



# Meeting Agenda

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
360.570.5847

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Thursday, April 12, 2018

6:00 PM

Council Chambers

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**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**3.A 18-0365 Approval of March 8, 2018 PBIA Meeting Minutes**

**Attachments:** [Minutes](#)

**4. 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 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.*

**5. ANNOUNCEMENTS**

**6. BUSINESS ITEMS**

**6.A 18-0363 Update about ODA's Third Thursday Events and Discussion of 2018 Event Sponsorships**

**6.B 18-0360 Update on Arts Walk 2018**

**Attachments:** [Event website link](#)  
[Event Facebook link](#)

**6.C 18-0337 Clean Up for Arts Walk 2018**

**Attachments:** [clean up work party link](#)

**6.D 18-0361 Downtown Strategy Update**

**Attachments:** [DTS implementation actions](#)  
[Downtown development projects](#)

[Link to Downtown Strategy](#)

**6.E**    [18-0352](#)    Sanitation (Public Restroom) Master Plan Update

**Attachments:**    [Best Practices Chart](#)  
                          [Restroom Locations](#)

**6.F**    [18-0362](#)    Parking Pay-By-Phone and Online Services Update

**Attachments:**    [Parking FAQ](#)  
                          [Parking Flyer](#)

**7.        REPORTS**

**8.        OTHER TOPICS**

**8.A**    [18-0351](#)    Round Table Discussion

**9.        ADJOURNMENT**

**Accommodations**

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

**PBIA Advisory Board**  
**Approval of March 8, 2018 PBIA Meeting**  
**Minutes**

**Agenda Date: 4/12/2018**  
**Agenda Item Number: 3.A**  
**File Number: 18-0365**

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

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**Title**  
Approval of March 8, 2018 PBIA Meeting Minutes

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**Meeting Minutes - Draft**  
**PBIA Advisory Board**

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
360.570.5847

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**Thursday, March 8, 2018**

**6:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Chair Corso called the meeting to order at 6:00 p.m.

**1.A ROLL CALL**

**Present:** 11 - Chair Mary Corso, Boardmember Jeffrey Barrett, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Lindsay Galariada, Boardmember Sandra Hall, Boardmember Kimberly Murillo, Boardmember David Rauh, Boardmember Nathan Rocker, Boardmember Danielle Ruse and Boardmember Jeffrey Trinin

**Absent:** 1 - Boardmember Connie Phegley

**OTHERS PRESENT**

City of Olympia Staff:

Community Planning and Development Economic Development Director Mike Reid  
Community Planning and Development Downtown Programs Manager Amy Buckler  
Parks Department Program Specialist Luke Burns  
Councilmember Lisa Parshley  
Downtown Ambassador Teal Russell

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** 18-0242 Approval of February 8, 2018 PBIA Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS**

Ms. Buckler announced the reorganization of the structure of the City of Olympia's Community Planning and Development department.

Boardmember Trinin announced the Olympia Downtown Alliance has settled on a cadence for their monthly activity. It will be held on the third Thursday of each month. Specific activities are yet to be determined.

## 6. BUSINESS ITEMS

### 6.A 18-0235 Briefing about Mud Bay LLC

**The report was postponed.**

### 6.B 18-0236 Discuss 2018 Event Sponsorships

Bridge Music Project Executive Director Bobbi Williams provided an overview of the program. The Board proceeded to discuss event sponsorships for 2018.

**Chair Corso moved, seconded by Boardmember Dean, to sponsor the Bridge Program for \$2,000 in 2018. The motion passed unanimously.**

**Chair Corso moved, seconded by Boardmember Dean, to transfer \$3,000 from the PBI contingency account into the PBI event sponsorship account. The motion passed unanimously.**

### 6.C 18-0237 Discussion of Welcome Wagon Effort

The Board discussed the Welcome Wagon effort. Staff will return with a recommendation for next steps.

**The discussion was completed.**

### 6.D 18-0238 Discussion of Cigarette Butt Containers

The Board discussed using a new style of cigarette butt collector.

**Chair Corso moved, seconded by Boardmember Rauh, to guide staff to conduct a pilot project to test new cigarette butt collectors. The motion passed unanimously.**

### 6.E 18-0239 Discussion of Quarterly Survey

The Board discussed launching a short survey to PBI ratepayers.

**Boardmember Ruse moved, seconded by Chair Corso, to guide staff to launch a short survey for ratepayers in March. The motion passed unanimously.**

## 7. REPORTS - None

## 8. OTHER TOPICS

**8.A**     18-0240     Round Table Discussion

Ms. Russell provided the latest Downtown Ambassador and Clean Team data.

The Board discussed parking in the downtown area. Ms. Buckler provided information on various parking changes that will be implemented in April. Among other improvements, pay-by-phone parking will be available.

The Board discussed the Port of Olympia becoming a port of call for a new 175-passenger cruise ship.

The Board discussed placing signage to help prevent people from going the wrong way on 4th Avenue. Ms. Buckler informed the Board this request would go through the City's Public Works department.

Chair Corso spoke with the Olympia Downtown Alliance about managing the process for addressing broken windows.

Boardmember Ruse provided an update on the Olympia Downtown Alliance. They will be interviewing candidates for the new position next week. Any boardmembers interested in being a part of the Olympia Downtown Alliance committee tasked with fine-tuning the combined marketing plan should contact Boardmember Ruse. There will also be a group session that all boardmembers are welcome to attend.

Boardmember Murillo presented questions regarding impacts from the Providence Community Care Center. Ms. Buckler discussed current City resources addressing these concerns, as well as additional City resources to be available in the future. In addition, Providence is in the process of looking at the possibility of hiring security for this site.

**The discussion was completed.**

**9.     ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

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## PBIA Advisory Board

### Update about ODA's Third Thursday Events and Discussion of 2018 Event Sponsorships

**Agenda Date:** 4/12/2018  
**Agenda Item Number:** 6.A  
**File Number:** 18-0363

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

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**Title**

Update about ODA's Third Thursday Events and Discussion of 2018 Event Sponsorships

**Recommended Action**

Move to approve the proposed 2018 event sponsorships

**Report**

**Issue:**

Receive an update about the Olympia Downtown Alliance's (ODA's) Third Thursday events, and finalize allocations for 2018 event sponsorships

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.570.5847

**Presenter(s):**

Todd Cutts, Executive Director, Olympia Downtown Alliance  
Chair Danielle Ruse

**Background and Analysis:**

At the March meeting, the Board discussed 2018 event sponsorships. The Board expressed an interest in sponsoring the Olympia Downtown Alliance's (ODA's) Third Thursday events, and asked for more information. ODA Executive Director Todd Cutts will be present to provide an overview.

Last month, the Board moved \$3,000 from its contingency fund into the event sponsorship fund, resulting in a total of \$4,500 to be used for event sponsorships in 2018. The Board already voted to allocate \$2,000 to the Bridge Summer Concert Series. The following proposal represents what the Board has discussed interest in sponsoring this year:

Proposed 2018 Event Sponsorships

Event	Amount	Notes
Bridge Summer Concert Series	\$2,000	Allocated 3/8/18
Pride Parade	500	

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

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Downtown Halloween	500	
ODA's Third Thursday	1,500	
<b>TOTAL</b>	<b>\$4,500</b>	

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Following an update from Todd Cutts,

1. Move to approve the proposed 2018 event sponsorships (see table above)
2. Do not vote on 2018 event sponsorships at this time

**Financial Impact:**

The PBIA has allocated \$4,500 for event sponsorships in 2018

**Attachments:**

N/A



**PBIA Advisory Board**  
**Update on Arts Walk 2018**

**Agenda Date: 4/12/2018**  
**Agenda Item Number: 6.B**  
**File Number: 18-0360**

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

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**Title**

Update on Arts Walk 2018

**Recommended Action**

N/A - discussion only

**Report**

**Issue:**

Report from City Staff regarding 2018 Spring Arts Walk

**Staff Contact:**

Angel Nava, Program Specialist, Parks Arts & Recreation, 360.753.8384

**Presenter(s):**

Angel Nava

**Background and Analysis:**

Olympia Arts Walk is a semi-annual community event celebrating the arts. Thousands gather in downtown Olympia in both the spring and fall for a festive arts experience that uses creativity to connect and engage people. In the spring Arts Walk partners with Earthbound Productions who organize Procession of the Species and the Luminary Procession taking place on the Friday & Saturday of Arts Walk.

Spring Arts Walk takes place Friday, April 27 (5-10 p.m.) & Saturday, April 28 (Noon-8 p.m)

**Neighborhood/Community Interests (if known):**

Many of our unique downtown businesses and organizations participate, and tens of thousands of community members attend each year. The upcoming event has 92 participating locations and 196 artists, arts groups, or scheduled activities including performances and arts demonstrations.

**Options:**

Receive the report

**Financial Impact:**

The 2018 annual budget for Arts Walk is \$19,600.

**Attachments:**

Event Website Link <<http://olympiawa.gov/city-services/parks/artswalk.aspx>> Facebook Event Link  
(with promo video) <<https://www.facebook.com/events/2122738824623490/>>

# Olympia Arts Walk



## About Arts Walk

Olympia Arts Walk is a semi-annual community event celebrating the arts. Thousands gather in downtown Olympia in both the Spring and Fall for a festive arts experience that uses creativity to connect and engage people from all walks of life.

Whether you're looking for a rich arts tradition to share with family and friends or innovative experiences that will engage your mind, body and soul, Olympia Arts Walk has something for you. Many of our unique downtown businesses and organizations transform their spaces into creative hubs filled with art, demonstrations, and performances. In the streets and sidewalks you will find pop up performances and places to connect around almost every corner.

Spring Arts Walk includes the incredible Procession of the Species produced by Earthbound Productions.

## Event Dates & Times

### Spring Arts Walk

- Friday, April 27 (5-10 p.m.) & Saturday, April 28 (Noon-8 p.m.)

### Fall Arts Walk

- Friday, October 5 (5-10 p.m.) & Saturday, October 6 (Noon-5 p.m.)

 [Event Map & Information \(Available 2 weeks prior\)](#)

 [Registration Information & Application](#)

 Cover Artist Search

## Important Dates for Participants

- Spring Early Bird Registration Deadline: January 15
- Spring Final Registration Deadline: January 31
- Fall Early Bird Registration Deadline: July 1
- Fall Final Registration Deadline: July 15
- Cover Artist Application Deadline (to be considered for the following year): November 1

\*Applications available online approximately 6 weeks before their corresponding deadline.

## Special Thanks

Olympia Arts Walk is presented by City of Olympia Arts Commission, the Parks, Arts & Recreation Department, with support from local businesses, event sponsors, community partners, and all who make this event possible

A very special thank you to our major sponsors:



**Heritage**  
BANK

**OLY ARTS**

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### Events

Events

Calendar

Birthdays

Discover

Spring Arts Walk 2018

Past

Create Event



## Spring Arts Walk 2018

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Interested

Invite

2 Dates · Apr 27 - Apr 28 · PDT

APR 27 Fri 5:00 PM

APR 28 Sat 12:00 PM

Downtown Olympia

About

Discussion

663 Interested

Share this event with your friends

Invite

### Details

Spring Arts Walk is Friday, April 27 (5-10p) and Saturday, April 28 (Noon-8p). Hit the streets with over 10,000 of your closest friends to celebrate the arts in downtown Olympia!

With over 300 artists and activities, Arts Walk has got something for everyone: fine art, live music, dance, impromptu street performances - pretty much everything you can imagine, and even some you can't.

Map/event listing available April 14 at [olympiawa.gov/artswalk](http://olympiawa.gov/artswalk)

Spring Arts Walk also includes the incredible Procession of the Species produced by Earthbound Productions.

- Luminary Procession - Friday April 27 - 9:30 pm
- Procession of the Species - Saturday April 28 - 4:30 pm

More info at: <http://www.procession.org/>

### Upcoming Dates

APR 27 Fri 5:00 PM - 10:00 PM  
14 people going

Interested

APR 28 Sat 12:00 PM - 8:00 PM  
16 people going

Interested

English  
França

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**About City of Olympia - Government**



**City of Olympia - Government**

City · Olympia, Washington

Olympia, as Washington's State Capitol, has a rich history, breathtaking scenery, amazing attractions, a top-notch school system and friends around the globe.





**PBIA Advisory Board**  
**Clean Up for Arts Walk 2018**

**Agenda Date: 4/12/2018**  
**Agenda Item Number: 6.C**  
**File Number: 18-0337**

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

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**Title**

Clean Up for Arts Walk 2018

**Recommended Action**

Move to direct \$1,500 allocated toward a downtown cleanup effort to the Clean Team led volunteer effort for Spring Arts Walk.

**Report**

**Issue:**

Whether to support the Clean Team led volunteer clean-up effort for Spring Arts Walk.

**Staff Contact:**

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798

**Presenter(s):**

Mark Rentfrow

**Background and Analysis:**

Historically, a downtown cleanup led by the Olympia Downtown Alliance (ODA) has taken place semi-annually the weekend before Arts Walk. This year ODA, has chosen not to move forward with a spring cleanup. Olympia's Downtown Liaison has arranged and will manage a focused downtown volunteer community cleanup to take place the morning of Friday April 27<sup>th</sup>. The PBIA is asked to help fund this clean-up effort in the amount of \$1,500.

**Neighborhood/Community Interests (if known):**

Many of our unique downtown businesses and organizations transform their spaces into creative hubs filled with art, demonstrations, and performances. In the streets and sidewalks you will find pop up performances and places to connect around almost every corner. Spring Arts Walk includes the incredible Procession of the Species. The spring cleanup effort affords opportunities for members of the community to earn credits toward volunteer hours and contribute to the beautification of downtown as part of the Arts Walk celebration

**Options:**

1. Move to direct \$1,500 allocated toward a downtown cleanup effort to the Clean Team led volunteer effort for Spring Arts Walk.

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

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2. Move to direct a different amount of funds to the spring clean-up effort.
3. Move to not direct funds for this effort.

**Financial Impact:**

PBIA has allotted 3K from their annual budget for Downtown clean-ups, which may correspond to the semiannual Arts Walk.

**Attachments:**

Downtown Clean Up Volunteer Work Party Link

<<http://www.calendarwiz.com/calendars/popup.php?op=view&id=121876085&crd=olympiawa>>

# Downtown Clean Up Volunteer Work Party

Fri, Apr 27, 2018 9:00am - 11:30am | US/Pacific

**Location:** SS TJ Potter Alley

**Category:** Community Events

## Description

### Downtown Clean Up - Friday, April 27 - 9:00am-11:30am

The Stewardship staff is partnering with the Downtown Ambassadors and Clean Team for a litter pick up party! This pre-Arts Walk work party will focus on picking up trash and litter on our downtown streets and alleys. Tools and gloves will be provided. Meet at the entrance to SS TJ Potter Alley located between Hot Toddy and Popinjay on Capitol Way S. The approximate address of the alley is 412 Capitol Way S. Dress for weather and comfortable walking shoes recommended.



**Location Details**  
**SS TJ Potter Alley**  
412 Capitol Way S  
Olympia WA 98501

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**PBIA Advisory Board**  
**Downtown Strategy Update**

**Agenda Date: 4/12/2018**  
**Agenda Item Number: 6.D**  
**File Number: 18-0361**

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

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**Title**

Downtown Strategy Update

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Update on the Downtown Strategy.

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.570.5847

**Presenter(s):**

Amy Buckler

**Background and Analysis:**

The City Council adopted the Downtown Strategy (DTS) in April of 2017. The DTS includes a framework for character area districts and a five-year plan of action for moving our downtown vision forward. Implementation is underway.

Attached is a list of DTS implementation items which are underway this year or have been completed. Staff will present some highlights and a handout oriented for public outreach at the meeting.

The DTS recognizes that most change we see in downtown will happen through private investment and that the City's role is to set the stage so private investment can occur in line with community goals. Attached is a link to a map of private projects in the downtown that have been recently completed or are underway.

**Neighborhood/Community Interests (if known):**

Nearly 3,500 people participated in forming the Downtown Strategy.

**Options:**

Discussion only.

**Financial Impact:**

Attachment 1 lists over \$8.3 million dollars of public investment in the downtown since 2017. Attachment 2 lists projects underway or complete that total over \$100m of public and private investment within the last 3 years (which includes \$44m for the State's 1063 project.)

**Attachments:**

Downtown Strategy Implementation Items

Downtown Development Projects

[Link to Downtown Strategy](#)

## 2018 Downtown Strategy Implementation

With a theme of *Connecting People, Places and Spaces*, the Downtown Strategy was adopted in April 2017. Nearly 3,500 community members participated to form character area districts and a 5-year plan of action for moving our downtown vision forward. Implementation is underway.

✓ denotes completed actions. (Note: Not all actions are listed)

### Key Partnerships Address Major Challenges:

**Hire a new Homeless Coordinator:** Through a City and Faith Community Partnership, Evergreen Christian Community will help to fund a new City Homeless Response Coordinator. This position will play a lead role in developing and implementing a homeless response plan, developing a day or warming center, and various business and community outreach and coordination (HS.1) (\$100,000/year)

**Sea Level Rise Response Plan.** The City, Port and LOTT Clean Water Alliance are engaging the public to develop a Sea Level Rise Response Plan, including proposed adaptation strategies, preliminary costs and an implementation timeline – a draft will be ready mid-2018. (LU.1) (\$250,000)

### Provide a Clean, Safe & Welcoming Downtown

**Ambassador and Clean Team program:** This popular hospitality and cleanliness program is now part of the City's regular service delivery. The program is being strengthened by greater access to resources, upgraded tools, coordination with other City departments, and outcome measurement. (R.1.C) (\$466,829 in 2018)

**Fund a Full-time Walking Patrol:** A public safety levy passed in Nov 2017, which will result in 2 additional full-time night walking patrol officers (for a total of 4) in 2018. The City aims to bring the total to 6 officers and 1 sergeant by the end of 2019. (R.1.A) (\$812,000 annually)

**Shared Trash Compactors:** A pilot project in the core was a success; businesses were pleased, and we reduced unsightly cans in the alley and the frequency of truck trips. A second compactor will be located along State Ave between Washington and Franklin this spring. (R.1.F) (\$207,000 in 2018)

**Sanitation Master Plan:** A Portland Loo with 24/7 access for all downtown users was installed at the Artesian Commons in 2017. A master plan with recommendations for future restrooms and identifying best practices for locating, designing and operating these is being drafted. (R.1.D) (\$50,000 for the plan; \$308,000 for Artesian Loo facility plus permits & construction; about \$90,000 operation costs annually)

**Safety and Nighttime Lighting:** The City of Olympia is partnering with the Olympia Downtown Alliance to assess and offer funding for downtown safety projects that make downtown safer and more welcoming for all. Federal CDBG funds totaling \$71,000 are available for eligible projects, including exterior paint, alley entrance gates, surveillance cameras and other physical improvements. (T.8)

**Aid Unit O1 Opened:** With help from a \$1.3m federal SAFER grant, the Fire Department opened a new first responder unit to address a growing number of calls for service in downtown. This allows other fire resources and response times to also remain focused on city wide needs. (R.1.C)

### Enhance Public Spaces & Downtown's Unique Character

✓ **Historic Architecture Inventory:** A survey of 75 downtown blocks explored the visual and historic significance of buildings over 45 years old. This will inform potential expansion of the historic district boundary, along with other policy and planning matters. (D.3) (\$20,000 in 2017)

✓ **Street Tree Maintenance Manual:** An internal document to guide Parks' management of street trees in downtown and on 10 major corridors. (T.7) (\$15,000 in 2017)

**Design Guidelines Update:** This effort will streamline downtown design guidelines into one chapter, promote character areas, quality urban mixed-use character architecture and site designs. A public open house is tentatively scheduled for April 19. (D.1) (\$50,000 in 2017)

**Art, Culture, Heritage Plan (ARCH):** Recommendations for how Olympia can best support and catalyze arts, cultures and heritage program, including in the downtown. A draft plan will be presented to City Council later this year. (R.4.E) (Cost TBD)

**Interim Isthmus Improvements:** The City will restore this area for public access and enjoyment. Construction begins this spring and should be completed by summer. (LU.2) (\$500,000)

### Set the Stage for a Mixed Income Neighborhood

**Missing Middle:** Consideration of citywide zoning changes to allow for more middle size, mid-cost housing options in residential neighborhoods – for downtown this is especially important in the Southeast neighborhood district. A Planning Commission public hearing is scheduled for March 19. (H.3) (Included in base CPD budget)

**Avalon Project:** Public-private partnership to replace a blighted building on 4<sup>th</sup> Ave with 30 apartments (½ affordable to households making 80% or less median income) and a co-working space managed by the Economic Development Council. (H.8) (\$300,000 for purchase of former Griswolds property)

### Foster Multi-Modal Transportation Choices

**Design of Franklin Street & Legion Way.** 10% design and outreach to stakeholders is underway. 2019 is the target for starting construction on one or both streets. (T.1.A) \$4.5m)

**Develop a Transportation Master Plan:** The major emphasis in 2018 will be analyzing the current transportation system and beginning to identify and prioritize future projects. Multi-modal connections to and within downtown will be considered. (T.5) (\$300,000 in 2017)

**Downtown Parking Strategy:** The aim is to make short and long-term parking more convenient for all downtown users. Phase 1 was approved in late 2017; this includes Parking Pay by Phone which launches in April. The full strategy will go before Council for adoption in 2018 (T.6) (\$77,000 in 2017)

### Support a Vibrant Business Environment & Encourage Private Investment

✓ **Established Downtown Urban Infill Area:** By putting needed regulations upfront in the development code, the City was able to reduce duplicative environmental review and permit costs and time for residential, mixed use, and smaller commercial projects. (DI.2) (Included in base CPD budget)



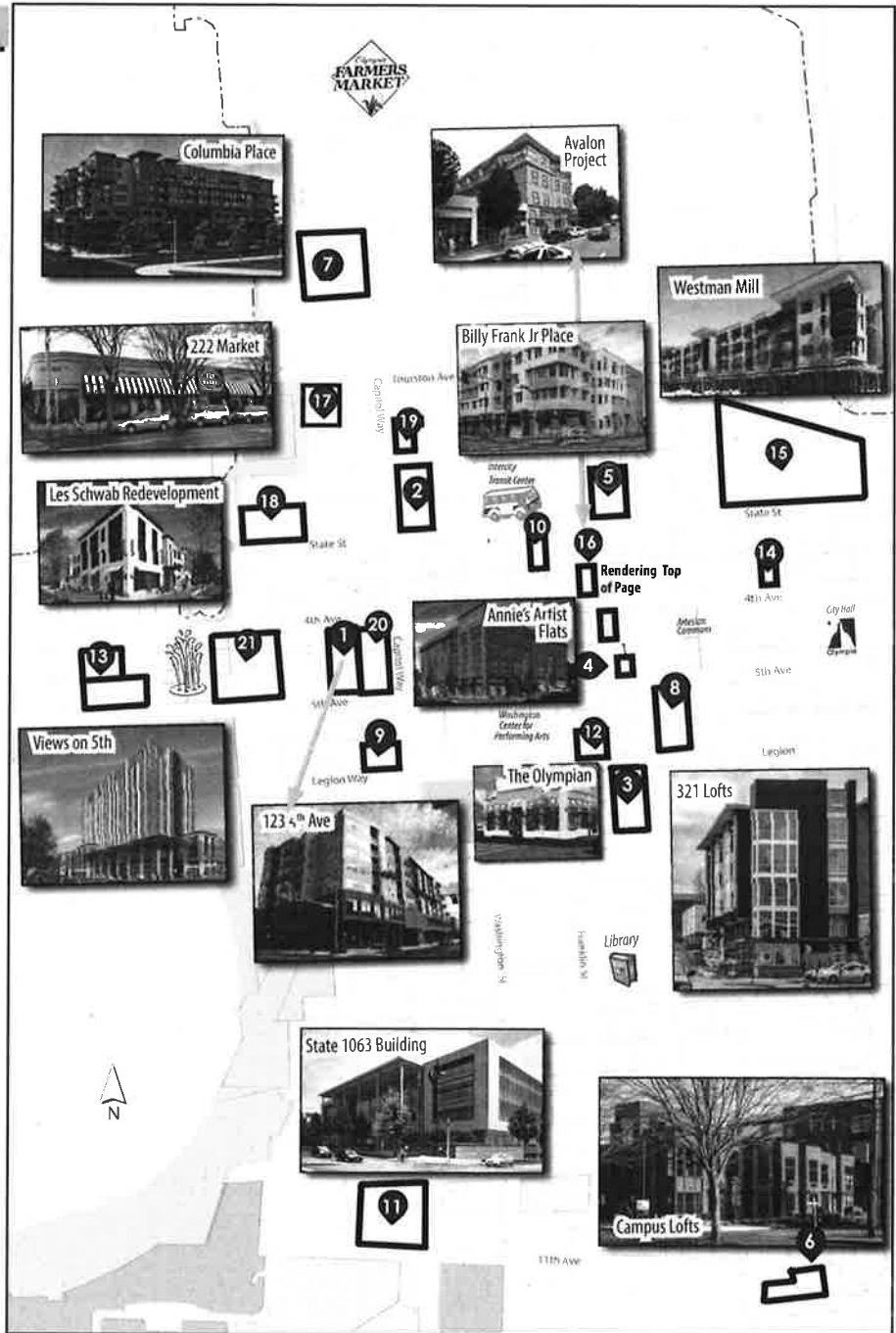
**Retail Strategy:** Several actions are underway, such as a PBIA/ODA joint effort to market positive messages about downtown (\$23,000); updating the downtown sign code (\$35,000 in 2017), and working with partners to connect businesses to a myriad of regional business support services. (R1-4)

**Private Development:** See our Downtown Development Map for projects in the pipeline.

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## Underway/Completed

1. **123 4th Ave:** 138 new apartment units with 7,000 sq ft of ground floor retail. Currently leasing.
2. **222 Market:** A Euro-style local artisan market, that includes a distillery, creperie, oyster bar, florist & commercial/rental kitchen and market.
3. **321 Lofts:** 36 apartments (two two-bedroom apartments; four studio apartments; and seven one-bedroom apartments on each floor. Currently leasing.
4. **Annie's Artist Flats:** Rehab of existing Montgomery Ward building into an artists' space with 11 studios, open gallery space, 18 residential units with common areas. A new building with 48 mid-level rent units will replace the surface parking lot on 5th. Expected opening in 2018.
5. **Billy Frank Jr Place:** 43 affordable housing units for homeless veterans and young adults, and the disabled. Opened June 2017.
6. **Campus Lofts:** 43 units that include both apartment and town-home options located close to the Capital Campus. Currently leasing.
7. **Columbia Place:** 7 story mixed use building approximately 300,000 sq. ft. Includes street level retail, office, 115 residential units and parking.
8. **Legion Square Remodel:** Conversion of ground floor offices into retail space, with an awning and other pedestrian improvements along the Adams Street frontage.
9. **Mud Bay:** New location for Downtown Corporate Headquarters.
10. **Providence Community Care Center:** Several agencies under one roof to serve people who need treatment for mental illness, health conditions, drug abuse and personal trauma. Helping people in need and working to reduce the number of mentally ill people who end up on streets, homeless shelters, jails and emergency rooms.
11. **State's 1063 Building:** 5-story state office building at 11th and Capitol.
12. **The Olympian:** The 6800 sq ft building at 522 Franklin St is being re-purposed for commercial use.
13. **Views on 5th:** Conversion of existing 9-story structure into mixed use with apartments, amenities and a restaurant/café. Demolition of existing 1-story structure for a new 3-story building with apartments and structured parking. Overall would have 140 residential units and structured parking.
14. **Well 80 Brewing Company:** Redevelopment of the former Olympia Fireplace Warehouse (destroyed by fire in 2011) into a 6000 sq. ft. brewery café.
15. **Westman Mill:** A 5-story mixed use with 74 apartment and 12 town-home units, 8,500 sq feet of retail and a public walkway.



## Potential

16. **The Avalon Project:** The City has entered into a purchase and sales agreement with Big Rock Capital Partners for the sale of the former Griswold property. Future development to include entrepreneurial space on the ground floor, in partnership with TESC and EDC.
17. **Condominium at Columbia:** A 7-story building with five stories including 28 units over two stories of parking.
18. **Dockside Flats:** A 3-story mixed use with 44 apartment units over 8,100 square feet of retail, including an outdoor restaurant on the water.
19. **Market Flats:** Mixed Use redevelopment to include office/residential entry on the ground floor with 5 stories of apartments above and two levels of covered interior parking.
20. **Olympia Federal Savings Block Redevelopment:** Future block redevelopment of former Schoenfeld site.
21. **Water St Redevelopment Project:** The City's preferred partner, Urban Olympia, is preparing a potential plan for redevelopment of this area.

## Sites Not Yet Determined

**Thurston County Courthouse:** Thurston County is exploring options for a new court complex, including possible Downtown location.

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# Olympia's Downtown Strategy



## What is the Downtown Strategy?

The Downtown Strategy (DTS) will help to make the community's vision and goals for Downtown a reality. Our vision is for Downtown to be a more vibrant and attractive place to live, work and play.

Based on an extensive public process, the Strategy also:

- Identifies community priorities
- Outlines realistic and impactful actions for the next five years
- Guides budgets and work plans
- Builds community partnerships
- Helps us market Downtown

 [Downtown Strategy Summary](#)

 [DTS Implementation Timeline](#)

## Downtown Strategy Chapters

 [Land Use](#)

 [Development Incentives](#)

 [Design](#)

 Transportation

 Homelessness in Downtown

 Housing

 Retail Business, Community & Economic Development

[View Appendices](#)

## A. Summary Reports

- [1. Public Participation Timeline](#)
- [2. Step 1 Report](#)
- [3. Step 2 Report](#)
- [4. Step 3 Report](#)
- [5. DTS Relationship to Other Plans](#)

## C. Development Initiatives

- [1. Tool Box](#)
- [2. SEPA Memo](#)
- [3. Impact Fee Memo](#)
- [4. Utility Hook-up Memo](#)

## E. Transportation

- [1. Palette of Streetscape Improvements](#)

## B. Economic & Retail Reports

- [1. Market Study](#)
- [2. Feasibility Analysis](#)
- [3. Retail Forum Report](#)

## D. Design

- [1. Preliminary Scope for Design Guideline Update](#)
- [2. View Analysis Background](#)
- [3. View Analysis Support Graphics](#)

## F. Housing

- [1. Housing Affordability Memo](#)

## Questions?

Contact Amy Buckler, Senior Planner at 360.570.5847 or [dts@ci.olympia.wa.us](mailto:dts@ci.olympia.wa.us)

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## PBIA Advisory Board

### Sanitation (Public Restroom) Master Plan Update

**Agenda Date:** 4/12/2018  
**Agenda Item Number:** 6.E  
**File Number:** 18-0352

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

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**Title**

Sanitation (Public Restroom) Master Plan Update

**Recommended Action**

N/A - Discussion only

**Report**

**Issue:**

Whether to receive an update on the work completed to date on a Downtown Sanitation (downtown restrooms) Master Plan and the public restroom pilot project.

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.570.5847

**Presenter(s):**

Amy Buckler

**Background and Analysis:**

Olympia's Downtown Strategy calls for the City to locate public restrooms downtown as one of its clean and safe efforts, with the assumption this action would help to reduce the impact of human waste in public spaces. Accordingly, in 2017 the City hired Young Architecture (consultants with experience siting restrooms in other communities) to help develop a master plan to identify best practices, needs, locations, timing and costs for potential future downtown restrooms. The City Council directed that the plan should consider restrooms for all, and specifically for people who are street dependent as well as visitors. Also in 2017, the City embarked on a pilot project to test the viability of 24-hour public restrooms in five locations.

Staff's presentation will cover:

- The Master Plan process so far,
- Results of research into existing conditions and needs,
- Best practices for siting, operating and designing public restrooms,
- Results from the pilot projects, including available data, and
- Next steps

Attached is a list of best practices for siting, operating and designing restrooms, derived from other cities and Olympia's experience. Public restrooms are commonly susceptible to abuse, and these best practices are intended to curb or mitigate negative behaviors so that clean, safe restrooms can be maintained for all. The attachment highlights where best practices were employed in each of the five pilot projects; during the briefing staff will provide more information about these practices and how employing them or not employing them has affected conditions in each of the pilots.

Conditions in Olympia/Franklin Lot and Percival West

When compared to the best practices, we found these restrooms are located in less active places, and they are not sufficiently designed for 24-hour permanent use. Regularly recorded misuse of these restrooms presents unsafe conditions for our community, including:

- Drug dealing and drug using
- Prostitution
- Graffiti
- Vandalism
- Unsanitary conditions occurring on an almost daily/nightly basis despite a cleaning schedule (trash, biohazard deposits - vomit, feces, spit, blood)

In February, staff presented this information to the Council's Land Use & Environment Committee; accordingly, the Committee recommended to City Council that the City remove the portable restroom located in the Olympia/Franklin lot, and return the Percival West restroom to its normal operating schedule (completely closed in the winter, open the rest of the year from dawn to dusk.)

**Neighborhood/Community Interests (if known):**

From business surveys, public outreach events at Sylvester Park, the Farmer's Market and an open house at City Hall, staff and consultants heard interest in providing public restrooms in order to serve people who are street dependent, as well as visitors, and as a possible means of reducing human waste in public spaces. We also heard that providing restrooms is an economic development issue, as it supports the needs of downtown businesses.

**Options:**

Receive the briefing

**Financial Impact:**

Under current conditions, the annual cost of continuing to operate and maintain the:

- Olympia/Franklin portable restroom is \$29,100
- Percival West restroom is \$80,600

**Attachments:**

Best Practices Chart  
Pilot Project Map



# Siting Public Restrooms Downtown

Draft, v Feb 1 2018

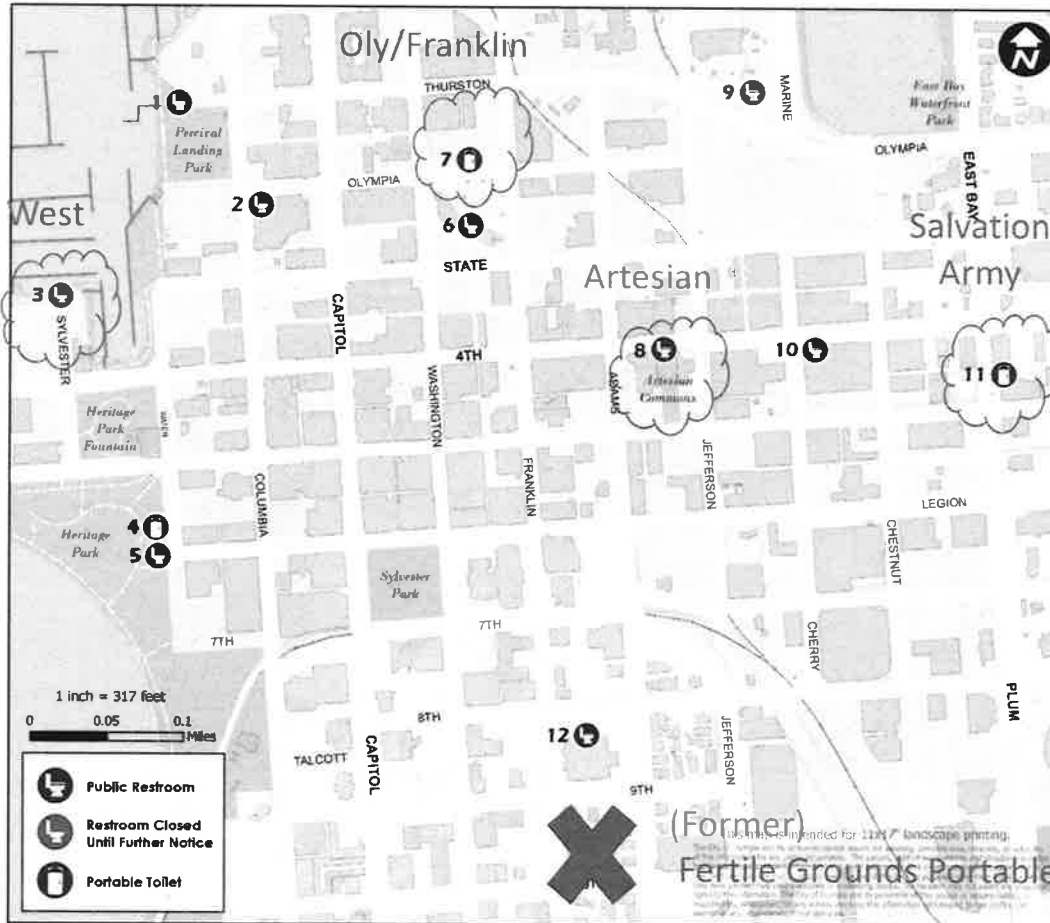
Legend	Pilots					Future Locations of Interest				
	Fertile Grounds (closed Fall '17)	Olympia Franklin	Salvation Army	Percival West	Artesian Commons	Welcome Center	Heritage Park Fountain	Pedestrian Corridors (Capitol Way / 4th Ave)	Salvation Army	Sylvester Park
<b>Best Practices</b> ✓ Best Practice -- Satisfactory (empty) Poor or not present										
<b>Location:</b>										
1 Vicinity is highly activated (pedestrians, café, storefront shops)			--		✓					
2 Specific location is visible (eyes on the street, see and be seen)		✓	--		✓					
3 Adjacent to Pedestrian, bike, transit, vehicle corridors			✓		✓					
4 Access to utilities	✓	✓	✓	✓	✓					
5 Neighboring establishment as potential partner	--		✓		✓					
<b>Operations:</b>										
6 Attendant is present (or staff onsite)					--					
7 Frequent cleaning	--	--	--	--	✓					
8 Maintenance plan (contract)					✓					
9 Security (contract)										
10 Consistent hours	✓	✓	✓		✓					
<b>Facility Design:</b>										
11 Clear and direct path to the facility		✓	--	✓	✓					
12 Good lighting		--		✓	✓					
13 Security cameras				✓	✓					
14 Lower legs of occupants are visible, you can hear their voices					✓					
15 Sized for single occupant only	✓	✓	✓	✓	✓					
16 Surfaces allow easy cleaning and graffiti removal					✓					
17 Effective Needle disposal system				--	✓					
18 Locks (allow for authorized/ emergency access)				✓	✓					
19 Handwashing stations (sinks outside, sanitizer inside)					✓					
20 All gender	✓	✓	✓	✓	✓					
21 Accessible	✓	✓	✓	✓	✓					
22 Directional signage & wayfinding										

### Other Important Considerations:

- **How might the project impact Downtown Strategy priorities?** (Foster a clean, safe & welcoming downtown for all; Enhance downtown's unique character & qualities; Set the stage for a mixed income neighborhood; Create multi-modal transportation choices; Support a vibrant business environment; Encourage private investment)
- **What is the level of stakeholder support?** (potential partners; neighboring establishments; downtown businesses and agencies; general public)
- **Do we have capacity to properly operate and maintain this restroom over the long-term?**
- **Are City departments involved in siting, operating and responding to potential incidents at this location well coordinated?** (Community Planning & Development, Parks, Public Works, Police, Fire)

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Percival West



## DOWNTOWN PUBLIC RESTROOMS

- 1 - Percival Landing Harbor House  
217 Thurston Ave NW  
M-Sa 8am-9pm & Su 9am-5pm
- 2 - Olympia Center  
222 Columbia St NW  
M-F 8am-10pm & Sa 8am-5pm
- 3 - Percival Landing West  
126 Sylvester St NW  
Closed Until Further Notice
- 4 - Heritage Park | State Facility  
Water Street & Legion Way  
M-Su 9pm-7am (Apr 1 - Jun 30)
- 5 - Heritage Park | State Facility  
Water Street & Legion Way  
M-Su 7am-9pm (Apr 1-Oct 31)  
& M-Su 7am-7pm (Nov 1-Mar 31)
- 6 - Intercity Transit  
222 State Ave NE  
M-F 6:30am-7pm & Sa-Su 9am-7pm
- 7 - Olympia Ave  
200 Olympia Ave NE  
M-Su All Hours
- 8 - Artesian Commons  
415 4th Ave E  
M-Su All Hours
- 9 - LOTT Eastbay Plaza  
325 Marine Dr NE  
M-Su 10am-6pm (Starting Apr 1)
- 10 - City Hall  
601 4th Ave E  
M-F 8am-5pm
- 11 - Salvation Army  
808 5th Ave SE  
M-Su All Hours
- 12 - Olympia Timberland Library  
313 8th Ave SE  
M-T 11am-8pm, W-Th 11am-7pm  
F 10am-6pm, Sa 10am-5pm



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## PBIA Advisory Board

### Parking Pay-By-Phone and Online Services Update

**Agenda Date:** 4/12/2018  
**Agenda Item Number:** 6.F  
**File Number:** 18-0362

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

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**Title**

Parking Pay-By-Phone and Online Services Update

**Recommended Action**

N/A - Discussion only

**Report**

**Issue:**

Receive the report about the new downtown parking pay-by-phone and online services options.

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.570.5847

**Presenter(s):**

Amy Buckler

**Background and Analysis:**

Parking is getting an upgrade effective Wednesday, April 18, 2018. However, a phased in approach will occur with some services, like leased lot permits. This attached fact sheet outlines what is happening and when.

**Neighborhood/Community Interests (if known):**

Parking ranked as a high priority for downtown businesses and customers during the Downtown Strategy process.

**Options:**

Receive the report.

**Financial Impact:**

Costs for the upgrades are covered by the Parking Enterprise Fund.

**Attachments:**

Parking FAQ

Parking Flyer



# Parking is Getting an Upgrade

[olympiawa.gov/parking](http://olympiawa.gov/parking)

## FAQ

**Parking is getting an upgrade effective Wednesday, April 18, 2018.** However, a phased in approach will occur with some services, like leased lot permits, to ensure a streamlined experience for customers. This fact sheet outlines what's happening and when.

**Why a new system?** The current software is outdated. The new system is compatible with smartphones and provides real time updates for parking staff from both online customers and office staff, making the parking experience seamless for the customer. Additionally, the new system provides many new and enhanced online features.

**What are the new enhanced online services?** Citizens will be able to do the following online:

- **Apply for a 9-hour permit.** This service will have real time updates to field staff. Get or renew a 9-hour permit online and then immediately park at any 9-hour meter, worry free.
- **Apply for a Residential Parking Permit.** From the convenience of home, citizens can supply all the necessary documentation and get approval from city staff for a permit. We will send you an email with any additional steps or paperwork you may need. Once approved, your license plate will be in our system. You can also request a visitor's pass online once in the program.
- **Request an appeal for a parking ticket.** Customers will still need to appear in court; however, they can request an appeal online. Saving the hassle of finding a stamp or a special trip.
- **Enhanced online pay option.** In addition to paying a ticket, customers can now view and print their ticket history. Once you set up an account, you can also view other related parking information, permits, etc.

**What other services are coming?**

- **In May — Pay-by-Phone:** A new service where customers pay for parking using their smart phones called Pay-by-Phone is being phased in over several weeks. Check out our webpage in mid-March for more information.



- **In December — Online Leased Lot Permits:** Because permit sales start in December, and to prevent two systems being utilized at the same time, leased lot parking permits will transition to online with 2019 permit sales.



When existing equipment like the handheld (pic above) breaks, we are often unable to have repairs done, nor can the existing system be upgraded. Currently there is a 24-hour delay before information is available for staff in the field to view.



**Can I still pay my ticket and purchase permits in person? Yes.**

- **Request permits at City Hall** - Customer Service Center at 601 4th Avenue E, from 8:00 am to 4:30 pm, Monday – Friday except on City recognized holidays.
- **Request an appeal or pay a ticket at the Justice Center** - 900 Plum Street SE, from 8:00 am to 4:00 pm, Monday – Friday except on City recognized holidays.

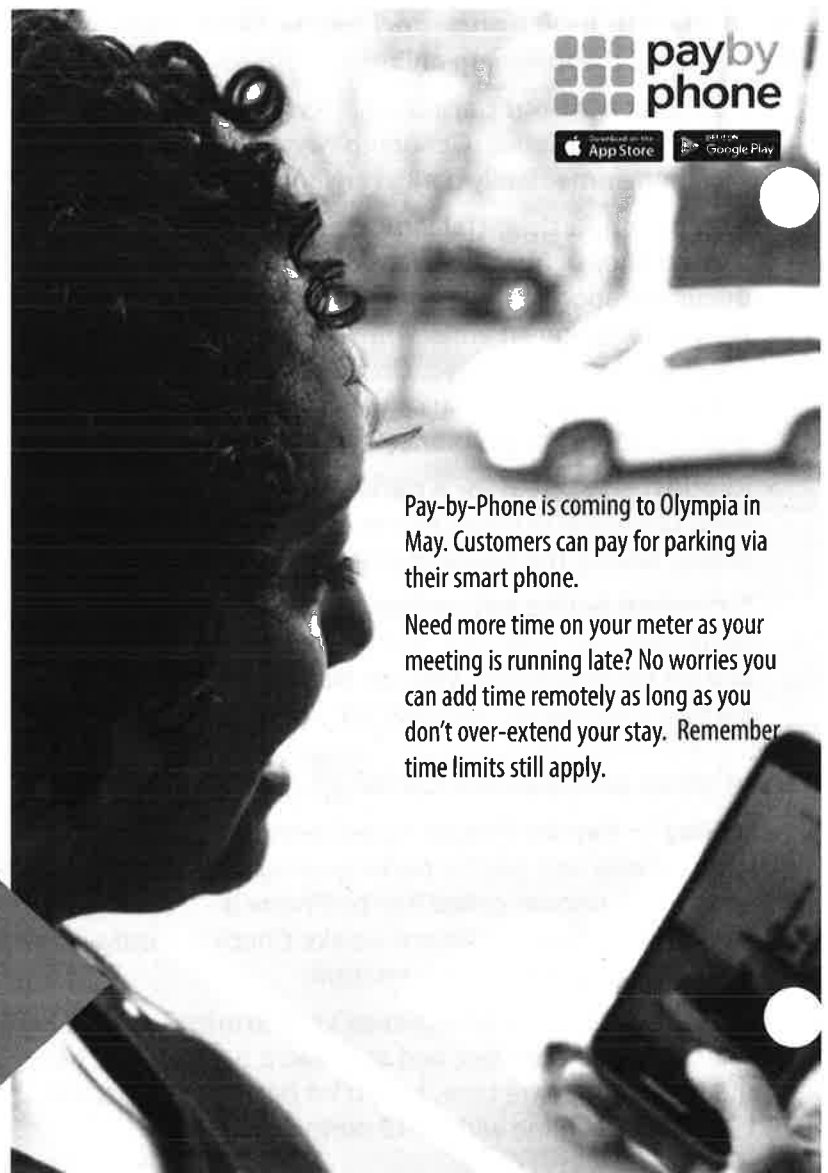
**What is License Plate Recognition (LPR)?** LPR is more efficient and reduces errors, as the technology scans and reads license plate numbers, rather than being manually entered. This allows the officer to instantly access the parking status of the vehicle even when the meter reads expired, (i.e. the vehicle has a permit or has time utilizing Pay-By-Phone).

**How is LPR information used?** LPR information is solely for the use of parking management, to determine if a vehicle has a permit or utilized Pay-by-Phone technology. Additionally, the data, without license plate information, may be used to analyze parking trends, like determining occupancy rates.

**Why are the parking meter debit cards being phased out?** Parking meter cards are outdated and only work in a limited number of meters. Instead the City will offer customers a Pay-by-Phone option being phased in during May, it will work on all meters. The City will continue to sell and recharge cards until 4:30 pm on Friday, June 1, 2018. The cards will continue to work in 9-hour and older style 3-hour meters after June 1st, until the balance on the card reaches \$0.00



Parking Meter Debit Cards are being phased out, effective June 1, 2018. Cards only work in 9-hour and on a limited number of old style 3-hour meters.



Pay-by-Phone is coming to Olympia in May. Customers can pay for parking via their smart phone.

Need more time on your meter as your meeting is running late? No worries you can add time remotely as long as you don't over-extend your stay. Remember time limits still apply.





## Downtown Parking

### New Online Services - April 19<sup>th</sup>

- » Purchase a 9-Hour Meter Permit
- » Request an appeal for a parking ticket
- » Apply for a Residential Parking Permit
- » Pay a ticket

### New Technology Coming

- » Starting April 19<sup>th</sup> parking will use LPR (License Plate Recognition) technology
- » Data deleted daily - unless a ticket is issued

### Coming in May

- » A new mobile app, used nation-wide, called Pay-by-Phone coming to Downtown Olympia. Watch for new stickers on meters and info online



[olympiawa.gov/parking](http://olympiawa.gov/parking)





**PBIA Advisory Board**  
**Round Table Discussion**

**Agenda Date: 4/12/2018**  
**Agenda Item Number:**  
**File Number: 18-0351**

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

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**Title**

Round Table Discussion

**Report**

**Issue:**

Board discussion of downtown issues

**Staff Contact:**

Amy Buckler, Senior Planner, Community Planning and Development, 360.570.5847

**Presenter(s):**

N/A

**Background and Analysis:**

10-20 minute discussion about downtown issues and what we are hearing from ratepayers; leading to identification of:

- Quarterly short survey questions
- Issues that might be addressed by existing programs
- Key messages to be reported to City Council
- Advice to staff about key messages to convey to downtown businesses
- Ideas for potential future PBIA budget items

**Neighborhood/Community Interests (if known):**

Discussion is to identify neighborhood issues

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

N/A