



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Monday, February 22, 2021

6:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_UKNUJ9C_SIC2hi8FwYu8sQ

1. CALL TO ORDER

Estimated time for items 1 through 5: 20 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT

During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with the Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure. Individual comments are limited three (3) minutes or less.

REMOTE MEETING PUBLIC COMMENT INSTRUCTIONS:

Live public comment will be taken during the meeting but advance registration is required. The link to register is at the top of the agenda. You will be given the choice to comment during the registration process. After you complete the registration form, you will receive a link by email to log onto or call into Zoom for use at the meeting day and time. If you plan on calling into the meeting, you will need to provide your phone number at registration so you can be recognized during the meeting. Once connected to the meeting you will be auto-muted. At the start of the public comment period, the Chair will call participants by name to speak in the order they signed up. When it is your turn to speak, your microphone will be unmuted.

4. STAFF ANNOUNCEMENTS

This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.

5. BUSINESS ITEMS

5.A [21-0189](#) Recreational Vehicle Parks in the Urban Waterfront District - Briefing

Attachments: [Narrative](#)
[OMC 18.06 Proposed Amendments](#)
[Zoning Map](#)

Estimated time: 45 minutes

5.B [21-0192](#) Housing Action Plan Briefing

Attachments: [Link to TRPC project website and reports](#)
[Action Status List for Olympia](#)
[March 31 Open House Registration Link](#)
[Process Timeline](#)

Estimated time: 45 minutes

5.C [21-0092](#) 2021-2022 Planning Commission Work Plan

Attachments: [City Council Priorities](#)
[Draft OPC 2021 Work Plan](#)
[Revised OPC 2021 Work Plan](#)

Estimated time: 45 minutes

6. REPORTS

From Staff, Officers, and Commissioners, and regarding relevant topics.

7. OTHER TOPICS

None

8. ADJOURNMENT

Approximately 9:00 p.m.

Upcoming

Next regular Commission meeting is March 1, 2021. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities

Accommodations

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 Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) 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.



Planning Commission

Recreational Vehicle Parks in the Urban Waterfront District - Briefing

Agenda Date:
Agenda Item Number: 5.A
File Number: 21-0189

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

Title

Recreational Vehicle Parks in the Urban Waterfront District - Briefing

Recommended Action

Information only; no action requested.

Report

Issue:

Staff briefing on a proposed text amendment to allow recreational vehicle parks in the Urban Waterfront zone district.

Staff Contact:

Cari Hornbein, Senior Planner, Community Planning and Development, 360.753.8048

Presenter(s):

Cari Hornbein, Senior Planner

Background and Analysis:

The City of Olympia received a proposal from the Port of Olympia to amend Chapter 18.06 of the Olympia Municipal Code to allow recreational vehicle (RV) parks as a permitted use in the Urban Waterfront zone district. Currently, RV parks are allowed in the General Commercial and High Density Corridor 4 zone districts as a principal use, and as an accessory use to marinas. The applicant seeks to establish an RV park on land adjacent to Swantown Marina that is zoned Urban Waterfront.

The proposed amendments involve three actions:

1. Amend OMC 18.06.040, Table 6.01, Permitted and Conditional Uses, to add RV parks as a permitted use in the Urban Waterfront district.
2. Remove OMC 18.06.060.CC. Under this provision, marinas may provide RV sites for users of the marina.
3. Add a new section, OMC 18.36.060.JJ, that establishes standards for RV parks, including

those pertaining to density, setbacks, minimum parcel size, proximity to a public marina, access, internal roadways, open space, restroom facilities, water, graywater, tent camping, etc. (see Attachments 1 and 2).

The Urban Waterfront district is intended to support a variety of uses that enhance Olympia's identity and appeal as a capitol city and promote public access and use of the shoreline. Some of these uses include recreational and tourist-oriented uses.

Under the proposed amendments, RV parks as a primary use could only be established on a minimum one-acre parcel if located adjacent to and/or on common property with a public marina. Because Swantown is the only public marina along Olympia's shoreline, RV parks would be precluded elsewhere such as at the West Bay, Olympia Yacht Club, Martin, and Fiddlehead marinas.

The applicant is proposing a comprehensive set of standards regarding RV park layout, circulation, services, and utilities/facilities such as water and electric hookups, restroom, and sanitary waste station. An operational plan and park rules would be established. In addition to standards established with these code amendments, future development would be subject to the Shoreline Master Program.

Issues to Consider

1. Should RV parks be precluded from all but public marinas? If allowed at private marinas, the most likely locations based on available land area include the West Bay and Olympia Yacht Club marinas. It should be noted that property south of West Bay Marina is under separate ownership, but has sufficient land area.
2. Should existing provisions in OMC 18.06.060.CC regarding RV sites as an accessory marina use be removed from the code or retained? Removing these provisions might have negative repercussions for private marinas.
3. Under the definition of recreational vehicles in OMC 18.02, the maximum length of stay is no more than 180 days in a calendar year. The proposed amendments establish a 28-day length of stay, resulting in a potential conflict between code sections. This will need to be addressed as part of these code amendments.

Next Steps

Based on input from the Planning Commission, staff will develop a recommendation, issue the SEPA threshold determination, and schedule the public hearing (date to be determined).

Neighborhood/Community Interests (if known):

Staff is unaware of any specific neighborhood or community concerns at this time; however, staff will be notifying recognized neighborhood associations and marina operators of the upcoming briefing.

Options:

None at this time; briefing only.

Attachments:

1. Narrative
2. Proposed Amendments
3. Zoning Map



Port of Olympia – Waterfront Destination Development Plan

Olympia Municipal Code (OMC) Amendments Explanations

Amendment #1:

18.06.040 TABLES: PERMITTED AND CONDITIONAL USES – TABLE 6.01

8. SERVICE, LODGING

Add Recreational Vehicle Parks as 'PERMITTED' under Urban Waterfront (UW). Include section for references for APPLICABLE REGULATIONS (see amendment #2 for defined applicable regulations)

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	A S	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Veterinary Offices/Clinics		P	P	P			P			P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(H)(H)	18.06.060(F)(2)							
8. SERVICES, LODGING														
Bed & Breakfast Houses (1 guest room)	P	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P			P	P	P	P	18.04.060(L)(3)(c)
Bed & Breakfast Houses (2 to 5 guest rooms)	C	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P		C	P	P	P	P	18.04.060(L)(3)(c)
Hotels/Motels			P	C	P		P		P					P
Lodging Houses		P	P	P	P		P		P	P	P	P	P	
Recreational Vehicle Parks			P		P								P	add reference
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(H)(H)	18.06.060(F)(2)							

Detailed Description: By permitting Recreational Vehicle Parks within the Urban Waterfront Zone the City of Olympia is addressing a missing component of development to attract visitors. Within the narrow bank of property between the shoreline and the adjacent streets there is very limited development opportunities. Recreation Vehicle (RV) parks fit within this and other limitations outlined by the Municipal code and the Shoreline Master Program (SMP). This low impact development can fill that void and become an attraction destination for locals as well as out of town visitors. The addition of an RV park would also compliment the nearby marina and boat launch activities.



Amendment #2:

18.06.060 COMMERCIAL DISTRICTS' USE STANDARDS

~~CC. Marinas. Urban Waterfront (UW) District Requirements: As an accessory use, marinas may provide sites for recreational vehicles for users of the marina, at a rate of up to 1.5 sites per 100 mooring slips. These sites shall be provided with hook ups for water, sewer, and electricity. Users of these sites shall be limited to two (2) weeks occupancy per year.~~

Replace the above section of code with the following or eliminate CC and add section JJ.

Recreational Vehicle Park. Urban Waterfront (UW) Requirements:

1. Recreational vehicle (RV) parks are permitted on properties within the UW District which meet the following criteria:
 - a. Minimum parcel size: 1 acre
 - b. Located within 1,000 feet to and/or on common property with a public marina.
2. Use-specific standards:
 - a. Maximum size: The number of RV permitted shall not exceed a capacity of 12 vehicles per gross acre.
 - b. Site size: Each individual RV site shall be no less than 1,000 square feet in size. No more than one RV may occupy an RV space.
 - c. Internal roads: All internal park roads shall be privately owned and maintained. Roads shall be constructed to City of Olympia Engineering Design and Development Standards for private roads and emergency vehicle access.
 - d. Access: RV parks shall be located with direct access to a street of at least Arterial width with sufficient frontage to permit appropriate design of entrances and exits.
 - e. Open space/recreational facilities: A minimum of 20% of the site shall be set aside and maintained as open space for the recreational use of park occupants. Such space and location shall be accessible and usable by all users for passive or active recreation. Parking spaces, driveways, access streets, and storage areas are not considered to be



usable open space. This requirement may be proportionately reduced by the size of other recreational facilities or amenities (i.e. recreational buildings, tennis courts) provided on site.

- (i) Public open space is within 1/2 mile (2,640 feet) of development site may contribute toward the 20% requirement where clear access is provided directly from the site.
- f. Vehicle setbacks: No RV site shall be closer than 5 feet from any exterior property line abutting an arterial or shoreline. A minimum separation of 8 feet shall be maintained between all RV sites. Permanent structures within the park shall meet setbacks applicable to the UW District.
- g. Screening and Landscaping: A minimum of 5 foot perimeter of Type II landscaping as defined in OMC Ch. 18.36 shall be provided between the RV park and adjacent streets and land uses.
- h. Utilities: Electricity and water service shall be provided to each recreational vehicle site. All utility lines in the park shall be underground and shall be approved by the agency or jurisdiction permitting the service.
- i. Stormwater: Stormwater facilities shall be provided to serve the site as required by the City of Olympia Municipal Code and Engineering Design and Development Standards.
- j. Public Facilities: RV parks shall provide the following public facilities:
 - (i) A water station for filling recreational vehicle water storage tanks;
 - (ii) Restroom facilities containing showers and toilets connected to a public sanitary sewer, the minimum number of which shall be one toilet and one shower for each 20 recreational vehicle sites;
 - (iii) A sanitary waste station for emptying sewage holding tanks of recreational vehicles; provided direct sanitary line is not available, unless on off-site sanitary waste station is located within 1/2 mile radius (2,640 feet).
 - (iv) Refuse containers for solid waste in adequate quantity. Park garbage shall be picked up daily by park personnel, who shall also maintain the park free of any uncontrolled garbage.



- k. Occupancy: No tent camping shall be permitted. Use of individual RV sites shall be limited to no more than twenty-eight consecutive days.
3. Regulation and Standards: The RV park must establish an operational plan and adopt park rules governing park operations which include, at a minimum, mandatory quiet periods between ten p.m. and seven a.m. daily.

Detailed Description: These updates to the code are regarding allowance of Recreational Vehicle (RV) Parks in Urban Waterfront (UW) zones and regulations define how the site is to be used.

Chapter 18.06

COMMERCIAL DISTRICTS Revised 7/20 Revised 11/20

18.06.000 Chapter Contents

Sections:

- 18.06.020 Purposes.
- 18.06.040 Permitted, conditional, and prohibited uses.
- 18.06.060 Commercial districts' use standards. Revised 7/20
- 18.06.080 Commercial districts' development standards (General). Revised 7/20 Revised 11/20
- 18.06.100 Commercial districts' development standards (Specific). Revised 7/20
- 18.06.120 Additional regulations. Revised 7/20

18.06.020 Purposes

A. The general purposes of this Chapter are as follows:

1. To provide appropriate commercial areas for retail and service establishments, neighborhood convenience and office uses required by residents of the City in a manner consistent with the Comprehensive Plan.
2. To provide employment opportunities for existing and future residents of the City and those of adjacent communities.
3. To provide for land uses which meet the needs of and attract regional populations, in addition to local residents.
4. To provide adequate space to meet the needs of commercial development, including off-street parking and loading.
5. To protect commercial and adjacent areas from excessive noise, illumination, unsightliness, odor, smoke, and other objectionable influences.
6. To provide for an intensity of development and activity within commercial areas which will increase their vitality, facilitate mass transit, and make better use of available infrastructure.
7. To accommodate a balanced mix of commercial, residential, and recreational uses in commercial areas which will enable people to live, shop, work, and play within walking distance; thereby reducing dependence on motor vehicles and potentially reducing traffic congestion, energy consumption, and air pollution.
8. To establish standards for the development of commercial areas which will make them easily accessible and inviting for pedestrians, bicyclists, and transit riders, as well as motorists.
9. To establish guidelines for the design of commercial areas which will improve their appearance, function, and appeal.

B. The purpose of each commercial district is as follows:

1. Community Retail District (CMR).

This district is intended to:

- a. Permit businesses which offer the most frequently needed consumer goods and services, in districts of sufficient size to provide a relatively wide range of such goods and services.
- b. Provide for site development standards which will achieve the clustering of buildings and/or business establishments in such fashion as to create a safe, convenient and attractive

pedestrian environment, including access for transit riders and bicyclists, as well as safe and convenient parking and access.

- c. Allow for clustering of commercial services along urban arterials adjacent to residential neighborhoods, in order to reduce the amount of vehicular travel required of the consumer to acquire such goods and services.
- d. Allow for residential and mixed-use projects to increase the opportunities for people to live, work, shop, and recreate within walking distance.
- e. Not locate new community retail districts closer than three-fourths of a vehicular mile from one another, or from any other district providing similar services or facilities.

2. Commercial Services - High Density District (CS-H).

This district is intended to:

- a. Allow limited commercial services that supplement or enhance activities on the capitol campus, not large-scale retail sales for regional markets.
- b. Allow high-density multifamily residences near the chief employment centers such as the Downtown Business District, the Capitol Campus, and the central waterfront.
- c. Be located where high land values and public necessity warrant this type of development.

3. Auto Services (AS) District.

This district is intended to:

- a. Encourage development of a regional center for auto sales and services and related uses.
- b. Discourage development incompatible with auto sales and services.

4. Urban Waterfront (UW) District.

This district is intended to:

- a. Integrate multiple land uses in the waterfront area of downtown and the West Bay in a way that improves the City's appeal and identity as the Capital City on Budd Inlet.
- b. Encourage high-amenity recreation, tourist-oriented, and commercial development which will enhance public access and use of the shoreline.
- c. Encourage development that protects views of Budd Inlet, the Olympics, Mt. Rainier, and the Capitol, and preserves a sense of openness on the waterfront.
- d. Encourage water-dependent and water-related development (as defined in the Shoreline Master Program for the Thurston Region) on shoreline properties and permit light manufacturing uses which support nearby industrial and marine related uses.
- e. Provide shoreline public access to significant numbers of the population, which is a major goal of the Shoreline Master Program for the Thurston Region. It is also the intent of this district to integrate the policies of the Shoreline Master Program for the Thurston Region into zoning designations applicable to waterfront properties. It is not the intent of this district, however, to make the restrictions of the Shoreline Master Program legally applicable outside the shoreline management zone.

5. Downtown Business District (DB).

This district is intended to:

- a. Encourage a wide range of activities which make downtown Olympia the cultural, civic, commercial, and employment heart of the community.
- b. Retain existing downtown housing and encourage additional development of a dense mix of urban housing which is located near jobs, shopping, and transit.
- c. Provide a full range of urban services, tourism, recreation, and entertainment activities to support downtown workers, residents, and visitors.
- d. Encourage pedestrian-oriented land uses and design, in order to link downtown activity to the Capitol Campus and the waterfront, and to the gateways to the City.
- e. Permit development of a scale, height, and bulk which reinforces downtown Olympia's historic character, buildings, places, and street layout. Modern architecture is appropriate if it is consistent with the City's urban design vision.

6. General Commercial District (GC).

This district is intended to:

- a. Provide for those commercial uses and activities which are heavily dependent on convenient vehicular access.
- b. Encourage the location of such uses on sites having safe and efficient access to major transportation routes.
- c. Discourage extension of "strip" development by filling in available space in areas where substantial auto-oriented commercial development already exists.
- d. Provide development standards which enhance efficient operation of these districts, and lead to more pedestrian-oriented development.
- e. Achieve minimum adverse impact on the community, especially on adjacent properties having more restrictive development characteristics.

7. Medical Service District (MS).

This district is intended to:

- a. Allow the development of major and full-service health care facilities to serve a regional population.
- b. Permit the clustering of interrelated and complementary health care facilities.
- c. Permit limited types of nonmedical uses which provide convenience services primarily to medical facility users and employees.
- d. Allow relatively high density housing near medical facilities to help meet the needs of the large number of people employed there.
- e. Allow developments which will provide maximum convenience to medical facility users and employees, and an environment conducive to the healing arts. Incompatible land uses and traffic generated by uses other than those providing medical and related services are to be avoided.

8. Neighborhood Retail District (NR).

This district is intended to:

- a. Permit small retail establishments which offer a limited range of goods within a residential neighborhood.
- b. Protect existing neighborhood retail districts and permit new establishments where local economic demand and appropriate design can assure compatibility with the neighborhood.
- c. Be located not less than one-half (1/2) mile from another neighborhood retail district or any other commercial district providing similar services or facilities.
- d. Have a maximum size for a Neighborhood Retail district of not more than one (1) acre.
- e. Limit the size, scale and expansion of such establishments in order to minimize traffic volumes and congestion, and other adverse impacts on the neighborhoods in which said establishments are located.
- f. Ensure that development in this district is characterized by small buildings, low traffic generation, considerable walk-in trade, quiet operations and little or no night activity.

9. Professional Office/residential Multifamily District (PO/RM).

This district is intended to:

- a. Provide a transitional area, buffering residential areas from more intensive commercial uses. Development within this district should be compatible with residential uses and generate low vehicular traffic characteristic of less intrusive uses.
- b. Provide for a compatible mix of office, moderate- to high-density residential, and small-scale commercial uses, in order to provide opportunities for people to live, work, and recreate in a pedestrian-oriented area.

10. High Density Corridor-1 (HDC-1).

This district is intended to:

- a. Provide for a compatible mix of office, moderate to high-density multifamily residential, and small-scale commercial uses.
- b. Ensure that residential and mixed-use projects are built within walking distance to transit.
- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Ensure that projects are designed, using a neighborhood area design theme in order to blend with the historic buildings in the corridor and the adjacent neighborhoods.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders and bicyclists, and which includes parking and convenient access for vehicles.

11. High Density Corridor-2 (HDC-2).

This district is intended to:

- a. Provide for a compatible mix of office, medium intensity commercial and moderate to high-density multifamily residential uses.
- b. Ensure that residential and mixed-use projects are built within walking distance to transit.

- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Ensure that projects (buildings) are designed, using a neighborhood area design theme in order to blend with the historic buildings in the corridor and the adjacent neighborhoods.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and convenient access for vehicles.

12. High Density Corridor-3 (HDC-3).

This district is intended to:

- a. Provide for a compatible mix of medium to high-intensity commercial, offices, and moderate to high-density multifamily residential uses.
- b. Ensure that access to transit is a part of all new projects.
- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.

13. High Density Corridor-4 (HDC-4).

This district is intended to:

- a. Provide for a compatible mix of high-intensity commercial, offices, and high-density multifamily residential uses.
- b. Transform these areas to commercial and residential activity centers, over time.
- c. Ensure that access to transit is a part of new projects.
- d. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.

14. Urban Waterfront - Housing District.

This district is intended to:

- a. Provide for a neighborhood of residential housing with the option of limited retail/commercial/office or other uses able to locate in a street edge storefront configuration.
- b. Help meet downtown housing and sustainability density goals, through the use of land for housing in a location, and at a density, that makes the use of a car a choice and not a necessity.
- c. Contribute to downtown vitality.
- d. Result in well designed buildings on continuous urban street edges.
- e. Increase resident surveillance and all day use of public spaces to increase safety and decrease vandalism or other security problems.

f. Help the City achieve land use, transportation, environment, and housing goals.

(Ord. 7032 §6 (Exh. E), 2016; Ord. 6195 §16, 2002; Ord. 6073 §13, 2000; Ord. 5830 §2, 1998; Ord. 5569 §3, 1995; Ord. 5517 §1, 1995).

**18.06.040 TABLES: Permitted and Conditional Uses
TABLE 6.01
PERMITTED AND CONDITIONAL USES**

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)						18.130.020	
1. EATING & DRINKING ESTABLISHMENTS														
Drinking Establishments			P		P	P	P		C 18.06.060(P)		P	P	P	
Drinking Establishments - Existing		P 18.06.060(GG)				P								
Restaurants, with drive-in or drive-through			P 18.06.060(F)(3)										P 18.06.060(F)(3)	
Restaurants, with drive-in or drive-through, existing			P				P 18.06.060(U)					C	P	
Restaurants, without drive-in or drive-through	P 18.06.060(U)(3)	C	P	P 18.06.060(U)(2)	P	P	P 18.06.060(U)(1)	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
2. INDUSTRIAL USES														
Industry, Heavy														
Industry, Light			C		P/C 18.06.060(N)									
On-Site Treatment & Storage Facilities for Hazardous Waste					P 18.06.060(Q)									
Piers, Wharves, Landings					P									
Printing, Industrial			C		P/C 18.06.060(N)									
Publishing		C	C		P		P		C	C				
Warehousing			P		P/C 18.06.060(AA)		P							
Welding & Fabrication			C		P/C 18.06.060(N)		P							
Wholesale Sales		C 18.06.060(BB)(3)	P		P/C	18.06.060(BB)		P		P	18.06.060(BB)(2)			
Wholesale Products			P		P	P						P	P	

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Incidental to Retail Business														
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
3. OFFICE USES (See also SERVICES, HEALTH)														
Banks		P	P		P/C 18.06.060(D)(2)	P 18.06.060(D)(2)	P/C 18.06.060(D)(2)	P	P	P	P	P 18.06.060(D)(1)	P 18.06.060(F)(3)	
Business Offices		P	P		P	P	P	P	P	P	P	P	P	
Government Offices		P	P		P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
4. RECREATION AND CULTURE														
Art Galleries	P	P	P		P	P	P		P	P	P	P	P	
Auditoriums and Places of Assembly			P		P	P	P					P	P	
Boat Clubs					P	P								
Boating Storage Facilities					P			P						
Commercial Recreation		C	P		P	P	P	P		C	C	P	P	
Health Fitness Centers and Dance Studios	P	P 18.06.060(L)	P	P	P	P	P	P	P	P 18.06.060(L)	P 18.06.060(L)	P	P	
Libraries	C	C	C	C	P	P	P		P	C	P	P	P	18.04.060(V)
Marinas/Boat Launching Facilities					P 18.06.060(CC)	P								
Museums		C	P		P	P	P		P	C	C	P	P	18.04.060(V)
Parks, Neighborhood	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Parks & Playgrounds, Other	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(T)
Theaters (Drive-in)			C											
Theaters (No drive-ins)			P		P	P	P				C	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
5. RESIDENTIAL														
Apartments		P	P	P	P	P	P		P	P	P	P	P	
Apartments above ground floor in mixed use development	P	P	P	P	P	P	P		P	P	P	P	P	

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Boarding Houses		P	P	P	P	P	P		P	P	P	P	P	
Co-Housing		P	P			P	P			P	P		P	
Collegiate Greek system residence, dormitories		C	P	P	P	P	P		P	C	P	P	P	
Duplexes	P	P	P	P			P		P	P	P		P	
Group Homes (6 or less)	P	P	P 18.06.060(K)	P	P	P	P 18.06.060(K)		P	P	P	P 18.06.060(K)	P 18.06.060(K)	18.04.060(K)
Group Homes (7 or more)	C	C	C 18.06.060(K)	C	C	C	C 18.06.060(K)		C	C	C	C 18.06.060(K)	P 18.06.060(K)	18.04.060(K)
Mobile or Manufactured Homes Park - Existing		C	C	C						C			C	18.04.060(P)
Quarters for Night Watch person/Caretaker					P	P								
Retirement Homes		P	P	P	P	P	P		P	P	P	P	P	
Single-Family Residences	P	P	P	P			P		P	P	P	P	P	
Single Room Occupancy Units			C		P	P	P		P				C	
Townhouses	P	P	P	P 18.06.060(T)		P	P		P	P	P	P	P	
Triplexes, Four-plexes, and Cottage Housing		P											P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
6. RETAIL SALES														
Apparel and Accessory Stores			P		P	P	P					P	P	
Boat Sales and Rentals			P		P	P	P	P					P	
Building Materials, Garden and Farm Supplies	P		P		P	P	P					P	P	
Commercial Greenhouses, Nurseries, Bulb Farms	C	C 18.04.060(G)	C	C					C		P	P		18.04.060(G)
Electric Vehicle Infrastructure	P	P	P	P	P 18.06.060(W)	P 18.06.060(W)	P 18.06.060(W)	P	P	P	P	P	P	
Food Stores	P	P 18.06.060(H)	P		P	P	P		P	P 18.08.060(H)	P	P	P	
Furniture, Home Furnishings, and Appliances			P		P	P	P				P	P	P	

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Gasoline Dispensing Facilities accessory to a permitted use	P 18.06.060(W)(4)		P		P 18.06.060(W)		P 18.06.060(W)(2)	P				P 18.06.060(W)	P 18.06.060(W)	
Gasoline Dispensing Facility accessory to a permitted use - Existing	P 18.06.060(W)		P		P 18.06.060(W)		P 18.06.060(W)				P	P 18.06.060(W)	P	
General Merchandise Stores	P	P 18.06.060(J)	P		P	P	P			P 18.06.060(J)	P	P	P	
Mobile, Manufactured, and Modular Housing Sales			P											
Motor Vehicle Sales			P				P	P					P	
Motor Vehicle Supply Stores			P		P	P	P	P			P	P	P	
Office Supplies and Equipment		P 18.06.060(DD)	P		P	P	P		P	P 18.06.060(DD)	P	P	P	18.06.060(CC)
Pharmacies and Medical Supply Stores	P	P 18.06.060(EE)	P	P	P	P	P		P	P 18.06.060(EE)	P	P	P	18.06.060(DD)
Specialty Stores	P 18.06.060(Y)(3)	P 18.06.060(Y)(4)	P	C 18.06.060(Y)(2)	P	P	P			P 18.06.060(Y)(4)	P	P 18.06.060(Y)(1)	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
7. SERVICES, HEALTH														
Hospitals				P			P		P					
Nursing, Congregate Care, and Convalescence Homes	C	P	C	P			C		C	C	C	P	P	18.04.060(S)
Offices, Medical		P	P	P	P	P	P	P	P	P	P	P	P	
Veterinary Offices/Clinics		P	P	P			P			P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
8. SERVICES, LODGING														
Bed & Breakfast Houses (1 guest room)	P	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P			P	P	P	P	18.04.060(L)(3)(c)
Bed & Breakfast Houses (2 to 5 guest rooms)	C	P 18.06.060(E)	P 18.06.060(E)	P 18.06.060(E)	P	P	P		C	P	P	P	P	18.04.060(L)(3)(c)
Hotels/Motels			P	C	P		P		P				P	
Lodging Houses		P	P	P	P		P		P	P	P	P	P	
Recreational Vehicle			P		P								P	18.06.060.JJ

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Parks														
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
9. SERVICES, PERSONAL														
Adult Day Care Home	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)(3)(b)
Child Day Care Centers	C	P	P	P	P	P	P		P	P	C	P	P	18.04.060(D)
Crisis Intervention	C	P	C	P			P		C	P	C	C	C	18.04.060(I)
Family Child Care Homes	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Funeral Parlors and Mortuaries		C	P				P			C		P	P	
Laundries and Laundry Pick-up Agencies	P	P	P	P	P	P	P			P	P	P 18.06.060(O)	P	
Personal Services	P	P	P	P	P	P	P	P	P	P	P	P	P	
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
10. SERVICES, MISCELLANEOUS														
Auto Rental Agencies			P		P	P	P	P			C	P	P	
Equipment Rental Services, Commercial			P		P		P				P	P	P	
Equipment Rental Services, Commercial - Existing		P 18.06.060(FF)												
Ministorage			P				P							
Printing, Commercial	P	P	P		P	P	P		P	P	P	P	P	
Public Facilities (see also Public Facilities, Essential on next page)	C	C	C	C	P	C	P	P	P	C	C	C	C	18.04.060(V)
Radio/T.V. Studios		P	P		P	P	P		P	P	P	P	P	
Recycling Facilities	P	P	P	P	P		P		P	P	P	P	P	18.06.060(V)
School - Colleges and Business, Vocational or Trade Schools		C	P		P	P	P		P	C	C	C	P	18.06.060(X)
Service and Repair Shops			P				P	P				P	P	
Service Stations/Car Washes			P				P 18.06.060(W)	P				P 18.06.060(W)	P 18.06.060(W)	
Service Stations/Car Washes - Existing			P		P 18.06.060(W)		P 18.06.060(W)				P	P 18.06.060(W)	P 18.06.060(W)	

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Servicing of Personal Apparel and Equipment	P	P	P		P	P	P			P	P	P	P	
Truck, Trailer, and Recreational Vehicle Rentals			P					P						
Workshops for Disabled People	C	C	C	C	P	C	P		C	C	C	C	C	18.04.060(R)
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
11. PUBLIC FACILITIES, ESSENTIAL														
Airports			C										C	18.06.060(G)
Inpatient Facilities		C	C	C 18.06.060(T)	C		C		C	C	C	P	P	18.06.060(G) 18.04.060(K)
Jails			C		C		C		C				C	18.06.060(G)
Mental Health Facilities			C	C 18.06.060(T)	C		C						C	18.06.060(G) 18.04.060(K)
Other Correctional Facilities		C	C	C 18.06.060(T)	C	C	C		C	C	C	C	C	18.06.060(G)
Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities		C	C		C		C			C	C	C	C	18.06.060(G)
Radio/TV and Other Communication Towers and Antennas	C	C	C	C	C	C	C	C	C	C	C	C	C	18.06.060(G) 18.44.100
Sewage Treatment Facilities	C	C	C	C	P		P		C	C	C	C	C	18.06.060(G) 18.04.060(X)
State Education Facilities		C	C		C		C		C	C	C	C	C	18.06.060(G) 18.06.060(X)
State or Regional Transportation Facilities	C	C	C	C	C	C	C		C	C	C	C	C	18.06.060(G)
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
12. TEMPORARY USES														
Entertainment Events			P		P	P	P						P	
Off Site Contractor Offices	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(DD)
Emergency Housing	P	P	P	P	P			P	P	P	P	P	P	18.04.060(DD)

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Emergency Housing Facilities	P	P	P	P	P	P	P	P	P	P	P	P	P	18.50
Fireworks, as determined by Fire Dept.			P		P	P	P				P	P	P	9.48.160
Mobile Sidewalk Vendors		P	P	P	P	P	P			P	P	P	P	
Parking Lot Sales			P		P	P	P	P			P	P	P	
Residences Rented for Social Event (6 or less in 1 year)	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(DD)
Residences Rented for Social Event (7 or more in 1 year)	C	C	C	C	C	C	C		C	C	C	C	C	
Temporary Surface Parking Lot		P	P		P	P	P		P					
District-Wide Regulations	18.06.060(R)				18.06.060(F)(2)	18.06.060(HH)	18.06.060(F)(2)							
13. OTHER USES														
Accessory Structures/Uses														
Adult Oriented Businesses			P										P	18.06.060(B)
Agriculture	P	P	P	P					P	P	P	P	P	
Animals	P	P	P	P	P	P	P		P	P	P	P	P	18.06.060(C)
Cemeteries	C	C	C	C					C	C	C		C	
Conference Center			P		P	P	P						P	
Gambling Establishments			C											
Garage/Yard/Rummage and Other Outdoor Sales	P	P	P	P	P	P	P		P	P	P	P	P	5.24
Home Occupations	P	P	P	P	P	P	P		P	P	P	P	P	18.04.060(L)
Parking Facility, Commercial		P	P		P	P	P 18.06.060(S)			P	P	P 18.06.060(S)	P	18.04.060(V)
Places of Worship	C	C	P	C	P	P	P		C	C	C	P	P	18.04.060(U)
Racing Pigeons	C	C	C	C					C	C	C	C	C	18.04.060(Y)
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
Schools	C	C	P	C	C	C	C		C	C	C	P	P	18.04.060(DD)
Social Organizations		P	P		P	P	P		P/C 18.06.060(I)	P	P	P	P	
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)

COMMERCIAL DISTRICT	NR	PO/RM	GC	MS	UW	UW-H	DB	AS	CSH	HDC-1	HDC-2	HDC-3	HDC-4	APPLICABLE REGULATIONS
Wireless Communications Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44

LEGEND

P = Permitted Use	PO/RM = Professional Office/Residential Multifamily	GC = General Commercial	HDC-1=High Density Corridor-1
MS = Medical Services	AS=Auto Services	UW = Urban Waterfront	HDC-2=High Density Corridor-2
DB = Downtown Business	NR = Neighborhood Retail	UW-H = Urban Waterfront-Housing	HDC-3=High Density Corridor-3
C = Conditional Use		CSH = Commercial Services-High Density	HDC-4=High Density Corridor-4

(Ord. 7187 §3, 2019; Ord. 7180 §1, 2019; Ord. 7163 §3, 2018; Ord. 7032 §6 (Exh. E), 2016; Ord. 6975 §3, 2015; Ord. 6759 §5, 2011; Ord. 6592 §5, 2008)

18.06.040 Permitted, conditional and prohibited uses**A. PERMITTED AND CONDITIONAL USES.**

Table 6.01, Permitted and Conditional Uses, identifies land uses in the commercial districts which are permitted outright (P) or subject to a Conditional Use Permit (C). The applicable requirements for these uses and activities are identified by a number referencing the list of use regulations under Section 18.06.060, Use Standards. Numbers listed under the heading Applicable Regulations apply to the corresponding land use in all of the commercial districts. Regulations that pertain only to a specific use in a specific district are identified by a number in the space corresponding to that use and district. (Also see Section 18.06.080, Development Standards--General, and 18.06.100, Development Standards--Specific.)

B. PROHIBITED AND UNSPECIFIED USES.

Land uses which are not listed as permitted or conditional uses are prohibited unless authorized by the Director of Community Planning and Development (or the Hearing Examiner on appeal) consistent with Section 18.02.080, Interpretations. However, in no event shall secure community transition facilities be permitted.

(Ord. 7032 §6 (Exh. E), 2016; Ord. 6395 §27, 2006; Ord. 6273 §33, 2003; Ord. 6210 §5, 2002; Ord. 6195 §36, 2002; Ord. 6140 §42, 2001; Ord. 6092 §5, 2001; Ord. 6073 §31, 2000; Ord. 5861 §5, 1998; Ord. 5830 §56, 1998; Ord. 5801 §4, 1998; Ord. 5664 §13, 1997; Ord. 5661 §2, 1996; Ord. 5569 §3, 1995; Ord. 5517 §1, 1995).

18.06.060 Commercial districts' use standards Revised 7/20**A. Accessory Uses and Structures.**

Only those uses that meet the definition of an Accessory Use as defined under this chapter will be permitted in the zones outlined in the tables of this chapter.

B. Adult Oriented Businesses.

1. Location. Adult oriented businesses may be permitted, but only if the following separation and distance conditions are met:
 - a. No adult oriented businesses shall be located closer than one thousand (1,000) feet to another such business whether such other business is located within or outside the city limits. Said distance shall be measured by following a straight line from the nearest point of public entry into the structure which will house the proposed adult facility to the nearest point of public entry into the structure housing another adult facility.
 - b. No adult oriented businesses may be located closer than two hundred fifty (250) feet from the nearest point of the boundary of a General Commercial (GC, or High Density Corridor-4 (HDC-4) district; PROVIDED, this restriction shall not apply to a proposed business with respect to a particular zone boundary when the proposed site of the business is separated from said boundary by an arterial street of at least four (4) travel lanes in width.
 - c. No adult oriented businesses shall be located closer than three hundred thirty (330) feet of any of the following uses whether such use is located within or outside the city limits:
 - i. Any residential use;
 - ii. Family child care home;
 - iii. Child day care center;
 - iv. Preschool facility; and

- v. Nursery school;
 - vi. The point of ingress to or egress from any public trail identified in the city's Comprehensive Plan, Urban Trails, except when such point is separated from the proposed business by a four-lane or wider street arterial.
- d. No adult oriented businesses shall be located closer than one thousand three hundred twenty (1,320) feet to any of the following uses whether such use is located within or outside the City limits:
- i. Public park;
 - ii. Public or private primary or secondary schools, colleges and universities; and
 - iii. Places of worship (e.g., church, temple or synagogue or other facility primarily devoted to the teaching or practice of religious beliefs);
 - iv. Public library
- e. Such distance shall be measured by following a straight line distance between the point of public entry into the structure housing the adult facility and:
- i. The nearest point on a property line of a public park; or
 - ii. The nearest point of public entry to any residential use, public library, child day care home, child day care center, preschool, nursery school, public or private primary or secondary school, college, university, church, temple, or synagogue, or other facility primarily devoted to the teaching or practice of religious beliefs, or the nearest point on the perimeter of the area actually used in conjunction with any such use, whichever is closer.
- For purposes of this ordinance, "actually used in conjunction with" means areas used for the primary and related structures, yards, parking lots, designated play areas and other areas used to determine site coverage under this code.
- f. Waiver of Distance Requirements. The following procedures and criteria shall be adhered to with regard to a request for waiver of distance requirements:
- i. Distance waiver required. Any party proposing to locate an adult facility within less than the required distances from uses or zones as specified in this ordinance may do so only after obtaining a waiver therefor from the Hearing Examiner through a conditional use permit.
 - ii. Waiver notice requirements. In addition to the notice requirements for conditional use permits, first class mailing notice shall be made to all parties within either distance set forth in subsections 18.06.060(B)(1)(c) and (d), depending upon the use in question. The applicant shall provide the names and addresses of all property owners and businesses within said distances from the proposed use.
 - iii. Criteria for decision. The final decision on the request for waiver of distance shall be made by the Hearing Examiner, based on consideration of the following:
 - (a) The extent to which physical features would result in an effective separation in terms of visibility and access.
 - (b) Compatibility with adjacent and surrounding land uses.
 - (c) The availability or lack of alternative locations for the proposed use.

(d) Ability to avoid the adult facility by alternative vehicular and pedestrian routes.

2. Intervening Uses. Uses and zones specified in Subsection 18.06.060(B)(1)(c) and (d) shall not be allowed to locate within the specified distances of an adult oriented business. Any party proposing to locate such a use or zone within the specified distances of an adult facility is considered an intervening use and may do so only after obtaining a distance waiver pursuant to the provisions of Subsection 18.06.060(B)(1)(f) of this code regarding waiver of distance requirements; provided, that notice requirements shall conform with the provisions of Section 18.78.020 of the Olympia Municipal Code; and provided further, that the owner seeking to expand a sensitive use specified in Subsections 18.06.060(B)(1)(c) or (d) into a separation area provided herein need not procure a waiver of distance requirement under (B)(1)(f) herein if such expansion is to be done on the same parcel on which the sensitive use is located and no new lots are thereby created.

3. Adult Oriented Businesses - Forbidden in Other Zones. The allowance of adult oriented businesses shall be limited to the General Commercial (GC, or High Density Corridor-4 (HDC-4) zones and such uses are forbidden in all other zones within the City of Olympia.

C. Animals. All Commercial Districts:

1. Quantity. No more than three (3) pets, such as dogs, cats, hens, and untraditional pets (e.g., potbelly pigs and rabbits), four (4) months of age or older, shall be permitted per dwelling unit. (Traditional pets are defined as a species of animals which can be house-broken, or walked on a leash, or are frequently, but not necessarily, housed within a residence and are neither obnoxious nor a public safety or health threat.)

2. Birds. Song birds or other traditional pet birds (e.g., parrots) are permitted. Fowl, such as roosters, ducks and geese, are prohibited. [NOTE: The keeping of racing and performing pigeons is permitted as a conditional use.]

3. Other Animals. Swine, other than potbelly pigs, and goats are prohibited. The keeping of other animals and pets, which are not specifically prohibited in this section is permitted, provided that:

a. There shall be no more than one (1) animal per acre, in addition to those animals/pets permitted in Subsection C.1 above; and

b. Such animals shall be confined within a suitably fenced area which shall be located no closer than fifty (50) feet from any property line; and

c. The keeping of such animals does not constitute a nuisance or hazard to the peace, health or welfare of the community in general and neighbors in particular.

D. Banks.

1. High Density Corridor-3 (HDC-3) Requirements. Banks which offer only drive-through service (i.e., which serve customers exclusively in or on their vehicles) are not permitted.

2. Urban Waterfront (UW) and Downtown Business (DB) District Requirements. Drive-through banks may be permitted with a conditional use permit if the proposed project meets the Street Edge Development Standards of the Pedestrian Streets Overlay District, Chapter 18.16 OMC if outside of a Downtown Design Sub-District or the Street Fronts standards of Chapter 18.120.220 for projects in a Downtown Design Sub-District.

E. Bed and Breakfast Houses. Professional Office/Residential Multifamily (PO/RM), High Density Corridor-1 (HDC-1), General Commercial (GC), High Density Corridor-4 (HDC-4), and Medical Services

(MS) districts requirements: All Bed and Breakfast Houses are subject to the Bed and Breakfast House requirements in residential districts, Section 18.04.060(L)(3)(c).

F. Drive-Through and Drive-In Uses.

1. High Density Corridor-3 (HDC-3) Requirements. Businesses which serve customers exclusively in their vehicles are prohibited. This includes uses such as drive-through laundry pick-up agencies, drive-through-only banks, and drive-through photo processing services. This does not include car washes. Restaurants are not permitted to have drive-up or drive-through facilities.
2. Downtown Business and Urban Waterfront (UW) Requirements. Drive-through and drive-in uses are prohibited as a primary or accessory use (exception: drive-through banks are a conditional use). Existing drive-in and drive-through restaurants permitted before January 1, 1994, are conforming uses. Such uses shall be treated the same as other allowed uses, consistent with applicable regulations or conditional use requirements. Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter 18.37, Nonconforming Buildings and Uses.
3. Pedestrian Streets and Drive-Through or Drive-In Uses. Drive-through and drive-in uses are allowed on parcels that abut pedestrian oriented streets, as follows:
 - a. A Streets: Drive-through or drive-in uses are permitted on parcels abutting Pedestrian Oriented A Streets when there is another building(s) or a designated pedestrian plaza or other gathering space located between the drive-through or drive-in building and the street. In the event a pedestrian plaza or gathering space is located between the building and an "A" Street, provisions to prevent vehicles from entering the plaza or gathering space shall be provided (e.g. curb and a landscaped area, bollards, low masonry wall).
 - b. B Streets: Drive-through lanes are prohibited between the pedestrian oriented street and the building. Drive-through lanes may be located to the side or rear of the building when designed for the safety of pedestrians or bicyclists on the sidewalk or other internal designated routes for pedestrians and/or bicyclists.

G. Public Facilities, Essential.

1. Regulations applicable to all commercial zoning districts. Essential public facilities are subject to the procedures and conditions listed in OMC 18.04.060.W, as well as any other applicable provisions of this Title.
2. Professional Office/Residential Multifamily District (PO/RM) Regulations. Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities (see Table 6.01 above) shall be limited to office uses.
3. General Commercial District (GC), High Density Corridor-4 (HDC-4), Urban Waterfront (UW), and Downtown Business District (DB) Regulations. "Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities" (see Table 6.01 above) shall be limited to those office uses, industrial uses, recreation and culture uses otherwise allowed in these districts. In addition to the requirements for Essential Public Facilities, these uses shall meet all other applicable regulations of this Chapter and Title.

H. Food Stores. Professional Office/Residential Multifamily District (PO/RM), and High Density Corridor-1 (HDC-1) Requirements: Food stores are allowed up to a maximum size of five thousand (5,000) square feet of gross floor area. EXCEPTION: In the PO/RM area west of Yauger Road adjacent to Harrison/Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.

I. Social Organizations. Social organizations are permitted within the CSH zone district under the condition that if alcohol is served, the use shall be subject to all requirements governing nightclubs, taverns and lounges (see Section 18.06.060(P) Nightclubs and Taverns, below).

J. General Merchandise Stores. Professional Office/Residential Multifamily District (PO/RM), and High Density Corridor-1 (HDC-1) Requirements: General Merchandise stores shall have a maximum size of five thousand (5,000) square feet of gross floor area. EXCEPTION: In the PO/RM area west of Yauger Road adjacent to Harrison/Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.

K. Group Homes.

1. General requirements for group homes are identified in subsection 18.04.060(K).
2. Downtown Business District (DB) Requirements. There is no minimum lot size for group homes with up to twenty (20) unrelated residents, exclusive of on-site operators.
3. General Commercial District (GC), High Density Corridor-3 (HDC-3), High Density Corridor-4 (HDC-4), and Medical Services District (MS) Requirements. The Hearing Examiner may relax the minimum lot size standard in paragraph 18.04.060(K)(3) where the characteristics of the home so warrant.

L. Health Fitness Centers and Dance Studios. Professional Office/Residential Multifamily (PO/RM), High Density Corridor-1 (HDC-1), and High Density Corridor-2 (HDC-2) District Requirements: These uses shall have a maximum size of five thousand (5,000) square feet of gross floor area. EXCEPTION: In the PO/RM area west of Yauger Road adjacent to Harrison/Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.

M. Industry, Heavy. CW - 1 Zone District: Manufacturing, compounding, processing, treatment or assembly of products--except those which cause excessive danger or offense--is permitted within this district. Heavy industrial uses are not permitted south of Corky Street.

N. Industry, Light.

1. Urban Waterfront (UW) Requirements. Light industry is a permitted use east of Washington Street. It is a conditional use west of Washington Street.

O. Laundry and Laundry Pick-Up Agency. High Density Corridor-3 (HDC-3) Requirements: No drive-through facilities are allowed for drop-off or pick-up of laundry.

P. Nightclubs and Taverns. Commercial Services - High Density (CS-H) District Requirements: Night clubs, taverns and lounges are a conditional use, subject to the following conditions:

1. Setback. No building shall be located closer than sixty (60) feet from a property line abutting a residential use.
2. Noise Insulation. The building shall be of sound-reducing construction that will assure compliance with the sound emission requirements of Section 18.40.080, Property Protection Standards.
3. Loudspeakers. There shall be no outside loudspeakers.

Q. On-Site Treatment and Storage Facilities for Hazardous Waste. Urban Waterfront (UW) District Requirements: These facilities are allowed only as an accessory use, subject to siting criteria pursuant to Chapter 70.105 RCW.

- R. Operating Hours - Neighborhood Retail (NR) District. Operating hours for businesses in the NR District shall be limited to the hours between 6:00 a.m. and 11:00 p.m. A later opening time and/or an earlier closing time may be required if necessary to assure compatibility with the adjacent residential neighborhood.
- S. Parking Facilities and Garages.
1. High Density Corridor-3 (HDC-3) Requirements. Parking lots established as separate, primary uses are a conditional use. The proposed parking lot shall exclusively serve specifically identified uses in or adjacent to the district to accommodate shared employee or customer parking or off-site employee parking. The uses served by the lot may change over time.
 2. Downtown Business District (DB) Requirements. Public plazas, temporary surface parking lots (See OMC 18.04.060(EE)(1)(h)), or structured parking is permitted. Parking lots not associated with a permitted or conditional use are prohibited. All existing parking lots permitted before January 1, 1994, are conforming uses. Such lots shall be treated the same as other allowed uses, consistent with applicable regulations. Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter 18.37, Nonconforming Buildings and Uses.
- T. Reserved.
- U. Restaurants.
1. Downtown Business (DB) District Requirements. New drive-in and drive-through restaurants are not permitted. All existing drive-in and drive-through restaurants permitted before January 1, 1994, are conforming uses. Such uses shall be treated the same as other allowed uses, consistent with applicable regulations. Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter 18.37, Nonconforming Buildings and Uses.
 2. Medical Services (MS) District Requirements. Restaurants may be allowed as a conditional use where it can be demonstrated that the medical community or the consumers of medical services are clearly and primarily benefitted by the convenience of the facilities.
 3. Restaurants in the Neighborhood Retail District shall be limited to one thousand (1000) square feet of gross floor area and shall not require nor include a Type I Hood as defined in the Uniform Mechanical Code.
- V. Recycling Facilities. Only Type I Recycling Facilities are allowed in the following districts: Neighborhood Retail (NR), Community Retail (CMR), Professional Office/Residential Multifamily (PO/RM), Medical Services (MS), Urban Waterfront (UW), High Density Corridor-1 (HDC-1), High Density Corridor-2 (HDC-2), High Density Corridor-3 (HDC-3), High Density Corridor-4 (HDC-4), and Commercial Services-High Density (CS-H).
- W. Electric Vehicle Infrastructure, Service Stations and Car Washes.
1. High Density Corridor-3 (HDC-3) District Requirements. Car washes are permitted only in conjunction with a service station.
 2. High Density Corridor-3 (HDC-3) and High Density Corridor-4 (HDC-4) District Requirement. Service stations and car washes are not permitted to locate on corner properties at intersections. Services stations and car washes vested before January 20, 2001 are conforming uses.
 3. Downtown Business District (DB) Requirements.
 - a. Service stations, car washes and accessory uses are not permitted, except on those properties located south of Union Street and east of Plum/Henderson (see Figure 6-1) or where

otherwise listed as allowed under this section. This also applies to gasoline dispensing facilities accessory to a permitted use.

- b. All existing service stations permitted before January 1, 1994, are conforming uses. Such uses shall be treated the same as other allowed uses, consistent with applicable regulations.
- c. Detached drive-thru restaurants of less than 200 square feet without Type I hoods are permitted as an accessory use to service stations in this District.
- d. Electric Vehicle Infrastructure is permitted as an accessory use in the Downtown Business District if it meets the criteria set forth in OMC 18.04.060GG.

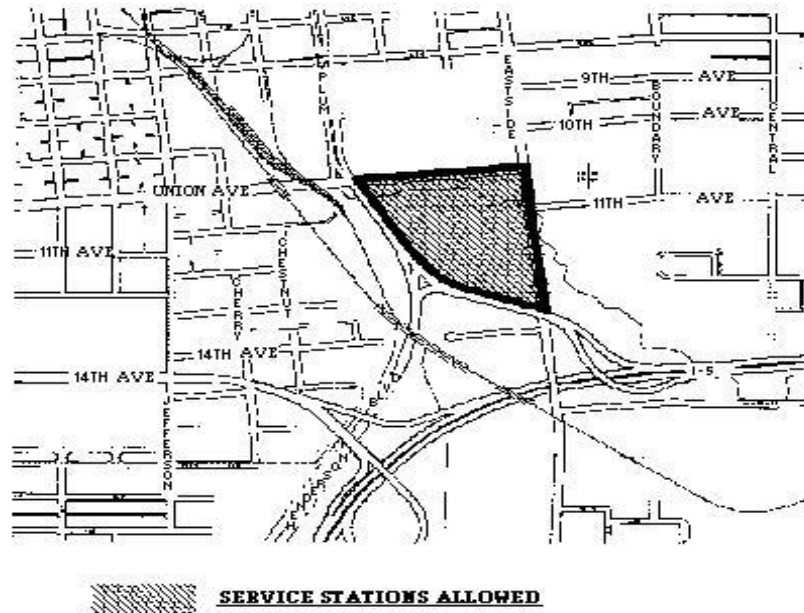


FIGURE 6-1

Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter 18.37, Nonconforming Buildings and Uses.

4. Urban Waterfront (UW) Requirements.

a. New service stations and car washes are not permitted. This also applies to gasoline dispensing facilities accessory to a permitted use. **EXCEPTION:** gasoline dispensing facilities accessory to a marina or boat club are permitted.

b. All existing service stations and car washes permitted before January 1, 1994, are conforming uses. Such uses shall be treated the same as other allowed uses, consistent with applicable regulations. Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter 18.37, Nonconforming Buildings and Uses.

c. Electric Vehicle Infrastructure is permitted as an accessory use in the Urban Waterfront (UW) District if it meets the criteria set forth in OMC 18.04.060GG.

5. Neighborhood Retail District (NR) and Community Retail (CMR) District Requirements. State or regional transportation facilities shall be linear facilities only, such as roads or railroads.

- a. Underground petroleum storage tanks are prohibited within the Allison Springs aquifer recharge area.
 - b. No more than four (4) gas dispensing devices serving a maximum of eight (8) vehicles at one time are permitted at convenience stores/gas stations in the CMR District.
 - c. No more than two (2) gas dispensing devices serving a maximum of four (4) vehicles at one time are permitted at convenience stores in the NR District.
6. Urban Waterfront Housing (UW-H) Requirements.
- a. Electric Vehicle Infrastructure is permitted as an accessory use in the Urban Waterfront Housing (UW-H) District if it meets the criteria set forth in OMC 18.04.060GG.
- X. School - Colleges and Commercial, Business or Trade Schools. The following requirements apply to all colleges and commercial, business or trade schools requiring a Conditional Use Permit hereafter erected, established or relocated.
- 1. Lot Size. In addition to complying with the minimum lot size requirements of the zoning district in which located, the minimum lot area of a school in excess of four (4) students shall be based upon a determination made by the Hearing Examiner.
 - 2. Setbacks. Setbacks and screening shall be sufficient to protect neighboring uses.
 - 3. Traffic. The Hearing Examiner shall set such conditions as may be necessary to limit traffic impacts to levels that will be compatible with the neighborhood. If the traffic to be generated cannot be adequately mitigated without adverse impacts, the permit shall be denied.
- Y. Specialty Stores.
- 1. High Density Corridor-3 (HDC-3) District Requirements. No drive-through facilities are allowed for retail uses, such as a pick-up window for photo processing.
 - 2. Medical Services (MS) District Requirements. Retail developments such as florists, gift shops and the like may be allowed as a conditional use where it can be demonstrated that the medical community or the consumers of medical services are clearly and primarily benefitted by the convenience of such retail facilities.
 - 3. Neighborhood Retail (NR) District Requirements. Specialty stores are limited to those selling such items as gifts, antiques, variety goods, light hardware, hobby supplies, garden supplies, reading materials and other small items used primarily in a private home.
 - 4. Professional Office/Residential Multifamily District (PO/RM), and High Density Corridor-1 (HDC-1) Requirements. Specialty stores shall have a maximum gross floor area of five thousand (5,000) square feet. EXCEPTION: In the PO/RM area west of Yauger Road adjacent to Harrison/Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.
- Z. Temporary Uses.
- 1. Intent. Certain uses, when active for a limited period of time and when properly regulated, can be compatible, or otherwise limited in impact to neighboring properties and the general community. In accord with this intent, no temporary use shall be allowed unless a temporary use permit is approved by the City as prescribed by this section. Each separately proposed activity or use shall require a separate permit and pay the fee required by OMC 4.40.010(A).
 - 2. General Standards. Temporary uses are subject to the following regulations:

- a. Temporary uses not listed in the use table of this chapter may be authorized by the applicable approval authority, provided such temporary uses are similar to and no more intensive than other temporary uses permitted in the district in which the subject property is located.
 - b. The applicable approval authority may apply additional conditions to any temporary use permit in order to:
 - i. Ensure compliance with this chapter;
 - ii. Ensure that such use is not detrimental to neighboring properties and the community as a whole; and
 - iii. Ensure compliance with the Building Code.
 - c. Within three (3) days after termination of the temporary use permit, such use shall be abated and all structures, signs and evidence of such use removed. The Director may require a financial surety be posted by the applicant upon application to defray the costs of cleanup and repair of the property should the permittee fail to do so. The property owner is responsible for such abatement action and costs should the permittee fail to properly clean and repair the property.
 - d. Temporary use permits not exercised within thirty (30) days of issuance shall be null and void.
 - e. Unless otherwise stated in this section temporary use permits are valid from the date of issuance for ninety (90) consecutive days per calendar year.
 - f. Unless otherwise stated in this section no more than two (2) temporary use permits will be issued for any specific site per calendar year.
 - g. Nothing in this section shall exempt the applicant from obtaining all necessary applicable permits from all other agencies having jurisdiction.
 - h. Hours of operation, including the use of generators and lot lighting, excluding security lighting, shall be limited to 7:00 a.m. to 10:00 p.m. unless otherwise specified in writing by the Planning Director or the Director's designee. Security lighting shall be shielded to prevent light spillage onto adjacent properties.
3. Specific Temporary Use Standards. The following temporary uses are permitted in commercial districts and the Evergreen Park PUD, subject to the following regulations:
- a. Entertainment Events to include: circuses, carnivals and similar transient amusement enterprises, limited to operation of not more than twice each year, and not more than ten (10) consecutive days per event per site in any one (1) calendar year.
 - b. Off-site contractor's Offices (including trailers and mobile homes) and storage yards associated with an active construction project, not to exceed one (1) year in duration.
 - c. Mobile Vendors.
 - i. Temporary use permits for mobile vendors are valid for one (1) year from the date of issuance.
 - ii. Approval from the property owner, or underlying property owner if located in a right-of-way, is required.

- iii. Mobile vendors located within the sidewalk right-of-way must comply with the following rules:
 - (a). Only one mobile sidewalk vendor shall be permitted per block face.
 - (b). Public sidewalks used by mobile vendors shall have a minimum width of eight (8) feet.
 - (c). In no instance shall the clear walking area around a sidewalk vendor be less than forty-eight (48) inches. The clear walking area around a sidewalk vendor must be at least six (6) feet if within the downtown "Pedestrian Walking Lane" area delineated in OMC 9.16.180(B), Figure 1.
 - (d). The maximum length of space occupied by a mobile sidewalk vendor and equipment is eight (8) feet.
 - (e). Mobile sidewalk vendor stands must be readily movable at all times.
 - (f). Mobile sidewalk vendors shall locate their stands at the back of the sidewalk away from curb.
 - (g). All locations shall be approved on a first-come, first-serve basis.
 - (h). Mobile sidewalk vendors shall sign a Hold Harmless Agreement with the City of Olympia.
- d. Parking lot and other outdoor sales of merchandise and/or services unrelated to the primary use of the property must comply with the following:
 - i. Merchandise displays may only occupy parking stalls which are in excess of city parking requirements.
 - ii. There shall be no obstruction of emergency exits, Fire Lanes or other Emergency apparatus.
 - iii. Sales areas shall be maintained in an attractive and trash-free manner.
 - iv. Sales areas shall not substantially alter the existing circulation pattern of the site.
- e. Temporary, commercial wireless communications facilities, for the purposes of providing coverage of a special event such as news coverage or sporting event. Such facilities must comply with all federal and state requirements. Temporary wireless communications facilities may be exempt from the provisions of Chapter 18.44 up to one week after the duration of the special event.
- f. Temporary surface parking lots on previously developed property are allowed subject to approval by the Director, and are limited to a one time permit valid for two years. A one year extension may be granted by the Director if a complete Land Use Application has been submitted for review. All applications must provide a complete Site Plan and comply with the following:
 - i. A twenty by twenty (20'x20') foot paved surface at all approved points of ingress/egress.
 - ii. A dust-free surface.

- iii. An erosion control and stormwater containment plan.
 - iv. Clear designation of parking spaces and drive aisles consistent with OMC 18.38.220 with striping and/or parking blocks. To prevent obstruction of public rights-of-way wheel blocks must be provided at the perimeter of the site.
 - v. No new or additional points of access.
 - vi. Provision for an enforceable compliance and closure agreement.
 - vii. May not be established on Pedestrian "A" streets per OMC 18.16.080(H).
4. Violations. At any time a temporary use is operated in violation of required conditions of this section or of the permit (Subsection 18.06.060(Z)(2)(b)) or otherwise found to constitute a nuisance, the City may take appropriate enforcement action including the process set forth at OMC 18.73.010.
- AA. Warehousing.
- 1. Urban Waterfront (UW) District Requirements:
 - a. East of Adams Street and north of Olympia Avenue.
 - i. Warehousing is a permitted use.
 - b. Elsewhere in the District:
 - i. Warehouses are prohibited except when part of a larger project and included within the proposed building.
 - ii. All existing warehouses permitted before January 1, 1994, are conforming uses. Such warehouses shall be treated the same as other allowed uses, consistent with applicable regulations. Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter 18.37, Nonconforming Buildings and Uses.
- BB. Wholesale Sales. The following Conditional Use Permit restrictions apply to wholesale uses:
- 1. Urban Waterfront (UW) District Requirements. Wholesale sales are a permitted use in those portions of the UW District for which the use is not directly adjacent to a Type A or B Street (Street types are shown in Section 18.120.140, OMC). In those portions of the UW District which are directly adjacent to a Type A or B street, wholesale sales may be allowed as a conditional use if the proposed project meets the applicable Street Fronts standards of the Downtown Design Criteria, Chapter 18.120. The proposed project may be exempted from the Street Fronts standards in Chapter 18.120 if:
 - a. The proposed design meets the intent of the Chapter; and
 - b. The building site presents unusual conditions which require an alternative design to accomplish the intent.
 - 2. Commercial Services - High Density (CS-H) District Requirements. Permitted uses include those which offer specialized products at wholesale to other uses permitted in this district, including, but not limited to, office machine sales and repair services, and office supply sales.

~~CC. — Marinas. Urban Waterfront (UW) District Requirements: As an accessory use, marinas may provide sites for recreational vehicles for users of the marina, at a rate of up to 1.5 sites per 100 mooring~~

~~slips. These sites shall be provided with hook-ups for water, sewer, and electricity. Users of these sites shall be limited to two (2) weeks occupancy per year.~~

DD. Office Supplies and Equipment. High Density Corridor-1 (HDC-1), and Professional Office/Residential Multifamily District (PO/RM) Requirements. Office supplies and equipment stores shall have a maximum gross floor area of five thousand (5,000) square feet. EXCEPTION: In the PO/RM area west of Yauger Road adjacent to Harrison/Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.

EE. Pharmacies and Medical Supply Stores. High Density Corridor-1 (HDC-1), and Professional Office/Residential Multifamily District (PO/RM) Requirements. Pharmacies and medical supply stores shall have a maximum gross floor area of five thousand (5,000) square feet. EXCEPTION: In the PO/RM area west of Yauger Road adjacent to Harrison/Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.

FF. Equipment Rental Services. Existing equipment rental services legally established as of July 2001 are conforming uses in the PO/RM District and shall be treated the same as other allowed uses, consistent with applicable regulations. In the PO/RM area west of Yauger Road adjacent to Harrison Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.

GG. Drinking Establishments. Existing drinking establishments legally established (as of July 2001) are conforming uses in the PO/RM District and shall be treated the same as other allowed uses, consistent with applicable regulations. In the PO/RM area west of Yauger Road adjacent to Harrison/Mud Bay Road, maximum gross floor area shall be ten thousand (10,000) square feet.

HH. Urban Waterfront Housing. Up to a maximum of 1 FAR (floor area ratio) can be made up of allowed uses other than residential.

II. Veterinary Clinic and Office, Veterinary Clinic. Downtown Business (DB), Medical Services (MS), High Density Corridor-1 (HDC-1), and Professional Office/Residential Multifamily District (PO/RM) Requirements. Animals shall be kept indoors except for very brief periods of time as necessary for the animal's health.

JJ. Recreational Vehicle Park. Urban Waterfront Requirements:

1. Recreational vehicle (RV) are permitted on properties within the UW District which meets the following criteria:

a. Minimum parcel size: 1 acre

b. Located immediately adjacent to and/or on common property within a marina.

2. Use specific standards:

a. Maximum size: The number of RV permitted shall not exceed a capacity of 12 vehicles per gross acre.

b. Site size: Each individual RV site shall be no less than 1,000 square feet in size. No more than one RV may occupy an RV space.

c. Internal roads: All internal park roads shall be privately owned and maintained. Roads shall be constructed to City of Olympia Engineering Design and Development Standards for private roads and emergency vehicle access.

d. Access: RV parks shall be located with direct access to a street of at least Arterial width with sufficient frontage to permit appropriate design of entrances and exits.

- e. Open space/recreational facilities: A minimum of 20% of the site shall be set aside and maintained as open space for the recreational use of park occupants. Such space and location shall be accessible and usable by all users for passive or active recreation. Parking spaces, driveways, access streets, and storage areas are not considered to be usable open space. This requirement may be proportionately reduced by the size of other recreational facilities or amenities (i.e. recreational buildings, tennis courts) provided on site.
 - i. Public open space within ½ mile (2,640 feet) of development site may contribute toward the 20% requirement where clear access is provided directly from the site.
 - f. Vehicle setbacks: No RV site shall be closer than 5 feet from any exterior property line abutting an arterial or shoreline. A minimum separation of 8 feet shall be maintained between all RV sites. Permanent structures within the park shall meet setbacks applicable to the UW District.
 - g. Screening and Landscaping: A minimum of 5 foot perimeter of Type II landscaping as defined in OMC 18.36 shall be provided between the RV park and adjacent streets and land uses.
 - h. Utilities: Electricity and water service shall be provided to each recreational vehicle site. All utility lines in the park shall be underground and shall be approved by the agency or jurisdiction permitting the service.
 - i. Stormwater: Stormwater facilities shall be provided to serve the site as required by the City of Olympia Municipal Code and Engineering Design and Development Standards.
 - j. Public Facilities: RV parks shall provide the following public facilities:
 - i. A water station for filling recreational vehicle water storage tanks;
 - ii. Restroom facilities containing showers and toilets connected to a public sanitary sewer, the minimum number of which shall be one toilet and one shower for each 20 recreational vehicle sites;
 - iii. A sanitary waste station for emptying sewage holding tanks of recreational vehicles; provided direct sanitary line is not available and unless an off-site sanitary waste station is located within ½ mile radius (2,640 feet).
 - iv. Refuse containers for solid waste in adequate quantity. Park garbage shall be picked up daily by park personnel, who shall maintain the park free of any uncontrolled garbage.
3. Occupancy: No tent camping shall be permitted.
- a. Use of individual RV sites shall be limited to no more than twenty-eight consecutive days.
4. Regulation and Standards: The RV park must establish an operational plan and adopt park rules governing park operations which include, at a minimum, mandatory quiet periods between ten p.m. and seven a.m. daily.

(Ord. 7244 §§3–5, 2020; Ord. 7205 §10, 2019; Ord. 7187 §3, 2019; Ord. 7180 §2, 2019; Ord. 7032 §6 (Exh. E), 2016; Ord. 6975 §4, 2015; Ord. 6967 §18, 2015; Ord. 6942 §4, 2014; Ord. 6842 §7, 2013; Ord.

6759 §6, 2011; Ord. 6755 §2, 2011; Ord. 6592 §6, 2008; Ord. 6395 §22, 2006; Ord. 6309 §2, 2004; Ord. 6273 §8, §9, 2003; Ord. 6195 §17, 2002; Ord. 6140 §21, §22, §23, §24, §25, §26, §27, 2001; Ord. 6092 §2, 2001; Ord. 6073 §14, 2000; Ord. 5830 §6, 1998; Ord. 5714 §13, 1997; Ord. 5671 §3, 1997; Ord. 5664 §6, 1997; Ord. 5661 §2, 1996; Ord. 5569 §3, 1995; Ord. 5517 §1, 1995).

18.06.080 Commercial districts' development standards (General) [Revised 7/20](#)

A. General Standards. The standards contained in Table 6.02 (Commercial Districts' Development Standards) relating to lot area, building setbacks, development coverage, building coverage, and building height apply to commercial districts as indicated. They may be a minimum requirement (e.g. minimum lot size), or a maximum allowance (e.g., maximum height). Many of the standards in Table 6.02 are summaries of more detailed information found in Section 18.06.100, Specific Development Standards.

(Ord. 7244 §6, 2020; Ord. 7032 §6 (Exh. E), 2016; Ord. 6408 §41, 2006; Ord. 6317 §3, 2004; Ord. 6273 §34, 2003; Ord. 6195 §37, 2002; Ord. 6140 §43, 2001; Ord. 6073 §33, 2000; Ord. 5830 §56, 1998; Ord. 5664 §13, 1997; Ord. 5661 §2, 1996; Ord. 5569 §3, 1995; Ord. 5517 §1, 1995).

18.06.080 TABLES: Commercial Districts' Development Standards Revised 7/20 Revised 11/20
TABLE 6.02

COMMERCIAL DISTRICTS' DEVELOPMENT STANDARDS

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
MINIMUM LOT SIZE	7,200 Sq. Ft.	No minimum, except 1,600 = cottage 3,000 = zero lot 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse 6,000 sq. ft. = duplex 7,200 sq. ft. = multifamily 4,000 = other	No minimum, except 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse	No minimum, except 1,600 = cottage 3,000 = zero lot 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse 6,000 sq. ft. = duplex 7,200 sq. ft. = multifamily 4,000 = other	No minimum, except 1,600 = cottage 3,000 = zero lot 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse 6,000 sq. ft. = duplex 7,200 sq. ft. = multifamily 4,000 = other	No minimum, except 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse	No minimum, except 1,600 sq. ft. minimum 2,400 sq. ft. average = townhouse	See also 18.06.100(D) for regulations on existing undersized lots of record.
FRONT YARD SETBACK	See Chapter 18.110, Basic Commercial Design Criteria	10' maximum, if located in a High Density Corridor; 10' minimum otherwise.	5' minimum for residential otherwise none.	0-10' See 18.130	0-10' See 18.130	0-10' See 18.130	0-10' See 18.130	1. 50' minimum from property line for agriculture buildings (or structures) which house animals other than pets. 2. Must comply with clear sight triangle requirements, Section 18.40.060(C). 3. Must comply with

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
								site design standards, Chapter 18.100.
REAR YARD SETBACK	15' minimum.	10' minimum; Except: 1. Next to an R 4, R 4-8, or R 6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories.	10' minimum; Except: 1. Next to single-family use or an R 4, R 4-8, or R 6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district (refer to 1 above if adjacent use is single-family) = 10' minimum + 5' for each bldg. floor above 2 stories.	10' minimum; Except: 1. Next to an R4, R4-8, or R6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories; 10 ft. where an alley separates HDC-1 from the above residential district. 2. Next to MR7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories.	10' minimum; Except: 1. Next to an R4, R4-8, or R6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories; 10 ft. where an alley separates HDC-2 from the above residential district. 2. Next to MR7-13, MR 10-18, RM-18, RM-24, or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories.	10' minimum; Except: 1. Next to single-family use or an R4, R4-8, or R6-12 district = 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district (refer to 1 above if adjacent use is single-family) = 10' minimum + 5' for each bldg. floor above 2 stories.	10' minimum; Except: 1. Next to single-family use or an RLI, R4, R4-8, or R6-12 district - 15' minimum + 5' for each bldg. floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district (refer to 1 above if adjacent use is single-family) = 10' minimum + 5' for each bldg. floor above 2 stories.	1. 50' minimum from property line for agriculture buildings (or structures) which house animals other than pets. 2. Must comply with site design standards, Chapter 18.100.
SIDE YARD SETBACK	15' minimum.	No minimum on interior, 10' minimum	No Minimum; Except: 1. Next to R 4,	No minimum on interior, 10' minimum	No minimum on interior, 10' minimum	No Minimum; Except: 1. Next to R4,	No Minimum; Except: 1. Next to RLI, R4, R4-8, or R6-12 district = 15'	1. 50' minimum from property line for agriculture

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
		on flanking street; Except: 1. Next to R 4, R 4-8, or R 6-12 district = 15' minimum + 5' for each building floor above 2 stories. 2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	R 4-8, or R 6-12 district = 15' minimum + 5' for each building floor above 2 stories. 2. Next to MR 7-13, MR 10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	on flanking street; Except: 1. Next to R4, R4-8, or R6-12 district = 15' minimum + 5' for each building floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	on flanking street; Except: 1. Next to R4, R4-8, or R6-12 district = 15' minimum + 5' for each building floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each building floor above 2 stories. 3. Residential excluding mixed use structures: 5' except 6' on one side of zero lot.	R4-8, or R6-12 district = 15' minimum + 5' for each building floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures; 5' except 6' on one side of zero lot.	minimum + 5' for each building floor above 2 stories. 2. Next to MR7-13, MR10-18, RM-18, RM-24 or RMH district = 10' minimum + 5' for each bldg. floor above 2 stories. 3. Residential excluding mixed use structures; 5' except 6' on one size of zero lot.	buildings (or structures) which house animals other than pets. 2. Must comply with clear sight triangle requirements, Section 18.40.060(C). 3. Residential sideyards can be reduced consistent with 18.04.080(H)(5). 4. Must comply with site design standards, Chapter 18.100.
MAXIMUM BUILDING HEIGHT	35'	Up to 35', if any portion of the building is	Up to 35', if any portion of the building is	The portion of a building within 100' of	The portion of a building within 100' of	The portion of a building within 100' of	The portion of a building within 100' of land zoned for maximum	1. Not to exceed height limit set by State Capitol Group

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
		<p>within 100' of R 4, R 4-8, or R 6-12 district; Up to 60' otherwise.</p>	<p>within 100' of R 4, R 4-8, or R 6-12 district; Up to 60' otherwise; or up to 70', if at least 50% of the required parking is under the building; or up to 75', if at least one story is residential.</p>	<p>land zoned for maximum density of less than 14 units per acre is limited to 35'. The portion of a building within 50' of land zoned for a maximum density of 14 units per acre or more is limited to the lesser of 60' or the height allowed in the abutting district. Up to 60' otherwise. Provided that one additional story may be built for residential development only.</p>	<p>land zoned for maximum density of less than 14 units per acre is limited to 35'. The portion of a building within 50' of land zoned for a maximum density of 14 units per acre or more is limited to the lesser of 60' or the height allowed in the abutting district. Up to 60' otherwise. Provided that one additional story may be built for residential development only.</p>	<p>land zoned for maximum density of less than 14 units per acre is limited to 35'. The portion of a building within 50' of land zoned for a maximum density of 14 units per acre or more is limited to the lesser of 60' or the height allowed in the abutting district. Up to 60' otherwise; or up to 70', if at least 50% of the required parking is under the building; or up to 75', if at least one story is residential.</p>	<p>density of less than 14 units per acre is limited to 35'. The portion of a building within 50' of land zoned for a maximum density of 14 units per acre or more is limited to the lesser of 60' or the height allowed in the abutting district. Up to 60' otherwise; or up to 70', if at least 50% of the required parking is under the building; or up to 75', if at least one story is residential. See 18.130.060 Significant Building Entry tower exemption (allows an additional 30' for a tower element at Capital Mall). Up to 75' for HDC-4 zoned properties where the proposed project provides for the development of replacement dwelling units in a development agreement and the project site is all or part of an area of 40 acres or more that was in contiguous common ownership in 2009.</p>	<p>Height District, 18.10.060, for properties near the State Capitol Campus. 2. Must comply with site design standards, Chapter 18.100. 3. HDC-1 and HDC-2 additional story must comply with OMC 18.06.100.A.6.4. In a Downtown Design Sub-District, see 18.120.220 and 18.120.440 for upper story step back requirements.</p>

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
MAXIMUM BUILDING COVERAGE	45%	70%, except 55% for residential only structures	70%; or 85% if at least 50% of the required parking is under the building.	70% for all structures	70% for all structures	70% for all structures, 85% if at least 50% of the required parking is under the building.	70% for all structures. 85% of the site if at least 50% of the required parking is under the building. On redeveloped sites, 85% if at least 50% of new required parking is under the building or in a structured parking form. 85% for HDC-4 zoned properties where the proposed project provides for the development of replacement dwelling units in a development agreement and the project site is all or part of an area of 40 acres or more that was in contiguous common ownership in 2009.	For projects in the GC and HDC-4 zones west of Yauger Way, limitations of building size per 18.06.100(C) and 18.130.020 apply.
MAXIMUM IMPERVIOUS SURFACE COVERAGE	50%	70%	85%	85% for all structures	85% for all structures	85% for all structures	85% for all structures	See OMC 18.06.100(D).
MAXIMUM HARD SURFACE	70%	85%	100%	100%	100%	100%	100%	
ADDITIONAL DISTRICT-WIDE	Maximum building size	Building floors above 3	Building floors above 3	Building floors above 3	Building floors above 3	Building Floors above 3	Building floors above 3 stories which abut a	For properties in the vicinity of Kaiser

STANDARD	NR	PO/RM	GC	HDC-1	HDC-2	HDC-3	HDC-4 and HDC-4 Capital Mall	ADDITIONAL REGULATIONS
DEVELOPMENT STANDARDS	(gross sq. ft.): 3,000 for single use; 6,000 for mixed use.	stories which abut a street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(B) and Figure 6-3). In a Downtown Design Sub-District, see Chapter 18.120 for upper story stepbacks.	stories which abut a street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(B)). In a Downtown Design Sub-District, see Chapter 18.120 for upper story stepbacks.	stories which abut a street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(B)).	stories which abut a street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(B)).	stories which abut a street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(B)).	street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(B)).	Road and Harrison Ave NE, also see Pedestrian Streets Overlay District, Chapter 18.16. For retail uses over 25,000 square feet in gross floor area, see Section 18.06.100(G) Large Scale Retail Uses. EXCEPTION: Section 18.06.100(G) shall not apply to motor vehicle sales. In a Downtown Design Sub-District, see Chapter 18.120.

LEGEND

NR = Neighborhood Retail
GC = General Commercial

PO/RM = Professional
Office/Residential Multifamily

HDC-1=High Density Corridor-1
HDC-2=High Density Corridor-2
HDC-3=High Density Corridor-3
HDC-4=High Density Corridor-4

TABLE 6.02

COMMERCIAL DEVELOPMENT STANDARDS

STANDARD	MS	UW	UW-H	DB	CS-H	AS	ADDITIONAL REGULATIONS
MINIMUM LOT AREA	7,200 Sq. Ft.	No minimum.	No minimum.	No minimum.	7,200 Sq. Ft. if bldg. height is 35' or less. 12,500 Sq. Ft. if bldg. height is over 35'.	No minimum.	
FRONT YARD SETBACK	10' maximum.	No minimum; however, see Chapter 18.100 for design guidelines for pedestrian access and view corridors. In a Downtown Design Sub-District: 12' from the curb on Type A and B Streets, 10' from curb for Type C Streets.	No minimum. In a Downtown Design Sub-District: 12' from the curb on Type A and B Streets, 10' from curb for Type C Streets.	No minimum. In a Downtown Design Sub-District: 12' from the curb on Type A and B Streets, 10' from curb for Type C Streets.	No minimum.	30' minimum for buildings; 15' for other structures except signs	1. 50' minimum from property line for agriculture buildings (or structures) which house animals other than pets. 2. Must comply with clear sight triangle requirements, Section 18.40.060(C). 3. See Design Guidelines, Chapter 18.100.
REAR YARD SETBACK	15' minimum; If next to a residential zone, 15' minimum plus 5' for every story over 3 stories.	No minimum; however, see Chapter 18.100 for design guidelines for pedestrian access and view corridors.	No minimum.	No minimum.	5' minimum if building has 1 or 2 stories. 10' minimum if building has 3 or more stories.	15' minimum.	50' minimum from property line for agriculture buildings (or structures) which house animals other than pets.
SIDE YARD SETBACK	10' minimum; 15' minimum	No minimum; however, see Chapter 18.100 for design	No minimum.	No minimum.	5' minimum if building has 1 or	5' minimum 30' minimum for	1. 50' minimum from property line for

STANDARD	MS	UW	UW-H	DB	CS-H	AS	ADDITIONAL REGULATIONS
	plus 5' for every story over 3 stories if next to a residential zone.	guidelines for pedestrian access and view corridors.			2 stories. 10' minimum if building has 3 or more stories; AND the sum of the 2 side yards shall be no less than 1/2 the building height.	buildings and 15' minimum for other structures from flanking streets.	agriculture buildings (or structures) which house animals other than pets. 2. Must comply with clear sight triangle requirements, Section 18.40.060(C). 3. See Design Guidelines, Chapter 18.100.
MAXIMUM BUILDING HEIGHT	75'; except hospitals, which may exceed that height.	See 18.06.100(A)(2) and Figure 6-2, Urban Waterfront District Height Limits Exceptions: 1) In the portion of the area Downtown with a height limit of 65', two additional residential stories may be built. See 18.06.100. 2) In the portion of the area on West Bay Drive with a height limit of 42' to 65', the taller height limit is conditioned upon the provision of certain waterfront amenities. See 18.06.100(A)(2)(c).	Refer to Figure 6-2 and 6-2B for specific height and building configurations required on specific blocks. In a Downtown Design Sub-District, see view protection measures in 18.06.100 and Chapter 18.120.	75'; PROVIDED, however, that two additional stories may be built, if they are residential. There are also restrictions around Sylvester Park. For details, see 18.06.100. In a Downtown Design Sub-District, see view protection measures in 18.06.100 and	75' Exception: Up to 100' may be allowed with conditional approval by the City Council, upon recommendation of the Hearing Examiner. For details, see 18.06.100(C)(5), Height, Commercial Services-High Density. In a Downtown Design Sub-District, see view protection measures in 18.06.100 and Chapter 18.120.	40' accessory building limited to 20'.	Not to exceed height limit set by State Capitol Group Height District, 18.10.060, for properties near the State Capitol Campus.

STANDARD	MS	UW	UW-H	DB	CS-H	AS	ADDITIONAL REGULATIONS
				Chapter 18.120.			
MAXIMUM BUILDING COVERAGE	50%	60% for properties between the shoreline and the nearest upland street. 100% for properties not between the shoreline and the nearest upland street. See also Chapter 18.100 for design guidelines for pedestrian access and view corridors.	100%	No requirement.	No requirement.	85%	
MAXIMUM IMPERVIOUS SURFACE COVERAGE	60%	100%	100%	100%	100%	85%	See OMC 18.06.100(D).
MAXIMUM HARD SURFACE	80%	100%	100%	100%	100%	100%	
ADDITIONAL DISTRICT-WIDE DEVELOPMENT STANDARDS	Building floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see 18.06.100(F)). Residential uses (Section 5 of Table 6.01) may not be	Street ends abutting the water shall be preserved to provide views of and public access to the water, pursuant to Section 12.16.050(D) OMC. Section 18.06.100(A)(2)(c) for West Bay Drive building height and view blockage limits; and Chapter 18.100 for West Bay Drive view corridors. See also Chapter 18.100 for Downtown design guidelines for Pedestrian	Street ends abutting the water shall be preserved to provide views of and public access to the water, pursuant to OMC Section 12.16.050(D).		Residential uses must comply with High Rise Multi-family (RM-H) development standards.	6' of sight-screening buffer shall be provided along north, east, and west district boundaries. See Olympia Park Replat covenants for access, and other standards replat lots.	For properties in the vicinity of the Downtown, also see the Downtown Design Guidelines in 18.120. For retail uses over 25,000 square feet in gross floor area, see Section 18.06.100 (C) Large Scale Retail Uses. EXCEPTION: Section 18.06.100 (C) shall not apply to motor vehicle sales.

STANDARD	MS	UW	UW-H	DB	CS-H	AS	ADDITIONAL REGULATIONS
	<p>constructed within 600 feet of Lilly Road except in upper stories of mixed use building; all other development standards are the same as for commercial uses.</p>	<p>Access and View Corridors and Waterfront Public Access; Chapter 18.100 for Port Peninsula design guidelines for Pedestrian Connections and View Corridors; Section 18.06.100(A)(2)(c) for West Bay Drive building height and view blockage limits; and Chapter 18.100 for West Bay Drive view corridors.</p>					

LEGEND

MS = Medical Services
DB = Downtown Business

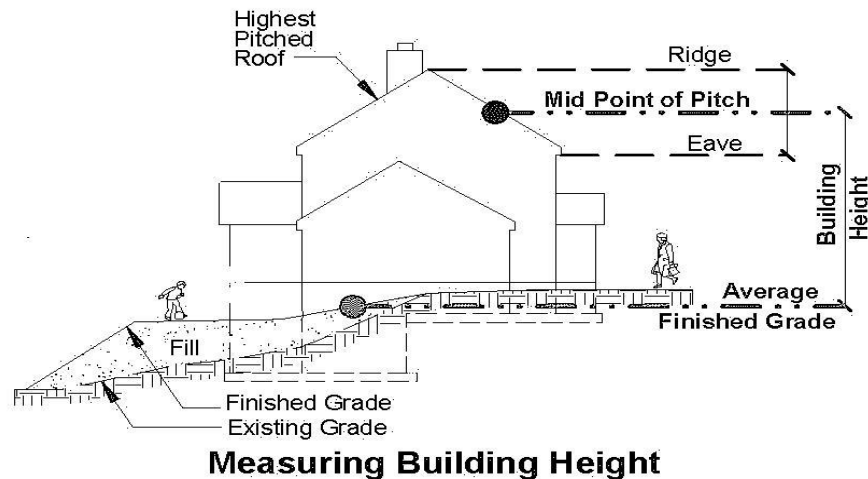
CS-H = Commercial Services -
High Density

UW = Urban Waterfront
UW-H = Urban
Waterfront-Housing
AS=Auto Services

(Ord. 7249 §8, 2020; Ord. 7244 §6, 2020; Ord. 7094 §7, 2017; Ord. 7032 §6 (Exh. E), 2016; Ord. 7027 §26, 2016; Ord. 6893 § 1, 2014; Ord. 6842 §6, 2013; Ord. 6666 §1, 2009; Ord. 6490 §2, 2007).

18.06.100 Commercial districts' development standards--Specific Revised 7/20**A. Height.**

1. Roof structures for the housing of elevators, stairways, tanks, ventilating fans and similar equipment required to operate and maintain the building, fire or parapet walls, skylights, towers, flagpoles, chimneys, smoke stacks, wireless masts, T.V. antennas, steeples and similar structures may be erected above the height limits prescribed in this Title, provided that no roof structure, feature or any other device above the prescribed height limit shall be allowed or used for the purpose of providing additional floor space. This height exception does not apply to the additional story provision for residential development described in OMC 18.06.100.A.6. Provided, further, that no roof structure or architectural feature shall be erected more than eighteen (18) feet above the height limit of the district, whether such structure is attached to it or free-standing.

**FIGURE 6-1A****2. Urban Waterfront (UW) District.**

- a. Allowed building heights in the Urban Waterfront (UW) District are specified in Figure 6-2.
- b. Bonus for residential development.
 - i. In the area labeled sixty-five (65) feet on Figure 6-2, up to two additional stories may be built (except as limited in subsection d below), if the project is located in the downtown, and if the added stories are stepped back from the street wall at least eight (8) feet, and if

an equivalent floor area (equal to the amount from the added stories) is provided for residences, as follows:

- (a) In the same building--i.e., it is a residential or a mixed use building; or
 - (b) With commercial and residential uses in separate buildings on the same site; or
 - (c) With commercial and residential uses on separate sites within the Urban Waterfront (UW) district.
- ii. Occupancy. Housing provided under this bonus provision as part of a mixed use project must receive an occupancy permit at the same time as, or in advance of, issuance of an occupancy permit for non-residential portions of the project.
- iii. Conversion. Housing provided under this bonus provision shall not be converted to commercial use.
- iv. Source of housing units. Housing provided under this bonus provision may be:
- (a) New construction,
 - (b) Adaptive reuse of a formerly non-residential structure, or
 - (c) Rehabilitation of existing housing.
- c. West Bay Drive building height and view blockage limits.
- i. In order to retain public and private view access to Budd Inlet from hillside sites above West Bay Drive, the maximum building height in the West Bay Drive portion of the Urban Waterfront (UW) District labeled " 42'-65' " on Figure 6-2 shall be up to a maximum of 42 feet, except as provided in subsections (iii) and (iv) below.
- ii. In order to retain public view access of Budd Inlet from street level in the West Bay Drive portion of the Urban Waterfront (UW) District labeled " 42'-65' " on Figure 6-2, view blockage shall be limited as follows:
- (a) Views of the water will be defined as area without obstruction by buildings or major structures measured between 45 and 90 degrees to West Bay Drive, as illustrated in Figure 6-2A.
 - (b) Said view blockage shall be limited to 45 percent of the views of the water from West Bay Drive by buildings or major structures located between West Bay Drive and the mean high water line.
 - (c) Exceptions are provided in subsections (iii) and (iv) below.
- iii. Development shall be subject to the alternate standards for building height and view blockage, if alternate waterfront view access is provided through public amenities as follows:

Amenity Provided	Limits on Horizontal View Blockage and Height
Waterfront Trail	70% up to 42 ft., OR 45% up to 65 ft.
Expanded Waterfront Trail Corridor Facility (or small waterfront park area).	50% up to 42 ft., OR 45% up to 50 ft.

Amenity Provided	Limits on Horizontal View Blockage and Height
-------------------------	--

Both

70% up to 65 ft.

Any development over 42 feet shall be required to include a minimum of 20% of the usable building area for residential purposes.

iv. Criteria for approval of alternate waterfront view access.

(a) Waterfront Trail.

(1) Trail right-of-way consistent with City trail standards shall be dedicated to the City.

(2) The trail shall be designed consistent with City standards and requirements, or as otherwise approved by the Olympia Parks, Arts and Recreation Department. Because the trail passes by different land uses, it may take a different character in different locations, for reasons of safety, privacy, or environmental protection.

(3) The developer shall design, build, and dedicate the facility to the City.

(4) An analysis of recreation needs shall be provided by the Olympia Parks, Arts and Recreation Department. An analysis of environmental impacts, hazardous waste risks, and engineering issues sufficient to determine the design and location for the trail facility shall be approved by the Olympia Parks, Arts and Recreation Department but provided by the developer. All analysis shall be complete prior to approval.

(b) Expanded Waterfront Trail Corridor Facility or Small Waterfront Park.

(1) The developer shall build and dedicate the facility and its site to the City.

(2) The expanded waterfront trail corridor facility or small park area shall be designed consistent with City and other applicable government standards and requirements, or as otherwise approved by the Olympia Parks, Arts and Recreation Department. The expanded waterfront trail corridor facility or small park may vary in size from City park standards and could include additional right-of-way for the expanded trail, landscaping, habitat enhancement, benches, lighting, parking, restrooms, garbage receptacles, telephones, interpretive signs and other park facilities.

(3) An analysis of environmental impacts, hazardous waste risks, trail improvements, and engineering issues sufficient to design the expanded waterfront trail corridor facility or small park area shall be approved by Olympia Parks, Arts and Recreation Department but provided by the developer. All analysis shall be complete prior to approval.

(4) The expanded waterfront trail corridor facility or small park shall have a publicly accessible connection to West Bay Drive, designed, constructed, and dedicated for public use by the developer.

v. The view blockage rules shall be applied on a project-wide basis and not for each lot or parcel in a project, thus allowing projects providing more views on some lots to have more view blockage on other lots as long as the overall project meets the view blockage requirements.

d. **Landmark Views:** In order to protect designated landmark views from public observation points, the height bonus allowed in subsection b, above, is limited as follows:

i. **Block 14 Height Bonus:** A view analysis of the proposed development shall be submitted that demonstrates the view of the Capitol Drum and Dome will remain visible from the East Bay Lookout after the development occurs. This may prohibit use of the height bonus, or restrict which portions of the block are eligible to use the bonus. Block 14 is bounded by Olympia Avenue, Adams Street, Thurston Avenue, and Jefferson Street.



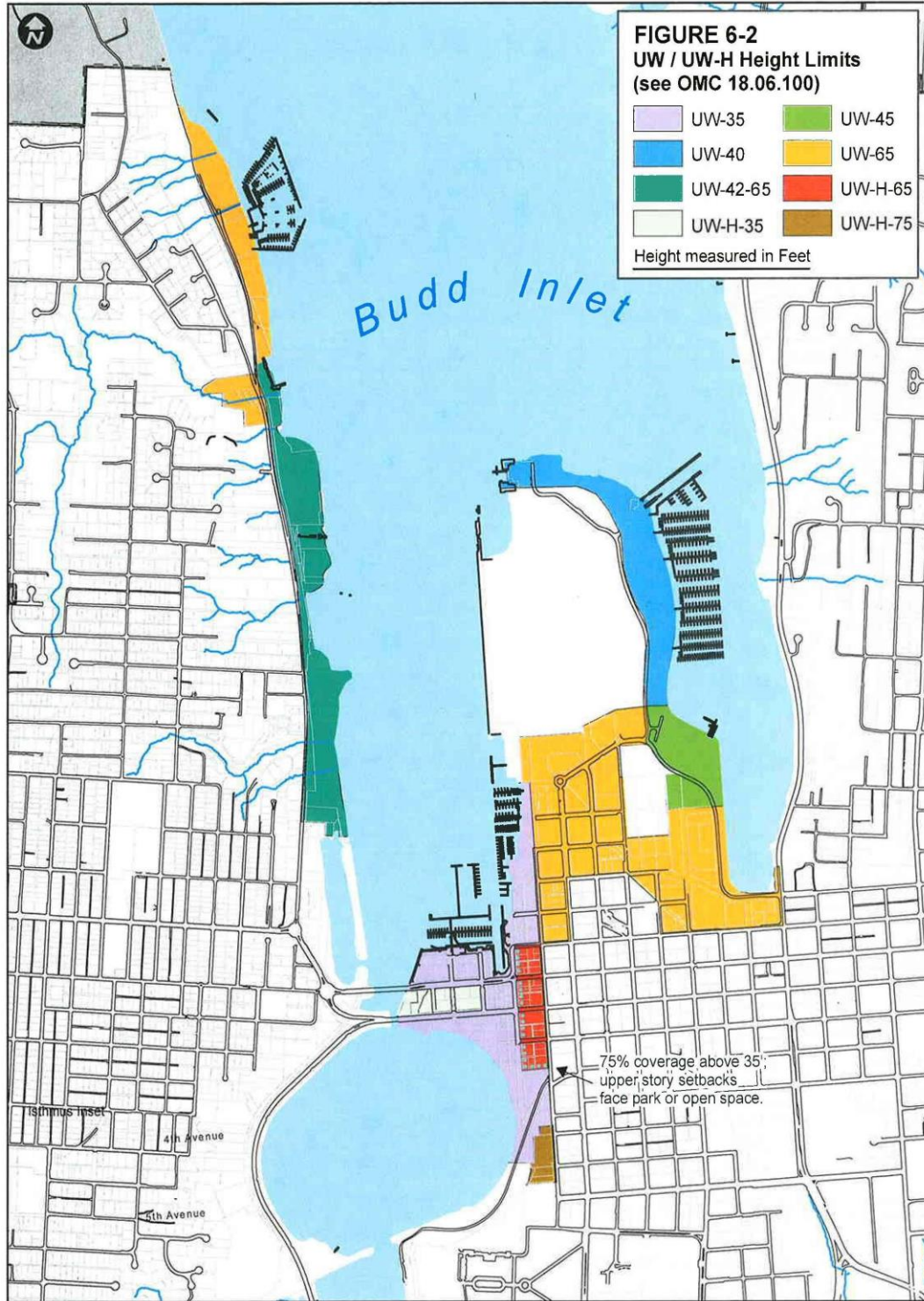
ii. **Block 122:** Height bonus is limited to one additional story, up to a maximum height of 75 feet. Block 122 is bounded by Olympia Ave, Jefferson Street, and Marine Drive.



iii. **Block 123:** The bonus height provision is not applicable in this location. Block 123 is bounded by Corky Avenue and Market Street to south and industrial uses to the north.



Figure 6-2 Urban Waterfront and Urban Waterfront Height Limits*



* See 18.06.100(A)(2) for height limitations that apply to Blocks 14, 122, and 123 in order to protect adopted landmark views from specific observation points.

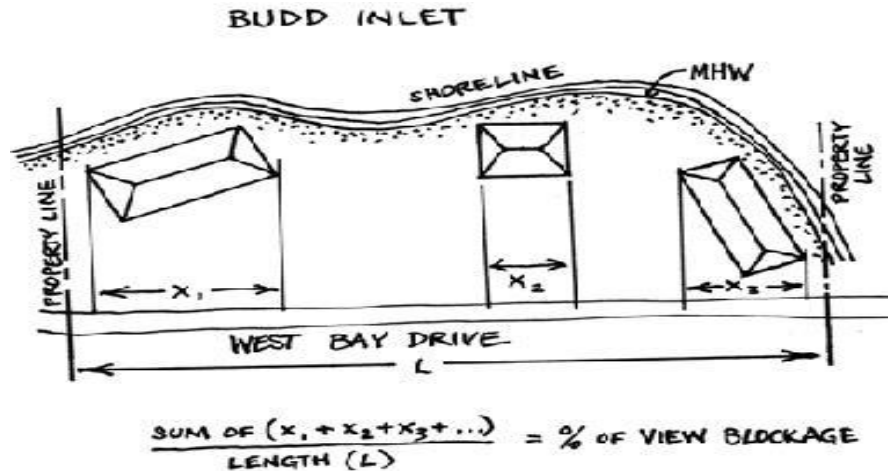


FIGURE 6-2A

Calculating View Blockage in a portion of the Urban Waterfront District along West Bay Drive.

3. Commercial Services-High Density. The maximum building height allowed is one hundred (100) feet. Provided, however, that no building or structure may exceed seventy-five (75) feet in height without conditional review and approval by the Hearing Examiner. Approval of structures exceeding seventy-five (75) feet in height shall meet the following criteria:
 - a. The building design shall be compatible with or enhance the physical characteristics of the site, the appearance of buildings adjacent to the site and the character of the district.
 - b. The site plan shall facilitate efficient and convenient circulation, shall include landscaping that creates a pleasing appearance from both within and off the site and shall be an asset to the community at large.
 - c. Enhancement of public view access or direct public access to usable open space areas shall offset any potential upland view loss which may occur as a result of the proposal.
4. Downtown Business District.
 - a. Building height allowed outright in the DB zone is seventy-five (75) feet.
 - b. Bonus for residential development.
 - c. Enhancement of public view access or direct public access to usable open space areas shall offset any potential upland view loss which may occur as a result of the proposal.
 - i. Buildings may exceed the height allowed outright (75 feet) by up to two (2) stories, if the added stories are stepped back from the street wall at least eight (8) feet, and if floor area equal to the amount from the added stories is provided for residences:
 - (a) In the same building--i.e., it is a residential or a mixed use building; or
 - (b) With commercial and residential uses in separate buildings on the same site; or
 - (c) With commercial and residential uses on separate sites within the Downtown Business (DB) zone.

- ii. Occupancy. Housing provided under this bonus provision as part of a mixed use project must receive an occupancy permit at the same time as, or in advance of, issuance of an occupancy permit for non-residential portions of the project.
 - iii. Conversion. Housing provided under this bonus provision shall not be converted to commercial use.
 - iv. Source of housing units. Housing provided under this bonus provision may be:
 - (a) New construction,
 - (b) Adaptive reuse of a formerly non-residential structure, or
 - (c) Rehabilitation of existing housing.
- 5. Urban Waterfront - Housing.
 - a. Allowed building heights in the Urban Waterfront-Housing District are specified in Figure 6-2.
 - b. Required step backs and placement of step backs over 35 feet on specific blocks are specified in Figure 6-2.
- 6. High Density Corridor (HDC - 1 and HDC - 2).
 - a. Building height allowed outright in the HDC-1 and HDC-2 zones as outlined in OMC 18.06.080, Table 6.02.
 - b. Additional story for residential development.
 - i. Additional story can only be allowed for those development that do not provide a mechanical "penthouse" room as allowed under the provisions of OMC 18.06.100.A. However, the additional story can be occupied with both residential development and mechanical equipment.
 - ii. Buildings may exceed the height allowed outright in OMC 18.06.080, Table 6.02, by one (1) story. The additional story cannot exceed fourteen (14) feet above the maximum allowable height requirement as specified in OMC 18.06.080, Table 6.02.
 - iii. The additional story must be stepped back at least eight (8) feet from any abutting street or any abutting residential zoning district. See OMC 18.06.100.B.2.
 - iv. Housing provided under this additional story as part of a mixed use project must receive an occupancy permit at the same time as, or in advance of, issuance of an occupancy permit for non-residential portions of the project.
 - v. Housing provided under this additional story provision shall not be converted to commercial use. Except that the residential units may conduct business activities under the provision for home occupations. See OMC 18.04.060.I.
 - vi. Housing provided under this bonus provision may be:
 - (a) New construction;
 - (b) Adaptive reuse of a formerly non-residential structure, or
 - (c) Rehabilitation of existing housing.

vii. This additional story is not available and will not be approved within 100 feet of a designated historic district.

B. Upper Story StepBacks.

1. High Density Corridor-1 (HDC-1), Community Retail (CMR), High Density Corridor-2 (HDC-2), General Commercial (GC), High Density Corridor-4 (HDC-4), Medical Services (MS), and Professional Office/Residential Multifamily (PO/RM) District Requirements:

Building floors above three (3) stories which abut a street or residential district must be stepped back a minimum of eight (8) feet (see Figure 6-3).

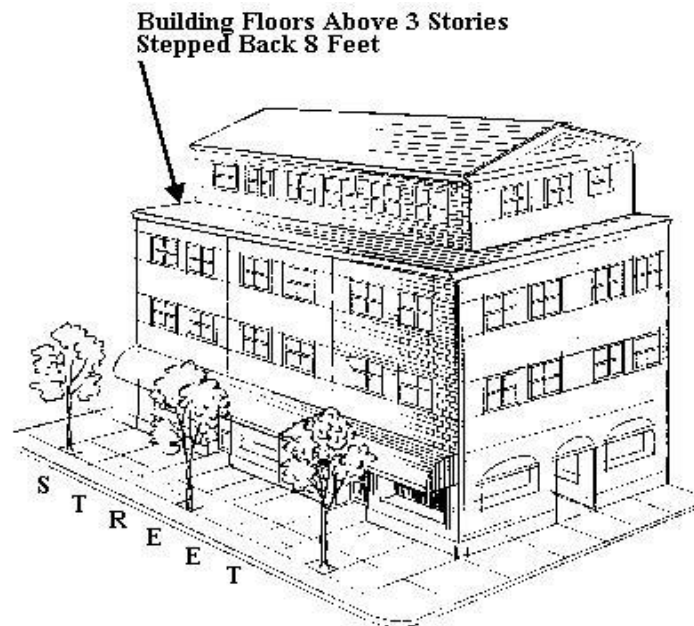


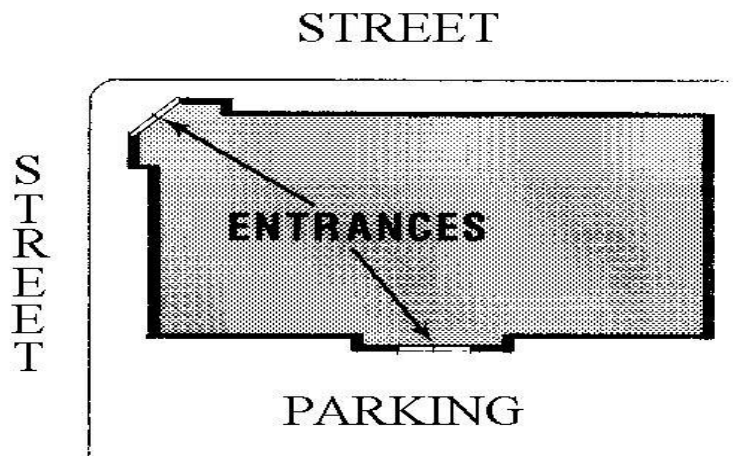
FIGURE 6-3

2. Additional Story Provision for HDC-1 and HDC-2. Projects within the HDC-1 and HDC-2 zoning districts which use the additional story provisions for residential development as outlined in OMC 18.06.100.A.6, must step the additional story back by a minimum of eight (8) feet. The step back is required for the additional story which abuts a street or residential district.

C. Large Scale Retail Uses. Retail uses over twenty-five thousand (25,000) square feet in gross floor area under common ownership or use shall meet the design requirements of this section. For purposes of this section, a retail use under common ownership or use shall mean a single establishment which shares checkstands, management, a controlling ownership interest, or storage areas, e.g., a plant nursery or a grocery store associated with a general merchandise store, such as a home improvement store.

In General Commercial and HDC-4 zones west of Yauger Way, single story or single use commercial retail space shall not occupy more than 60,000 square feet of enclosed building space on the ground floor, unless a development agreement is approved. These buildings shall be designed and oriented to provide for pedestrian and bicycle circulation throughout the site and to adjacent buildings and properties. A building larger than 60,000 square feet can be allowed when it is not directly adjacent to a street designated as an "A" street in the Pedestrian Street Overlay and if a development agreement is approved that at a minimum addresses:

- 1) Building orientation, massing, and use of high quality materials
 - 2) Parking is located to the rear or side of the building, or is separated from the street by additional retail buildings
 - 3) Pedestrian, bicycle, and vehicular circulation on site and connections to adjacent properties
 - 4) Community assets, such as the multi-use trail identified in the Kaiser Harrison Opportunity Area Plan
1. Customer entrances. Customer entrances shall be provided on each facade that faces an abutting street, customer parking, or a public park or plaza, up to a maximum requirement of three customer entrances per business occupancy. If there are two or more facades facing abutting streets, at least two such facades must provide a customer entrance. An entrance on a corner of the building may count as serving two facades. Such entrances shall provide both ingress and egress, and shall be double doors, not just single units. See Figure 6-4.

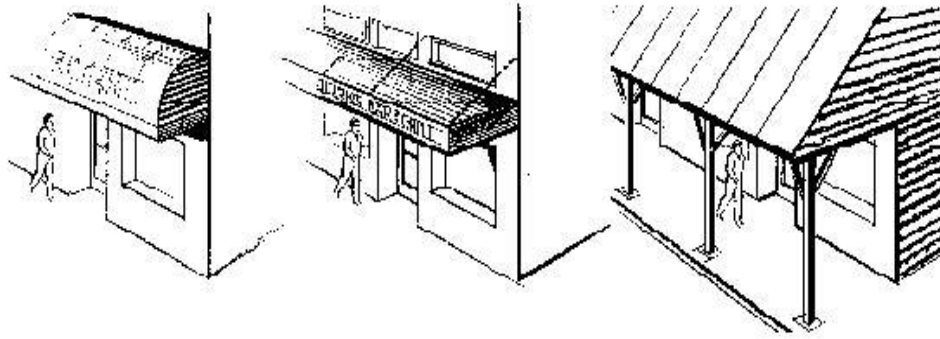


Customer Entrances must be provided on facades facing abutting streets and parking. Example shows corner entrance serving two street facades, plus entrance serving parking.

FIGURE 6-4

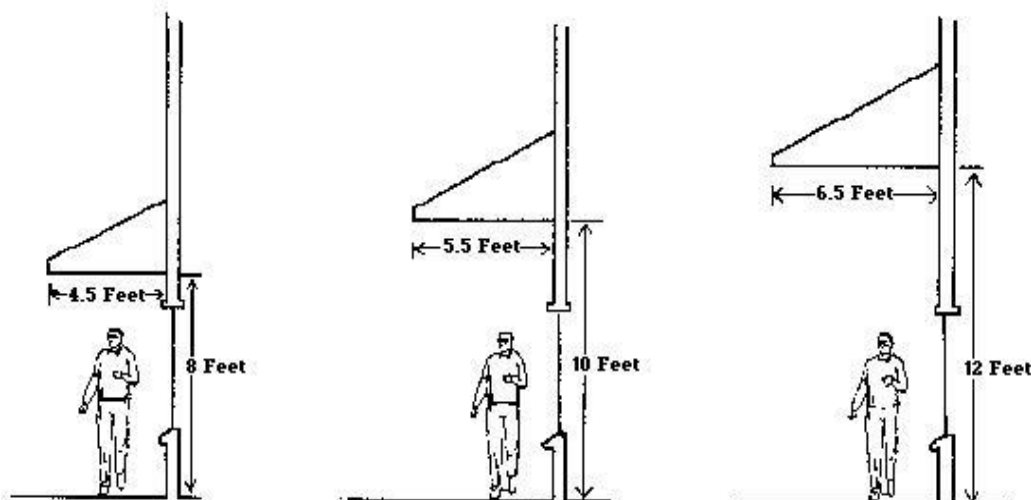
2. Rain protection. Awnings, canopies, marquees, arcades, building overhangs or similar forms of pedestrian weather protection, at least four and one half (4 1/2) feet wide, shall be provided over a pedestrian walkway along at least eighty (80) percent of any facade with a customer entrance. See Figure 6-5. Such weather protection shall be placed no less than eight (8) feet above the walkway. If placed more than eight (8) feet above the walkway, such weather protection shall be at least an additional six (6) inches in width for each additional foot of height, or portion thereof. See Figure 6-6.

Development in the HDC-4 Capital Mall Area shall use design standards established for this area instead of the above rain protection regulation. See 18.130.050 HDC 4-Capital Mall.



Rain Protection (L to R): Awning, Marquee, Arcade

FIGURE 6-5



Width of Rain Protection is determined by height above walkway.

FIGURE 6-6

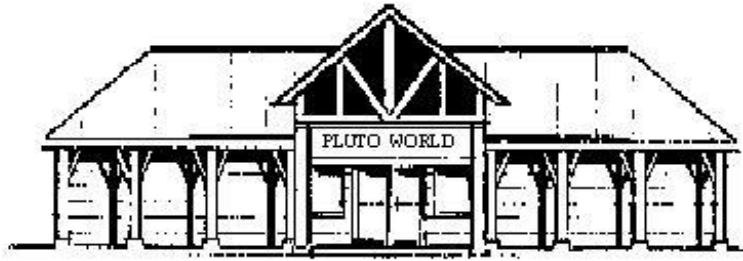
3. Wall articulation. Facades greater than fifty (50) feet in length shall incorporate wall plane projections or recesses having a depth of at least three percent (3%) of the length of the facade and extending in the aggregate at least twenty percent (20%) of the length of the facade. No uninterrupted length of any such facade shall exceed fifty (50) horizontal feet. EXCEPTION: This requirement shall not apply to walls which:

- a. have no customer entrance; and
- b. are only visible from service areas, and not from nearby residences or from the customer parking lot or an abutting street.

Development in the HDC-4 Capital Mall Area shall use design standards established for this area instead of the above wall articulation regulation. See 18.130.050 HDC 4-Capital Mall.

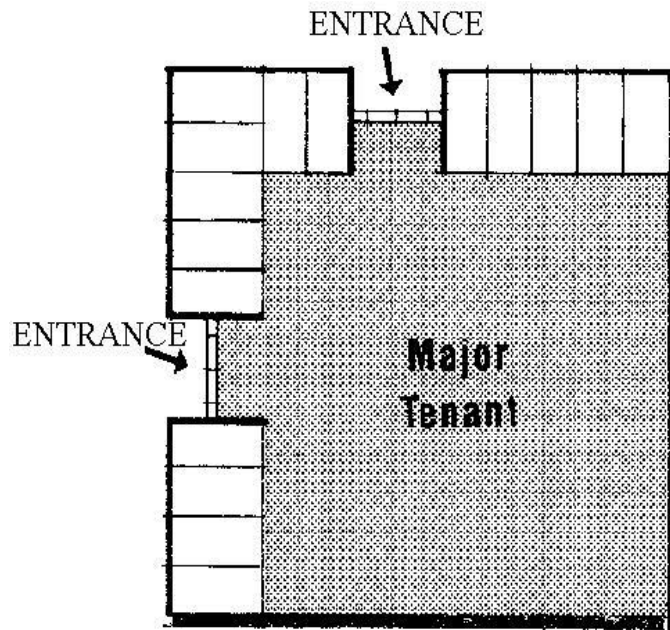
4. Frontage limit. The frontage per business occupancy shall be limited to one hundred (100) feet along any facade facing an abutting street, unless sixty percent (60%) or more of the facade between two (2) and eight (8) feet above the sidewalk is in transparent glazing; i.e., transparent windows, display windows, or transparent store doors (staff note: this would allow a major tenant to have lots of its own display windows, or to lease peripheral space to lots of small tenants, or to look like it was doing so, or to build added stories to get added floor area). See Figures 6-7 through 6-12. EXCEPTION: This requirement shall not apply to that portion of a facade where the average grade level of the sidewalk of the abutting street is 4 feet or more above or below the adjacent floor level of the building. See Figure 6-13.

Development in the HDC-4 Capital Mall Area shall use design standards established for this area instead of the above frontage limit. See 18.130.050 HDC 4-Capital Mall.



Example of building with 100' frontage, hence exempt from transparent glazing requirement.

FIGURE 6-7



Frontage limited by placing small shops on periphery of building, plan view.

FIGURE 6-8



Small shops on periphery of building, elevation view.

FIGURE 6-9



150-foot frontage with 60% of facade between 2' and 8' in transparent glazing.

FIGURE 6-10



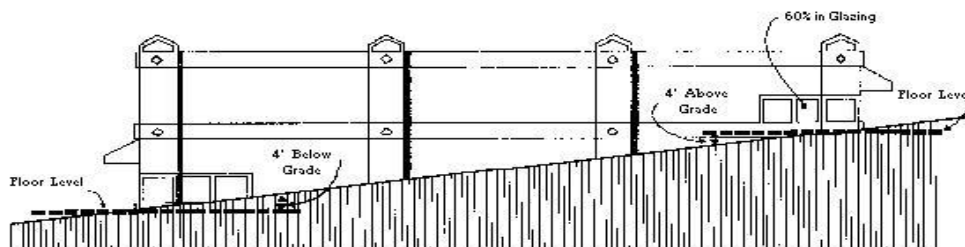
25,000 square foot 1-story building with 150 feet of frontage

FIGURE 6-11



50,000 square foot building on 2 stories with 150 feet of frontage

FIGURE 6-12



Transparency requirement does not apply to the portion of a facade with a floor level over 4' above or below grade.

FIGURE 6-13

5. Very Large Scale Retail Facilities. Retail uses under common ownership or use, which exceed size thresholds set forth in subsection (a) below for the zone in which the retail uses are proposed,

shall meet the additional development and design requirements specified in subsections (a)(ii)-(iv). Those which exceed size thresholds set forth in subsection (b) below for the zone in which the retail uses are proposed shall be subject to the requirements for Conditional Use approval provided in subsection (b)(ii).

a. Added development and design requirements for Very Large Scale Retail Facilities

i. Thresholds for requirements

District	Size (gross floor area)
GC	60,000 sq. ft.
HDC-2	40,000 sq. ft.
HDC-3	50,000 sq. ft.
HDC-4, except Capital Mall Area	60,000 sq. ft.
UW	40,000 sq. ft.
UW-H	25,000 sq. ft.
DB	25,000 sq. ft.
UC	50,000 sq. ft.

ii. Adaptability for Reuse/Compartmentalization. The building design shall include specific elements that facilitate the structure's adaptation for multi-tenant reuse. Such elements may include but are not limited to compartmentalized construction, including plumbing, electrical service, heating, ventilation and air conditioning. The building design shall also allow for all of the following:

(1) Subdivision of the interior of structure into separate tenancies. The design for interior subdivision shall accommodate multiple potential tenancies, each no larger than fifty percent (50%) of the size threshold for the district defined in subsection (i) above. Example A: An applicant designs a 120,000 sq. ft. Very Large Scale Retail Use in the GC district to accommodate reuse by four potential tenancies of 30,000 sq. ft. each. Example B: An applicant designs the same building to accommodate two potential tenancies of 30,000 sq. ft., and four potential tenancies of 15,000 sq. ft.

(2) Facades that readily adapt to multiple entrances without compromising the structural integrity of the building, and adapt to entrances on at least two sides of the building; or, if the building is designed to have only one front facade, all potential tenancies shall be designed for access from the front facade.

(3) Parking lot designs that are shared by establishments or are linked by safe and functional pedestrian connections.

(4) Landscaping schemes that complement the multiple entrance design.

(5) Design and placement of loading docks/loading bays to accommodate multiple potential tenancies.

(6) Other elements of design which facilitate the multi-tenant reuse of the building and site.

iii. Parking Design.

(1) Parking lots with over one acre in paving shall be designed for on-site infiltration of the stormwater generated on site. This may be accommodated by underground infiltration vaults, porous paving, or other techniques permitted by the City of Olympia Stormwater Drainage Manual, and subject to the approval of the Department of Public Works.

(2) Bicycle parking shall meet all requirements of the City’s bicycle parking regulations, in particular Sections 18.38.100 Vehicular and Bicycle Parking Standards, and 18.38.220 Design Standards - General.

iv. Site Design.

(1) The site design shall include a plan for pedestrian circulation with logical connections between buildings, between buildings and adjacent streets, and from buildings to parking areas. (See also Sections 18.110.030, 18.120.110, and 18.150.030.)

(2) Pedestrian walkways within the development shall be differentiated from driving surfaces through a change in materials, and shall be designed to accommodate persons with disabilities, such as wheelchair users.

b. Conditional Use Approval

i. Thresholds for Conditional Use Approval

District	Size (gross floor area)
GC	125,000 sq. ft.
HDC-2	60,000 sq. ft.
HDC-3	75,000 sq. ft.
HDC-4, except Capital Mall Area	125,000 sq. ft.
UW	60,000 sq. ft.
UW-H	40,000 sq. ft.
DB	40,000 sq. ft.
UC	100,000 sq. ft.

ii. Conditions for Approval. The following requirements apply to all Very Large Scale Retail Facilities subject to conditional use approval.

(1) The Hearing Examiner shall determine that the proposed facilities meet the development and design requirements of subsection (a) above, and all other requirements of this Title.

(2) The Hearing Examiner shall determine that the proposed facilities will not be detrimental to the health, safety, or welfare of the general public, nor injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:

(a) The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;

- (b) The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
- (c) The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor; and
- (d) The treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs.
- (e) The impact upon public facilities or public services.

6. Additional Regulations. Refer to the following Chapters for additional related regulations:

- a. Chapter 18.36, Landscaping and Screening
- b. Chapter 18.38, Parking and Loading
- c. Chapter 18.48, Conditional Uses
- d. Chapter 18.100, Design Review
- e. Chapter 18.110, Basic Commercial Design
- f. Chapter 18.120, Downtown Design Criteria
- g. Chapter 18.130, Commercial Design Criteria High Density Corridor (HDC)
- h. Chapter 18.150, Port Peninsula

D. Impervious Surface Coverage

On development sites incorporating 'vegetated roofs,' the impervious surface coverage limits of Neighborhood Retail, Professional Office/Residential Multifamily and Medical Service districts shall be increased one square foot for each square foot of vegetated roof area up to 5% of the total site area if adequate assurance is provided that the proposed vegetated roof will provide substantial stormwater management benefits for a period of at least 30 years.

(Ord. 7244 §7, 2020; Ord. 7094 §8, 2017; Ord. 7032 §6 (Exh. E), 2016; Ord. 7027 §27, 2016; Ord. 7015 §1, 2016; Ord. 6727 § 1, 2010; Ord. 6646 §1, 2009; Ord. 6595 §1, 2008; Ord. 6517 §45, 2007; Ord. 6490 §1, 2007; Ord. 6417 §1, 2006; 6408 §20, 2006; Ord. 6276 §6, 2003; Ord. 6195 §18, 2002; Ord. 6140 §29, 2001; Ord. 6073 §15, 2000; Ord. 5830 §11, 1998; Ord. 5661 §2, 1996; Ord. 5569 §3, 1995; Ord. 5517 §1, 1995).

18.06.120 Additional regulations [Revised 7/20](#)

Refer to the following Chapters for additional related regulations:

- Chapter 18.100-145 Design Guidelines
- Chapter 18.36 Landscaping and Screening
- Chapter 18.38 Parking and Loading
- Chapter 18.40 Property Development and Protection Standards
- Chapter 18.43 Signs

Article III Overlay Districts

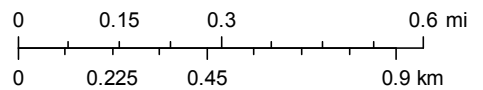
(Ord. 7244 §8, 2020; Ord. 7205 §11, 2019; Ord. 7094 §9, 2017; Ord. 7032 §6 (Exh. E), 2016; Ord. 5517 §1, 1995).

City of Olympia



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Planning Commission

Housing Action Plan Briefing

Agenda Date: 2/22/2021
Agenda Item Number: 5.B
File Number:21-0192

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

Title

Housing Action Plan Briefing

Recommended Action

Receive a briefing on the Housing Action Plan. Briefing only; No action requested.

Report

Issue:

Whether to receive a briefing on the Housing Action Plan. Olympia's Housing Action Plan will define strategies and actions that promote more housing, more diverse housing types and affordability.

Staff Contact:

Amy Buckler, Strategic Projects Manager, Community Planning & Development, 360.280.8947

Presenter(s):

Amy Buckler, Strategic Projects Manager

Background and Analysis:

In 2019, the Washington state legislature made grant funds available to cities to develop housing action plans that promote more housing, more diverse housing types and affordability. In recognition of our shared housing market and the cross-jurisdictional need for affordable housing, the Cities of Olympia, Lacey and Tumwater jointly applied for and received funds to collaborate on this effort.

With help from TRPC, the cities have now completed several deliverables that provide necessary background information and identify strategies and potential actions the cities can take, including:

- A housing needs assessment, including a 25-year projection of housing affordable at different income levels
- A landlord survey, to better understand what residents are paying for rent and how rents are changing
- A draft regional housing action plan (menu of actions) cities can take to ensure housing stock adequate and affordable for current and future residents

Each of these documents can be found at the attached link to TRPC's project website.

The Draft Regional Plan will not be adopted. Rather, beginning at this time each city will conduct their own public review process to determine which actions they will take. Each city will adopt their own housing action plan by June of 2021, in order to meet the requirements of the grant which funds this work.

At the meeting, staff will provide:

- A quick overview of the project and key findings from the Housing Needs Assessment
- Overview of six strategic focus areas identified in the draft regional housing action plan, including why these are important and how they address housing affordability and equity
- Next steps in the public process
- Discussion

Attached is a quick list of the actions identified in the regional report along with their current status in Olympia. Some initial action recommendations are made (many of which are already underway or fairly simple) while others are noted for further consideration (usually the more complex or costly actions). While Olympia has already implemented many important actions, with this effort we are only just beginning the process of identifying which additional actions are right for Olympia. The early recommendations on the list are subject to change as we learn more and hear from the public and stakeholders.

Next Steps - Public Process

The public engagement timeline is attached. At the end of February, the City will release a storymap and survey on Engage Olympia. The storymap will provide an overview of the housing needs assessment, strategies identified for meeting our housing needs and how new housing fits into the Olympia's Comprehensive Plan vision.

On March 31st the City will host an online Housing Action Plan Open House from 5:00-6:30 pm. Participants must register in advance (see attached registration link.) The event will include an overview of the strategies and specific actions under consideration, followed by time for questions. There will be a public comment period in April to gather feedback on the actions to inform the final housing action plan.

Olympia's Housing Action Plan will be adopted in June of 2021. Public engagement and implementation of housing actions will be ongoing. A public process to update the Housing Element of the Comprehensive Plan will kick off later in 2021, with adoption in 2022.

Neighborhood/Community Interests (if known):

Housing affordability and development are major issues of importance to the community. The recently developed homeless response plan identified building more housing of all types for all incomes as a key priority moving forward.

Options:

Briefing only.

Financial Impact:

The Washington State Department of Commerce awarded Olympia, Lacey and Tumwater grants totaling \$300,000 for development of housing action plans. Under an interlocal agreement, \$150,000 will be directed to the Thurston Regional Planning Council for supportive tasks. Olympia will use its remaining \$50,000 to support staff work on the effort.

Attachments:

Link to TRPC project website and reports
Action Status List for Olympia
Link to March 31 Open House Registration
Process Timeline

Actions Identified in the Draft Regional Housing Action Plan - DRAFT Recommendations for Olympia




Includes additional action recommendations identified by Olympia staff (page # noted as N/A)

DRAFT – Recommendations subject to change through public/stakeholder process


Strategy 1: Increase the supply of permanently affordable housing for households that make 80% or less of the area median income

	Action	Note	Page # in draft
ACTIONS OLYMPIA HAS ALREADY IMPLEMENTED			
1	Donate/lease surplus or underutilized jurisdiction-owned land to developers that provide low-income housing	Continue as opportunities arise	15,38
2	Fund development projects that increase low-income housing through grants or loans	Continue (Home Fund)	17,41
3	Offer density bonuses for low-income housing	(18.04.080A)	16,40
4	Offer and/or expand fee waivers for low-income housing developments	(15.04.060D) , RCW 82.02.060	17,40
RECOMMENDED			
5	Define income-restricted housing as a different use from other forms of housing in the zoning code		17,40
6	Allow manufactured home parks in multifamily and commercial areas	Already allowed in MF zones	16,39
7	Support LOTT's discussion about lower hook-up fees for affordable housing		N/A
FURTHER CONSIDERATION			
8	Adopt a "Notice of Intent to Sell" ordinance for multifamily developments		15,38
9	Provide funding for the Housing Authority of Thurston County and other non-profit organizations to buy income-restricted units proposed to be converted to market rate housing	See Regional funding discussion (#68)	15,39
10	As part of comprehensive plan and development code changes, include an evaluation of the impact such changes will have on housing affordability, especially for low-income households.		16, 39
11	Provide funding for low-income and special needs residents to purchase housing through community land trusts	See regional funding discussion (#68)	16,40
12	Require low-income housing units as part of new developments (Inclusionary Zoning)		17,41
13	Partner w/ low-income housing developers (e.g., Habitat for Humanity) to expand homeownership opportunities	See regional funding discussion (#68)	18,42
14	Consider a 'Tenant Option to Purchase' (TOPO) Ordinance	LUEC briefing in May	N/A
NOT RECOMMENDED AT THIS TIME			
15	Require PRDs/PUDs for low-density development and include standards for including low-income housing	PUD's add complexity	15,38
16	Establish a program to preserve and maintain healthy and viable mobile home parks	Consider TOPO (#14)	17,41
17	Enhance enforcement of property maintenance codes to keep housing in good repair	High costs	17,41

Strategy 2: Make it easier for households to access housing and stay housed

	Action	Note  = action pending	Page # in draft
ACTIONS OLYMPIA HAS ALREADY IMPLEMENTED			
18	Expanded Fair Housing ordinance beyond state and federal regulation to include source of income as a protected class (protects Section 8 and other low income subsidy recipients from rental discrimination)		N/A
RECOMMENDED			
19	Identify and implement appropriate tenant protections that improve household stability	 Underway in 2021	21,44
20	Adopt short-term rental regulations to minimize impacts on long-term housing availability	 Underway in 2021	20,44
21	Partner with local trade schools to provide renovation and retrofit services for low-income households as part of on-the-job-training.	regional economic development	20,43
FURTHER CONSIDERATION			
22	Provide displaced tenants with relocation assistance	See regional funding discussion (#68)	20,43
23	Establish a down payment assistance program	See regional funding discussion (#68)	21,44
24	Adopt a “right to return” policy (goes with down payment assistance program)		20,43
NOT RECOMMENDED AT THIS TIME			
25	Rezone manufactured home parks to a manufactured home park zone to promote their preservation.	We have MHP zoning- not key to preservation; consider TOPO (14)	20,43

Strategy 3: Expand the overall housing supply by making it easier to build all types of housing projects

	Action	Note  = action pending	Page in draft
ACTIONS OLYMPIA HAS ALREADY IMPLEMENTED			
26	Adopt design standards that assist new forms of high-density housing and promote infill		9
27	Process short plat applications administratively		10
28	Reduce setbacks and increase lot coverage/impervious area standards		10
29	Relax ground floor retail requirements to allow residential uses		10
30	Require minimum residential densities		10

31	Offer developers density and/or height incentives for desired unit types		23,46
32	Allow third-party review of building permits for development projects		23,46
33	Lower transportation impact fees for multifamily developments near frequent transit service routes		24,47
34	Allow deferral of impact fee payments for desired unit types		24,48
35	Reduce minimum lot sizes		24,47
36	Simplify land use designation maps in the comprehensive plan to help streamline the permitting process		25,49
RECOMMENDED:			
37	Develop a plan for adapting vacant commercial space into housing	Incl w/ Capital Mall area plan (#44)	23,46
38	Expand allowance of residential tenant improvements without triggering land use requirements		24,48
39	Reduce parking requirements for residential uses, incl. multifamily developments near frequent transit routes (Phase 1: DT exempt parking boundary; Phase 2: transit corridors)	⌚ Underway in 2021	23,47
40	Identify strategically placed but underdeveloped properties and determine what barriers exist to developing desired housing types – Make strategic infrastructure investments to spur housing development		24,47
41	Expand the multifamily tax exemption to make it available in all transit corridors	⌚ Underway in 2021 – starting with 12-year exemption	24,48
42	Maximize use of SEPA tools (e.g., threshold exemptions, planned actions, infill exemptions) for residential and infill development		25,49
43	Consult with Washington State Department of Transportation as part of the SEPA process to reduce appeals based on impacts to the transportation element for residential, multifamily or mixed-use projects	⌚ Legislature allowed with HB1923	25,49
44	Planned Action for High Density Neighborhoods- Capital Mall area	⌚ Scoping in 2021 – Implements Comp Plan	N/A
45	Explore allowing medium-density zoning around Neighborhood Centers	⌚ On OPC work plan in 2021- Implements Comp Plan	N/A
46	Review Fees/Regulations to Identify Housing Cost Reductions (Phase 1: street connectivity, frontage improvement thresholds, downtown sidewalk standards, private streets in manufactured home parks) (Phase 2: Increase flexibility in the permit process (consolidate four permit types); street classification standards; definitions of change of use or density (Phase 3: regional stormwater approaches and retrofit requirements)	⌚ Phase 1 underway in 2021 – implements LUEC direction	N/A
47	Fix Code so that Transfer of Development (TDR) bonus in R-4-8 is a bonus not a restriction		N/A
NOT RECOMMENDED AT THIS TIME			
48	Increase minimum residential densities.		24,47
49	Integrate or adjust floor area ratio standards.	Not an issue in Oly	25,49
50	Reduce setbacks and increase lot coverage/impervious area standards.	Already as low as we can go	25,49

Strategy 4: Increase the variety of housing choices

	Action	Note	Page # in draft
ACTIONS OLYMPIA HAS ALREADY IMPLEMENTED			
51	Allow accessory dwelling units (ADUs) in all residential zones		9
52	Allow group homes in all residential zones and commercial zones that allow residential units		9
53	Simplify ADU requirements	Part of "Housing Code Options"	9
54	Increase the types of housing allowed in low-density residential zones (duplexes, triplexes, etc.)	Part of "Housing Code Options"	28,52
55	Recognize modular/manufactured housing as a viable form of housing construction		10
RECOMMENDED: ⌚ = action pending			
56	Allow single-room occupancy (SRO) housing in all multifamily zones.		28,53
57	Allow more housing types in commercial zones.		28,52
58	Adopt pre-approved plan sets for accessory dwelling units	⌚ Expected adoption early '21	
FURTHER CONSIDERATION			
59	Adopt a form-based code for mixed-use zones to allow more housing types and protect the integrity of existing residential neighborhoods		28,52
NOT RECOMMENDED AT THIS TIME			
60	Strategically allow live/work units in nonresidential zones	No prohibition against this	28,53

Strategy 5: Continually build on resources, collaboration and public understanding to improve implementation of housing strategies

	Action	Note	Page # in draft
ACTIONS OLYMPIA HAS ALREADY IMPLEMENTED			
61	Identify and develop partnerships with organizations that provide or support for low-income, workforce, and senior housing as well as other populations with unique housing needs	Continue and strengthen	30,54
62	Fund Housing Navigators to assist households, renters, homeowners, and landlords with housing issues	See regional funding discussion (#68)	30,54
RECOMMENDED:			
63	Conduct education and outreach around city programs that support affordable housing		30,54

FURTHER CONSIDERATION:			
64	Establish a rental registration program to improve access to data and share information with landlords	Part of tenant protection discussion (#19)	30,54

Strategy 6: Establish a permanent source of funding for low-income housing

	Action	Note = action pending	Page # in draft
ACTIONS OLYMPIA HAS ALREADY IMPLEMENTED			
65	Establish an affordable housing sales tax	Home Fund	33,56
66	HB1406: Take advantage of local revenue sharing program (portion of State sales tax) established by HB1406		10
67	Use Section 108 loans and other federal resources (e.g., CDBG) for affordable housing	Start using Section 108 again. Refocus funds on housing	N/A
RECOMMENDED:			
68	Develop a comprehensive funding strategy for affordable housing that addresses both sources of funding and how the funds should be spent	Regional funding discussion	33,55
FURTHER CONSIDERATION			
69	Establish a regional housing trust fund to provide dedicated funding for low-income housing	See regional funding discussion (#68)	33,57
70	Establish an affordable housing loan program	See regional funding discussion (#68)	N/A
71	Capture the value of city investments (utilities, roads, etc.) that increase private investments in neighborhoods, especially in areas with planned or existing transit (e.g., local improvement district, latecomer agreements)		34,57
NOT RECOMMENDED AT THIS TIME			
72	Establish an affordable housing property tax levy to finance affordable housing for very low-income households.	Recent Public Safety Levy	33,55

Housing Action Plan Public Process Timeline

<i>March-December 2020</i>	<i>August-December 2020</i>	<i>January-May 2021</i>	<i>June 2021</i>	<i>June 2021 and Beyond</i>
Examine Trends & Needs	Develop Housing Action Plan Framework	Develop Olympia Actions	Adopt Olympia's Housing Action Plan	Implementation
<p>Deliverables Project Website ✓ Housing Needs Assessment ✓ Income Forecast ✓ Rental Housing Survey ✓ Review of Olympia's Comprehensive Plan and development code ✓</p> <p>Public Engagement Regional Stakeholder Group Rental Housing Survey</p> <p style="text-align: center;">Land Use & Environment Committee</p>	<p>Deliverables Draft Regional Housing Action Plan Framework ✓</p> <p>Public Engagement Regional Stakeholder Group</p> <p style="text-align: center;">Land Use & Environment Committee</p>	<p>Deliverables Draft Olympia Housing Action SEPA determination</p> <p>Public Engagement Regional (Online) Event ✓ Storymap Olympia (Online) Event Online Survey Stakeholder Focus Groups SEPA Comment Period Advisory Board Briefings*</p> <p style="text-align: center;">Land Use & Environment Committee (Feb 18, May 20)</p>	<p>Deliverables Final Housing Action Plan</p> <p>Public Engagement City Council TBD</p>	<p>Deliverables Update Comprehensive Plan Housing Element (2022)</p> <p><i>Various</i> <i>Policy & Code Updates</i> <i>Investments</i> <i>Partnerships</i></p> <p>Public Engagement Review by Social Justice & Equity Commission</p> <p><i>Various</i> <i>Public Events</i> <i>Surveys</i> <i>Advisory Board Briefings</i></p> <p style="text-align: center;">Land Use & Environment Committee</p>

v. Feb 21

* Advisory Boards: Olympia Planning Commission (Feb 22), Council of Neighborhoods (March 8), Home Fund Advisory (March 10), Thurston Thrives Housing Action Team (March 10), Regional Housing Council (March 18, tentative), Thurston Thrives Homeless Housing Hub (TBD)



Planning Commission

2021-2022 Planning Commission Work Plan

Agenda Date:
Agenda Item Number: 5.C
File Number: 21-0092

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

..Title

2021-2022 Planning Commission Work Plan

Recommended Action

Recommend approval of the 2021-2022 Work Plan to City Council.

Report

Issue:

Whether or not to recommend approval of the 2021-2022 Work Plan.

Staff Contact:

Cari Hornbein, Senior Planner, Community Planning and Development, 360.753.8048

Presenter(s):

Cari Hornbein, Senior Planner, Community Planning and Development

Background and Analysis:

Each year the Planning Commission proposes an annual work plan that is reviewed by the General Government Committee and approved by the City Council. The work plan will be effective April 1, 2021 through March 31, 2022.

Items considered for inclusion can come from city staff or individual commissioners. A large portion of the work plan includes projects identified by Community Planning and Development. Other items include those carried over from the previous year or referred by City Council.

In developing the work plan, the Planning Commission is expected to consider the following:

- City Council established or adopted goals and priorities, including the Comprehensive Plan, annual Council goals, master plans, budget, etc. (Attachment A, City Council 2021 Priorities)
- Resource availability - budget, staff support, and committee member time;
- Departmental work priorities;
- Commissioner knowledge, interest, and expertise.

A draft work plan was prepared by staff and introduced to the Planning Commission on January 25 (Attachment B). Based on input from the Planning Commission, staff made revisions (Attachment C), including the assignment of tiers under Sections 1, 2, and 3 based on direction from the General Government Committee:

1. Any new items that relate to the Covid-19 pandemic;
2. Any items currently on the work plan that support the City's recovery;
3. Items critical to advancing City Council priorities, particularly around social justice and equity.

Additional input was provided during the February 8 meeting; staff will be making further revisions to the work plan and distributing to Commissioners ahead of the upcoming meeting. Unless further modifications are requested, the Planning Commission will be asked to make a recommendation and prepare a recommendation letter.

Neighborhood/Community Interests (if known):

Much of the work of the Planning Commission is of interest to neighborhoods and community members. As projects move forward, the public will be notified and be given opportunities to comment.

Options:

- Recommend approval of the 2021-2022 Work Plan to City Council as drafted by staff; or
- Modify and recommend approval of the 2021-2022 Work Plan.

Financial Impact:

None; this work is included in the base budget.

Attachments:

- A. Draft 2021-2022 Work Plan
- B. City Council 2021 Priorities
- C. Revised Draft 2021-2022 Work Plan

City Council Priorities

Olympia is a safe, healthy and resilient community

- Support and encourage respectful, inclusive civic engagement
- Support a quality education
- Provide transportation choices
- Support comprehensive wellness, including parks, recreations, arts and more
- Provide quality support for those in need
- Support responsive emergency services for all

Downtown is a regional center for recreation, commerce and business, as well as a vibrant and growing neighborhood

- Support a vibrant and attractive urban destination
- Support a mix of urban housing options
- Support a variety of business enterprises
- Support our cultural institutions and historic resources

Olympia's economy provides opportunities for all residents to meet their life needs

- Support a stable and growing economy
- Support creation of family-wage jobs
- Support quality infrastructure
- Support arts and entertainment
- Support local food production, products and services

Olympia's environment is a treasured asset

- Protect and enhance our water and air quality
- Support a close connection with nature
- Support preservation of quality natural areas
- Work toward a toxic-free community
- Strive to become waste free

Olympia's neighborhoods are strong, welcoming and engaged

- Support distinctive places and spaces
- Support safe and welcoming places to live
- Provide planning for thoughtful growth
- Provide nearby opportunities for goods, services and gathering places

DRAFT
Olympia Planning Commission
2021 Work Plan
(April 1, 2021 to March 31, 2022)

The Olympia Planning Commission (OPC) is expected to hold 21 regular meetings plus one optional “retreat” during this period. Special meetings may be held, and subcommittees may be formed if necessary to more efficiently complete the work plan. The staff liaison to the OPC is Cari Hornbein, Senior Planner, CPD (chornbei@ci.olympia.wa.us; 360.753.8048).

Section 1 2019 Policy Issues – Will Include a Recommendation to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2019. In general, these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort.							
Title and Description	Tier/ Rationale <i>Retained from prior work plan; may be removed/modified depending on 2021 Council priorities.</i>	Estimated Commission Meeting Time	Estimated Staff Commitment to Supporting the Commission	Estimated Start and Completion	Budget Implications	Commission Role	Source of Proposal
1.1 Shoreline Master Program Periodic Review and Critical Areas Amendments A review of the current Shoreline Master Program, including policies and regulations, to meet the state-mandated periodic update schedule of every eight years. Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Supports economic development. Involves two contracts with 2020 deliverable dates.	4 – 6 hours (2-3 meetings)	CP&D: 10-20 hours Other staff: 10 hours	Started in 2020 and carried over into 2021. OPC involvement expected to wrap up in the first quarter of 2021.	Included in base budget; partially funded with Ecology Grant	Review, public hearing, and recommendation	City Staff
1.2 Short Term Rentals Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. Deliverable: Public hearing and recommendation to City Council of proposed code amendments.	3 Rationale: Supports small, home-based business.	6 hours (2-3 meetings)	CP&D staff: 10 - 15 hours	To Be Determined Based on Staff Resources	Included in base budget	Review, public hearing, and recommendation	City Staff
1.3 Neighborhood Centers Code A review of current development codes, including collaboration with stakeholders such as Coalition of Neighborhood Associations, businesses, and development community. Deliverable: Public hearing and recommendation to City Council of proposed code amendments.	2 Rationale: Supports small businesses and encourages neighborhood resilience	8 hours (3-4 meetings); optional work group hours	CP&D: 20 – 30 hours Other staff: 10 hours	January – December May carry over into 2022	Included in base budget	Review, public hearing, and recommendation	Planning Commission -- continued item begun in 2014

<p>1.4 Annual Comprehensive Plan Amendments</p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by City Council prior to referral to Planning Commission.</p> <p>Deliverables: Public hearing and recommendation to City Council.</p>	<p>Rationale: Annual process</p>	<p>4 -6 hours (2-3 meetings)</p>	<p>CP&D: 20 hours Other staff: 20 hours</p>	<p>January - September</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff/ Private Parties</p>
<p>1.5 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx</p> <p>Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. CPD staff will take lead on preparation of the CFP starting in 2021.</p> <p>Deliverable: Public hearing and recommendation to City Council.</p>	<p>2 Rationale: Annual process</p>	<p>8 - 10 hours (4-5 meetings)</p>	<p>CP&D: TBD Other staff: TBD</p>	<p>March - December</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff</p>
<p>1.6 Zoning Map and Development Code Text Amendments</p> <p>Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City’s development regulations:</p> <ul style="list-style-type: none"> • Restructure land use permit types • Add RV Parks as allowed use in the UW zone district • Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards • Housekeeping amendments • Subdivision Code • Drive-through reuse in HDC zone • Wireless code updates <p>Deliverable: Public hearing and recommendation to City Council of proposed code amendments.</p>	<p>2 Rationale: Supports small business and housing affordability</p>	<p>2-4 hours per proposal</p>	<p>CP&D staff: 8 - 10 hours per proposal</p>	<p>HDC Code Amendments January - February Other Items: dependent on timing of proposals</p>	<p>Included in base budget; private applicants pay a \$3,200 fee.</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff/ Private Party</p>
<p>1. 7 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Development code amendments for implementation of the downtown strategy:</p> <ul style="list-style-type: none"> • Downtown parking exemption boundary changes • Create district code amendments <p>Deliverable: Public hearing and recommendation to City Council of proposed code amendments.</p>	<p>3 Rationale: Supports economic development</p>	<p>6 hours (2-3 meetings)</p>	<p>CP&D staff: 10 - 20 hours</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff</p>
<p>1.8 Joint Plan Recommendations</p> <p>Review Thurston County Joint Plan for consistency with the City of Olympia’s Comprehensive Plan.</p> <p>Deliverable: Public hearing (joint) and recommendation to City Council/Thurston County.</p>	<p>2 Rationale: Fundament to role of OPC; timing based on County staffing and work priorities.</p>	<p>4-6 hours (2-3 meetings)</p>	<p>CP&D staff: 10 - 20 hours</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>General review and recommendation</p>	<p>City/County Staff</p>

SECTION 2
2019 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2019 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.

Title and Description	Tier/ Rationale	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<p>2.1 Subarea/Neighborhood Plan</p> <p>Review of Draft Subarea Plan</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p>	<p>2</p> <p>Rationale: Supports small businesses and encourages neighborhood resilience.</p>	<p>2 hours</p>	<p>CP&D staff: 4 hours</p>	<p>Dependent on requests from neighborhood associations.</p>	<p>Included in base budget</p>	<p>Optional advisor to staff, citizens and Council</p>	<p>City staff</p>

SECTION 3 2020 Administrative Activities In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 5% percent of overall commission work effort.							
Title and Description	Tier/ Rationale	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on walkability and reducing the use of automobiles	1 Rationale: May be an opportunity to brainstorm new work plan items that relate to COVID-19 emergency.	10 hours (including retreat)	8 to 10 hours Other staff: Variable	To Be Determined	Included in base budget	Led by Planning Commission	Customary practice
3.2 Preparation of 2021 Work Plan Time allotted for proposing and discussing work items for following year Deliverable: Recommendation to Council	1 Rationale: May be an opportunity to add new work plan items that relate to COVID-19 emergency	2 - 4 hours (1 – 2 meeting)	CP&D: 6 hours	January – February	Included in base budget	Led by Planning Commission	Customary practice

SECTION 4**2020 Informational Briefings**

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items.

Title and Description <i>Several items carried over from prior work plan; are not listed In any priority at this time.</i>	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
4.1 Thurston Regional Planning Council Briefing by TRPC staff regarding their role in developing plans, providing data, and administering funds to CPD. Also of interest is how OPC could interact with TRPC, when appropriate, and participate in projects relevant to Olympia's Comprehensive Plan or regional planning projects.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.2 Economic Development Briefing Briefing on economic development opportunities and actions in the city.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.3 Park Projects Briefing on major park projects, including information regarding the development of park master plans and use of the Greenprint tool.	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.4 Comprehensive Plan Update Briefings Briefings from city staff regarding Comprehensive Plan update. Topics include: <ul style="list-style-type: none"> • Update process/phased approach • Housing Chapter • Economy Chapter 	1 hour per topic	CP&D: 2 hours per topic	To Be Determined	Included in base budget	Informational Briefing	City Staff
4.5 West Side/Mall High Density Focus Area/Node/Development Incentives Briefing on development incentives on the west side/Capital Mall area.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	City Staff
4.6 Growth and Development Briefing on population growth and annual development activity within the City and Urban Growth Area.	1 hour	CP&D: 4 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.7 Coalition of Neighborhood Associations Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA).	2 hours	CP&D: 4 hours	To Be Determined	Included in base budget	Led by Planning Commission	Planning Commission
4.8 Martin Way Corridor Study Briefing on study regarding land use and transportation planning along the Martin Way Corridor; joint effort between Intercity Transit, Lacey, and Thurston County.	2 hours	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget; partial funding from the Federal Surface Transportation Block Grant Program	Informational Briefing	City Staff

4.9 Regional Housing Action Plan Briefing regarding strategies to increase Olympia's affordable housing units, including existing and possible tools and incentives.	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.10 Homelessness Response Plan Briefing http://olympiawa.gov/community/homelessness/Response-Plan.aspx Briefing on the City's strategies to respond to homelessness	1 hour	CP&D: 1 hour Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.11 Legislative Briefing Briefing on the 2022 Legislative session, with an emphasis on the City's legislative agenda and outcomes with impacts on local government and priority issues for the City.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.12 Downtown Strategy Briefing http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Briefing on implementation of the Downtown Strategy and an update on the Port of Olympia Vision 2050 planning process.	1 hour	CP&D: 2 hours Other staff: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.13 Economic Development Briefing Briefing on economic development opportunities and actions in the city.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
4.14 Development Patterns Explore development patterns and their impact on walkability and density.	To Be Determined	To Be Determined	To Be Determined	To Be Determined	Led by Planning Commission?	Planning Commission
4.15 Solar Access Develop solar access regulations for inclusion in the zoning code.	To Be Determined	To Be Determined	To Be Determined	To Be Determined	To Be Determined	Planning Commission
4.16 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx Briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission's role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan.	2 hours	5-7 hours	To Be Determined	Included in base budget	Advisor to staff and Council	Comprehensive Plan

DRAFT
Olympia Planning Commission
2021 Work Plan
(April 1, 2021 to March 31, 2022)

The Olympia Planning Commission (OPC) is expected to hold 21 regular meetings plus one optional “retreat” during this period. Special meetings may be held, and subcommittees may be formed if necessary to more efficiently complete the work plan. The staff liaison to the OPC is Cari Hornbein, Senior Planner, CPD (chornbei@ci.olympia.wa.us; 360.753.8048).

Section 1: 2021 Policy Issues – Includes a Recommendation to City Council							
Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to support Section #1 in 2021. In general, these work items are tasks that State law or local rules require the Commission to perform. Comprises approximately 75% of overall Commission effort.							
Title and Description	Tier/Rationale <i>Based on 2021 GGC Direction/Council Priorities</i>	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
1.1 Short Term Rentals Amendment of development code consistent with Comprehensive Plan. May include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. Deliverable: Public hearing and recommendation to Council.	2 Rationale: Supports small, home-based business.	6 hours (2-3 meetings)	CP&D staff: 15-20 hours	February – June	Included in base budget	Review, public hearing, and recommendation	City Staff
1.2 Neighborhood Centers Code A review of current development codes as well as trends regarding housing and the economy to determine the best path for Comprehensive Plan implementation. Includes an overview of work done by staff prior to the pandemic, and identifying data and informational needs. Includes collaboration with stakeholders such as Coalition of Neighborhood Associations, businesses, and the development community. May include code amendments and zoning map changes, and/or further direction to staff to address during the Comprehensive Plan update. Deliverable: Public hearing and recommendation to City Council.	2, 3 Rationale: Supports small businesses and neighborhood resilience.	8 hours (3-4 meetings)	CP&D: 20-30 hours Other staff: 15-20 hours	January – December	Included in base budget	Review, public hearing, and recommendation	Planning Commission -- continued item begun in 2014
1.3 Annual Comprehensive Plan Amendments Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by City Council prior to referral to Planning Commission. Deliverables: Public hearing and recommendation to City Council.	3 Rationale: Annual process. The docket is approved by City Council; items moving forward would be consistent with their priorities.	4-6 hours (2-3 meetings)	CP&D: 20-30 hours Other staff: 15-20 hours	January - September	Included in base budget	Review, public hearing, and recommendation	City Staff/ Private Parties
1.4 Review 6-year Capital Facilities Plan (CFP) Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. CPD staff will take lead on preparation of the CFP starting in 2021. Deliverable: Public hearing and recommendation to City Council.	3 Rationale: Annual process. The CFP and financial plan are approved by City Council and would reflect their priorities.	8-10 hours (3-4 meetings)	CP&D: 20-30 Other staff: 20-30	March - December	Included in base budget	Review, public hearing, and recommendation	City Staff

Title and Description	Tier/Rationale <i>(Based on 2021 GGC Direction/Council Priorities)</i>	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
<p>1.5 Zoning Map and Development Code Text Amendments</p> <p>Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City’s development regulations:</p> <ul style="list-style-type: none"> • Restructure land use permit types • Subdivision Code • Allow RV Parks in the UW zone district • Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards • Housekeeping amendments <p>Deliverable: Public hearing and recommendation to City Council.</p>	<p>2, 3</p> <p>Rationale: Supports small business and housing affordability related to pandemic recovery. Consistent with Council priorities.</p>	<p>2-4 hours per proposal</p>	<p>CP&D staff: 8-10 hours per proposal</p>	<p>To be determined; dependent on timing of proposals</p>	<p>Included in base budget; private applicants pay a fee.</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff/ Private Party</p>
<p>1.6 Zoning Code Updates – Downtown</p> <p>Development code amendments for implementation of the downtown strategy:</p> <ul style="list-style-type: none"> • Downtown parking exemption boundary changes • Creative district code amendments <p>Deliverable: Public hearing and recommendation to City Council.</p>	<p>3</p> <p>Rationale: Supports economic recovery in downtown Olympia.</p>	<p>6 hours (2-3 meetings)</p>	<p>CP&D staff: 10-20 hours Other staff: 5-10 hours</p>	<p>January – September</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff</p>
<p>1.7 Joint Plan Recommendations</p> <p>Review Thurston County Joint Plan for consistency with the City of Olympia’s Comprehensive Plan.</p> <p>Deliverable: Public hearing (joint) and recommendation to City Council/Thurston County Commissioners.</p>	<p>2</p> <p>Rationale: Fundamental to Planning Commission role.</p>	<p>4-6 hours (2-3 meetings)</p>	<p>CP&D staff: 20-30 hours</p>	<p>To be determined; dependent on County’s schedule</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City/County Staff</p>

SECTION 2: 2021 Optional Program Implementation and/or Input to Council or Staff
 As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2021 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.

Title and Description	Tier/Rationale <i>(Based on 2021 GGC Direction/Council Priorities)</i>	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
<p>2.1 Subarea/Neighborhood Plan</p> <p>Review of Draft Subarea Plans</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p>	<p>3</p> <p>Rationale: Supports neighborhood resilience consistent with Council priorities.</p>	<p>2 hours</p>	<p>CP&D staff: 4 hours</p>	<p>Dependent on requests from neighborhood associations.</p>	<p>Included in base budget</p>	<p>Optional advisor to staff, citizens and Council</p>	<p>City Staff</p>

SECTION 3: 2021 Administrative Activities
 In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 5% percent of overall commission work effort.

Title and Description	Tier/ Rationale <i>(Based on 2021 GGC Direction/Council Priorities)</i>	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on topics related to the work plan. Deliverable: Recommendation to Council	1, 3 Rationale: Opportunity for team-building and identifying new work plan items that relate to pandemic response and Council priorities.	10 hours (including retreat)	8-10 hours Other staff: Variable	To be determined	Included in base budget	Led by Planning Commission	Customary practice
3.2 Coalition of Neighborhood Associations Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA).	3 Rationale: Opportunity to meet with the Coalition to discuss issues, priorities, and opportunities around neighborhood resilience.	2 hours	CP&D: 4 hours	To be determined	Included in base budget	Led by Planning Commission	Planning Commission
3.3 Preparation of 2022 Work Plan Time allotted for proposing and discussing work items for the following year. Deliverable: Recommendation to Council	1, 3 Rationale: Opportunity to add new work plan items in support of the pandemic response and Council priorities.	2-4 hours (1-2 meetings)	CP&D: 6 hours	January – February	Included in base budget	Led by Planning Commission	Customary practice

SECTION 4: 2021 Informational Briefings
 In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
4.1 Economic Development Briefing Briefing on economic development opportunities and actions in the city, including discussion related to the Neighborhood Centers Plan. Ties into the update of the Economy Chapter in the Comprehensive Plan.	1 hour	CP&D: 2 hours	February – March	Included in base budget	Informational Briefing	Planning Commission
4.2 Thurston Regional Planning Council Briefing by TRPC staff regarding their role in developing plans, providing data, and administering funds to the City. Also of interest is how OPC could interact with TRPC, when appropriate, and participate in projects relevant to Olympia’s Comprehensive Plan or regional planning projects. Included in this briefing is an update on the 2021 Building Lands Report which will inform the Comprehensive Plan update.	1 hour	CP&D: 2 hours Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission/ City Staff

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
4.3 Comprehensive Plan Update Briefings Briefings from city staff regarding Comprehensive Plan update. Topics include: <ul style="list-style-type: none"> Laying the Groundwork – process, public participation, scope, GMA framework, etc. Housing Chapter Economy Chapter 	1 hour per topic	CP&D: 2 hours per topic	October – December	Included in base budget	Informational Briefing	City Staff
4.4 Regional Housing Action Plan Briefing regarding strategies to increase Olympia’s affordable housing units, including existing and possible tools and incentives. Ties into the update of the Housing Chapter of the Comprehensive Plan in 2022	1 hour	CP&D: 1 hour Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
4.5 Priorities, Performance, and Investment (PPI) Cycle Briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission’s role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan.	2 hours	5-7 hours	To be determined	Included in base budget	Advisor to staff and Council	Comprehensive Plan
4.6 Martin Way Corridor Study Briefing on study regarding land use and transportation planning along the Martin Way Corridor; joint effort between Intercity Transit, Lacey, and Thurston County. Among other outcomes, the study will identify specific infrastructure improvements and opportunities for increased connectivity in the area.	2 hours	CP&D: 2 hours Other staff: 2 hours	To be determined	Included in base budget; partial funding from the Federal Surface Transportation Block Grant Program	Informational Briefing	City Staff
4.7 Downtown Strategy Briefing Briefing on implementation of the Downtown Strategy and an update on the Port of Olympia Vision 2050 planning process.	1 hour	CP&D: 2 hours Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
4.8 Legislative Briefing Briefing on the 2021 Legislative session, with an emphasis on the City’s legislative agenda and outcomes with impacts on local government and priority issues for the City.	1 hour	CP&D: 2 hours Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
4.9 Park Projects Briefing on major park projects and the 2022-2028 Parks, Arts, and Recreation Plan.	1 hour	CP&D: 1 hour Other staff: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
4.10 West Side/Mall High Density Focus Area/Node/Development Incentives Briefing on development incentives on the Westside/Capital Mall area. Intended to follow the Commission’s work on Neighborhood Centers	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Informational Briefing	City Staff