



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Agenda City Council

Tuesday, January 28, 2014

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMUNICATION

*(Estimated Time: 0-30 Minutes) (Sign Up Sheets are Provided in the Foyer)
During this portion of the meeting, citizens may address the Council regarding only items related to City business, including items on the Agenda, except 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. Individual testimony is limited to three minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the Council will refrain from commenting on individual testimony until all public comment has been taken. The City Council will allow for additional testimony 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 COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [14-0088](#) Approval of January 21, 2014 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [14-0089](#) Bills and Payroll Certification

Attachments: [Certificates](#)

4.C [14-0026](#) Approval of Interlocal Agreement with South Puget Sound Community College for Pedestrian Crossing Improvements

Attachments: [Interlocal Agreement](#)

4.D [14-0061](#) Approval of Interlocal Agreement with the LOTT Clean Water Alliance for Joint Wastewater Flow Reduction and Water Conservation Projects

Attachments: [Interlocal Agreement](#)

SECOND READINGS - None**FIRST READINGS - None****5. PUBLIC HEARING - None****6. OTHER BUSINESS****6.A [14-0078](#) Consideration of Briggs Village Master Plan Amendment - Hearing Examiner and Design Review Board Recommendations**

Attachments: [OMC 18.05; Ord. 6299 & Amendments Comparison Table](#)

[DRB Recommendation](#)

[Examiner Recommendation](#)

[Staff Report to Hearing Examiner](#)

[List of Participants in Record](#)

[Public Notice for Oral Comment](#)

[Select Site Plans](#)

[Vol. 1 Master Plan Development Amendment Recommendation](#)

[Vol 2 Master Plan Development Design Guideline Amendments Recommendations](#)

7. CONTINUED PUBLIC COMMUNICATION

(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 Secretary at 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Meeting Minutes - Draft City Council

Information: 360.753.8447

Tuesday, January 21, 2014

7:00 PM

Council Chambers

1. ROLL CALL

Present: 6 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer and Councilmember Cheryl Selby

Excused: 1 - Councilmember Jeannine Roe

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

Councilmember Langer moved, seconded by Councilmember Hankins, to approve the agenda. The motion carried by the following vote:

Aye: 7 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer, Councilmember Roe and Councilmember Selby

1.C CONSIDERATION OF RESOLUTION SUPPORTING OLYMPIA SCHOOL DISTRICT NO. 111 - PROPOSITION NO. 1 - TECHNOLOGY AND CAPITAL PROJECTS LEVY

****** THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO SPEAK AT THIS TIME FOR OR AGAINST THIS LEVY******

14-0071 Consideration of a Resolution Expressing City Council Support for the Olympia School District No. 111 - Proposition No. 1 - Technology and Capital Projects Levy

City Attorney Tom Morrill said after public testimony, the Council may deliberate.

The Mayor opened the public testimony portion of the meeting.

Ms. Jenna Shaputis, 2906 Fishtrap Loop, spoke against the levy. She said her reasons include: Health and safety of the children because it incorporates electro magnetic fields in the Wifi; Profits for private industries; Loss of privacy for the students; and curriculum's validity.

Mr. Daniel McCartan, 2525 Galloway St SE, works in special education and spoke in

support of the levy. He said it is a continuation levy, not a new levy to help children learn technology in our society.

Mr. Brad Hooper, 6715 Garrett Ct NE, spoke in support of the levy. He said this will help students from kindergarten through high school to learn new technologies and new devices.

Mr. Wesley Shockey, a former school district worker, said he supports this as it will help students, faculty and parents.

Councilmember Langer moved, seconded by Councilmember Hankins, to adopt the resolution expressing City Council support for the Olympia School District No. 111 Proposition 1 - Technology and Capital Projects Levy. The motion carried by the following vote:

Aye: 6 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Selby

Excused: 1 - Councilmember Roe

2. SPECIAL RECOGNITION

2.A 14-0075 Approval of Proclamation Declaring January as National Slavery and Human Trafficking Prevention Month

Councilmember Cooper read the proclamation.

Ms. Linda Malanchuk-Finnan, a member of Thurston County Coalition Against Trafficking, accepted the proclamation. She said this coalition focuses on prevention and works with area schools and churches. County Prosecutor John Tunheim thanked the Council for supporting this effort. He said his office will work to educate, train, learn how to prosecute these offenders, and try to get funding for prevention.

Councilmember Langer said he has worked with individuals who have been trafficked and is grateful that the focus is on prevention.

The recognition was received.

3. PUBLIC COMMUNICATION

Mr. Wesley Shockey, 1067 Cherry St. SE, Apt. 139, said the corner of Union and Cherry Street is a safety hazard for pedestrians trying to cross the street.

Mr. Hoang-Dat Tran, 3019 Sword Fern Dr. NW, spoke of a family tradition to celebrate the Lunar New Year which includes firecrackers. He asked the Council to allow a 5-minute window at 11:00 am on February 1 to use firecrackers.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

Mayor Buxbaum asked staff to meet with Mr. Shockey to get additional information about the pedestrian crossing at Union and Cherry.

Mayor Buxbaum asked staff to explore options for Mr. Tran.

4. CONSENT CALENDAR

Mayor Buxbaum noted that Item 4E - Adoption of a Resolution Setting a Public Hearing Date to Receive Testimony on an Alley Vacation Petition - was pulled at the request of staff, to be rescheduled.

- 4.A 14-0066** Approval of January 6, 2014 Minutes of the Special Meeting with the Thurston County Board of Health

The minutes were adopted.

- 4.B 14-0068** Approval of January 10, 2014 Minutes of the Special City Council Meeting with District 22 State Representatives

The minutes were adopted.

- 4.C 14-0067** Approval of January 10, 2014 Minutes of the City Council Special Meeting for Social Dinner after the Retreat

The minutes were adopted.

- 4.D 14-0077** Approval of January 14, 2014 City Council Meeting Minutes

The minutes were adopted.

- 4.F 13-1062** Acceptance of Land Donation from The Leo Estate, LLC

The contract was adopted.

SECOND READINGS - None

FIRST READINGS - None

PULLED FROM CONSENT CALENDAR

- 4.E 13-0998** Adoption of a Resolution Setting a Public Hearing Date to Receive Testimony on an Alley Vacation Petition

Item 4E was pulled at staff's request and will come back to Council at a future date.

Approval of the Consent Agenda

Councilmember Selby moved, seconded by Councilmember Hankins, to

adopt the Consent Calendar, minus item 4E The motion carried by the following vote:

Aye: 6 - Mayor Buxbaum, Mayor Pro Tem Jones, Councilmember Cooper, Councilmember Hankins, Councilmember Langer and Councilmember Selby

Excused: 1 - Councilmember Roe

5. PUBLIC HEARING - None

6. OTHER BUSINESS

6.A 14-0062 Direction on Next Steps for Consideration of the Olympia Comprehensive Plan Update

Community Planning and Development Deputy Director Leonard Bauer showed a short video detailing how public input was collected. A powerpoint presentation included the following:

- Role of the Comprehensive Plan
- Relationship to City Programs and Regulations
- Highlights of Comp Plan Update Scope
- Update Process
- A demonstration of the website for the Comp Plan
- Phase I and II - Community Feedback
- Phase III - Planning Commission Review
- Phase IV - Council Review
- Future Phases - Phase V - Implementation Strategy
- Phase VI - Continue work on required updates
- Key Challenges
- Policy Emphasis - Highlights
- Role of the Future Land Use Map and Map Changes

Mr. Bauer asked the Council to schedule work sessions for detailed discussions.

Comments and questions from the Councilmembers included the following:

- The Sustainable Thurston Plan was recently adopted. What is the correlation of this plan with the Comprehensive Plan? Staff has tracked this plan to see that it does correlate with the Comprehensive Plan.

- What changes are in this Comprehensive Plan in regard to involvement of neighborhood associations? Work done through a collaborative effort to identify priorities, assets, and challenges, providing information to the neighborhoods, information provided on demographics and economics, and sub area planning done by the neighborhood.

- It is important to make the Comprehensive Plan and the implementation plan come to fruition.

- Thanks to staff and community. How do we proceed from here? First work session will consist of intense scoping to separate out and categorize.

The discussion was completed.

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmember Cooper reported he attended the Oshogatsu celebration for the Japanese New Year on Saturday.

Councilmember Hankins said she attended the Visitor and Convention Bureau retreat today.

Mayor Buxbaum said the Oshogatsu celebration was truly wonderful and gets better each year. He also reported on progress we've been making with County partners over challenges related to IV drug use. Thurston County has reached out to Pierce County Commissioners and the City of Tacoma to hold a joint meeting. Mayor Buxbaum asked if any Councilmembers want to attend this joint meeting. Mayor Buxbaum said he will be participating. All Councilmembers present expressed a desire to be at the joint meeting, depending on the date and time.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall stated the Briggs Village Master Plan Amendment is scheduled for next week. He said the complete written record is in Council office should they wish to look at a paper copy.

9. ADJOURNMENT

Meeting adjourned at 8:39 p.m.

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD 12/8/2013 THROUGH 12/14/2013
 FOR A/P CHECK NUMBERS 341627 THROUGH 341883
 FOR ELECTRONIC PAYMENTS 11/1/2013 THROUGH 11/30/2013

INCLUSIVE IN THE AMOUNT TOTALING

DATED

December 18, 2013

ADMINISTRATIVE SERVICES DIRECTOR

Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

| | | |
|----------------|----------------------|---------------------------------|
| \$1,094,045.61 | 001 | GENERAL FUND |
| \$0.00 | 002 | SHOP FACILITIES |
| \$4,659.41 | 003 | REVOLVING ACCOUNT FUND |
| \$0.00 | 004 | URBAN ARTERIAL FUND |
| \$19,145.15 | 025 | WASHINGTON CENTER |
| \$0.00 | 026 | MUNICIPAL ARTS FUND |
| \$1,551.92 | 029 | EQUIP & FACIL REPLACE RES |
| \$0.00 | 107 | HUD |
| \$5,000.00 | 108 | HUD |
| \$0.00 | 127 | IMPACT FEES |
| \$0.00 | 130 | SEPA MITIGATION FUND |
| \$0.00 | 132 | LODGING TAX FUND |
| \$0.00 | 133 | ARTS AND CONFERENCE FUND |
| \$4,111.91 | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$0.00 | 135 | PARKING BUSINESS IMP AREA |
| \$179.52 | 136 | FARMERS MRKT REPAIR/REPLC |
| \$0.00 | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$0.00 | 138 | TRANS BENEFIT DISTRICT |
| \$0.00 | 208 | LID OBLIGATION CONTROL |
| \$0.00 | 216 | 4th/5th AVE PW TRST |
| \$0.00 | 223 | LTGO BOND FUND '06-PARKS |
| \$0.00 | 224 | UTGO BOND FUND 2009 FIRE |
| \$0.00 | 225 | CITY HALL DEBT FUND |
| \$0.00 | 226 | 2010 LTGO BOND-STREETPROJ |
| \$0.00 | 227 | LOCAL DEBT FUND |
| \$0.00 | 228 | 2010B LTGO BONDS-HOCM |
| \$117,432.21 | 317 | CIP |
| \$0.00 | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$0.00 | 323 | CIP CONSTR FUND - PARKS |
| \$0.00 | 324 | FIRE STATION 4 CONSTRUCT |
| \$0.00 | 325 | CITY HALL CONST |
| \$0.00 | 326 | TRANSPORTATION CONST |
| \$0.00 | 329 | GO BOND PROJECT FUND |
| \$0.00 | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$100,778.91 | 401 | WATER |
| \$44,270.08 | 402 | SEWER |
| \$63,301.63 | 403 | SOLID WASTE |
| \$36,165.66 | 404 | STORM AND SURFACE WATER |
| \$11,426.60 | 434 | STORM AND SURFACE WATER CIP |
| \$433,759.64 | 461 | WATER CIP FUND |
| \$275,557.92 | 462 | SEWER CIP FUND |
| \$13,825.35 | 501 | EQUIPMENT RENTAL |
| \$0.00 | 502 | C. R. EQUIPMENT RENTAL |
| \$0.00 | 503 | UNEMPLOYMENT COMPENSATION |
| \$0.00 | 504 | INS TRUST FUND |
| \$41,809.34 | 505 | WORKERS COMPENSATION |
| \$0.00 | 604 | FIREMEN'S PENSION FUND |
| \$0.00 | 605 | CUSTOMERS WATER RESERVE |
| \$0.00 | 621 | WASHINGTON CENTER ENDOW |
| \$0.00 | 631 | PUBLIC FACILITIES |
| \$26,850.78 | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$2,457.78 | 701 | PARKS-NEIGHBORHOOD |
| \$9,328.80 | 702 | PARKS-COMMUNITY |
| \$3,657.42 | 703 | PARKS-OPEN SPACE |
| \$0.00 | 707 | PARKS-SPECIAL USE |
| \$21,780.00 | 711 | TRANSPORTATION |
| \$25,899.24 | 720 | SCHOOLS |
| <hr/> | | |
| \$2,356,994.88 | GRAND TOTAL FOR WEEK | |

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

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FOR PERIOD 12/15/2013 THROUGH 12/21/2013
 FOR A/P CHECK NUMBERS 341884 THROUGH 342321
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR, Deputy

12-26-13

Dean Way

TOTAL APPROVED FOR PAYMENT

FUND

| | | |
|--------------|-----|---------------------------------|
| \$781,512.44 | 001 | GENERAL FUND |
| \$0.00 | 002 | SHOP FACILITIES |
| \$39,187.40 | 003 | REVOLVING ACCOUNT FUND |
| \$0.00 | 004 | URBAN ARTERIAL FUND |
| \$29.07 | 025 | WASHINGTON CENTER |
| \$0.00 | 026 | MUNICIPAL ARTS FUND |
| \$3,844.00 | 029 | EQUIP & FACIL REPLACE RES |
| \$0.00 | 107 | HUD |
| \$126,255.11 | 108 | HUD |
| \$0.00 | 127 | IMPACT FEES |
| \$0.00 | 130 | SEPA MITIGATION FUND |
| \$6,750.00 | 132 | LODGING TAX FUND |
| \$0.00 | 133 | ARTS AND CONFERENCE FUND |
| \$4,261.03 | 134 | PARKS AND REC SIDEWALK UT TAX |
| \$0.00 | 135 | PARKING BUSINESS IMP AREA |
| \$0.00 | 136 | FARMERS MRKT REPAIR/REPLC |
| \$0.00 | 137 | CHILDREN'S HANDS ON MUSEUM |
| \$0.00 | 138 | TRANS BENEFIT DISTRICT |
| \$0.00 | 208 | LID OBLIGATION CONTROL |
| \$0.00 | 216 | 4th/5th AVE PW TRST |
| \$0.00 | 223 | LTGO BOND FUND '06-PARKS |
| \$0.00 | 224 | UTGO BOND FUND 2009 FIRE |
| \$0.00 | 225 | CITY HALL DEBT FUND |
| \$0.00 | 226 | 2010 LTGO BOND-STREETPROJ |
| \$0.00 | 227 | LOCAL DEBT FUND |
| \$0.00 | 228 | 2010B LTGO BONDS-HOCM |
| \$73,977.04 | 317 | CIP |
| \$0.00 | 322 | 4/5th AVE CORRIDOR/BRIDGE |
| \$0.00 | 323 | CIP CONSTR FUND - PARKS |
| \$883.00 | 324 | FIRE STATION 4 CONSTRUCT |
| \$0.00 | 325 | CITY HALL CONST |
| \$0.00 | 326 | TRANSPORTATION CONST |
| \$0.00 | 329 | GO BOND PROJECT FUND |
| \$0.00 | 331 | FIRE EQUIPMENT REPLACEMENT FUND |
| \$68,421.76 | 401 | WATER |
| \$35,788.52 | 402 | SEWER |
| \$283,827.06 | 403 | SOLID WASTE |
| \$26,610.99 | 404 | STORM AND SURFACE WATER |
| \$323,403.83 | 434 | STORM AND SURFACE WATER CIP |
| \$17,545.59 | 461 | WATER CIP FUND |
| \$4,925.37 | 462 | SEWER CIP FUND |
| \$42,433.53 | 501 | EQUIPMENT RENTAL |
| \$0.00 | 502 | C. R. EQUIPMENT RENTAL |
| \$0.00 | 503 | UNEMPLOYMENT COMPENSATION |
| \$458.68 | 504 | INS TRUST FUND |
| \$250.00 | 505 | WORKERS COMPENSATION |
| \$2,942.83 | 604 | FIREMEN'S PENSION FUND |
| \$0.00 | 605 | CUSTOMERS WATER RESERVE |
| \$0.00 | 621 | WASHINGTON CENTER ENDOW |
| \$0.00 | 631 | PUBLIC FACILITIES |
| \$554.88 | 682 | LAW ENFORCEMENT RECORD MGNTSYS |
| \$2,762.50 | 701 | PARKS-NEIGHBORHOOD |
| \$4,675.00 | 702 | PARKS-COMMUNITY |
| \$5,185.00 | 703 | PARKS-OPEN SPACE |
| \$4,887.50 | 707 | PARKS-SPECIAL USE |
| \$0.00 | 711 | TRANSPORTATION |
| \$0.00 | 720 | SCHOOLS |

\$1,861,372.13 GRAND TOTAL FOR WEEK

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **11/30/2013** have been examined and are approved as recommended for payment.

Employees Gross Pay: **\$ 1,860,691.50**

Employer Share of Benefits: **\$ 599,372.95**

**Employer Share of LEOFF I
Police Post-Retirement Benefits:** **\$ 45,885.20**

**Employer Share of LEOFF I
Fire Post-Retirement Benefits:** **\$ 36,928.37**

TOTAL **\$ 2,542,878.02**

Paid by:

| | | | |
|------------------------------|--------------|--------------|----------------------------|
| Payroll Check Numbers | <u>86653</u> | <u>86654</u> | Manual Checks |
| And | <u>86552</u> | <u>86557</u> | Fire Pension Checks |
| And | <u>86578</u> | <u>86652</u> | Semi Payroll Checks |

and Direct Deposit transmission.

11/10/14
DATE

Janet Kikemo
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **12/15/2013** have been examined and are approved as recommended for payment.

Employees Gross Pay: **\$ 1,689,407.74**

Employer Share of Benefits: **\$ 559,902.02**

**Employer Share of LEOFF I
Police Post-Retirement Benefits:** **\$ 45,885.20**

**Employer Share of LEOFF I
Fire Post-Retirement Benefits:** **\$ 36,928.37**

TOTAL **\$ 2,332,123.33**

Paid by:

| | | | |
|------------------------------|--------------|--------------|----------------------------|
| Payroll Check Numbers | <u>86684</u> | <u>86684</u> | Manual Checks |
| And | <u>86678</u> | <u>86683</u> | Fire Pension Checks |
| And | <u>86655</u> | <u>86677</u> | Semi Payroll Checks |

and Direct Deposit transmission.

1/10/14
DATE


ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **12/31/2013** have been examined and are approved as recommended for payment.

Employees Gross Pay: **\$ 1,696,214.50**

Employer Share of Benefits: **\$ 590,882.93**

**Employer Share of LEOFF I
Police Post-Retirement Benefits:** **\$ 45,885.20**

**Employer Share of LEOFF I
Fire Post-Retirement Benefits:** **\$ 36,928.37**

TOTAL **\$ 2,369,911.00**

Paid by:

| | | | |
|------------------------------|------------------------------------|------------------------------------|----------------------------|
| Payroll Check Numbers | <input type="text"/> | <input type="text"/> | Manual Checks |
| And | <input type="text"/> | <input type="text"/> | Fire Pension Checks |
| And | <input type="text" value="86685"/> | <input type="text" value="86698"/> | Semi Payroll Checks |

and Direct Deposit transmission.

DATE

ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **1/15/2014** have been examined and are approved as recommended for payment.

Employees Gross Pay: **\$ 1,739,617.43**

Employer Share of Benefits: **\$ 607,616.41**

**Employer Share of LEOFF I
Police Post-Retirement Benefits:** **\$ 45,885.20**

**Employer Share of LEOFF I
Fire Post-Retirement Benefits:** **\$ 36,928.37**

TOTAL **\$ 2,430,047.41**

Paid by:

| | | | |
|------------------------------|-------------------|-------------------|----------------------------|
| Payroll Check Numbers | <u>86699</u> | <u>86700</u> | Manual Checks |
| And | <u> </u> | <u> </u> | Fire Pension Checks |
| And | <u>86701</u> | <u>86725</u> | Semi Payroll Checks |

and Direct Deposit transmission.

1/16/14
DATE

Jane Kukemo
ADMINISTRATIVE SERVICES DIRECTOR

City of Olympia

City Council

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

Approval of Interlocal Agreement with South Puget Sound Community College for Pedestrian Crossing Improvements

Agenda Date: 1/28/2014

Agenda Number: 4.C

File Number: 14-0026

File Type: contract

Version: 1

Status: Consent Calendar

..Title

Approval of Interlocal Agreement with South Puget Sound Community College for Pedestrian Crossing Improvements

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve and authorize the Mayor to sign the Interlocal Agreement with South Puget Sound Community College (SPSCC) for Pedestrian Crossing Improvements.

..Report

Issue:

Whether to enter into an Interlocal Agreement with SPSCC for Pedestrian Crossing Improvements.

Staff Contact:

Mark Russell, Director of Transportation, Public Works, 360.753.8762

Presenter(s):

None.

Background and Analysis:

The City identified the need to improve the pedestrian crossing at the main entrance of SPSCC. The entrance, located on Mottman Road, is heavily used by college students and staff. Over the years, the City has received requests for safety improvements at this crossing. Therefore, this location was added to the City's Pedestrian Crossing Program project list. Recently, college leadership requested the crosswalk safety upgrades be made more quickly. However, City funding is not yet available. In order to upgrade the crossing sooner, SPSCC and City staff propose to work together to make these improvements.

The project includes installing rapid flashing beacons, which will be activated by pedestrians. The City and SPSCC propose to enter into an Interlocal Agreement that outlines SPSCC's commitment to pay for the rapid flashing beacons and miscellaneous materials required for the project. City staff, in turn, will install the beacons and a new curb access ramp. The attached Interlocal Agreement outlines the

Agenda Date: 1/28/2014

Agenda Number: 4.C

File Number: 14-0026

proposed agreement in more detail and includes a drawing and list of materials.

Neighborhood/Community Interests (if known):

The crosswalk upgrades will provide safer and more pedestrian-friendly access for the students, faculty, and visitors to SPSCC.

Options:

1. Approve and authorize the Mayor to sign the Interlocal Agreement with SPSCC for Pedestrian Crossing Improvements. These improvements will provide more safety and visibility for pedestrians using the crosswalk to SPSCC.
2. Do not approve the Interlocal Agreement with SPSCC for Pedestrian Crossing Improvements. Rapid flashing beacons to improve pedestrian safety and visibility will not be installed at this location until additional City funding is available.

Financial Impact:

SPSCC will pay for the materials necessary to install the rapid flashing beacons in an amount not to exceed \$9,462. The cost of labor to install the beacons will come from Transportation's Signs and Markings operating budget.

INTERLOCAL AGREEMENT
FOR
PEDESTRIAN CROSSING IMPROVEMENTS

This Interlocal Agreement is entered into by and between the City of Olympia (“City”), and South Puget Sound Community College (“SPSCC”), herein referred to collectively as the “Parties.”

RECITALS

WHEREAS, pursuant to RCW 39.34.010, governmental entities, including community colleges, are authorized to make the most efficient use of their powers by cooperating with each other on a basis of mutual advantage for the provision of 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, the City of Olympia *Comprehensive Plan* calls for the development of “safe and convenient walking facilities such as sidewalks, crossing improvements and streetscape enhancements” and to “provide for the safety of vehicles, bicycles and pedestrians at intersections by ensuring adequate sight distance and by using traffic control devices...”; and

WHEREAS, SPSCC seeks to provide a safe and pedestrian-friendly campus for its students, faculty and visitors; and

WHEREAS, the Parties hereto wish to assist each other in improving pedestrian safety at the Mottman Road crosswalk immediately adjacent to the SPSCC entrance; and

WHEREAS, the City of Olympia has identified the need for pedestrian crossing improvements at Mottman Road and the SPSCC entrance crosswalk but has not yet identified funding;

NOW, THEREFORE, in consideration of the exchanges of the mutual promises contained herein, the Parties hereto agree as follows:

I. Scope of Agreement/Work

The Parties agree to work together to complete pedestrian crossing improvements at the crosswalk on Mottman Road, adjacent to the SPSCC entrance located at 2011 Mottman Road, SW. The improvements include the installation of rectangular rapid flashing beacons and an access ramp per the attached drawing (Exhibit 1).

II. Costs

SPSCC agrees to pay for all materials necessary to install the rectangular rapid flashing beacons at the Mottman Road crosswalk, in an amount not to exceed \$9,462.00. A list of the materials to be purchased is included in Exhibits 2 and 3. The City will purchase the materials listed in Exhibits 2 and 3 and invoice SPSCC to recover actual costs. The City will use its own crews to install the materials.

III. Method of Payment

The City will invoice SPSCC upon completion of the crosswalk improvements. SPSCC will remit payment to the City within 30 days of receipt of the invoice.

IV. Indemnification

Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.

V. No Separate Entity Created

This Agreement creates no separate legal entity.

VI. Duration of Agreement

This Agreement shall be effective on the date of the last signature affixed hereto and shall terminate upon completion of the tasks necessary to accomplish the purpose of the Agreement, unless sooner terminated by the Parties as provided herein.

VII. Default

If any of the Parties hereto fails to perform its responsibilities, and after such failure continues to be remiss in its obligations for a period of twenty (20) days upon having received written notice of same, such party shall be in default hereunder. Upon such default, the other Party hereto may exercise any remedies provided by law. If legal action is necessary to enforce the provisions of this Agreement, the prevailing Party shall receive such sums as the court may determine, including reasonable attorney's fees and such costs as are incurred in the maintaining such cause of action.

VIII. Termination of Agreement

This Agreement may be terminated upon mutual agreement of the Parties.

IX. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The Parties hereby agree that venue for enforcement of any provisions shall be the Superior Court of Thurston County.

X. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by the Parties and supersedes any and all prior agreements oral or otherwise with respect to the specific subject matter addressed herein.

XI. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the Parties' websites as provided by RCW 39.34.040.

XII. Notice

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit with the United States Postal Service.

CITY OF OLYMPIA:

Attn: Mark Russell, P.E.
Director of Transportation
PO Box 1967
Olympia WA 98507-1967

SOUTH PUGET SOUND COMMUNITY COLLEGE:


Attn: Penny Koal, AIA, LEED ap
Dean of Facilities and Operations
2011 Mottman Road SW
Olympia WA 98512-6292

This Agreement is hereby entered into between the Parties and shall take effect on the date of the last authorizing signature affixed hereto.

CITY OF OLYMPIA

**SOUTH PUGET SOUND
COMMUNITY COLLEGE**

Stephen H. Buxbaum, Mayor




Nancy McKinney, VP for Planning,
Effectiveness and Operations

Date: _____

Date: 11/12/13

Approved as to Form:

Approved as to Form:

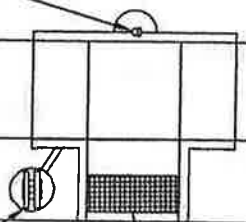


Assistant City Attorney

SPSCC Attorney

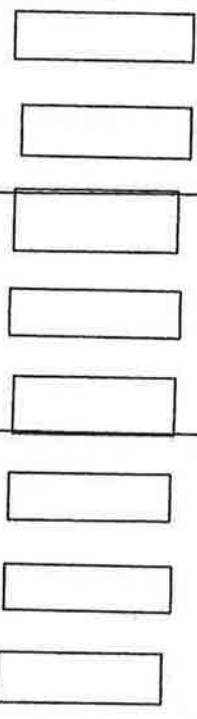
EXHIBIT 1

INSTALL RRFB PUSHBUTTON ON NEW POST AT BACK OF NEW CURB LANDING, WITH MAXIMUM REACH FROM LANDING OF 10 INCHES

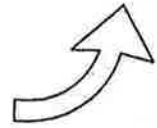


CURB ACCESS RAMP RECENTLY INSTALLED BY CITY

INSTALL RRFB BEACONS AND SIGNS ON NEW POLE IN PLANTER STRIP AT LOCATION OF EXISTING CROSSWALK WARNING SIGNS AND VISIBLE TO EASTBOUND DRIVERS FROM MINIMUM OF 250 FEET



MOTTMAN ROAD



REMOVE EXISTING CROSSWALK WARNING SIGNS AND POST

SPSCC DRIVEWAY

INSTALL RRFB BEACONS, PUSHBUTTON, AND SIGNS ON NEW POLE IN PLANTER STRIP, VISIBLE TO WESTBOUND DRIVERS FROM MINIMUM OF 250 FEET, AND MAXIMUM REACH FROM SIDEWALK OF 10 INCHES



1" = 10'





TRAFFIC SAFETY SUPPLY CO., INC

2324 SE UMATILLA ST.
 PORTLAND OR 97202-7495
 503 235-8531
 800-547-8518
 FAX# 503-235-5112

email: sales@tssco.com

CONTACT NAME RICK KNOTSMAN 1388

Billed To: CITY OF OLYMPIA
 PO BOX 1967
 OLYMPIA WA 98507

Ship To: CITY OF OLYMPIA
 OLYMPIA WA 98507

QUOTATION

QUOTE#: 975328

DATE: 09/27/2013

TERMS: NET 30 DAYS

FREIGHT: FOB: OLYMPIA

QUOTE ENDS: 30 DAYS

PHONE # N/A

FAX #360 753-8330

| <u>PART #</u> | <u>QTY</u> | <u>SIZE</u> | <u>ITEM</u> | <u>BID</u> | <u>U/M</u> |
|---------------|------------|-------------|---|------------|------------|
| 14847000 | 1.000 | SET | RRFB-XL SOLAR CROSSWALK SYSTEM INCLUDES: | \$6,599.00 | EA |
| | 4.000 | EACH | RRFB-XL SINGLE SIDED LIGHT BARS WITH SIDE PEDESTRIAN INDICATOR | | |
| 14847510 | 2.000 | EACH | SOLAR SYSTEMS WITH SOLAR PANEL, 45 AHR BATTERY, CONTROLLER, AND WIRELESS RADIO | | EA |
| 14847520 | 2.000 | EACH | BULLDOG PUSH BUTTON WITH SIGN | | EA |
| 18502300 | 4.000 | 30x30 | 30" W11-2 PEDESTRIAN ADVANCE, B/FYG DG3/.080 AL | \$56.25 | EA |
| 18203502 | 4.000 | 30x18 | W16-7P CROSSING ARROW, B/FYG DG3/.080 AL | \$33.75 | EA |
| 16500825 | 8.000 | SET | 4.5" PIPE SIGN POST BRACKETS DOUBLE SIDED | \$20.15 | EA |
| | 2.000 | EA | 14' 4.5" OD ALUM POST PACKAGE (INCLUDES THE FOLLOWING) | \$485.00 | EA |
| 12605025 | 1.000 | 14 FT | PIPE POST, 4.5" O.D. ALUM, SCH 40, THREADED | | |
| 12603100 | 1.000 | EACH | PEDESTAL BASE, #203-00014 | | |
| 12604100 | 4.000 | EACH | J BOLTS (GALV. ANCHOR BOLTS) 3/4 X 18 X 4 X 6 | | |

All material used in this contract is guaranteed to be as specified, and the entire job is to be done in a neat and workmanlike manner. Any deviation or alteration from the specification herein agreed upon involving extra cost of labor and/or materials will be accepted only upon a written order or instructions, and will become an extra charge over costs as mentioned in this contract.

TRAFFIC SAFETY SUPPLY CO., INC.

TAMMY

Service Quote

Continued...

Invoice#: 975328

Date: 09/27/2013

| <u>PART #</u> | <u>QTY</u> | <u>SIZE</u> | <u>ITEM</u> | <u>BID</u> | <u>U/M</u> |
|---------------|------------|-------------|---|------------|------------|
| 12604200 | 8.000 | EACH | GALVANIZED HEX NUT, 3/4" | | |
| 12604300 | 8.000 | EACH | GALVANIZED PLATE WASHER, 3/4" X 3"OD X 1/4" | | |
| 12603150 | 1.000 | EACH | TEMPLATE FOR J-BOLT, ALUMINUM | | |

SUBTOTAL: \$8,090.20

TAX \$711.93

1:000 DES MANAGEMENT FEE (.74%): \$59.87

TOTAL DELIVERED PRICE TO OLYMPIA: \$8,862.00

*PRICING REFLECTS DISCOUNT ALLOWED ON

WA STATE CONTRACT #02612 FOR INTELLIGENT

TRANSPORTATION SYSTEM EQUIPMENT 2

**SPSCC Entrance Pedestrian Crossing Improvements
City-Supplied Miscellaneous Parts**

| <i>DESCRIPTION</i> | <i>QUANTITY</i> | <i>COST</i> |
|--------------------------------|-----------------|---------------------|
| Concrete | 1.1 yards | \$100 |
| 30" Sonotube (foundation form) | 6 feet | \$300 |
| 12" Sonotube (foundation form) | 2 feet | \$50 |
| Pedestrian Pole | 1 each | \$150 |
| <i>TOTAL</i> | | <i>\$600</i> |

City of Olympia

City Council

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

Approval of Interlocal Agreement with the LOTT Clean Water Alliance for Joint Wastewater Flow Reduction and Water Conservation Projects

Agenda Date: 1/28/2014

Agenda Number: 4.D

File Number: 14-0061

File Type: contract

Version: 1

Status: Consent Calendar

..Title

Approval of Interlocal Agreement with the LOTT Clean Water Alliance for Joint Wastewater Flow Reduction and Water Conservation Projects

..Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve and authorize the Mayor to sign the 2014-2018 Interlocal Agreement with the LOTT Clean Water Alliance and the Cities of Lacey and Tumwater, and Thurston County for joint Wastewater Flow Reduction and Water Conservation Projects.

..Report

Issue:

Whether to approve a new Interlocal Agreement that will allow the City to implement the 2014-2018 Water Conservation Coordination Plan for wastewater flow reduction and water conservation projects.

Staff Contact:

Erin Conine, Public Works Water Resources, 360.507.3793

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The City of Olympia and the LOTT Clean Water Alliance Partners have been working on wastewater reduction and water conservation projects since 1996. In 2012, the partners reached a significant milestone saving 1,000,000 (one million) gallons of water per day through program efforts. The 2014-2018 Water Conservation Coordination Plan will allow for further reduction in wastewater flows and water consumption. The Plan assists our residential and commercial customers reduce their indoor water consumption through high-efficiency toilet and washing machine rebates, free water saving kits, free high-efficiency toilets for multi-family customers, and Water Smart Technology rebates for projects that reduce water use such as ice machines, food steamers, and rinsing and cleaning processes.

Agenda Date: 1/28/2014

Agenda Number: 4.D

File Number: 14-0061

Neighborhood/Community Interests (if known):

No known concerns.

Options:

1. Approve the Interlocal Agreement for Wastewater Flow Reduction and Water Conservation Projects for the period of 2014-2018.
2. Do not approve the Interlocal Agreement for Wastewater Flow Reduction and Water Conservation Projects for the period of 2014-2018.

Financial Impact:

The rebates and flow/use reduction incentive items are funded by LOTT.

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN THE LOTT CLEAN WATER ALLIANCE
AND THE CITIES OF LACEY, OLYMPIA AND TUMWATER AND
THURSTON COUNTY REGARDING JOINT WASTEWATER FLOW REDUCTION
AND WATER CONSERVATION PROJECTS**

**WATER CONSERVATION COORDINATION PROGRAM
2014 THROUGH 2018**

This AGREEMENT is made and entered into by and between the LOTT Clean Water Alliance (LOTT) and the Cities of Lacey, Olympia and Tumwater (the Cities) and Thurston County (County). LOTT, the Cities and the County are also jointly referred to as "the Parties". This AGREEMENT sets out the mission, objectives, and general program elements of the Water Conservation Coordination Program beginning on January 1, 2014 and concluding on December 31, 2018.

WHEREAS, the Parties have previously coordinated a successful program and, as of August 1, 2012, achieved the original flow reduction/water conservation goal of 1,000,000 gallons per day; and

WHEREAS, the Parties share an interest in continuing the program to further flow reduction and water conservation; and

WHEREAS, the Water Conservation Coordinating Committee (WC3), consisting of technical staff from LOTT and each of the Cities, has been and will continue to be responsible for developing, managing, and implementing the program; and

WHEREAS, the LOTT Technical Sub-committee (TSC), consisting of Public Works Directors from the three Cities, the Director of Thurston County Environmental Health Division, the LOTT Executive Director, the LOTT Operations and Facilities Director and the LOTT Engineering Director, will provide oversight for the program and make recommendations to the LOTT Board of Directors; and

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

WHEREAS, RCW 39.34.080 authorizes a public agency to contract with another public agency to perform any governmental service which each public agency is authorized to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

WHEREAS, it is necessary for the Parties to enter into an agreement to set forth the terms, conditions, and requirements for the implementation of the Water Conservation Coordination Program;

NOW, THEREFORE, in consideration for the terms and conditions contained herein, the Parties agree as follows:

1. MISSION:

The mission of the AGREEMENT is to reduce wastewater flows, thereby delaying the need to develop additional wastewater treatment capacity, through implementation of the Water Conservation Coordination Plan (Plan). The Plan establishes a wastewater flow reduction goal of at least 175,000 gallons per day by 2018. This goal is in addition to flow reduction savings accomplished between 1997-2012.

2. OBJECTIVES:

The objectives for the Plan include:

- Continue interlocal coordination efforts to achieve cost-effective wastewater flow reduction and water conservation savings from LOTT wastewater customers;
- Provide wastewater flow reduction opportunities for single-family customers, multi-family customers, and industrial/commercial/institutional customers;
- Continue existing conservation projects, such as distribution of indoor water saving kits, rebates for water-efficient washing machines, incentives for water-saving retrofits by industrial/commercial/institutional customers, and incentives for high-efficiency toilets, so long as each project is cost-effective;
- Utilize the cost of an additional gallon of treatment capacity as the threshold for determining cost-effectiveness of potential program elements;
- Research potential program elements as identified in the Plan and adjust program offerings as needed to include additional cost-effective measures;
- Respond to advances in water-saving technology and regulatory requirements, such as the State Department of Health Water Use Efficiency Rule, and adjust program elements as needed;
- Gather quantitative data regarding savings related to program elements to measure program success and guide future efforts;
- Simplify and streamline program offerings to improve ease of participation for customers, make program implementation more efficient, and optimize staffing resources; and
- Maintain flexibility in program implementation, evaluating the effectiveness of program elements and adjusting incentives and program elements as necessary to reach the wastewater reduction goal.

3. PROGRAM ELEMENTS:

The Water Conservation Coordination Plan guides the implementation of the program. The Plan has been updated for the planning period of 2013 through 2018, and is hereby incorporated by reference. Activities to be implemented as part of the program fall under the general program elements listed below:

- WashWise Rebates
- Water-Saving Kits
- High-Efficiency Toilet Incentives
- WaterSmart Technology Rebates
- Better-than-Code Rebates
- Promotional/Educational Efforts

4. ANNUAL WORK PLAN AND BUDGET:

The Parties recognize that all elements of the approved Plan cannot be implemented simultaneously due to budget and staffing issues, and they recognize that new water saving technologies and approaches not included in the approved Plan may be identified during the term of this AGREEMENT. Accordingly, an annual Work Plan and Budget shall be developed for each year of the term of this AGREEMENT pursuant to the process set forth below.

4.1 Process

1. By July of each calendar year, the WC3 will prepare a draft work plan and proposed budget detailing planned activities for the program elements listed above.
2. The draft work plan and budget will be routed to the TSC for consideration. The TSC will review and revise the draft work plan and budget to ensure that it is consistent with overall program objectives and staffing resources.
3. The final draft work plan, approved by the TSC, will be forwarded to the LOTT Board of Directors for consideration as an element of the annual LOTT budget process for the upcoming year. LOTT staff and ultimately, the LOTT Board of Directors, may request revision of the work plan and associated budget as necessary, prior to final approval. No joint budget is created by this Agreement; each party maintains control and discretion over its own budget. Further, this Agreement creates no Joint Board and no separate legal entity.

5. RESPONSIBILITIES:

5.1 LOTT

Staff members of the LOTT Clean Water Alliance will be responsible for the following duties in a given year, provided that the LOTT budget allocation allows:

- 1) Facilitate interlocal coordination and implementation of the annual Work Plan through regular meetings of the WC3;
- 2) Plan for and manage data associated with the Water Conservation Coordination Plan;
- 3) Provide interim and annual data summaries to WC3 for program planning;
- 4) Coordinate with the three cities to complete public information and education and marketing program elements;

- 5) Administer contracts and grants associated with program implementation;
- 6) Provide funding for program implementation under the approved annual work plans and associated budgets;
- 7) Manage the program budget; and
- 8) Provide technical support for program development, implementation, and evaluation.

5.2 The Cities

The Cities agree to make a good faith effort to participate at the staffing levels necessary to implement the annual work plan and the overall program, as permitted by the adoption and approval of each City's annual budget.

The Cities will, to the extent that is feasible given each agency's staffing and budgetary resources:

- 1) Participate in interlocal coordination meetings of the WC3;
- 2) Participate in development of the annual work plan and budget;
- 3) Support program implementation, through activities such as promotion of program offerings, direct customer outreach and technical support, distribution of incentive materials and water saving equipment, and collection of program related data;
- 4) Provide water use data as needed for program evaluation and planning;
- 5) Provide feedback and evaluation where needed to adjust program elements and meet overall wastewater reduction goals.

5.3 The County

This AGREEMENT acknowledges that the County currently does not have water utility customers that receive LOTT sewer service, and therefore, is not currently an active participant in development and implementation of the Program. In the event that the County develops a water utility customer base with LOTT sewer service, the County may become active in the program. At such time, County roles and responsibilities will be the same as those listed above for the Cities.

6. DURATION:

The terms and performance of this AGREEMENT shall commence after the approval by the governing bodies of all of the Parties and following the fulfillment of the requirements set forth in RCW 39.34.040. This AGREEMENT will terminate on December 31, 2018.

7. TERMINATION:

This AGREEMENT may also be terminated in whole or in part by mutual AGREEMENT of the Parties. Any termination by mutual AGREEMENT shall be in writing and shall set forth the conditions of termination including the effective date.

In the event that funding, staff or resources for performance under this AGREEMENT are withdrawn, reduced or limited in any material way after the effective date of this AGREEMENT, LOTT may terminate this AGREEMENT. Termination under this paragraph shall be effective upon the date specified in the LOTT's written notice of termination.

8. RECORDING:

LOTT will be responsible for recording this AGREEMENT with the Thurston County Auditor or may request that all Parties post this Agreement on their websites as allowed under RCW 39.34.040.

Executed this _____ day of _____, 2014.

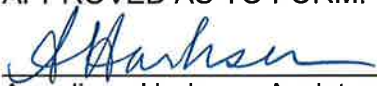
***** Signatures on the Following Page *****

CITY OF OLYMPIA

By: _____
Stephen H. Buxbaum, Mayor

ATTEST:

Debbie Krumpols, City Clerk

APPROVED AS TO FORM:


Annaliese Harksen, Assistant City Attorney

CITY OF LACEY

By: _____
Scott Spence, City Manager

ATTEST:

Carol Litten, City Clerk

APPROVED AS TO FORM:

_____, City Attorney

THURSTON COUNTY

BY: _____

ATTEST:

Clerk of the Board

CITY OF TUMWATER

By: _____
Peter Kmet, Mayor

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

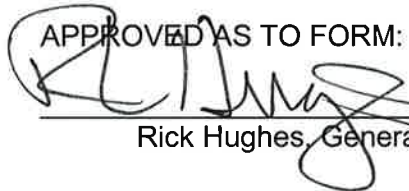
Karen Kirkpatrick, City Attorney

LOTT ALLIANCE

By: 
Cynthia Pratt, Board President

ATTEST:

Farah Derosier, Corporate Secretary

APPROVED AS TO FORM:


Rick Hughes, General Counsel

City of Olympia

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

City Council

Consideration of Briggs Village Master Plan Amendment - Hearing Examiner and Design Review Board Recommendations

Agenda Date: 1/28/2014

Agenda Number: 6.A

File Number: 14-0078

File Type: decision

Version: 1

Status: Other Business

..Title

Consideration of Briggs Village Master Plan Amendment - Hearing Examiner and Design Review Board Recommendations

..Recommended Action

City Manager's Recommendation:

Consider the recommendations of the Hearing Examiner and the Design Review Board.

Allow limited oral comment as part of the review, and provide staff direction on preparing an ordinance for future action.

..Report

Issue:

Whether the City should amend the Briggs Village Master Plan as requested by the applicant and recommended by the Design Review Board and Hearing Examiner.

Staff Contact:

Steve Friddle, Principal Planner, Community Planning & Development, 360.753.8591

Tom Morrill, City Attorney, Legal Department, 360.753.8223

Presenter(s):

Steven Friddle, Principal Planner

Bob Bengford, Makers Architect, Consultant

Tom Morrill, City Attorney

Parties that participated in the Design Review Board or Hearing Examiner process.

Background and Analysis:

The Hearing Examiner and Design Review Board have recommended approval of the applicant's proposed amendments for Briggs Urban Village Master Plan.

Attachment #1 is a table comparing:

- code requirements (OMC 18.05);
- existing master plan requirements (Ordinance 6229);
- the recommended amendments and net change.

In summary, the residential unit count remains the same at 810 units with changes proposed to the mix and location of these units (reducing the amount of residential over commercial). The biggest change is a reduction in the amount of commercial

Agenda Date: 1/28/2014

Agenda Number: 6.A

File Number: 14-0078

and office square footage of 129,000 Sq. Ft. (a 58% reduction from the approved 224,100 Sq. Ft. down to 94,985 Sq. Ft.). This reduction relates to a second amendment that would allow commercial buildings fronting on the village green to be single story building no less than 24 feet in height. The OMC provides that buildings fronting on the village green shall be at least two stories in height. A minimum height of 24 feet is the typical height for a two story commercial building.

These modifications were recommended for approval by both the Hearing Examiner and Design Review Board who found that they meet the design intent of the requirement.

Design Review: Because the applicant also proposed amendments to the Design Guidelines, it was determined that the Design Review Board's expertise is warranted in order that the Examiner and Council properly consider the entirety of the proposed amendments being requested. Therefore, following the same review process as outlined in the original approval (OMC 18.57.080 (A-G)), the Design Review Board reviewed the amendments to the Design Guidelines.

The Design Review Board conducted public meetings on July 25, 2013 with a presentation by applicant and initial Board feedback; August 8, 2013 with staff/consultant analysis and Board direction provided on all aspects; and, August 29, 2013 presentation of revised proposed amendments with final Board direction and recommendation to City Council of approval.

The City retained Bob Bengford, AICP from Makers Architecture and Urban Design LLP to review the applicant's proposed changes to the design guidelines and to make recommendations to improve them. Mr. Bengford is regarded as an expert in the area of design guidelines and development regulations. Mr. Bengford's comments have been incorporated into the recommended Briggs Village Design Guidelines. Significant changes in the design guidelines in addition to allowing single story buildings that are two stories in height (requiring a minimum of 24-foot exterior façade and 30 feet tall at the corners) include: 1) Providing for overall uniformity in concept and encourage diversity of building forms, materials and details. 2) Significantly revising the existing guidelines that lacked sufficient detail to ensure clarity for high quality development. The recommended amendments to the Design Guidelines provide significantly more specificity and detail to roof form, articulation, public entries, fenestration, weather protection, building materials and design, landscape, signage and utility services. Attached is the Board recommendation and amended Briggs Village Design Guidelines.

Hearing Examiner: Pursuant to OMC 18.57, the Hearing Examiner may not recommend approval of a Master Plan Amendment unless the Examiner determines that the plan complies with the requirements of OMC Chapter [18.05](http://www.codepublishing.com/wa/olympia/html/Olympia18/Olympia1805.html) [<http://www.codepublishing.com/wa/olympia/html/Olympia18/Olympia1805.html>](http://www.codepublishing.com/wa/olympia/html/Olympia18/Olympia1805.html),

Agenda Date: 1/28/2014
Agenda Number: 6.A
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Villages and Centers.

The Examiner received the attached staff report (Attachment #4), presentation by the applicant (portion of the site plans are attached) and conducted an open record public hearing, accepting written and oral testimony on Monday, December 16, 2013. The Examiner left the record open to Friday, December 20, 2013 for additional written testimony. On January 2, 2014 the Examiner's Decision to recommend approval was issued. In addition to the attachments to this report to Council, the entire Examiner's record is available in the Council Office for review.

Process - January 18, 2014 Council Meeting:

Limited Oral Comment: Tonight, Council will consider oral comment (testimony) only from individuals who previously presented information to the Design Review Board or Hearing Examiner. The comments must be limited to testimony and analysis of information and facts included in the record as established by the Design Review Board and Hearing Examiner. The Hearing Examiner's Recommendation and a list of persons participating in the Design Review Board and Hearing Examiner public record is attached.

Format:

1. Brief factual presentation about the application - presented by staff.
2. (10-15 minutes) Applicant initial presentation and oral comment.
3. (3-5 minutes each) Oral comment by presenters to the Design Review Board and Hearing Examiner.
4. (5-10 minutes) Applicant response.

Council may ask questions to any individual providing comment either during or after their testimony, thus actual testimony time may go beyond the time initially allotted that individual.

Following presentation and questions, Council may deliberate and provide direction to staff. Council may choose to deliberate at another publicly noticed meeting.

Neighborhood/Community Interests (if known):

There is support and opposition to the proposed amendments. Written comments are in the record and the oral comments presented at the Examiner's open record public hearing are summarized in the attached Examiner's Decision. Supporters generally want the commercial components developed and accept the applicant's proposal to reduce the commercial retail/office for this to occur. Opponents also want to see the commercial components developed by holding to the original development standards approved in December 2003.

Agenda Date: 1/28/2014

Agenda Number: 6.A

File Number: 14-0078

Options:

The role of the City Council is established in OMC 18.57.080(D), as follows:

1. The Board's and the Examiner's recommendations, together, with any conditions, shall be considered by the Council at a regular public meeting within 30 calendar days after the Examiner's recommendation becomes final, unless the applicant agrees to a later meeting date.
2. Such consideration must be based upon the record established by the Design Review Board and the Examiner.
3. If the Council finds that the Board's or Examiner's recommendation is in conflict with the City's adopted plans, policies and ordinances; or insufficient evidence was presented as to the impact on surrounding area the Council may:
 - a. Deny the MPD application;
 - b. Remand the matter back to the Design Review Board or Hearing Examiner for another hearing;
 - c. Continue to a future date to allow for additional staff analysis desired by the Council;
 - d. Modify the Design Review Board's and Examiner's recommendation based on the applicable criteria and adopt their own findings and conclusions, and deny or approve the Master Plan; or
 - e. Schedule its own open-record public hearing.
4. If the Council determines there are no conflicts and sufficient evidence was presented as to the impact on the surrounding area, it shall adopt the Board's and Examiner's recommendation as their own and approve the Master Plan by ordinance.

Briggs Urban Village - Compare OMC 18.05; Ordinance 6299& Recommended Amendment – Attachment # 1

| | Requirement OMC 18.05 | Existing Approved Ord. 6299 | | Amendment Recommend | | Net Change Ord. 6299 / |
|--|--|--|----------------|---|--------------|--|
| I. Total Residential – Units - All types | 90% of all Res. Within ¼ mile of village. | 810 | | 810 | | 810 No Change |
| Required Single & Multifamily | 18.05.050(E)(1)(a) Table 5.03A | 496 | | 401 | | Reduce 95 units |
| A. Required Single-family (50% to 75%) | 18.05.050(e)(1)(a) Table 5.03A | 250 | 50.4% | 233 | 58.1% | -17 |
| 1. Detached | Min. 5% | 142 | 28.6% | 135 | 33.6% | - 7 |
| 2. Townhome | | 82 | 16.5% | 88 | 21.9% | +6 |
| 3. Single-family over Commercial | | 26 | 5.2% | 10 | N/A | -16 |
| B. Required Multifamily (25% to 50%) | 18.05.050(E)(1)(b) Table 5.03A | 246 | 49.6%** | 168 | 41.9% | -78 |
| 4. Duplex | Min 5% | 42 | 8.4% | 24 | 5.6% | -18 |
| 5. Apartments | | 204 | 41.2% | 144 | 35.9% | -60 |
| C. Other: | OMC 18.05.050(E)(1)(c) | 314 | | 409 | | + 95 |
| 5. Apartments next to town square | | 114 | | 137 | | + 23 Relocated (new apt. bldg.) |
| 6. Senior Living | | 200 | | 200 | | -0- |
| 7. Condominium | | 0 | | 72 | | + 72 New housing type |
| | | | | | | |
| II. Commercial | OMC 18.05 | Approved Mixed Use District Plan January 2001 (Attach # 13) | | Proposed Amendment (Attach # 1 (page 4)) | | Change Ord. 6299 / Revised Amend |
| Community Uses | (Not to be included in commercial counts) | | | | | |
| - YMCA (Existing) | 18.50.050(A)(4) | (51,300 sq. ft.) | | (55,200-SF) | | +3,900 Sq. Ft. |
| - Child Care (required) | 18.50.050(F)(4) (@607/R) | | | | | |
| - Community Clubhouse | Meeting Area | | | | | |
| 1. Grocer (Under 35,000 sq. ft. the Comm. Cap is 175,000) | Table 5.02 and OMC 18.50.060(C) | 50,000 sq. ft. | | 30,285 sq. ft. | | -19,715 (Permit Approved) |
| 2. Retail | 75 sq. ft./ Residential Unit (75*810 =60,750 SF) | 60,250 sq. ft. | | New Range* Min 33,700 Max 60,750 | | Range revised + 510 sq. ft. - 26,540 sq. ft. |
| 3. Office | 200 Sq Ft/Residential Unit (200SF *810= 162,000 SF) | 113,850 | | New Range* Min 5,000 to Max 31,000 | | Range reduced - 82,850 sq. ft. -108,850 sq. ft. |
| Total Commercial | OMC 18.05.050 Table 5.02 225K w/ 50K grocer 175K w/35K or less grocer | 224,100 sq. ft. | | *94,985 sq. ft. | | -129,115 sq. ft. |
| *Proposed Amendment – Target of 30,285 (Grocer) +33,700 (Retail) + 31,000 (Office) = 94985 sq. ft. with Total office & retail combined not to exceed 64,700 | | | | | | |

| III. Commercial Dev. Standards | | | | |
|---------------------------------------|---|---------------------------------------|---|--|
| | Requirement OMC 18.05 | Existing Approved Ord. 6299 | Amendment Recommend | Net Change Ord. 6299 / |
| Stories Mixed Use | 2- 3 Story | 2 & 3-Story | 1-Story with 24-foot exterior facade | Elimination of 2nd and 3rd floor occupied |
| Height Mixed Use/Commercial | Mixed Use Structures 45-foot | 45-foot | 45-foot Residential & 24-foot Commercial | Commercial Height reduced by 21 feet |
| Parking - ratios retained | Ratios Pursuant to OMC 18.38 Parking | 923 (includes 272 below grade) | No change in parking ratios 621 | -302 (272 below grade stalls and 30 on-street. (Shopping Center std.) |



Community Planning & Development
 601 4th Avenue E – PO Box 1967
 Olympia WA 98507-1967
 Phone: 360.753.8314
 Fax: 360.753.8087
 cpdinfo@ci.olympia.wa.us
 www.olympiawa.gov

Design Review Board RECOMMENDATION MASTER PLAN DESIGN GUIDELINES

Date: August 30, 2013

To:

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | OLYMPIA CITY COUNCIL |
| <input type="checkbox"/> | OLYMPIA HEARING EXAMINER |

Meeting Date: August 29, 2013

Time: 6:30 PM

FROM: Steven Friddle, Principal Planner

PROJECT NAME: Briggs Village Master Plan Design Guideline Amendments PROJECT No.: 13-0039

PROJECT ADDRESS: 4400 Block of Henderson Boulevard SE – A complete legal description is on file with the City.

PROJECT DESCRIPTION: Amend existing

APPLICANT: Briggs LLC, Joe Mastronardi, 27200 Agoura Rd., Suite 210, Calabasas, CA 91301

AUTHORIZED REPRESENTATIVE: Ron Thomas, AIA, President of Thomas Architecture Studio Inc. and Jean Carr, Shea Carr & Jewell

ATTENDEES: P = Present; A = Absent; X = Excused

STAFF:

| | | | | | |
|---|-------------------------------------|---|---|---|---|
| p | THOMAS CARVER, Chair (Architect) | p | JANE LACLERGUE, Vice Chair (Business & Development) | P | CATHERINE MCCOY (Associate Planner) July 25 & Aug 8, 2013 |
| p | ROBERT FINLAY (Architect) | p | JAMI HEINRICHER (Citizen at Large) | | CARI HORNBEIN (Senior Planner) |
| p | DUANE EDWARDS (Landscape Architect) | p | DAVID GOULARTE (Citizen at Large) | p | STEVE FRIDDLE (Principal Planner) |
| p | DARRELL HOPPE (Planning Commission) | p | JOSEPH LAVALLE (Citizen at Large) | P | Bob Bengford with Makers Architecture (CP&D Consultant) |
| | | | | | |

Report to City Council: The Design Review Board conducted public meetings on July 25, 2013 (presentation by applicant with initial Board), August 8, 2013 (staff/consultant analysis & response and Board direction provided on all aspects) and August 29, 2013 (Presentation of revised proposed amendments with Board final direction and recommendation). Audio recordings of each meeting are on file with the Community Planning and Development. Written Public Notice was posted on site and provided to property owners within 300 feet, Recognized Neighborhood Associations and parties of record pursuant to OMC 18.78. The proposed amendments were substantially revised and can generally be summarized in the following areas:

- A. Building Height** is changed from the current 2/3-story mixed use buildings to one story commercial. To retain a sense of place, the relationship between the size of the town square and the height of buildings becomes a challenge. The design guidelines have been revised to require single story buildings to be at least two stories in height by requiring a minimum of 24-foot exterior façade (and 30 feet tall at the corners) consistent with OMC 18.05.080(M)(1) with a minimum 16-foot interior ceiling.

The approach is to recognize that initially one-story buildings will likely be proposed and retain provisions to allow the opportunity for multi-story buildings sometime in the future (providing adequate parking can be provided pursuant to code). As currently configured and proposed, the amount of commercial, office and associated parking is significantly reduced. This is the preferred alternative to fewer buildings or no commercial buildings.

- B. Uniformity or Variety.** Consistent with master plans from the 1990's and 2000, the approved vision for Briggs Master Plan commercial areas generally calls for a high degree of uniformity in commercial building details. As revised and recommended by the Board, the proposal is to provide for uniformity in concept and encourages diversity of building forms, materials and details as discussed below. In addition, the existing commercial guidelines lacked

sufficient detail to ensure clarity for high quality development. The recommended amendments to the Design Guidelines provide significantly more specificity and detail in the following areas:

- i. **Roof form** is currently uniformly flat. With tall single story buildings (at least 24-foot with 30-foot corners) the proposal is to allow variation in roof forms.
 - ii. **Articulation**- More detail and examples are added. Buildings will have similar articulation, within the town center, and within the Village. The building façade features of forms, edges, corners, and surface elements are better unified by their interconnectedness.
 - iii. **Primary Public Entry** requirements are added to clarify a hierarchy within the development that front the building toward the village green yet allows secondary access from the parking if requested. Entry to buildings along Henderson is clarified to be located on prominent corners.
 - iv. **Fenestration**- a hierarchy for windows and exterior openings is added. The hierarchy ensures that the buildings front the village green have the highest level of treatment (60%), side streets have the second highest, followed by parking areas and finally lesser along pedestrian corridors (up to 25%). A different hierarchy is added for commercial buildings along Henderson.
 - v. **Weather Protection** (awnings and canopies) requirements are clarified and added that relate to the length of the façade and over entries.
 - vi. **Building Materials** substantial clarification and specificity has been added.
 - vii. **Building Details** substantial clarification and specificity has been added.
- C. Landscape** details have been added to buffer third tier frontage along parking areas
- D. Signage** clarification and specificity was added.
- E. Utility Services** were not included in the initial adoption. Clarification and specificity has now been added. The proposal will address co-location of solid waste with screening and addressing utility meters and equipment along the buildings.

Comment was received in writing and orally at the meetings by the following citizens:

Therese Hulbert
Bob Jacobs
Mark Foutch [representing Council Members Gadbar, McPhee & Hawkins (aka Dickinson)]
Holly Gadbar

Attending and not commenting included:

Phil Hulbert
Jeff James

THE DESIGN REVIEW BOARD'S RECOMMENDATION IS BASED ON: The revised proposed Briggs Village Design Guidelines (August 2013) provided in "bill format" (Strikethrough deletions and underlined additions); and Briggs Village Design Guidelines Volume 2 (11" X 18") drawings and narrative. Final Board Direction from the August 29 meeting on the amendments is to be incorporated by the applicant's architect Ron Thomas in conjunction with the City's consultant Bob Bengford and reviewed and confirmed by City Staff.

PROJECT RECOMMENDATION: Move that the Design Review Board reconfirms Master Plan Approval as further amended tonight complies with each of the applicable Design Guidelines in OMC 18.05A and contingent upon approval of the Land Use, Heights and Areas by the Hearing Examiner recommends approval to the City Council of the proposed amendments to the Design Guidelines.

VOTE Moved by: Findlay Seconded by: Hoppe

Approved / Disapproved: Ayes: 8 Nays: 0 Abstain: 0

Additional Notes: The Design Review Board further recommends that the Council consider a future work program that would incorporate many of the Briggs Village amended design guidelines into the City of Olympia's Design Guidelines OMC 18.100 - 170.

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BEFORE THE CITY OF OLYMPIA HEARINGS EXAMINER

IN RE:) HEARING NO. 13-0039
)
BRIGGS VILLAGE MASTER PLAN) FINDINGS OF FACT,
AMENDMENT,) CONCLUSIONS OF LAW
) AND RECOMMENDATION

APPLICANT: Briggs Village, LLC
27200 Agoura Road, Suite 210
Calabasas, California 91301

REPRESENTATIVES:

Attorney: Heather L. Burgess
Attorney at Law
Phillips, Wesch, Burgess, PLLC
724 Columbia Street N.W., Suite 140
Olympia, Washington 98501

Principal Planner: Jean Carr
Shea Carr Jewell
2102 Carriage Drive S.W., Bldg. H
Olympia, Washington 98502

Architect: Ron Thomas
Thomas Architecture Studio
109 Capital Way North
Olympia, Washington 98501

Real Estate Consultant: Ryan Haddock
Kidder Matthews
1550 Irving Street S.W., Suite 200
Olympia, Washington 98512

Traffic Engineer: Perry Shea
SCJ Alliance

SUMMARY OF REQUEST:

Amendment of the Briggs Urban Village Master Plan, Ordinance No. 6299 to allow the following:

*Findings of Fact, Conclusions of Law
and Recommendation - 1*

**CITY OF OLYMPIA HEARING EXAMINER
299 N.W. CENTER ST. / P.O. BOX 939
CHEHALIS, WASHINGTON 98532
Phone: 360-748-3386/Fax: 748-9533**

1 1. Reduce the allowed office space from 113,850 square feet to a range between
2 5,000 and 31,000 square feet.

3 2. Reduce the allowed retail space from 60,240 square feet to a range between
4 33,700 square feet and 60,750 square feet.

5 3. Reduce the allowed grocer space from 50,000 square feet to 30,285 square feet (to
6 conform to the permitted grocery store).

7 4. Increase the community use square footage by 3,900 square feet (to recognize the
8 actual size of the YMCA facility).

9 5. Retain the associated minimum required parking ratios for residential and
10 commercial uses but remove 272 underground parking spaces and approximately 30 off-street
11 parking spaces.

12 6. Reduce the height of commercial buildings to allow one-story commercial/office
13 buildings subject to a minimum 24 foot façade (and 30 foot minimum at building corners).

14 7. Retain the current number of residential units (810 units) but adjust the building
15 types by (a) reducing the number of single-family residences by 17 units and the number of
16 multi-family units by 78 units; and (b) increase the number of "other housing units" by 95.

17 8. Revise and expand building design guidelines.

18 **LOCATION OF PROPOSAL:**

19 Briggs Urban Village at the intersection of Henderson Boulevard and Yelm Highway, Olympia,
20 Washington.

21 **SUMMARY OF RECOMMENDATION:**

22 The Briggs Urban Village Master Plan, Ordinance No. 6299 should be **amended** as requested
23 subject to the conditions requested by City Staff.

24 **BACKGROUND**

25 Briggs Village, a Master Plan Development, was approved by Ordinance No. 6299 in
2003. The approved Master Plan calls for 810 residential units, 224,000 square feet of
commercial and office space and numerous community uses, all radiating from the Village
Center.

1 Ten years later, several hundred single and multi-family residential units have been
2 constructed in the north portion of the Village and an apartment complex has been constructed in
3 the south portion, and senior housing units are currently under construction east of Henderson
4 Boulevard. But with the exception of the YMCA facility at the Henderson Boulevard/Yelm
5 Highway intersection, no commercial development has taken place and the Village Center is
6 wholly undeveloped.

7 The Applicant's proposed amendments fall into two broad categories: Its first request is
8 to change the mix of residential units while still retaining a total residential unit count of 810.
9 This request is generally not controversial with the possible exception of the number of
10 residential units located above retail/office space in the Village Center.

11 The second, more controversial request proposes to significantly reduce the square
12 footage for office and retail use. More specifically, the Applicant seeks to reduce office space
13 from 113,850 square feet to a range of 5,000 to 31,000 square feet; reduce retail space from
14 60,240 square feet to a range between 33,700 square feet and 60,750 square feet; and reduce the
15 grocery store from 50,000 square feet to 30,285 square feet (to recognize the actual size of the
16 permitted but unbuilt grocery store). These requested changes have secondary consequences:
17 They would reduce the number of needed parking stalls by 302 (including a 272 stall
18 underground parking lot) and would reduce the required number of residential units located
19 above commercial uses in the Village Center from 26 units to 10 units.

20 In addition to the significant reduction in office/retail square footage the Applicant asks
21 to reduce the overall height and number of stories for commercial buildings. Instead of two and
22 three-story commercial buildings, the buildings surrounding the Village green would generally
23 have only one useable floor except for those having second floor residential units. In return,
24
25

1 building facades would be at least 24 feet high (and at least 30 feet at corners) to give the
2 impression of multiple stories.

3 City Staff recommends approval of the requested amendments subject to four conditions
4 found on page 16 of the Staff Report. The Applicant does not object to these conditions subject
5 to slight modification of Conditions 2 and 3, and City Staff has no objection to the Applicant's
6 proposed modifications.

7 There is considerable opposition to the requested amendments. Interestingly, most of the
8 opposition comes from former members of the Planning Commission and City Council who
9 were involved in the original planning for urban villages dating to 1993, or with approval of the
10 Briggs Village Master Plan in 2003. The opponents raise a number of technical challenges to the
11 application but their primary objection is that the requested amendments undermine the
12 fundamental goals and vision of the urban village concept.

13 A more complete description of the proposed changes and the City Staff's response, as
14 well as a more complete description of the opponents' positions, is set forth below. After taking
15 into consideration all of the opponents arguments I conclude that the proposed amendments are
16 well reasoned and I recommend to the City Council that Ordinance No. 6299 be **amended as**
17 **requested** subject to the conditions suggested by the City Staff and accepted by the Applicant.

18 PUBLIC HEARING

19 The public hearing commenced at 6:30 p.m. on December 16, 2013, in the City Council
20 Chambers in the City Hall. The City appeared through Steve Friddle, Senior Planner. The
21 Applicant appeared through its attorney, Heather L. Burgess; its architect, Ron Thomas; its
22 principal planner, Jean Carr; its traffic engineer, Perry Shea; its real estate broker, Ryan Haddock
23 of Kidder Matthews; and the company President, Joseph Amoroso. A verbatim recording was
24 made of the public hearing and all testimony was taken under oath.

1 In advance of the public hearing Mr. Friddle presented the City Staff Report (Exhibit 1)
2 prepared on behalf of both the City Staff as well as the Design Review Board. Just prior to the
3 commencement of the hearing ten additional documents (Exhibit 2-11) were presented including
4 letters both supporting and opposing the application along with the Applicant's pre-hearing
5 briefing. During the course of the hearing six additional documents were presented (Exhibits 20-
6 25) and during the week that followed the hearing ten additional documents were submitted
7 (Exhibits 26-35) including letters and briefing from the Applicant, the City and the opponents. A
8 complete list of the exhibits is appended to this Decision.

9 **TESTIMONY OF STEVE FRIDDLE**

10 The public hearing commenced with testimony from Mr. Friddle, Principal Planner for
11 the City. Mr. Friddle provided a relatively brief summary of his detailed Staff Report. The
12 following is a summary of Mr. Friddle's report and testimony:

13 Briggs Village Master Plan was approved in 2003 by Ordinance No. 6299. The Plan
14 covers approximately 133 acres and provides for 810 residential uses of various types along with
15 more than 200,000 square feet of retail, office and grocery space mostly positioned around the
16 "Village Center" located off of Henderson Boulevard. Briggs Village is designated as an "Urban
17 Village" - the only one of its kind in the City limits - and its development is regulated by its
18 enabling ordinance, Ordinance No. 6299, as well as by Chapter 18.05 (General Standards for
19 Urban Villages) and Chapter 18.57 (Standards for Master Plan Development) of the Olympia
20 Municipal Code.

21 As previously noted, the Applicant asks to amend the Master Plan in two broad ways: (1)
22 by adjusting the makeup (but not count) of residential units, and (2) by reducing the square
23 footage and size of commercial buildings.

1 **Changes to Residential Uses.** The Master Plan provides for the construction of 810
2 residential units consisting of six types of housing. The proposed amendments would not change
3 the total number of residential units but they would alter the number of each type of housing unit
4 while also adding condominiums as a seventh type of housing. There would be a small reduction
5 in the number of detached single-family residences to allow for slightly larger lots in the west
6 phase. Apartments east of Henderson Boulevard would be replaced by 72 condominiums. A
7 new 23-unit apartment building would be added near the Village Center. The number of
8 residential units located above retail/office buildings in the Village Center would be reduced
9 from 26 to 10. These proposed changes to the residential makeup are unopposed with the
10 exception of the reduced number of second story residential units in the Village Center.

11 **Commercial Changes.** The Master Plan recognizes three types of commercial use:
12 grocery, retail and office. The Plan provides for up to 50,000 square feet of grocery space but a
13 permit has already been approved for a grocery store with 30,285 square feet. The Applicant
14 proposes to reduce the square footage for grocery to the size of the permitted store, or 30,285
15 square feet.

16 The Applicant proposes to reduce retail space from 60,250 square feet to a range with a
17 minimum of 33,700 square feet and a maximum of 60,750 square feet. The Applicant proposes
18 to reduce office space from 113,800 square feet to a range with a minimum 5,000 square feet and
19 a maximum of 31,000 square feet.

20 If all three changes are approved the commercial square footage would be reduced to a
21 maximum of 94,985 square feet (30,285 for grocery store, 33,700 for retail and 31,000 for office)
22 and with a minimum office/retail square footage of 64,700 square feet. These changes represent
23 a reduction in general commercial space of 129,115 square feet.

1 City Staff supports the requested reductions in commercial square footage. The Staff's
2 position is partially based upon the information provided by the Applicant (Attachments 8, 9, 10
3 and 11 to the Staff Report), and the independent analysis by the Thurston County Economic
4 Development Council that in the third quarter of 2013 the area had 942,000 square feet of
5 surplus commercial space, or a seven to ten-year supply without considering any new
6 development. The staff's position is also based upon independent analyses supporting a
7 reduction in the commercial scale of Briggs Village. These independent sources of data include
8 the Thurston Regional Planning Council's December 2013 "Creating Places and Preserving
9 Spaces - A Sustainable Development Plan for the Thurston Region"; the Eason/Bowen Report
10 "Creating Walkable Neighborhood Business Districts" and "Investment Strategy - City of
11 Olympia Opportunity Areas" by ECONorthwest. City Staff supports the proposed reduction in
12 commercial space for the reasons that: (1) the project has been unable to attract any commercial
13 development during its first ten years; (2) the substantial inventory of vacant commercial space
14 in the region will discourage larger scale commercial development at Briggs Village; and (3)
15 independent studies show that there is no foreseeable demand for significant commercial square
16 footage at Briggs Village.

17 The amount of parking required for Briggs Village is related to the amount of its
18 commercial square footage. The reductions in commercial development would support a
19 significant reduction in the amount of needed parking. The Applicant asks to eliminate 272
20 underground parking stalls and approximately 30 off-street parking spaces, or a total reduction of
21 302 parking spaces. This would leave 621 parking spaces.

22 The Master Plan requires that commercial buildings in the Village Center have 2 to 3
23 stories of usable floors. This was intended to enhance the appearance of the commercial area
24 relative to the surrounding residential areas and increase the intensity of activity in the Village
25

1 Center. The Applicant asks to amend the Master Plan to allow one-story commercial structures.
2 Mr. Friddle explains that this request was a significant concern to City Staff. But as review of
3 the application got underway City Staff met with former Mayor Gadbaw, former Mayor Foutch
4 and former Council Members Hawkins and McPhee to more carefully consider this proposal.
5 These meetings resulted in an alternate proposal that would allow one-story commercial
6 buildings but would require the buildings to have a minimum 24 foot exterior façade (and 30 feet
7 at corners) and would also allow the possibility in the future to convert these buildings to 2 and 3
8 story mixed use buildings if market conditions improve. In addition, the Master Plan would
9 continue to allow up to 175,000 square feet of commercial space (the maximum possible given
10 the size of the grocery store) provided that the ten percent residential requirement and parking
11 requirements were satisfied. The Applicant does not oppose these changes.

12 City Staff believes that reduction in the number of required stories is in keeping with the
13 reduction in commercial square footage. Without a reduction in building size the reduced square
14 footage would result in only a handful of commercial buildings in the Village Center. This
15 would be inconsistent with the intended look of the Urban Village and would further discourage
16 commercial development. At the same time, requiring exterior facades of at least 24 feet will
17 give commercial structures a needed sense of scale relative to the surrounding residential
18 buildings.

19 There is an important legal question relating to the required number of stories for
20 commercial buildings. Opponents to the proposed amendments correctly note that, pursuant to
21 another City Ordinance, OMC 18.05.080(M)(1), Urban Village "buildings . . . which front onto
22 the required park, green or plaza . . . shall be at least two stories in height." Opponents argue that
23 reducing commercial buildings to one-story violates this requirement. Mr. Friddle disagrees. It
24 is his belief that the referenced City ordinance merely requires that commercial buildings be at
25

1 least two stories tall, not that they have at least two stories of floor space. Mr. Friddle argues that
2 if the City Council had intended otherwise it would not have added the words "in height" at the
3 end of the regulation. The addition of the words "in height" suggests that commercial buildings
4 must be at least two stories tall but need not have two stories of floor space. Mr. Friddle adds
5 that his opinion is shared by City Staff and by the Department Director.

6 The proposed reduction in commercial square footage would also decrease the number of
7 required residential units located above commercial uses from 26 units to 10 units. OMC
8 18.05.050(C) requires that in the Village Center at least ten percent of the square footage must be
9 devoted to residential units above commercial uses. The proposed changes will reduce
10 commercial space to 94,985 square feet. The 10 residential units will have 11,000 square feet
11 and thus meet the ten percent requirement.

12 **Comprehensive Plan.** Mr. Friddle acknowledges that any amendment to Ordinance No.
13 6299 must be consistent with the City's Comprehensive Plan. Chapter 1 of the Comprehensive
14 Plan (Land Use) contains Goal LU 10 and Policies LU 10.1 through 10.9 relating to Urban
15 Villages. Mr. Friddle believes that the requested changes are consistent with these goals and
16 policies of the Comprehensive Plan, especially Policy LU 10.3: "Establish requirements for
17 Villages that provide a pleasant living, shopping, and working environment; pedestrian
18 accessibility; a sense of community; adequate, well located open spaces; an attractive, well
19 connected street system; and a balance of retail, office, multi-family, single-family and public
20 uses," and also Policies LU 10.6, LU 10.6(d), LU 10.8, LU 10.9 and LU 10.9(c)

21 **Design Review Board.** As noted in Mr. Friddle's Staff Report, the Design Review Board
22 was asked to review the proposed amendments on July 25, 2013 and August 8, 2013 and
23 recommended approval of the proposed amendments at the Board's August 29, 2013, public
24 meeting, subject to the conditions earlier noted. The Design Review Board also recommends
25

1 significant changes to the design guidelines. These changes to the Design Review Guidelines are
2 universally supported, even by opponents to the other amendments.

3 TESTIMONY OF APPLICANT

4 The City's approval of the proposed amendments is subject to four conditions, two of
5 which involve improved access between Briggs Village and the YMCA property. These two
6 conditions would require direct connection between the YMCA parking lot and the Village via
7 Maple Lane, and reconstruction of the existing ninety degree turn along Maple Lane to provide a
8 three-way intersection with sufficient width for proper turning. Prior to the hearing the
9 Applicant opposed these two conditions primarily because it no longer owns the YMCA property
10 and questioned the City's right to impose conditions on property owned by a third party. At the
11 beginning of its presentation the Applicant announced that it was no longer opposed to these two
12 conditions provided that their wording was slightly changed as set forth in Exhibit 22. City Staff
13 agrees with the Applicant's proposed changes to the conditions.

14 The Applicant presented testimony through five witnesses. The Applicant's owner, Joe
15 Amoroso, testified to completions of Phases I through III of the Master Plan including
16 construction of residential units in the north area, widening of Henderson Boulevard,
17 construction of trails and the park, and the installation of all roads and sidewalks, followed by
18 construction of the Park View Apartments one and a half years ago. Mr. Amoroso added that the
19 required senior residential units are now under construction (through separate ownership) and the
20 trail improvements through the arboretum will be completed this spring. Mr. Amoroso believes
21 that the Applicant has performed its obligations but needs amendment of the Master Plan in
22 order to ensure the Village's vitality.

23 The project's architect, Ron Thomas, provided a PowerPoint presentation (Exhibit 21)
24 identifying each change to the residential units and commercial units. Mr. Thomas noted that
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1 these changes will not cause any adjustments to existing roads and sidewalks. Mr. Thomas also
2 provided artists renderings of the new commercial buildings and explained how their scale will
3 be complimentary to surrounding residential units. Mr. Thomas' testimony was followed by the
4 testimony of Jean Carr, principal planner for the project. Like Mr. Thomas, Ms. Carr stressed
5 that despite the significant reduction in commercial square footage the Village Center will retain
6 its vitality and will be properly scaled relative to the surrounding residences. The Applicant's
7 traffic engineer, Perry Shea, explained how the reductions in commercial square footage will
8 significantly reduce traffic impacts with 276 fewer PM peak hour trips than under the existing
9 Master Plan. Mr. Shea also explained how the reductions will allow for the elimination of the
10 underground parking area as part of a 302 stall reduction due to the smaller commercial
11 footprint. The Applicant's broker, Ryan Haddock of Kidder Mathews, explained how the current
12 surplus of available commercial space, coupled with existing commercial centers within a five
13 mile radius, impose enormous challenges for significant development at Briggs Village. Mr.
14 Haddock believes that the Village Center will only become a vital component of the
15 development if it is properly scaled in light of these economic realities. Mr. Haddock added that
16 the required second story residential units over commercial units, while popular in the downtown
17 area, will prove to be problematic in the Village Center as the development is not intense enough
18 to encourage such units and their occupants will compete for important parking stalls desired by
19 the patrons of retail tenants.

20 **OTHER SUPPORT FOR THE APPLICANT**

21 The YMCA fully supports the proposed amendments. The West Olympia Business
22 Association also supports the changes (Exhibit 4). David Schaffert, President and CEO of the
23 Thurston County Chamber of Commerce, testified orally and in writing (Exhibit 25) in support
24 of the changes and notes that they provide needed flexibility to the project. Michael Cade,
25

1 Executive Director of the Thurston County EDC, provided oral and written testimony (Exhibit
2 11) explaining not only why the EDC supports the changes but also providing current data on the
3 surplus of commercial space in the area and why the Village Center, if not modified, will simply
4 be unfeasible. Although no residents of Briggs Village testified at the hearing roughly a half
5 dozen have provided letters supporting the changes.

6 OPPONENTS TO THE AMENDMENTS

7
8 Three individuals, Lynne McGuire, Karen Messmer and Bob Jacobs, testified in
9 opposition to the project both orally and in writing. A fourth individual, Jim Lazar, was unable
10 to be present but testified in writing (Exhibits 3 and 32). Three other individuals also submitted
11 brief letters in opposition. What is noteworthy about the four primary opponents to the
12 amendments is their extensive involvement in the City's government and planning, particularly
13 during the time when the Briggs Village Master Plan was conceived and approved. Each
14 opponent provided a somewhat different reason for his/her opposition, although it is fair to say
15 that all of the opponents support all arguments made in opposition. The following is a brief
16 discussion of each opponent's principal reasons for opposition. This summary is not meant to
17 suggest that these are the only reasons for their opposition, nor is it meant to suggest that the
18 other opponents do not share in these arguments. It is merely meant to give a "voice" to each of
19 the various arguments advanced in opposition to the requested changes.

20
21 Lynne McGuire. Lynne McGuire appeared in person and was represented by her
22 attorney, Robert Shirley. Ms. McGuire testified orally and also provided written testimony
23 through her attorney in the form of briefing on various legal issues (Exhibits 9, 27 and 34). Ms.
24 McGuire served on the City's Planning Commission from 1995 through 1999. Her first meeting
25

1 on the Commission involved a discussion about Urban Villages and what distinguished them
2 from other development. Ms. McGuire expressed two primary reasons for her opposition to the
3 amendments: (1) she is dismayed by the dramatic reduction in commercial space and believes
4 that it violates the requirement of a mix of uses as mandated by the goals and policies of the
5 Comprehensive Plan, and (2) she believes that the removal of second and third story floors to the
6 commercial buildings will defeat the Master Plan's intent to increase density within the Village
7 Center. Without this density Briggs Village will no longer have anything that creates an urban
8 setting.

9
10 Ms. McGuire's attorney, Mr. Shirley, offered several legal challenges to the proposed
11 changes. Mr. Shirley argues that OMC 18.05.050 requires all commercial buildings facing the
12 Village green to have at least two stories of usable floor space. He argues that a reduction to one
13 story, even with a two-story façade, is a clear violation of this ordinance. As previously noted,
14 City Staff disagrees.

15 Mr. Shirley offers a second, somewhat tortured, argument in opposition to the changes.
16 He argues that once the appeal period for a Land Use Petition Act (LUPA) expired in 2003, the
17 Master Plan was fixed and cannot be changed. But Mr. Shirley's argument fails to distinguish
18 between an "appeal" and a later "amendment". Contrary to Mr. Shirley's arguments, OMC
19 18.57.080 clearly allows amendment of Master Plans to ensure that they remain dynamic and
20 vital.

21
22 **Karen Messmer and Jim Lazar.** The arguments of Jim Lazar and Karen Messmer are
23 sufficiently similar to be joined together. Mr. Lazar is a consulting economist and has served on
24 various City committees involved with Briggs Village. As previously noted, Mr. Lazar testified

1 in writing (Exhibits 3 and 32). Karen Messmer is a professional planner and has been a member
2 of both the City's Planning Commission and City Council from 2006 to 2009. Ms. Messmer
3 testified orally and in writing (Exhibits 24, 33 and 35).

4 Mr. Lazar and Ms. Messmer believe that the proposed changes are in violation of the
5 Comprehensive Plan, particularly LU 10.2 and LU 10.3. They argue that the goals of the Plan
6 require a mix of uses and that the proposed changes all but eliminate this mix.

7 Ms. Messmer is most troubled by the proposed reduction in the height of commercial
8 buildings to one-story. She contends that this will give the Village Center a "strip mall"
9 appearance and will eliminate all variety and urban intensity. She believes that the reductions
10 will deprive the commercial core of any critical mass and that it will lack the intensity needed to
11 flourish.
12

13 Mr. Lazar is most troubled by the dramatic reductions in office square footage. He
14 argues that the discussion about a huge surplus of available commercial space is misleading as he
15 believes that there is an actual shortage of smaller scale, storefront-type professional office
16 space, particularly in southeast Olympia. Mr. Lazar believes that there is a market for such
17 space, particularly for smaller size professional offices. He believes that the Village should be
18 required to retain significant office space and that doing so will increase the vitality of the
19 Village Center.
20

21 In supplemental statements (Exhibits 32 and 33) Mr. Lazar and Ms. Messmer raise
22 several legal arguments in opposition to the amendments. They argue that OMC
23 18.05.050(C)(6)(b)(ii) requires the City to analyze whether or not the reduced commercial space
24 will provide sufficient scale to serve "households within a one and one-half mile radius with
25

1 frequently needed consumer goods and services." What Mr. Lazar and Ms. Messmer fail to
2 acknowledge, however, is that this provision applies only to the initial siting of an Urban Village,
3 not to later amendment of its Master Plan.

4 Mr. Lazar and Ms. Messmer also argue that OMC 18.05.050(C)(2) requires "an
5 independent market study accepted by the City" before any amendment can be approved. They
6 assert that none of the witnesses provided "independent" analysis as they were all connected to
7 the Applicant. Again, the opponents fail to understand that this provision simply does not apply.
8 An independent market analysis is only required if the Applicant proposes to reduce the number
9 of residential units above commercial units to less than ten percent of the total square footage in
10 the Village center. The Applicant does not propose such a reduction and instead proposes to
11 maintain at least ten percent residential square footage in the Village Center. The cited
12 ordinance therefore has no application.

13
14 **Bob Jacobs.** Bob Jacobs was a member of the City Council at the time the Briggs
15 Village Master Plan was approved in 2003. Mr. Jacobs disagrees with the proposed reduction in
16 residential units located above commercial space from 26 units to 10. He believes that these
17 units are essential for a vital Village Center and will discourage theft and vandalism in the
18 commercial core.

19 Mr. Jacobs also disagrees with the substantial reductions in commercial and office space.
20 He acknowledges that a 5% to 10% reduction would be reasonable and in keeping with the
21 Comprehensive Plan, but the Applicant requests a 44% reduction in retail space and as much as
22 96% reduction in office space. Mr. Jacobs believes that the only reasons for these changes is the
23 current market surplus, but the Briggs Village Plan is intended to be carried out over decades.
24

1 He believes that in the long term there will be support for the current retail/office requirements.
2 He argues that the Applicant was well aware in 2003 that there were significant economic risks
3 involved and that it also knew that the buildout would extend over many years. Mr. Jacobs
4 believes that the Applicant is using a brief economic problem to support dramatic and long term
5 changes to the Village's vision.

6 Mr. Jacobs concluded his remarks with an expression used by most of the opponents:
7
8 Allowing the changes will convert this property from an "Urban Village" into a "housing
9 development with a strip mall".

10 CITY/APPLICANT RESPONSE TO OPPOSITION

11 Following the testimony of the above-mentioned opponents, Kathy McCormick, a
12 member of City Staff, testified in response. Ms. McCormick explained that she was one of the
13 lead staff on this project at its inception and has been on the Regional Planning Council for
14 nearly thirty years. Ms. McCormick explained that the problems currently faced by Briggs
15 Village were foreseeable at the time of its approval in 2003. The Master Plan as approved
16 imposes significant control on the type of required development but lacks the flexibility to adjust
17 to changing circumstances. Ms. McCormick also noted that the percentages of office and retail
18 space required in the 2003 Plan were not based upon hard data. Conversely, today there is hard
19 data, primarily the Eason/Owen "Creating Walkable Neighborhood Business Districts" report.
20 This and other recent studies confirm that the current requirements for commercial space within
21 the Village cannot be supported. These recent studies also reveal that second and third story
22 retail/office space is currently not feasible in any setting other than the City Center. She also
23 notes that the Village's 810 residential units are insufficient to support greater commercial
24
25

1 density than what is proposed, especially as we move increasingly toward an internet-based
2 economy.

3 Following Ms. McCormick's testimony Jeanette Dickinson spoke in favor of the
4 proposed amendments. Like Mr. Jacobs and Ms. Messmer, Ms. Dickinson is a former member
5 of the City Council, but unlike them she fully supports the proposed changes. Ms. Dickson was
6 involved in much of the original planning for urban villages and noted that the ultimate
7 requirements for commercial development were based upon expectations that were not
8 necessarily supported by fact, but were instead the product of optimism that businesses would
9 flock to this site. That has not occurred. Ms. Dickinson believes that the most important thing to
10 happen to Briggs Village is a sense of movement, and that no movement will occur under the
11 current requirements. She believes that a working Village Center, even a much smaller one, will
12 greatly improve the quality of the entire Village.
13

14 Following the conclusion of the public hearing the record was kept open until the end of
15 the week to allow additional comment. Among the comments received was a December 17 letter
16 (included in Exhibit 29) from Ryan Haddock providing further data showing that the area
17 surrounding Briggs Village will not demand or support any commercial development greater
18 than what is proposed.

19 A letter was also received from former Mayor Foutch (Exhibit 26) acknowledging that
20 the proposed amendments represent the best chance of success for the Village Center, but also
21 recommending further review by the Planning Commission.
22

23 ANALYSIS

24 The following is a list of principal objections to the proposed amendments; the response
25 of the Applicant or City Staff; and my analysis:

*Findings of Fact, Conclusions of Law
and Recommendation - 17*

**CITY OF OLYMPIA HEARING EXAMINER
299 N.W. CENTER ST. / P.O. BOX 939
CHEHALIS, WASHINGTON 98532
Phone: 360-748-3386/Fax: 748-9533**

1 1. **The proposed reduction in commercial buildings from two and three stories**
2 **to one-story violates the requirement of OMC 18.05.080(M)(1) that buildings fronting on**
3 **the Village green "shall be at least two stories in height"**. This argument has been raised by
4 Mr. Shirley, counsel for Ms. McGuire. City Staff disagrees and notes that if the phrase "in
5 height" at the end of this ordinance is to have meaning that it must be read to require buildings at
6 least two stories tall, but does not require two useable floors of space. I concur with the Staff's
7 interpretation of this requirement. The proposed changes will require commercial buildings at
8 least two stories (24 feet) in height and the requirements of OMC 18.05.080(M)(1) are therefore
9 met.
10

11 2. **A Master Plan cannot be changed after the LUPA appeal period has elapsed.**
12 (McGuire and Shirley). For the reasons earlier expressed I find that this argument is not well
13 founded as OMC 18.57.080 expressly allows for the amendment of Master Plans. Master Plans
14 must be subject to amendment if they are to remain dynamic and vital.

15 3. **OMC 18.05.050(C)(6)(b)(ii) requires proof that commercial space will be of**
16 **sufficient scale to serve "households within a one and one-half mile radius with frequently**
17 **needed consumer goods and services"**. (Lazar and Messmer) The Applicant correctly notes in
18 Exhibit 29 that this requirement only applies to the original siting of the Urban Village and does
19 not apply to subsequent amendments. As stated by the Applicant, "this code provision does not
20 demand that the City or the Applicant perform any specific analysis of the retail radius for
21 purpose of determining compliance". I agree.
22

23 4. **OMC 18.05.050(C)(2) requires "an independent market study accepted by**
24 **the City" before the Master Plan can be amended.** (Lazar and Messmer) As previously
25

1 noted, this requirement is triggered only if the proposed changes reduce the square footage of
2 residential units above commercial units in the Village Center to less than ten percent of the total
3 square footage. The proposed changes do not decrease the square footage of residential units in
4 the Village Center to less than ten percent of the total square footage and thus this regulation
5 does not apply.

6 **5. The Applicant is taking advantage of a brief economic downturn to undo the**
7 **carefully drafted vision of an urban village with a significant commercial core, offering a**
8 **variety of places to shop and to work.** (Jacobs) The Applicant and City Staff respond by
9 noting that this vision has proven to be unrealistic, not merely by the absence of any commercial
10 development during the past ten years but, more importantly, by the testimony of experts as well
11 as several independent studies that the Village cannot sustain commercial activity greater than
12 what is proposed. It is important to note that the opponents have not provide any expert
13 testimony in response. I conclude that the expert testimony and referenced studies support the
14 requested changes, and that the Applicant is not taking advantage of the recent economic
15 downturn.
16

17 **6. If the amendments are approved, what had been an "urban village" will now**
18 **become a "housing development with a strip mall".** (All opponents) No one can forecast
19 whether, in perhaps ten or twenty years, economic conditions might support the kind of
20 commercial development currently required in the Master Plan. But the data gathered by the
21 Applicant and the City provides compelling evidence that Brigg Village will never support this
22 level of commercial activity. Today the Village Center is an open field that has remained
23 undeveloped since the Plan was approved ten years ago. Yes, the proposed changes will reduce
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1 the scale and intensity of activity in the Village Center, but in a manner that will preserve to the
2 extent possible a sense of place and a proper scale. The end result will not be a strip mall but
3 rather a smaller Village, having the potential for increased size and scale if economic conditions
4 warrant it.

5 7. **The changes are in violation of the Comprehensive Plan, particularly LU**
6 **10.2 and LU 10.3.** (All opponents) These policies envision an urban village with a mix of
7 living, shopping and work environments, a sense of community and a balance of retail, office,
8 multi-family, single-family and public uses. The Applicant and City Staff disagree with the
9 opponents' argument and assert that, to the contrary, the proposed changes will invite a mix of
10 uses that has not existed during the first ten years of the Village.
11

12 A closer examination of the relevant goals and policies:

13 Goal LU 10: "Establish . . . urban villages . . . with a coordinated, balanced mix of land
14 uses in a pedestrian orientation." Currently the "mix of land uses" in Briggs Village is neither
15 coordinated nor balanced as no commercial development has taken place and the Village Center
16 is nonexistent. Both the Applicant and City Staff argue that this "balanced mix" will not occur
17 unless the commercial development is resized to fit the economic realities.

18 Policy LU 10.2: "Provide for the development of urban villages . . . with potential for
19 accommodating relatively high density residential development and commercial uses scaled to
20 serve the broader neighborhood with needed goods and service." While this policy encourages
21 "high density" it also recognizes that commercial use must be properly scaled to serve the needs
22 of Briggs Village and the surrounding neighborhood. The Applicant's experts and the
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1 independent studies support the proposition that the reduced commercial footprint is the proper
2 scale of commercial use for the neighborhood.

3 Policy LU 10.3: "Establish requirements for villages that provide a pleasant living,
4 shopping, and working environment; pedestrian accessibility; a sense of community; adequate,
5 well located open spaces; an attractive, well connected street system; and a balance of retail,
6 office, multi-family, single-family and public uses." The Applicant and City Staff argue that the
7 original requirements in the 2003 Master Plan created an unrealistic balance of uses and that the
8 proposed amendments, supported by independent data, represent a truer balance of retail, office,
9 and residential uses.
10

11 Policy LU 10.6: "Require that villages contain a neighborhood center offering
12 predominantly neighborhood - oriented shopping and services Base the exact mix and
13 density of land uses on the community context, site conditions, infrastructure and street capacity,
14 market conditions, the frequency of transit service, and the character and density of development
15 in adjacent neighborhoods, consistent with the minimum and maximum densities allowed for the
16 district." The Applicant and City Staff argue that, taking into consideration "community context,
17 site conditions, market conditions, and development occurring in adjacent neighborhoods", the
18 proposed amendments are essential to establish the proper mix of uses and a dynamic urban
19 village.
20

21 Policy LU 10.6(D): "Ensure that development standards and project composition . . .
22 allow adequate flexibility to enable developers to respond to market conditions, while
23 maintaining the integrity of the project." The Applicant and City Staff agree that the proposed
24
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1 amendments are a necessary response to actual market conditions and provide sufficient
2 flexibility in the future to allow for increased commercial development if conditions warrant it.

3 Policy LU 10.8: "Minimize the amount of the Village devoted to parking." The
4 proposed amendments will reduce the required amount of parking by 302 parking spaces, or
5 roughly one-third of the current parking requirement.

6 Policy LU 10.9: "Provide for predictable development" The Applicant argues that
7 without the requested modifications commercial development is unpredictable and unlikely to
8 occur.

9 Policy LU 10.9(B): ". . . specific elements of the project should be phased to ensure that
10 construction of key amenities and commercial and residential components occurs at appropriate
11 stages in the Village's multi-year development. . . . Provide sufficient flexibility to
12 accommodate market conditions, but various completed phases of the project should trigger
13 subsequent phases in order to achieve the overall plan and logical sequence, avoiding haphazard
14 development." The Applicant and City Staff agree that the current requirements of the Master
15 Plan are preventing commercial development and therefore the planned phasing of the Village
16 has lost its logical sequence and has become haphazard.

17 Policy LU 10.9(C): "The City should work closely with the development community and
18 the financial institutions to identify what programs, regulations, and incentives are needed to
19 facilitate development and make urban villages . . . a reality in Olympia." City Staff, working
20 with the Applicant and the development community, concludes that the proposed amendments
21 are needed to facilitate development and make the Village Center a reality.
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1 I agree with the positions taken by the Applicant and City Staff and conclude that the
2 proposed amendments are consistent with, and in furtherance of, the goals and policies of the
3 Comprehensive Plan.

4 In conclusion, I believe that the requested changes are well supported and that the
5 opponents' arguments are not well founded. I therefore recommend that the City Council
6 **approve** the proposed amendments subject to the conditions agreed upon by the Applicant and
7 City Staff.

8 Accordingly, I make the following:
9

10 **FINDINGS OF FACT**

11 1. Any Findings of Fact contained in the foregoing Background section are
12 incorporated herein by reference and adopted by the Hearing Examiner as his Findings of Fact.

13 2. The Applicant, Briggs Village, LLC, asks to amend the Briggs Urban Village
14 Master Plan Ordinance No. 6299 as follows:

15 (a) Reduce the allowed office space from 113,850 square feet to a range
16 between 5,000 square feet (minimum) and 31,000 square feet (maximum).

17 (b) Reduce the allowed retail space from 60,240 square feet to a range
18 between 33,700 square feet (minimum) to 60,700 square feet (maximum).

19 (c) Reduce the allowed grocery space from 50,000 to 30,285 square feet in
20 recognition of the permitted store having that size.

21 (d) Increase the community uses area by 3,900 square feet to recognize the
22 actual size of the YMCA building.
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1 (e) Retain the minimum required parking ratios for residential and
2 commercial areas but reduce the total number of parking spaces by 302 stalls in connection with
3 the reduced commercial space. The eliminated parking spaces would include the 272
4 underground parking stalls and 30 off-street parking spaces.

5 (f) Revise the required commercial building stories from two and three stories
6 to allow one-story buildings but with a minimum 24 foot façade.

7 (g) Retain the currently allowed 810 residential units but adjust the building
8 types by (1) reducing the number of single-family units by 17 units and multi-family units by 78
9 units; (2) increase the number of other housing units by 95; and (3) revise and expand the
10 building design guidelines.
11

12 3. City Staff and the Design Review Board recommend approval of the requested
13 amendments subject to the following four conditions:

14 (1) Amend Ordinance No. 6299 to allow the proposed one-story commercial
15 structures with a minimum 24-foot exterior façade (30-foot on building corners); and, continue to
16 allow 2 or 3 stories commercial buildings to a maximum of 175,000 square feet, pursuant to
17 OMC 18.05.050 provided they contain at least the ten percent residential mix (OMC
18 18.05.050(C)) and meet the parking codes contained in OMC 18.38.

19 (2) The Applicant shall construct the secondary access to the YMCA parking
20 lot to the Briggs Town Center north-south private street (Maple Street).
21

22 (3) The Applicant shall re-construct the existing 90-degree turn along Maple
23 Lane to a three-way intersection and to allow the access to the YMCA parking lot described
24 above. This re-alignment shall be rebuilt to meet Public Works EDDS.
25

1 (4) The Applicant shall be required to submit for Land Use Approval and
2 Design Review with each future development and meet applicable requirements to include
3 Briggs Village Master Plan and Amendments, OMC 18.05; 18.05A, 18.57, design review and
4 Public Works EDDS.

5 4. The Applicant proposes modifications to Conditions 2 and 3 as follows:

6 (2) The Applicant shall construct the secondary access to the YMCA parking
7 lot to the Briggs Town Center north-south private street (Maple Lane). This secondary access
8 shall be completed prior to issuance of a Certificate of Occupancy for the Briggs Grocery Store
9 or the next commercial building permit for Briggs Village, whichever occurs first. The City will
10 secure written consent from the YMCA for the Applicant to construct improvements associated
11 with the secondary access on YMCA property. The Applicant shall be relieved of the obligation
12 to construct the secondary access pursuant to this condition if the City does not obtain written
13 consent for the improvements from the YMCA prior to the deadlines specified for completion.

14 (3) The Applicant shall re-construct the existing 90-degree turn along Maple
15 Lane to a three-way intersection and to allow the access to the YMCA parking lot described
16 above. This realignment shall be rebuilt to Public Works EDDS. This re-alignment shall be
17 completed prior to issuance of a Certificate of Occupancy for the Briggs Grocery Store or the
18 next commercial building permit for Briggs Village, whichever occurs first.

19 5. City Staff approves of the Applicant's proposed changes to Conditions 2 and 3.

20 6. Pursuant to the State Environmental Policy Act a Determination of Non-
21 Significance (DNS) was issued on October 3, 2013. The comment deadline passed without
22 comment on October 17, 2013. The appeal period expired on October 24, 2013 and no appeals
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1 were filed. The Applicant modified the proposed amendments on November 27, 2013, to bring
2 the proposal further into compliance with OMC 18.05. The SEPA official determined that the
3 modifications remained within the scope of the original 2003 FEIS and the October 2013 DNS
4 and no further review was required.

5 7. Notification of public hearing was posted on the subject site, mailed to property
6 owners of record within Briggs Village and within 300 feet of the Briggs Village subject site and
7 published in The Olympian in conformance with OMC 18.78.

8 8. The Staff Report, at Page 2, provides a description of the existing site conditions
9 including construction to date. The Hearing Examiner has reviewed those Findings and adopts
10 them by reference.

11 9. The Staff Report, at Page 3, contains Findings relating to surrounding land use.
12 The Hearing Examiner has reviewed those Findings and adopts them by reference.

13 10. The Staff Report, at Pages 3 through 5, Section I, contains a detailed description
14 of the proposed changes to the Master Plan's residential, commercial and development standards.
15 The Hearing Examiner has reviewed these Findings and adopts them by reference.

16 11. The Design Review Board has reviewed the proposed amendments at three public
17 hearings on July 24, August 8 and August 29, 2013, and recommends approval of the proposed
18 amendments subject to the conditions previously set forth. The Board further recommends that
19 the City Council initiate a future work program to incorporate many of the new design guidelines
20 into the "City Wide Design Guidelines".
21

22 12. Findings Related to the Comprehensive Plan.

23 (a) Chapter 1 - Land Use of the City Comprehensive Plan contains Goal LU
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25

1 10 and Policies LU 10.1 through 10.9 related to Urban Villages. City Staff believes that the
2 proposed changes comply with the goals and policies of the land use plan including Goal LU 10
3 and Policies LU 10.3, LU 10.6, LU 10.6(d), LU 10.8, LU 10.9, and LU 10.9(c).

4 (b) No amendments are proposed to the Comprehensive Plan.

5 (c) No amendments are proposed to the Zoning Regulations.

6 (d) The proposed amendments retain the overall residential density of 810
7 units while substantially reducing the commercial, office, retail and related parking count. City
8 Staff believes that the amendments will encourage the kind of mix of activities that currently
9 does not exist, in furtherance of the goals and policies of the Comprehensive Plan.

10 (e) The approved grocery store is smaller than 35,000 square feet. Pursuant to
11 OMC 18.50.050 Table 5.02, the smaller size of the grocery store reduces the maximum allowed
12 commercial space to 175,000 square feet. The amendments, as conditioned, will retain the
13 ability to increase commercial space to the maximum 175,000 square feet if warranted.

14 (f) City Staff believes that the proposed amendments, as conditioned, comply
15 with Ordinance No. 18.05 and with the Comprehensive Plan.

16 13. Findings Related to Shorelines. The proposed amendments do not alter
17 development within the jurisdiction of the Shoreline Master Program. Future development must
18 comply with the applicable regulations at the time of permitting.

19 14. Findings Related to Environmental Protection and Critical Areas (OMC 18.32).

20 (a) Briggs Village contains wetlands and steep slopes but the proposed
21 amendments do not alter existing regulations, the site or previous conditions. All existing
22 regulations will remain in effect.
23
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1 (b) The proposed amendments do not alter or touch upon drinking water and
2 wellhead protection, wetlands or steep slopes. Each future development must comply with the
3 applicable regulations at the time of permitting.

4 15. Findings Related to Zoning (OMC 18.57.080).

5 (a) At the time of original Master Plan approval Briggs Village was to be
6 developed in five phases. The proposed amendments do not affect the phasing of the project.
7 Each phase will be reviewed on its own merits for compliance with applicable City Codes and
8 for compliance with the Master Plan when applications are submitted.

9 (b) There is no time limitation on the approved Master Plan and City Staff
10 does not recommend any such limitation as part of the proposed amendments.

11 16. Findings Related to Urban Villages (OMC 18.05).

12 (a) OMC 18.05.020 identifies eleven purposes for Urban Villages including a
13 pattern of design that provides convenience for access from one home to another and from
14 homes to businesses and transit by vehicles, bicycles and pedestrians. It also requires a variety
15 of housing types, location, densities and design compatibility within the Urban Village and with
16 existing neighborhoods. City Staff concludes that the proposed amendments conform with these
17 purposes.

18 (b) OMC 18.05.040 establishes permitted conditional and required and
19 prohibited uses. Included among these requirements is the requirement that at least ten percent
20 of the square footage in the Village Center must be dedicated to residential over commercial
21 units. The proposed amendments reduce the commercial square footage to 94,985 square feet.
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1 The proposed amendments provide for 10 residential over commercial units having a square
2 footage of 11,000 square feet. The ten percent residential requirement has therefore been met.

3 17. Findings Related to General Standards (OMC 18.05.050). The Staff Report at
4 Pages 11 through 13 contains Findings related to compliance with Sections A, B, C, D and E of
5 the General Standards, OMC 18.05.050. The Hearing Examiner has reviewed these
6 recommended Findings and adopts them as his own Findings of Fact.

7 18. Findings Related to Development Standards (OMC 18.04.080, Table 5.04). The
8 Staff Report at Pages 13 and 14 contains recommended Findings related to modifications to the
9 Development Standards including reduction in commercial building heights to not less than 24
10 feet (30 feet at the building corners) but with flexibility to allow two or three-story buildings if
11 later warranted. The Hearing Examiner has reviewed the recommended Findings and adopts
12 them as his own Findings of Fact.

13 19. Findings Related to Urban Village Design Criteria.

14 (a) The Staff Report at Pages 14 and 15 contains Findings related to
15 recommended changes to the Urban Village Design Criteria as proposed by the Design Review
16 Board. The Hearing Examiner defers to the expertise of the Design Review Board with respect
17 to these recommended changes.
18

19 (b) The proposed changes to the Urban Village Design Criteria are
20 unopposed.
21

22 20. Findings Related to Parking (OMC 18.05.100 and OMC 18.38).

23 (a) No change is proposed in the residential or shopping center standards
24 contained in OMC 18.38, but the reduction in proposed commercial square footage supports a
25

1 corresponding reduction in the number of required parking stalls. City Staff agrees that the
2 Applicant's proposed amendments support the elimination of 272 underground parking stalls and
3 an additional 30 surface parking places.

4 (b) The Staff Report contains additional recommended Findings relating to
5 parking. The Hearing Examiner has reviewed these recommended Findings and adopts them as
6 his own Findings of Fact.

7 21. Findings Related to Development Guidelines and Public Works Standards. The
8 Staff Report at Pages 15 and 16 contains recommended Findings related to development
9 guidelines and public works standards. The Hearing Examiner has reviewed these recommended
10 Findings and adopts them as his own Findings of Fact.

11 22. City Staff and the Design Review Board recommend approval of the proposed
12 amendments subject to the following revised conditions:

13 (1) Amend Ordinance No. 6299 to allow the proposed one-story commercial
14 structures with a minimum 24-foot exterior façade (30-foot on building corners); and, continue to
15 allow 2 or 3 stories commercial buildings to a maximum of 175,000 square feet, pursuant to
16 OMC 18.05.050 provided they contain at least the ten percent residential mix (OMC
17 18.05.050(C)) and meet the parking codes contained in OMC 18.38.

18 (2) The Applicant shall construct the secondary access to the YMCA parking
19 lot to the Briggs Town Center north-south private street (Maple Lane). This secondary access
20 shall be completed prior to issuance of a Certificate of Occupancy for the Briggs Grocery Store
21 or the next commercial building permit for Briggs Village, whichever occurs first. The City will
22 secure written consent from the YMCA for the Applicant to construct improvements associated
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1 with the secondary access on YMCA property. The Applicant shall be relieved of the obligation
2 to construct the secondary access pursuant to this condition if the City does not obtain written
3 consent for the improvements from the YMCA prior to the deadlines specified for completion.

4 (3) The Applicant shall re-construct the existing 90-degree turn along Maple
5 Lane to a three-way intersection and to allow the access to the YMCA parking lot described
6 above. This realignment shall be rebuilt to Public Works EDDS. This re-alignment shall be
7 completed prior to issuance of a Certificate of Occupancy for the Briggs Grocery Store or the
8 next commercial building permit for Briggs Village, whichever occurs first.

9 (4) The Applicant shall be required to submit for Land Use Approval and
10 Design Review with each future development and meet applicable requirements to include
11 Briggs Village Master Plan and Amendments, OMC 18.05; 18.05A, 18.57, design review and
12 Public Works EDDS.

13
14 Based upon the foregoing Findings of Fact, the Hearing Examiner makes the following:

15 **CONCLUSIONS OF LAW**

16 1. The Hearing Examiner has jurisdiction over the parties and the subject matter.
17 2. Any Conclusions of Law contained in the foregoing Background section or
18 foregoing Findings of Fact are hereby incorporated by reference and adopted by the Hearing
19 Examiner as Conclusions of Law.

20 3. The requirements of SEPA have been met.

21 4. Pursuant to OMC 18.57.080(F) amendments which change the character, basic
22 design density, open space or any other requirements and conditions contained in the Master
23

1 Plan shall not be permitted without prior review and recommendation by the Hearing Examiner,
2 and approval by the City Council, of such amendment.

3 5. Pursuant to OMC 18.57.080(C) upon request to approve or amend a Master Plan
4 the Hearing Examiner may (a) recommend terms and conditions of approval, or (b) require the
5 provision, and further public review, of additional information and analyses; or (c) recommend
6 denial.

7 6. The proposed amendments, as conditioned, are consistent with the City's
8 Comprehensive Plan including Goal LU 10 and Policies LU 10.1 through LU 10.9.

9 7. The proposed amendments do not alter development within the jurisdiction of the
10 Shoreline Master Program.

11 8. The proposed amendments do not alter current regulations of wetlands and steep
12 slopes. All regulations imposed on the development pursuant to OMC 18.32 shall remain in
13 effect..

14 9. The proposed amendments, as conditioned, satisfy the requirements of OMC
15 18.57.080.

16 10. The proposed amendments, as conditioned, satisfy the requirements of OMC
17 18.05.020.

18 11. The proposed amendments, as conditioned, satisfy the requirements of OMC
19 18.05.040.

20 12. The proposed amendments, as conditioned, satisfy the requirements of OMC
21 18.05.050.

1 13. The proposed amendments, as conditioned, satisfy the requirements of OMC
2 18.04.080 including Tables 5.04 and 5.05.

3 14. The proposed amendments, as conditioned, satisfy the parking requirements set
4 forth in OMC 18.05.100 and Chapter 18.38 of the Municipal Code.

5 15. The proposed amendments, as conditioned, satisfy the requirements of OMC
6 18.05.080(M)(1) that buildings fronting the Village green shall be at least two stories in height.

7 16. The proposed amendments do not require "an independent market study accepted
8 by the City" as the residential over commercial units in the Village Center are not being reduced
9 to less than ten percent of the Village Center's total square footage.

10 17. The proposed amendments, as conditioned, satisfy all other requirements of
11 Chapter 18.05 and 18.05A of the Municipal Code.


12 18. The requirements of OMC 18.57.080(F) have been satisfied. The City Staff and
13 Design Review Board have issued their recommendations to the Hearing Examiner as required
14 and have provided recommendations as contained in the Staff Report. The Hearing Examiner
15 has conducted a public hearing and has provided his recommendations as contained in this
16 Decision.
17

18 19. The requested amendments to Ordinance No. 6299 should be approved subject to
19 the following conditions:
20

21 **RECOMMENDATIONS TO CITY COUNCIL**

22 Having entered his Findings of Fact and Conclusions of Law the Hearing Examiner
23 recommends to the City Council that it amend Ordinance No. 6299 as requested by the Applicant
24 subject to the conditions requested by City Staff and the Design Review Board.
25

1 DATED this 31st day of December, 2013.

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4 
5 _____
6 Mark C. Scheibmeir
7 City of Olympia Hearing Examiner
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APPENDIX - EXHIBIT LIST

1. Staff Report with fifteen attachments.
2. Applicant's response to Staff Report dated December 16, 2013.
3. Letter from Jim Lazar dated December 16, 2013.
4. Letter from West Olympia Business Association dated December 16, 2013.
5. Email from Patrick Mathews dated December 15, 2013.
6. Email from Karen Boyce dated December 11, 2013.
7. Email from Jean Barlin dated December 11, 2013.
8. Email from Christina Clarke dated December 11, 2013.
9. Substantive comments of Lynne A. McGuire (through her attorney Robert Shirley) dated December 9, 2013.
10. Applicant's pre-hearing disclosures including qualifications of expert witnesses dated December 9, 2013.
11. Letter from Thurston County Economic Development Council dated December 9, 2013.
- 12-19 No Exhibits
20. Definition of the word "story".
21. Project overview presentation (PowerPoint).
22. Modified recommended conditions of approval from YMCA access.
23. Site map showing location of proposed daycare facility.
24. Written copy of Messmer testimony.
25. Letter from Thurston County Chamber of Commerce dated December 16, 2013.
26. Letter from Mark Foutch dated December 16, 2013.
27. Supplemental Declaration of Lynne A. McGuire (through Robert Shirley) dated December 17, 2013.
28. Email from Craig Burley dated December 18, 2013.
29. Applicant's responsive statement dated December 20, 2013.
30. Letter from Darren Nienaber, Assistant City Attorney, dated December 20, 2013.
31. Email from Bob Jacobs dated December 20, 2013.
32. Additional comments of Jim Lazar dated December 19, 2013.
33. Additional comments from Karen Messmer dated December 19, 2013.
34. Additional response from Lynne A. McGuire (through Robert Shirley) dated December 20, 2013.
35. Email from Karen Messmer dated December 20, 2013.

City of Olympia
OLYMPIA HEARING EXAMINER
BRIGGS VILLAGE MASTER PLAN AMENDMENT
STAFF REPORT
December 16, 2013

Case: 13-0039, Briggs Village Master Plan Amendment

Applicant: Briggs Village, LLC
Joe Mastronardi
27200 Agoura Rd., Suite 210
Calabasas, CA 91301

Representatives: Jean Carr, Principal,
Shea Carr & Jewell, Inc.
2102 Carriage Dr. SW #H
Olympia, WA 98502

Heather Burgess, Attorney
Phillips Wesch Burgess PLLC
724 Columbia St. NW, Suite 140
Olympia, WA 98501

Ron Thomas, AIA
Thomas Architecture Studio
109 Capitol Way N
Olympia, WA 98501

**Type of Action
Request:**

Amend Briggs Urban Village Master Plan Ordinance 6299 (See Attachment #1) to:

- Reduce allowed office space from 113,850 sq. ft. to a range between 5,000 to 31,000 sq. ft.;
- Reduce allowed retail space from 60,240 sq. ft. to a range between 33,700 sq. ft. to 60,750 sq. ft.;
- Reduce the allowed grocer space from 50,000 sq. ft. to 30,285 sq. ft. (already permitted);
- Community Uses adding 3,900 sq. ft.
- Retain the associated minimum required parking ratios for residential and commercial and remove 272 underground parking and approximately 30 off-street parking spaces;
- Revise the required commercial building stories from 2 and 3 stories to allow 1-story with minimum 24-foot facade;
- Retain the allowed residential unit count (810-units) and adjust the building types by:
 - Reducing the number of single-family by 17-units & multifamily units by 78;
 - Increase the number of "Other housing units" by 95; and
- Revise and expand Building Design Guidelines

Legal Description: A complete legal description is on file with the CP&D Department.

Site Area: Approximately 133 acres

Zoning District: Briggs Urban Village OMC 18.05.120 (Ordinance 6299)

SEPA Compliance: On May 1, 2003, the City issued the Final Environmental Impact Statement (FEIS) in accordance with the requirements of the State Environmental Policy Act (SEPA) (on file with City of Olympia). An electronic copy will be provided to the Hearing Examiner as part of the amendment request and are available upon request (Attachment # 2).

Pursuant to the State Environmental Policy Act, a SEPA Checklist was submitted to the City on March 22, 2012 (Attachment # 3). On October 3, 2013, the City of Olympia issued a Determination of Non-significance (DNS - Attachment # 4). The comment deadline passed without comment on October 17, 2013. The appeal period expired on October 24, 2013 and no appeals were filed. The applicant modified the proposed amendments on November 27, 2013 to bring the proposal further into compliance with OMC 18.05. The SEPA Official determined that the modifications remained within the scope of the May 2003 FEIS and the October 2013 DNS and no further review is required.

- Notice:**
1. **Notice of Land Use Application** provided on April 2, 2013 pursuant to OMC 18.78.
 2. Notice of May 30, 2013 **Neighborhood Meeting** was mailed to all property owners within the village and within 300 feet of the entire site.
 3. **Public notice of the Design Review Board's** July 25th, August 8th and 22nd public meetings were provided on July 11, 2013; and notice of the Board's August 29th meeting was provided on August 19, 2013; to property owners within 300 feet, Recognized Neighborhood Associations and parties of record pursuant to OMC 18.78.
 4. **Hearing Examiner.** On November 29, 2013, notice of tonight's public hearing was posted on the subject site, mailed to property owners of record within Briggs Village and within 300 feet of the Briggs Village subject site, and published in *The Olympian* (On file with the Department) pursuant to OMC 18.78. (Note: This hearing was postponed twice. Public Notice was originally sent for a scheduled November 4, 2013 and again for a December 9, 2013 hearing.)

Staff Recommendation: Recommend to the City Council that the proposed amendment is consistent with the Comprehensive Plan and the Villages and Centers code OMC 18.05 and 18.05A. In addition, staff is recommending four conditions discussed in the staff report and summarized at the end of the staff report.

Existing Site Conditions: Briggs Village, an approved Master Plan Development, is located on the site of the former Briggs Nursery, north of the intersection of Henderson Boulevard and Yelm Highway. The site is approximately 133 acres. The site has six "kettles" (depressions formed by glaciers), ranging in size from one to nine acres. Some of the kettles have wetlands, with a combined total of approximately 9.5 acres. Ward Lake is adjacent to and east of the site; it is also a kettle. Steep slopes comprise approximately nine acres of the site and are generally found along the shores of Ward Lake and in the vicinity of the on-site kettles. Ordinance 6299 Briggs Master Plan Volume 1 and Volume 2 (Attachment # 5, 6 & 7) contains a complete overview of the approved project. Proposed amendments do not alter development codes addressing any site conditions.

To date, several Briggs Village residential projects and a grocer have been approved (Administrative short plats, Hearing Examiner long plat or Site Plan Review Committee) and range from occupied, under construction or permits have been issued for: all roads, utilities & infrastructure installed; 79 single-family residential; 81 townhomes; 14 duplexes; 288 market rate apartments and 200 senior apartments; grocer; twelve (12) Commercial Lots; Arboretum, trails and city park.

Surrounding Land Use: The site is bounded on the south by Yelm Highway and The Farm residential neighborhood, on the east by Ward Lake and single-family residential, on the north and northwest by Brigadoon and South Street residential neighborhoods, and on the west by a portion of the Deschutes residential neighborhood, a kettle, and an undeveloped area. The report focuses on amendments to the residential and commercial discussed below, no amendments are proposed to the associated streets, utilities, and services which have been installed nor the approximately 55 acres of the site occupied by parks, an arboretum, a “village green”, and other open spaces. Since 2003 the applicant is in the process to develop the site in five phases over a period time

I. Amendments are proposed to the approved residential, commercial and development standards:

In December 2003, the City approved Ordinance 6299 that provides 810 residential units; 224,000 sq. ft. of commercial retail and office; along with community uses (See attachment # 5 pages 1 and 4). As indicated above, the residential components continue to proceed and the commercial advanced with the City approving a 30,285 sq. ft. grocer (Case File 09-0093). One of the applicant’s primary goals in the proposed amendments is to reduce the amount of commercial retail and office to address the reality of the existing market conditions. The applicant has submitted market condition information supporting a reduction in the total amount of commercial (See Attachments #8 Economic Development Council; #9 Kidder Mathews correspondence, #10 Berschauer Group; # 11 Amoroso Background and History). The economic information is generally consistent with the more detailed work of the Thurston Regional Planning Council’s December 2013 “Creating Places and Preserving Spaces - A Sustainable Development Plan for the Thurston Region;” Eason/Owen “Creating Walkable Neighborhood Business Districts” and the “Investment Strategy - City of Olympia Opportunity Areas” by ECONorthwest (Each is on file with the City). As discussed below, the request is consistent with OMC 18.05.050 Table 5.02 that allows up to 225,000 sq. ft. of commercial only when the grocer is up to 50,000 sq. ft. (as originally envisioned and approved in Ordinance 6299), and up to 175,000 if the grocer is less than 35,000 sq. ft.

The applicant’s proposal is to retain the 810 residential units and reduce the commercial total to approximately 95,000 sq. ft. (to include the approved 30,285 sq. ft. grocer; 33,700 sq. ft. in retail; and 31,000 sq. ft. of office). This results in a total reduction of approximately 129,000 sq. ft. of commercial and office and its associated parking. To accomplish this also requires alterations in the residential unit count to meet the required 10% gross floor area of the village centers to be occupied by residential units contained in mixed residential/commercial buildings pursuant to OMC 18.50.050(C)(2). The other alternative would be for the applicant to submit an independent market study to the City demonstrating that the mixed use building is not feasible. The applicant has submitted market condition information supporting a reduction in the total amount of commercial space. The applicant did not provide information that indicates that mixed use building is not feasible. They do propose meeting the 10% residential over commercial requirement.

A. Residential The approved Briggs Village Master Plan calls for 810 total housing units containing six types of housing. The table below depicts the required split between single-family and multifamily and the percent of each of the now seven types of housing proposed (adding condos).

1. **Existing Ordinance.** The approved village (Ordinance 6299 Section 1(A) - Volume 1 Table 1) contains a required total of 496 housing units containing a mix of 250 single-family units (includes detached, townhouses and single-family over commercial totaling 50.4% of the required housing; and 246-units of multi-family (apartments & duplex) totaling 49.6%. As approved Volume 1 Table 1 also provides for additional 314 residential units including mixed use district (114-residential units) and 200 Senior Living pursuant to OMC 18.05.050(E)(1)(c)(i)(b).

Proposed Amendment- The proposed amendment to (Ordinance 6299 Section 1(A) - Volume 1 Table 1):

- Retain the overall 810-residential units;
- Retain a required mix of 233-units of single-family (58.1 %) and 168-units of multifamily (41.9%) by reducing the overall “Required single-family & multifamily” 95-units (from 496 units to 401 units):
 - Single-family by 17-units from 250 units to a new total 233 units
 - Multifamily by 78 from 246 to 168
- Increase the number of “other residential from 314-units to 409-units by:
 - Providing 72 Condos (10-units over commercial)
 - 137-Residential Apartments replacing a commercial building along Briggs Drive.

B. **Commercial.** The primary change is to significantly reduce the amount of commercial retail and office to address existing market conditions eliminating approximately 129,000 sq. ft. The table below provides an overview of what commercial office and retail was originally approved in December 2003 by Ordinance 6299 and proposed reductions that provide a new minimum and maximum range of office and commercial (grocer reduced by 19,715 sq. ft.; office reduced between 82,850 to 108,850 sq. ft.; retail reduced by 26,540 sq. ft.); and, associated commercial building floors reduced to allow one floor (instead 2 or 3); and, parking (keeping the parking ratios resulting in reducing the overall parking count in relation to the reduction of office and commercial).

| | Requirement OMC 18.05 See Attachment 12 | Approved Vol. 1 - Table 1 Att.#6 -Page 4 | | Revised Amendment | | Change Ord. 6299 / Revised Amend |
|---|--|--|----------------|----------------------|--------------|--|
| | | | | | | |
| I. Total Residential – Units - All types | 90% of all Res. Within ¼ mile of village. | 810 | | 810 | | 810 No Change |
| Required Single & Multifamily | 18.05.050(E)(1)(a) Table 5.03A | 496 | | 401 | | Reduce 95 units |
| A.Required Single-family (50% to 75%) | 18.05.050(e)(1)(a) Table 5.03A | 250 | 50.4% | 233 | 58.1% | -17 |
| 1. Detached | Min. 5% | 142 | 28.6% | 135 | 33.6% | - 7 |
| 2. Townhome | | 82 | 16.5% | 88 | 21.9% | +6 |
| 3. Single-family over Commercial | | 26 | 5.2% | 10 | N/A | -16 |
| B.Required Multifamily (25% to 50%) | 18.05.050(E)(1)(b) Table 5.03A | 246 | 49.6%** | 168 | 41.9% | -78 |
| 4. Duplex | Min 5% | 42 | 8.4% | 24 | 5.6% | -18 |
| 5. Apartments | | 204 | 41.2% | 144 | 35.9% | -60 |
| C.Other: | OMC 18.05.050(E)(1)(c) | 314 | | 409 | | + 95 |
| 5. Apartments next to town square | | 114 | | 137 | | + 23 Relocated (new apt. bldg.) |
| 6. Senior Living | | 200 | | 200 | | -0- |
| 7. Condominium | | 0 | | 72 | | + 72 New housing type |

| II. Commercial | | | | |
|--|---|---|---|---|
| II. Commercial | OMC 18.05 | Approved Mixed Use District Plan January 2001 (Attach # 13) | Proposed Amendment (Attach # 1 (page 4)) | Change Ord. 6299 / Revised Amend |
| Community Uses | (Not to be included in commercial counts) | | | |
| - YMCA (Existing) - Child Care (required) - Community Clubhouse | 18.50.050(A)(4) 18.50.050(F)(4) (@607/R) Meeting Area | (51,300 sq. ft.) | (55,200 sq. ft.) | +3,900 Sq. Ft. |
| 1. Grocer (Under 35,000 sq. ft. the Comm. Cap is 175,000) | Table 5.02 and OMC 18.50.060(C) | 50,000 sq. ft. | 30,285 sq. ft. | -19,715 (Permit Approved) |
| 2. Retail | 75 sq. ft./ Residential Unit (75*810 =60,750 SF) | 60,250 sq. ft. | New Range* Min 33,700 Max 60,750 | Range revised + 510 sq. ft. - 26,540 sq. ft. |
| 3. Office | 200 Sq Ft/Residential Unit (200SF *810= 162,000 SF) | 113,850 | New Range* Min 5,000 to Max 31,000 | Range reduced - 82,850 sq. ft. -108,850 sq. ft. |
| Total Commercial | OMC 18.05.050 Table5.02 225K w/ 50K grocer 175K w/35K or less grocer | 224,100 sq. ft. | *94,985 sq. ft. | -129,115 sq. ft. |
| *Proposed Amendment – Target of 30,285 (Grocer) +33,700 (Retail) + 31,000 (Office) = 94985 sq. ft. with Total office & retail combined not to exceed 64,700 | | | | |
| III. Commercial Dev. Standards | | | | |
| Stories Mixed Use | 2- 3 Story | 2 & 3-Story | 1-Story with 24-foot exterior facade | Elimination of 2 nd and 3 rd floor occupied |
| Height Mixed Use/Commercial | Mixed Use Structures 45-foot | 45-foot | 45-foot Residential & 24-foot Commercial | Commercial Height reduced by 21 feet |
| Parking - ratios retained | Ratios Pursuant to OMC 18.38 Parking | 923 (includes 272 below grade) | No change in parking ratios 621 | -302 (272 below grade stalls and 30 on-street. (Shopping Center std.) |

II. **Review Process and Authority:** Pursuant to 18.57.080, the original Master Plan approval process included recommendations from the Design Review Board and the Hearing Examiner prior to the City Council Action. The Council approved the Briggs Master Plan in December 2003. The review process for amendments to an approved master plan is identified 18.57.080(F) as follows:

“Amendments. An approved Master Plan, or subsequent revision thereto, shall be binding as to the general intent and apportionment of land for buildings, stipulated use and circulation pattern. Amendments which change the character, basic design, density, open space or any other requirements and conditions contained in the Master Plan shall not be permitted

without prior review and recommendation by the Hearing Examiner, and approval by the City Council, of such amendment. Amendments shall be an amendment to the Official Zoning Map and shall be clearly depicted as a revision to the ordinance text and site plans.”

Staff Response and Recommended Findings: The amendments proposed by the applicant (outlined in the table above) substantially change the character and basic design contained in the Master Plan. A review and recommendation by the Hearing Examiner to the City Council is required. The review process for amendments follows OMC 18.57.080(F) to include the Examiner providing recommendations to the City Council. In the subject case, the amendments also included changes to the Design Guidelines and subsection (F) does not address design review process information. Therefore, the process outlined in the original Master Plan Review process, OMC 18.57.080 (A-D), provided administrative guidance as follows:

- A. **SEPA.** As stated above, on May 1, 2003, the City issued the Final Environmental Impact Statement (FEIS) in accordance with the requirements of the State Environmental Policy Act (SEPA) 2012 (Attachment # 2). The mitigation contained in the FEIS remains in full force and effect. Pursuant to the State Environmental Policy Act a new SEPA Checklist was submitted to the City on March 22, 2012 addressing the decrease in commercial office and retail. (See Attachment # 3). An update to the traffic analysis was provided to examine the impacts on the transportation system (On File with the City). In summary, the proposed amendment results in 276-fewer new PM peak hour trips (45% decrease). This information will be used in the future for determining transportation impact fees and subsequent traffic impact analyses for the individual land uses prior to permitting. Each project will need to a TIA to determine the impact to Henderson Boulevard and the potential need for traffic signals. On October 3, 2013, the City of Olympia issued a Determination of Non-significance (DNS -Attachment #4). The comment deadline passed without comment on October 17, 2013 and appeal the period expired without appeals on October 24, 2013.
- B. **Design Review Board.** Although OMC 18.57.808(F) is silent with regards to the Design Review Board, because the applicant proposed amendments to the Design Guidelines, staff determined that the Design Review Board’s expertise is warranted in order that the Examiner and Council properly consider the entirety of the amendment requests. Therefore, following the same review process as outlined in the original approval (OMC 18.57.080 (A-G), the Design Review Board reviewed the amendments to the Design Guidelines pursuant to OMC 18.57.080(B) which states:

”Design Review Board. A complete application including proposed draft design vocabulary and design guidelines (OMC Chapter [18.05A](#), Village and Center Design Guidelines), shall be submitted and reviewed by the Design Review Board for review and recommendation to the City Council. The Design Review Board shall not recommend approval of a Master Plan unless they determine that the proposed Master Plan complies with each of the applicable design guidelines contained in OMC Chapter [18.05A](#), Village and Centers Design Guidelines. The Design Review Board shall also review the applicant’s proposed design vocabulary and provide a recommendation to the City Council. The Design Review Board may schedule additional meetings to consider the proposed Master Plan, or recommend denial or approval with or without conditions of approval. Public notice of meetings shall be provided pursuant to OMC Chapter [18.78](#), Public Notification.

The Design Review Board initially completed their review of the design components of the Master Plan and voted to recommend approval with conditions in 2003. As discussed in more detail below, the Board reviewed proposed amendments on July 25, 2013 and August 8, 2013 and recommended approval of the applicant’s original proposal along with several additional amendments agreed upon by the applicant, staff and staff’s consultant at the Board’s August 29,

2013 public meeting. The Board further recommended that City Council initiate a future work program to incorporate many of the new design guidelines into the “City-wide Design Guidelines.”

- C. **Hearing Examiner.** There is no specific direction to the Examiner on considering amendments in Subsection (F). However, OMC 18.57.080(C) provides direction as to the Examiner’s role in the initial approval which can also be considered in amendments as follows:

Hearing Examiner. A complete Master Plan application, including the proposed draft ordinance, OMC Chapter 18.05 and schematic maps, shall be reviewed by the Hearing Examiner for recommendation to the City Council. Prior to the recommendation on a Master Plan application, the Hearing Examiner shall hold a public hearing thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The Hearing Examiner shall not recommend approval of a Master Plan unless the Examiner determines that the plan complies with the requirements of OMC Chapter 18.05, Villages and Centers. The Hearing Examiner may:

- 1. Recommend terms and conditions of approval; or*
- 2. Require the provision, and further public review, of additional information and analyses; or*
- 3. Recommend denial.*

- D. **City Council.** The direction to City Council outlined in OMC 18.57.808(F) states that:

“Amendments which change the character, basic design, density, open space or any other requirements and conditions contained in the Master Plan shall not be permitted without prior review and recommendation by the Hearing Examiner, and approval by the City Council.”

The role of the City Council is established in OMC 18.57.080(D), the initial master plan approval as follows:

“The Board’s and the Examiner’s recommendations, together, with any conditions, shall be considered by the Council at a regular public meeting. Such consideration must be based upon the record established by the Design Review Board and the Examiner. If the Council finds that the Board’s or Examiner’s recommendation is in conflict with the City’s adopted plans, policies and ordinances; or insufficient evidence was presented as to the impact on surrounding area the Council may:

- a. Deny the MPD application;*
- b. Remand the matter back to the Design Review Board or Hearing Examiner for another hearing;*
- c. Continue to a future date to allow for additional staff analysis desired by the Council;*

d. *Modify the Design Review Board's and Examiner's recommendation based on the applicable criteria and adopt their own findings and conclusions, and deny or approve the Master Plan; or*

e. *Schedule its' own open-record public hearing.*

If the Council determines there are no conflicts and sufficient evidence was presented as to the impact on the surrounding area, it shall adopt the Board's and Examiner's recommendation as their own and approve the Master Plan by ordinance. A date for Council action has not been scheduled. Notice of the meeting will be sent to "Parties of Record."

III. **Applicable Policies and Regulations:**

Numerous policies and standards apply to this proposed project amendment: Comprehensive Plan; Shoreline Chapter 14.10 and Shoreline Master Program for Thurston Region, Environmental Protection OMC 18.32 Critical Areas including subsections 200 (Drinking Water and Wellhead Protection), 500 (Wetlands), and 600 (Landslide Areas); the; Zoning Code including Chapters OMC 18.05 (Attachment # 12) & 18.05A, 18.57, Master Planned Development, and Ordinance 6299 (including Briggs Village Volume 1 and Briggs Village Design Guidelines) and Engineering Design & Development Standards (EDDS).

During the initial Master Plan approval process and again with regards to the proposed amendments, questions surface regarding the level of detail needed at the Master Plan review stage and what details are more appropriately set aside to be determined at the time of preliminary plat, binding site plan, or commercial development submittal. The response to this question was determined during the initial 2003 Master Plan approval process.

Clearly, consistency with the requirements of Comprehensive Plan and Olympia Municipal Code Chapters 18.05, 18.05A and 18.57 must be met. However, some of the requirements of 18.05 and 18.05A and the EDDS are at a level of detail so precise that it would be unreasonable to require at the Master Plan level. For example, pursuant to 18.05.050, the proposal is required to provide a certain number of residential units, with a certain mix between single-family and multifamily, and a certain variety and percentage of types of housing. In addition, the lot sizes, widths, and building setbacks are also stated. As agreed upon in 2003, staff continues to recommend that determining if the proposal meets the required number, type, and variety of units be considered as part of the Master Plan review. However, the final residential lot sizes, widths and setbacks, and building heights are deferred until the time of preliminary plat and building permit submittals.

Similarly, there are requirements other than zoning that have levels of detail that were previously and reasonably determined to defer until a specific land use application is submitted. For example, a stormwater system is necessary and required by the EDDS. The proposed stormwater system for the entire site was reviewed for general compliance with the Drainage Design and Erosion Control Manual; and the details of the stormwater system design for each phase or development has been and will continue to be reviewed at the time of application for that phase or development.

A. **Comprehensive Plan** - Chapter One - Land Use contains Goal LU 10 and Policies LU 10.1 through LU 10.17 relate to Urban Villages. The following policies provide direction on the proposed amendments:

LU10.3 Establish requirements for villages that provide a pleasant living, shopping, and working environment; pedestrian accessibility; a sense of community; adequate, well-

located open spaces; an attractive, well-connected street system; and a balance of retail, office, multifamily, single-family and public uses.

LU 10.8 “Minimize the amount of the village devoted to parking.” Subsection d. Design and size parking lots to avoid interrupting the pedestrian orientation of the village. Locate parking lots to the rear or side of commercial and multifamily buildings. Limit the size of parking lots fronting on a street (e.g., to 30 percent of the site’s street frontage).”

Staff Response and Recommended Findings:

No amendments are proposed to the Comprehensive Plan. The implementing regulations found in OMC Chapters 18.05 (Attachment # 13), 18.05A (On file with the City), and 18.57 (On file with the City) fully reflect all the Goals and Policies contained in the Land Use Chapter of the Comprehensive Plan. No amendments are proposed to the zoning regulations. The proposed amendments to Ordinance 6299 retain the overall residential density of 810-units (shifts the residential unit mix) and substantially reduce the commercial office, retail and related parking count from 224,100 sq. ft. to approximately 95,000 sq. ft. Pursuant to OMC 18.50.050 Table 5.02 (the approved grocer is smaller than 35,000 sq. ft.) therefore the overall commercial needed to be reduced from a maximum of 225,000 Sq. ft. to a new maximum of 175,000 sq. ft. The reduction in commercial square feet also results in a reduction in residential units in the town square. As proposed, the amendments comply with Ordinance 18.05. And the Design Review Board has recommended that the proposed amendments with the Design Guidelines comply with OMC 18.05A and thus the Comprehensive Plan.

- B. **Shorelines (OMC 14.10) - Shoreline Master Plan for Thurston Region, Section Two - General Goals and Policies, Part V. Regional Criteria** states, “All development within the jurisdiction of this Master Program shall demonstrate compliance with all the policies.”

Staff Response and Recommended Findings:

The proposed amendments do not alter or touch upon the Shoreline Master Plan. The Ward Lake Arboretum (Case Files 12-0057 and 09-0056) and trails have previously been approved. Pursuant to OMC 18.57.100, project approvals for commercial, residential and associated utilities, including stormwater must comply with the applicable regulations at the time of permitting.

- C. **Environmental Protection and Critical Areas (OMC 18.32)**. Although the site does contain wetlands and steep slopes, the proposed amendments do not alter these regulations, the site or previous conditions which shall remain in effect.

Staff Response and Recommended Findings:

The proposed amendments do not alter or touch upon Drinking Water and Wellhead Protection, Wetlands or Steep Slopes. Pursuant to prior approvals, each development and associated utilities, including stormwater regulations must comply with the applicable regulations at the time of permitting.

D. **ZONING**

1. **OMC 18.57.080, Master Planned Development - Master Plan applications shall be submitted to the Department for review.** The Design Review Board and Hearing Examiner shall forward their recommendations to the City Council.

Staff Response and Recommended Findings:

The proposed Briggs Village Amendments appear to comply with the general purposes and the amendments are following the review process and authority described above in Staff Report Section II above (OMC 18.57.080 (A-D &F). Sections E and G are addressed below:

- a. **OMC 18.57.080(E).** *“If the Master Plan is to be developed in phases, the project as a whole shall be portrayed on the Master Plan, and each phase may individually receive project review and approval accordingly to the procedures established herein.”*

Staff Response and Recommended Findings:

No amendments to the Phasing are proposed. The phasing was approved by Ordinance 6299, the Briggs Village is to be developed in five phases (Ordinance 6299 Section 1.A -See Volume I Table 1 and Section 1.D “Combined Conditions of Approval” - page 1 item II phasing conditions 3 - 8). These are shown on the Master Plan and each phase will be reviewed on its own merits for compliance with applicable City codes and for compliance with the Master Plan, when applications are submitted.

- b. **OMC 18.57.080(G) Expiration or Extension:** *There shall be no time limitation or extensions required of a master plan approval. However, if in the opinion of the City Council, the master plan does not continue to serve the public use and interest or comply with the Comprehensive Plan or other applicable laws or plans, the City Council may initiate an amendment or a rezone at any time.*

Staff Response and Recommended Findings

There is not a time limitation on the approved Master Plan and none are proposed with the amendments. However, as noted, the City Council could initiate an amendment or a rezone if the City Council determines that the master plan does not continue to serve the public use and interest or comply with the Comprehensive Plan. Staff does not make such a recommendation for the Examiner to consider.

- 2. **OMC 18.05, Urban Villages. 18.05.020 - Purposes.** There are eleven purposes for urban villages. In summary, these include a pattern of design that provides convenience for access from one home to another and from homes to businesses and transit by vehicles, bicycles, and pedestrians. They also require a variety of housing types, location, densities, and design compatibility within the urban village and with the existing neighborhoods. There are also requirements for open spaces.

Staff Response and Recommended Findings:

The approved Briggs Village met the general purposes for urban villages in 2003. The proposed 2013 amendments continue to meet each of these general purposes.

- 3. **OMC 18.05.040, Permitted, conditional, required and prohibited uses.** Table 5.01 lists those uses that are permitted outright, are subject to a conditional use permit, or are required in an Urban Village. Uses that are not listed are not permitted. And there are eight uses listed which are specifically not allowed.

Staff Response and Recommended Findings:

The approved Briggs Village proposal includes all the uses that are required and none of the uses that are not allowed. However, there will be a reduction in the amount of residential over commercial (From 57-Units See Attachment # 13 to 10-Units See Attachment #1 page 4).

As proposed pursuant to OMC 18.50.050(C)(2), the applicant proposes to provide slightly over the minimum 10% residential over commercial based upon the following calculation:

Grocer 30,285 sq. ft. + office up to 31,000 sq. ft. + retail up to 30,700 sq. ft. = 94,985 sq. ft. The proposal is to provide 11,000 sq. ft. for approximately 10-units.

The 10% residential is currently proposed in two separate buildings identified as “B” containing Commercial/Retail/Office/Other fronting on Magnolia Lane and Dogwood Drive (See Attachment # 1 Page 3).

4. OMC 18.05.050, General Standards.

- a. **Section A. Project Approval or Re-designation** outlines project approval, rezones, interim uses, and pre-existing uses.

Staff Response and Recommended Findings:

The approved Briggs Village met this section in 2003 and the proposed amendments are also following the process outlined in OMC 18.57.

- b. **Section B. Project Size.** Includes requirements for the size of a village project (between 40 and 200 acres).

Staff Response and Recommended Findings:

The approved Briggs Village at 133-acres continues to meet this section and the proposed amendments do alter the prior finding.

- c. **Section C.** Requires each village to have a village center that includes a village green or park, private and common open space, a sheltered transit stop, commercial development as market conditions allow, and civic uses. **At least 10 percent of the gross floor area of the village center must be residential.** Sixty percent of the total ground floor street frontage fronting on the square must be occupied by retail or services. A sheltered transit stop is required. The village green must be constructed before more than 50 percent of the commercial space is construction. The location of the Briggs Village center must be separated from a community-oriented shopping center by at least one mile and must abut an arterial street. The village must have the potential for modern-density residential development (7 to 14 units per acre) and for commercial uses sized to serve a 1 ½ mile radius.

Staff Response and Recommending Finding:

The Briggs Village streets, utilities and related infrastructure has been approved, permitted and constructed. Each of the requirements is achieved in the proposed amendments. There is a reduction in commercial space, reduction in residential over commercial, addition of one-commercial building on Henderson Boulevard, relocation of residential units to new apartment buildings along Briggs Drive, to the south of the commercial green, which will require new utility laterals (See Attachment # 1 Page 4) and a minor reduction in residential unit count in west residential. The total 810 residential units is unchanged and the number of units per acre is unchanged from the original approval.

- d. **Section D.** Includes Table 5.02, which lists the amount of commercial space allowed. This section also includes details on the location of commercial space and the maximum distance allowed from the village square.

Staff Response:

The proposal continues to comply with these minimum/ maximums as follows:

- The maximum total amount of total commercial floor space may not exceed 175,000 Sq. Ft. since the grocer is less than 35,000 Sq. Ft. The applicant proposes 94,985 Sq. Ft.
- The maximum amount of retail floor space allows 75-Sq. Ft./residence. The residential Unit Count of 810 units has not been reduced and the 75-Sq. Ft./residence would allow up to a maximum of 60,750 Sq. Ft. The amendment provides for a new range between 33,700 Sq. Ft. and 60,700 Sq. Ft. The intent is that if 31,000 Sq. Ft. of office is not feasible (see below) the area could be used as retail consistent with OMC 18.05.
- The maximum amount of combined office and service floor space allows 200-Sq. Ft./residence. The residential Unit Count of 810 units has not been reduced and the 200-feet/residence allow up to a maximum of 162,000 Sq. Ft. The amendment provides for a new minimum of 5,000 Sq. Ft. and maximum of 31,000 Sq. Ft.

The initial March 2013 proposal raised concerns primarily about the significant reduction in commercial office/retail space, whether the resulting one-story buildings would meet the overall vision and code for the Briggs Village site and the adequacy of the design guidelines. Former Mayor Gadbow, former Mayor Foutch along with former council members Hawkins and McPhee meet on two occasions with staff and the applicant to discuss the amendments and improvements. Many of the concepts, such as the minimum 24-foot exterior façade and improved specificity in the design guidelines are included in the revised November proposal. There is one provision not added which the applicant is not opposed.

The option is to retain the maximum flexibility, should the market return, to allow two and three story mixed use buildings (residential over commercial) around the town square. The concept is that the amending ordinance contain provisions for the one-story commercial structures to add floors or tear-down and rebuild to 2 or 3 stories as originally envisioned provided they contain the residential mix and meet the parking code.

In summary, Briggs Village commercial would provide approximately 95,000 Sq. Ft. commercial base as requested and provisions would be added to retain the 175,000 Sq. Ft. commercial cap contained in OMC 18.05 Table 5.02 of retail and combined office and services retail (since the grocer is less than 35,000 Sq. Ft). To accomplish this, addition housing above the 810-units would be built. The addition of residential over commercial is supported by the Comprehensive Plan and the underlying zoning code.

Staff Response and Recommended Findings:

The revised proposed amendments comply with the minimum/maximums provided in OMC 18.05.050 as follows:

- The maximum total amount of total commercial floor space may not exceed 175,000 Sq. Ft. since the grocer is less than 35,000 Sq. Ft. The applicant proposes 94,985 Sq. Ft.
- The maximum amount of retail floor space allows 75-Sq. Ft./residence. The residential Unit Count of 810 units has not been reduced and the 75-Sq. Ft./residence would allow up to a maximum of 60,750 Sq. Ft. The amendment provides for a new range between 33,700 Sq. Ft. and 60,700 Sq. Ft. The intent is that if 31,000 Sq. Ft. of office is not feasible (see below) the area could be used as retail consistent with OMC 18.05.
- The maximum amount of combined office and service floor space allows 200-Sq. Ft./residence. The residential Unit Count of 810 units has not been reduced and the 200-

feet/residence allow up to a maximum of 162,000 Sq. Ft. The amendment provides for a new minimum of 5,000 Sq. Ft. and maximum of 31,000 Sq. Ft.

In addition, further amendments to Ordinance 6299 to allow the proposed one-story commercial structures to add floors or tear-down and rebuild to 2 or 3 stories in the future to a maximum of 175,000 Sq. Ft. can be allowed pursuant to OMC 18.05.050 provided they contain at least the 10% residential mix (OMC 18.05.050(C) and meet the parking codes contained in OMC 18.38. Increasing the residential housing units above commercial is supported by the Comprehensive Plan and the underlying zoning code to include the minimum density of 7-units per acre and maximum average density of 13-units per acre and Maximum housing density of 24-units per acre contained in Table 5.05.

- e. **Section E.** Addresses the mix and location of residential uses and includes Tables 5.03A (Mix of Housing Types) and 5.03B (Required Variety of Dwelling Unit Types).

Staff Response and Recommended Findings:

The applicant's revised proposal and staff's recommended additional amendment, to allow up to the maximum 175,000 Sq. Ft. of commercial space with residential above comply with OMC 18.05. The applicant's amendments reduce the commercial space to approximately 95,000 Sq. Ft. This is 80,000 Sq. Ft. lower than allowed with a grocer under 35,000 Sq. Ft. The staff proposed amendment will provide for up to the maximum 175,000 Sq. Ft. in compliance with OMC 18.05.050 Table 5.02.

- 5. **Permitted or Conditional Uses.** OMC 18.04.040 Table 5.01.

Staff Response and Recommended Findings:

No change proposed. As noted in the staff report table above, the YMCA is allowed (preexisting) and a Child Day Care Center is required. Pursuant to OMC 18.50.050(F)(4), the child care facility must be constructed when 75% of the residential units are built (i.e., the 607 residential unit).

- 6. **Development Standards.** OMC 18.04.080 Table 5.04 - Commercial and Table 5.05 Residential

Staff Response:One change to the Commercial Table currently requiring 2/3-stories and a maximum building height of 45-feet is proposed. The applicants proposed amendment is to change this to 1-story. Instead of 1-story, staff will recommend that development table depict a commercial building height of not less than 24 feet (30 feet at the building corners) for a one-story building and continue to allow 2 or 3 stories to retain maximum flexibility for additional mixed-use commercial and residential in the commercial area of the village.

Pursuant to the commercial "Maximum Building Coverage" the existing maximum is 70% and increases to 85% only when the parking is under the structure or in a structure.

There are no changes proposed to the Residential Development Standards (height, setbacks etc).

Recommended Findings:

The applicant's proposed amendment to change the Commercial Table from 2/3-stories to 1-story should be revised to require commercial building height of not less than 24 feet and 30 feet at the corners on 1-story buildings and that 2 & 3 stories continue to be allowed to a height of 45-

feet retain maximum flexibility for future mixed-use buildings in the commercial area of the village.

7. **Urban Village Design Criteria.** As stated above, the proposal contains extensive revisions to the Briggs Village Design Guidelines Volume II. (On file with the City).

Staff Response: The Design Review Board conducted three public meetings and has recommended approval of the proposed amendments to the City Council. Generally, the amendments strengthen the Design Guidelines in the following areas:

- a. **Building Height** is changed from the current 2/3-story mixed use buildings to one story commercial. To retain a sense of place, the relationship between the size of the town square and the height of buildings becomes a challenge. The design guidelines have been revised to require single story buildings to be at least two stories in height by requiring a minimum of 24-foot exterior façade (and 30 feet tall at the corners) pursuant to OMC 18.05.080(M)(1) with a minimum 16-foot interior ceiling.

The approach is to recognize that initially one-story buildings will likely be proposed and add provisions to allow the opportunity for multi-story buildings sometime in the future (providing adequate parking can be provided pursuant to code). As currently configured and proposed, the amount of commercial, office and associated parking is significantly reduced.

- b. **Uniformity or Variety.** Consistent with master plans from the 1990's and 2000, the approved vision for Briggs Master Plan commercial areas generally calls for a high degree of uniformity in commercial building details. As recommended by the Board, the revised proposal provides for uniformity in concept and encourages diversity of building forms, materials and details as discussed below. In addition, the existing commercial guidelines lacked sufficient detail to ensure clarity for high quality development. The recommended amendments to the Design Guidelines provide significantly more specificity and detail.
 - i. **Roof form** is currently uniformly flat. With tall single story buildings the proposal is to allow variation in roof forms.
 - ii. **Articulation**- More detail and examples are added. Buildings will have similar articulation, within the town center, and within the Village. The building façade features of forms, edges, corners, and surface elements are better unified by their interconnectedness.
 - iii. **Primary Public Entry** requirements are added to clarify a hierarchy within the development that front the building toward the village green yet allows secondary access from the parking if requested. Entry to buildings along Henderson would be located on prominent corners.
 - iv. **Fenestration** - a hierarchy for windows and exterior openings is added. The hierarchy ensures that the buildings front the village green have the highest level of treatment (60%), side streets have the second highest, followed by parking areas and finally lesser along pedestrian corridors (up to 25%). A different hierarchy is provided for commercial buildings along Henderson.
 - v. **Weather Protection** (awnings and canopies) requirements are clarified and added that relate to the length of the façade and over entries.
 - vi. **Building Materials** substantial clarification and specificity has been added.
 - vii. **Building Details** substantial clarification and specificity has been added.

- viii. **Landscape** details have been added to buffer third tier frontage along parking areas
- ix. **Signage** clarification and specificity was added.
- x. **Utility Services** were not included in the initial adoption. Clarification and specificity has now been added. The proposal will address co-location of solid waste with screening and addressing utility meters and equipment along the buildings.

Recommended Findings:

The Design Review Board conducted three public meetings and has recommended approval of the proposed amendments to the City Council.

8. **Parking.** 18.05.100 identifies several other applicable zoning codes. Chapter 18.38 “Parking and Loading” is among them. As approved, each development within the Urban Village is to provide vehicular and bicycle parking built to the Parking Standards contained in OMC 18.38. Generally, the residential is to meet the standards based upon the type of residence and the commercial area is to meet the “Shopping Center” standards.

Staff Response and Recommended Findings:

No change is proposed in meeting the residential or shopping center standards contained in OMC 18.38. However, since there is a significant reduction in the proposed commercial square feet, there is a corresponding reduction in the number of required stalls. Pursuant to the proposed applicant’s amendments, it appears that the 272 underground stalls and other surface parking can be reduced. The additional staff proposed amendment to allow up to the maximum commercial square footage would also require associated parking pursuant to OMC 18.38. The specific parking determination will continue to be made on a case-by-case basis with each development application pursuant to OMC 18.57.100.

9. **Ordinance 6299 (including Briggs Village Volume 1 and Briggs Village Design Guidelines Volume 2)**

Staff Response and Recommended Findings:

The proposal is to amend several of the Ordinance 6299 and Volumes 1 and 2. The Examiner recommendations will be considered by the City Council at a future date. The City will prepare an amending ordinance for Council Consideration that incorporates each of the recommendations provided by the Design Review Board and Hearing Examiner.

10. **DEVELOPMENT GUIDELINES AND PUBLIC WORKS STANDARDS.** The following standards apply (water, sewer, streets) apply to projects within the Briggs Village:

- a. Olympia Municipal Code Title 12 - Chapter 12.02 Olympia Development Standards, Section 12.02.020 **Development Guidelines and Public Works Standards**
- b. Olympia Municipal Code Title 13 - Chapter 13.016 Storm and Surface Water Utility, Section 13.16.017 **Drainage Design and Erosion Control Manual,**

Staff Response and Recommended Findings: Each development proposal is required to meet the standards in place at the time of application. All the streets and utility infrastructure has been installed and generally considered complete. There will be some additional future driveway and utility relocations as a result of the amendments. A specific determination will be made on a case-by-case basis with each development application pursuant to OMC 18.57.100 when new applications are received.

Since the completion of the Henderson Boulevard and the Briggs Town Center Commercial private internal street network, the envisioned secondary YMCA driveway access at the easterly north-south street connection (Maple Lane) was to be constructed to provide the second access for the YMCA parking lot to mitigate the closure of the YMCA parking driveway access from Henderson Boulevard (See Attachment #14). As a result all the YMCA traffic enters and exits the western most driveway to access Yelm Highway via Briggs Drive and does not use the Town Center Access (Maple Lane). This causes delay and congestion on Briggs Drive and at its intersection with Yelm Highway.

To be consistent with the traffic circulation analysis for the Briggs Town Center Commercial Short Plat and Briggs Village Grocery, the secondary access needs to be constructed from the YMCA parking lot to the Briggs Town Center north-south private street (Maple Lane). This will help disperse traffic, mitigate the closure of the YMCA Henderson Boulevard driveway and lessen traffic impacts on Briggs Drive and Yelm Highway.

In addition, the existing 90- degree turn from Maple Lane (the very most southern east-west and north-south private street in the Town Center) is too narrow. Two vehicles cannot safely pass one another through the curve. This should be reconstructed to an intersection and allow the access to the YMCA parking lot described above. This alignment must be rebuilt to meet Public Works EDDS.

Staff Recommendation: Recommend to the City Council that the applicant's proposed amendments are consistent with the Comprehensive Plan and the Villages and Centers code OMC 18.05 and 18.05A and the following four conditions be added as follows:

1. Amend Ordinance 6299 to allow the proposed one-story commercial structures with a minimum 24-foot exterior façade (30-foot on building corners); and, continue to allow 2 or 3 stories commercial buildings to a maximum of 175,000 Sq. Ft. pursuant to OMC 18.05.050 provided they contain at least the 10% residential mix (OMC 18.05.050(C) and meet the parking codes contained in OMC 18.38.
2. The applicant shall construct the secondary access to the YMCA parking lot to the Briggs Town Center north-south private street (Maple Lane).
3. The applicant shall re-construct the existing 90- degree turn along Maple Lane to a three-way intersection and to allow the access to the YMCA parking lot described above. This re-alignment shall be rebuilt to meet Public Works EDDS.
4. The applicant shall be required to submit for Land Use Approval and Design Review with each future development and meet applicable requirements to include Brigg Village Master Plan & Amendments, OMC 18.05; 18.05A, 18.57, design review and Public Works EDDS.

Staff Report by: Steve Friddle, Principal Planner, on behalf of the Site Plan Review Committee comprised of Alan Murley, Engineering Review; Tom Hill, Building Official; and Rob Bradley, Fire Marshal.

Attachments:

1. Proposal (5-pages)
2. 2003 Briggs Master Plan FEIS
3. Environmental Checklist
4. SEPA DNS dated 10/3/13
5. Ordinance 6299

6. Briggs Master Plan Development - Volume I
7. Briggs Master Plan Design Guidelines - Volume II
8. Economic Development Council correspondence dated 8/15/13
9. Kidder Mathews, Ryan Haddock, correspondence dated 10/12/13
10. Berschauer Group, Ryan Clintworth correspondence dated 11/7/13
11. Amoroso Companies Business History and Project Experience
12. Olympia Municipal Code 18.05
13. Briggs Village Mixed Use District Plan January 2001
14. Briggs Village Short Plat Map. Diagram and Photo
15. Public Comments:
 - a. Lillian & Dave Dark, correspondence dated April 27, 2013
 - b. Will & Jeana Callicoat, email dated 10/1/13
 - c. YMCA by Michael West & Steven Hatton dated 12/2/13
 - d. Craig Adair, date stamped received 12/3/13
 - e. Lynn Adair, date stamped received 12/3/13
 - f. Notice of Appearance of Robert B. Shirley on behalf of Lynne A. McGuire, 11/30/13
 - g. Holly Gadbow, email dated 12/3/13
 - h. Mark Foutch, email dated 12/4/13

Additional Information Available on the City Web-site:

Prior Staff Report and Examiner Decision

- A. Hearing Examiner Staff Report dated June 30, 2003
- B. Findings & Recommendations of the Hearing Examiner, dated 8/15/2003
- C. Olympia Design Review Board Staff Report dated July 25, 2013
- D. Olympia Design Review Board Staff Report dated August 8, 2013
- E. Olympia Design Review Board Staff Report dated August 29, 2013

Economic Information/Reports

- A. "Creating Places and Preserving Spaces - A Sustainable Development Plan for the Thurston Region;" by Thurston Regional Planning Council's, dated December 2013
- B. "Creating Walkable Neighborhood Business Districts by Greg Easton & John Owen dated June 2009
- C. "Investment Strategy - City of Olympia Opportunity Areas" by ECONorthwest dated 9/25/2013

Briggs Village Master Plan Amendment - Public Process

Attachment 2

| List of Participants in the Record | Design Review | Hearing Examiner |
|---|---------------|-------------------|
| Applicant: | | |
| Amoroso Companies, Joe T. Amoroso, President | | X |
| Burgess, Heather Applicant's Attorney | | X - Rep Applicant |
| Carr, Jean SCJ Alliance -Engineer | X | X |
| Head, Amy SCJ Alliance, Applicant's Engineer | X | X |
| Haddock, Ryan Applicant Broker | | X |
| Thomas, Ron, Applicant's Architect | X | X |
| Shea, Perry SCJ Alliance Traffic Engineer | | X |
| Adair, Lynn & Craig | | X |
| Barlin, Jean | | X |
| Boyce, Karen | | X |
| Burley, Craig | | X |
| Cade, Michael Economic Development Council | | X |
| Callicoat, Will & Jean | | X |
| Clarke, Christina | | X |
| Clintworth, Ryan | | X |
| Dickison, Jeanette Former Councilmember | X | X |
| Foutch, Mark Former Mayor & Councilmember | X | X |
| Gadbaw, Holly Former Mayor & Councilmember | X | X |
| Hatton, Steve YMCA Board | | X |
| Hulbert, Phil and Therese | X | |
| Jacobs, Bob Former Mayor & Councilmember | X | X |
| James, Jeff | X | |
| Lazar, Jim | | X |
| Mathews, Patrick | | X |
| McCormick, Kathy TRPC Staff | X | X |
| McCormick, Mike | | X |
| McGuire, Lynne Former Planning Commissioner | | X |
| McPhee, Margaret Former Councilmember | X | |
| Messmer, Karen Former Councilmember & Commissioner | | X |
| Miller, Allen Representing YMCA | | X - Rep YMCA |
| Peter & Sue Overton, Peter & Sue | X | |
| Philippsen, Patricia | | X |
| Randall, James West Olympia Business Assoc. | | X |
| Reed, Maari | X | |
| Schaffert, David Chamber of Commerce | | X |
| Shirley, Robert Attorney representing Lynn McGuire | | X - Rep. McGuire |
| West, Michael YMCA President | | X |
| Application Review Staff & Consultants | | |
| Bengford, Bob Maker's Architecture, City Consultant | X | |
| Friddle, Steve Principal Planner | X | X |
| McCoy, Catherine City Assoc. Planner | X | |
| Nienaber, Darren Deputy City Attorney | | X - Rep CP&D |
| Smith, David Public Works Transportation | | X |



Shmidt 1/13/14

January 13, 2014

RE: Briggs Village Master Plan

Dear Potential Hearing Participant:

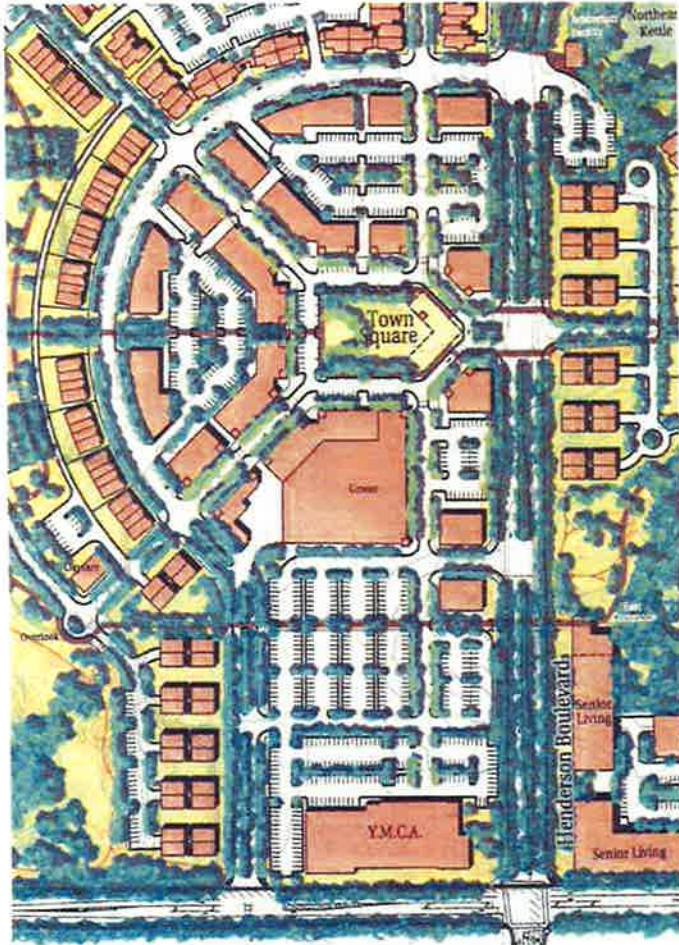
You are listed as a person who presented information on the Briggs Village Master Plan to the Design Review Board (DRB) and/or Olympia Hearing Examiner. The City Council is scheduled to consider the DRB and Hearing Examiner recommendations in this matter on January 28, 2014. This letter provides you and others who presented information to the DRB and/or Hearing Examiner with notice of an opportunity to provide oral comment to the City Council at the January 28th hearing. New factual information will not be considered.

The process to be used by Council is to consider oral comment only from individuals who previously presented information to the DRB and/or Hearing Examiner, and to limit analysis of the DRB and Hearing Examiner recommendations to information and facts in the record as established by the DRB and Hearing Examiner. The basic format for Council review is to begin with a brief factual presentation about the application by staff. The applicant is then allowed an initial presentation and oral comment, which is followed by the oral comment of the other interested parties. Finally, the applicant is provided an opportunity to respond to the presentations of the other interested parties. This format allows for Council to ask questions to any presenter either during or after the presentation, and thus a presenter's actual time may go beyond the time initially allotted to that presenter.

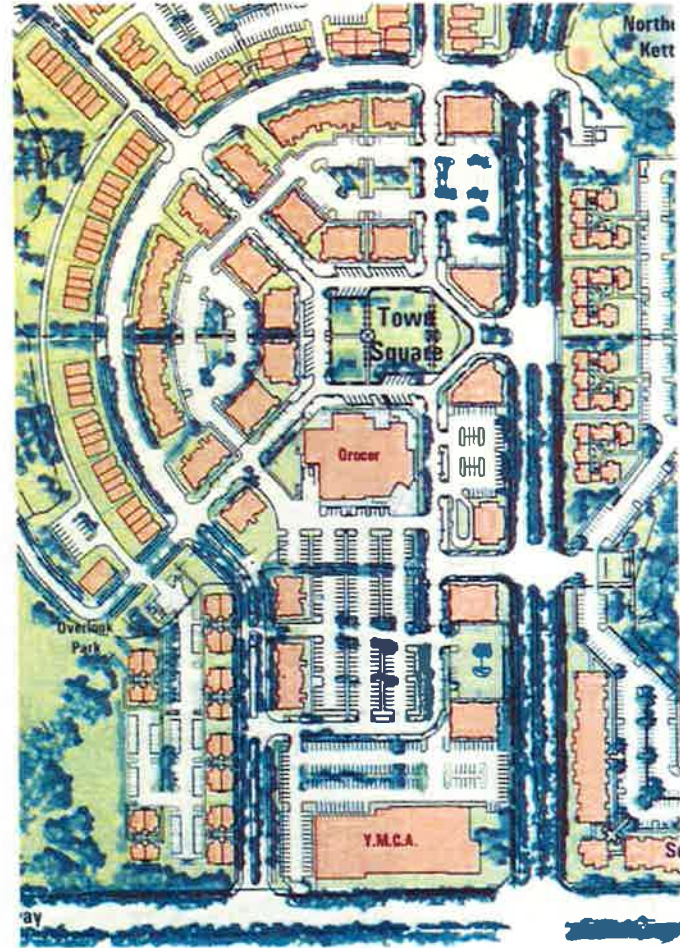
The applicant is usually allowed up to 15 minutes for the initial presentation and up to ten minutes for a final response. In reviews with a potentially large number of participants, the Council has imposed time limits for oral comment of three to five minutes. Requests for more than five minutes for an oral presentation should be made to the Council at the January 28th Council meeting.

This matter is a quasi-judicial matter, and thus you should not send any communication concerning this matter to Councilmembers. If you want to provide information to the Council on this matter, your opportunity to do so is at the January 28th Council hearing, through oral comments. Your comments should be limited to matters within the record that was developed by the DRB and/or Hearing Examiner and should be based solely on the evidence that was submitted to the DRB and/or Hearing Examiner.

If you have any questions, please contact Steve Friddle, Principal Planner, at 360.753.8591 or sfriddle@ci.olympia.wa.us.



Original Site Plan




New Amended Site Plan

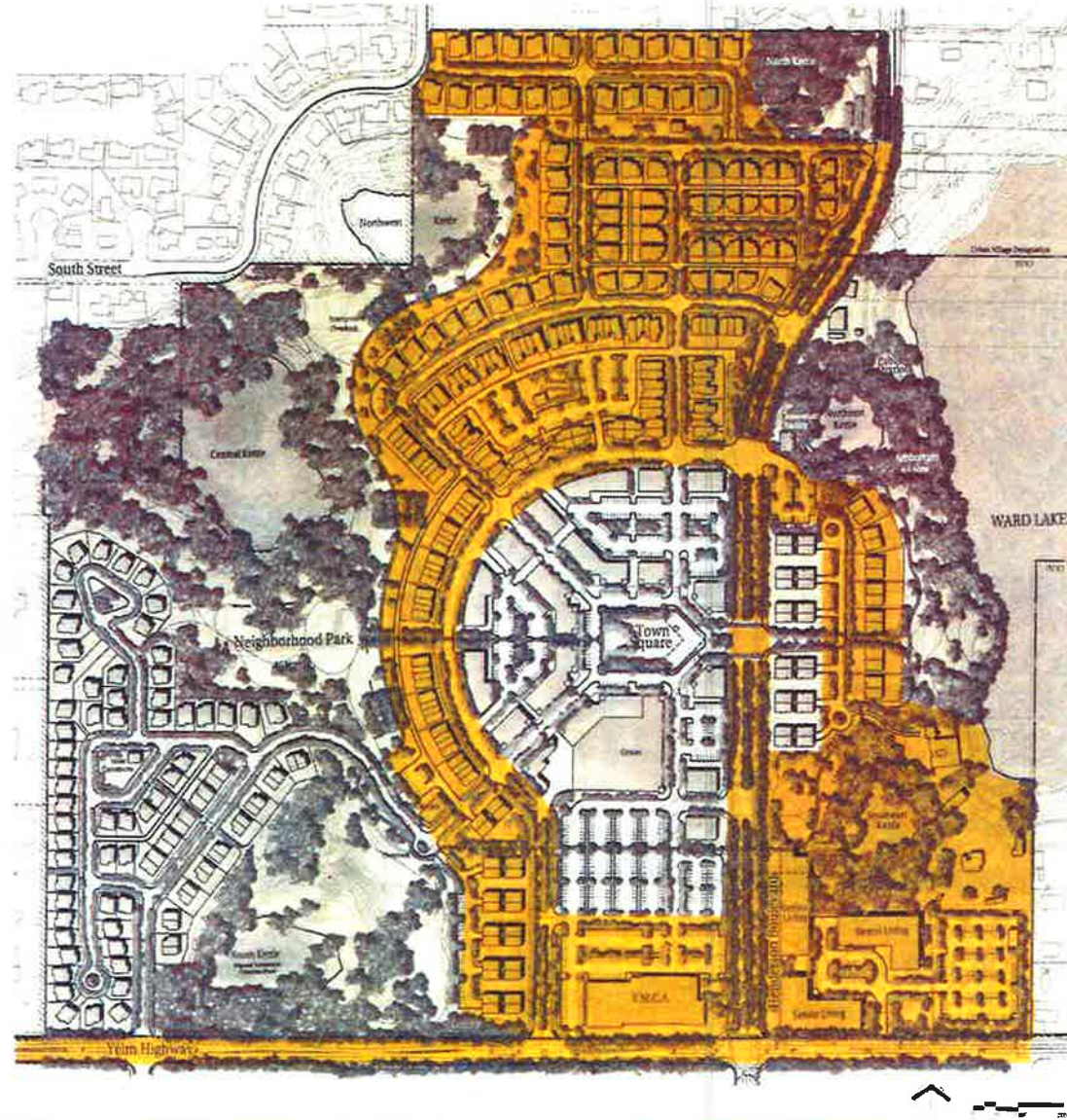
Town Center – Original and New Site Plan

Briggs Village Master Plan Amendment

ATTACHMENT #1
Pg 1

KEY

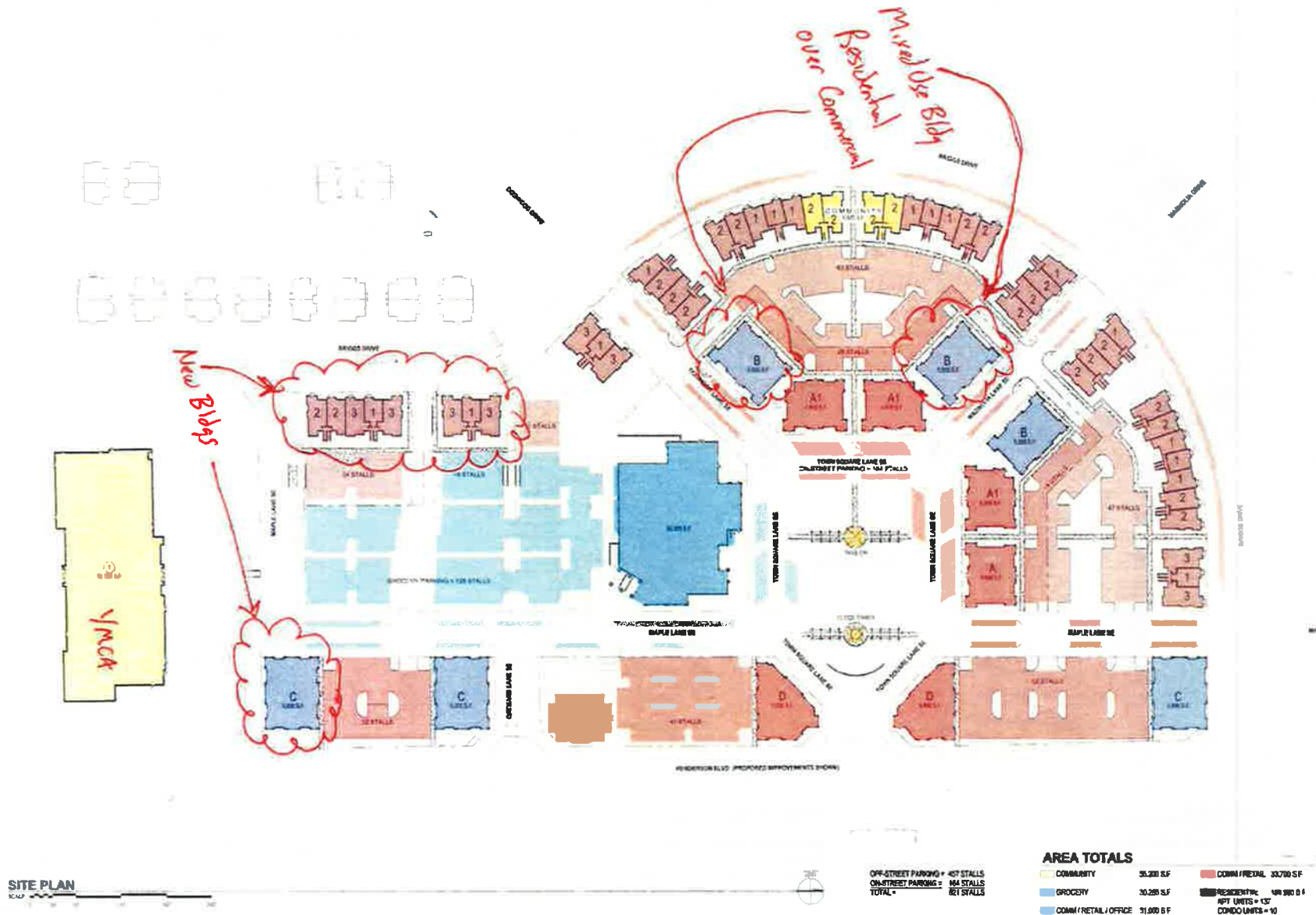
 NO CHANGE



Original Site Plan – Area of No Change

Briggs Village Master Plan Amendment

Attachment #1
Pg 2



Master Plan Amendment

Briggs Village Town Center

Attachment # 1
 p 9 3

BRIGGS VILLAGE MIXED USE DISTRICT PLAN

AREA TOTALS

| | | | | |
|------------------------|-------------|------------------|-------------|---------------------------------|
| COMMUNITY | 52,200 S.F. | COMM / RETAIL | 33,700 S.F. | OFF-STREET PARKING - 457 STALLS |
| GROCERY | 30,263 S.F. | RESIDENTIAL | 54,800 S.F. | ON-STREET PARKING - 146 STALLS |
| COMM / RETAIL / OFFICE | 31,000 S.F. | APT UNITS = 127 | | TOTAL = |
| | | CONDO UNITS = 10 | | |



FIRST FLOOR

FIRST FLOOR AREA TOTALS

| | | | |
|------------------------|-------------|----------------|-------------|
| COMMUNITY | 52,200 S.F. | COMM / RETAIL | 33,700 S.F. |
| GROCERY | 30,263 S.F. | RESIDENTIAL | 54,800 S.F. |
| COMM / RETAIL / OFFICE | 31,000 S.F. | APT UNITS = 43 | |

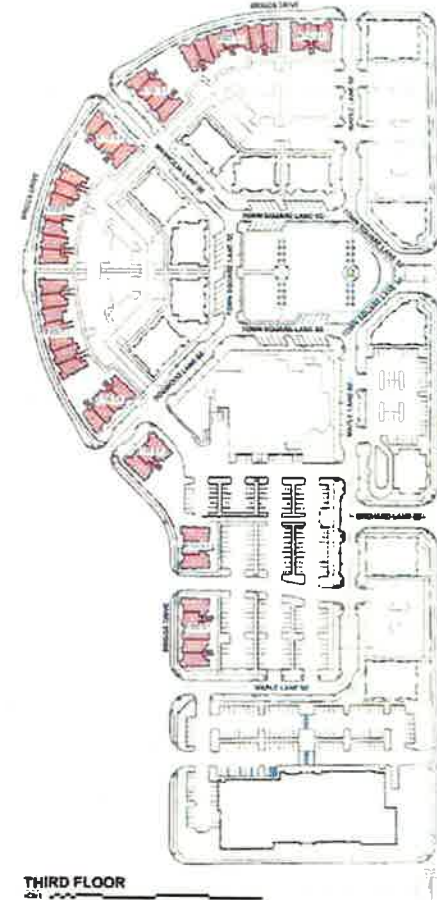
ALTERNATE 10,000 SF IN LIEU OF 21,500 SF BUILDINGS SHOWN



SECOND FLOOR

SECOND FLOOR AREA TOTALS

| | | | |
|------------------------|------------|------------------|-------------|
| COMMUNITY | 1,000 S.F. | COMM / RETAIL | 0 S.F. |
| GROCERY | 1,875 S.F. | RESIDENTIAL | 70,800 S.F. |
| COMM / RETAIL / OFFICE | 3,524 S.F. | APT UNITS = 47 | |
| | | CONDO UNITS = 10 | |



THIRD FLOOR

THIRD FLOOR AREA TOTALS

| | | | |
|------------------------|--------|----------------|-------------|
| COMMUNITY | 0 S.F. | COMM / RETAIL | 0 S.F. |
| GROCERY | 0 S.F. | RESIDENTIAL | 59,000 S.F. |
| COMM / RETAIL / OFFICE | 0 S.F. | APT UNITS = 47 | |

Attachment #1
Pg 4



Aerial View from Northeast

Briggs Village Town Center

Attachment #1
Page 5



Briggs Village

Master Plan Development

Volume 1, Amended February 2013
August 29, 2013 DRB Revisions
October 22, 2013 Revisions

Amended February 2013

DESIGN TEAM

BRIGGS DEVELOPMENT COMPANY

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BRIGGS VILLAGE DESIGN INTENT

Design Character

The Briggs Village Design Guidelines illustrate a range of design possibilities that is based on ~~pre-modern~~, neo-classical craftsman and colonial revival styles. These guidelines are meant to convey a sense of tradition and permanence within the village. These guidelines are purposefully intended to coincide with the City of Olympia's goals for pedestrian friendly streets with the emphasis on strong entry features and pedestrian-scale porches. The elements of these neo-classical craftsman and colonial revival styles that will be reflected in the different building types throughout the village include:

- A clear distinction and precise proportioning of the three building parts (the base, middle and top).
- Encourage the use of medium pitch gable forms and pediments to create prominent entryways, porches and balconies.
- Emphasize symmetry in the placement of doors and windows that correspond to implied columns and bays of historically smaller spans and scale.
- Vertical emphasis to window and door proportions.

Several variations on the guidelines are anticipated to be expressed in the new architecture. The resultant community character will become unique to Olympia as it relates to new housing communities, but reminiscent of older parts of the City, such as the South Capitol neighborhood.

The adaptation of these guidelines to the different building types in the village will likely vary, with the most variety and interpretation found in the retail buildings, occurring in the densest parts of the village; in Town Square. The guidelines are flexible in order to:

- Adapt to smaller sites and challenging topography.
- Appeal to a broader range of owner preferences.
- Allow for diversity within the well-ordered land-use plan and blend with nearby building context.

The Design Challenge

- Respond to the Briggs Family design sensibilities, values and personality.
- Be unique in Olympia without being too foreign; be recognizable without being too "thematic."
- Adapt to a wide range of building types and lot sizes, as well as the undulating site.
- Create a sense of order and compatibility between a variety of building types and streetscapes, but also offer opportunities for delight, surprise and a sense of unique place.
- Appeal to a wide range of prospective home, retail and office owners and tenants.
- Translate to guidelines that are clear and understandable as well as flexible; leaving room for future design inventiveness.
- Be buildable and viable within the Olympia marketplace.

- Meet City of Olympia design requirements for pedestrian friendly streets.

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Use of the Guidelines

These guidelines supplement the City of Olympia's Design Guidelines for villages and centers. The Briggs Village guidelines illustrate how the City's guidelines are adapted to the building styles, open spaces and streetscapes of the village. The Design Guidelines for the Briggs Urban Village are to be used in concert with the regulatory requirements of Olympia City Code, Chapter 18.05A.

The City's design code speaks in terms of requirements and guidelines. The requirements must be met by any applicant; the guidelines identify alternatives which show how a particular requirement can be achieved. The guidelines for the Briggs Village are written in suggestive language – "should", "could", or "may", to indicate that the guidelines are suggestive choices rather than prescriptive of a specific design.

The Design Guidelines also include examples to illustrate that the architectural intent may be achieved through a variety of final designs. The purpose of the Design Guidelines is to encourage creativity and variety within the desired design objective here described. The suggested language, however, does not imply that the requirement is to be avoided when the terms "should", "could", "may" or similar terms are used. The guidelines are intended to require the architectural design to meet the requirement either as shown in the illustrations or through a substantive equivalent.

The guidelines were developed from a design process that:

- Began by creating prototypical unit plans and layouts for each of the building types.
- Tested the adequacy of building lot size and dimensions for the unit plans.
- Extruded unit plans to form building elevations.
- Illustrated a variety of buildings, massing, heights, roof forms and facade delineation that suggested design intent for each building type, given the placement within the village.
- Presented possible streetscapes from the building elevations.

The resultant guidelines show the depth of planning and design through the perspective streetscape sketches, example building elevations and site plans.

BUILDING DESIGN GUIDELINES: MIXED USE DISTRICT

Overall Intent of the Guidelines

The Mixed Use District comprises the center of the Briggs Village, with Town Square at its core. Town Square marks the intersection of several vehicular, pedestrian and visual axes. It is the focal point of the village and the center from which the energy and character of the village radiates.

The Mixed Use District and Town Square is intended to be an active, community hub that serves as a year-round, day and evening-long gathering place for village residents, shoppers and visitors. This gathering place is achieved through the careful balance between building form and exterior spaces, both open and covered.

The design vision is to create a village center of ~~simply massed~~ pedestrian scale buildings that both frames the Town Square which will and accommodates a variety of commercial tenants including retail, professional offices and services, and multifamily housing. A Clock Tower and a Pavilion, each with associated arbors, anchors the Town Square while setting themselves apart from the surrounding commercial and residential buildings of the Mixed Use District.

The architectural character of ~~the mixed-use buildings~~ The Mixed Use District shall be pre-modern, neo-classical craftsman and is intended to:

- Express traditional or classic vernacular through building massing with emphasis of a base, middle and top.
- Allow and reflect a mix of uses within any one building, by developing a separate character for each through a modulated and varied horizontal tenant bay expression.
- Encourage a lively and varied retail experience by allowing for tenant individuality in elevation delineation and treatment as well as signage.
- Ensure a sense of continuity and permanence throughout Town Square through the use of durable building materials of higher quality and reduced maintenance.

A local example of the type of retail, streetscape environment is University Village and older, neighborhood villages such as Fremont or Ballard in Seattle. What it is not intended to be is: as quiet as Sylvester Park, as mall-like as Redmond Town Square, or as overtly “thematic” as Leavenworth or Poulsbo.

The open space, Town Square, is envisioned to be a centerpiece of the village open space and incorporating a number of special features, such as a plaza, performance pavilion and clock tower. Town Square is zoned to accommodate both a quiet, park-like atmosphere and more active spaces that complement the commercial spaces that surround Town Square. The Mixed Use District and Town Square, specifically, will be a comfortable, family-oriented environment where one can enjoy a cup of coffee, visit with friends, or play checkers in the Square.

Mixed Use District: Town Square Features

Intent of Guidelines: Massing, Height and Modulation

Identify a number of special building features that must be used to set the Town Square apart from the other buildings in the district.

There are two unique structures within Town Square: a Clock Tower at the eastern edge and a Pavilion at the western edge. The Clock Tower allows the visitor to identify the Town Square from numerous view points throughout The Village. The Pavilion provides shelter for performers, art displays, community activities or a resting spot for visitors. The Town Square provides a place for outdoor gatherings with the Pavilion providing shelter in inclement weather. The guidelines are illustrative of the architectural requirements that shall be met using the tools described below.

- Create a prominent, open structure and a clock tower that serves as a way finding marker for the village.
- Illustrate the visual or spatial relationships between the active, hardscape area of Town Square and structures to the quiet, landscape area, the Town Square streets and buildings, as well as the larger village.
- Ensure that the feature serves to activate Town Square by attracting shoppers, visitors and residents into and across Town Square from the YMCA, the grocer and adjacent housing areas, by way of placement, and design.
- Describe an overall level of building material and workmanship that sets this feature apart from the other buildings in order to create an activity place or node.

Massing, Height and Roof Forms

The Clock Tower feature will be located and massed to be a focal point from the Henderson Boulevard side of Town Square. The Pavilion feature will be located in the western side of the Town Square and should be subordinate to the surrounding commercial buildings.

Visibility across the Town Square open space and surrounding buildings should be provided, by using a design that is predominantly transparent.

Heights and roof forms should set these structures apart, yet complement those of the surrounding buildings.

Town Square Attributes

The Town Square features should include special attributes, including:

- Towers or spires that are visible from the neighborhoods, up to 60 feet tall and integrated as part of a larger design; tower elements may include clocks, signage, weather vanes and lighting.
- Create a visual bridge or linkage of views across the square while allowing views into Town Square.
- Pavilions, Arbors, and awnings or coverings that provide pedestrian cover; particularly along the north-south axis across Town Square.

Building Materials

~~Low-maintenance~~ High quality durable materials are important throughout the Town Square in such a way that it features design which is evocative of enduring quality. Finishes shall remain consistent or cohesive on all sides of the buildings to create a sense of place and introduce a lasting village design vocabulary.

Site Planning

The Town Square features will serve as a focal point to the north-south street that extends from the YMCA, past the grocer, through Town Square and to the North Residential Phase neighborhood. The Clock Tower should be placed on axis with this street. The Pavilion should be placed on axis with the diagonal streets that align with the south and central kettles.

The outdoor spaces are carefully planned to integrate into Town Square and provide areas for outdoor activities. Landscaping should be urban in character, with high quality hardscape, materials, and simplicity to the plantings. The concept of extending Town Square through the features provides an open space that can be active and thrive year-round. These features are vital to the success of the Town Square.

Mixed Use District: Commercial Buildings

Intent of Guidelines: Massing, Height and Modulation

The purpose of the Guidelines is to achieve massing, height, ~~and modulation~~ and articulation goals. The guidelines are illustrative of the architectural requirements that shall be met using the tools described below.

- Ensure that buildings are appropriately scaled and proportioned for the enclosure of Town Square.
- Enable simple massing and ~~modulation-articulation~~ articulation of the buildings, in order to both allow for future changes of tenants or uses and be feasible in the Olympia marketplace.
- Encourage creativity and liveliness to the streets at special areas, such as corners and passageways.
- Special corner elements, architectural details and landscaping will aid “wayfinding” for shoppers and residents through the village center.

Massing and Height

The design guidelines for commercial buildings envision a combination of one and multi-story buildings lining Town Square. The integration of some multi-story buildings along the perimeter of the square are envisioned to be phased in over time to help enclose/frame the square and add additional “eyes on the square”. If buildings are proposed that exceed 1 ½ stories (one story with mezzanine), each proposer will need to show how parking requirements are being met.

One story commercial buildings are allowed, but require a minimum facade height of 24' (twenty four feet). Height shall be measured from the fronting street.

Through the use of clear story windows, one story commercial buildings shall be encouraged to imply at least one and a half (1 1/2) stories ~~multiple floor levels~~ in order to frame and enclose Town Square. ~~Building heights up to 30 feet are encouraged; height shall be measured from the fronting street.~~

Heights of buildings along radial streets, as well as those facing Henderson Boulevard, are also encouraged to ~~imply~~ imply at least one and a half (1 1/2) stories, or up to 30 feet in height with a minimum facade height of 24'; height shall be measured from the fronting street.

All commercial buildings are required to have a minimum internal floor to ceiling height of 18'.

Building Frontages

There is a hierarchy of building frontages to the commercial buildings throughout the Mixed Use District. There is a need to identify guidelines for each type of building frontage to meet design goals while accommodating the necessary function of commercial buildings. Provisions herein address:

- Building/Business Entrances;
- The level of facade transparency;
- The amount of weather protection.

Building Frontages: Storefronts

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PAGES 9-11

This section includes all facades facing Town Square, Radial Streets, and other facades where a business' primary entry is located:

- Building/Business' primary entry must be located along this façade;
- Transparent windows or doors covering at least 60% of the façade between 24" and 10' above the sidewalk are required; and
- Weather protection averaging at least 5' deep (4' minimum) along at least 60% of the façade is required (see Commercial Façade Treatment - Weather Protection for awning types allowed). Weather protection elements shall provide at least 8' vertical clearance over the sidewalk but no higher than 14' to maintain the weather protection function and to maintain a pedestrian sense of scale.

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Building Frontages: Henderson Boulevard and Secondary Street Frontages

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This section includes all facades facing Henderson Boulevard and all other street facing facades that do not contain a business' primary entrance:

- Entrances along these facades are encouraged, particularly at building corners. For buildings adjacent to Henderson Boulevard, at least one public or business building entrance shall be visible from the street.
- Transparent windows or doors covering at least 40% of the façade between 24" and 10' above the sidewalk are required. Departures will be considered provided design treatments are included to enhance the pedestrian environment and design character of the façade; and
- Weather protection elements along these frontages are encouraged and required for the following:
 - Where a business' primary entry faces this frontage, weather protection elements shall meet storefront standards noted above.
 - Office or other (non-service only) building entrances (4' deep minimum).

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Building Frontages: Parking Lot and Internal Pedestrian Walkway Frontages

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This section includes all parking facades facing parking lots and facades facing internal pedestrian walkways.

- Entrances along these facades are encouraged.
- Transparent windows or doors covering at least 20% of the façade between 3' and 8' above the sidewalk. Departures will be considered provided design treatments are included to enhance the pedestrian environment and design character of the façade; and
- Weather protection elements along these frontages are encouraged and required for the following:
 - Where a business' primary entry faces this frontage, weather protection elements shall meet storefront standards noted above.
 - For secondary business and other building tenant entrances, weather protection over the entry at least 4' deep is required.

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Roof Types

Variation in roof form is encouraged as it relates to and helps define building modulation around Town Square and other village streetscapes.

Roofline modulation is encouraged as an effective type of facade articulation. The maximum length of unmodulated roofline is 25'. Every 25', the parapet articulation must change and the height must change by a minimum of 24" OR the roof type must change (flat, mansard, gable, hip, etc.).

Continuous, unarticulated roof heights and/or roof types are not acceptable.

Special Corner Elements

Attention should be given to differentiation of special corner elements, especially those on axis with and providing visual termination, create gateways and focal anchors to the streets surrounding Town Square.

Special corner elements may include hip roofs or compound gable roofs or flat roofs embellished with extraordinary cornice details, glazing or materials.

Each "block" facing Town Square shall encourage a corner building tower feature as highlighted in the "Location of Special Corner Elements" plan adjacent. Signage shall be used to complement and reinforce these special corner elements.

Modulation/Facade Articulation

Building modulation should follow and be expressive of the underlying or implied historically smaller structural bays.

Building modulation (as well as special roof forms, landscaping and facade treatments) should also accent the public passageways between Town Square and off-street parking areas, and the commercial building entries.

Building facades shall integrate architectural elements that create a complementary pattern of rhythm, dividing large buildings into smaller identifiable pieces. Building Frontages (Storefronts, Henderson Boulevard, and Secondary Street Frontages) shall integrate at least 3 of the following features at intervals no greater than 25' (twenty five feet) to create a pattern of small traditional storefronts. Building Frontages (Parking Lot Frontages and Internal Pedestrian Walkway Frontages) shall integrate at least 3 of the following features at intervals no greater than 40' (forty feet) to create a pattern of small traditional storefronts:

- i. Use of window and/or entries that reinforce the pattern of small storefront spaces;
- ii. Use of weather protection features that reinforce small storefronts. For example, one 75' wide facade articulated into three 25' wide storefronts could include a steel canopy for the middle storefront and awnings for the outside storefronts to help articulate the facade;
- iii. Providing vertical building modulation of a least 2' in depth and 4" in width if combined with a change in siding materials and/or roofline modulation;
- iv. Change of roofline or parapet;
- v. Use of vertical piers/columns that reinforce the storefront pattern;
- vi. Changing materials and/or color with a change in building plane;

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PAGES 9-11

- vii. Vertical elements such as a trellis with plants, green wall, or art element that meets the purpose of the guidelines; and/or
- viii. Other methods that meet the purpose of the guidelines.

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Mixed Use District: Commercial Buildings

Building Form and Materials

Variety in building form may include the use of flat, gabled or hip roof forms. Roof forms are encouraged to be true architectural or structural forms. Variation in roof forms (including gabled, hipped or flat) and the use of accessories such as dormers, when using sloped roofs, and embellished cornices, when using flat roofs, are encouraged.

Variety in building materials is encouraged, so long as the framework of building base, middle and top is evident and wall finishes remain consistent on all sides of buildings that can be seen by the public. Material changes should occur in a flush configuration or in minimal offsets of two feet maximum where there is a change in the vertical plane, the horizontal plane, or an articulation element is used (example: trim board) to separate dissimilar materials. Width of modulation articulation should shall be a minimum of fifteen feet and a maximum of sixty feet 25' – 40', depending on Building Frontage (see previous section) to imply historically smaller structural components. Use material changes horizontally and vertically to give identity to internal uses and implied or actual smaller individual shop owners.

The buildings throughout the Mixed Use District are truly “buildings in the round” where each building frontage is in full view of the surrounding neighborhood. As a result, there must be consistency in the design of all frontages for each individual building, including materials and detailing.

Mixed Use District: Commercial Buildings - Façade Treatment

Intent of Guidelines: Façade Treatment

Reflect the differing ground floor level uses (e.g., retail or office uses), primarily through the amount and type of glazing, façade materials, colors and trim details.

Provide continuity throughout the Town Square buildings by establishing the basic framework for the buildings including the rhythm of bay spacing, windows and entryways.

Create a lively streetscape and allow significant freedom and encourage creativity in the tenant occupied/-improved portions of the structure, with minimal direction as regards façade, color.

Retail & Office Uses

The ground floor retail and office uses are encouraged to have a minimum of 18-foot floor—ceiling heights, and need a significant amount of glazing in the form of display windows, and prominent entries and doorways. Provide generous internal floor to ceiling heights (1618' minimum required) for ground floor commercial uses to create attractive spaces with substantial natural light and the capability of accommodating the full range of permitted active commercial uses.

Façade Treatment including Tenant Improvements

Guidelines-Requirements for the ground floor façades, including those areas to be improved by the tenants (distinguished from the building framework) are shown in the following:

- A Storefront:** Window systems can be prefinished aluminum, anodized aluminum or wood.
Doors can be configured in one of four ways:
- Centralized pair
 - Centralized single
 - Right hand single
 - Left hand single
- B Transom Windows:** Either occurs above steel & glass canopy or may reside above or within fabric awning. The use of muntin bars within clearstory windows is encouraged to aid in reinforcing neo-traditional architectural styles.
- C Canopy or Awning:** Pedestrian cover at sidewalk can be provided:
- Steel and glass canopies supported by building façade with a design derived from the architectural bay spacing of the building.
 - Fabric awnings fixed or operable; sized to “plug in” to the architectural bay spacing of the building.
- D Clearstory Windows:** Encouraged at all corners and within each bay to convey a multi-story scale to each commercial building. The use of muntin bars within clearstory windows is encouraged to aid in reinforcing neo-traditional architectural styles.

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E Pilaster Base: 3' - 4' high base can be finished in stone, veneer simulated stone, masonry (veneer brick, or decorative CMU), tile or panelized wood.

F Corner Pilasters: 3'-0" (minimum) wide pilaster and adjacent wall can be finished in stone, veneer simulated stone, masonry (veneer brick, or decorative CMU), fiber cement siding (shingles) or panelized wood.

G Sconce Lighting: Location for tenant sconce lighting at center of pilaster if so desired.

H Signage: Locations for tenant signage panel include:

- Wall mounted above entry
- Blade sign mounted at underside of canopy or bracketed off header over doorway
- Wall mounted at face of pilaster

J Solid Display Wall: Display walls cannot be constructed within three (3) feet of window walls. Window displays require tenant maintenance to assure vitality of storefront.

K Walls: Walls can be finished in stone, veneer simulated stone, masonry (veneer brick or decorative CMU), or fiber cement siding (shingles, bevel, channel, board & batten).

L Cornices: Shall be sized appropriately for the building style and scale. Larger cornices should be incorporated at building corner elements and primary tenant entries.

M Roof Caps: Sloped roof forms are encouraged at corner elements along primary axis (auto, pedestrian or view corridors). The use of overhangs and knee braces are encouraged to reinforce neo-traditional architectural styles.

N Trim: Shall be painted wood or fiber cement, 6" (nominal) width minimum. All trim at openings (windows, doors, vents) should be sized to reinforce neo-traditional architectural styles.

O Window Base: Shall be 24" minimum in height and constructed of panelized wood or any other compatible material listed in item 'E' Pilaster Base above. A minimum of 50% of storefront windows must meet this window base requirement.

Please see signage section on page 26. See signage section page ? (fill in the page number here) for more details on signage requirements that are unique to the Briggs Village Mixed Use District.

Façade Elements and Details

Purpose: To encourage the incorporation of design details and small-scale elements into building facades that are attractive at a pedestrian scale.

Requirements:

(a) Façade details toolbox: All non-residential and mixed-use buildings shall be enhanced with appropriate details. All new buildings must employ at least two detail elements from each of the three categories below for each façade facing a street or public space. For example, a building with 75 feet of street frontage with a façade articulated at 25 foot intervals will need to meet the guidelines for each of the three façade segments below.

(i) Window and/or entry treatment:

- (A) Display windows divided into a grid of multiple panes;
- (B) Transom windows;
- (C) Roll-up windows/doors;
- (D) Other distinctive window treatment that meets the purpose of the guidelines;
- (E) Recessed entry;
- (F) Decorative door;
- (G) Landscaped trellises or other decorative element that incorporates landscaping near the building entry; or
- (H) Other decorative or specially designed entry treatment that meets the purpose of the guidelines.

(ii) Building elements and façade details:

- (A) Custom-designed weather protection element such as a steel canopy, cloth awning, or retractable awning;
- (B) Decorative, custom hanging sign(s);
- (C) Decorative building-mounted light fixtures;
- (D) Bay windows, trellises, towers, and similar elements; or
- (E) Other details or elements that meet the purpose of these guidelines.

(iii) Building materials and other facade elements:

- (A) Use of decorative building materials/use of building materials. Examples include decorative use of brick, tile, or stonework;
- (B) Artwork on building (such as a mural) or bas-relief sculpture;
- (C) Decorative kick-plate, pier, belt course, or other similar feature;
- (D) Hand-crafted material, such as special wrought iron or carved wood; or
- (E) Other details that meet the purpose of the guidelines.

"Custom," "decorative," or "hand-crafted" elements referenced above must be distinctive elements or unusual designs that are complementary and/or consistent with the featured architectural style.

Departures to the standards above will be considered provided the number, quality, and mix of details meet the purpose of the standards.

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Window Design

Window design: Buildings shall employ techniques to recess or project individual windows above the ground floor at least two inches from the façade or incorporate window trim at least four inches in width that features color that contrasts with the base building color.

Departures will be considered where buildings employ other distinctive window or facade treatment that adds a sense of depth to the facade and/or visual interest to the building.



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Acceptable and unacceptable (far right image) window design on upper floors. Note that the windows in the brick building on the left are recessed from the façade. The windows in the middle images include trim. The image on the right includes no trim or recess/projection, and thus would not be permitted.

Façade Materials

Purpose:

- To encourage high-quality building materials that enhances the character and identity of Briggs Village;
- To discourage poor materials with high life-cycle costs; and
- To encourage the use of materials that reduce the visual bulk of large buildings.

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Requirements:

(a) Walls can be finished in stone, veneer simulated stone, masonry (veneer brick or decorative CMU), panelized wood, tile, or fiber cement siding (shingles, bevel, channel, board & batten).

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(b) Concrete block guidelines: Concrete block may be used if it is incorporated with other permitted materials and it complies with the following:

(i) When used for the primary façade, buildings must incorporate a combination of textures and/or colors to add visual interest. For example, combining split or rock-façade units with smooth ground faced blocks can create distinctive patterns; and

(ii) Plain Concrete block may comprise no more than 30% of a façade facing a public right-of-way or open space. Departures to this standard will be considered provided design treatments are included to enhance the visual character of the building at all observable scales.

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Acceptable and unacceptable concrete block examples. The left example uses a mixture of split-faced colored concrete block and smooth-faced concrete block, together comprising just under 30 percent of the whole façade. The large expanse of smooth-faced concrete block on-the-right above is not acceptable for Briggs Village facades.

(c) Prohibited materials:

- (i) Mirrored glass;

- (ii) T-111-type plywood siding and similar processed sheet products;
- (iii) Chain-link fencing (except for temporary fencing and for parks);
- (iv) Fiberglass products and similar sheet products; and
- (v) Back-lit vinyl awnings used as signs.
- (vi) Stucco, EIFS, and similar materials.
- (viii) Metal siding.

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Blank Walls

Purpose:

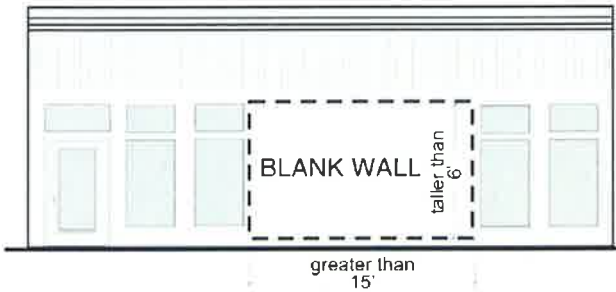
- To avoid untreated blank walls.
- To enhance the character of Briggs Village.

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Requirements:

(a) Blank wall definition: A ground floor wall or portion of a ground floor wall over six feet in height, has a horizontal length greater than 15 feet and does not include a transparent window or door.

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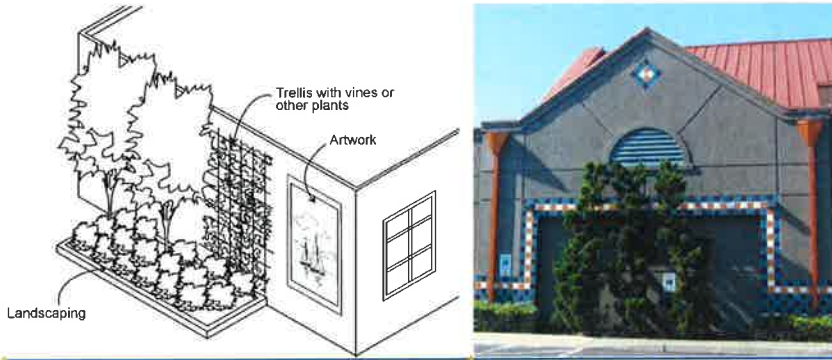


Blank wall definition illustration.

(b) Blank wall treatment: Untreated blank walls visible from a public street, customer parking lot, or pedestrian pathway are prohibited unless the following methods are used. Methods to treat blank walls can include:

- (i) Display windows at least 16 inches of depth to allow for changeable displays. Tack on display cases shall not qualify as a blank wall treatment;
- (ii) Landscape planting bed, ~~or a~~ raised planter bed, or potted plants in front of the wall with planting materials that are sufficient to obscure or screen at least 60% of the wall's surface within 3 years;
- (iii) Installing a vertical trellis in front of the wall with climbing vines or plant materials;
- (iv) Installing a mural or other art work as approved by the reviewing authority; and/or
- (v) Special building detailing that adds visual interest at a pedestrian scale. Such detailing must use a variety of surfaces; monotonous designs will not meet the purpose of the guidelines.

For large visible blank walls, a variety of treatments may be required to meet the purpose of these guidelines.



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Blank wall treatment examples.

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Service Element Location and Design

Purpose:

- To minimize the potential negative impacts of service elements; and
- To encourage thoughtful siting of service elements that balance functional needs with the desire to screen negative impacts.

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Requirements:

(a) All developments shall provide a designated spot for service elements (refuse and disposal). Such elements shall meet the following requirements:

- Service elements shall be located to minimize the negative visual, noise, odor, and physical impacts to the street environment, adjacent (on and off-site) residents or other uses, and pedestrian areas;
- The designated spot for service elements shall be paved with concrete;



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Appropriate service area location and enclosure example.

(iii) Appropriate enclosure of the common trash and recycling elements shall be required. Requirements and considerations:

(A) Service areas visible from the street, pathway, pedestrian-oriented space or public parking area shall be enclosed and screened around their perimeter by a durable wall or fence at least sufficient in height to screen equipment within (6' high minimum). Developments shall use materials and detailing consistent with primary structures on-site. Acceptable wall materials include brick, decorative concrete block or stone;

(B) The sides and rear of the enclosure must be screened with landscaping in locations visible from the street, dwelling units, customer parking areas, or pathways to soften the views of the screening element and add visual interest;

(C) Collection points shall be located and configured so that the enclosure gate swing does not obstruct pedestrian or vehicle traffic, or does not require that a hauling truck project into any public right-of-way; and

(D) Proximity to adjacent residential units will be a key factor in determining appropriate service element treatment. Enclosures must screen views from adjacent buildings, especially from residential structures.

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(b) Utility meters, electrical conduit, and other service utility apparatus: These elements shall be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these guidelines. If such elements are mounted in a location visible from the street, pedestrian pathway, common open space, or shared auto courtyards, they shall be screened with vegetation or by architectural features.



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Good and bad utility meter configurations. The example on the left is consolidated and somewhat screened by landscaping elements, whereas the right example is exposed and degrade the character of this project.

(c) Rooftop mechanical equipment: All rooftop mechanical equipment shall be organized, proportioned, detailed, screened, and/or colored to be an integral element of the building and minimize visual impacts from the ground level of adjacent streets and properties and from adjacent multi-family housing. For example, screening features should utilize similar building materials and forms to blend with the architectural character of the building.

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Mixed Use District: Commercial - Grocer

Intent of Guidelines: Variety in Building Form Plan and Elevation

Break plan and elevation of large buildings (greater than 180 foot facades on a side or face) to a more pedestrian scale, by expressing the designated use, through modulation, entries, glazing, canopies and other unique tenant features. Creating a varied streetscape along the northern, eastern and southern facades of the grocer is needed in order to fit this atypical building within the village. Multiple and prominent entryways along these facades are encouraged in order to break up these long facades.

Building Form and Materials

Variety in building form may include the use of flat, gabled or hip roof forms. Roof forms are encouraged to be true architectural or structural forms. Variation in roof forms, including gabled, hipped or flat, and accessories such as dormers, when using sloped roofs, and embellished cornices, when using flat roofs, are encouraged.

Variety in building materials is encouraged, so long as the framework of building base, middle and top is evident and wall finishes remain consistent on all sides of buildings that can be seen by the public. Material changes should occur in a flush configuration or in minimal offsets of two feet maximum. Width of modulation should be a minimum of fifteen feet and a maximum of sixty feet to imply historically smaller structural components. Use material changes horizontally and vertically to give identity to internal uses and implied or actual smaller individual shop owners.

Mixed Use District: Residential Buildings

Intent of Guidelines: ~~Massing, Height, and Modulation~~ Articulation & Modulation

The purpose of the Guidelines is to achieve massing, height, and ~~modulation~~ articulation goals. The guidelines are illustrative of the architectural requirements that shall be met using the tools described below.

- Ensure that buildings are appropriately scaled and proportioned for the Mixed Use District.
- Enable simple massing and modulation of the buildings, in order to be feasible in the Olympia marketplace.
- Encourage massing & façade variation of street level at special areas, such as corners and passageways.
- Special corner elements, architectural details and landscaping will aid “wayfinding” for visitors and residents through the village center.

Massing and Height

Mixed Use District Residential Buildings shall be at least three (3) stories in height in order to frame the edges of the Mixed Use District and to maximize views of the surrounding district and natural features. Building heights up to 45 feet are ~~encouraged~~ allowed; height shall be measured from the fronting street.

Heights of residential buildings along radial streets, as well as those facing the Briggs Drive, will be at least three (3) stories; height shall be measured from the fronting street.

Roof Types

Variation in roof form is encouraged as it relates to and helps define building ~~modulation~~ articulation throughout the Mixed Use District. (See pages ~~20-2~~ & ~~21-2~~ for further narrative and illustration.)

Special Corner Elements

Attention should be given to differentiation of special corner elements, especially those on axis with and providing visual termination, create gateways and focal anchors to radial streets emanating from Town Square, pedestrian pathways and other prominent corners. .

Special corner elements may include hip roofs or compound gable roofs or flat roofs embellished with extraordinary cornice details, glazing or materials.

~~Modulation~~ Articulation & Modulation

Building ~~modulation~~ articulation should follow and be expressive of the underlying housing units and structural bays.

Building ~~modulation~~ articulation (as well as special roof forms, landscaping and facade treatments) should also accent the public passageways between Briggs Drive and Town Square and access to off-street parking areas from radial streets.

PAGES 23-26

Multifamily buildings shall include articulation features at intervals that relate to the location/size of individual units within the buildings (or no more than every 30') to break up the massing of the building and add visual interest and compatibility to the surrounding context. At least three of the following features shall be employed at intervals no greater than the unit interval of 30 feet (whichever is less).

- a. Use of windows and/or entries;
- b. Change in roofline;
- c. Change in building material, siding style, and/or window fenestration pattern;
- d. Providing vertical building modulation of at least 12" in depth if tied to a change in roofline modulation or a change in building material, siding style, or color. Balconies may be used to qualify for this option if they are recessed or projected from the façade by at least 18". Juliet balconies or other balconies that appear to be tacked on to the façade will not qualify for this option unless they employ high quality materials and effectively meet the intent of the standards;
- e. Vertical elements such as a trellis with plants, green wall, art element;
- f. Other design techniques that effectively break up the massing at no more than 30' intervals.

Departures will be considered provided they meet the intent of the standards and the design criteria set forth in these Design Guidelines.

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Intent of Guidelines: Residential Facade Treatment

Residential uses should reflect the appropriate amount, type and placement of glazing, balconies and facade materials, colors and trim details.

- ▲ ~~Ensure that buildings are appropriately scaled and proportioned for the adjacent buildings.~~
- ▲ ~~Enable simple massing and modulation of the buildings, in order to be feasible in the Olympia marketplace.~~
- ▲ ~~Encourage creativity and liveliness to the streets at special areas, such as corners and passageways.~~
- ▲ ~~Special corner elements, architectural details and landscaping will aid “wayfinding” for visitors and residents through the village center.~~

Windows

Windows shall be predominantly vertically proportioned to reinforce the desired neo-~~traditional-classical craftsman~~ architectural style and shall be appropriate for the intended uses and follow the modulation of the building.

Building Form and Materials

Variety in building form may include the use of gabled or hip roof forms (flat roofs on a limited basis). Roof forms are encouraged to be true architectural or structural forms. Variation in roof forms and the use of accessories such as dormers, when using sloped roofs, and embellished cornices, when using flat roofs, are encouraged.

Variety in building materials is encouraged, so long as the framework of building base, middle and top is evident and wall finishes remain consistent on all sides of buildings that can be seen by the public. Width of modulation should be reflective of the housing units with a maximum of ~~(20’30’)~~ ~~twenty-thirty~~ feet to imply historically smaller structural components. Use material changes horizontally and vertically ~~should to~~ give identity to internal uses and implied or actual residential units.

Mixed Use District: Residential Buildings – Façade Treatment

Intent of Guidelines: Façade Treatment

The architectural character of the multi-family residential buildings within the Mixed Use District shall be ~~pre-modern~~ neo-classical craftsman.

The façades shall reflect the rhythm of residential units and the variety of spaces within each unit primarily through the amount and type of glazing, facade materials, color, and trim details.

Provide continuity throughout the Mixed Use District residential buildings by establishing the basic framework for the buildings including the rhythm of bay spacing, windows and entryways.

Residential Building Heights

The Mixed Use District residential buildings are encouraged to have a minimum of 10-foot floor – floor heights.

Façade Treatment including Tenant Improvements

Guidelines for the Mixed Use District residential building façades are shown in the following:

A Corner Elements: Corner elements are encouraged to project a minimum of (24”) twenty four inches from the adjacent façades and incorporate varied roof forms and wall materials than those utilized on the adjacent façades.

B Projecting Bays: Projecting bays are ~~encouraged~~ required to project a minimum of (18”) eighteen inches from the adjacent façades and incorporate varied roof forms and wall materials than those utilized on the adjacent façades. Projecting bays should aid in reinforcing the desired building massing that is consistent with the desired neo-traditional architectural styles. Projecting bays should convey a sense of rhythm that’s reflective of interior residential spaces (e.g. – living rooms, dining rooms.)

C Varied Roof Forms: Variation in roof forms is ~~encouraged~~ required as it relates to and helps define residential building modulation throughout the Mixed Use District. Examples of opportunities to incorporate varied roof forms include: corner elements, projecting bays, and unit or building entries. Roof forms that utilize steeper roof pitches (8/12, 12/12) are encouraged. Also encouraged is the use of contrasting roofing materials at these locations.

D Balconies: Balconies are encouraged at upper levels along public streets to help activate these façades. Balconies should have a high percentage of transparency. Varied materials, from those on adjacent façades are encouraged. There is no minimum depth from the façade required for balconies. “Balconettes” or “French Balconies,” balconies that do not extend significantly past the building façade and are typically defined by iron railings, are encouraged on the upper floors of residential units.

E Trim & Details: Trim shall be painted wood or fiber cement, (6”) six inches (nominal) width minimum. All trim at openings (windows, doors, vents) should be sized to reinforce neo-traditional architectural styles. Trim is also encouraged at each floor level, building corners, projecting bays and corner elements.

PAGES 27 & 28

F Windows: Windows shall be predominantly vertically proportioned to reinforce the desired neo-~~traditional~~ classical craftsman architectural styles and shall be appropriate for the intended uses (larger for living rooms, smaller for bedrooms). Windows can be grouped together, but the individual unit types should remain predominantly vertically proportioned. The use of muntin bars is ~~encouraged~~ required. A variety of window opening styles (fixed, single hung, casement, and slider) is acceptable as long as the predominant number of windows for each building remains vertical in proportion. Window materials can vary (vinyl, prefinished aluminum, fiberglass, prefinished wood).

G Transom Windows: The use of transom windows in living room areas is ~~encouraged~~ required to help differentiate these spaces from adjacent apartment spaces (sleeping, kitchen, dining). The use of muntin bars within transom windows is encouraged to aid in reinforcing neo-traditional architectural styles.

H Base, Middle & Top: Variety in building materials is ~~encouraged~~ required, so long as the framework of the building base, middle and top is evident and wall finishes remain consistent on all sides of the buildings that can be seen by the public. Reinforcing a strong base, middle and top through significant material changes (e.g. – masonry to fiber cement siding) at corner elements and projecting bays is encouraged. A greater emphasis on high quality durable materials (masonry, stone, simulated stone) at the base of the buildings is required. A minimum of 50% of the first floor façade must include high quality durable materials.

I Pilasters: (24") Twenty four inch (minimum) wide pilasters at corner elements and projecting bays are ~~encouraged~~ required. The ground floor level of pilasters, are encouraged to be finished in stone, veneer simulated stone, or masonry (veneer brick, ~~or decorative CMU~~).

J Walls: Walls can be finished in stone, veneer simulated stone, ~~masonry (veneer brick or decorative CMU)~~, or fiber cement siding (shingles, bevel, channel, board & batten).

K Doors to Balconies: Doors to balconies shall be glazed units and sized appropriately for the building style and scale. Doors can be swing doors or sliding.

L Unit Entries: The unit or building entries to Mixed Use District Residential buildings should stand apart from adjacent facades through the use of building massing, projecting bays, contrasting roof forms and/or contrasting wall materials and detailing. The entries to these residential buildings should add to the activation of the ground floor plane throughout the Mixed Use District.

Mixed Use District: Parking Areas

Intent of Guidelines: Parking

Parking should be easy to find, yet unobtrusive to the pedestrian streetscape.

Guidelines will identify a range of appropriate screening devices for the surface parking areas, as well as interior planting options for surface parking lots. The guidelines are illustrative of the requirements that shall be met using the tools described below.

Please see signage guidelines for parking signage, on page 26? (insert new page #).

Off-street Parking -- Surface Lots

Screening: Screen parking from street edge with dense landscaping, low walls or fencing in character with buildings; maintain vehicular and pedestrian security sight lines. The ground plane should be planted with shrubs and groundcovers.

Landscaping: Provide canopy trees to provide shade to break up the visual impact of parking area. Explore opportunities to group landscaped areas to create memorable islands, with associated shrub and groundcover understory. Parking areas adjacent to Henderson Boulevard will use berms, shrubs, groundcover plantings or low walls to minimize appearances from the arterial.

Pedestrian Links

Pedestrian links are the mid-block pedestrian connections. These are generally organized on an overall radial framework. These generally connect the Town Square to Briggs Boulevard and outward to residential neighborhoods and open space via surface parking lots. Guidelines recommend hardscape, planting, furniture, and lighting along these pedestrian links.

Mixed Use District: Site Design & Details

Intent of Guidelines: Site Design & Details

The purpose of the guidelines is to achieve site design/detail goals. The guidelines are illustrative of the requirements that shall be met using the tools described below.

Provide direction outside of street rights-of-way.

Create a palette of landscaping materials for use in the Mixed Use District.

Site Planning

Town Square marks the intersection of several vehicular, pedestrian and visual axes. The site is thus the focal point of the village; it is also the center from which the energy and character of the village radiates outward. The axial relationships, the site orientation, and the land use patterns provide an organizing framework for development of the site. The southern, western and northern edges of Town Square are intended for a high level of commercial activity. The Pavilion has been located at the axial nexus of this area and is intended to be the heart of a more active area of the Town Square. The eastern edge of the Town Square, with the Clock Tower at its axial nexus is intended to be a gathering place for more passive activities.

Town Square is officially one acre in size; however the limits of this central gathering and activity space extend beyond these measured boundaries to include the roadway around the Square and the opposite sidewalk. The internal roadway circling the Square is raised to the level of the sidewalk and delineated by paving materials, bollards, and trees. Town Square has been designed to sponsor day-to-day retail activity as well as seasonal community events where the Square in the center of Briggs Village can be closed to vehicles for street fair activities. Annual events such as cider presses, flower shows, plant sales, and garden fairs could become Briggs Village traditions that evoke the history of the site and enhance the community's future.

Surrounding the Square are 20'-24' high (minimum) commercial buildings with even higher corner features that help define the open space and house both retail and office space. Town Square is intended to be an active, community hub for Briggs Village residents and their neighbors. The Village Center and Town Square, specifically, will be a comfortable, family-oriented environment where one can enjoy a cup of coffee, visit with friends, or play checkers in the Square.

Please see the Landscape Design Guidelines for additional discussion on the Mixed Use District.

Plantings

Create cohesive, simple mass shrub plantings, allow views between shrubs and tree canopy and allow turf in gathering areas. The landscape within the Village Center is urban in character, with hanging baskets, container plantings, and trees planted in tree wells in the sidewalk with ornamental grates. Isolated plantings in the commercial area will be dense, luxurious, and attractive to make an impact in this setting. The landscape design will involve careful use of paving materials, ornamental plants, and street furniture for impromptu meetings with friends

or places to sit and enjoy the sun and a good book. Retail uses will be encouraged to make use of the sidewalk for displaying merchandise or provide outdoor dining.

Hardscape

Town Square will have an elegant quality and an uncomplicated palette of materials: simple yet detailed paving designs and straightforward plant materials that speak to the geologic history on the Briggs Village site, celebrating the six kettles and Ward Lake. Paving materials should be appropriate to building materials in Town Square and suitable for year-around use, including use in the rain.

Lighting

Lighting within the Village Center will highlight the architecture and delineate pedestrian and vehicular space.

- Pedestrian-scaled light standards of 12' to 15' shall be used throughout all pedestrian areas of the Mixed Use District. All pedestrian-scaled light fixtures shall match the Briggs Village Town Center Standard (see example below).
- Auto/Pedestrian-scaled light standards on major collector streets in Briggs Village (Example: Briggs Drive) shall match the Briggs Village Town Center Standard (see example below).
- Pedestrian-scaled light bollards are encouraged at pedestrian connections through parking lots and other pedestrian connections between commercial buildings throughout the Mixed Use District. The design of these bollards should be consistent with the adjacent pedestrian-scaled light standards. in height may be used in combination with lighted bollards at the Town Square.
- All of the above light fixtures shall minimize lighting trespass to adjacent uses/parcels.

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Furniture

Provide ample and diverse seating opportunities: incorporate seat walls as appropriate at pavement/planting edge.

Select or design a bench type as a signature piece.

Mixed Use District: Signage

Intent of Guidelines

Create a graphic identity for Briggs Village, which visually conveys the desired look and feel for this project. Components of this identity include typeface, materials, colors, symbols and art. Incorporate this identity into a set of graphic guidelines for current and future signage. The guidelines are illustrative of the requirements that shall be met using the tools described below.

Provide general wayfinding and programming showing the type and locations of signs. Detailed sign specifications and message schedules will be included in signage plans in each phase of development.

Village & Building Identity Signage

Briggs Village identity signage will consist of monument type signs, village directories, kiosks, building mounted signage and freestanding signs.

- Monument type signs would be located at key access points from Henderson Boulevard.
- Village directories would be located at key pedestrian entryways or focal points within the village.
- Building mounted signage would be located in prominent positions, including the building corner elements and should be consistent with the style of architecture.
- Freestanding signs would be utilized throughout for vehicular and pedestrian directional, identification and regulatory purposes.
- Establish address identification.

Parking & Directional Signage

Directional and parking signage will be critical since the majority of the parking is located off-street and not visible to drivers.

Parking signage may include freestanding, building mounted, entrance identification, directional, instructional and regulatory signs.

These signs may have prominent locations within the village and along streetscapes in order to assure driving safety, visibility and ease of wayfinding.

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Tenant Signage

Purpose:

Establishing Tenant signage ~~is~~ guidelines is a key element in creating a lively, unique shopping environment at the street level.

- Signage requirements outlined below are intended to supplement the requirements of OMC 18.42 Signs. Where conflict may occur, the requirements stated herein shall govern.
- Tenant signage may consist of building signage, banners, eave blade signage, marquee signs, and awning signage, and will may be visible to both vehicle passengers and pedestrians.
- Signage on or below weather protection elements, visible by pedestrians, is strongly encouraged.

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Tenant signage guidelines will be created to reinforce the identity developed for Town Square, reflective of the likely target retail markets and tenant needs. The signage program will:

- Narrow the range of acceptable sign types.
- Develop locational and placement criteria.
- Identify appropriate sign dimensions, materials, typeface, sizes and lighting.
- Establish maintenance responsibilities.

• Be incorporated in tenant leases.

Requirements:

- All building mounted signage must be externally lit.
- Building signage must be proportional to the storefront. Signage can be no wider than 2/3's the width of wall segment it is mounted on (25' maximum storefront wall length x 2/3 = 16.67' maximum sign width).
- Building signage letters: maximum of 24" high.
- Building signage Area: maximum signage area is 1.5 square foot per lineal foot of storefront that sign is mounted on. Logos, symbols, are included in the maximum signage area allowed.
- Building signage is allowed on each facade that contains an entry and/or windows associated with the business.
- At least one sign is required below weather protection elements, visible by pedestrians, at each business entry.
- Window signs: a sign permanently mounted on a window (ex. - neon sign) or permanently painted on the window is allowed and can be considered in addition to building signage allowed. Window signs are limited to 25% of the size of the window.
- Projecting signs: 10' minimum clearance from grade except when mounted under a marquee or weather protection element, minimum clearance is 8'. Sign cannot project from the face of the building more than 3'. Blade signage under a weather protection element must be kept 1' from face of building and 1' back from edge of weather protection element.
- Awning signage: maximum letter height is 12"
- Signage lighting: minimize light spillage on adjacent businesses, residences or properties.
- Neon signage below the line of weather protection is allowed.
- Sandwich board signage: one per business; see OMC 18.42.180.
- Signage Maintenance: all signage must be kept fully lit (where applicable), clean and in "like new" condition at all times.

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Prohibited Signage:

- i. Internally lit signs.
- ii. No freestanding signs.
- iii. No back lit awning signage.
- iv. Animated signs not allowed.
- v. No roof mounted signs.

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Briggs Village

Design Guidelines

Volume 2 | Amended February 2013
August 29, 2013 DRB Revisions
October 22, 2013 Revisions

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Briggs Village Illustrative Plan



BRIGGS VILLAGE DESIGN INTENT

Design Character

The Briggs Village Design Guidelines illustrate a range of design possibilities that is based on, neo-traditional craftsman and colonial revival styles. These guidelines are meant to convey a sense of tradition and permanence within the village. These guidelines are purposefully intended to coincide with the City of Olympia’s goals for pedestrian friendly streets with the emphasis on strong entry features and pedestrian-scale porches. The elements of these neo-traditional craftsman and colonial revival styles that will be reflected in the different building types throughout the village include:

- A clear distinction and precise proportioning of the three building parts (the base, middle and top).
- Encourage the use of medium pitch gable forms and pediments to create prominent entryways, porches and balconies.
- Emphasize symmetry in the placement of doors and windows that correspond to implied columns and bays of historically smaller spans and scale.
- Vertical emphasis to window and door proportions.

Several variations on the guidelines are anticipated to be expressed in the new architecture. The resultant community character will become unique to Olympia as it relates to new housing communities, but reminiscent of older parts of the City, such as the South Capitol neighborhood.

The adaptation of these guidelines to the different building types in the village will likely vary, with the most variety and interpretation found in the retail buildings, occurring in the densest parts of the village; in Town Square. The guidelines are flexible in order to:

- Adapt to smaller sites and challenging topography.
- Appeal to a broader range of owner preferences.
- Allow for diversity within the well-ordered land-use plan and blend with nearby building context.

The Design Challenge

- Respond to the Briggs Family design sensibilities, values and personality.
- Be unique in Olympia without being too foreign; be recognizable without being too “thematic.”
- Adapt to a wide range of building types and lot sizes, as well as the undulating site.
- Create a sense of order and compatibility between a variety of building types and streetscapes, but also offer opportunities for delight, surprise and a sense of unique place.
- Appeal to a wide range of prospective home, retail and office owners and tenants.
- Translate to guidelines that are clear and understandable as well as flexible; leaving room for future design inventiveness.
- Be buildable and viable within the Olympia marketplace.
- Meet City of Olympia design requirements for pedestrian friendly streets.

Use of the Guidelines

These guidelines supplement the City of Olympia’s Design Guidelines for villages and centers. The Briggs Village guidelines illustrate how the City’s guidelines are adapted to the building styles, open spaces and streetscapes of the village. The Design Guidelines for the Briggs Urban Village are to be used in concert with the regulatory requirements of Olympia City Code, Chapter 18.05A.

The City’s design code speaks in terms of requirements and guidelines. The requirements must be met by any applicant; the guidelines identify alternatives which show how a particular requirement can be achieved. The guidelines for the Briggs Village are written in suggestive language – “should”, “could”, or “may”, to indicate that the guidelines are suggestive choices rather than prescriptive of a specific design.

The Design Guidelines also include examples to illustrate that the architectural intent may be achieved through a variety of final designs. The purpose of the Design Guidelines is to encourage creativity and variety within the desired design objective here described. The suggested language, however, does not imply that the requirement is to be avoided when the terms “should”, “could”, “may” or similar terms are used. The guidelines are intended to require the architectural design to meet the requirement either as shown in the illustrations or through a substantive equivalent.

The guidelines were developed from a design process that:

- Began by creating prototypical unit plans and layouts for each of the building types.
- Tested the adequacy of building lot size and dimensions for the unit plans.
- Extruded unit plans to form building elevations.
- Illustrated a variety of buildings, massing, heights, roof forms and facade delineation that suggested design intent for each building type, given the placement within the village.
- Presented possible streetscapes from the building elevations.

The resultant guidelines show the depth of planning and design through the perspective streetscape sketches, example building elevations and site plans.

Town Square: Entrance from Henderson



BUILDING DESIGN GUIDELINES: MIXED USE DISTRICT

Overall Intent of the Guidelines

The Mixed Use District comprises the center of the Briggs Village, with Town Square at its core. Town Square marks the intersection of several vehicular, pedestrian and visual axes. It is the focal point of the village and the center from which the energy and character of the village radiates.

The Mixed Use District and Town Square is intended to be an active, community hub that serves as a year-round, day and evening-long gathering place for village residents, shoppers and visitors. This gathering place is achieved through the careful balance between building form and exterior spaces, both open and covered.

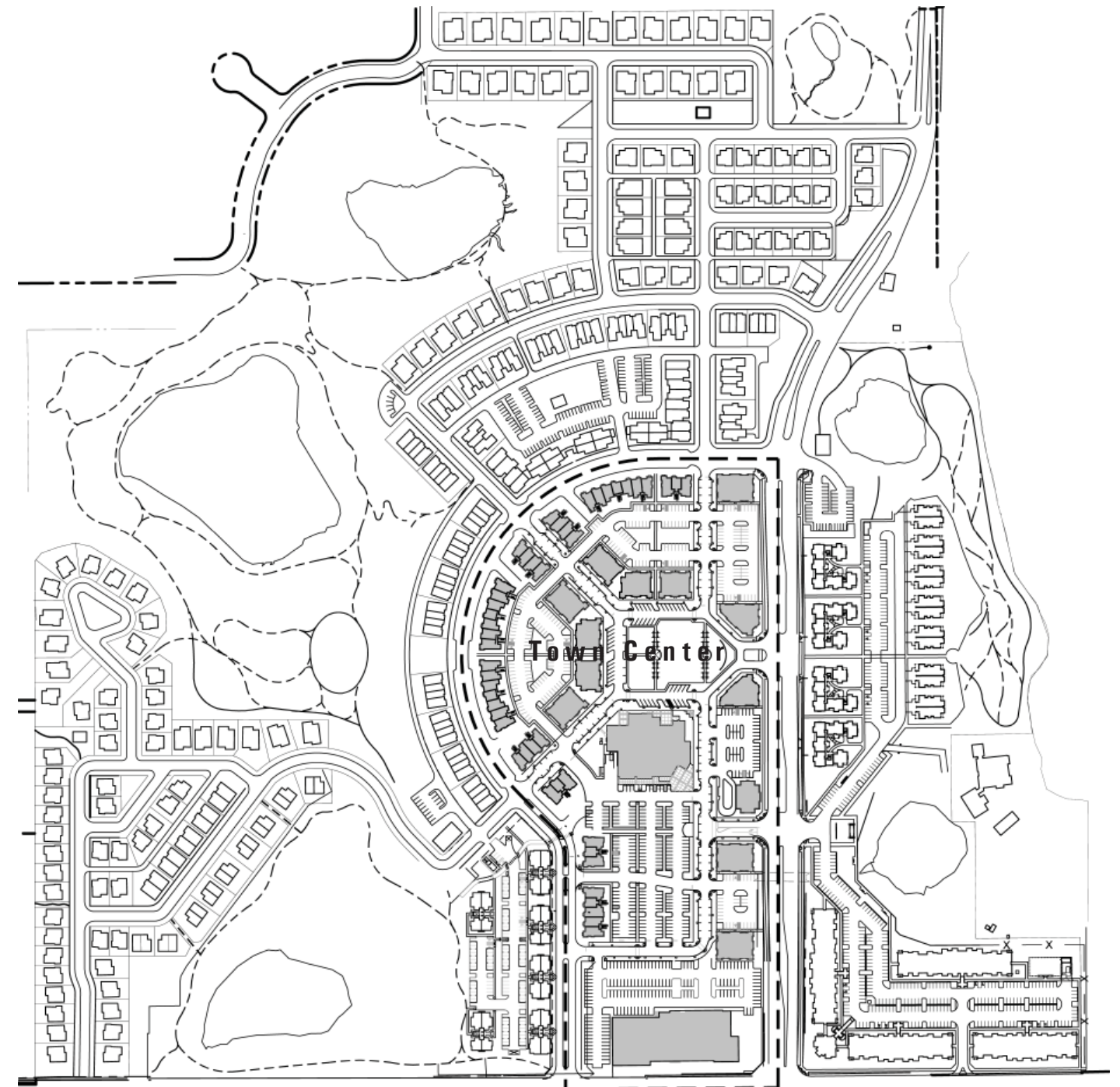
The design vision is to create a village center of **pedestrian scale** buildings that both frames the Town Square and accommodates a variety of commercial tenants including retail, professional offices and services, and multifamily housing. A Clock Tower and a Pavilion, each with associated arbors, anchors the Town Square while setting themselves apart from the surrounding commercial and residential buildings of the Mixed Use District.

The architectural character of **the Mixed Use District shall be pre-modern, neo-traditional craftsman** and is intended to:

- Express traditional or classic vernacular through building massing with emphasis of a base, middle and top.
- Allow and reflect a mix of uses within any one building, by developing a separate character for each through a modulated and varied horizontal tenant bay expression.
- Encourage a lively and varied retail experience by allowing for tenant individuality in elevation delineation and treatment as well as signage.
- Ensure a sense of continuity and permanence throughout Town Square through the use of durable building materials of higher quality and reduced maintenance.

A local example of the type of retail, streetscape environment is University Village and older, neighborhood villages such as Fremont or Ballard in Seattle. What it is not intended to be is: as quiet as Sylvester Park, as mall-like as Redmond Town Square, or as overtly “thematic” as Leavenworth or Poulsbo.

The open space, Town Square, is envisioned to be a centerpiece of the village open space and incorporating a number of special features, such as a plaza, performance pavilion and clock tower. Town Square is zoned to accommodate both a quiet, park-like atmosphere and more active spaces that complement the commercial spaces that surround Town Square. The Mixed Use District and Town Square, specifically, will be a comfortable, family-oriented environment where one can enjoy a cup of coffee, visit with friends, or play checkers in the Square.



Mixed Use District

Town Square: Aerial from Henderson



Mixed Use District: Town Square Features

Intent of Guidelines: Massing, Height and Modulation

Identify a number of special building features that must be used to set the Town Square apart from the other buildings in the district.

There are two unique structures within Town Square: a Clock Tower at the eastern edge and a Pavilion at the western edge. The Clock Tower allows the visitor to identify the Town Square from numerous view points throughout The Village. The Pavilion provides shelter for performers, art displays, community activities or a resting spot for visitors. The Town Square provides a place for outdoor gatherings with the Pavilion providing shelter in inclement weather. The guidelines are illustrative of the architectural requirements that shall be met using the tools described below.

- Create a prominent, open structure and a clock tower that serves as a way finding marker for the village.
- Illustrate the visual or spatial relationships between the active, hardscape area of Town Square and structures to the quiet, landscape area, the Town Square streets and buildings, as well as the larger village.
- Ensure that the feature serves to activate Town Square by attracting shoppers, visitors and residents into and across Town Square from the YMCA, the grocer and adjacent housing areas, by way of placement, and design.
- Describe an overall level of building material and workmanship that sets this feature apart from the other buildings in order to create an activity place or node.

Massing, Height and Roof Forms

The Clock Tower feature will be located and massed to be a focal point from the Henderson Boulevard side of Town Square. The Pavilion feature will be located in the western side of the Town Square and should be subordinate to the surrounding commercial buildings.

Visibility across the Town Square open space and surrounding buildings should be provided, by using a design that is predominantly transparent.

Heights and roof forms should set these structures apart, yet complement those of the surrounding buildings.

Town Square Attributes

The Town Square feature should include special attributes, including:

- Towers or spires that are visible from the neighborhoods, up to 60 feet tall and integrated as part of a larger design; tower elements may include clocks, signage, weather vanes and lighting.
- Create a visual bridge or linkage of views across the square while allowing views into Town Square.
- Pavilions, Arbors, and awnings or coverings that provide pedestrian cover; particularly along the north-south axis across Town Square.

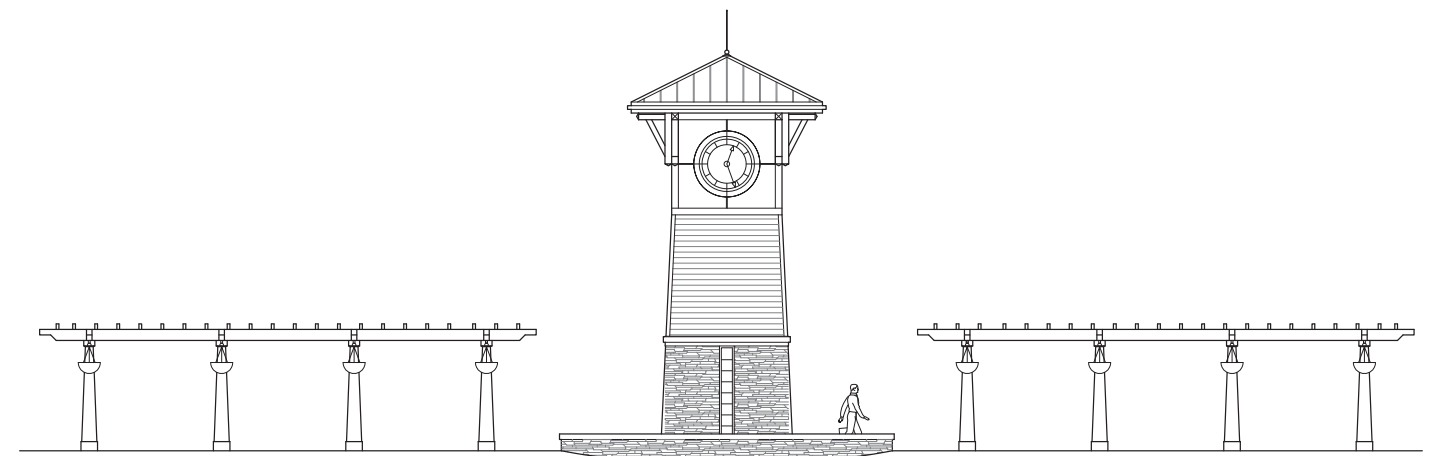
Building Materials

High quality durable materials are important throughout the Town Square in such a way that it features design which is evocative of enduring quality. Finishes shall remain consistent or cohesive on all sides of the buildings to create a sense of place and introduce a lasting village design vocabulary.

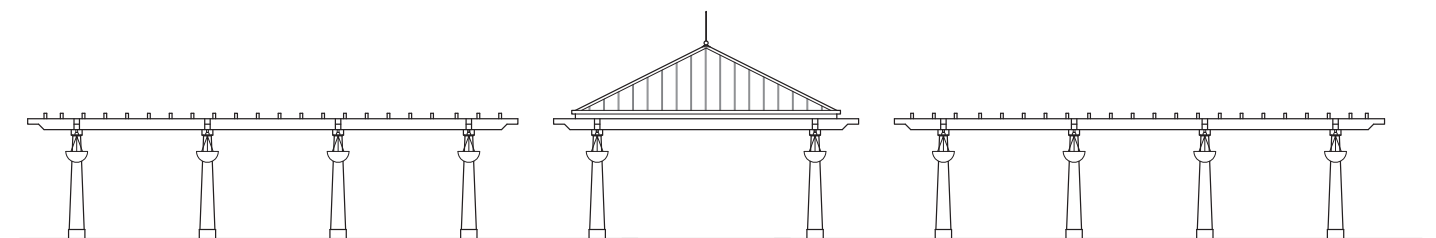
Site Planning

The Town Square features will serve as a focal point to the north-south street that extends from the YMCA, past the grocer, through Town Square and to the North Residential Phase neighborhood. The Clock Tower should be placed on axis with this street. The Pavilion should be placed on axis with the diagonal streets that align with the south and central kettles.

The outdoor spaces are carefully planned to integrate into Town Square and provide areas for outdoor activities. Landscaping should be urban in character, with high quality hardscape, materials, and simplicity to the plantings. The concept of extending Town Square through the features provides an open space that can be active and thrive year-round. These features are vital to the success of the Town Square.



Clock Tower



Pavilion

Feature Options

Town Square, "View from Henderson Boulevard"



View North across Town Square



Mixed Use District: Commercial Buildings

Intent of Guidelines: Massing, Height and Modulation

The purpose of the Guidelines is to achieve massing, height, modulation and articulation goals. The guidelines are illustrative of the architectural requirements that shall be met using the tools described below.

- Ensure that buildings are appropriately scaled and proportioned for the enclosure of Town Square.
- Enable simple massing and articulation of the buildings, in order to both allow for future changes of tenants or uses and be feasible in the Olympia marketplace.
- Encourage creativity and liveliness to the streets at special areas, such as corners and passageways.
- Special corner elements, architectural details and landscaping will aid “wayfinding” for shoppers and residents through the village center.

Massing and Height

The design guidelines for commercial buildings envision a combination of one and multi-story buildings lining Town Square. The integration of some multi-story buildings along the perimeter of the square are envisioned to be phased in over time to help enclose/frame the square and add additional “eyes on the square”. If buildings are proposed that exceed 1 ½ stories (one story with mezzanine), each proposer will need to show how parking requirements are being met.



One story commercial buildings are allowed, but require a minimum facade height of 24'. Height shall be measured from the fronting street.

Through the use of clerestory windows, one story commercial buildings shall imply at least one and a half (1 1/2) stories in order to frame and enclose Town Square.

Heights of buildings along radial streets, as well as those facing Henderson Boulevard, are also encouraged to imply at least one and a half (1 1/2) stories, with a minimum facade height of 24'; height shall be measured from the fronting street.



All commercial buildings are required to have a minimum internal floor to ceiling height of 18'.

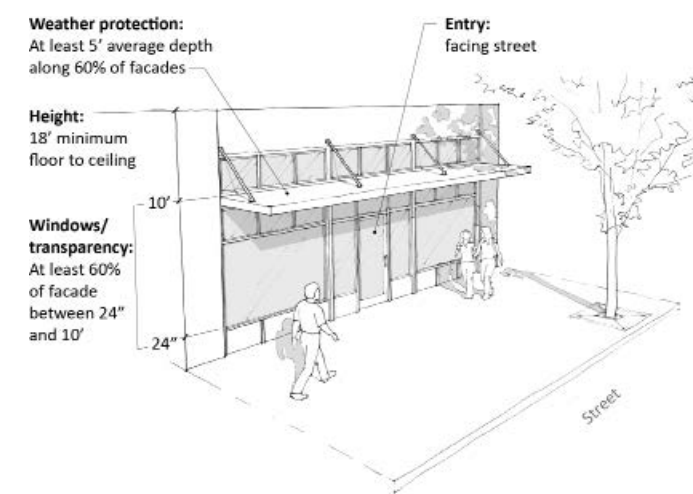
Building Frontages

There is a hierarchy of building frontages to the commercial buildings throughout the Mixed Use District. There is a need to identify guidelines for each type of building frontage to meet design goals while accommodating the necessary function of commercial buildings. Provisions herein address:

- Building/Business Entrances
- The level of facade transparency
- The amount of weather protection

Building Frontages Storefronts

This section includes all facades facing Town Square, Radial Streets, and other facades where a business' primary entry is located:



- Building/Business' primary entry must be located along this facade;
- Transparent windows or doors covering at least 60% of the facade between 24" and 10' above the sidewalk are required; and
- Weather protection averaging at least 5' deep (4' minimum) along at least 60% of the facade is required (see Commercial Facade Treatment - Weather Protection for awning types allowed). Weather protection elements shall provide at least 8' vertical clearance over the sidewalk but no higher than 14' to maintain the weather protection function and to maintain a pedestrian sense of scale.

Building Frontages: Henderson Boulevard and Secondary Street Frontages

This section includes all facades facing Henderson Boulevard and all other street facing facades that do not contain a business' primary entrance.

- Entrances along these facades are encouraged, particularly at building corners. For buildings adjacent to Henderson Boulevard, at least one public or business building entrance shall be visible from the street.
- Transparent windows or doors covering at least 40% of the facade between 24" and 10' above the sidewalk are required. Departures will be considered provided design treatments are included to enhance the pedestrian environment and design character of the facade: and

Mixed Use District: Commercial Buildings | Continued

- Weather protection elements along these frontages are encouraged and required for the following:
 - Where a business' primary entry faces this frontage, weather protection elements shall meet storefront standards noted above.
 - Office or other (non-service only) building entrances (4' deep minimum).

Building Frontages: Parking Lot and Internal Pedestrian Walkway Frontages

This section includes all parking facades facing parking lots and facades facing internal pedestrian walkways.

- Entrances along these facades are encouraged.
- Transparent windows or doors covering at least 20% of the facade between 3' and 8' above the sidewalk. Departures will be considered provided design treatments are included to enhance the pedestrian environment and design character of the facade: and
- Weather protection elements along these frontages are encouraged and required for the following:
 - Where a business' primary entry faces this frontage, weather protection elements shall meet storefront standards noted above.
 - For secondary business and other building tenant entrances, weather protection over the entry at least 4' deep is required.



Pedestrian corridor



Example of Pedestrian corridor



Roof Types

Variation in roof form is encouraged as it relates to and helps define building modulation around Town Square and other village streetscapes.

Roofline modulation is encouraged as an effective type of facade articulation. The maximum length of unmodulated roofline is 25'. Every 25' the parapet articulation must change and the height must change by a minimum of 24" OR the roof type must change (flat, mansard, gable, hip, etc.).

Continuous, unarticulated roof heights and/or roof types are not acceptable.

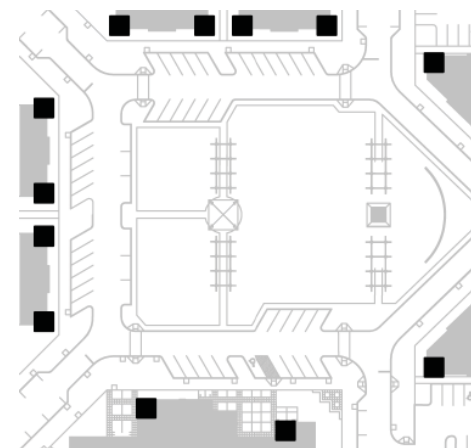


Special Corner Elements

Attention should be given to differentiation of special corner elements, especially those on axis with and providing visual termination, create gateways and focal anchors to the streets surrounding Town Square.

Special corner elements may include hip roofs or compound gable roofs or flat roofs embellished with extraordinary cornice details, glazing or materials.

Each "block" facing Town Square shall encourage a corner building tower feature as highlighted in the "Location of Special Corner Elements" plan adjacent. Signage shall be used to complement and reinforce these special corner elements.



Location of Special Corner Elements



Options for Special Corner Elements

Mixed Use District: Commercial Buildings | Continued

Facade Articulation

Building façades shall integrate architectural elements that create a complementary pattern of rhythm, dividing large buildings into smaller identifiable pieces. Building Frontages (Storefronts, Henderson Boulevard, and Secondary Street Frontages) shall integrate at least 3 of the following features at intervals no greater than 25' (twenty-five feet) to create a pattern of small traditional storefronts. Building Frontages (Parking Lot Frontages and Internal Pedestrian Walkway Frontages) shall integrate at least 3 of the following features at intervals no greater than 40' (forty feet) to create a pattern of small traditional storefronts.

- i. Use of window and/or entries that reinforce the pattern of small storefront spaces;
- ii. Use of weather protection features that reinforce small storefronts. For example, one 75' wide façade articulated into three 25' wide storefronts could include a steel canopy for the middle storefront and awnings for the outside storefronts to help articulate the façade;
- iii. Providing vertical building modulation of at least 2' in depth and 4' in width if combined with a change in siding materials and/or roofline modulation;
- iv. Change of roofline or parapet;
- v. Use of vertical piers/columns that reinforce the storefront pattern;
- vi. Changing materials and/or color with a change in building plane;
- vii. Vertical elements such as a trellis with plants, green wall, or art element that meets the purpose of the guidelines; and/or
- viii. Other methods that meet the purpose of the guidelines.



Storefronts



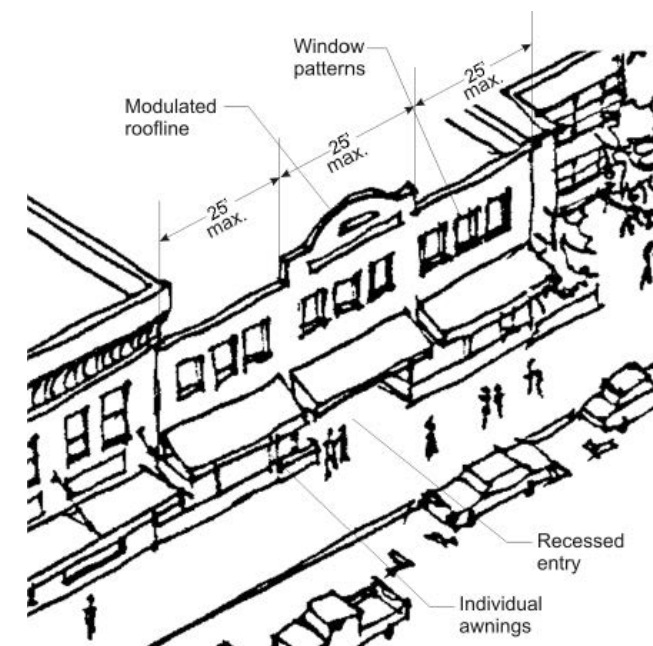
Articulation & Modulation



Modulation & Facade Articulation Examples



Good example of Articulation



Good example of roof modulation

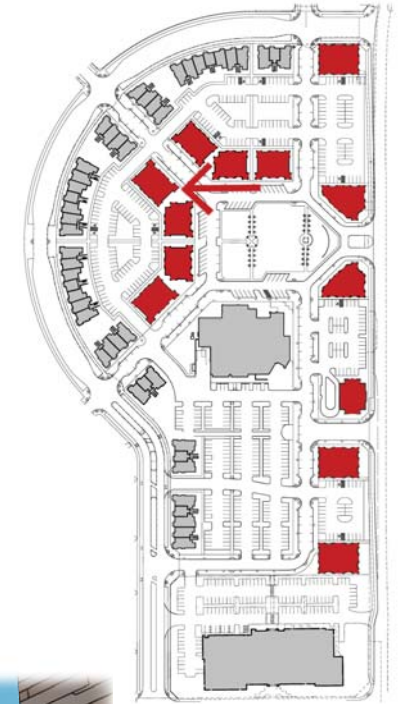
Mixed Use District: Commercial Buildings

Building Form and Materials

Variety in building form may include the use of flat, gabled or hip roof forms. Roof forms are encouraged to be true architectural or structural forms. Variation in roof forms (including gabled, hipped or flat) and the use of accessories such as dormers, when using sloped roofs, and embellished cornices, when using flat roofs, are encouraged.

Variety in building materials is encouraged, so long as the framework of building base, middle and top is evident and wall finishes remain consistent on all sides of buildings that can be seen by the public. Material changes should occur **where there is a change in the vertical plane, the horizontal plane, or an articulation element is used (example: trim board) to separate dissimilar materials.** Width of **articulation shall be a minimum of 25'-40' depending on Building Frontage (see previous section)** to imply historically smaller structural components. Use material changes horizontally and vertically to give identity to internal uses and implied or actual smaller individual shop owners.

The buildings throughout the Mixed Use District are truly “buildings in the round” where each building frontage is in full view of the surrounding neighborhood. As a result, there must be consistency in the design of all frontages for each individual building, including materials and detailing.



View from Town Square to Northwest



Mixed Use District: Commercial Façade Treatment

Intent of Guidelines: Facade Treatment

Provide continuity throughout the Town Square buildings by establishing the basic framework for the buildings including the rhythm of bay spacing, windows and entryways.

Create a lively streetscape and allow significant freedom and encourage creativity in the tenant occupied/improved portions of the structure, with minimal direction as regards facade, color.

Provide generous internal floor to ceiling heights (18' minimum required) for ground floor commercial uses to create attractive spaces with substantial natural light and the capability of accommodating the full range of permitted active commercial uses.

Facade Treatment including Tenant Improvements

Requirements for the ground floor facades, including those areas to be improved by the tenants (distinguished from the building framework) are shown in the following:

- A** *Storefront:* Window systems can be pre-finished aluminum, anodized aluminum or wood. Doors can be configured in one of four ways:
- Centralized pair
 - Centralized single
 - Right hand single
 - Left hand single
- B** *Transom Windows:* Either occurs above steel & glass canopy or may reside above or within fabric awning. The use of muntin bars within clearstory windows is encouraged to aid in reinforcing neo-traditional architectural styles.
- C** *Canopy or Awning:* Pedestrian cover at sidewalk can be provided:
- Steel and glass canopies supported by building facade with a design derived from the architectural bay spacing of the building.
 - Fabric awnings fixed or operable; sized to “plug in” to the architectural bay spacing of the building.
- D** *Clearstory Windows:* Encouraged at all corners and within each bay to convey a multi-story scale to each commercial building. The use of muntin bars within clearstory windows is encouraged to aid in reinforcing neo-traditional architectural styles.
- E** *Pilaster Base:* 3' - 4' high base can be finished in stone, veneer simulated stone, masonry (veneer brick, or decorative CMU), tile or panelized wood.
- F** *Corner Pilasters:* 3'-0" (minimum) wide pilaster and adjacent wall can be finished in stone, veneer simulated stone, masonry (veneer brick, or decorative CMU), fiber cement siding (shingles) or panelized wood.
- G** *Sconce Lighting:* Location for tenant sconce lighting at center of pilaster if so desired.
- H** *Signage:* Locations for tenant signage panel include:

- Wall mounted above entry
- Blade sign mounted at underside of canopy or bracketed off header over doorway
- Wall mounted at face of pilaster

J *Solid Display Wall:* Display walls cannot be constructed within three (3) feet of window walls. Window displays require tenant maintenance to assure vitality of storefront.

K *Walls:* Walls can be finished in stone, veneer simulated stone, masonry (veneer brick or decorative CMU), or fiber cement siding (shingles, bevel, channel, board & batten).

L *Cornices:* Shall be sized appropriately for the building style and scale. Larger cornices should be incorporated at building corner elements and primary tenant entries.

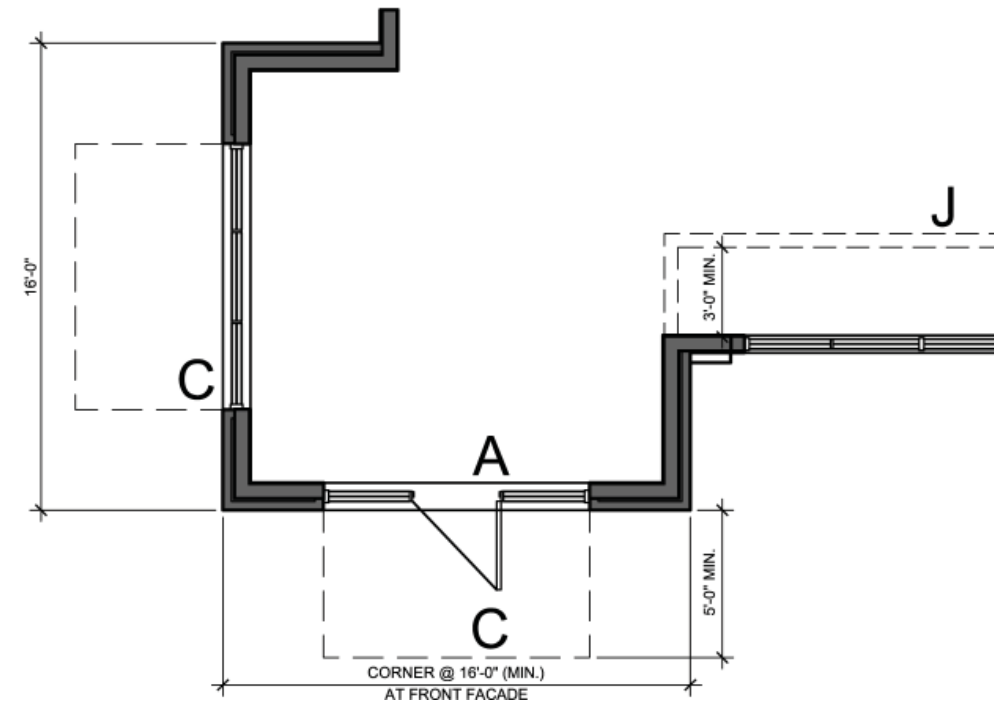
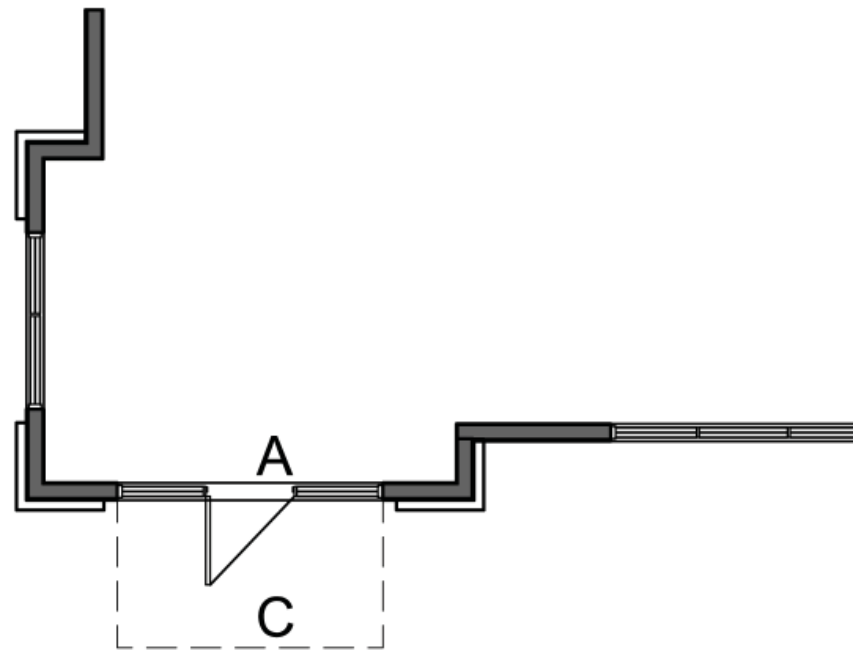
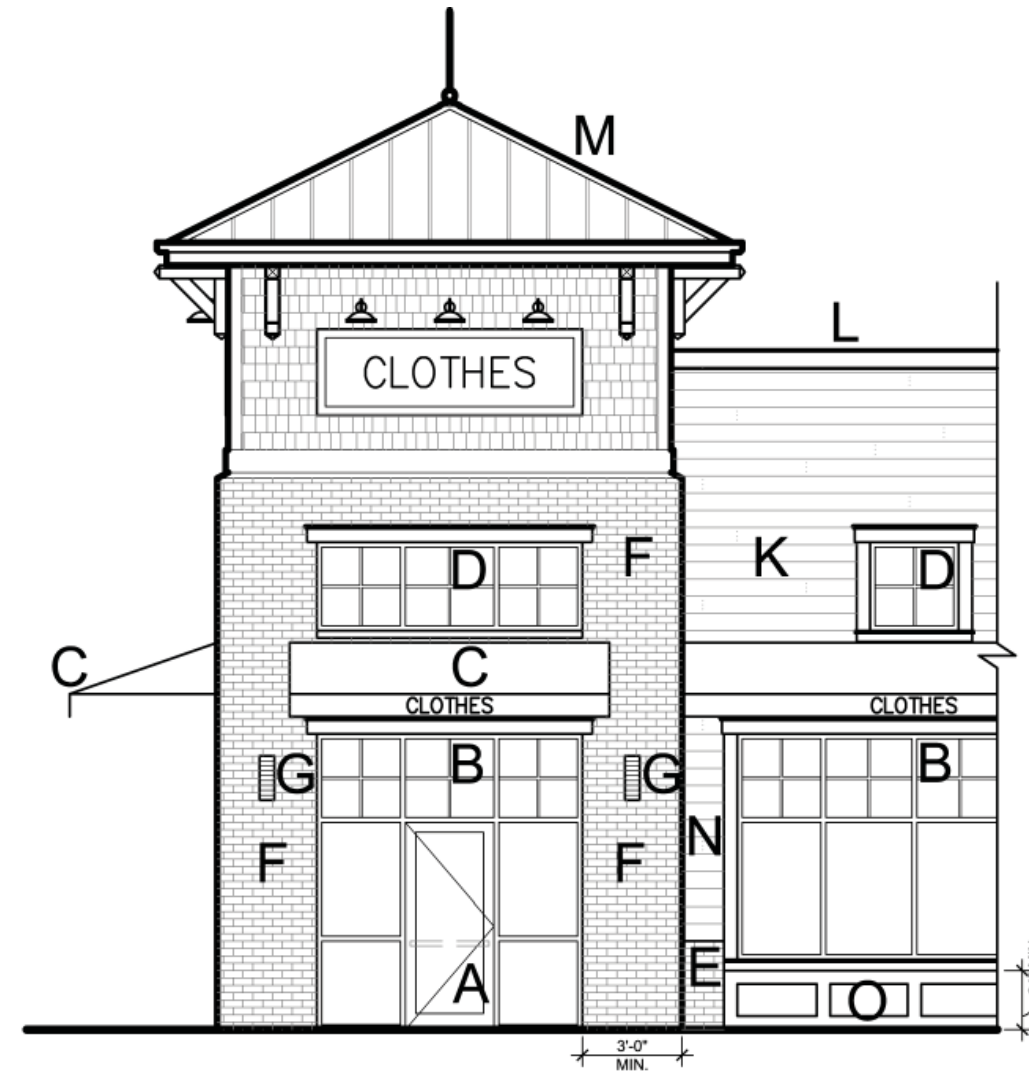
M *Roof Caps:* Sloped roof forms are encouraged at corner elements along primary axis (auto, pedestrian or view corridors). The use of overhangs and knee braces are encouraged to reinforce neo-traditional architectural styles.

N *Trim:* Shall be painted wood or fiber cement, 6" (nominal) width minimum. All trim at openings (windows, doors, vents) should be sized to reinforce neo-traditional architectural styles.

O *Window Base:* Shall be 24" minimum in height and constructed of panelized wood or any other compatible material listed in item 'E' Pilaster Base above. A minimum of 50% of storefront windows must meet this window base requirement.

See signage section page 32 for more details on signage requirements that are unique to the Briggs Village Mixed Use District.

Commercial Facade Improvements



Mixed Use District: Commercial Façade Treatment continued

Facade Elements and Details

Purpose: To encourage the incorporation of design details and small-scale elements into building facades that are attractive at a pedestrian scale.

Requirements:

- (a) Façade details toolbox: All non-residential and mixed-use buildings shall be enhanced with appropriate details. All new buildings must employ at least two detail elements from each of the three categories below for each façade facing a street or public space. For example, a building with 75 feet of street frontage with a façade articulated at 25 foot intervals will need to meet the guidelines for each of the three façade segments below.
 - (i) Window and/or entry treatment:
 - (A) Display windows divided into a grid of multiple panes;
 - (B) Transom windows;
 - (C) Roll-up windows/doors;
 - (D) Other distinctive window treatment that meets the purpose of the standards;
 - (E) Recessed entry;
 - (F) Decorative door;
 - (G) Landscaped trellises or other decorative element that incorporates landscaping near the building entry; or
 - (H) Other decorative or specially designed entry treatment that meets the purpose of the guidelines.



Window Divides



Transom Windows



Decorative Door



Steel Awning



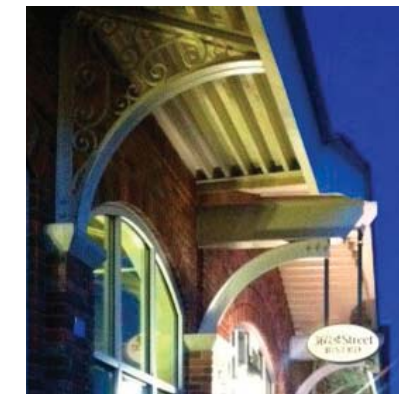
Retractable Awning



Custom Signage



Trellis planter

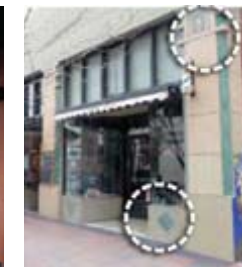


Bracket

- (ii) Building materials and other facade elements:
 - (A) Use of decorative building materials/use of building materials. Examples include decorative use of brick, tile, or stonework;
 - (B) Artwork on building (such as a mural) or bas-relief sculpture;
 - (C) Decorative kick-plate, pier, belt course, or other similar feature;
 - (D) Hand-crafted material, such as special wrought iron or carved wood; or
 - (E) Other details that meet the purpose of the guidelines.



Decorative mosaic tiles



Tilework & Patterns



Sculptural Mural



Stonework

“Custom,” “decorative,” or “hand-crafted” elements referenced above must be distinctive elements or unusual designs that are complementary and/or consistent with the featured architectural style.

Departures to the guidelines above will be considered provided the number, quality, and mix of details meet the purpose of the standards.

Mixed Use District: Commercial Façade Treatment continued

Window Design

Window design: Buildings shall employ techniques to recess or project individual windows above the ground floor at least two inches from the facade or incorporate window trim at least four inches in width that features color that contrasts with the base building color.

Departures will be considered where buildings employ other distinctive window or facade treatment that adds a sense of depth to the facade and/or visual interest to the building.



Acceptable and unacceptable (far right image) window design on upper floors. Note the windows in the brick building on the left are recessed from the facade. The windows in the middle images include trim. The image on the right includes no trim or recess/projection, and thus would not be permitted.

Facade Materials

Purpose:

- To encourage high-quality building materials that enhances the character and identity of Briggs Village;
- To discourage poor materials with high life-cycle costs; and
- To encourage the use of materials that reduce the visual bulk of large buildings.

Requirements:

- Walls can be finished in stone, veneer simulated stone, masonry (veneer brick or decorative CMU), panelized wood, tile, or fiber cement siding (shingles, bevel, channel, board & batten).
- Concrete block guidelines: Concrete block may be used if it is incorporated with other permitted materials and it complies with the following:
 - When used for the primary façade, buildings must incorporate a combination of textures and/or colors to add visual interest. For example, combining split or rock-façade units with smooth ground faced blocks can create distinctive patterns; and
 - Plain Concrete block may comprise no more than 30% of a facade facing a public right-of-way or open space. **Departures** to this standard will be considered provided design treatments are included to enhance the visual character of the building at all observable scales.



Acceptable and unacceptable concrete block examples. The left example uses a mixture of split-faced colored concrete block and smooth-faced concrete block, together comprising just under 30% of the whole facade. The large expanse of smooth-faced concrete block, above, is not acceptable for Briggs Village facades.

(c) Prohibited materials:

- Mirrored glass;
- T1-11-type plywood siding and similar processed sheet products;
- Chain-link fencing (except for temporary fencing and for parks);
- Fiberglass products and similar sheet products; and
- Back-lit vinyl awnings used as signs.
- Stucco, EIFS, and similar materials.
- Metal siding.

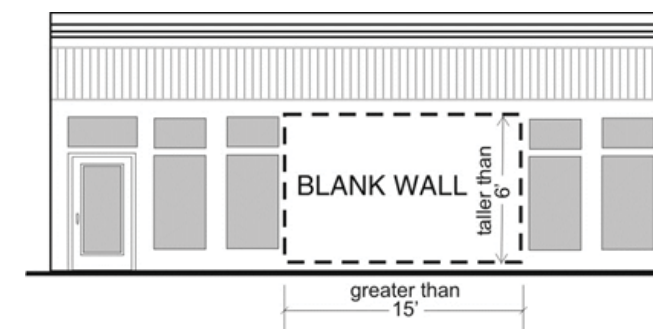
Blank Walls

Purpose:

- To avoid untreated blank walls.
- To enhance the character of Briggs Village

Requirements:

- Blank wall definition: A ground floor wall or portion of a ground floor wall over six feet in height, has a horizontal length greater than 15 feet and does not include a transparent window or door.



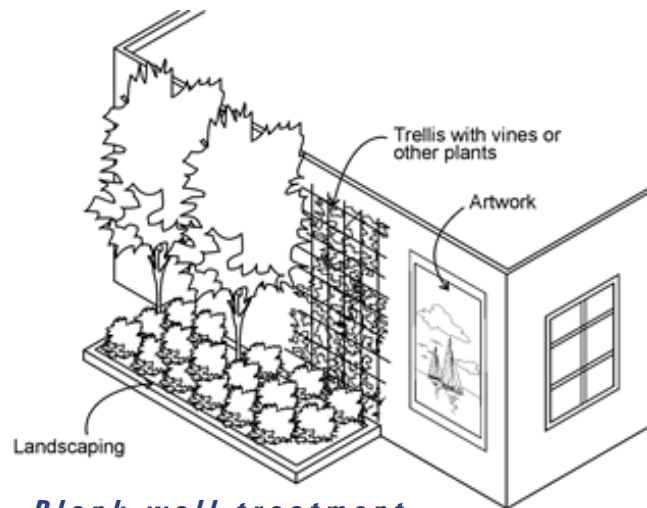
Blank wall definition illustration

Mixed Use District: Commercial Façade Treatment continued

(b) Blank wall treatment: Untreated blank walls visible from a public street, customer parking lot or pedestrian pathway are prohibited unless the following methods are used. Methods to treat blank walls can include:

- (i) Display windows at least 16 inches of depth to allow for changeable displays. Tack on display cases shall not qualify as a blank wall treatment;
- (ii) Landscape planting bed, raised planter bed, or potted plants in front of the wall with planting materials that are sufficient to obscure or screen at least 60% of the wall's surface within 3 years;
- (iii) Installing a vertical trellis in front of the wall with climbing vines or plant materials;
- (iv) Installing a mural or other art work as approved by the reviewing authority; and/or
- (v) Special building detailing that adds visual interest at a pedestrian scale. Such detailing must use a variety of surfaces; monotonous designs will not meet the purpose of the guidelines.

For large visible blank walls, a variety of treatments may be required to meet the purpose of these guidelines.



Blank wall treatment solutions



Raised Planters & Building texture for pedestrian scale



Building detailing & raised planter



Plantings & Building detailing



Artwork or mural

Service Element Location and Design

Purpose:

- To minimize the potential negative impacts of service elements; and
- To encourage thoughtful siting of service elements that balance functional needs with the desire to screen negative impacts.

Requirements:

- (a) All developments shall provide a designated spot for service elements (refuse and disposal). Such elements shall meet the following requirements:
 - (i) Service elements shall be located to minimize the negative visual, noise, odor, and physical impacts to the street environment, adjacent (on and off-site) residents or other uses, and pedestrian areas;
 - (ii) The designated spot for service elements shall be paved with concrete;

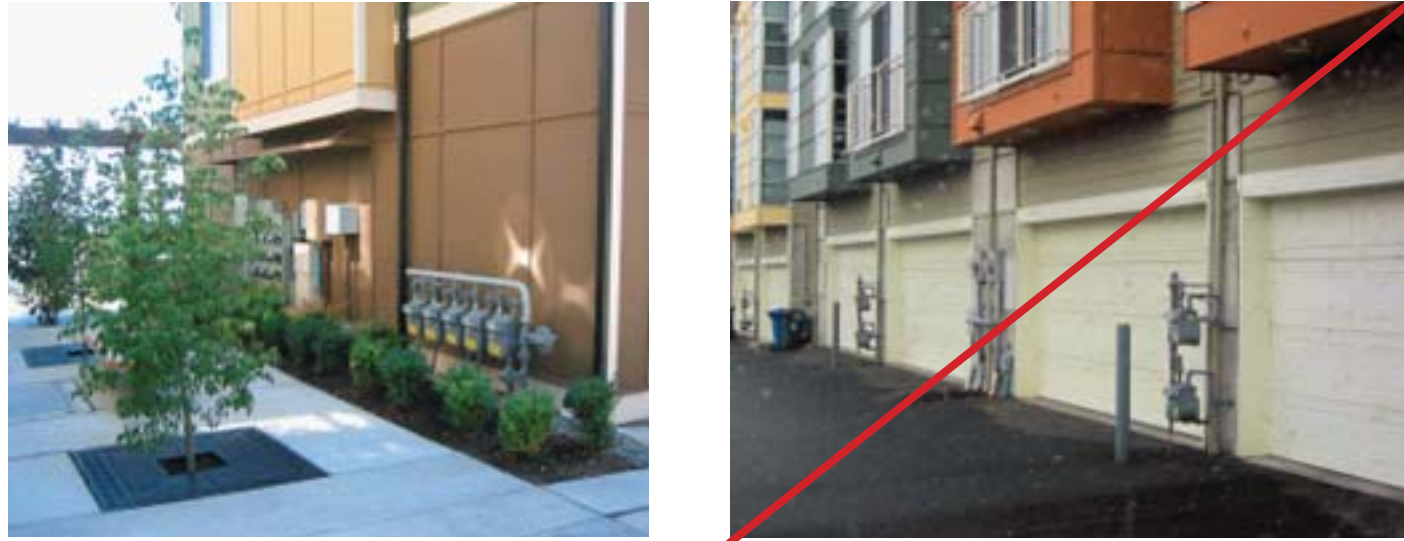


Appropriate service area location and enclosure examples

- (iii) Appropriate enclosure of the common trash and recycling elements shall be required. Requirements and considerations:
 - (A) Service areas visible from the street, pathway, pedestrian-oriented space or public parking area shall be enclosed and screened around their perimeter by a durable wall or fence sufficient in height to screen equipment within (6' high minimum). Developments shall use materials and detailing consistent with primary structures on-site. Acceptable wall materials include brick, decorative concrete block or stone;
 - (B) The sides and rear of the enclosure must be screened with landscaping in locations visible from the street, dwelling units, customer parking areas, or pathways to soften the views of the screening element and add visual interest;
 - (C) Collection points shall be located and configured so that the enclosure gate swing does not obstruct pedestrian or vehicle traffic, or does not require that a hauling truck project into any public right-of-way; and
 - (D) Proximity to adjacent residential units will be a key factor in determining appropriate service element treatment. Enclosures must screen views from adjacent buildings, especially from residential structures.

Mixed Use District: Commercial Façade Treatment continued

(b) Utility meters, electrical conduit, and other service utility apparatus: These elements shall be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these guidelines. If such elements are mounted in a location visible from the street, pedestrian pathway, common open space, or shared auto courtyards, they shall be screened with vegetation or by architectural features.



Good and bad utility meter configurations. The example on the left is consolidated and somewhat screened by landscaping elements, whereas the right example is exposed and degrades the character of this project.

(c) Rooftop mechanical equipment: All rooftop mechanical equipment shall be organized, proportioned, detailed, screened, and/or colored to be an integral element of the building and minimize visual impacts from the ground level of adjacent streets and properties and from adjacent multi-family housing. For example, screening features should utilize similar building materials and forms to blend with the architectural character of the building.

Commercial Buildings at Town Square



View looking West from Town Square



View looking North from Town Square

Mixed Use District: Commercial Grocer

Intent of Guidelines: Variety in Building Form Plan and Elevation

Break plan and elevation of large buildings (greater than 180 foot facades on a side or face) to a more pedestrian scale, by expressing the designated use, through modulation, entries, glazing, canopies and other unique tenant features. Creating a varied streetscape along the northern, eastern and southern facades of the grocer is needed in order to fit this atypical building within the village. Multiple and prominent entryways along these facades are encouraged in order to break up these long facades.



Diagram of Material Changes & Modulation



South Elevation



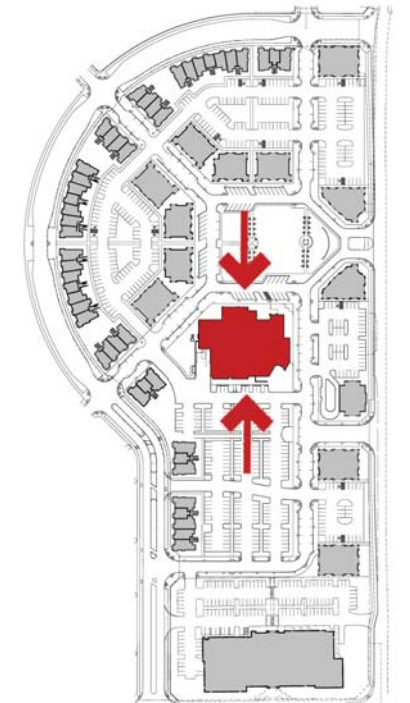
North Elevation

Grocer Elevations

Building Form and Materials

Variety in building form may include the use of flat, gabled or hip roof forms. Roof forms are encouraged to be true architectural or structural forms. Variation in roof forms, including gabled, hipped or flat, and accessories such as dormers, when using sloped roofs, and embellished cornices, when using flat roofs, are encouraged.

Variety in building materials is encouraged, so long as the framework of building base, middle and top is evident and wall finishes remain consistent on all sides of buildings that can be seen by the public. Material changes should occur in a flush configuration or in minimal offsets of two feet maximum. Width of modulation should be a minimum of fifteen feet and a maximum of sixty feet to imply historically smaller structural components. Use material changes horizontally and vertically to give identity to internal uses and implied or actual smaller





East Elevation



View from Town Square to Southwest

Mixed Use District: Residential Buildings

Intent of Guidelines: Massing, Height, Articulation & Modulation

The purpose of the Guidelines is to achieve massing, height, and **articulation** goals. The guidelines are illustrative of the architectural requirements that shall be met using the tools described below.

- Ensure that buildings are appropriately scaled and proportioned for the Mixed Use District.
- Enable simple massing and modulation of the buildings, in order to be feasible in the Olympia marketplace.
- Encourage massing & façade variation of street level at special areas, such as corners and passageways.
- Special corner elements, architectural details and landscaping will aid “wayfinding” for visitors and residents through the village center.

Massing and Height

Mixed Use District Residential Buildings shall be at least three (3) stories in height in order to frame the edges of the Mixed Use District and to maximize views of the surrounding district and natural features. Building heights up to 45 feet are **allowed**; height shall be measured from the fronting street.

Heights of residential buildings along radial streets, as well as those facing the Briggs Drive, will be at least three (3) stories; height shall be measured from the fronting street.

Roof Types

Variation in roof form is encouraged as it relates to and helps define building **articulation** throughout the Mixed Use District. (See pages 9, 10 & 11 for further narrative and illustration.)

Special Corner Elements

Attention should be given to differentiation of special corner elements, especially those on axis with and providing visual termination, create gateways and focal anchors to radial streets emanating from Town Square, pedestrian pathways and other prominent corners. .

Special corner elements may include hip roofs or compound gable roofs or flat roofs embellished with extraordinary cornice details, glazing or materials.

Articulation & Modulation

Building **articulation** should follow and be expressive of the underlying housing units and structural bays.

Building **articulation** (as well as special roof forms, landscaping and facade treatments) should also accent the public passageways between Briggs Drive and Town Square and access to off-street parking areas from radial streets.

Multifamily buildings shall include **articulation** features at intervals that relate to the location/size of individual units within the buildings (or no more than every 30') to break up the massing of the building and add visual interest and compatibility to the surrounding context. At least three of the following features shall be employed

at intervals no greater than the unit interval of 30 feet (whichever is less).

- a. Use of windows and/or entries;
- b. Change in roofline;
- c. Change in building material, siding style, and/or window fenestration pattern;
- d. Providing vertical building modulation of at least 12” in depth if tied to a change in roofline modulation or a change in building material, siding style, or color. Balconies may be used to qualify for this option if they are recessed or projected from the façade by at least 18”. Juliet balconies or other balconies that appear to be tacked on to the façade will not qualify for this option unless they employ high quality materials and effectively meet the intent of the standards;



Modulation intervals no greater than 30 feet or width of unit



Continuous roofline and monotonous color provide little facade articulation



Street View Elevation

Balconies, bay windows, and change in siding color and materials effectively articulate these facades.

Mixed Use District: Residential Buildings continued

- e. Vertical elements such as a trellis with plants, green wall, art element;
- f. Other design techniques that effectively break up the massing at no more than 30' intervals.

Departures will be considered provided they meet the intent of the standards and the design criteria set forth in these Design Guidelines.

Intent of Guidelines: Residential Facade Treatment

Residential uses should reflect the appropriate amount, type and placement of glazing, balconies and facade materials, colors and trim details.

Windows

Windows shall be predominantly vertically proportioned to reinforce the desired neo-traditional craftsman architectural style and shall be appropriate for the intended uses and follow the modulation of the building.

Building Form and Materials

Variety in building form may include the use of gabled or hip roof forms (flat roofs on a limited basis). Roof forms are encouraged to be true architectural or structural forms. Variation in roof forms and the use of accessories such as dormers, when using sloped roofs, and embellished cornices, when using flat roofs, are encouraged.

Variety in building materials is encouraged, so long as the framework of building base, middle and top is evident and wall finishes remain consistent on all sides of buildings that can be seen by the public. Width of modulation should be reflective of the housing units with a maximum of (30') thirty feet to imply historically smaller structural components. Use material changes horizontally and vertically to give identity to internal uses and implied or actual residential units.



Aerial View Residential



Building Side Elevation



Residential Buildings: 12 Unit Building



Unit Entry Elevation



Residential Buildings & Community Center along Briggs Drive

Mixed Use District: Residential Buildings - Façade Treatment

Intent of Guidelines: Façade Treatment

The architectural character of the multi-family residential buildings within the Mixed Use District shall be neo-traditional craftsman.

The façades shall reflect the rhythm of residential units and the variety of spaces within each unit primarily through the amount and type of glazing, façade materials, color, and trim details.

Provide continuity throughout the Mixed Use District residential buildings by establishing the basic framework for the buildings including the rhythm of bay spacing, windows and entryways.

Residential Building Heights

The Mixed Use District residential buildings are encouraged to have a minimum of 10-foot floor – floor heights..

Façade Treatment

Guidelines for the Mixed Use District residential building façades are shown in the following:

A *Corner Elements:* Corner elements are encouraged to project a minimum of (24”) twenty four inches from the adjacent façades and incorporate varied roof forms and wall materials than those utilized on the adjacent façades.

B *Projecting Bays:* Projecting bays are required to project a minimum of (18”) eighteen inches from the adjacent façades and incorporate varied roof forms and wall materials than those utilized on the adjacent façades. Projecting bays should aid in reinforcing the desired building massing that is consistent with the desired neo-traditional architectural styles. Projecting bays should convey a sense of rhythm that’s reflective of interior residential spaces (e.g. – living rooms, dining rooms.)

C *Varied Roof Forms:* Variation in roof forms is required as it relates to and helps define residential building modulation throughout the Mixed Use District. Examples of opportunities to incorporate varied roof forms include: corner elements, projecting bays, and unit or building entries. Roof forms that utilize steeper roof pitches (8/12, 12/12) are encouraged. Also encouraged is the use of contrasting roofing materials at these locations.

D *Balconies:* Balconies are encouraged at upper levels along public streets to help activate these façades. Balconies should have a high percentage of transparency. Varied materials, from those on adjacent façades are encouraged. There is no minimum depth from the façade required for balconies. “Balconettes” or “French Balconies,” balconies that do not extend significantly past the building façade and are typically defined by iron railings, are encouraged on the upper floors of residential units.

E *Trim & Details:* Trim shall be painted wood or fiber cement, (6”) six inches (nominal) width minimum. All trim at openings (windows, doors, vents) should be sized to reinforce neo-traditional architectural styles. Trim is also encouraged at each floor level, building corners, projecting bays and corner elements.

F *Windows:* Windows shall be predominantly vertically proportioned to reinforce the desired neo-traditional craftsman architectural style and shall be appropriate for the intended uses (larger for living rooms, smaller for bedrooms). Windows can be grouped together, but the individual unit types should remain predominantly vertically proportioned. The use of muntin bars is required. A variety of window opening styles (fixed, single hung, casement, and slider) is acceptable as long as the predominant number of windows for each building remains vertical in proportion. Window materials can vary (vinyl, prefinished aluminum, fiberglass, prefinished wood).

G *Transom Windows:* The use of transom windows in living room areas is required to help differentiate these spaces from adjacent apartment spaces (sleeping, kitchen, dining). The use of muntin bars within transom windows is encouraged to aid in reinforcing neo-traditional architectural styles.

H *Base, Middle & Top:* Variety in building materials is required, so long as the framework of the building base, middle and top is evident and wall finishes remain consistent on all sides of the buildings that can be seen by the public. Reinforcing a strong base, middle and top through significant material changes (e.g. – masonry to fiber cement siding) at corner elements and projecting bays is encouraged. A greater emphasis on high quality durable materials (masonry, stone, simulated stone) at the base of the buildings is required. A minimum of 50% of the first floor façade must include high quality durable materials.

I *Pilasters:* (24”) Twenty four inch (minimum) wide pilasters at corner elements and projecting bays are required. The ground floor level of pilasters, are encouraged to be finished in stone, veneer simulated stone, or masonry (veneer brick).

J *Walls:* Walls can be finished in stone, veneer simulated stone, veneer brick, or fiber cement siding (shingles, bevel, channel, board & batten).

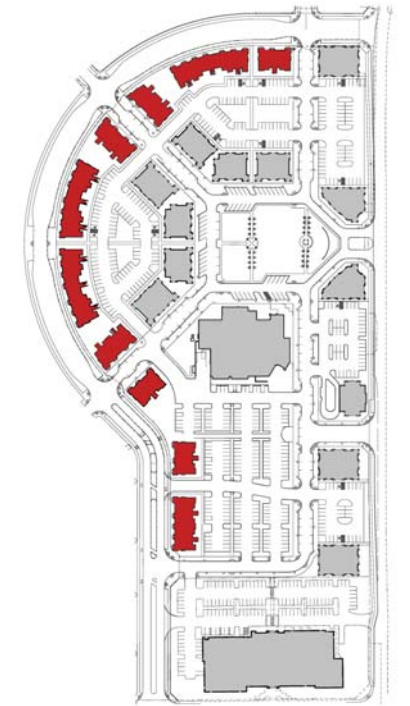
K *Doors to Balconies:* Doors to balconies shall be glazed units and sized appropriately for the building style and scale. Doors can be swing doors or sliding.

L *Unit Entries:* The unit or building entries to Mixed Use District Residential buildings should stand apart from adjacent façades through the use of building massing, projecting bays, contrasting roof forms and/or contrasting wall materials and detailing. The entries to these residential buildings should add to the activation of the ground floor plane throughout the Mixed Use District.



Residential Buildings - Showing Building Entries

Mixed Use District: Residential - Facade Treatment



Residential Buildings - Front Elevation



Residential Buildings - Side Elevation

Mixed Use District: Parking Areas

Intent of Guidelines: Parking

Parking should be easy to find, yet unobtrusive to the pedestrian streetscape.

Guidelines will identify a range of appropriate screening devices for the surface parking areas, as well as interior planting options for surface parking lots. The guidelines are illustrative of the requirements that shall be met using the tools described below.

Please see signage guidelines for parking signage, on page 32.

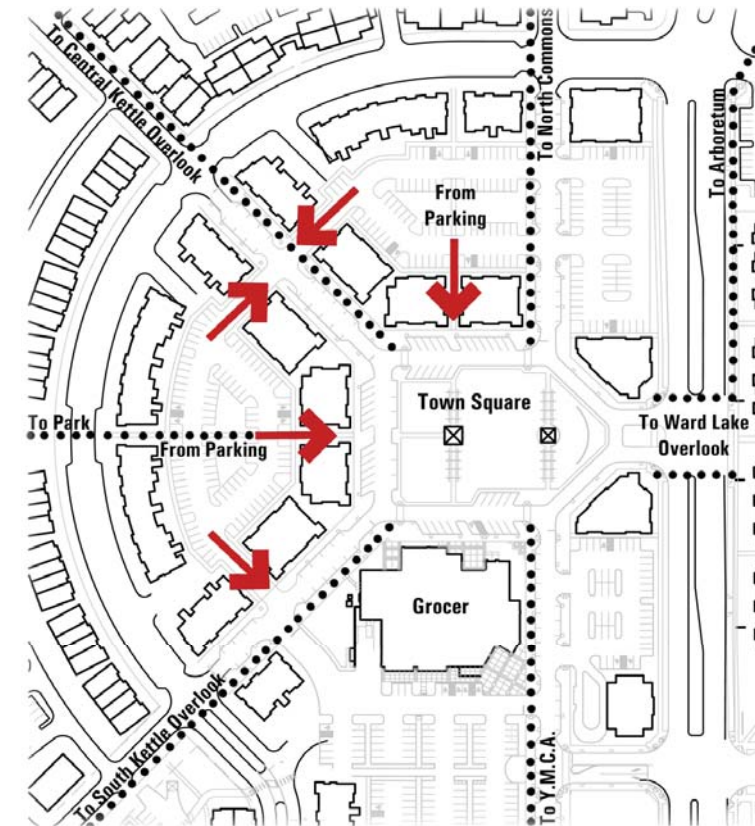
Off-street Parking -- Surface Lots

Screening: Screen parking from street edge with dense landscaping, low walls or fencing in character with buildings; maintain vehicular and pedestrian security sight lines. The ground plane should be planted with shrubs and groundcovers.

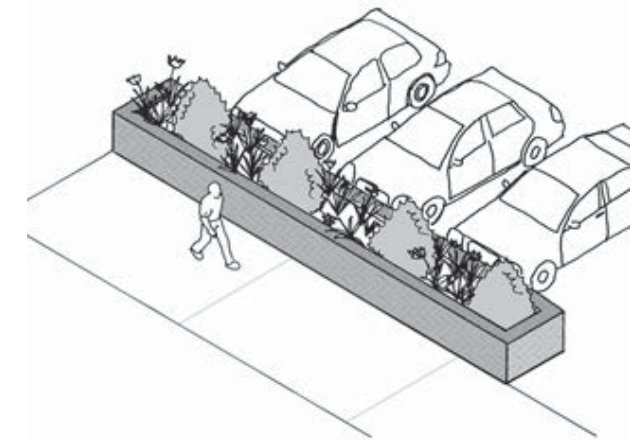
Landscaping: Provide canopy trees to provide shade to break up the visual impact of parking area. Explore opportunities to group landscaped areas to create memorable islands, with associated shrub and groundcover understory. Parking areas adjacent to Henderson Boulevard will use berms, shrubs, groundcover plantings or low walls to minimize appearances from the arterial.

Pedestrian Links

Pedestrian links are the mid-block pedestrian connections. These are generally organized on an overall radial framework. These generally connect the Town Square to Briggs Boulevard and outward to residential neighborhoods and open space via surface parking lots. Guidelines recommend hardscape, planting, furniture, and lighting along these pedestrian links.



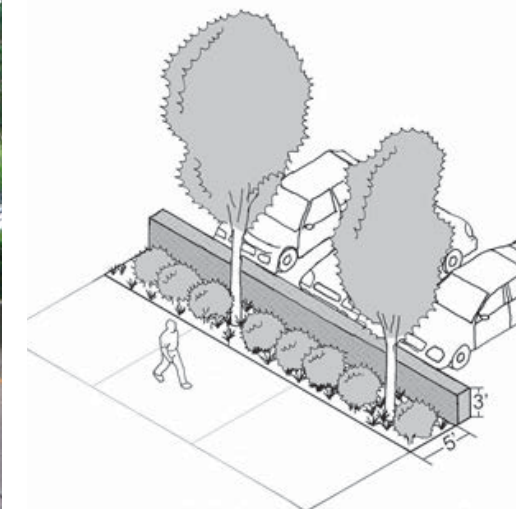
**Pedestrian Links:
Access to/from Parking Areas**



**Elevated planter made with
permanent materials**



Parking Lots



**Landscape Strip with
Low Wall**

View into Town Square



Mixed Use District: Site Design & Details

Intent of Guidelines: Site Design & Details

The purpose of the guidelines are to achieve site design/detail goals. The guidelines are illustrative of the requirements that shall be met using the tools described below.

Provide direction outside of street rights-of-way.

Create a palette of landscaping materials for use in the Mixed Use District.

Site Planning

TownSquare marks the intersection of several vehicular, pedestrian and visual axes. The site is thus the focal point of the village; it is also the center from which the energy and character of the village radiates outward. The axial relationships, the site orientation, and the land use patterns provide an organizing framework for development of the site. The southern, western and northern edges of Town Square are intended for a high level of commercial activity. The Pavilion has been located at the axial nexus of this area and is intended to be the heart of a more active area of the Town Square. The eastern edge of the Town Square, with the Clock Tower at its axial nexus is intended to be a gathering place for more passive activities.

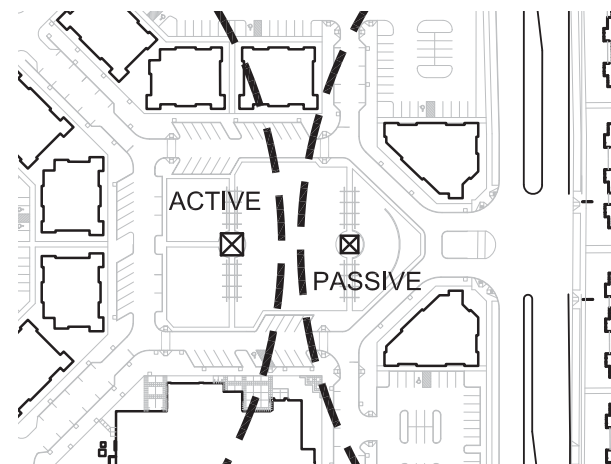
Town Square is officially one acre in size; however the limits of this central gathering and activity space extend beyond these measured boundaries to include the roadway around the Square and the opposite sidewalk. The internal roadway circling the Square is raised to the level of the sidewalk and delineated by paving materials, bollards, and trees. Town Square has been designed to sponsor day-to-day retail activity as well as seasonal community events where the Square in the center of Briggs Village can be closed to vehicles for street fair activities. Annual events such as cider presses, flower shows, plant sales, and garden fairs could become Briggs Village traditions that evoke the history of the site and enhance the community's future.

Surrounding the Square are 24' high (minimum) commercial buildings with even higher corner features that help define the open space and house both retail and office space. Town Square is intended to be an active, community hub for Briggs Village residents and their neighbors. The Village Center and Town Square, specifically, will be a comfortable, family-oriented environment where one can enjoy a cup of coffee, visit with friends, or play checkers in the Square.

Please see the Landscape Design Guidelines for additional discussion on the Mixed Use District.

Plantings

Create cohesive, simple mass shrub plantings, allow views between shrubs and tree canopy and allow turf in gathering areas. The landscape within the Village Center is urban in character, with hanging baskets, container plantings, and trees planted in tree wells in the sidewalk with ornamental grates. Isolated plantings in the commercial area will be dense, luxurious, and attractive to make an impact in this setting. The landscape design will involve careful use of paving materials, ornamental plants, and street furniture for impromptu meetings with friends or places to sit and enjoy the sun and a good book. Retail uses will be encouraged to make use of the sidewalk for displaying merchandise or provide outdoor dining.



Town Square Activity Zones

Hardscape

Town Square will have an elegant quality and an uncomplicated palette of materials: simple yet detailed paving designs and straightforward plant materials that speak to the geologic history on the Briggs Village site, celebrating the six kettles and Ward Lake. Paving materials should be appropriate to building materials in Town Square and suitable for year-around use, including use in the rain.

Lighting

Lighting within the Village Center will highlight the architecture and delineate pedestrian and vehicular space.

- Pedestrian-scaled light standards of 12' to 15' shall be used throughout all pedestrian areas of the Mixed Use District. All pedestrian-scaled light fixtures shall match the Briggs Village Town Center Standard (see example below).
- Auto/Pedestrian-scaled light standards on major collector streets in Briggs Village (Example: Briggs Drive) shall match the Briggs Village Town Center Standard (see example below).
- Pedestrian-scaled light bollards are encouraged at pedestrian connections through parking lots and other pedestrian connections between commercial buildings throughout the Mixed Use District. The design of these bollards should be consistent with the adjacent pedestrian-scaled light standards.
- All of the above light fixtures shall minimize lighting trespass to adjacent uses/parcels.



Pedestrian-scaled light standard



Auto/Pedestrian-scaled light standard

Furniture

Provide ample and diverse seating opportunities: incorporate seat walls as appropriate at pavement/planting edge.

Select or design a bench type as a signature piece.

Mixed Use District: Signage

Intent of Guidelines

Create a graphic identity for Briggs Village, which visually conveys the desired look and feel for this project. Components of this identity include typeface, materials, colors, symbols and art. Incorporate this identity into a set of graphic guidelines for current and future signage. The guidelines are illustrative of the requirements that shall be met using the tools described below.

Provide general wayfinding and programming showing the type and locations of signs. Detailed sign specifications and message schedules will be included in signage plans in each phase of development.

Village & Building Identity Signage

Briggs Village identity signage will consist of monument type signs, village directories, kiosks, building mounted signage and freestanding signs.

- Monument type signs would be located at key access points from Henderson Boulevard.
- Village directories would be located at key pedestrian entryways or focal points within the village.
- Building mounted signage would be located in prominent positions, including the tower element and should be consistent with the style of architecture.
- Freestanding signs would be utilized throughout for vehicular and pedestrian directional, identification and regulatory purposes.
- Establish address identification.



Parking & Directional Signage

Directional and parking signage will be critical since the majority of the parking is located off-street and not visible to drivers.

Parking signage may include freestanding, building mounted, entrance identification, directional, instructional and regulatory signs.

These signs may have prominent locations within the village and along streetscapes in order to assure driving safety, visibility and ease of wayfinding.

Tenant Signage

Purpose:

Establishing tenant signage guidelines is a key element in creating a lively, unique shopping environment at the street level.

- Signage requirements outlined below are intended to supplement the requirements of OMC 18.42 Signs. Where conflict may occur the requirements stated herein shall govern.
- Tenant signage may consist of building signage, banners, blade signage, marquee signs, and awning signage, and may be visible to both vehicle passengers and pedestrians.
- Signage on or below weather protection elements, visible by pedestrians, is strongly encouraged.

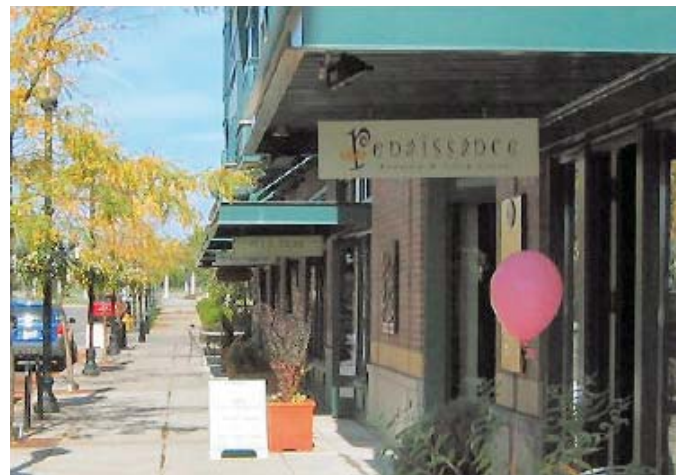


Requirements:

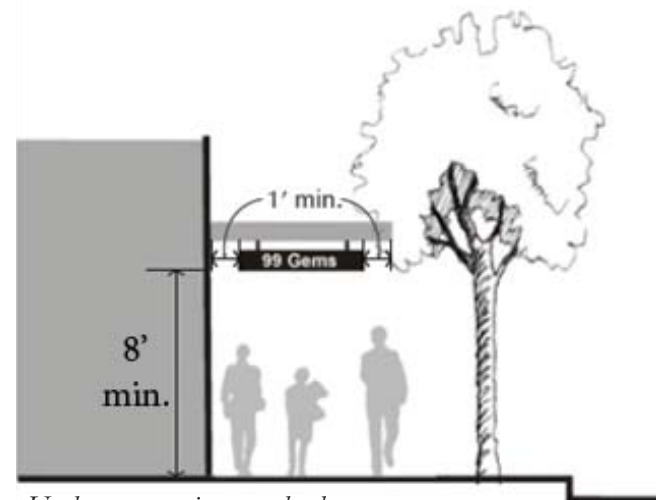
- All building mounted signage must be externally lit.
- Building signage must be proportional to the storefront. Signage can be no wider than 2/3's the width of wall segment it is mounted on ($25'$ maximum storefront wall length \times $2/3 = 16.67'$ maximum sign width).
- Building signage letters: maximum of 24" high.
- Building signage Area: maximum signage area is 1.5 square foot per lineal foot of storefront that sign is mounted on. Logos, symbols, are included in the maximum signage area allowed.
- Building signage is allowed on each façade that contains an entry and/or windows associated with the business.
- At least one sign is required below weather protection elements, visible by pedestrians, at each business entry.
- Window signs: a sign permanently mounted on a window (ex. – neon sign) or permanently painted on the window is allowed and can be considered in addition to building signage allowed. Window signs are limited to 25% of the size of the window.

Mixed Use District: Signage continued

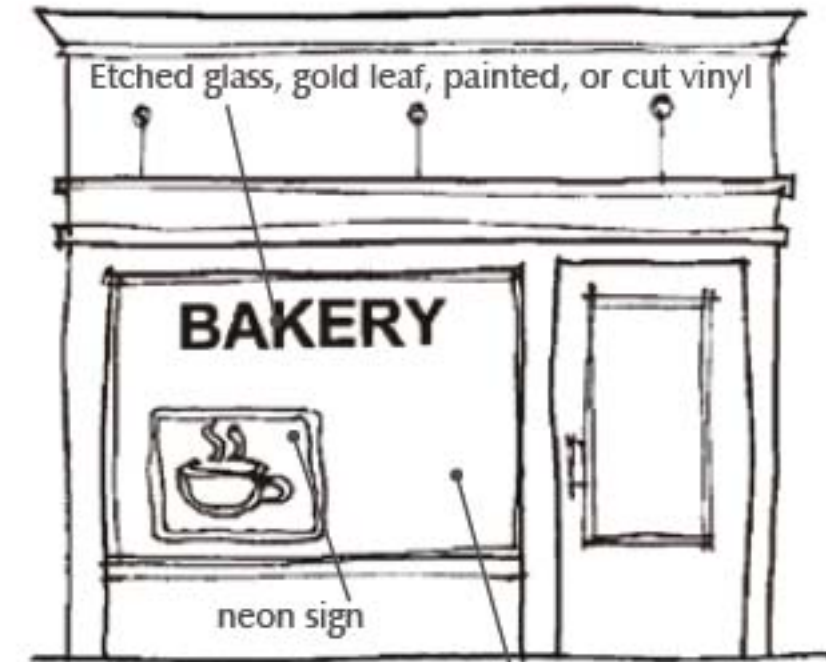
- h. Projecting signs: 10' minimum clearance from grade except when mounted under a marquee or weather protection element, minimum clearance is 8'. Sign cannot project from the face of the building more than 3'. Blade signage under a weather protection element must be kept 1' from face of building and 1' back from edge of weather protection element.
- i. Awning signage: maximum letter height is 12"
- j. Signage lighting: minimize light spillage on adjacent businesses, residences or properties.
- k. Neon signage below the line of weather protection is allowed.
- l. Sandwich board signage: one per business; see OMC 18.42.180.
- m. Signage Maintenance: all signage must be kept fully lit (where applicable), clean and in "like new" condition at all times.



Blade signage



Under canopy sign standards

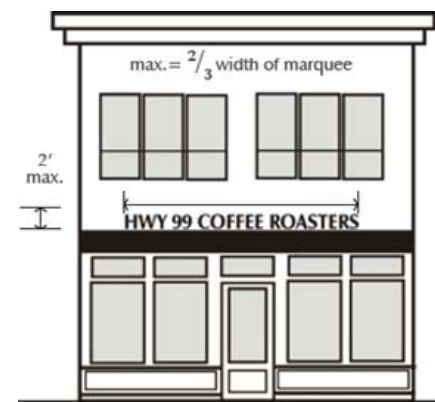


Window signs are limited to 25% of window

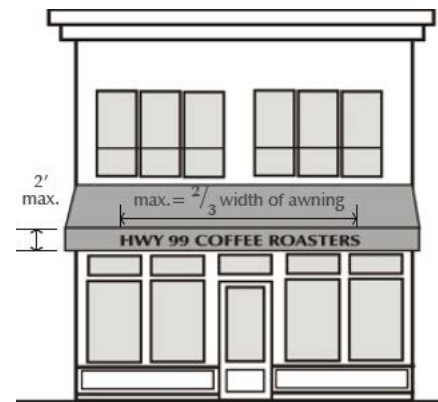
Window sign standards



Sign placed on front of marquee



Sign placed on top of marquee



Sign placed on awning

Prohibited Signage:

- i. Internally lit signs.
- ii. No freestanding signs.
- iii. No back lit awning signage.
- iv. Animated signs not allowed.
- v. No roof mounted signs.