

May 8, 2013

Olympia City Council
601 4th Avenue S.E.
Olympia, WA 98501

Dear Mayor and Council members:

Thank you for the opportunity to convey a few statements regarding the proposed recommendation on the Olympia Comprehensive Plan. While there is a lengthy record of the Commission's public hearing and deliberations, I encourage the Council to review the Commission's record on the Comprehensive Plan.

In addition to the public record, it is our attempt through these letters to provide each Commissioner with an opportunity to articulate their individual thoughts as well. Below are some specific actions for your consideration that should be conducted on either the Commission's recommendation or the Council's final action on the Comprehensive Plan.

First and foremost, it is my understanding that the final recommendation of the Planning Commission consist of the actions taken as of March 18, 2013. Any actions taken after this date do not have the formal review and consideration of those members on the Commission who concluded their terms on March 31st.

- **Encourage** the Council to support those recommendations by the Commission that received unanimous approval, including proposed amendments and issues adopted by consent.
- **Strongly support** the degree of public participation that has occurred since the kickoff of Imagine Olympia in November 2009. The community has been actively engaged in developing a vision for Olympia including the public processes for the Shoreline Master Program and the Comprehensive Plan. Moreover, the Commission implemented a creative and interactive process which I believe was well received by the community.
- **Generally supportive** of the separation and integration of the Vision and Values within each of the individual chapters of the Comprehensive Plan.
- **Encourage** the Council to assess potential reconciliation of any inconsistencies between the recommended Comprehensive Plan with its adopted Master Plans for utilities, transportation and parks. This includes fiscal inconsistencies.
- **Generally supportive** of the concept of increasing Green Space - Open Space; however it will be essential that the City establish the nexus for requiring the dedication of private property without creating a taking of property rights without just compensation. This should include a definition of, and regulatory framework for meeting the goals and policies recommended for urban green/open spaces.
- **Do not support** the removal of integrating Subarea Plans into the Comprehensive Plan. I am not convinced that there is sufficient justification on why such plans should be outside of the Comprehensive Plan. It is my opinion that such plans will have little or no authority without full integration into a Growth Management Act Comprehensive Plan, (see Topics B2 "Low Impact Development"; and B14 "Subarea Plans", Tousley letters in February 11th & March 4th Commission packets).

Mayor and Council members
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- **Do not support** the Commission's recommendation to change the direction of the City's proposed urban corridors strategy. While there is substantial testimony in the public record regarding the corridor south of I-5, I do not believe that the record reflects any recommendation to depart from the Urban Corridors Task Force. There was no discussion by the Commission about the Council's Joint Resolution (M-1786) regarding its partnership with adjacent jurisdictions. I am concerned about the Commission's recommendation and whether it presents down zone in the areas recommended for removal from the HDC-1, HDC-2, HDC-3 and HDC-4 zones?
- **Support** the removal of the Urban Corridor designation for the area along Capitol Way south of Interstate-5 specifically the Wildwood, Carlyon and Governor Stevens neighborhoods. This is consistent with the testimony received and consistent with the justification and criteria for not including the South Capitol Neighborhood within the corridor.
- **Support** the development of an Action Plan enacted by Council through Ordinance. The Council has already begun discussion on how the Action Plan will address the implementation of the Comprehensive Plan through development regulations as well as future planning efforts.
- **Support** the testimony provided by Michael McCormick and Holly Gadbow regarding Growth Management Act compliance of the Capital Facilities Element with the Comprehensive Plan (see Topic B17; Tousley letter March 11th Commission packet). Moreover, it is my recommendation that the Council conduct a complete fiscal impact assessment of the cost to implement the recommended Comprehensive Plan.
- **Support** the goals and policies integrated into the Comprehensive Plan to address urban agriculture.
- **Support** integration when appropriate of the Shoreline Master Program goals and policies and development regulations into the Comprehensive Plan.
- **Support** a complete assessment of the Comprehensive Plan under the State's Environmental Policy Act including the economic impact of the proposal. I am concerned that the Commission's recommendation may not merit a Supplemental Environmental Impact Statement threshold.
- **Do not support** the recommended policy change from the Hearing Examiner to the Planning Commission for rezones. I believe that this proposed amendment is not warranted nor supported by the record.
- **Generally support** the Chair's letter to the Council with exception to areas in the record where I registered a nay vote, abstained or recused myself.

I would be terribly remised if I did not acknowledge the tremendous efforts by the City staff over the past four years working on the Comprehensive Plan update. It has been a lengthy process, and along with my former colleagues and staff, I look forward to the study sessions scheduled between the City Council and Commission on June 11th. Thank you for the opportunity to provide my statements regarding the Comprehensive Plan.

Cordially,



Amy L. Tousley, 2012 Chair
Olympia Planning Commission

February 6, 2013

M E M O R A N D U M

To: Members of the Olympia Planning Commission
From: Amy L. Tousley, Commissioner
Subject: Olympia Comprehensive Plan – Low Impact Development

My initial intent for establishing this as a topic was to afford Commissioners the opportunity to review and discuss the proposed goals and policies in the Olympia Comprehensive Plan regarding the framework of low impact developments.

Low impact development practices can be used to achieve environmental protection in an area where there may be specific development constraints such as stormwater infiltration or liquefaction. It can also be utilized to conserve green “open” spaces while implementing a development strategy for achieving specific density levels through clustering. The ability to cluster industrial, commercial and residential development should be considered as a strategy for low impact developments.

Low impact development may also implement less intensive development standards such as pervious sidewalks or narrow streets simply because they are more sustainable and may promote other goals and policies in the Comprehensive Plan.

In reviewing the following goals and policies contained in the July draft of the Olympia Comprehensive Plan, it is my opinion that a broad foundation has been established to address these types of low impact development strategies.

The challenge will be the development of an implementation strategy that carries out the goals and policies contained in the Comprehensive Plan. Implementation through the development and adoption of the City’s sub-area plans will be a key part of identifying where these areas exist and how best to address them. Moreover, it will be critical to adopt or amend the City’s regulatory framework such as stormwater, landscape, EDDs; urban forestry; clearing and grading; subdivision; and critical areas.

Listed below is listing of proposed goals and polices providing a framework for low impact development:

GN 1	“Natural resources and processes are conserved and protected by Olympia’s planning, regulatory, and management activities.”
PN 1.1 “new”	“Administer development regulations which protect environmentally sensitive areas, drainage basins, and wellhead areas.”
PN 1.2	“Coordinate critical areas ordinances and stormwater management requirements regionally based on best available science.”
PN 1.3	“Limit development in areas that are environmentally sensitive, such as steep slopes and wetlands; direct development and redevelopment to less sensitive areas.”
PN 1.4 “new”	“Conserve and restore natural systems, such as wetlands or stands of mature trees, to contribute to solving environmental issues.”
PN 1.5	“Preserve the existing topography on a portion of new development sites; integrate the existing site contours into the project design and minimize the use of grading and other large scale land disturbance.”
PN 1.6 “new”	“Establish regulations, and design standards that minimize the impact new development has on storm runoff, environmental sensitive areas, wildlife habitat, and trees.”
PN 1.7	“Limit hillside development to site designs that incorporate and conform to the existing topography.”
PN 1.8 “new”	“Limit the negative impacts of development on public lands and environmental resources, and require restoration when impacts are unavoidable.”
PN 1.9 “new”	“Foster partnerships among public, private, and non-profit agencies and community groups to identify and evaluate new and innovative approaches to low impact development and green building.”
PN 1.10	“Increase the use of low impact and green building development methods through a combination of education efforts, technical assistance, incentives, regulations, and grant funding opportunities.”
PN 1.11	“Design, build, and retrofit public projects and infrastructure to incorporate sustainable design and green building methods, require minimal maintenance, and fit natural into the surround environment.”

GN 2	“Land is preserved and sustainably managed”
	(Environmental priorities that have yet to be developed)
PN 2.1	“Prioritize acquiring and preserving land by a set of priorities that considers the environmental benefits of the land, such as stormwater management, wildlife habitat, and access to recreation.”
PN 2.2 “new”	“Preserve land where there are opportunities for making connections between healthy systems; for example, land located along a stream corridor.”
PN 2.3	“Identify, remove, and prevent the use and spread of invasive plants and wildlife.”
PN 2.4	“Preserve and restore native plant communities by incorporating restoration efforts and volunteer partnerships into all land management.”
PN 2.5	“Design improvements to public land with existing and new vegetation that is attractive, adapted to our climate, supports a variety of wildlife, and requires minimal long-term maintenance.”
PN 2.6	“Conserve and restore habitat for wildlife in a series of separate pieces of land, in addition to existing corridors.”
PN 2.7	“Practice sustainable maintenance and operations that reduce the City’s environmental impact.”
PN 2.8	“Evaluate, monitor and measure environmental conditions, and use the findings to develop short- and long-term management strategies.”
PN 6.8	“Evaluate expanding low impact development approaches citywide, such as those used in the Green Cove Basin.”
GL 1	“Land use patterns, densities and site designs are sustainable and support decreasing automobile reliance.”
PL 1.1	“Ensure that new development is built at urban densities...”
PL 1.2	“Focus development in areas that enhance the community..., and where adverse environmental impacts can be avoided or minimized.”
PL 1.3	“Direct high density development....and sensitive drainage basins will not be impacted.”
PL 1.5	“Require development to meet appropriate minimum standards...and require existing development to be gradually improved to such standards.”

PL 1.8	“Buffer incompatible...uses by requiring landscaped buffers...use natural buffers where possible and require clustering where warranted.”
GL 8	“Industry and related development with low environmental impacts is well-located to help diversity the local economy.”
PL 8.3	“Encourage full, intensive use of industrial areas while safeguarding the environment...”
GL 3	“The range of housing types and densities are consistent with the community’s changing population needs and preferences.”
PL 13.2	“Adopt zoning...wide variety of compatible housing types and densities.”
PL 13.3	“Encourage ‘clustering’ of housing to preserve and protect environmentally sensitive areas.”
Future Land Use Map Designations	
PT 2.9	“Allow for modified street standards in environmentally sensitive areas..”
PT 2.10	“Use innovative features...reduce or eliminate stormwater runoff.”
GU 1	“Utility and land use plans are coordinated so that utility services can be provided and maintained for proposed land use.”
PU 1.2	“Require new developments to construct water, wastewater and stormwater utilities in a way that will achieve the community development, environmental protection, and resource protection goals of this Plan, and that are consistent with adopted utility plans and extension policies.”
PU 1.3	“Evaluate land use plans and utility goals periodically to help guide growth to the most appropriate areas, based on knowledge of current environmental constraints and currently available utility technology.”
PU 2.10	“Consider the social, economic and environmental impacts of utility repairs, replacements and upgrades.”

GU 4	“Use Olympia’s water resources efficiently to meet the needs of the community, reduce demand on facilities, and protect the natural environment.”
PU 5.5	“When practice al, develop regionally consistent Critical Areas Ordinance regulations, Drainage Manual requirements, and other policies, to ensure the protection of groundwater quantity and quality across jurisdictional boundaries.”
PU 6.4	“Maintain the City’s Critical Areas Ordinance, policies, development review process and program management, to ensure groundwater quality and quantity are protected.”
GE 4	“The City achieves maximum economic, environmental and social benefit from public infrastructure.”
PE 4.1	“Design infrastructure investments to balance economic, environmental and social needs, support a variety of potential economic sectors, and shape the development of the community in a sustainable pattern.”
PE 4.10	“Encourage the infilling of designated areas by new or expanded economic activities before considering the expansion of these areas or creation of new areas.”
PE 5.2	“Use regulatory incentives to encourage sustainable practices.”
PE 7.3	“Define a more active City role in stimulating development, and influencing the design and type of development.”
PS 3.1	“Promote a variety of residential densities and housing types to stimulate a broad range in housing costs.”

February 20, 2013

M E M O R A N D U M

TO: Olympia Planning Commission
FROM: Amy L. Tousley, Planning Commission
SUBJECT: Olympia Comprehensive Plan – Neighborhood / Sub-Area Planning

It was my intent to set aside the topic of Neighborhood/Sub-Area Plans so that the Commission could have an opportunity to assess if the proposed Olympia Comprehensive Plan has established the initial structure for the future development, adoption and implementation of such ancillary documents. This would also incorporate the City's future Implementation Strategy/Action Plan.

First and foremost, the entire Comprehensive Plan provides a framework for Sub-Area Plans such as the goals and policies in the following chapters:

- Vision and Values
- Public Participation
- Natural Environment
- Land Use and Design
- Transportation
- Utilities
- Park, Arts and Recreation
- Economy
- Public Services
- Capital Facility Plan

Coalition of Neighborhood Associations

In July 2012, the Coalition of Neighborhood Associations (CNA) and the Olympia City Council entered into a Memorandum of Understanding (MOU) establishing a city-neighborhood association partnership for conducting forums and other activities affecting neighborhoods. This includes the structure for sub-area planning.

The first steps in this forthcoming process will be presented to the Council's Land Use and Environment Committee on May 23rd. The presentation between the staff and members of the CNA will consist of considering the first steps in developing a process for sub-area plans. Status reports of this work will be presented to the Committee on July 25th and September 26th. I presume the Committee will then provide a recommendation to the Council with formal action taking place afterwards.

Below is an excerpt from the CNA's 2013 Action Plan (see attached). The Action Plan was presented to Land Use and Environmental Committee on January 30th. The excerpt outlines the CNA's proposal for developing the Implementation Strategy and Sub-Area Plans.

B. Comprehensive Plan Implementation Strategy

The Comprehensive Plan's Vision Section provides that "Neighborhood groups [should] take an intimate role in the planning and decision-making affecting their neighborhoods. The vehicle for this will be an Action Plan or Implementation Strategy. When the Comprehensive Plan Implementation Strategy is prepared by the city, neighborhoods will focus on the following key areas:

- *Ensuring that development regulations are made consistent with the Comprehensive Plan*
- *Making city programs more neighborhood centric*
- *Incorporating neighborhoods in the land use decisions of government organizations*

C. Sub-Area Plans

1. A new Organizational Structure for Neighborhoods

CNA has been working to increase the number of areas in the city which are covered by a neighborhood association. In some areas of the city, consolidations of neighborhoods are already occurring. The City's proposed Comprehensive Plan includes neighborhood involvement in land use in the context of 10 sub-areas. CNA will propose a new framework for neighborhoods based on the City of Olympia's sub-area model so that all areas of the city have a neighborhood association point of contact.

2. Working Group for Sub-Area Planning

One sub-area of the city will be selected as a pilot for the sub-area planning process involving neighborhoods and the City Department of Community Planning and Development. CNA will provide assistance to that neighborhood as needed and support the allocation of neighborhood matching grant funds to assist the neighborhood in the planning process. Developing a final sub-area could take 1-2 years.

If deemed appropriate, the Planning Commission as well as other City Citizen Advisory Boards should provide feedback to the Council and CNA regarding the 2013 Action Plan. To avoid any missteps, it is important that continuity and coordination with the City's master plans and subsequent development regulations and the efforts of the CNA occur.

I believe that there will be a great deal of work accomplished in the 2013 Action Plan and in subsequent years, including answers about how to address certain specifics in Sub-Area Plans, such as:

- Do the Sub-Area Plans contain any regulatory authority?
- What will be the public involvement process in developing Sub-Area Plans?
- How will the City's regulatory framework be integrated toward the implementation of Sub-Area Plans?
- How will it be determined if Sub-Area Plans are consistent with and further the overall Comprehensive Plan for the City?
- What is the overall timeframe for addressing the 12 Sub-Area Plans (A through K, and Downtown)? The CNA indicates that a template will be created for the first plan.
- What are the obligations for implementation of Sub-Area Plans by the City Council? What is the process for the development and adoption (1 to 2 years per plan)?
- In addition to the Neighborhood Match Grants, what other funds for Sub-Area Plans will be used?
- Will there be a Sub-Area Plans for the Urban Growth Area – Thurston County?

Olympia Sub-Area Map

Based on its deliberations, the Commission should consider forwarding a recommendation on whether to accept or amend the proposed Olympia Sub-Areas Map. It is my understanding that the CNA has developed its own map. Although this was not submitted to the Commission during the open record, it will most likely be presented to the Council during its Comprehensive Plan process. The Commission may opt to defer any recommendation on the proposed map due to the proposal by the CNA. However, absent any change, the July Draft proposal will then be forwarded to the Council.

Future Land Use Map

Based on its deliberations, the Commission should consider forwarding a recommendation on whether or not to accept or amend the proposed Olympia Future Land Use Map. This includes any indication on the designation of land use areas as well as neighborhood centers or nodes versus villages. It is important that Commission review the designations and defined terms for the following land use classifications since these classifications will then be used as a basis for the underlying zoning categories.

- Low-Density Housing
- Medium-Density Housing
- Mixed Residential
- Neighborhood Center

- Residential Mixed Use
- Planned Developments
- Professional Offices & Multi-Family Housing
- Urban Corridors
- Urban Waterfront
- Central Business District
- General commercial
- Auto Services
- Medical Services
- Industry

As stated earlier, the entire Comprehensive Plan provides a framework, however the goals and policies listed below should be considered essential in ensuring consistency between Sub-Area Plans established in the City.

Neighborhoods, Villages and Planning Sub-Areas	
GL 17	“Development maintains and improves neighborhood character and livability.”
PL 17.1	“Require development in established neighborhoods to be of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood.”
PL 17.2	“Unless necessary for historic preservation, prohibit conversion of housing residential areas to commercial use; instead, support redevelopment and rehabilitation of older neighborhoods to bolster stability and allow home occupations (except convalescent care) that do not degrade neighborhood appearance or livability, create traffic, noise or pollution problems.”
PL 17.3	“Allow elder care homes and senior-only housing and encourage child care services everywhere except industrial areas; but limit hospice care to multi-family and commercial districts.”
PL 17.4	“Support local food production including urban agriculture, and provide for a food store with a transit stop within one-half mile of all residents.”
PL 17.5 “new”	“Encourage development and public improvements consistent with healthy and active lifestyles.”
PL 17.6 “new”	“Discourage ‘fortress-style’ and unnecessarily secure designs that isolate developments and separate neighborhoods.”
GL 18	“Neighborhood centers are the focal point of neighborhoods and villages.”

PL 18.1	“Establish a neighborhood center at each village site, encourage development of designated neighborhood centers as shown on Future Land Use Map and allow designation of additional centers where compatible with existing land uses and where they are more than one-half mile from other commercial areas.”
PL 18.2	“Locate neighborhood centers along collector arterial streets and within about 600 feet of a transit stop.”
PL 18.3	“Include housing, a food store, and a neighborhood park or civic green at all neighborhood centers. Allow churches, schools, and convenience businesses and services that cater primarily to neighborhood residents. Prohibit auto-oriented uses. Vary the specific size and composition of such centers for balance with surrounding uses; focus commercial uses on the civic green or park, and limit the size of commercial uses. (Note: a larger urban center is permitted in the Briggs Urban Village.)”
PL 18.4	“Allow neighborhood center designs that are innovative and provide variety, but that ensure compatibility with adjoining uses. Consider appropriate phasing, scale, design and exterior materials, as well as glare, noise and traffic impacts when evaluating compatibility. Require buildings with primary access directly from street sidewalks, orientation to any adjacent park or green and to any adjacent housing, and signage consistent with neighborhood character.”
PL 18.5	“Locate streets and trails for non-arterial access to the neighborhood center.”
GL 19	“Trees help maintain strong and healthy neighborhoods.”
PL 19.1	“Use trees to foster a sense of neighborhood identity.”
PL 19.2	“Identify, protect and maintain trees with historic significance or other value to the community or specific neighborhoods.”
Sub-Area Planning	
GL 20 “new”	“Each of the community’s major neighborhoods has its own priorities.”
PL 20.1 “new”	“In cooperation with residents, landowners, businesses, and other interested parties, establish priorities for the sub-area shown on the Planning Areas Map. The specific area, content and process for each sub-area is to be adapted to the needs and interests of each area. (See public involvement regarding public involvement goals.)

PL 20.2 "new"	"Create sub-area strategies that address provisions and priorities for community health, neighborhood centers and places assembly, streets and paths, cultural resources, forestry, utilities and open space and parks."
PL 20.3	"Develop neighborhood and business community approaches to beautification that include activities in residential and commercial areas."
'Villages' and other Planning Developments	
GL 21	"Mixed use developments, also known as "villages," are a planned with a pedestrian orientation and a coordinated and balanced mix of land uses."
PL 21.1	"Require planned development sites shown on the Future Land Use Map to develop as coordinated, mixed-use projects."
PL 21.2	"Provide for any redevelopment or redesign of planned developments including the Evergreen Park Planned Unit Development to be consistent with the 'village vision' of this Plan."
PL 21.3	"Require 'master plans' for villages that encompass the entire site and specific the project phasing, street layout and design, lot arrangement, land uses, parks and open space, building orientation, environmental protection and neighborhood compatibility measures."
PL 21.4	"Provide for a compatible mix of housing in each village with pleasant living, shopping and working environment, pedestrian-oriented character, well-located and sized open spaces, attractive well-connected streets and a balance of retail stores, offices, housing, and public uses."
PL 21.5	"Require a neighborhood center, a variety of housing, connected trails, prominent open spaces, wildlife habitat, and recreation areas in each village."
PL 21.6	"Require that villages retain the natural topography and major environmental features of the site and incorporate water bodies and stormwater ponds into the design to minimize environmental degradation."
PL 21.7	"Locate parking lots at the rear or side of building, to avoid pedestrian interference and to minimize street frontage. Landscape any parking adjacent to streets and minimize parking within villages by reducing requirements and providing incentives for shared parking."

PL 21.8	“Require village integrity but provide flexibility for developers to respond to market conditions.”
PL 21.9	“Limit each village to about 40 to 200 acres; require that at least 60% but allow no more than 75% of housing to be single-family units; and require at least 5% of the site be open space with at least one large usable open space for the public at the neighborhood center.”
PL 21.10	“Require that 90% of village housing be within a quarter mile of the neighborhood center and a transit stop.”
PL 21.11	“Provide for a single ‘urban village’ at the intersection of Henderson Boulevard and Yelm Highway; allowing up to 175,000 square feet of commercial floor area plus an additional 50,000 square feet if a larger grocery is included; and requiring that on 505 of the housing be single-family.”
Public Participation and Partners	
GP 4	“Sub-area planning conducted through a collaborative effort by community members and the City and is used to shape how neighborhoods grow and develop.”
PP 4.1	“Work with neighborhoods to identify the priorities, assets and changes of the designated sub-area(s), as well as provide information to increase understanding of land-use decision-making processes and the existing plans and regulations affecting sub-areas.”
PP 4.2	“Encourage wide participation in the development and implementation of sub-area plans.”
PP 4.3	“Define the role that sub-area plans play in City decision-making and resource allocation.”
PP 4.4	“Allow initiation of sub-area planning by either neighborhoods or the City.”
PP 4.5	“Encourage collaboration between neighborhoods and City representatives.”

February 28, 2013

M E M O R A N D U M

TO: Olympia Planning Commission
FROM: Amy L. Tousley, Planning Commissioner
SUBJECT: Olympia Comprehensive Plan – Capital Facilities Plan

My intent for setting aside the Capital Facilities Plan (CFP) was for the Commission to have an opportunity to discuss the City's current strategy for ensuring compliance with the Growth Management Act.

Below is the current proposal outlined in the July Draft. This should also be considered as the documentation for evaluating impacts within the Environmental Impact Statement (EIS). There are other policies in the proposed plan which affect the implementation of the City's CFP in addition those below cited in the EIS.

Review of the CFP element of the Comprehensive Plan will not be part of the Planning Commission's public process and review in 2012.

The CFP goals and policies will be reviewed by the Planning Commission in 2013. The Commission will review these goals and policies in conjunction with their review of the 2014-2019 CFP (6-year planning document). Their review will include a public hearing, followed by a recommendation to the City Council.

Beginning in 2014, the entire CFP element - background, goals, policies, and 6-year financing plan - will be located in one PDF document. This webpage will link to that PDF.

Final Environmental Impact Statement

Section 3: Policy Regarding Maintenance and Operations
Policy PN 2.7 Practice maintenance and operations that reduce the City's environmental impact.

Section 4: Policies Regarding Public Infrastructure Investments
Goal E4 The City achieves maximum economic, environmental and social benefit from public infrastructure.

Policy PE 4.1 Design infrastructure investments to balance economic, environmental social needs, support a variety of potential economic sectors, and shape the development of the community in sustainable patterns.

Policy PE 4.3 Base public infrastructure investments on analysis determining the lowest life-cycle cost and benefits to environmental, economic and social systems.

Growth Management Act

RCW 36.70A.070 - Mandatory Elements.

(3) A capital facilities plan element consisting of: (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities; (b) a forecast of the future needs for such capital facilities; (c) the proposed locations and capacities of expanded or new capital facilities; (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.

RCW 36.70A.120 – Planning activities and capital budget decisions – Implementation in conformity with comprehensive plan.

Each county and city that is required or chooses to plan under RCW 36.70A.040 shall perform its activities and make capital budget decisions in conformity with its comprehensive plan.

Recommendation:

For me, I strongly believe that there is a requirement for ensuring compliance with the sections cited above. The key to ensuring compliance will be the timing of the Commission's review of the 2013 amendments of the goals and policies as well as the 2014-2019 CFP.

The Council should not take formal final action on adopting the updated Comprehensive Plan without the integration of the 2013 amendments. These actions could take place concurrently.

It is my recommendation that the March transmittal to the Council refer to the existing Volume Three: Capital Facilities Plan along with the current 2013 to 2018 Six-Year Capital Facilities Plan since these are documents currently adopted. As indicated in the July Draft, the Commission will forward a recommendation on any proposed amendments to the Council in 2013. I realize that this has already been discussed, however I believe it is important to refer to these documents to ensure that they are part of the Commission's 2013 Work Program especially in the early part of the schedule.

There is a lot of work ahead for the Commission and it is essential that this component be given a high priority. It is hoped that the scope of work will recognize the continued efforts by the Commission to develop a Long-term Capital Facilities Planning, Strategies and Priorities document which will hopefully be part of the final adopted Comprehensive Plan.

<http://olympiawa.gov/documents/OlympiaPlanningCommission/2011/Comp%20Plan%20CFP%20Update%201052011/UpdatedCPVol3CFP.pdf>

<http://olympiawa.gov/city-government/~media/Files/AdminServices/CapitalFacilitiesPlan/2013-2018%20CFP/2013%20Final%20CFP-rs.pdf>

Listed below are the adopted goals and policies in the Olympia Comprehensive Plan:

GOALS AND POLICIES	
The goals and policies set out in this section implement the State Growth Management Act requirements and Thurston County County-Wide Planning Policies. Unless otherwise noted, the City of Olympia--or Thurston County where indicated take responsibility for implementing the following goals and policies:	
GOAL CFPI*	To annually develop a six-year Capital Facilities Plan to implement the Comprehensive Plan by coordinating urban services, land use decisions, level of service standards, and financial resources with a fully funded schedule of capital improvements.
The Capital Facilities Plan is the mechanism by which the City and County schedule the timing, location, projected cost, and revenue sources for the capital improvements identified for implementation in other Comprehensive Plan elements. These capital facilities will be integrated into the Urban Growth Management Areas as urbanization occurs.	
POLICIES:	
CFP 1.1*	Provide needed public facilities and services to implement the Comprehensive Plan, protect investments in existing facilities, maximize the use of existing facilities, and promote orderly compact urban growth. This Capital Facilities Plan: <ul style="list-style-type: none"> a. Is subject to annual review and adoption respectively by the planning commissions and City Council or Board of County Commissioners, as appropriate; b. Is consistent with the Comprehensive Plan;

	<ul style="list-style-type: none"> c. Defines the scope and location of capital projects or equipment; d. Defines the project's need and its links to established levels of service, Comprehensive Plan goals and policies, facility plans, and other capital facilities projects; e. Includes the construction costs, timing, funding sources, and projected operations and maintenance impacts; f. Establishes priorities for capital project development; g. Includes a twenty-year forecast of future capital facilities needs, and an inventory of existing capital facilities; h. Monitors whether, or to what degree, land use and capital facilities goals are being achieved; and i. Is coordinated with Thurston County, school districts, telecommunications carriers, and private utility providers.
CFP 1.2	Encourage active citizen participation throughout the process of developing and adopting the Capital Facilities Plan.
CFP 1.3*	Support and encourage joint development and use of cultural and community facilities with other governmental or community organizations in areas of mutual concern and benefit.
CFP 1.4	Emphasize capital improvement projects which promote conservation, preservation, or revitalization of commercial, industrial, and residential areas in Olympia and its Growth Area.
CFP 1.5	<p>Evaluate and prioritize proposed capital improvement projects using all the following criteria:</p> <ul style="list-style-type: none"> a) Is needed to correct existing deficiencies, replace needed facilities, or provide facilities needed for future growth; b) Eliminates public hazards; c) Eliminates capacity deficits; d) Is financially feasible; e) Phasing and priorities are established in the Comprehensive Plan; f) Site needs are based on projected growth patterns;

	<p>g) Serves new development and redevelopment;</p> <p>h) Is compatible with plans of state agencies; and</p> <p>i) Local operating budget impact is acceptable.</p>
CFP 1.6*	Adopt by reference, in the appropriate chapters of the Comprehensive Plan, all facilities plans, their level of service standards, and future amendments. These plans must be consistent with the Comprehensive Plan.
CFP 1.7	Adopt by reference the annual update of the Capital Facilities Plan as part of this Capital Facilities element.
CFP 1.8	Adopt by reference the annual update of the Olympia School District Capital Facilities Plan as part of this Capital Facilities element.
GOAL CFP2*	To meet current needs for capital facilities in Olympia and its Growth Area, correct deficiencies in existing systems, and replace obsolete facilities.
<p>It is a major challenge to balance existing capital facilities needs with the need to provide additional facilities to serve growth. It is important to maintain our prior investments as well as serve new growth. Clear, hard priority decisions are facing City and County policy makers.</p>	
POLICIES:	
CFP 2.1*	Give priority consideration to projects mandated by law and those by State and Federal agencies.
CFP 2.2	Give priority consideration to projects already initiated and to be completed in subsequent phases.
CFP 2.3	Give priority consideration to projects already initiated and to be completed in subsequent phases. Give priority consideration to projects that renovate existing facilities, preserve the community's prior investment or reduce maintenance and operating costs.
CFP 2.4	Give priority consideration to projects that remove existing capital facilities deficiencies, encourage full use of existing facilities, or replace worn-out or obsolete facilities.
GOAL CFP3*	To provide capital facilities to serve and direct future growth within Olympia and its Urban Growth Area as these areas urbanize.

<p>It is crucial to identify, in advance of development, sites for schools, parks, fire and police stations, major stormwater facilities, greenbelts, open space, and road connections. Acquisition of sites for these facilities must occur in a timely manner and as early as possible in the overall development of the area. Otherwise, acquisition opportunities will be missed, with long-term functional or financial implications.</p>	
<p>POLICIES:</p>	
CFP 3.1*	Provide the capital facilities needed to adequately serve the future growth anticipated by the Comprehensive Plan, within projected funding capabilities.
CFP 3.2*	Give priority consideration to projects needed to meet concurrency requirements for growth management.
CFP 3.3*	<p>Plan and coordinate the location of public facilities and utilities in advance of need.</p> <ul style="list-style-type: none"> a. Coordinate urban services, planning, and standards by identifying, in advance of development, sites for schools, parks, fire and police stations, major stormwater facilities, greenbelts, and open space. Acquire sites for these facilities in a timely manner and as early as possible in the overall development of the area. b. Provide capacity to accommodate planned growth. <ul style="list-style-type: none"> 1) Assure adequate capacity in transportation, public and private utilities, storm drainage systems, municipal services, parks, and schools; 2) Protect groundwater supplies from contamination and maintain groundwater in adequate supply by identifying and reserving future supplies well in advance of need.
CFP 3.4*	Design and establish a Concurrency Management System to determine whether or not adequate capacity of concurrency-required public facilities is available to maintain the level of service standards for each proposed new development. The system may reserve the capacity that is needed for approved development commitments and permits until such time as the capacity is needed and used.
CFP 3.5*	Use the type, location, and phasing of public facilities and utilities to direct urban expansion where it is wanted and needed. Consider the level of key facilities that can be provided when planning for various densities and types of urban land use.
CFP 3.6*	Provide adequate levels of public facilities and services, in cooperation with Thurston County, prior to or concurrent with land development

	within the Olympia Urban Growth Area.
CFP 3.7	Encourage land banking as a reasonable approach to meeting the needs of future populations.
CFP 3.8	Coordinate future economic activity with planning for public facilities and services.
GOAL CFP4*	To provide adequate funding for capital facilities in Olympia and its Growth Area to ensure the Comprehensive Plan vision and goals are implemented.
<p>The Growth Management Act (GMA) requires that the Land Use element be reassessed if funding for capital facilities falls short of needs. The intent is to ensure that growth does not occur if the capital facilities needed to serve that growth are not provided. Capital Facilities Plans developed after the advent of the GMA will always balance costs and revenues. Many options are available that fall into five general categories: increase revenues, decrease level of service standards, decrease the cost of the facility, decrease the demand for the public service or facility, and others.</p>	
POLICIES	
CFP 4.1	Manage the City of Olympia's fiscal resources to support providing needed capital improvements. Ensure a balanced approach to allocating financial resources between: (1) major maintenance of existing facilities, (2) eliminating existing capital facility deficiencies, (3) providing new or expanding facilities to serve growth.
CFP 4.2	Use the Capital Facilities Plan to integrate all of the community's capital project resources (grants, bonds, city funds, donations, impact fees, and any other available funding).
CFP 4.3	Ensure consistency of current and future fiscal and funding policies for capital improvements with other Comprehensive Plan elements.
CFP 4.35	To the extent possible growth should pay for growth. Developers who install infrastructure with excess capacity should be allowed latecomers agreements wherever practical.
CFP 4.4	<p>Pursue funding strategies that derive revenues from growth that can be used to provide capital facilities to serve that growth in order to achieve and maintain adopted level of service standards. These strategies include, but are not limited to:</p> <p>a. Collect Impact Fees: Transportation, Parks and Open Space, Fire</p>

	<p>Protection and Suppression, Schools.</p> <p>b. Allocate sewer and water connection fees primarily to capital improvements related to urban expansion.</p> <p>c. Develop and implement other appropriate funding mechanisms to ensure new development's fair share contribution to other public facilities such as recreation, drainage, solid waste, and congestion management services and facilities (car/van pool matching, transit shelters, bike racks, street trees, and sidewalks).</p>
CFP 4.5*	Assess the additional operations and maintenance costs associated with acquisition or development of new capital facilities. If accommodating these costs places an unacceptable burden on the operating budget, capital plans may need to be adjusted.
CFP 4.6*	Promote efficient and joint use of facilities through such measures as interlocal agreements and negotiated use of privately- and publicly-owned land for open space opportunities.
CFP 4.7*	Explore regional funding strategies for capital facilities to support comprehensive plans developed under the Growth Management Act.
CFP 4.8*	<p>Investigate potential new revenue sources for funding capital facilities such as:</p> <p>a. Growth-induced tax revenues</p> <p>b. Additional voter-approved financing</p> <p>c. Regional tax base sharing</p> <p>d. Regional cost sharing for urban infrastructure</p> <p>e. Voter-approved real estate excise transfer tax</p> <p>f. Street utility</p> <p>g. County-wide bond issues</p>
CFP 4.9	<p>Use the following available contingency strategies should the City be faced with capital facility funding shortfalls:</p> <p>a. <u>Increase Revenues Bonds</u> General Revenues Rates User Fees Change Funding Source(s) Establish a Street Utility</p> <p>b. <u>Decrease Level of Service Standards</u> Change Comprehensive Plan Change Level of Service Standards</p>

	<p>Reprioritize Projects to Focus on Those Related to Concurrency</p> <p>c. <u>Decrease the Cost of the Facility</u> Change Project Scope</p> <p>d. <u>Decrease the Demand for the Public Service or Facility</u> Moratorium on Development Develop Only in Served Areas Until Funding is Available Change Project Timing and/or Phasing</p> <p>e. <u>Other Considerations</u> Developer Voluntarily Funds Needed Capital Project Develop Partnerships with Lacey, Tumwater, and Thurston County (The metropolitan service area approach to services, facilities, or funding) Regional Funding Strategies Privatize the Service Mitigate under SEPA</p>
CFP 4.10	Secure grants or private funds, when available, to finance capital facility projects.
CFP 4.11	Maintain the City of Olympia's A+ bond rating by limiting bond sales.
GOAL CFP5*	To ensure the Capital Facilities Plan is current and responsive to the community vision and goals.
<p>The role of monitoring and evaluation is vital to the effectiveness of any planning program, particularly for the Capital Facilities element. Revenues and expenditures are subject to economic fluctuations and are used to predict fiscal trends in order to maintain adopted level of service standards for public facilities. This Capital Facilities Plan will be annually reviewed and amended to verify that fiscal resources are available to provide public facilities needed to support adopted LOS standards.</p>	
POLICIES:	
CFP 5.1*	Monitor the progress of the Capital Facilities Plan on an ongoing basis, including completion of major maintenance projects, expansion of existing facilities, and addition of new facilities. Evaluate this progress with respect to trends in the rate and distribution of growth, impacts upon service quality, and Comprehensive Plan directives.
CFP 5.2*	Review, update, and amend the Capital Facilities Plan annually. Reflect in the amendments the rates of growth, development trends, changing priorities, and budget and financial considerations. Make provisions to reassess the Comprehensive Plan periodically in light of the evolving

	Capital Facilities Plan. Take appropriate action to ensure internal consistency of the elements of the plan.
CFP 5.3*	Coordinate with other capital facilities service providers to keep each other current, maximize cost savings, and schedule and upgrade facilities efficiently.
CFP 5.4*	<p>The year in which a project is carried out, or the exact amounts of expenditures by year for individual facilities may vary from that stated in the Comprehensive Plan due to:</p> <ul style="list-style-type: none"> a. Unanticipated revenues or revenues that become available to the city with conditions about when they may be used, or b. Change in the timing of a facility to serve new development that occurs in an earlier or later year than had been anticipated in the Capital Facilities Plan.

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