorical Exemptions	Nicole Floyd	Discussion
Evaluate Sea Level Rise Funding and Governance Approaches	Pamela Braff	Discussion
Elimination of Commercial Minimum Parking Standards	Casey Schaufler	Recommendation
Small Scale Commercial Dev/Home Occupation Standards	David Ginther	Recommendation
Mobile Food Regulations	Casey Schaufler	Discussion
Capital Mall Subarea Plan Code Changes	David Ginther	Discussion
Domestic Pets – Code Changes	Casey Schaufler	Discussion
Food System Plan	Parks, Arts and Rec.	Discussion

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PASSED BY THE OLYMPIA CITY COUNCIL this 14th day of April 2026.



MAYOR

ATTEST:

Sean Krier

CITY CLERK

APPROVED AS TO FORM:

[Signature]

SENIOR DEPUTY CITY ATTORNEY