

City of Olympia
Improving Community Development
Scope of Work
March, 2013

Intent: The City of Olympia seeks a consultant to help achieve its goal of creating...

“A proactive community development function that includes meaningful and early neighborhood and stakeholder involvement that promotes high quality growth and commerce in the City.”

The Problem: Olympia’s current systems for reviewing and permitting new development and redevelopment results in:

- Conflict, not collaboration
- Surprise and unpredictability for neighbors, land owners and investors
- Decisions that create winners and losers instead of compromise or balance
- General resistance to growth and change due to uncertainty of process and outcome
- The City stuck in the middle

Context: Under the Growth Management Act, the City is to accept and accommodate its fair share of regional growth within its urban growth area. Sound planning principles call for dense urban development, multi-modal transportation systems, efficient utility systems and mixed housing types.

The City has developed elaborate ordinances, rules, regulations and guidelines to determine land uses and encourage high quality growth. In addition, the City has designed development review and permitting processes to create transparent, inclusive systems for the evaluation of whether plans / proposals meet the City’s rules.

Tasks:

1. Meet with City Council to confirm expectations for community growth and development. Finalize expected outcomes for the project.
2. Review information collected through the CPD process improvement assessment. Interview additional stakeholders about the City’s current system – scan for problem areas.
3. Examine the City’s current processes for land use planning and development permitting.
4. Share best practices observations from cities across the County intended to:
 - Result in community building rather than community conflict;

- Transparent, interactive processes rather than uncertainty about the process or how to be involved;
 - Predictability for neighbors, land owners and developers;
 - Collaboration toward high quality growth that increases the City's revenue base; and
 - Achieve growth and development consistent with the values of the community.
5. Develop a set of recommendations with costs and timelines for the City to consider.

Key Stakeholders:

Citizens, neighborhoods, neighborhood associations, land owners, builders / developers

Public and Non-Profit Stakeholders:

EDC
VCB
TRPC
OSD
State
Port
LOTT
Courts

Assessment Areas:

- Development review and permitting process (SPRC)
- Development regulations
- Design review guidelines and process
- Hearings Examiner process
- Roles and responsibilities (staff, Hearings Examiner, Planning Commission, City Council)

Product: A report to City Manager and City Council containing recommendations to achieve the City's goal.