



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, July 7, 2015

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [15-0671](#) Special Recognition - Memorandum of Understanding with Coalition of Neighborhood Associations

2.B [15-0672](#) Special Recognition - 2015 Fire Ops

3. PUBLIC COMMUNICATION

(Estimated Time: 0-30 Minutes) (Sign Up Sheets are Provided in the Foyer)
During this portion of the meeting, citizens may address the Council regarding only items related to City business, including items on the Agenda, except on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or where the public testimony may implicate a matter on which the Council will be required to act in a quasi-judicial capacity. Individual testimony is limited to three minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the Council will refrain from commenting on individual testimony until all public comment has been taken. The City Council will allow for additional testimony to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A [15-0681](#) Approval of June 16, 2015 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B [15-0652](#) Approval of June 20, 2015 Special Council Meeting Minutes for the Mid-Year Retreat

Attachments: [Minutes](#)

4.C [15-0680](#) Bills and Payroll Certification

Attachments: [Bills and Payroll Certificates](#)

- 4.D** [15-0653](#) Approval of Memorandum of Understanding with the Coalition of Neighborhood Associations
Attachments: [2015-2018 Draft Coalition of Neighborhood Assoc MOU.pdf](#)
 [2012-2015 CNA MOU](#)
 [CNA MOU Letter to Steve Hall](#)
- 4.E** [15-0548](#) Approval of the Draft Program Year 2015 Community Development Block Grant Action Plan
Attachments: [PY 2015 Annual Action Plan](#)
 [Community Development Block Grant PY 2015](#)
 [CDBG Program Annual Cycle](#)
- 4.F** [15-0573](#) Approval of Bid Award for 2015 Pavement Preservation (Chip Seal) Project
Attachments: [Bid Tabs Summary](#)
 [Vicinity Map](#)
- 4.G** [15-0609](#) Approval of Downtown Alley Lighting and Access License Agreements
Attachments: [Downtown Alley Lighting and Access Licenses](#)
 [Vicinity Map](#)
- 4.H** [15-0662](#) Approval of Response to Sub-Area A Project Initiation Letter
Attachments: [City Council Response to Subarea A - 6 29 2015 TO COUNCIL](#)
 [Comp Plan on Sub-Area Planning](#)
 [Sub-Area A Initiation Letter](#)

4. SECOND READINGS

- 4.I** [15-0285](#) Approval of Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee
Attachments: [Ordinance 2nd Reading](#)
 [Ordinance 1st Reading](#)
- 4.J** [15-0383](#) Approval of an Ordinance to Vacate a Portion of an Alley Right-of-Way Adjacent to 600 Franklin Street SE
Attachments: [Ordinance](#)
 [Vicinity Map](#)
 [Carnegie Agreement](#)
- 4.K** [15-0454](#) Approval of Ordinance Vacating a Portion of Alley Right-of-Way Adjacent to 1919 Harrison Avenue NW
Attachments: [Ordinance 1919 Harrison ROW Vacation](#)
 [Master Site Plan](#)

[Vacation Petition](#)

[Right of Way Dedication Deed](#)

[Vacation Sketch](#)

[Vicinity Map](#)

- 4.L [15-0591](#) Approval of an Ordinance Amending Olympia Municipal Code 18.58.060 and 18.72.170 Related to the Timing of Review of Zoning Map Amendment (Rezone) Applications

Attachments: [Ordinance](#)

[Planning Commission minutes excerpt](#)

4. FIRST READINGS

- 4.M [15-0650](#) Approval of Ordinance Amending Olympia Municipal Code 18.04.060.N Regarding Multi-Family Housing

Attachments: [Proposed Ordinance](#)

[Map of City's RM18 Zones \(affected areas\)](#)

[Map of City's RMU Zone \(affected area\)](#)

[OPC Public Comments](#)

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A [15-0657](#) Approval of the Community Renewal Area Request for Proposal Document

Attachments: [CRA RFP 07.07.2015.Revisions](#)

- 6.B [15-0685](#) Discussion about Work Plan Priorities for Thurston Regional Planning Council

Attachments: [TRPC Retreat Background Information](#)

- 6.C [15-0678](#) Proposed Ballot Measure to Create Olympia Metropolitan Park District

Attachments: [Ordinance Creating Olympia MPD](#)

[Ordinance Authorizing Interlocal Agreement](#)

7. CONTINUED PUBLIC COMMUNICATION

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS**9. EXECUTIVE SESSION**

[15-0686](#) Executive Session Pursuant to RCW 42.30.110 (1)(b) - Real Estate Matter

10. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Secretary at 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Council

Special Recognition - Memorandum of Understanding with Coalition of Neighborhood Associations

Agenda Date: 7/7/2015
Agenda Item Number: 2.A
File Number: 15-0671

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Memorandum of Understanding with Coalition of Neighborhood Associations

Recommended Action

City Manager Recommendation:

Informational only

Report

Issue:

The City of Olympia has partnered with the Coalition of Neighborhood Associations (CNA) since 2012 on numerous activities affecting neighborhoods. The Memorandum of Understanding (MOU) has guided these efforts. Tonight the City Council will consider renewing the MOU for an additional three years.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development
360.753.8206

Presenter(s):

Mayor Stephen Buxbaum
Phil Shulte, CNA Steering Committee President

Background and Analysis:

The City Council met with the CNA leadership at a special work session on March 31, 2015, to discuss accomplishments under the existing MOU between the City and the CNA. City Council directed staff to continue discussions and bring a draft MOU back to the Council for review and approval. City Council comments also provided suggestions to the CNA for several initiatives they are working to include in their work program.

This special recognition item is to acknowledge the accomplishments of the partnership between the City and the CNA, and the plans for the renewed MOU.

Neighborhood/Community Interests (if known):

Type: recognition **Version:** 1 **Status:** Recognition

The CNA was formed specifically to address issues of interest to neighborhoods and community-wide.

Options:

N/A

Financial Impact:

N/A



City Council

Special Recognition - 2015 Fire Ops

Agenda Date: 7/7/2015
Agenda Item Number: 2.B
File Number: 15-0672

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - 2015 Fire Ops

Recommended Action

City Manager Recommendation:

N/A

Report

Issue:

Council Member Nathaniel Jones and City Manager Steve Hall accompanied members of Olympia's Firefighter Union, IAFF Local 468, to Richland Washington for Fire Ops. Fire Ops gives elected officials and senior city leaders a chance to do what firefighters do, in full gear in very realistic simulations. The goal of Fire Ops is to foster better understanding of the difficult job firefighters perform and give the firefighters and their guests time for conversation and idea sharing. Pictures from the trip will be presented.

Staff Contact:

Greg Wright, Deputy Fire Chief, 360.753.8466

Presenter(s):

Greg Wright, Deputy Fire Chief

Mike Simmons, President, IAFF Local 468

Background and Analysis:

N/A

Neighborhood/Community Interests (if known):

N/A

Options:

N/A

Financial Impact:

N/A



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

City Council

Approval of June 16, 2015 City Council Meeting Minutes

Agenda Date: 7/7/2015
Agenda Item Number: 4.A
File Number: 15-0681

Type: minutes **Version:** 1 **Status:** Consent Calendar

Title

Approval of June 16, 2015 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Tuesday, June 16, 2015

7:00 PM

Council Chambers

1. ROLL CALL

Councilmember Cooper participated in the meeting by telephone.

Present: 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

1.A ANNOUNCEMENTS

Mayor Buxbaum announced the Council met as scheduled at 5:30 p.m. and recessed to Executive Session for no more than sixty minutes to discuss a personnel matter regarding the City Manager's mid-year performance evaluation. Councilmember Jim Cooper was excused. City Manager Steve Hall was present. The meeting adjourned at 6:30 p.m.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [15-0612](#) Special Recognition - Fireworks Ban Reminder

Assistant Fire Chief and Fire Marshal Rob Bradley reviewed the law as it pertains to the fireworks ban.

The recognition was received.

2.B [15-0635](#) A Proclamation of the City of Olympia, Washington, relating to the 2015 Capital City Pride Weekend

Councilmember Selby read the proclamation. Capital City Pride Development Director Heather Moore accepted the proclamation and presented the Mayor with a plaque.

The recognition was received.

3. PUBLIC COMMUNICATION

The following people spoke: Jeffrey Trinin, Terrence Zander, Jim Reeves, Ron Nesbitt, and Liz Atkins-Packinson.

4. CONSENT CALENDAR

- 4.A [15-0630](#) Approval of April 29, 2015 Special City Council Meeting Minutes - Septic Summit

The minutes were adopted.

- 4.B [15-0632](#) Approval of June 9, 2015 Special Study Session Minutes

The minutes were adopted.

- 4.C [15-0633](#) Approval of June 9, 2015 Special City Council Meeting Minutes

The minutes were adopted.

- 4.D [15-0571](#) Adoption of a City Investment Policy

The decision was adopted with a change to add 9.4.3 - The City shall not invest in fossil fuel companies.

- 4.E [15-0583](#) Approval of Resolution Authorizing a Youth Athletic Field (YAF) Grant Application to the Recreation and Conservation Office (RCO)

The decision was adopted.

- 4.F [15-0584](#) Approval of Intergovernmental Agreement with Thurston County Fire District 6 for Vehicle Repair

The contract was adopted.

- 4.G [15-0588](#) Approval of Interlocal Agreement with Department of Enterprise Services/Consolidated Mail Services to Provide for the City's General Mailing Services

The contract was adopted, with Mayor Pro Tem Jones abstaining from the vote because he works for the Department of Enterprise Services.

- 4.H [15-0589](#) Approval of Moore Street Pathway Easements

The contract was adopted.

- 4.I [15-0595](#) Approval of Amended Interlocal Cooperation Agreement with Thurston County for HOME Consortium

The contract was adopted, with Mayor Buxbaum voting against the motion.

- 4.J [15-0610](#) Approval to Forward Traffic Box Designs for Public Vote

The decision was adopted.

4. SECOND READINGS

- 4.K [15-0551](#) Approval of Amendment to Ordinance 6957 (Operating Budget)

The ordinance was adopted on second reading.

- 4.L [15-0552](#) Approval of Amendment to Ordinance 6958 (Capital Budget)

The ordinance was adopted on second reading.

- 4.M [15-0553](#) Approval of Amendment to Ordinance 6944 (Special Funds)

The ordinance was adopted on second reading.

- 4.N [15-0559](#) Approval of an Ordinance Amending the Fund 107 CDBG Loan Repayment Fund and Fund 108 HUD Fund

The ordinance was adopted on second reading.

4. FIRST READINGS

- 4.O [15-0285](#) Approval of Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee

The ordinance was approved on first reading and moved to second reading.

- 4.P [15-0591](#) Approval of an Ordinance Amending Olympia Municipal Code 18.58.060 and 18.72.170 Related to the Timing of Review of Zoning Map Amendment (Rezone) Applications

The ordinance was approved on first reading and moved to second reading.

Approval of the Consent Agenda

Councilmember Langer moved, seconded by Councilmember Hankins, to adopt the Consent Calendar as amended. The motion carried by the following vote:

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

5. PUBLIC HEARING

- 5.A [15-0454](#) Approval of Ordinance Vacating a Portion of Alley Right-of-Way Adjacent to 1919 Harrison Avenue NW

The public hearing was opened at 7:50 p.m.

The following people spoke: Puget Sound Energy Municipal Manager Amy Tousley and Alicia Elliott.

The public hearing was closed at 7:54 p.m.

Councilmember Hankins moved, seconded by Councilmember Langer, to approve on first reading and forward to second reading an ordinance to vacate a portion of alley right-of-way adjacent to 1919 Harrison Ave NW. The motion carried by the following vote:

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

6. OTHER BUSINESS

- 6.A [15-0383](#) Approval of an Ordinance to Vacate a Portion of an Alley Right-of-Way Adjacent to 600 Franklin Street SE

Councilmember Hankins moved, seconded by Councilmember Selby, to approve on first reading and forward to second reading an ordinance vacating as a public thoroughfare a portion of alley right-of-way adjacent to 600 Franklin Street SE, and reserving an easement for public and private utilities as they now exist. The motion carried by the following vote:

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

- 6.B [15-0600](#) Review Community Renewal Area Request for Proposal Document and Process

CP&D Director Keith Stahley reviewed the site evaluation and timeline and explained that work will continue on the CRA in downtown. He also stated on May 16 the Council narrowed the options down to the Water Street area. He then reviewed the Water Street redevelopment area and the revised timeline showing final approval set for July 7, 2015.

Mayor Buxbaum suggested language be included to encourage protecting aesthetics of the fountain. He said he felt the current buildings don't complement the fountain.

The issue was discussed and forwarded to the City Council for final approval at the July 7, 2015 meeting.

7. CONTINUED PUBLIC COMMUNICATION

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events they attended.

Mayor Buxbaum reported on a Community Forum he attended at the Risen Faith Church regarding the May 21 officer shooting. He referred to a recent memo he sent to Councilmembers regarding options and recommendations to move forward as a community.

Council agreed to direct the Mayor to reach out to the cities of Lacey and Tumwater to write a letter to the Thurston County Law & Justice Committee asking them to look into issues, including race, poverty, and privilege as it relates to the justice system.

Council also agreed that the Mayor and Mayor Pro Tem work to establish a convening group of 5-7 diverse members of the community who can help set up forums for education purposes.

Mayor Buxbaum noted he and Mayor Pro Tem Jones will work on drafting a charter for the convening group and will get that out to staff and Councilmembers as soon as possible.

Mayor Buxbaum noted a letter was received from Thurston County Commissioners stating their interest in getting involved in the conversation regarding a Metropolitan Parks District. Council agreed to move forward at this time without the County.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall asked for a referral to the Olympia Planning Committee to consider an adjustment to the zoning code regarding veterinary clinics. Council agreed to the referral.

Council agreed to amend the June 20 Mid-Year Retreat agenda to add an item to discuss emergent issues, have staff provide a list of accomplishments and priorities, and reduce time allotted for Reflections of Service for Mayor Buxbaum and Councilmember Langer.

9. EXECUTIVE SESSION

- 9.A [15-0634](#) Executive Session Pursuant to RCW 42.30.110 (1)(b) - Real Estate Matter

No decisions will be made at the executive session.

10. ADJOURNMENT

Mayor Buxbaum recessed the meeting at 9:33 p.m. and said the Council will

reconvene in Executive Session at 9:38 p.m. to discuss a real estate matter. He noted no decisions will be made, the meeting is expected to last no longer than 90 minutes, and the Council will adjourn immediately following the Executive Session. Councilmember Jim Cooper was excused. Staff present included City Manager Steve Hall, City Attorney Mark Barber, Public Works Director Rich Hoey, and Parks, Arts and Recreation Director Paul Simmons. The meeting adjourned at 11:08 p.m.



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Olympia, WA 98501
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City Council

Approval of June 20, 2015 Special Council Meeting Minutes for the Mid-Year Retreat

Agenda Date: 7/7/2015
Agenda Item Number: 4.B
File Number: 15-0652

Type: minutes **Version:** 1 **Status:** Consent Calendar

Title

Approval of June 20, 2015 Special Council Meeting Minutes for the Mid-Year Retreat



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Saturday, June 20, 2015

9:00 AM

LOTT Board Room, 500 Adams St.
NE, Olympia, WA

City Council Mid-Year Retreat

1. ROLL CALL

Present: 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

2. BUSINESS ITEMS

2.A [15-0636](#) Olympia City Council's Mid-Year Retreat

The meeting was called to order at 9:00 a.m.

WELCOME AND INTRODUCTIONS

Retreat Facilitator Kendra Dahlen welcomed everyone and provided a brief overview of the agenda and the plan for the day.

2015 GOALS DISCUSSION

Ms. Dahlen provided each of the Councilmembers with some post-it notes and a pen, and asked them to write down what they see as the strengths of the Council in how they work together. Strengths listed included:

- Citizen oriented
- Thorough
- Diplomatic
- Deliberate
- Fun
- Work hard for community
- Individually care about the City of Olympia - Respect
- Downtown Project
- Professional
- Creative and open to ideas
- Care about community
- Intelligence
- Realistic expectations of staff
- Set policy for staff
- Value one another

- Gotten a lot accomplished in 5 years
- Work together most of time - come to agreement
- Listens to public well
- Overall consensus on issues before us
- Respect different views
- Diversity of community connections
- Strong skill sets for this job
- Eager to learn
- Unique backgrounds that we bring to Council
- Respect different views
- Collaborative independence
- Willingness to work on tough issues
- We're fairly respectful of each other
- Clever and humorous
- We have balanced strengths
- Involved in a wide variety of community groups
- Appreciate others' views

2015 ACCOMPLISHMENTS

Assistant City Manager Jay Burney presented a PowerPoint of the City's accomplishments from the first half of 2015, and what staff believes are the focus areas for the remainder of the year.

Ms. Dahlen asked the Council to discuss anything missing from staff's list of priorities, or additional items that need focus and/or attention the remainder of the year.

Councilmembers commented on the great work done so far this year and provided the following additional comments:

- Excited about the work accomplished so far this year
- Acknowledged the significant amount of staff time and effort put forth
- Recognized Keith Stahley & CP&D staff for an incredible amount of work accomplished (CRA, Comp Plan, DT Plan)
- The pictures in the PowerPoint tell a great story
- Worked toward stronger Communications Plan: Acknowledged Cathie Butler's work and that of the Communications Team
- We have made solid strides in outreach and communication
- CRA - Huge effort/closer to meaningful projects
 - o Example of compromise among Council
- Isthmus Demo - good progress
- Many examples of departments working together

PRIORITIES AND EMERGENT ISSUES

- Shoreline Master Program
- Parks
- Community Policing

- Equity Lens
- Comprehensive Plan Action Plan
- Artesian Commons improvements, action plans
- Downtown Strategy - Links with Port Plan & State Capital, TC Courthouse, Bike Corridor project
- Solid Grounding in December
 - o Prep for new Council
- Economic Development Plan
 - o New Economic Development Director - focus on economic priorities
 - o Water Taxi
- Capitol Campus Relationship
 - o Radar - State Master Plan
 - Parking
 - Capitol Lake Environment
 - Keith report back to Council on State Master Plan
 - Coordinate City efforts/action related to the State
- Community Renewal Area Adoption
- Sub Area Planning
- Sustainable Budget
- Replace Downtown Liaison
- Percival Landing
 - o Fix Percival to make it more viable for boating community
- West Bay - Connect to Percival and Deschutes Parkway
- Tree Management Plan/Staff
 - o Multiple benefits of expanding urban forestry efforts
- Artesian Commons this summer
 - o Role of Council/Committee
 - o Monitor progress
 - o Programming is key
- Critical Areas Ordinance
 - o Habitat
 - o Arborist/Tree Management
 - o Park Plan
- Parks
 - o Metropolitan Park District/Utility Tax - new funding needed
 - o Connections to Sustainable Budget
 - o Community Priorities - Clarify, reconcile what is most important
 - o Percival Landing (Not Part of Metropolitan Park District or Condition Assesment and Major Maintenace Program)
 - Maintenance or replacement plans
 - Redesign next phases
 - Cost of maintenance is known
 - o Options for funding Percival?
 - o Need context Clear framing for funding and implications
 - o Money for maintenance operations

- Two ordinances and interlocal agreement being considered for MPD
 - Seattle and Kirkland
- Need from Council:
 - What are the deal killers about Parks funding?
 - Bottom line
- Outcomes

The Council then shifted its discussion to Emergent Issues that will require attention in the immediate future. Items included:

- Evaluation of Council pay and benefits for future Councils
- Community Policing
 - Public awareness/education - Share recent OPD presentation with community groups
 - Public engagement actions
 - Recognize Police Dept. - Accomplishments
 - Elevate Accomplishments
- Community need for discussions about Equity: Race, Gender issues - Race, Power, Privilege
- Equity
 - Minimum wage
 - No best practice
 - Validated, safe and secure - goal for everyone
 - Community that is "Welcome for all"
 - Equipped for changes in world
 - Positive perspective/social norm
 - Power and influence
- Community Convener Group - Several issues to be addressed
 - Equity values go beyond border of City of Olympia - Greater social equity is needed
 - Multiple aspects - define outcomes
- Community Expectations
 - Appetite to do more

NEW COUNCIL MEETING FORMAT DISCUSSION

Councilmembers discussed how the new Council meeting format has been working over the first half of the year. City Manager Steve Hall shared that from a staff perspective it has been difficult at times to find times in the schedule to fit everything in, but there were some positives in terms of having more time on Study Session nights to have concentrated discussion time on significant issues. The Council and Mr. Hall listed the following pros/cons:

Pros

- Concentrated time for big issues
- Able to add Executive Sessions
- Meeting concludes earlier
- Better interactive process among Council

Cons

- Confusing for public about start time
- Only one item per session
- Transitions between Study Session and Business Meeting are awkward
- No 5:30 Study Sessions available on 2nd and 4th Tuesdays
- Vacation weeks make it hard to fit things in
- Public confused about where to enter into Public Comment
- Break between 6:30 - 7:00 pm is too long
- Not televised
- Some items on Study Sessions are not Study Sessions
- Hard on families (schedule)
- Study Sessions in Council Chambers are televised
- Longer Study Sessions (opportunity)
- Acknowledge a very busy Council's schedule is
- Standing Committee Sessions as full Council meetings?

The Council agreed on the following format moving forward:

- o Move back to 7:00 p.m. Council business meetings every week the Council meets
- o Schedule 5:30 Study Sessions as needed
 - On these nights, conclude the business meeting at 10:00 p.m., unless extension is agreed to by Councilmembers
 - Televisе all Study Sessions if possible (in Council Chambers)
- o Quarterly or Bi-Monthly schedule a long Study SЕession with short Consent Agenda and no public comment

GENERAL GOVERNMENT COMMITTEE RECOMMENDATION FOR COUNCIL REPORTS

Councilmember Roe, as Chair of the General Government Committee, shared the discussions held at the General Government Committee meeting about Council Reports. Their recommendations were to eliminate oral reports and post written reports online, or reduce them to 3 minutes with a time-up timer to stay on track.

Council discussed other options, including:

- Review the Port Townsend - "Rules of Order" for dealing with reports
- Definitive 'Cut-off' time - Continued next meeting
- Reports in minutes - draft
- Time delay reduced by 'draft'
- Chair decides to highlight meeting information
- What is critical to report out?
- Action: Staff will develop a template for reporting Committee highlights to help

reporting

- Standardize format
- Include in packet as a written summary (when possible)

Council also discussed what should be included in reports and referrals:

- When something is important/interjurisdictional, put it under OTHER BUSINESS - scheduled
 - Unless specific questions to Chair
- Report vs. referral - Be specific - which is it?
- Action: Move to a two-step process for referrals
- When referring to Advisory Committee, it needs to be clear - What? And Why?
 - 1) Staff will develop a referral template
 - 2) Staff works with Councilmembers to clarify
- General Government Committee - Discuss/review new template/process for referrals at July meeting
- Reports - Talk less to do more
- Reports from Interjurisdictionals - Get synopsis in packet from interjurisdictionals in one week
- 2016 - Look at Committee reports - efficiency
 - Reduce redundancy
- Give TCTV heads-up for transition to new meeting schedule
- Discussed challenges of managing Public Communication
- Public Comment Challenge - no change decided
- Add Department Reports to Council meetings
 - Regularly scheduled
 - Balance with the number of Special Recognitions on agenda
 - 5-10 minutes of good news - Tell our Story

Staff will work on some templates for referrals to committees and a process for bringing them forward for reporting.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 1:00 p.m.



City Hall
601 4th Avenue E.
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360-753-8447

City Council

Bills and Payroll Certification

Agenda Date: 7/7/2015
Agenda Item Number: 4.C
File Number: 15-0680

Type: decision **Version:** 1 **Status:** Consent Calendar

Title
Bills and Payroll Certification

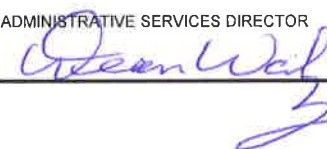
CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 5/24/2015 THROUGH 5/30/2015
 FOR A/P CHECK NUMBERS 3660892 THROUGH 3661108
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED 6-2-15 *Acting* ADMINISTRATIVE SERVICES DIRECTOR


TOTAL APPROVED FOR PAYMENT
FUND

\$ 238,176.44	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 12,614.59	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ -	025	WASHINGTON CENTER
\$ 21.34	026	MUNICIPAL ARTS FUND
\$ 7,515.17	029	EQUIP & FACIL REPLACE RES
\$ -	107	HUD
\$ 3,508.65	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ 8,333.33	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ 92.01	134	PARKS AND REC SIDEWALK UT TAX
\$ 2,922.30	135	PARKING BUSINESS IMP AREA
\$ -	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ -	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ 22,823.30	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ -	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 31,729.22	401	WATER
\$ 5,176.27	402	SEWER
\$ 5,218.75	403	SOLID WASTE
\$ 4,141.88	404	STORM AND SURFACE WATER
\$ -	434	STORM AND SURFACE WATER CIP
\$ 19,114.92	461	WATER CIP FUND
\$ -	462	SEWER CIP FUND
\$ 14,868.65	501	EQUIPMENT RENTAL
\$ 31,448.15	502	C. R. EQUIPMENT RENTAL
\$ 250.00	503	UNEMPLOYMENT COMPENSATION
\$ -	504	INS TRUST FUND
\$ -	505	WORKERS COMPENSATION
\$ -	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ -	614	LEOFF I MEDICAL LONG TERM CARE
\$ -	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ -	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ 3,952.80	711	TRANSPORTATION
\$ -	720	SCHOOLS
\$ 411,907.77		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD	<u>5/31/2015</u>	THROUGH	<u>6/6/2015</u>
FOR A/P CHECK NUMBERS	<u>3661109</u>	THROUGH	<u>3661407</u>
FOR ELECTRONIC PAYMENTS	<u> </u>	THROUGH	<u> </u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

June 9, 2015

Jane Purkemo

TOTAL APPROVED FOR PAYMENT

		FUND	
\$	631,424.88	001	GENERAL FUND
\$	-	002	SHOP FACILITIES
\$	64,517.89	003	REVOLVING ACCOUNT FUND
\$	-	004	URBAN ARTERIAL FUND
\$	18,999.00	025	WASHINGTON CENTER
\$	155.92	026	MUNICIPAL ARTS FUND
\$	-	029	EQUIP & FACIL REPLACE RES
\$	-	107	HUD
\$	2,691.75	108	HUD
\$	-	127	IMPACT FEES
\$	-	130	SEPA MITIGATION FUND
\$	-	132	LODGING TAX FUND
\$	-	133	ARTS AND CONFERENCE FUND
\$	-	134	PARKS AND REC SIDEWALK UT TAX
\$	2,330.73	135	PARKING BUSINESS IMP AREA
\$	326.40	136	FARMERS MRKT REPAIR/REPLC
\$	-	137	CHILDREN'S HANDS ON MUSEUM
\$	-	138	TRANS BENEFIT DISTRICT
\$	-	208	LID OBLIGATION CONTROL
\$	-	216	4th/5th AVE PW TRST
\$	-	223	LTGO BOND FUND '06-PARKS
\$	-	224	UTGO BOND FUND 2009 FIRE
\$	-	225	CITY HALL DEBT FUND
\$	-	226	2010 LTGO BOND-STREETPROJ
\$	-	227	LOCAL DEBT FUND
\$	-	228	2010B LTGO BONDS-HOCM
\$	65,091.93	317	CIP
\$	-	322	4/5th AVE CORRIDOR/BRIDGE
\$	-	323	CIP CONSTR FUND - PARKS
\$	-	324	FIRE STATION 4 CONSTRUCT
\$	-	325	CITY HALL CONST
\$	-	326	TRANSPORTATION CONST
\$	-	329	GO BOND PROJECT FUND
\$	-	331	FIRE EQUIPMENT REPLACEMENT FUND
\$	15,997.60	401	WATER
\$	884,127.11	402	SEWER
\$	32,535.22	403	SOLID WASTE
\$	17,571.79	404	STORM AND SURFACE WATER
\$	25,880.23	434	STORM AND SURFACE WATER CIP
\$	79.41	461	WATER CIP FUND
\$	5,851.26	462	SEWER CIP FUND
\$	-	501	EQUIPMENT RENTAL
\$	-	502	C. R. EQUIPMENT RENTAL
\$	-	503	UNEMPLOYMENT COMPENSATION
\$	3,245.87	504	INS TRUST FUND
\$	1,740.00	505	WORKERS COMPENSATION
\$	-	604	FIREMEN'S PENSION FUND
\$	-	605	CUSTOMERS WATER RESERVE
\$	5,417.30	614	LEOFF I MEDICAL LONG TERM CARE
\$	-	621	WASHINGTON CENTER ENDOW
\$	-	631	PUBLIC FACILITIES
\$	-	682	LAW ENFORCEMENT RECORD MGNTSYS
\$	-	701	PARKS-NEIGHBORHOOD
\$	-	702	PARKS-COMMUNITY
\$	-	703	PARKS-OPEN SPACE
\$	-	707	PARKS-SPECIAL USE
\$	-	711	TRANSPORTATION
\$	-	720	SCHOOLS
\$	1,777,984.29		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 6/7/2015 THROUGH 6/13/2015
 FOR A/P CHECK NUMBERS 3661408 THROUGH 3661620
 FOR ELECTRONIC PAYMENTS 5/1/2015 THROUGH 5/31/2015

INCLUSIVE IN THE AMOUNT TOTALING

DATED

June 16, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Jan Kerkemo

TOTAL APPROVED FOR PAYMENT
FUND

\$ 1,051,067.16	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 42,877.00	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ 195.62	025	WASHINGTON CENTER
\$ -	026	MUNICIPAL ARTS FUND
\$ -	029	EQUIP & FACIL REPLACE RES
\$ -	107	HUD
\$ -	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ -	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ -	134	PARKS AND REC SIDEWALK UT TAX
\$ 20.00	135	PARKING BUSINESS IMP AREA
\$ -	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ -	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ 556,547.18	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ -	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 52,172.90	401	WATER
\$ 32,045.80	402	SEWER
\$ 41,971.23	403	SOLID WASTE
\$ 53,145.67	404	STORM AND SURFACE WATER
\$ 21,993.34	434	STORM AND SURFACE WATER CIP
\$ 34,230.29	461	WATER CIP FUND
\$ -	462	SEWER CIP FUND
\$ 9,118.27	501	EQUIPMENT RENTAL
\$ 85,725.18	502	C, R. EQUIPMENT RENTAL
\$ -	503	UNEMPLOYMENT COMPENSATION
\$ -	504	INS TRUST FUND
\$ 9,196.15	505	WORKERS COMPENSATION
\$ -	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ 620.25	614	LEOFF I MEDICAL LONG TERM CARE
\$ 38,584.76	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ -	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ -	711	TRANSPORTATION
\$ 12,624.92	720	SCHOOLS
\$ 2,042,135.72		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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FOR PERIOD 6/14/2015 THROUGH 6/20/2015
 FOR A/P CHECK NUMBERS 3661621 THROUGH 3661950
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED
June Kirkemo

ADMINISTRATIVE SERVICES DIRECTOR
June 23, 2015

TOTAL APPROVED FOR PAYMENT
FUND

\$ 636,163.10	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 198,514.46	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ 150.84	025	WASHINGTON CENTER
\$ 12.49	026	MUNICIPAL ARTS FUND
\$ 12,201.83	029	EQUIP & FACIL REPLACE RES
\$ -	107	HUD
\$ 4,235.58	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ -	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ -	134	PARKS AND REC SIDEWALK UT TAX
\$ -	135	PARKING BUSINESS IMP AREA
\$ -	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ -	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ 146,371.36	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ -	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 38,210.35	401	WATER
\$ 9,846.03	402	SEWER
\$ 319,919.20	403	SOLID WASTE
\$ 10,103.18	404	STORM AND SURFACE WATER
\$ 23,018.95	434	STORM AND SURFACE WATER CIP
\$ 14,599.03	461	WATER CIP FUND
\$ 5,575.90	462	SEWER CIP FUND
\$ 26,308.12	501	EQUIPMENT RENTAL
\$ 6,666.67	502	C. R. EQUIPMENT RENTAL
\$ -	503	UNEMPLOYMENT COMPENSATION
\$ -	504	INS TRUST FUND
\$ -	505	WORKERS COMPENSATION
\$ -	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ 372.30	614	LEOFF I MEDICAL LONG TERM CARE
\$ -	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ -	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ -	711	TRANSPORTATION
\$ -	720	SCHOOLS
\$ 1,452,269.39		GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

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

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

FOR PERIOD 6/21/2015 THROUGH 6/27/2015
 FOR A/P CHECK NUMBERS 3661951 THROUGH 3662176
 FOR ELECTRONIC PAYMENTS _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED

June 30, 2015

ADMINISTRATIVE SERVICES DIRECTOR

Jane Kukemo

TOTAL APPROVED FOR PAYMENT
FUND

\$ 127,831.64	001	GENERAL FUND
\$ -	002	SHOP FACILITIES
\$ 129,611.40	003	REVOLVING ACCOUNT FUND
\$ -	004	URBAN ARTERIAL FUND
\$ -	025	WASHINGTON CENTER
\$ -	026	MUNICIPAL ARTS FUND
\$ 3,592.00	029	EQUIP & FACIL REPLACE RES
\$ 2,738.15	107	HUD
\$ -	108	HUD
\$ -	127	IMPACT FEES
\$ -	130	SEPA MITIGATION FUND
\$ 8,333.33	132	LODGING TAX FUND
\$ -	133	ARTS AND CONFERENCE FUND
\$ 274.76	134	PARKS AND REC SIDEWALK UT TAX
\$ 7,988.10	135	PARKING BUSINESS IMP AREA
\$ -	136	FARMERS MRKT REPAIR/REPLC
\$ -	137	CHILDREN'S HANDS ON MUSEUM
\$ -	138	TRANS BENEFIT DISTRICT
\$ -	208	LID OBLIGATION CONTROL
\$ -	216	4th/5th AVE PW TRST
\$ -	223	LTGO BOND FUND '06-PARKS
\$ -	224	UTGO BOND FUND 2009 FIRE
\$ -	225	CITY HALL DEBT FUND
\$ -	226	2010 LTGO BOND-STREETPROJ
\$ -	227	LOCAL DEBT FUND
\$ -	228	2010B LTGO BONDS-HOCM
\$ 218,895.43	317	CIP
\$ -	322	4/5th AVE CORRIDOR/BRIDGE
\$ -	323	CIP CONSTR FUND - PARKS
\$ -	324	FIRE STATION 4 CONSTRUCT
\$ -	325	CITY HALL CONST
\$ -	326	TRANSPORTATION CONST
\$ -	329	GO BOND PROJECT FUND
\$ -	331	FIRE EQUIPMENT REPLACEMENT FUND
\$ 17,979.38	401	WATER
\$ 15,143.21	402	SEWER
\$ 1,506.35	403	SOLID WASTE
\$ 4,723.95	404	STORM AND SURFACE WATER
\$ 12,032.41	434	STORM AND SURFACE WATER CIP
\$ 6,625.16	461	WATER CIP FUND
\$ 326.40	462	SEWER CIP FUND
\$ 54,256.43	501	EQUIPMENT RENTAL
\$ 3,193.48	502	C. R. EQUIPMENT RENTAL
\$ -	503	UNEMPLOYMENT COMPENSATION
\$ 215.00	504	INS TRUST FUND
\$ 45.00	505	WORKERS COMPENSATION
\$ -	604	FIREMEN'S PENSION FUND
\$ -	605	CUSTOMERS WATER RESERVE
\$ 5,819.99	614	LEOFF I MEDICAL LONG TERM CARE
\$ 49,625.72	621	WASHINGTON CENTER ENDOW
\$ -	631	PUBLIC FACILITIES
\$ -	682	LAW ENFORCEMENT RECORD MGNTSYS
\$ -	701	PARKS-NEIGHBORHOOD
\$ -	702	PARKS-COMMUNITY
\$ -	703	PARKS-OPEN SPACE
\$ -	707	PARKS-SPECIAL USE
\$ -	711	TRANSPORTATION
\$ -	720	SCHOOLS
\$ 670,757.29		GRAND TOTAL FOR WEEK

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **5/31/2015** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,288,842.39</u>
Fire Pension Net Pay:	<u>\$ 24,059.00</u>
Employer Share of Benefits:	<u>\$ 646,959.44</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 27,324.12</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 21,274.28</u>
TOTAL	<u><u>\$ 2,008,459.23</u></u>

Paid by:

Payroll Check Numbers	-	-	Manual Checks
And	<u>87836</u>	<u>87840</u>	Fire Pension Checks
And	-	-	Manual Checks
And	<u>87841</u>	<u>87872</u>	Semi Payroll Checks

and Direct Deposit transmission.

June 4, 2015
DATE

Jane Kirkemo
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **6/15/2015** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,227,873.20</u>
Fire Pension Net Pay:	_____
Employer Share of Benefits:	<u>\$ 645,994.84</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	_____
Employer Share of LEOFF I Fire Post-Retirement Benefits:	_____
TOTAL	<u><u>\$ 1,873,868.04</u></u>

Paid by:

Payroll Check Numbers	_____ - _____	Manual Checks
And	_____ - _____	Fire Pension Checks
And	_____ - _____	Manual Checks
And	<u>87873</u> - <u>87904</u>	Semi Payroll Checks

and Direct Deposit transmission.

June 16, 2015
DATE

Janet Kirkemo
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **6/30/2015** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,239,379.48</u>
Fire Pension Net Pay:	<u>\$ 24,059.00</u>
Employer Share of Benefits:	<u>\$ 649,005.57</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 27,324.12</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 22,410.58</u>
TOTAL	<u><u>\$ 1,962,178.75</u></u>

Paid by:

Payroll Check Numbers	<u>-</u>	<u>-</u>	Manual Checks
And	<u>87905</u>	<u>87909</u>	Fire Pension Checks
And	<u>-</u>	<u>-</u>	Manual Checks
And	<u>87910</u>	<u>87964</u>	Semi Payroll Checks

and Direct Deposit transmission.

June 30, 2015
DATE

Jack Kirkemo
ADMINISTRATIVE SERVICES DIRECTOR



City Council

Approval of Memorandum of Understanding with the Coalition of Neighborhood Associations

Agenda Date: 7/7/2015
Agenda Item Number: 4.D
File Number: 15-0653

Type: contract **Version:** 1 **Status:** Consent Calendar

Title

Approval of Memorandum of Understanding with the Coalition of Neighborhood Associations

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee recommends approval of the attached Memorandum of Understanding with the Coalition of Neighborhood Associations.

City Manager Recommendation:

Move to approve and authorize the City Manager to sign the attached Memorandum of Understanding (MOU) with the Coalition of Neighborhood Associations (CNA).

Report

Issue:

Should the City of Olympia renew its MOU with the CNA?

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development Department, 360.753.8206

Presenter:

None. This is a consent calendar item.

Background and Analysis:

Olympia entered into an MOU with the CNA on July 13, 2012 (Attachment 2). That MOU remains in effect through July 13, 2015. It recognizes the CNA as an entity that can provide assistance to the City and the individual recognized neighborhood associations established under Chapter 18.86 of the Municipal Code. It also addresses a number of issues of joint interest between the City and the CNA. The existing MOU provides for amendment or renewal of the MOU by mutual agreement.

Councilmember Hankins, the City Manager, and CNA Staff Liaison met with CNA Leadership January 29, 2015 to review OMC 18.86 and the existing MOU. The City Council met with the CNA leadership on March 31, 2015, to discuss renewal of the MOU between the City and the CNA. City Council directed staff to continue discussions and bring a draft MOU back to the Council for review

and approval. City Council comments also provided suggestions to the CNA for several initiatives they are working to include in their work program to implement the MOU, including increasing participation in the City's Recognized Neighborhood Associations program, coordinating communications efforts, and expanding relationships between the CNA and other governmental entities.

The proposed MOU (Attachment 2) is a renewal of the existing MOU with CNA. It includes several minor revisions to reflect updated conditions. The purpose and topic areas covered by the MOU remain the same.

Neighborhood/Community Interests:

The Coalition of Neighborhood Associations is open to representation of all Olympia neighborhoods. Among other things, it provides a forum for neighborhood interests to be expressed and addressed, if possible.

Options:

1. Approve MOU as proposed.
2. Direct staff to continue discussions with CNA to prepare an alternative version.
3. Decide not to continue pursuing a renewed MOU.

Financial Impact:

The renewed MOU can be supported within existing budget. It is possible that future initiatives may be introduced as a result of continuing work with the CNA that may have budget impacts, which would be considered by the City Council at that time.

MEMORANDUM OF UNDERSTANDING BETWEEN THE OLYMPIA COALITION OF NEIGHBORHOOD ASSOCIATIONS AND THE CITY OF OLYMPIA

This agreement is entered into this ___ day of July, 2015 between and among the Olympia Coalition of Neighborhood Associations (CNA) and the City of Olympia (“City”), collectively known as the Parties (“Parties”)

WHEREAS, City Ordinance 18.86.040 et seq. was passed in 1990, and amended in 1995, which established the Recognized Neighborhood Association program and the rights and responsibilities of the parties. The amended City Ordinance 18.86.040 et seq. and any future changes to the ordinance are incorporated by reference as part of this agreement.

WHEREAS OMC 18.86.100 H instructs the City Manager to “develop a program to support the establishment of neighborhood associations and their active participation in City decision processes.

WHEREAS, the parties believe that the meaning of the phrase “active participation in city decision processes” needs to be clarified to improve public involvement in city affairs and to achieve the other purposes contained in the ordinance.

WHEREAS, one of the purposes of Chapter 18.86 of the Olympia Municipal Code (OMC) was to “encourage the incorporation of neighborhood associations in all areas of the City” and yet, there are many areas of the City where residents are not represented by a recognized neighborhood association;

WHEREAS, the CNA was formed as an organization representing the individual recognized neighborhood associations to promote and enhance the quality of life in neighborhoods by providing a forum for neighborhoods to collaborate to achieve common goals; and

WHEREAS, the CNA is a membership organization comprised solely of representatives of recognized neighborhood associations; and

WHEREAS the CNA has been actively engaged with the city in policy discussions and actions concerning the regulation of real properties, recruitment and selection of department heads and other key employees, community policing and informing the community about public safety and the value of neighborhood based programs; and

WHEREAS, the CNA has a proven history of hosting meetings and conducting proceedings in a fair and neutral manner; and

WHEREAS, the individual recognized neighborhood association members of CNA want to address citywide issues through dialogue and discussion and then present neighborhood based views on city issues through CNA.

WHEREAS, the City recognizes the unique role that the CNA can play in providing a variety of forums for discussion and consideration of issues affecting neighborhoods and that the discussion of issues affecting neighborhoods is an important first step to help citizens better understand development proposals and to allow developers to hear neighborhood interests and concerns before plans are finalized.

Therefore, be it resolved that the Parties agree to the following terms and conditions:

I. Official Recognition of the Coalition of Neighborhood Associations

The CNA is recognized as an entity that can provide assistance to the City and the individual recognized neighborhood associations established under Chapter 18.86 of the OMC.

II. Updating the City Ordinance for Recognized Neighborhood Association and the MOU

The parties agree to review Chapter 18.86 and this MOU periodically to determine if the OMC and MOU are achieving the objective of improved public involvement in city affairs. The reviews would include the degree of success in providing neighborhood associations in all areas of the city. The parties agree to undertake actions to remove impediments to forming a neighborhood association, to assist in the formation of alliances of neighborhood associations and to review existing neighborhood association boundaries.

III. CNA Involvement in City Decision Making and Processes

The parties agree to pursue an open dialogue concerning citywide issues and to foster a spirit of openness and mutual trust. The goals of this dialogue are to facilitate an exchange of views, to increase public awareness, information and consultation, and to respond actively to public concerns. Where appropriate, the city and CNA agree to use the International Association for Public Participation IAP2 Spectrum for Public Participation as a model for developing public outreach and involvement. The parties agree to accomplish these goals through the following processes and activities:

A. Neighborhood Issues Forums

CNA agrees to periodically provide a Neighborhood Issues Forum for the discussion of regional, citywide and neighborhood issues to help residents stay informed and to provide feedback to the City about issues and impacts from a neighborhood perspective. Such forums will be structured as neighborhood conversations to ensure broad participation of neighborhoods and interested parties affected by the issue, be conducted early in the process before any significant final decisions are made and allow for broad dissemination of proposals and consideration of alternatives to the proposed action. The forums may cover subjects such as:

1. Making City programs more neighborhood-centric.
2. Ensuring that City development codes conform to the Comprehensive Plan.
3. Incorporating the interests of neighborhoods in the land use decisions of single purpose governments that are governed by the City land use authority.
4. Emergency preparedness
5. Reviewing the Capital Facilities Plan:
 - a. To focus on pedestrian-oriented streetscapes and livable and affordable neighborhoods.
 - b. To ensure that future sidewalk and trail system improvements in neighborhoods are prioritized to increase mobility and connect neighborhoods to parks, schools and community centers.
 - c. To allow neighborhoods to test proposed cost saving measures before these measures are implemented citywide

The CNA and the City agree that a workplan detailing Neighborhood Issues ~~Forum topics~~ and a schedule shall be developed jointly with the City Manager on an annual basis following the City Council's annual goal setting retreat. The work plan will be presented to the City Council for Council review.

The City agrees to provide space on a reasonable basis within a City-owned building or other appropriate facility for such forums.

B. Review of City Services and Neighborhood Services

CNA will provide input to the city concerning the efficiency and effectiveness of the City's delivery of services and make proposals and recommendations for city expenditures that reflect the needs of the neighborhoods, and neighborhood priorities. CNA will also participate in the review and prioritization of city grants for neighborhoods.

The parties agree to pursue open dialogue and a collaborative process in the form of a Neighborhood Conversation concerning the provisions of services and programs affecting neighborhoods. The goals of these Neighborhood Conversations are to facilitate an exchange of views, to increase public awareness, provide information and consultation, and to respond actively to public concerns. Examples of potential topics include the following:

- a. Provide input on the efficiency and effectiveness of the City's delivery of services (specific services to be mutually determined).
- b. Review and prioritize applications for certain City grants (e.g., Neighborhood Matching Fund).
- c. Foster neighborhood improvement, such as decreasing public nuisances, street and sidewalk improvements.
- d. Improve public safety by increased criminal activity reporting, decreasing speeding, etc.
- e. Coordinate city services (e.g., street sweeping, junk car removal, graffiti removal, etc.).
- f. Publish inventories of existing assets and investments in neighborhoods.
- g. Provide emergency preparedness training and a communication relay system.
- h. Assist in developing individual neighborhood emergency plans.
- i. Such other issues as may be mutually agreed upon by the City and CNA.

The CNA and City agree that a work plan detailing Neighborhood Conversation topics and a schedule shall be developed jointly with the City Manager on an annual basis following the City Council's annual goal setting retreat. The parties recognize that Neighborhood Services Ad Hoc Review Committees may result in the formation of a working group, such as the one that was convened in 2010 to work on code enforcement processes, to delve into issues at a deeper level and to provide recommendations for improvement to the City Manager.

IV. CNA Involvement in City Decisions Related to Land Use Planning and Resource Allocations

Planning, land use and permitting decisions of the city have a major impact on residents and neighborhoods. Land use decisions should focus on pedestrian-oriented streetscapes and livable and affordable neighborhoods. Also, future sidewalk and trail system improvements in neighborhoods should be prioritized to increase mobility, and connect neighborhoods to parks, schools, and community centers.

Maintenance of neighborhoods is also an important factor in maintaining the quality of life for residents and the desirability of the city as a place to work and live. The parties agree to foster neighborhood improvement, such as decreasing public nuisances and street and sidewalk improvements, to assist in improving public safety, to investigate the benefits of coordinating city services and to publish inventories of existing assets and investments in neighborhoods

The parties agree to establish the following mechanisms to consult with the affected residents and neighborhoods periodically throughout the development and implementation of a land use project.

A. Neighborhood Development Forums

The CNA shall develop in consultation with the City a Neighborhood Development Forum process and shall convene its membership as necessary to consider development proposals within or affecting recognized neighborhoods.

The CNA agrees to host a Neighborhood Development Forum when requested by a development interest and to report the results of such meetings to the City. A Neighborhood Development Forum process shall include an opportunity for an applicant for development approval to present a project description and plans to the CNA membership. Such meetings shall be open to the public and shall provide an opportunity for public comment and applicant response. These meetings are intended to be collaborative dialogues between the prospective applicant and the neighborhoods. The CNA and the City shall cooperate on providing notice of such meetings to achieve the broadest possible awareness and participation in the forum.

The City agrees to notify potential applicants, such as those who submit for pre-application review by the Site Plan Review Committee, of the existence of the Neighborhood Development Forum and encourage them to make use of the forum.

The City agrees to provide space on a reasonable basis within a City-owned building or other appropriate facility for such forums.

B. Neighborhood/Subarea Plans

Neighborhoods and neighborhood issues are an important part of the Olympia Comprehensive Plan. The Comprehensive Plan includes recommendations affecting neighborhoods; the CNA is uniquely qualified to provide assistance in their implementation.

CNA will provide input to the city concerning goals and objectives related to growth in neighborhoods and ensuring that new development will fit comfortably within existing neighborhoods. As part of subarea planning, the city and CNA may work with residents to design neighborhood “frameworks” that identify preferred densities, land use types, and design styles that fit with existing neighborhoods and Associations and identify locations for future “third place” developments (e.g. community gardens)

The Comprehensive Plan includes recommendations regarding sub-area planning. These recommendations envision sub-area plans being developed for the entire city. The City encourages the CNA to play an active role in helping to shape how this recommended aspect of the Comprehensive Plan is implemented by becoming a partner in the Comprehensive Plan implementation plan (also known as the Action Plan).

As a partner in the Action Plan, the CNA would be in a leadership role to help form implementing strategies, regulations and approaches for this important addition to our Comprehensive Plan. A likely outcome for this process will be the need to update the OMC 18.86.040 to be consistent with the Comprehensive Plan and could become a future Neighborhood Conversations work plan item.

V. Administrative Support for Recognized Neighborhood Associations

A. Focusing Resources on Policy Making

Recognized neighborhood associations and CNA need assistance in the area of administrative support.

To relieve some of the administrative burden and allow more resources to be dedicated to policy review and consultation, the parties agree to the following:

- i. Develop and implement templates for the establishment and operation of neighborhood associations, such as developing agendas, bylaws, and meeting minutes.
- ii. Assist in the development of a common web site format for neighborhoods.
- iii. Where possible, work with recognized neighborhoods to provide a list of locations for no-cost rooms for individual recognized neighborhood meetings.
- iv. CNA can work with neighborhood associations to apply for grants to assist with administrative support and to achieve the other purposes contained in this agreement

B. Continuity of Neighborhood Associations

Neighborhood associations tend to be reliant on a small group of dedicated volunteers. New leaders are necessary due to turnover in leadership positions and to allow more individuals with varied backgrounds an opportunity to serve in leadership roles. The parties agree to the following to foster new leaders:

- i. Develop a set of criteria to assist individuals in participating with their existing neighborhood association.
- ii. Participate with the CNA in organizing an annual seminar for Neighborhood Association leaders and assist during leadership transitions.

VI. Communication with the City and the City Council

A. CNA and City Leadership

The agreement is intended to improve communication between neighborhoods and the City. The parties agree to the following common protocols and methods:

1. Chairs of CNA will serve as the CNA Liaison to the City Manager.
2. The City Council will appoint a Councilmember as liaison to the CNA.
3. The City Manager and the CNA agree to jointly prepare and submit to the City Council an annual report. This report shall detail the successes, challenges and opportunities for improvement from the past year and make recommendations about possible work plan items for the coming year.

B. Points of Contact

The City Manager or his designee shall serve as the primary contact for the City for purposes of administration of this agreement. The Chairs of the CNA shall serve as primary contact for the CNA for the purpose of administration of this agreement.

VII. Other Terms and Conditions

A. Amendment

This agreement may be amended from time to time with the joint approval of both parties.

B. Duration

This agreement shall remain in effect for three years at which time it will be reviewed and updated. The parties shall provide no less than 30 day's notice prior to terminating this agreement.

C. Limited Effect of this MOU

This document is an expression of the intent of the Parties on how they will work toward supporting neighborhood associations. This document is not a legally binding agreement and it does not in any manner amend any of the City's regulations or create any additional requirements for development within the City of Olympia.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date and year written above.

OLYMPIA COALITION OF NEIGHBORHOOD ASSOCIATIONS

By: _____
Philip W. Schulte, Chair, Coalition of Neighborhood Associations

CITY OF OLYMPIA

By: _____
Steven R. Hall, City Manager

APPROVED AS TO FORM:



Mark Barber, City Attorney

MEMORANDUM OF UNDERSTANDING BETWEEN THE OLYMPIA COALITION OF NEIGHBORHOOD ASSOCIATIONS AND THE CITY OF OLYMPIA

This agreement is entered into this 13 day of July, 2012, between and among the Olympia Coalition of Neighborhood Associations (CNA) and the City of Olympia ("City"), collectively known as the Parties ("Parties")

WHEREAS, City Ordinance 18.86.040 et seq. was passed in 1990 and amended in 1995, which established the Recognized Neighborhood Association program and the rights and responsibilities of the parties.

WHEREAS, OMC 18.86.100(H) instructs the City Manager to "develop a program to support the establishment of neighborhood associations and their active participation in City decision processes."

WHEREAS, the parties believe that the meaning of the phrase "active participation in city decision processes" needs to be clarified to improve public involvement in city affairs and to achieve the other purposes contained in the ordinance.

WHEREAS, one of the purposes of Chapter 18.86 of the Olympia Municipal Code (OMC) was to "encourage the incorporation of neighborhood associations in all areas of the City" and yet, there are many areas of the City where residents are not represented by a recognized neighborhood association;

WHEREAS, the CNA was formed as an organization representing the individual recognized neighborhood associations to promote and enhance the quality of life in neighborhoods by providing a forum for neighborhoods to collaborate to achieve common goals; and

WHEREAS, the CNA is a membership organization comprised solely of representatives of recognized neighborhood associations; and

WHEREAS the CNA has been actively engaged with the city in policy discussions and actions concerning the regulation of real properties, recruitment of city managers, recruitment and selection of department heads and other key employees, community policing and informing the community about public safety and the value of neighborhood based programs; and

WHEREAS, the CNA has a proven history of hosting meetings and conducting proceedings in a fair and neutral manner; and

WHEREAS, the individual recognized neighborhood association members of CNA want to address citywide issues through dialogue and discussion and then present neighborhood based views on city issues through CNA; and

WHEREAS, the City recognizes the unique role that the CNA can play in providing a variety of forums for discussion and consideration of issues affecting neighborhoods and that the discussion of issues affecting neighborhoods is an important first step to help citizens better understand development proposals and to allow developers to hear neighborhood interests and concerns before plans are finalized.

Therefore, be it resolved that the Parties agree to the following terms and conditions:

I. Official Recognition of the Coalition of Neighborhoods Associations

The CNA is recognized as an entity that can provide assistance to the City and the individual recognized neighborhood associations established under Chapter 18.86 of the OMC.

II. Updating the City Ordinance for Recognized Neighborhood Association and the MOU

The parties agree to review Chapter 18.86 and this MOU periodically to determine if the OMC and MOU are achieving the objective of improved public involvement in city affairs. Periodic reviews would be at least once a year and the review would include the degree of success in providing neighborhood associations in all areas of the city. The parties agree to undertake actions to remove impediments to forming a neighborhood association, to assist in the formation of alliances of neighborhood associations and to review existing neighborhood association boundaries.

III. CNA Involvement in City Decision Making and Processes

The parties agree to pursue an open dialogue concerning citywide issues and to foster a spirit of openness and mutual trust. The goals of this dialogue are to facilitate an exchange of views, to increase public awareness, information and consultation, and to respond actively to public concerns. The parties agree to accomplish these goals through the following processes and activities:

A. Neighborhood Issues Forum

CNA agrees to provide a Neighborhood Issues Forum for the discussion of regional, citywide and neighborhood issues to help residents stay informed and to provide feedback to the City about issues and impacts from a neighborhood perspective. Such forums will be structured as neighborhood conversations to ensure broad participation of neighborhoods and interested parties affected by the issue, be conducted early in the process before any significant final decisions are made and allow for broad dissemination of proposals and consideration of alternatives to the proposed action. The forums will cover subjects like the following:

1. Making City programs more neighborhood centric.
2. Ensuring that City development codes conform to the Comprehensive Plan.
3. Incorporating the interests of neighborhoods in the land use decisions of single purpose governments that are governed by the City land use authority.
4. Emergency preparedness
5. Reviewing the Capital Facilities Plan:
 - a. To focus on pedestrian-oriented streetscapes and livable and affordable neighborhoods.
 - b. To ensure that future sidewalk and trail system improvements in neighborhoods are prioritized to increase mobility and connect neighborhoods to parks, schools and community centers.
 - c. To allow neighborhoods to test proposed cost saving measures before these measures are implemented citywide

The CNA and the City agree that a workplan detailing Neighborhood Issues Forum topics and a schedule shall be developed jointly with the City Manager on an annual basis following the City Council's annual goal setting retreat. The work plan will be presented to the City Council for Council review.

The City agrees to provide space on a reasonable basis within a City-owned building or other appropriate facility for such forums.

B. Review of City Services and Neighborhood Services Ad Hoc Review Committee

CNA will provide input to the city concerning the efficiency and effectiveness of the City's delivery of services and make proposals and recommendations for city expenditures that reflect the needs of the neighborhoods, and neighborhood priorities. CNA will also participate in the review and prioritization of city grants for neighborhoods.

The parties agree to pursue open dialogue and a collaborative process in the form of a Neighborhood Conversation concerning the provisions of services and programs affecting neighborhoods. The goals of these Neighborhood Services Ad Hoc Review Committees are to facilitate an exchange of views, to increase public awareness, provide information and consultation, and to respond actively to public concerns. Examples of potential services committee topics include the following:

- a. Provide input on the efficiency and effectiveness of the City's delivery of services (specific services to be mutually determined).
- b. Review and prioritize applications for certain City grants (e.g., Neighborhood Matching Fund).
- c. Foster neighborhood improvement, such as decreasing public nuisances, street and sidewalk improvements.
- d. Improve public safety by increased criminal activity reporting, decreasing speeding, etc.
- e. Coordinate city services (e.g., street sweeping, junk car removal, graffiti removal, etc.).
- f. Publish inventories of existing assets and investments in neighborhoods.
- g. Provide emergency preparedness training and a communication relay system.
- h. Assist in developing individual neighborhood emergency plans.
- i. Such other issues as may be mutually agreed upon by the City and CNA.

The CNA and City agree that a work plan detailing Neighborhood Services Ad Hoc Review Committee topics and a schedule shall be developed jointly with the City Manager on an annual basis following the City Council's annual goal setting retreat. The parties recognize that Neighborhood Services Ad Hoc Review Committees may result in the formation of a working group, such as the one that was convened in 2010 to work on code enforcement processes, to delve into issues at a deeper level and to provide recommendations for improvement to the City Manager.

IV. CNA Involvement in City Decisions Related to Land Use Planning and Resource Allocations

Planning, land use and permitting decisions of the city have a major impact on residents and neighborhoods. Land use decisions should focus on pedestrian-oriented streetscapes and livable and affordable neighborhoods. Also, future sidewalk and trail system improvements in neighborhoods should be prioritized to increase mobility, and connect neighborhoods to parks, schools, and community centers.

Maintenance of neighborhoods is also an important factor in maintaining the quality of life for residents and the desirability of the city as a place to work and live. The parties agree to foster neighborhood improvement, such as decreasing public nuisances and street and sidewalk improvements, to assist in improving public safety, to investigate the benefits of coordinating city services and to publish inventories of existing assets and investments in neighborhoods

The parties agree to establish the following mechanisms to consult with the affected residents and neighborhoods periodically throughout the development and implementation of a land use project.

A. Neighborhood Development Forums

The CNA shall develop in consultation with the City a Neighborhood Development Forum process and shall convene its membership as necessary to consider development proposals within or affecting recognized neighborhoods.

The CNA agrees to host a Neighborhood Development Forum when requested by a development interest and to report the results of such meetings to the City. A Neighborhood Development Forum process shall include an opportunity for an applicant for development approval to present a project description and plans to the CNA membership. Such meetings shall be open to the public and shall provide an opportunity for public comment and applicant response. These meetings are intended to be collaborative dialogues between the prospective applicant and the neighborhoods. The CNA and the City shall cooperate on providing notice of such meetings to achieve the broadest possible awareness and participation in the forum.

The City agrees to notify potential applicants, such as those who submit for pre-application review by the Site Plan Review Committee, of the existence of the Neighborhood Development Forum and encourage them to make use of the forum.

The City agrees to provide space on a reasonable basis within a City-owned building or other appropriate facility for such forums.

B. Neighborhood/Subarea Plans

The City is in the process of updating its Comprehensive Plan and neighborhoods and neighborhood issues have been an important part of the Comprehensive Plan update discussion. The Comprehensive Plan update includes recommendations affecting neighborhoods; the CNA is uniquely qualified to provide assistance in their implementation.

CNA will provide input to the city concerning goals and objectives related to growth in neighborhoods and ensuring that new development will fit comfortably within existing neighborhoods. Also, the city and CNA will work with residents to design neighborhood “frameworks” that identify preferred densities, land use types, and design styles that fit with existing neighborhoods and Associations and identify locations for future “third place” developments (e.g. community gardens)

The draft Comprehensive Plan includes recommendations regarding sub-area planning. These recommendations envision sub-area plans being developed for the entire city. The City encourages the CNA to play an active role in helping to shape how this recommended aspect of the Comprehensive Plan is implemented by becoming a partner in the Comprehensive Plan *implementation plan*.

As a partner in the *implementation plan*, the CNA would be in a leadership role to help form implementing strategies, regulations and approaches for this important addition to our Comprehensive Plan. A likely outcome for this process will be the need to update the OMC 18.86.040 to be consistent with the Comprehensive Plan and could become a future Neighborhood Services Ad Hoc Review Committee work plan item.

V. Administrative Support for Recognized Neighborhood Associations

A. Focusing Resources on Policy Making

Recognized neighborhood associations and CNA need assistance in the area of administrative support. To relieve some of the administrative burden and allow more resources to be dedicated to policy review and consultation, the parties agree to the following:

- i. Develop and implement templates for the establishment and operation of neighborhood associations, such as developing agendas, bylaws, and meeting minutes.
- ii. Assist in the development of a common web site for neighborhoods.
- iii. Where possible, work with recognized neighborhoods to provide a list of locations for no-cost rooms for individual recognized neighborhood meetings.
- iv. CNA can work with neighborhood associations to apply for grants to assist with administrative support and to achieve the other purposes contained in this agreement

B. Continuity of Neighborhood Associations

Neighborhood associations tend to be reliant on a small group of dedicated volunteers. New leaders are necessary due to turnover in leadership positions and to allow more individuals with varied backgrounds an opportunity to serve in leadership roles. The parties agree to the following to foster new leaders:

- i. Develop a set of criteria to assist individuals in participating with their existing neighborhood association.
- ii. Participate with the CNA in organizing an annual seminar for Neighborhood Association leaders and assist during leadership transitions.

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The agreement is intended to improve communication between neighborhoods and the City. The parties agree to the following common protocols and methods:

1. Chairs of CNA will serve as the CNA Liaison to the City Manager.
2. The City Council will appoint a Councilmember as liaison to the CNA.
3. The City Manager and the CNA agree to jointly prepare and submit to the City Council an annual report. This report shall detail the successes, challenges and opportunities for improvement from the past year and make recommendations about possible work plan items for the coming year.

B. Points of Contact

The City Manager or his designee shall serve as the primary contact for the City for purposes of administration of this agreement. The Chairs of the CNA shall serve as primary contact for the CNA for the purpose of administration of this agreement.

VII. Other Terms and Conditions

A. Amendment

This agreement may be amended from time to time with the joint approval of both parties.

B. Duration

This agreement shall remain in effect for three years at which time it will be reviewed and updated. The parties shall provide no less than 30 day's notice prior to terminating this agreement.

C. Limited Effect of this MOU

This document is an expression of the intent of the Parties on how they will work toward supporting neighborhood associations. This document is not a legally binding agreement and it does not in any manner amend any of the City's regulations or create any additional requirements for development within the City of Olympia.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date and year written above.

OLYMPIA COALITION OF NEIGHBORHOOD ASSOCIATIONS

By: 
Robert C. Jones, Chair, Coalition of Neighborhood Associations

Title: Chair, CNA

CITY OF OLYMPIA

By: 
Steven R. Hall, City Manager

APPROVED AS TO FORM:


Tom Morrill, City Attorney



May 19, 2015

Steven Hall, City Manager
City of Olympia
601 4th Ave. East
Olympia, WA 98501

Dear Steve:

On behalf of the Coalition of Neighborhood Associations, I have attached an amended Memorandum of Understanding between the Coalition and the City. The current MOU with the city expires on July 10, 2015.

The Memorandum of Understanding has been extensively reviewed by CNA's members and city staff and it includes a few small changes to make it consistent with current practices. Leonard Bauer has suggested that CNA and the City may wish to participate in presenting the MOU to the City Council. CNA would be happy to participate in whatever way would be appropriate.

If you have any questions, please contact me at (360) 866-3876 or by email (philschulte@comcast.net).

Sincerely yours,

A handwritten signature in cursive script that reads "Philip W. Schulte".

Philip W. Schulte, Chair,
Coalition of Neighborhood Associations

cc: Honorable Julie Hankins, Council Member

cc: Leonard Bauer, Deputy Director, Community Planning and Development



City Council

Approval of the Draft Program Year 2015 Community Development Block Grant Action Plan

Agenda Date: 7/7/2015
Agenda Item Number: 4.E
File Number: 15-0548

Type: decision **Version:** 2 **Status:** Consent Calendar

Title

Approval of the Draft Program Year 2015 Community Development Block Grant Action Plan

Recommended Action

City Manager Recommendation:

Move to approve the draft Program Year 2015 (PY2105) Community Development Block Grant (CDBG) Annual Action Plan and direct staff to submit the approved document to HUD.

Report

Issue:

Should the City Council submit the draft PY 2015 CDBG Annual Action Plan?

Staff Contact:

Anna Schlecht, Housing Program Manager, 360.753.8183

Leonard Bauer, CPD Deputy Director, Community Planning & Development, 360.753.8206

Presenter(s):

Anna Schlecht, Housing Program Manager

Background and Analysis:

The City of Olympia receives federal CDBG funds from the Department of Housing and Urban Development (HUD). According to the HUD website, the CDBG Program provides federal funds to "develop viable communities by providing decent housing, a suitable living environment and opportunities to expand economic opportunities, principally for low- and moderate-income persons." The City maintains a five-year consolidated plan that outlines the strategic priorities for CDBG grant funding.

Each year, the City re-evaluates the plan to ensure that it addresses the needs of the community, and adopts its Annual Action Plan for that year. The PY2015 CDBG Action Plan will cover the period of September 1, 2015 - August 31, 2016.

The City has identified the following strategies, in priority order, for both the five-year Consolidated Plan and the Action Plan for Program Year 2015:

1. Economic Development - PRIORITY GOAL
2. Housing Rehabilitation
3. Land Acquisition
4. Public Facilities and Improvements
5. Public Services.

Action Plan Funding Availability:

Following is the breakdown of sources of Community Development Block Grant funds:

\$338,265	Annual Entitlement Grants:
\$120,000	Program Income (estimated receipts from housing loan repayments)
\$458,265	Total CDBG Funding available for the PY 2015 CDBG Action activities.

Draft PY 2015 CDBG Action Plan

The Council proposes the following eligible activities receive funding during Program Year 2015 (September 1, 2015 - August 31, 2016). Additional information is contained in the draft CDBG PY 2015 Action Plan Citizens Summary in Attachment 1, and at the website link in Attachment 2.

\$27,500	Downtown Safety & Façade Improvement Pilot Project
\$64,000	Repayment of CDBG Section 108 Loan
\$55,397	Downtown Ambassador Program
\$219,714	Grow Olympia Fund-Business Loans
\$91,654	Program Administration
\$458,265	TOTAL PROPOSED PY 2015 CDBG FUNDING

CDBG PY2015 Action Plan Timeline and Process:

The City's CDBG PY 2015 Annual Action Plan was made available to citizens and other stakeholders' in a public process described in its CDBG "Citizen Participation Process" which is outlined in the Five-Year CDBG Consolidated Plan. This process included a public comment period that ran from May 22 to June 22, 2015, and featured a public hearing on June 2, 2015. During this time, copies of the PY 2015 CDBG Action Plan were available online at the link in Attachment 2, and paper copies were made available at Olympia City Hall and the Olympia Timberland Library.

One comment was received during the public comment period. It is listed on Page 31 of Attachment 1.

Tonight the Council is scheduled for final approval of the PY 2015 Annual Action Plan. If approved, Council will then direct staff to submit the CDBG PY 2015 Annual Action Plan online and paper copies to the regional HUD office on or before July 15, 2015.

The CDBG Annual Action Plan timeline is illustrated in Attachment 3.

Neighborhood/Community Interests (if known):

The PY 2015 CDBG Annual Action Plan is a city-wide document that is of interest to the entire community. All registered neighborhood associations and business associations will receive notices of the public comment period on the Draft Action Plan.

Options:

Approve the draft Program Year 2015 (PY2105) Community Development Block Grant (CDBG) Annual Action Plan and direct staff to submit to HUD.

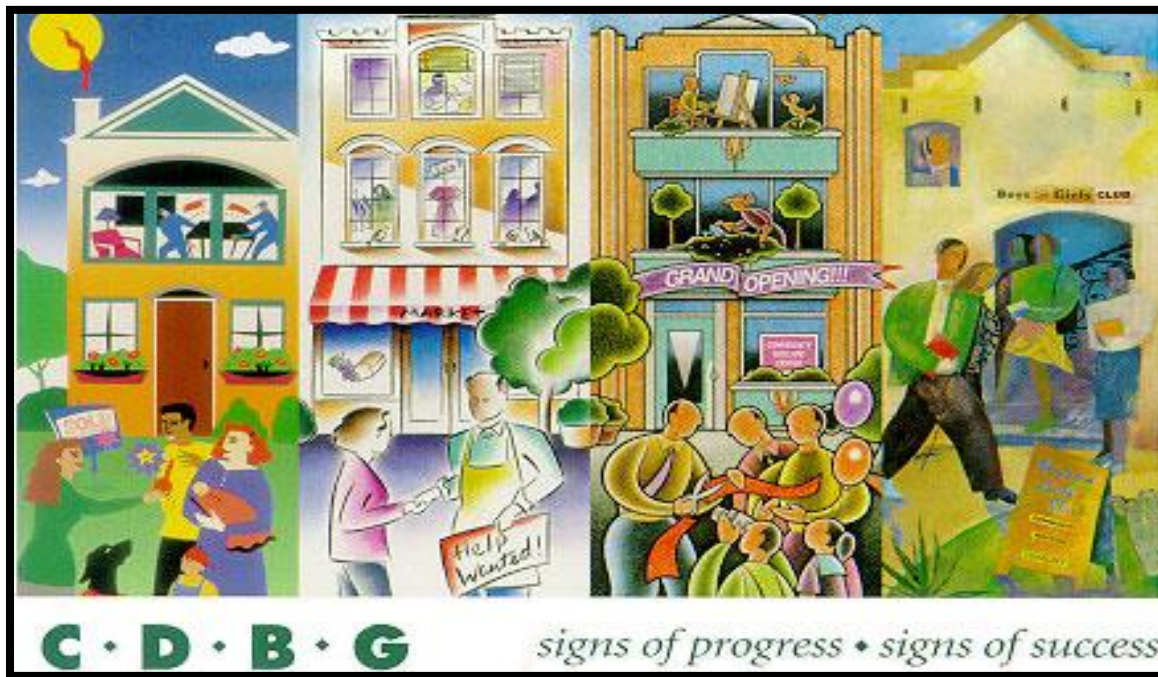
Financial Impact:

HUD estimates the City's PY 2015 grant award will be \$338,265. The City also anticipates receiving an estimated \$120,000 in CDBG program income, for a total of \$458,265 in CDBG funding for PY 2015 (September 1, 2015 - August 31, 2016).



DRAFT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2015 ACTION PLAN

PRIORITY STRATEGY: ECONOMIC DEVELOPMENT



To request a copy of this publication in an alternative format, please contact **Susan Lodholm** at 360.753.8436 or via email at slodholm@ci.olympia.wa.us.

For more information on the Olympia CDBG Program

M. Anna Schlecht | Olympia Housing Program Manager | aschlecht@ci.olympia.wa.us | 360.753.8183

OLYMPIA CITY COUNCIL	CITY OF OLYMPIA STAFF
Position 1 Stephen H. Buxbaum, Mayor	Community Planning & Development Department
Position 2 Steve Langer	Director Keith Stahley
Position 3 Nathaniel Jones, Mayor Pro Tem	Deputy Director Leonard Bauer
Position 4 Cheryl Selby	Business Manager Karen Kenneson
Position 5 Julie Hankins	Housing Program Manager Anna Schlecht
Position 6 Jeannine Roe	Housing Program Assistant Susan Lodholm
Position 7 Jim Cooper	

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Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

Proposed PY 2015 CDBG Activities and Fund Allocation

Priority Strategy: Economic Development

The City's CDBG Program Annual Action Plan features a range of activities, each intended to directly or indirectly promote economic development--the primary City of Olympia strategy identified in the Consolidated Plan. The specific PY 2015 activities are identified as follows:

1. **Economic Development: Direct Economic Development Assistance** (*Defined as direct assistance to businesses*)

\$27,500* Downtown Safety & Facade Improvement Program

The City will use "Crime Prevention through Environmental Design" (CPTED) to identify and prioritize projects that will increase safety and economic vitality downtown. Funding will be made available as loans to private property owners for projects that involve: (1) Downtown Safety Loans (i.e., security lighting, gates, or related improvements); or (2) Facade Improvement Loans that restore highly visible storefronts in the downtown core.

\$219,714* Grow Olympia Fund - Business Loans

Provide additional funds to the "Grow Olympia Fund". The small business loan program to be administered via contract with the National Development Council and in partnership with the "Grow Olympia Fund," the Thurston Economic Development Council (EDC), the Thurston County Chamber of Commerce, and the Olympia Downtown Association (ODA). This program will be designed to complement existing tools; i.e., technical assistance, business training, and business coordination programs provided by EDC, ODA, and Enterprise for Equity, and the incubator program of the Thurston County Chamber.

2. **Public Facilities: Indirect Economic Development Assistance** (*Defined as activities that improve the business environment*)

\$64,000 Repayment to CDBG Section 108 Loan

Second of five repayments on the Section 108 loan guarantee funded "**Downtown Safety Project**" to provide alley lighting for up to 13 alleys in specific locations and ADA sidewalk-accessible improvements to improve pedestrian accessibility.

3. **Social Services: Indirect Economic Development Assistance** (*Defined as activities that improve the business environment*)

\$55,397* Downtown Ambassador Program - Capital Recovery Center

This program serves as a link between downtown businesses and social services by providing street outreach, referrals, and other assistance to homeless, street-dependent and mentally ill individuals in the downtown core. Capital Recovery Center is a nonprofit mental health service provider.

4. **Planning and Administrative Costs**

\$91,654 Staffing costs to administer the CDBG Program, also known as "general administration".

* Includes estimated 10% Activity Delivery Costs (ADC) necessary for managing these programs.

For more information about approved strategies, please see the [Citizen's Summary](#) and Part I of the [2013-2017 Consolidated Plan](#), available on the City's website.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The following chart places each of the PY 2015 proposed activities within the framework of the CDBG Five-Year Consolidated Plan:

TABLE 1: PROPOSED PY 2015 AWARDS BY RECIPIENT AND PROJECT

Recipient	Project/ Activity	Outcomes	Strategic Goal(s) Met	HUD CDBG Objective(s) Met	Proposed PY 2015 Award
City of Olympia	Debt Service-Section 108 Downtown Improvements Project	Partial repayment of Section 108 loan, which funds the installation of lighting in approximately 13 alleys and 1 key sidewalk accessibility project	Public Facilities Improvements	15% - Low/Mod Area (LMA) 85% - Low/Mod Limited Clientele (LMC)	\$ 64,000
Capital Recovery Center	Downtown Ambassador Program	Citizen contacts with up to 150 homeless and mentally ill people	Homeless Continuum of Care	Low and moderate income benefit (LMI)	\$55,397**
Assorted Downtown Buildings	Safety & Façade Improvements Pilot Project (CPTED)*	Economic Development	Economic Development	Rehab: Publically or Privately owned commercial/industrial in a predominantly low/moderate-income residential area (LMA)	\$27,500**
City of Olympia	Grow Olympia Fund – Business Loans	Economic Development	Economic Development	Low and moderate income job creation (LMJ)	\$219,714**
City of Olympia	Planning & Administrative Costs - 15% of total funds	Administration of a compliant program	CDBG Program Administration	N/A	\$91,654
Total:					\$458,265
* Crime Prevention Through Environmental Design (CPTED)					
** Includes estimated 10% Activity Delivery Costs (ADC) necessary for managing these programs					

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Evaluation of Past Performance - Program Year 2014

The PY 2014 (September 1, 2014-August 31, 2015) the Olympia CDBG Program allocated a total of \$642,375 for housing and community development activities during the second year of the five-year 2013-2017 Consolidated Plan. The following activities were funded:

- **Public Services** - Eight percent (8%) of funds (\$51,270) provided public services through the **Capital Recovery Center Ambassador Program** with a goal to provide street outreach and referrals for up to 156 street-dependent and homeless citizens. (Please note: to date, 363 people have been served.)
- **Public Facilities** - Up to twenty-four percent (24%) of funds, or \$151,050, (indexed by the actual receipt of Program Income) was allocated for a public facilities project intended to demolish a derelict building and eliminate urban blight. (This amount includes a \$25,650 repayment to this project from funds borrowed during PY 2013 for the Downtown Ambassador Program.)
- **Small Business Revolving Loan Fund Pilot Project** - Thirty-nine percent (39%), or \$250,000, was used to fund the administration of the Grow Olympia Fund managed by the National Development Council (NDC) to fund business retention and expansion projects that would create jobs for low- and moderate-income people. (No loans have been closed at the time of this report.)
- **Safety & Facade Improvements Pilot Project** - Four percent (4%), or \$25,000, was dedicated to fund projects defined as "Crime Prevention through Environmental Design (CPTED) for work including safety lighting, alcove gates, and facade improvements. (Please note: projects will ultimately be defined as business loans or community center projects.) (One of four loans is closed as of the time of this report.)
- **Debt Service: Section 108 Funded Downtown Improvement Projects** - Ten percent (10%), or \$64,000, was allocated to repay a CDBG Section 108 loan for a public Facilities Downtown Safety Improvement Project to provide alley lighting for public safety and ADA curb cuts for wheelchair accessibility in key areas of the downtown core.
- **Planning and Administrative Costs** - A total of sixteen percent (16%) of the funds (\$100,000) was allocated for program administrative costs (PAC), also known as general administrative costs of running the CDBG Program.

More information about Olympia's CDBG Program can be found in the [2013-2017 Joint City-County Consolidated Plan](#). More specific information on the current PY 2014 accomplishments will be provided in the PY 2014 Consolidated Annual Performance and Evaluation Report to be released October 2015.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen Participation and Consultation Process

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness, and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of the process of developing the PY 2015 Annual Action Plan include:

- Council public discussions of PY 2015 CDBG Program Annual Action strategies and review of recommendations for funding during Council meetings held between November 2014 and January 2015.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in their March and April 2015 meetings.
- Council review of existing data on affordable housing, homelessness, and community development needs.
- Coordination of countywide efforts to address homelessness, including the January 2015 Point-in-Time count.
- Participation in monthly meetings of the Thurston County HOME Consortium.
- Coordination of the monthly Thurston County Housing Task Force, which facilitates countywide efforts to address affordable housing and homelessness and to enhance service delivery to homeless and low-income people.
- Participation in other community meetings to discuss the CDBG Program in general and the proposed CDBG Annual Action Plan in particular.
- Council review of Draft CDBG Annual Action Plan on May 5, 2015.
- Council approval of Draft CDBG Annual Action Plan on May 19, 2015, and release for public comment.
- Release of the Draft CDBG Annual Action Plan for public review and comment on May 22, 2015, followed by a 30-day public comment period from May 22 to June 22, 2015.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 2, 2015.
- Final Council approval of the Draft CDBG Annual Action Plan on July 7, 2015.
- Submission of CDBG PY 2015 Annual Action Plan to HUD on or before July 15, 2015.

5. Summary of public comments

A CDBG public comment period was held between May 22, 2015 and June 22, 2015. The only public comment was received at the Public Hearing, held June 2, 2015.

Summary of Public Comments and Responses

Public comment received on the CDBG PY 2015 Annual Action Plan is summarized on page 31 of this document. One comment was received, which noted the City of Olympia's shift to a priority on economic development was challenging for local social service providers.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments or views will be accepted and included in the PY 2015 Annual Action Plan.

7. Summary

N/A

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Olympia	
CDBG Administrator	Olympia	Community Planning & Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

Leonard Bauer
 Deputy Director
 Olympia Community Planning and Development Dept.
 PO Box 1967
 Olympia, WA 98507-1967
 lbauer@ci.olympia.wa.us
 360.753.8206

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Olympia facilitates the monthly Housing Task Force meeting and participates in the monthly HOME Citizens Advisory Committee (HCAC) that provides coordination and information sharing at a provider level. Olympia is a member of the County HOME Consortium that provides policy level coordination and information sharing. The City also participates in numerous other public meetings to enhance coordination between public officials, service providers, and other stakeholders.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City participates in the County's "Continuum of Care" process, which is coordinated by the County's Homeless Coordinator. Coordination activities include:

- Needs assessments that involves consultation with service providers, public officials, and low- and moderate-income people;
- Information sharing on best practices and key issues at monthly Housing Task Force meetings of service providers and public officials and low- and moderate-income people;
- System enhancement that is coordinated at the monthly HOME Citizens Advisory Committee (HCAC);
- Development of a Homeless Plan in conjunction with HCAC, public officials, elected officials, and low- and moderate-income people, homeless, and people at risk of homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

2. Agencies, groups, organizations and others who participated in the process and consultations

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Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	HOME Citizens Advisory Committee
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
2	Agency/Group/Organization	Thurston County HOME Consortium
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

3	Agency/Group/Organization	Thurston County Homeless Coordinator
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
4	Agency/Group/Organization	Thurston County Housing Task Force
	Agency/Group/Organization Type	Regional organization Planning organization Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
5	Agency/Group/Organization	Thurston County Chamber of Commerce
	Agency/Group/Organization Type	Planning organization Business Leaders

	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
6	Agency/Group/Organization	Economic Development Council of Thurston County
	Agency/Group/Organization Type	Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
7	Agency/Group/Organization	Olympia Downtown Association
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
8	Agency/Group/Organization	Thurston County Thurston Thrives
	Agency/Group/Organization Type	Other government - County Regional organization Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
9	Agency/Group/Organization	NATIONAL DEVELOPMENT COUNCIL
	Agency/Group/Organization Type	Non-profit Consultant
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

Identify any Agency Types not consulted and provide rationale for not consulting

The City works with all stakeholders and relevant service providers, policy makers, and advocacy groups and individuals concerned with homelessness, housing.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
Thurston County/Olympia Regional CDBG Con Plan	Thurston County and City of Olympia	The Consolidated Plan serves as the five-year strategic plan to guide the HOME and CDBG Programs.
Olympia Comprehensive Plan	City of Olympia	Limited overlap with the housing and social service elements.
Thurston County Homeless Plan	Thurston County HOME Citizens Advisory Committee (HCAC)	Overlap in efforts to provide shelter, housing, and related services for the region's homeless populations.
Thurston County HOME & CDBG Annual Action Plan	Thurston County HOME Consortium	Overlap in planning process that addresses regional needs.
Thurston Thrives	County Public Health and Social Services	Overlaps in efforts to address economic, homeless, mental health, and other social service needs.

Table 3 - Other local / regional / federal planning efforts

Narrative

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness, and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of the process of developing the PY 2015 Annual Action Plan include:

Council public discussions of PY 2015 CDBG Program Annual Action Plan strategies and review of recommendations for funding during Council meetings held between November 2014 and January 2015.

Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in their March and April 2015 meetings.

Council review of existing data on economic opportunity, affordable housing, homelessness, and community development needs.

Coordination of countywide efforts to address homelessness, including the January 2015 Point-in-Time count.

Participation in monthly meetings of the Thurston County HOME Consortium.

Coordination of the monthly Thurston County Housing Task Force, which facilitates countywide efforts to address affordable housing and homelessness and to enhance service delivery to homeless and low-income people.

Participation in other community meetings to discuss the CDBG program in general and the proposed CDBG Annual Action Plan in particular.

Council review of Draft CDBG Annual Action Plan on May 5, 2015.

Council approval of Draft CDBG Annual Action Plan and release for public comment on May 19, 2015.

City Council public hearing on the proposed CDBG Annual Action Plan on June 2, 2015.

Release the Draft CDBG Annual Action Plan for public review and comment on May 22, 2015, followed by a 30-day public comment period from May 22 to June 22, 2015.

Final Council approval of Draft CDBG Annual Action Plan on July 7, 2015.

Submission of CDBG PY 2015 Annual Action Plan to HUD on or before July 15, 2015.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Olympia City Council Meetings	General public, service providers, business leaders, low an dmoderate income people, other stakehold	General audience of Council meetings, six stakeholders in attendance, unknown number of television viewers.			
2	HOME Consortium Meetings	General public, elected officials, service providers, other stakeholders	Eight representatives of HOME jurisdictional representatives, service providers, other homeless and low-income housing stakeholders.			
3	HOME Citizen Advisory Meetings	Public officials, service providers, business leaders, low/moderate income people, other stakeholder				
4	Housing Task Force Meetings	Public officials, service providers, low and moderate income people, other stakeholders				
5	Olympia City Website	General Public				
6	Olympia Public Library	General Public				

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Newspaper Advertisement	General Public				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	338,265	120,000	0	458,265	1,064,271	Federal funds allocated

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CPTED Safety Program will leverage an additional \$75,000 in private investments and volunteer labor.

The Isthmus Project is anticipated to generate an additional \$26,000,000 in public and private investment, although the ultimate project design is subject to change.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City will sell a city-owned lot located at 318 State Ave for an 85% discount to the Low Income Housing Institute for the purpose of developing 43 units of housing for formerly homeless veterans, young adults, and people with disabilities.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Economic Development	2013	2017	Non-Housing Community Development		Economic Development	CDBG: \$247,214	Facade treatment/business building rehabilitation: 5 Business Jobs created/retained: 6 Jobs
2	Public Facilities and Infrastructure	2013	2017	Non-Housing Community Development		Infrastructure and Public Facilities	CDBG: \$64,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 400 Persons Assisted Buildings Demolished: 1 Buildings
3	Public Services	2013	2017	Non-Homeless Special Needs		Homeless Assistance and Prevention	CDBG: \$55,397	Public service activities for Low/Moderate Income Housing Benefit: 150 Households Assisted

Table 6 - Goals Summary

Goal Descriptions

1	Goal Name	Economic Development
	Goal Description	Economic activities will improve the physical environment of the downtown business core and create jobs for low/mod income people (LMJ).
2	Goal Name	Public Facilities and Infrastructure
	Goal Description	Public facilities activities will eliminate a severely blighted building in the downtown core and make way for a proposed Isthmus Park (continued from PY 2014). The second public facility activity involves repayment of a Section 108 loan guarantee project that provides alley lighting and ADA curb cuts in the downtown core.
3	Goal Name	Public Services
	Goal Description	Public service activities will provide direct services and referrals for street-dependent homeless and mentally ill people in the downtown core, thereby improving the business environment.

Table 7 – Goal Descriptions

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City's PY 2015 Annual Action Plan focuses on two primary goals identified in the 2013-2017 Consolidated Plan. The **Economic Development Goal** will involve projects that improve the physical environment of the downtown business core by funding (1) Grow Olympia Fund business loans; and (2) CPTED Safety improvements to the downtown business environments. The public facility activity involves repayment of a Section 108 Loan Guarantee project that provided alley lighting and ADA curb cuts.

The **Public Services Goal** will provide direct services and referrals for street-dependent homeless and mentally ill people in the downtown core, thereby improving the business environment.

#	Project Name
1	Downtown Safety & Facade Improvement Program
2	Grow Olympia Fund Business Loans
3	Repayment of Section 108 Loan
4	Downtown Ambassador Program
5	Planning and Administration-PY 2015

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The current CDBG Consolidated Plan (2013-2017) identifies program goals and prioritizes activities based on needs data. The only high-need activity in the PY 2015 Annual Action Plan is the Downtown Ambassadors Program that will provide services and referrals for homeless and mentally ill people.

The City also prioritized activities that provide either direct or indirect support for Economic Development. This includes direct benefit activities such as the Small Business Loan Program and Downtown CPTED Safety Program, as well as indirect benefit activities such as the Isthmus Park building demolition project and the Section 108 loan repayments for projects that installed alley lighting and ADA curb cuts in the downtown core.

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AP-38 Project Summary

Project Summary Information

1	Project Name	Downtown Safety & Façade Improvement Program
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	\$27,500
	Description	Use “Crime Prevention through Environmental Design (CPTED)” to identify and 21idewalk21e projects that will increase safety and economic vitality downtown. Funding will be made available as loans to private property owners for projects that involve (1) Downtown Safety Loans (i.e., security lighting, gates, or related improvements), or (2) Façade improvement loans that restore highly visible storefronts in the downtown core.
	Target Date	8/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	Project Name	Grow Olympia Fund Business Loans
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	\$219,714
	Description	Provide additional loan funds to the Grow Olympia Fund created in PY 2014
	Target Date	8/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

3	Project Name	Repayment of Section 108 Loan
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Infrastructure and Public Facilities
	Funding	\$64,000
	Description	Second of five repayments on the Section 108 loan guarantee funding the Downtown Safety Projects, which provides alley lighting for up to 13 alleys in specific locations and ADA 22idewalk-accessible improvement for pedestrian accessibility.
	Target Date	8/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
Planned Activities		
4	Project Name	Downtown Ambassador Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Homeless Assistance and Prevention
	Funding	\$55,397
	Description	Provide street outreach, referrals, and other assistance to homeless, street-dependent and mentally ill individuals in the downtown core.
	Target Date	8/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
Planned Activities		

5	Project Name	Planning and Administration-PY 2015
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	\$91,654
	Description	Staffing costs to administer the CDBG Program.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

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AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Geographic Distribution

Target Area	Percentage of Funds
Olympia Downtown Core	100%

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Olympia's downtown core contains one of the lowest income, highly concentrated residential areas in the entire city. Tract 101, Block 1, according to the American Community Survey data, consists of 90.29% low and moderate income residents.

AP-75 Action Plan Barriers to Affordable Housing - 91.420, 91.220(j)

*** Indicates Required Field**

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment:

The City of Olympia's housing efforts provide only a small impact on the overall housing needs of the community. The City continues to initiate discussions with Thurston County to identify possible future collaborative efforts in order to reduce barriers to affordable and supportive housing and to stimulate more interest in housing investment among the private and public sectors.

Poverty is a principal barrier to housing affordability. In PY 2015, most CDBG-funded projects and activities will assist households below 50 percent of median income, since these households were identified as having the greatest level of need in the consolidated planning process. Beyond activities of the CDBG Program, Olympia will continue its efforts to reduce the number of poverty-level families by encouraging participation in various assistance programs offered by the City and other agencies, rental assistance programs, homeless prevention programs, and urban homesteading-type programs.

Discussion:

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

Actions planned to foster and maintain affordable housing

The City did not propose any CDBG-funded projects to develop or rehabilitate housing units for low and moderate-income people.

The City is negotiating the sale of city-owned property to the Low Income Housing Institute for the development of "Olympia Commons," a 43-unit housing project that will provide supportive housing for formerly homeless veterans, young adults, and disabled people.

Actions planned to reduce lead-based paint hazards

Lead-Based Paint Hazard Activity

In an effort to address lead-based paint hazards, the City of Olympia has incorporated the regulations into existing housing policies and programs for implementing Title X of the Community Development Act of 1992, part of the Residential Lead-Based Paint Hazard Reduction Act of 1992. Olympia will continue to follow 24 CFR Part 35 in addressing the evaluation and reduction of lead-based paint hazards in Olympia's housing policies and programs.

The Community Planning and Development Department Housing Division has developed an outline of actions to be undertaken over the coming five years to evaluate and reduce lead-based paint hazards. During the PY 2015 Action Plan period, the City plans to continue the following actions:

Encourage more local contractors to obtain "Lead Paint Worker" or "Lead Paint Supervisor" licenses.

Contract for risk assessments with the Housing Authority of Thurston County (HATC).

Continue the residential rehabilitation projects as they relate to the lead paint hazard rules. Each project will include the review and determined need for testing and hazard reduction in conjunction with rehabilitation as part of the environmental review.

Review existing regulations, housing, and rehabilitation codes to assure lead-based paint hazard reduction is incorporated where appropriate.

Encourage inspections for lead at appropriate times when housing is otherwise being inspected or evaluated.

HATC has two EPA-licensed Lead Risk Assessors on staff who will provide paint inspection services as required in the HUD Final Rule for lead-based paint. HATC also receives funding for lead hazard reduction programs through the State of Washington, which provides funding for equipment, training, testing services, and lead hazard reduction work on single- and multi-family housing.

Actions planned to reduce the number of poverty-level families

Actions planned to develop institutional structure

Actions planned to enhance coordination between public and private housing and social service agencies

Within the City of Olympia there is one public housing project owned and managed by the King County Housing Authority. Casa Madrona is a 70-unit elderly housing project located on Martin Way. The Housing Authority is not "troubled" or performing poorly, and there are no City plans to assist the King County Housing Authority at this time.

In PY 2015, the City of Olympia will continue to coordinate efforts to provide housing and address homelessness with the Housing Authority of Thurston County, which provides tenant- and project-based rental assistance and other housing services.

The City is part of the Thurston County HOME Consortium and participates in all efforts to maximize the coordination between public and private housing resources and supportive social services, with a particular emphasis on coordinated system entry, rapid re-housing, and enhanced networking of social services.

Discussion

Coordination of housing and service providers occurs in a number of forums, including:

- Monthly HOME Consortium meetings;
- Monthly Housing Task Force meetings;
- Monthly HCAC meetings;
- Thurston Thrives;

The "Community Investment Partnership" (CIP) interjurisdictional funding consortium that combines public local government funds with private United Way funds to support housing, social, and mental health services.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	325,000
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	325,000

Other CDBG Requirements

1. The amount of urgent need activities	55,397
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	91.00%

Discussion

In PY 2014, the City changed to a 3-year aggregate period that consisted of years 2013, 2014, and 2015. Our current overall LMI benefit percentage is estimated to be 82.5%.

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PUBLIC COMMENTS

A CDBG Public comment Period was held between May 22, 2015 and June 22, 2015. The only public comment was received at the Public Hearing, held June 2, 2015:

EXCERPT FROM CITY COUNCIL MEETING MINUTES: CDBG Public Hearing, June 2, 2015

5.A 15-0548 Public Hearing on the Community Development Block Grant Draft Program Year 2015 Action Plan

CDBG Program Manager Anna Schlecht introduced this item and outlined the proposed activities of the third year of the five-year CDBG consolidated planning period. She said staff identified the primary strategy as economic development. The public hearing was opened at 8:08 pm.

Community Youth Services Executive Director Charles Shelan noted the Council's shift to economic development was challenging for local social service providers. The public hearing was closed at 8:12 pm.

The public hearing was held and closed. Written comment will be accepted until 5:00 p.m. on Monday, June 22.

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing – The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-Displacement and Relocation Plan – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implement regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME Programs.

Drug Free Workplace – It will continue to provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an ongoing drug-free awareness program to inform employees about

The dangers of drug abuse in the workplace;

The grantee's policy of maintaining a drug-free workplace;

Any available drug counseling, rehabilitation, and employee assistance programs; and

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will

(a) Abide by the terms of the statement; and

Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Notifying the agency in writing within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency

has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

Taking one of the following actions within 30 calendar days of receiving notice under subparagraph 4(b) with respect to any employee who is so convicted:

Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Anti-Lobbying – To the best of the jurisdiction’s knowledge and belief:

No federal-appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

If any funds other than federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and

It will require that the language of paragraphs 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction – The consolidated plan is authorized under state and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding in accordance with applicable HUD regulations.

Consistency with Plan – The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 – It will comply with Section 3 of the Housing and Urban Development Act of 1968 and implement regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

City Manager
Title

SPECIFIC CDBG PROGRAM CERTIFICATIONS

The Entitlement Community certifies that:

Citizen Participation – It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing and expand economic opportunities primarily for persons of low and moderate income (see CFR 24 570.2 and CFR 24 part 570).

Following a Plan – It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds – It has complied with the following criteria:

Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available).

Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year 2015 (***A three-year period specified by the grantee consisting of the program year 2013, 2014, and 2015 only***) shall principally benefit persons of low and moderate income in a manner that ensures that at least 70% of the amount is expended for activities that benefit such persons during the designated period.

Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and

occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force – It has adopted and is enforcing:

A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations, and

A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance with Anti-discrimination Laws – The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

Compliance with Laws – It will comply with applicable laws.

Signature/Authorized Official

Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio stations).

If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph 3).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant. Check ___ if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

Place of Performance (Street address, city, county, state, zip code):
601 4th Ave E, Olympia, Thurston County, WA, 98501

Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

“Controlled substance” means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);
“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
“Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;
“Employee” means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All “direct charge” employees; (ii) all “indirect charge” employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee’s payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee’s payroll; or employees of sub-recipients or subcontractors in covered workplaces).

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Olympia

Priority Need: N/A

Project Title: General Administration and Planning

Description: Provide overall general administration for Program Year 2015

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City of Olympia

Street Address: 601 4th Ave E

City, State, Zip Code: Olympia, WA 98501

Objective Number N/A	Project ID	Funding Sources:	
HUD Matrix Code 21A	CDBG Citation 570.206	CDBG	\$91,654
Type of Recipient Local Government	CDBG National Objective N/A	ESG	
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	
Performance Indicator N/A	Annual Units N/A	HOPWA	
Local ID	Units Upon Completion N/A	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$91,654

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Olympia

Priority Need: Medium

Project Title: Section 108 Loan Debt Service

Description: Partial repayment of Section 108 loan, which funded the installation of lighting in approximately 13 alleys and 1 key sidewalk accessibility project.

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City of Olympia

Street Address: 601 4th Ave E

City, State, Zip Code: Olympia, WA 98501

Objective Number SL1.3	Project ID	Funding Sources:	
HUD Matrix Code 19F	CDBG Citation 570.208(a)(1)S	CDBG	\$64,000
Type of Recipient Local Government	CDBG National Objective None	ESG	
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	
Performance Indicator None	Annual Units – 20% repayment of Section 108 Loan	HOPWA	
Local ID	Units Upon Completion – 20% Repayment of Section 108 Loan	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$64,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Olympia

Priority Need: High - Homeless Social Services

Project Title: Downtown Ambassador Program

Description: Provide citizen contacts with up to 150 homeless and mentally ill persons.

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: Capital Recovery Center dba Capital Clubhouse

Street Address: 1000 Cherry St SE

City, State, Zip Code: Olympia, WA 98501

Objective Number SL1.2	Project ID	Funding Sources:	
HUD Matrix Code 05	CDBG Citation 570.208(a)(2)	CDBG	\$51,270
Type of Recipient Local Government	CDBG National Objective LMC	ESG	
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	
Performance Indicator People	Annual Units 150	HOPWA	
Local ID	Units Upon Completion 150	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$51,270

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Olympia

Priority Need: N/A

Project Title: Downtown Ambassador Activity Delivery Costs

Description: Activity delivery costs necessary to manage the program.

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City of Olympia

Street Address: 601 4th Ave E

City, State, Zip Code: Olympia, WA 98501

Objective Number SL1.2	Project ID	Funding Sources:	
HUD Matrix Code 05	CDBG Citation 570.208(a)(2)	CDBG	\$4,127
Type of Recipient Local Government	CDBG National Objective None	ESG	
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	
Performance Indicator None	Annual Units-N/A, reported under Activity	HOPWA	
Local ID	Units Upon Completion-N/A, reported under Activity	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$4,127

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Olympia

Priority Need: Medium - Economic Development/Business Support Services

Project Title: Safety and Façade Improvements (CPTED)

Description: Rehabilitate publically or privately owned commercial/industrial buildings in the downtown Olympia area, which is a predominately low/moderate income residential area.

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: Scattered downtown sites to be determined

Street Address:

City, State, Zip Code: Olympia, WA 98501

Objective Number EO1.2	Project ID	Funding Sources:	
HUD Matrix Code 18A	CDBG Citation 570.208(b)(2)	CDBG	\$25,000
Type of Recipient Local Government	CDBG National Objective LMA	ESG	
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	
Performance Indicator Businesses	Annual Units TBD	HOPWA	
Local ID	Units Upon Completion TBD	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name: City of Olympia

Priority Need: N/A

Project Title: Safety and Façade Improvements Activity Delivery Costs

Description: Activity delivery costs necessary to manage the program.

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City of Olympia

Street Address: 601 4th Ave E

City, State, Zip Code: Olympia, WA 98501

Objective Number EO1.2	Project ID	Funding Sources:	
HUD Matrix Code 18A	CDBG Citation 570.208(b)(2)	CDBG	\$2,500
Type of Recipient Local Government	CDBG National Objective N/A	ESG	
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	
Performance Indicator None	Annual Units – N/A, reported under Activity	HOPWA	
Local ID	Units Upon Completion-N/A, reported under activity	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$2,500

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Olympia

Priority Need: Medium - Economic Development-Small Business Loans

Project Title: Grow Olympia Fund Business Loans

Description: Provide loans to small businesses to create low/moderate income jobs.

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: Scattered sites to be determined

Street Address:

City, State, Zip Code: Olympia, WA 98501

Objective Number EO1,2	Project ID	Funding Sources:	
HUD Matrix Code 18A	CDBG Citation 570.208(a)(4)	CDBG	\$99,714
Type of Recipient Local Government	CDBG National Objective LMJ	ESG	
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	
Performance Indicator Jobs	Annual Units TBD	HOPWA	
Local ID	Units Upon Completion TBD	Total Formula	
		Prior Year Funds	\$100,026
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$199,740

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Olympia

Priority Need: N/A

Project Title: Grow Olympia Fund Activity Delivery Costs

Description: Activity delivery costs necessary to manage the program.

Objective category: Suitable Living Environmental Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City of Olympia

Street Address: 601 4th Ave E

City, State, Zip Code: Olympia, WA 98501

Objective Number EO1.2	Project ID	Funding Sources:	
HUD Matrix Code 18A	CDBG Citation 507.208(a)(4)	CDBG	_____
Type of Recipient Local Government	CDBG National Objective N/A	ESG	_____
Start Date (mm/dd/yyyy) 9/1/2015	Completion Date (mm/dd/yyyy) 8/31/2016	HOME	_____
Performance Indicator N/A	Annual Units-N/A, reported under Activity	HOPWA	_____
Local ID	Units Upon Completion-N/A, reported under Activity	Total Formula	_____
		Prior Year Funds	\$19,974
		Assisted Housing	_____
		PHA	_____
		Other Funding	_____
		Total	\$19,974

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

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Housing & Social Service Funding Program

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- [Olympia Municipal Code](#)
- [Maps](#)
- [FAQs](#)
- [Fees](#)

Navigation

[Housing & Social Service Funding Program](#)

feedback

PUBLIC COMMENT INVITED

Olympia Community Development Block Grant PY 2015

This public notice initiates a 30-day period (May 22-June 22, 2015) for public comment on the proposed Program Year 2015 Annual Action Plan, the third year of the five-year 2013-2017 Olympia and Thurston County Regional Consolidated Plan. Total available funds are estimated at \$458,265. These funds will be utilized during the CDBG Program Year that runs from September 1, 2015 thru August 31, 2016.

A public hearing on the Draft 2015 CDBG Annual Action Plan will be held on Tuesday, June 2, 2015, during the Olympia City Council's regular business meeting starting at 7 p.m. in the City Council Chamber, 601 4th Ave E. This hearing is open to the public with citizen participation encouraged. If you are unable to attend the public hearing, comments may be emailed directly to the city council at citycouncil@ci.olympia.wa.us.

If you request special accommodations, please contact one of the following persons listed below at least one week prior to the meeting:

Leonard Bauer, Deputy Director, 360.753.8206, lbauer@ci.olympia.wa.us
 Anna Schlecht, Housing Program Manager, 360.753.8183, aschlech@ci.olympia.wa.us.

[CDBG Program Year 2015 Citizens Summary](#)
[CDBG Program Year 2015 DRAFT Annual Action Plan](#)
[2013-2017 Consolidated Plan](#)

The City of Olympia provides financial assistance to rehabilitate or to create housing for low- to moderate-income housing through the Federal Community Development Block Grant (CDBG) program. In addition, the City also offers programs to encourage the development of multi-family housing in eligible areas and beautification of neighborhoods.

CDBG Program

The Federal CDBG program provides funds for the acquisition and rehabilitation of housing for low- to moderate-income households. In addition, the program supports specific economic development and social services activities. [Learn more about the CDBG Program](#).

CDBG Program News:

Program Year 2013 Consolidated Annual Performance and Evaluation Report

The annual report (CAPER) for the City of Olympia's Community Development Block Grant was submitted to HUD on November 26, 2014. The CAPER reflects implementation of the City's Consolidated Plan through proposed actions identified in the Program Year 2013 one-year action plan.

- [DRAFT PY 2013 Citizen Summary](#)
- [DRAFT PY 2013 CAPER](#)

Program Year 2014 Annual Action Plan

The PY 2014 Action Plan, which runs from September 1, 2014, through August 31, 2015, serves as the blueprint for how Olympia will invest CDBG funds to address high-priority local needs and benefit the community in the second year of the five-year (2013-2017) Consolidated Plan period.

- [PY 2014 Draft Annual Action Plan](#)
- [PY 2014 Proposed Projects](#)

Permits

BUILDING PERMITS
AND INSPECTIONS



Permit Activity

INFORMATION ABOUT
RECENT BUILDING
PERMIT APPLICATIONS



Online Services

TRANSACTION CITY
BUSINESS ONLINE AT
YOUR CONVENIENCE



City Calendar

07/03 - 09:30 a.m.
[Volunteer Work Party](#)

07/03 - 6:30 p.m.
[Artesian Commons: The Bridge Summer Concert Series](#)

07/05 - 10:00 a.m.
[Volunteer Work Party](#)

07/06 - 12:00 p.m.
[Heritage Commission's Heritage Review Committee](#)

07/06 - 6:30 p.m.
[Olympia Planning Commission Regular Commission Meeting](#)

→ [View full calendar...](#)

City Updates

VOTE NOW FOR YOUR FAVORITE TRAFFIC BOX WRAP DESIGN. We need your help choosing which designs by local artists will decorate traffic boxes throughout Olympia. Vote by 'liking' as many of the designs as you want in the [West Olympia](#) and [Downtown](#) Traffic Box Wrap albums on the City Facebook page.

NO FIREWORKS ALLOWED IN OLYMPIA. 2015 is the 3rd year for Olympia's ban on sale or use of personal fireworks. The ban is very important this year due to hot, dry weather. Enjoy Independence Day at either the Lacey celebration on July 3 or the Tumwater Artesian Festival on July 4. Olympia's annual community fireworks display is Lakefair Sunday, July 19, at Capitol Lake. [More...](#)

BURN BAN. A county-wide outdoor burn ban is in effect for all of Thurston County, including Olympia. Please help firefighters keep our communities safe by obeying the ban. Learn more about the burn ban in Thurston and nearby counties on the Olympic Region Clean Air Agency [website](#).

HEAT RELIEF FOR SENIORS.

Other Housing & Social Services Activities:

The City provides some direct funding for homeless services through the [Community Investment Partnership](#) and also participates in the [Countywide HOME Consortium](#) which provides direct funding for homeless services. The City also works closely with the [County Homeless Coordinator](#), as well as other community stakeholders.

The City Housing Program also contracts with the County to conduct the annual Point in Time Homeless Census and produces the annual [Homeless Census Report](#) that presents information on who is homeless and why, along with a current listing of available homeless and housing resources.

Health & Human Services Funding

[Current Social Service Allocations](#)

More information about specific social service programs is available upon request by emailing [Anna Schlecht](#), Housing Program Manager.

Prior Social Service Allocations

For a review of HSRC allocations for social service programs, please click on the funding year.

- [2006 HSRC Allocations](#)
- [2007 HSRC Allocations](#)
- [2008 HSRC Allocations](#)
- [2009 HSRC Allocations](#)
- [2010 HSRC Allocations](#)
- [2011 HSRC Allocations](#)
- [2012 HSRC Allocations](#)
- [2013 HHSC Allocations](#)

City of Olympia Programs

The City offers a tax-exemption for multi-family housing projects in specific areas. [Learn more about the Tax Exemption Program](#)

Resources

Find contact information and links to housing assistance offered with the region, by the State of Washington, and by various US departments. [Learn more about regional, state, and national programs](#)

[back to top...](#)

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The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

City of Olympia, Washington
PO Box 1967
Olympia, WA 98507-1967

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[Support](#) [Privacy](#) [Sitemap](#)

Seniors (55 and older) experiencing issues with the heat can cool off in the Senior Lobby at the Olympia Center, 222 Columbia St, from 9:00 to 4:30, Monday through Friday except Holidays.

TRAFFIC ALERT - LEGION WAY TREE REMOVAL. Portions of Legion Way between Plum and Central will be closed **June 30-July 13** as crews remove nine high-risk trees. [More...](#)

CONSTRUCTION IN OLYMPIA. View our [Online Construction Map](#) for information about active and upcoming City and private projects.

MAY 21 OFFICER INVOLVED SHOOTING. News and information available [here](#).

OLYMPIA MUNICIPAL CODE. Quick link to codes and standards including [Olympia Municipal Code](#).

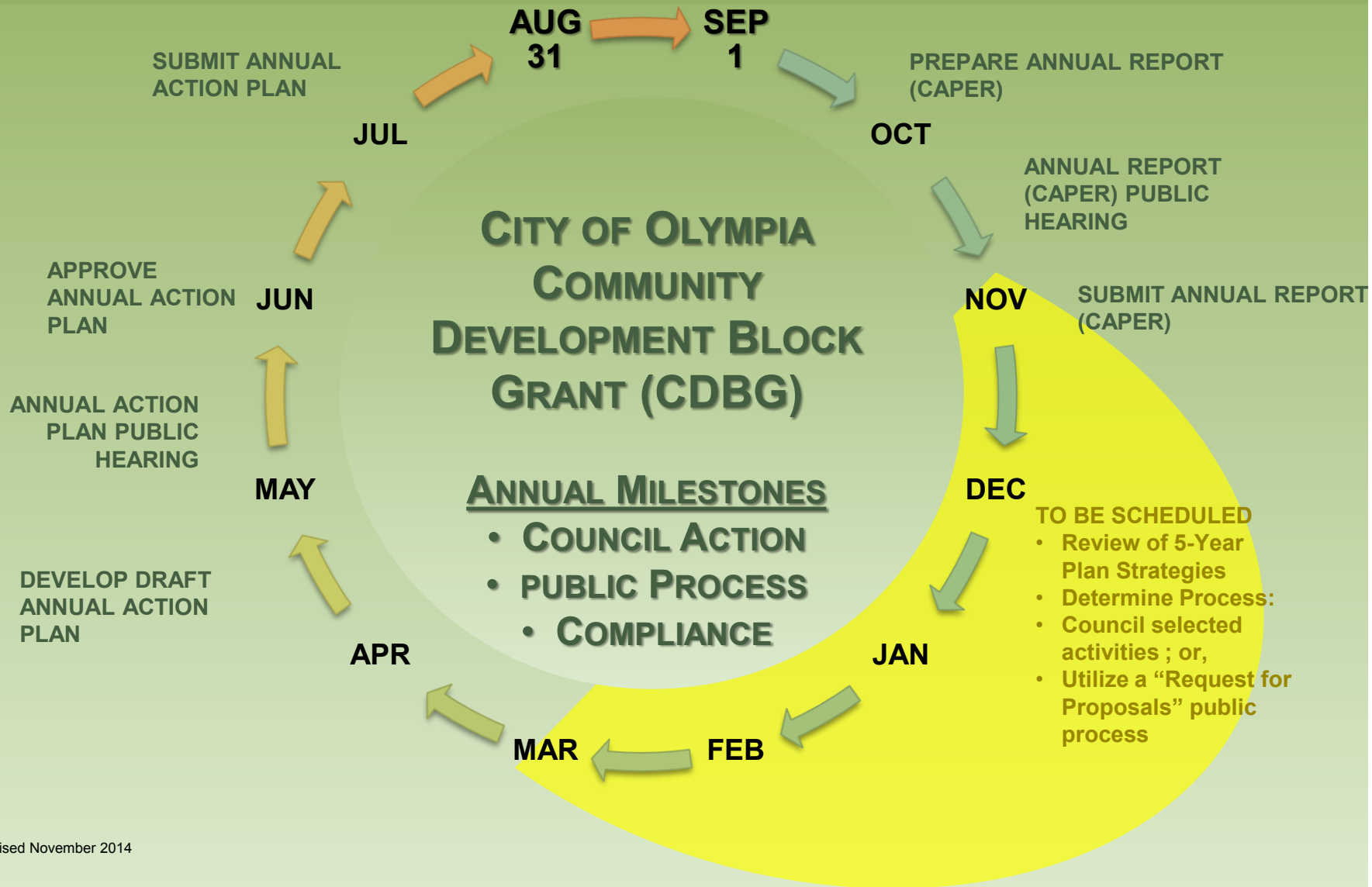
MEETINGS. [Agenda and Minutes](#) for City Council and most advisory committees.



OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS





City Council

Approval of Bid Award for 2015 Pavement Preservation (Chip Seal) Project

Agenda Date: 7/7/2015
Agenda Item Number: 4.F
File Number: 15-0573

Type: decision **Version:** 1 **Status:** Consent Calendar

Title

Approval of Bid Award for 2015 Pavement Preservation (Chip Seal) Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to award and authorize the City Manager to sign the Construction Contract with Doolittle Construction in the amount of \$596,962.94.

Report

Issue:

Whether to award the low bid for the 2015 Pavement Preservation Project

Staff Contact:

Brett Bures, Project Manager, Public Works Engineering, 360.753.8290

Presenter(s):

None - Consent Calendar item

Background and Analysis:

This marks the fifteenth year of the Pavement Preservation Program for the City. The goal of this program is to extend the overall life of roads by resurfacing them before a more expensive overlay is needed. Surface treatments seal cracks in the roads and include traditional asphalt paving, as well as chip seal, and microsurfacing. This approach reduces the overall cost of maintaining our City's streets in good or better condition.

This year, the City will be using chip seal to improve the selected streets (see below). Some of the streets will receive a double chip seal treatment (two layers of rock) which provides additional protection to the existing pavement.

The project will improve approximately 3.5 miles of roadway throughout the City, including portions of West Bay Drive, Schneider Hill Road, Black Lake Boulevard, Mottman Road, 20th Avenue, and Road

65.

Neighborhood/Community Interests (if known):

- The community should expect vehicle, bicycle, and pedestrian traffic delays throughout the construction process.
- Most of the work will be completed on the weekend in an effort to reduce vehicle, bicycle, and pedestrian impacts during construction.
- The City will communicate with citizens, emergency responders, schools, Intercity Transit, and other stakeholders about the schedule and traffic detours through Twitter, media releases, and postcards.

Options:

1. Award and authorize the City Manager to sign the Construction Contract with Doolittle Construction in the amount of \$596,962.94. Project proceeds as planned.
2. Reject all bids and direct staff to rebid the project.
The time needed to rebid will delay construction until 2016. The cost may increase due to increased staff time to rebid the project.

Financial Impact:

The 2015 Pavement Preservation project is funded by the Street Repair/Reconstruction Program.

The low bid of \$596,962.94 is approximately 29.6% below the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

Total Low Bid:	\$ 596,962.94
Contingency to Award (10%):	\$ 59,696.29
Engineering:	<u>\$ 135,000.00</u>
Total Estimated Project Cost:	<u>\$ 791,659.23</u>

Total Available Budget	\$1,241,440.00
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Attachments:

1. Vicinity Map
2. Summary of Bids



BID TABULATIONS SUMMARY

Project Name: **2015 Pavement Preservation (Chip Seal)**

Project No. : 1464G

Bid Opening Date: 5/28/2015

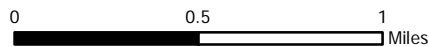
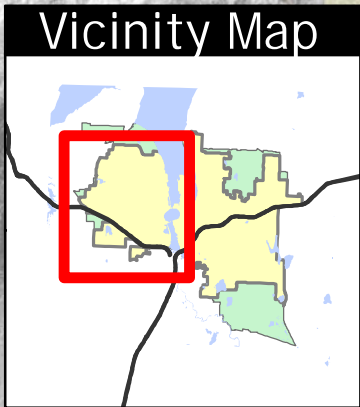
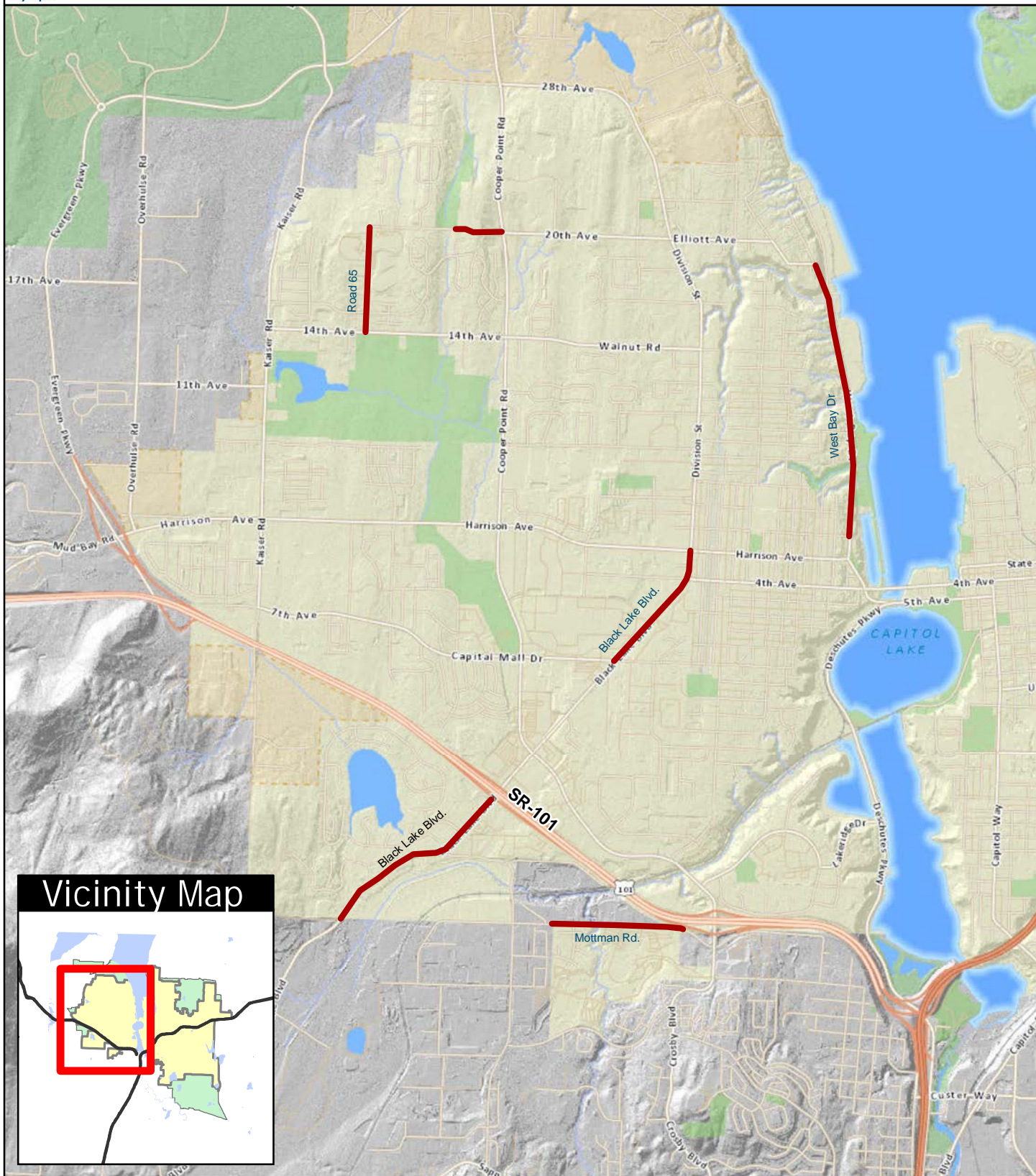
	OPINION OF PROBABLE CONSTRUCTION COSTS	<u>BID #1</u> Doolittle Construction LLC 1900 118th Ave. SE Bellevue, WA 98005	<u>BID #2</u> Granite Construction Company 80 Pond Road Yakima, WA 98901	<u>BID #3</u> Contractor 3 Address City, State Zip	<u>BID #4</u> Contractor 4 Address City, State Zip
Schedule A	\$ 848,158.30	\$ 596,962.94	\$ 791,791.00		
Schedule B					
<u>GRAND TOTAL INCLUDING TAX</u>	\$ 848,158.30	\$ 596,962.94	\$ 791,791.00	\$ -	\$ -

The bid results are for Contractors information only. These results will undergo further review by City of Olympia in determination of award to the lowest responsive and responsible bidder.



2015 Pavement Preservation (Chip Seal)

Project No. 1464G



Map printed 6/17/2015
 For more information, please contact:
 Brett Bures, Project Manager
 (360) 753-8290

 Chip Seal Project Area

This map is intended for 8.5x11" portrait printing.

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of Downtown Alley Lighting and Access License Agreements

Agenda Date: 7/7/2015
Agenda Item Number: 4.G
File Number: 15-0609

Type: contract **Version:** 1 **Status:** Consent Calendar

Title

Approval of Downtown Alley Lighting and Access License Agreements

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to approve license agreements with Fourth Avenue Group, Pauline Snyder, Nancy Snyder, Gary Schneider, 425 State Street LLC, Martin Building LP, Harris Drygoods Building LP, Barbara Baker, Phoenix One LLC, Daurehoj Commercial LLC, Walter & Theresa Klueh, and Weldon D. Neuschwanger Trust necessary to complete the Downtown Alley Lighting Project, and authorize the City Manager to execute all necessary closing and license documents.

Report

Issue:

Whether the Council should approve the license agreements with ten parcels owners for Downtown Alley lighting

Staff Contact:

Ladd F. Cluff, PLS, City Surveyor, Public Works Engineering, 360.753.8389

Presenter(s):

None - Consent Calendar Item

Background and Analysis:

The City of Olympia entered into a contract with the U.S. Housing and Urban Development Department (HUD) in 2014 to fund Downtown Safety Improvement Projects. The agreement provides federal funds from the Section 108 loan guarantee program. One of the safety improvement projects is to install lighting in the City's downtown core. The alleys were identified as heavily used alleys that experience relatively high amounts of criminal activity.

In November of 2014, the Community Planning and Development Department entered into an agreement with the Public Works Department to complete the project.

The license agreement authorizes the City to access and use the area necessary for connecting exterior lighting fixtures to the buildings and their electrical system. The City will retain ownership of the exterior lighting fixtures. The building owner will be responsible for the electrical consumption payments to Puget Sound Energy.

Neighborhood/Community Interests (if known):

The project intent is to increase safety by adding lighting to alleyways in the downtown core that are experiencing relatively high levels of criminal activity. As a result, pedestrians will be more likely to use alleys as a means of getting around downtown.

The Downtown Safety Improvement Projects are supported by the Olympia Downtown Association and are of interest community-wide.

Options:

1. Approve the license agreements with Fourth Avenue Group, Pauline Snyder, Nancy Snyder, Gary Schneider, 425 State Street LLC, Martin Building LP, Harris Drygoods Building LP, Barbara Baker, Phoenix One LLC, Daurehoj Commercial LLC, Walter & Theresa Kluh, and Weldon D. Neuschwanger Trust necessary to complete the Downtown Alley Lighting Project, and authorize the City Manager to execute all necessary closing and license documents.
 - a. Will allow the project to move forward as planned.
 - b. Will improve downtown safety and security.
 - c. Will increase pedestrian options downtown.

2. Do not approve the license agreements.
 - a. Would stop the project.
 - b. Could affect the downtown building owner's ability to secure and protect their properties and the general public.

Financial Impact:

The property owners have agreed to mutual benefit and will not receive compensation. Section 108 loan funds will be used to complete the alley lighting project downtown.

Attachment(s):

License Agreements

Vicinity Map

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Pauline Snyder, Gary Schneider, Nancy Snyder
Grantee(s): City of Olympia
Legal Description: SYLVESTER L 2 B 33
Assessor's Tax Parcel Number: 78503300200

1. LICENSE AGREEMENT. This LIGHTING AND ACCESS LICENSE AGREEMENT AGREEMENT ("License") is between Pauline Snyder, Gary Schneider, and Nancy Snyder ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:

2. PROPERTY. This License relates to property legally described as Lot 2, Block 33, Sylvester Plat of Olympia, as recorded in Volume 1 of Plats, page 14, records of Thurston County, Washington, Assessor's Tax Parcel Number 78503300200 (the "Property").

3. GRANT OF LICENSE. Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.

4. RIGHTS OF GRANTEE. Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own

expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 2015.

PAULINE SNYDER

GARY SCHNEIDER

NANCY SNYDER

STATE OF WASHINGTON)
) ss.
County of _____)

On this ____ day of _____, 2015, before me personally appeared PAULINE SNYDER, GARY SCHNEIDER, and NANCY SNYDER, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Darre Niemeke DCA
City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Fourth Avenue Group, LLC
Grantee(s): City of Olympia
Legal Description: SYLVESTER L 6 B 33 W 27.55F
Assessor's Tax Parcel Number: 78503300600

1. **LICENSE AGREEMENT.** This LIGHTING AND ACCESS LICENSE AGREEMENT ("License") is between Fourth Avenue Group, LLC, a Washington Limited Liability Company ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as the West 27.55 feet of Lot 6, Block 33, Sylvesters Addition to Olympia, as recorded in Volume 1 of Plats, page 14, records of Thurston County, Washington, Assessor's Tax Parcel Number 78503300600 (the "Property").
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are

disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. **SUCCESSORS.** This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ___ day of _____, 2015.

FOURTH AVENUE GROUP, LLC

By: _____
Signature

Its _____
Title

STATE OF WASHINGTON)
) ss.
County of _____)

On this ___ day of _____ 2015, before me personally appeared _____
_____ to me known to be the _____
_____ of FOURTH AVENUE GROUP, LLC, a Washington
Limited Liability Company that executed the foregoing instrument, and acknowledged said
instrument to be the free and voluntary act and deed of said Limited Liability Company for the
uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute
said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Danne Niendorf DCA

City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): 425 State Street, LLC
Grantee(s): City of Olympia
Legal Description: SYLVESTER L 3 & 4 B 43
Assessor's Tax Parcel Number: 78504300300

1. **LICENSE AGREEMENT.** This LIGHTING AND ACCESS LICENSE AGREEMENT ("License") is between 425 State Street, LLC, a Washington Limited Liability Company, ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as Lots 3 and 4, Block 43 of Sylvesters Plat of Olympia, as recorded in Volume 1 of Plats, page 14, records of Thurston County, Washington, Assessor's Tax Parcel Number 78504300300 (the "Property").
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own

expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 2015.

425 STATE STREET, LLC

By: _____
Signature

Its _____
Title

STATE OF WASHINGTON)
) ss.
County of _____)

On this ____ day of _____ 2015, before me personally appeared _____
_____ to me known to be the _____
_____ of 425 STATE STREET, LLC, a Washington Limited Liability
Company that executed the foregoing instrument, and acknowledged said instrument to be the
free and voluntary act and deed of said Limited Liability Company for the uses and purposes
therein mentioned, and on oath stated that he/she is authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager
Date: _____

Darrel Nienaber DCA
City Attorney

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Harris Drygoods Building, LP
Grantee(s): City of Olympia
Legal Description: SYLVESTER B 15
Assessor's Tax Parcel Number: 78501500101

1. **LICENSE AGREEMENT.** This LIGHTING AND ACCESS LICENSE AGREEMENT (“License”) is between Harris Drygoods Building, LP, a Washington Limited Partnership, (“Grantor”) and the CITY OF OLYMPIA, a Washington municipal corporation (“Grantee”). Grantor and Grantee are each a “Party,” and together the “Parties” to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as the South three quarters of Lots 1 and 2, Block 15, Sylvesters Plat of Olympia as recorded in Volume 1 of Plats, page 14; EXCEPTING THEREFROM the Westerly 7 feet of said Lot 1 for Capitol Way, records of Thurston County, Washington, Assessor's Tax Parcel Number 78501500101 (the “Property”).
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are

disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 2015.

HARRIS DRYGOODS BUILDING, LP

By: _____
Signature

Its _____
Title

STATE OF WASHINGTON)
) ss.
County of _____)

On this ____ day of _____ 2015, before me personally appeared _____
_____ to me known to be the _____
_____ of HARRIS DRYGOODS BUILDING, LP, a Washington Limited
Partnership, that executed the foregoing instrument, and acknowledged said instrument to be the
free and voluntary act and deed of said Limited Partnership for the uses and purposes therein
mentioned, and on oath stated that he/she is authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Donna Menaker DCA
City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Martin Building Limited Partnership
Grantee(s): City of Olympia
Legal Description: SYLVESTER L 3&4 B 15
Assessor's Tax Parcel Number: 78501500300

1. **LICENSE AGREEMENT.** This LIGHTING AND ACCESS LICENSE AGREEMENT ("License") is between Martin Building Limited Partnership, a Washington Limited Partnership, ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as Lots 3 and 4 in Block 15 of Sylvesters Plat, as recorded in Volume 1 of Plats, page 14, records of Thurston County, Washington, Assessor's Tax Parcel Number 78501500300 (the "Property").
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own

expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 20__.

MARTIN BUILDING LIMITED PARTNERSHIP

By: _____
Signature

Its _____
Title

STATE OF WASHINGTON)
) ss.
County of _____)

On this ____ day of _____ 2015, before me personally appeared _____
_____ to me known to be the _____
_____ of MARTIN BUILDING LIMITED PARTNERSHIP, a
Washington Limited Partnership that executed the foregoing instrument, and acknowledged
said instrument to be the free and voluntary act and deed of said Limited Partnership for the
uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute
said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Darre Nienobke DCA
City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Stephen Maddox, Barbara Baker
Grantee(s): City of Olympia
Legal Description: SYLVESTER L 1 & 2 B 14 S 26F & W 7F VAC ALLEY
Assessor's Tax Parcel Number: 78501400102

1. **LICENSE AGREEMENT.** This LIGHTING AND LICENSE EASEMENT AGREEMENT ("License") is between Stephen Maddox and Barbara Baker ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as the South 26 feet of Lots 1 and 2, Block 14, of Sylvester's Plat of Olympia, as recorded in Volume 1 of Plats, page 14, TOGETHER WITH the West 7 feet of the vacated north-south alley, records of Thurston County, Washington, Assessor's Tax Parcel Number 78501400102 (the "Property").
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own

expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 20__.

STEPHEN MADDOX

BARBARA BAKER

STATE OF WASHINGTON)
) ss.
County of _____)

On this _____ day of _____, 20__, before me personally appeared STEPHEN MADDOX and BARBARA BAKER, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Darce Nienske Dd
City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Walter L. Klueh & Theresa M. Klueh
Grantee(s): City of Olympia
Legal Description: SYLVESTER N ½ L 6 B 6
Assessor's Tax Parcel Number: 78500600600

1. **LICENSE AGREEMENT.** This LIGHTING AND ACCESS LICENSE AGREEMENT ("License") is between Walter L. Klueh & Theresa M. Klueh ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as the North half of the North half of Lot 6, Block 6 of Sylvesters Plat of Olympia, as recorded in Volume 1 of Plats, page 14, records of Thurston County, Washington, Assessor's Tax Parcel Number 78500600600 (the "Property").
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own

expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ___ day of _____, 20___.

WALTER L. KLUH

THERESA M. KLUH

STATE OF WASHINGTON)
) ss.
County of _____)

On this _____ day of _____, 20___, before me personally appeared WALTER L. KLUH and THERESA M. KLUH, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Darrie Niendorf DCA
City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Weldon D. Neuschwanger Trust
Grantee(s): City of Olympia
Legal Description: SYLVESTER L 6 B 6
Assessor's Tax Parcel Number: 78500600601

1. **LICENSE AGREEMENT.** This LIGHTING AND ACCESS LICENSE AGREEMENT ("License") is between Weldon D. Neuschwanger and Barbara L. Neuschwanger, Trustees of The Neuschwanger Family Trust, ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as the South one-half of the North one-half of Lot 6, Block 6 of Sylvesters Plat of Olympia, Thurston County, State of Washington, TOGETHER WITH that certain easement filed for record in the Thurston County Auditor's Office under File No. 348609 and recorded in Volume 167 of Deeds, page 599, on March 22, 1941, records of Thurston County, Washington, Assessor's Tax Parcel Number 78500600601 (the "Property").
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any

area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 20____.

WELDON D. NEUSCHWANGER

BARBARA L. NEUSCHWANGER

STATE OF WASHINGTON)
) ss.
County of _____)

On this ____ day of _____ 20____, before me personally appeared WELDON D. NEUSCHWANGER and BARBARA L. NEUSCHWANGER, Trustees of The Neuschwanger Family Trust, who executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Trust, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Darre Niendorf DCA
City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Daurehoj Commercial, LLC
Grantee(s): City of Olympia
Legal Description: SYLVESTER L 6 B 4
Assessor's Tax Parcel Number: 78500400600

1. LICENSE AGREEMENT. This LIGHTING AND ACCESS LICENSE AGREEMENT ("License") is between Daurehoj Commercial, LLC, a Washington Limited Liability Company, ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:

2. PROPERTY. This License relates to property legally described as the North 50 feet of Lot 6, Block 4, Sylvesters Plat of Olympia, as recorded in Volume 1 of Plats, page 14, records of Thurston County, Washington, Assessor's Tax Parcel Number 78500400600 (the "Property").

3. GRANT OF LICENSE. Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.

4. RIGHTS OF GRANTEE. Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own

expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 2015.

DAUREHOJ COMMERCIAL, LLC

By: _____
Signature

Its _____
Title

STATE OF WASHINGTON)
) ss.
County of _____)

On this ____ day of _____ 2015, before me personally appeared _____ to me known to be the _____ of DAUREHOJ COMMERCIAL, LLC, a Washington Limited Liability Company that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Limited Liability Company for the uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

Approved as to form:

By: _____
Steven R. Hall, City Manager

Darre Niendorf

City Attorney

Date: _____

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: LIGHTING AND ACCESS LICENSE AGREEMENT
Grantor(s): Phoenix One, LLC
Grantee(s): City of Olympia
Legal Description: LOT 1 BLK 34 & LOT 2 W ½ LESS E1.5F LOT 2 SYLVESTERS
Assessor's Tax Parcel Number: 78503400100

1. **LICENSE AGREEMENT.** This LIGHTING AND ACCESS LICENSE AGREEMENT ("License") is between Phoenix One, LLC, an Oregon Limited Liability Company, ("Grantor") and the CITY OF OLYMPIA, a Washington municipal corporation ("Grantee"). Grantor and Grantee are each a "Party," and together the "Parties" to this License. The Parties agree as follows:
2. **PROPERTY.** This License relates to property legally described as Lot 1 and the Westerly half of Lot 2 in Block 34 of Sylvester Plat of Olympia, as recorded in Volume 1 of Plats, page 14; EXCEPTING THEREFROM the Easterly 1.5 feet of said Westerly half of Lot 2, records of Thurston County, Washington, Assessor's Tax Parcel Number 78503400100 (the "Property").
3. **GRANT OF LICENSE.** Grantor grants to Grantee a License over, under, upon, and across the Property for the purpose of installing and maintaining area lighting for the adjacent alleyway.
4. **RIGHTS OF GRANTEE.** Grantee (including Grantee's contractors, agents, permittees, and assigns) is authorized to access, occupy and use the area of the Property necessary for connecting exterior alley lighting to the building's electrical system and to construct, reconstruct, inspect, maintain, and repair the area lighting on Grantor's building, including to disconnect electrical wiring from Grantor's building for the purpose of re-connecting to electrical wiring from another source. Construction related activities and improvements shall be limited to the public right-of-way, the building electrical system, and any area of the Property that the Grantee needs to access and perform alley lighting work. In the

event that the Property or any private improvements or any other portion of the Property are disturbed or damaged by Grantee, its contractors, agents, or permittees, Grantee shall, at its own expense and to the extent reasonably practicable, restore the impacted property or improvements to the same conditions that existed prior to the disturbance or damage.

5. RIGHTS AND OBLIGATION OF GRANTOR. Grantee shall provide Grantor two (2) business days' notice for requests to enter Grantor's building or the Property for the purpose of construction, reconstruction, inspection, maintenance, or repair of the lighting on Grantor's building. The Grantor agrees to have the alley lighting connected to Grantor's building and electrical system. Grantor shall be responsible for the electrical consumption payments to the electrical provider.

6. TERM AND OBLIGATION ON TERMINATION. This License shall commence upon execution by Grantor and acceptance by Grantee, and continue until no longer needed by Grantee. At such time as Grantor needs the area in the alley where the lights are located on the exterior wall to expand or replace Grantor's building (e.g., reconstruct to increase the height of the existing building or replace the existing building with a taller building), and gives notice to Grantee, Grantee shall remove the light(s) from any area that would be covered by the reconstructed or new building. Grantee's obligation to remove the light(s) is contingent on the Grantor actually receiving a building permit for the reconstructed or new building. Grantor agrees to provide the Grantee with sufficient notice to allow the Grantee to enter into necessary contracts to have the light(s) removed and to complete the removal and make any necessary repairs on the Grantor's building due to lighting removal. The notice provided by the Grantor must establish that the Grantor has submitted all necessary permit applications for modifying or replacing its building and shall provide a time frame in which the building modification or replacement will take place. The Parties may, but are not required to, agree that Grantor remove the light(s) as a part of Grantor's building project. Any such agreement shall be a separate, written agreement for such work, but the Grantor is under no obligation to enter into such agreement, and the Grantee is responsible for removing the siding absent such agreement. Grantor shall provide for re-installation of lighting in accordance with this License in the design for modifying or replacing the building that is submitted with permit applications. This License will continue in effect on the modified or new building.

7. INDEMNIFICATION. Grantee shall indemnify and hold Grantor harmless from any and all costs, expenses (including reasonable attorney's fees), damages, claims, fines, and penalties ("Claims"), to the extent arising from the negligent acts of the Grantee, its contractors, agents, permittees, or assigns in exercising the rights granted pursuant to this License.

8. SUCCESSORS. This License shall run with the Property and is binding on any and all successors or assignees of either of the Parties.

GRANTOR:

Granted this ____ day of _____, 2015.

PHOENIX ONE, LLC

By: _____
Signature

Its _____
Title

STATE OF WASHINGTON)

) ss.

County of _____)

On this ____ day of _____ 2015, before me personally appeared _____ to me known to be the _____ of PHOENIX ONE, LLC, an Oregon Limited Liability Company that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said Limited Liability Company for the uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute said instrument.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Signature
Print Name _____
Notary Public in and for the State of
Washington, residing at: _____
My commission expires: _____

GRANTEE:

Accepted and Approved:
CITY OF OLYMPIA

By: _____
Steven R. Hall, City Manager

Approved as to form:

Darren Niehaber DCA
City Attorney

Date: _____

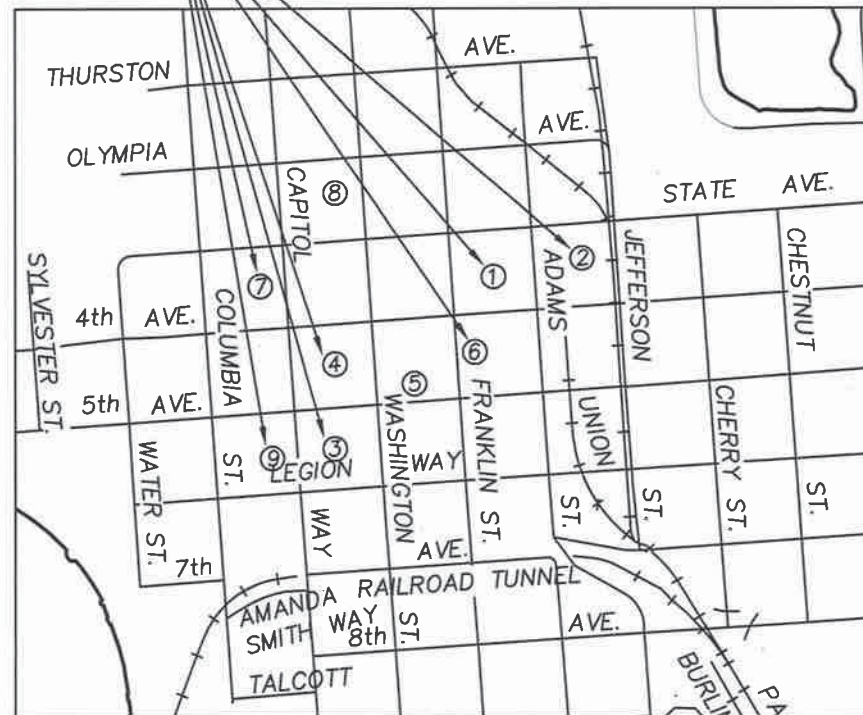
City of Olympia

DOWNTOWN ALLEY LIGHTING

Project Number 1461A

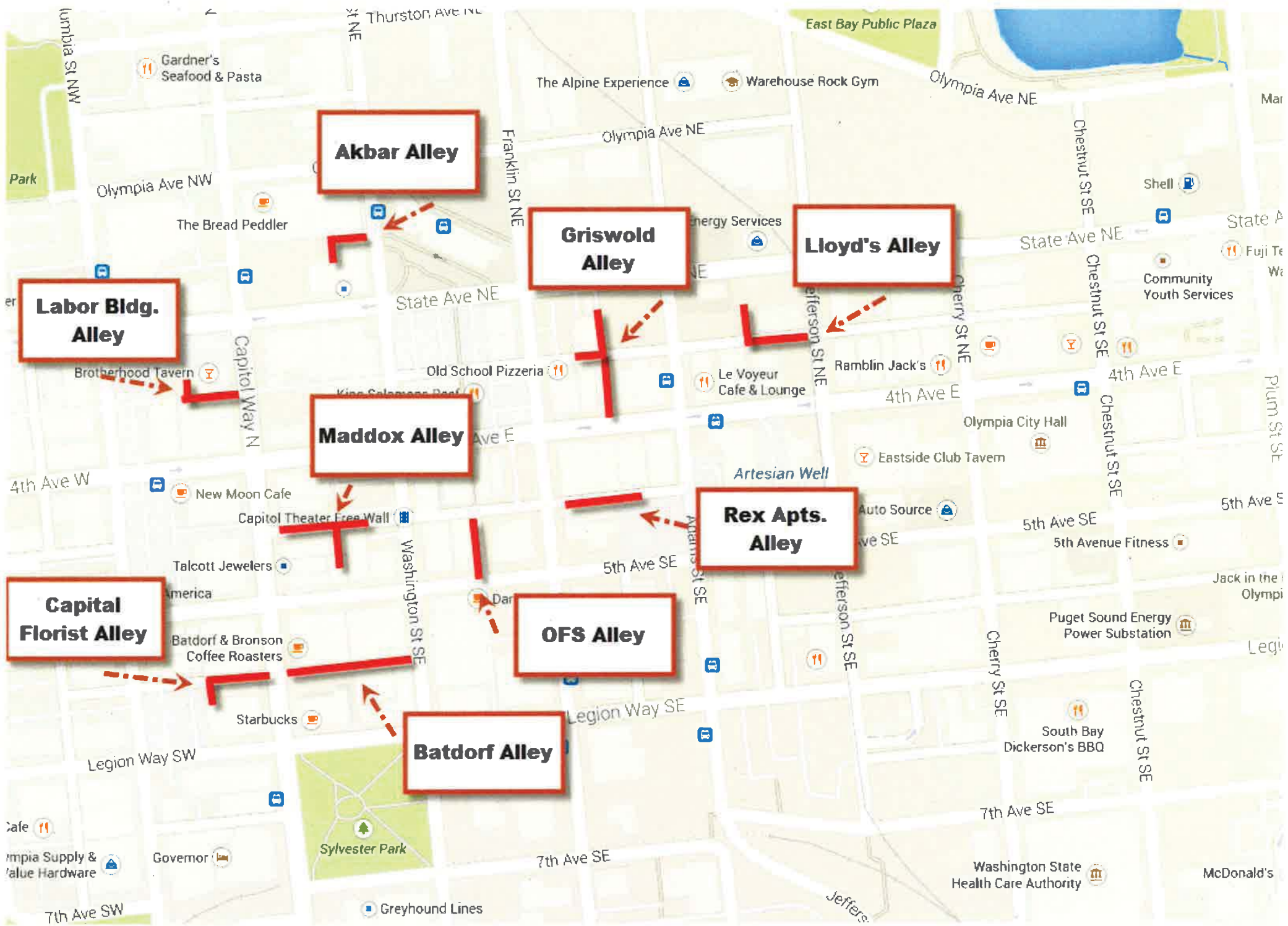
7 PROJECT SITES

SITE NUMBER	ALLEY NAME
1	GRISWOLD ALLEY
2	LLOYD'S ALLEY
3	BATDORF ALLEY
4	MADDOX ALLEY
5	NOT IN CONTRACT
6	REX APTS ALLEY
7	LABOR BLDG ALLEY
8	NOT IN CONTRACT
9	CAPITAL FLORIST ALLEY



VICINITY
MAP


 NOT TO SCALE



Akbar Alley

Labor Bldg. Alley

Griswold Alley

Lloyd's Alley

Maddox Alley

Capital Florist Alley

OFS Alley

Rex Apts. Alley

Batdorf Alley



City Council

Approval of Response to Sub-Area A Project Initiation Letter

Agenda Date: 7/7/2015
Agenda Item Number: 4.H
File Number: 15-0662

Type: decision **Version:** 1 **Status:** Consent Calendar

Title

Approval of Response to Sub-Area A Project Initiation Letter

Recommended Action

Committee Recommendation:

Authorize the Mayor to sign the attached sub-area project response letter.

City Manager Recommendation:

Concur with and authorize the Mayor to sign the response letter recommended by Land Use and Environment Committee.

Report

Issue:

The Land Use and Environment Committee (LUEC) provided guidance to staff to draft a response to Sub-Area A's project initiation letter and asked that the letter be brought to the full City Council for approval.

Staff Contact:

Michelle Sadlier, Neighborhood Liaison, Community Planning and Development, 360.753.8031

Background and Analysis:

LUEC's recommended draft response to Sub-Area A's project initiation letter is attached (Attachment 1).

Sub-area planning is called for in the 2014 Comprehensive Plan as a collaboration between the City of Olympia and its neighborhood-level community groups to identify local priorities and strategies for shaping our city (Attachment 2). Initial planning for the pilot sub-area planning process is underway with Sub-Area A. While either the City or the community can initiate sub-area planning, Sub-Area A leaders have stepped forward to initiate the process. Leaders of the community have submitted a letter to City Council asking for recognition of Sub-Area A's intent to proceed with this neighborhood planning effort (Attachment 3).

This letter outlines the process the community of northeast neighborhoods has gone through so far to develop an approach to sub-area planning. It includes a list of actively involved Recognized

Neighborhood Associations and their leaders as well as the steps they've taken to develop their process with input from City staff. Along with a request for recognition of the community's intent to initiate sub-area planning, the letter asks City Councilmembers a series of questions that are intended to provide Sub-Area A with clarity on the Council's assumptions and expectations for sub-area planning. The draft response provided in Attachment 1 is intended to address those questions.

The full City Council referred the letter to the LUEC at its March 3, 2015 study session. The LUEC met to formulate a response on March 26, 2015. At this meeting, Councilmembers provided staff with guidance on language to include in the attached response letter.

Neighborhood/Community Interests (if known):

Sub-area planning is of interest to Recognized Neighborhood Associations, the Coalition of Neighborhood Associations, informal citizen groups, business owners, and other residents of Olympia and the Urban Growth Area.

Options:

1. Approve the draft project initiation letter.
2. Approve the draft project initiation letter with amendments.
3. Do not approve the draft project initiation letter.

Financial Impact:

Existing budget resources provide for 0.25 FTE Sub-Area Planning Liaison position in 2015.

Draft City Council Response to Sub-Area A Project Initiation Letter

Dear Mr. Dexel,

The Olympia City Council received the February 23, 2015 letter submitted by the leaders of Sub-Area A to formally start their neighborhood-level strategic planning process. We want to thank our neighborhood leaders in the northeast for all of your energy and efforts to move sub-area planning forward in our city.

As you know, the 2014 Comprehensive Plan calls for sub-area planning through collaboration between the community and City to help shape how our neighborhoods grow and develop. The Comprehensive Plan indicates that sub-area planning can be initiated by the City or the neighborhoods themselves. Through your letter, we recognize your intent to begin the formal process of sub-area planning and look forward to following your progress as you work towards submitting a final plan to the Council for acceptance.

Your letter highlights important points and asks a number of questions which we will address here.

Communication/Outreach during the Sub-Area Planning Process

We appreciate learning of the community outreach that you've already conducted as well as your plans to expand the work you've completed so far. In addition to working with your membership, broad public engagement that reaches out to and is inclusive of all residents and businesses in the sub-area will be critical to its success in representing the voice of the community, whether they are members of the five neighborhood associations or not. We hope to see a plan which includes details on how community members – residents and businesses – were engaged in the development of the plan's priorities and strategies, including the numbers of participants involved.

What the Council Sees as the Purpose and Benefit of Sub-Area Planning

As outlined in the adopted Comprehensive Plan, sub-area planning is intended as a collaboration between the City and community members to identify local planning priorities and strategies for addressing them.

Sub-area planning should create a structure that serves as a forum for neighborhoods, City advisory committees, staff, and other partners to come together to help neighborhoods set their own priorities which are integrated into the City's and other partners' processes for budgeting and planning. In particular, Sub-Area A's pilot process will establish a different way for the City and neighborhoods to work together, serving as a template for how other neighborhoods can develop positive relationships with the City and other area partners as we work together to help shape the look and feel of Olympia's neighborhoods.

How the City's Planning and Budget Processes will be Different with Sub-Area Planning

Through active collaboration between City staff, the sub-area, and other partners, sub-area planning should provide strategies for integrating community priorities early and throughout City planning and budgeting processes where appropriate. This approach will help identify opportunities and constraints in addressing community priorities throughout the City's ongoing planning and budget allocation processes.

We envision a process where collaboration starts at staff level to coordinate and integrate efforts during the development of the plan. The Sub-Area Planning Liaison will work to bring together other staff, partners, and advisory committees as the community identifies its priorities. Being aware of neighborhood priorities early means that, whenever possible, those which include City involvement can be included in the formation of City planning and budgeting processes, such as the CFP, and potential partners can be brought in to help. In the years ahead, City staff can then continue to consider the identified priorities in the plan when looking at projects in the area. This approach should create positive, ongoing relationships between the City and its neighborhoods.

What the Council Expects to See Addressed in a Sub-Area Plan

The finished plan should outline how it implements the Comprehensive Plan at the sub-area level. At its core, the plan will identify the community's priorities and strategies for addressing them. The identified strategies should include details on who will be responsible for taking steps to achieve priority goals, including City departments, neighborhood associations, and other community partners. We anticipate that some of the community's strategies may be on-going programs rather than individual projects, such as historic preservation.

In addition, some of the features we anticipate seeing in the sub-area plan include:

- A list of the sub-area's assets;

- Descriptions of areas that present challenges or opportunities;
- Reference to existing City and other partner plans that involve the sub-area;
- Short-term and long-term goals and actions following placemaking principles;
- Description of how you involved neighbors and gathered their input; and
- Ways the City can involve neighborhoods early in its established processes.

Role the Council and City Staff Will Play in Sub-Area Planning

Existing City budget resources include 0.25 FTE for a sub-area planning liaison role to assist and support the development of the plan and its public outreach activities in 2015. The liaison will work to bring in staff from throughout City departments to provide expertise and information in developing strategies. She will also keep City Council and the Land Use and Environment Committee informed of the progress of sub-area planning through regular status updates.

Citizen advisory boards may also be brought into the process depending on the priorities identified by the community, whether it be to receive informational briefings or to provide advice. In particular, the Olympia Planning Commission will review the draft plan for consistency with the Comprehensive Plan.

Upon final submission of the sub-area plan, the City Council will review the plan for acceptance. Assuming the plan is accepted, City Council would direct staff to work on implementation strategies where the City is a partner and the work can be accomplished within existing resources. The City Council may also choose to direct staff to include individual strategies where the City is identified as a partner into its planning and budget processes.

Resources the City Can Commit to the Sub-Area Planning Process and Implementation

As described previously, committed resources for the project include the annual 0.25 FTE position for 2015 and other staff time as determined by community priority interests. Resources for the implementation of the community's plan currently fall under existing planning and budgeting processes, such as the Comprehensive Plan's Action Plan. Outreach and mailing assistance is available to the sub-area within existing resources.

Depending on the progress of Sub-Area A's planning process and recognizing that that this is a pilot, the Council may consider extending staff support into 2016.

Key Measures the City Plans to Use to Evaluate Effectiveness of Sub-Area Planning

In our view, the assessment of the effectiveness of the sub-area plan should be done by all partners in the collaboration. What methods of evaluation would be most effective will depend on the partner. From the City Council's perspective, the sub-area plan will help implement the 2014 Comprehensive Plan. As a result, the Comprehensive Plan's policies can help formulate questions to ask to determine how effective the sub-area plan is. In addition, we will seek input from the northeast neighborhoods on the City's Action Plan, particularly on the community indicators that consider whether the community is progressing toward its Comprehensive Plan goals. We will also turn to the people of Sub-Area A for suggestions on what other questions to ask to understand if the plan's goals are being accomplished, such as, "are neighborhoods being involved earlier in City processes?"

We are also interested in determining what the tangible benefits are that are accomplished through sub-area planning. We could explore the possibility of the neighborhood participating in data gathering to demonstrate what those benefits are.

How Council and City Staff Want to be Kept Informed

The City Council would like to receive quarterly updates on your progress at regular Land Use and Environment Committee meetings. Staff will be involved in the process throughout the plan's development. An additional meeting between Sub-Area A's leadership and the cross-departmental team may also be considered.

Thanks again to community leaders from the Bigelow, Bigelow Highlands, East Bay Drive, Northeast, and Upper Eastside Neighborhood Associations for formally initiating this new planning approach. We look forward to collaborating with you.

Sincerely,

Stephen H. Buxbaum
Mayor



Sub-Area Planning – 2014 Comprehensive Plan

Below is the language found in the 2014 Comprehensive Plan which directly addresses sub-area planning.

Community Values & Vision: Land Use and Urban Design (p. 21):

Our Vision for the Future: A walkable, vibrant city.

Well-implemented neighborhood sub-area planning will help us determine unique neighborhood assets to protect and enhance; where and how to increase density and retain green space; and develop safe and convenient access to everything from grocery stores, to schools, neighborhood parks, community gardens and neighborhood gathering places.

Public Participation and Partners (pp. 29-31, 34):

Our Vision for the Future: Through collaborative and open discussions, Olympians embrace a shared responsibility to make our community a better place.

There are several ways to participate in local government planning and decision-making in Olympia:

- *Participate in planning for a "sub-area" that could include your own neighborhood. As Olympia grows and changes, the City will be collaborating with local citizens and business owners to make key planning decisions on roads, walkways, bike paths, housing densities, and transit – to name a few.*

While Olympians are involved in all aspects of community planning, the land development process is often where neighborhood organizations and citizens first engage. The experience tends to be frustrating because citizen influence over decisions at this stage is somewhat limited. The City's intent in initiating sub-area planning is to give community members a chance to get involved early in the planning process for a relatively small area that includes their own neighborhood. Many communities refer to this type of planning process as "neighborhood planning." To avoid confusion with Olympia's numerous Recognized Neighborhood Associations, the City refers to the process as "sub-area planning."

Through sub-area planning, the City and Coalition of Neighborhood Associations work with stakeholders to identify neighborhood assets, challenges and priorities for development. Activities are geared toward learning; for the City to learn about neighborhood needs and desires, and for these groups to learn about the plans and regulations that guide development in their area; and how land use decisions also must comply with federal, state and local laws. Although this process does not guarantee a neighborhood will get everything it wants, sub-area planning can help it get organized for future projects that will influence the direction of community decisions.

Goals and Policies: GP5 Sub-area planning is conducted through a collaborative effort by community members and the City, and is used to shape how neighborhoods grow and develop.

PP5.1 *Work with neighborhoods to identify the priorities, assets and challenges of designated sub-area(s), as well as provide information to increase understanding of land-use decision-making processes and the existing plans and regulations that could affect them.*

PP5.2 *Encourage wide participation in the development and implementation of sub-area plans.*

PP5.3 *Define the role that sub-area plans play in City decision-making and resource allocation.*

PP5.4 *Allow initiation of sub-area planning by either neighborhoods or the City.*

PP5.5 *Encourage collaboration between neighborhoods and City representatives.*

Land Use and Urban Design (pp. 113-114)

Much of this Plan applies to the entire Olympia community. However, this is a large area of over twenty-four square miles with tens of thousands of residents. Thus this Plan cannot address all of the details of our community. Twelve planning areas, including downtown, are to be established to provide that opportunity. In general, planning areas will be comparable to the scale of an elementary school service area with five to ten thousand residents. As described in the Public Participation and Partners chapter, this scale will provide the opportunity for interested parties to focus on furthering the community's plan for these areas. These sub-area efforts must be consistent with this Comprehensive Plan.

Goals and Policies: GL23 Each of the community's major neighborhoods has its own priorities.

PL23.1 *In cooperation with residents, landowners, businesses, and other interested parties, establish priorities for the planning sub-areas. The specific area, content, and process for each sub-area is to be adapted to the needs and interests of each area. (See Goal 5 of Public Participation and Partners chapter.)*

PL23.2 *Create sub-area strategies that address provisions and priorities for community health, neighborhood centers and places of assembly, streets and paths, cultural resources, forestry, utilities, open space and parks.*

PL23.3 *Develop neighborhood and business community approaches to beautification that include activities in residential and commercial areas.*

Transportation (p. 166)

Goals and Policies: GT Transportation facilities and services are funded to advance the goals of the City and the region.

PT28.3 *Use master plans, sub-area plans and facilities programs to identify improvements to our transportation system and how to fund them.*

February 23, 2015

Dear City Council members,

On behalf of the neighborhood leaders in northeast Olympia, I am writing to inform you of our intent to formally initiate the development and drafting of a Sub-Area Plan. With your recognition of our intent to proceed with this process, we hope to get started as soon as possible. This letter will outline some of our accomplishments to date, the Sub-Area leadership team, outreach efforts, expected resource needs, and timing for completion of the Sub-Area Plan.

Background

The newly adopted Comprehensive Plan allows for and encourages a grassroots process whereby local residents, businesses, and community organizations work together in partnership with the City to help shape how neighborhoods grow and develop. This process, known as Sub-Area planning, gives neighborhoods the chance to collaborate with the City to help shape their future development in alignment with neighborhood priorities while remaining consistent with the City's Comprehensive Plan.

Sub-Area A

Sub-Area A is comprised of five recognized neighborhood associations in northeast Olympia - Bigelow Neighborhood Association (BNA), Bigelow Highlands NA (BHNA), East Bay Drive NA (EBDNA), Northeast NA (NENA), and the Upper Eastside NA (UENA). Representatives from these associations have been meeting to discuss how Sub-Area planning can be an effective tool to shape our community. In addition, the Sub-Area A planning team, also known as the A Team, was chosen by the Olympia Coalition of Neighborhood Associations to pilot the first Sub-Area Plan. The leadership of the A Team is as follows:

- Mike Dixel, Sub-Area A Chair, NENA President
- Don Law, Sub-Area A Vice-Chair, EBDNA Vice President
- Stephanie Johnson, Sub-Area A Secretary, UENA President
- Peter Guttchen, NENA Vice President
- Melissa Allen, BHNA Vice President
- Susi O'Bryan, BHNA NA Secretary
- Jay Elder, BNA Secretary
- Tim Walker, BNA Vice-President

With the help of City planning staff, the A Team has made tremendous progress to establish a foundation for our Sub-Area Plan. To date we have:

- Met 14 times to get to know each other and learn about Sub-Area planning concepts.
- Initiated and guided development of a Sub-Area profile including key demographics.
- Identified an initial list of key priorities to focus on within Sub-Area A.

- Drafted communication materials.
- Worked with the intent to develop a model for other sub-areas to follow.
- Created an [online archive](#) of all planning work and research materials to date.

Communication/Outreach

Each of the five neighborhood associations in Sub-Area A have started communicating the concept of Sub-Area planning to our members. We will strive to reach out to all households, businesses, and other entities within Sub-Area A. To accomplish this we will need the assistance of City staff and resources. We anticipate using a variety of outreach strategies that may include postcard mailings, a website, an email listserv, social media, and community meetings.

Our goal is to complete a draft of the Sub-Area A Plan within one year of your recognition of our intent to proceed. To ensure we understand your assumptions and expectations before we formally begin this process, please advise the Sub-Area A leadership team regarding:

1. What the Council sees as the purpose and benefit of Sub-Area planning.
2. How the City's planning and budget processes will be different with Sub-Area planning.
3. What the Council expects to see addressed in a Sub-Area Plan.
4. What role the Council and City staff will play in Sub-Area planning.
5. What resources the City can commit to providing our Sub-Area planning process including support for implementation of our Plan.
6. What key measures the City plans to use to evaluate the effectiveness of Sub-Area planning.
7. How the Council and City staff would like the A-team to keep them informed.

To learn more about our work, we encourage you to visit our [on-line archive](#). You are also invited to join us at one of our meetings. We normally meet on the 3rd Wednesday each month. If you have further questions, please contact me directly.

Thank you for your consideration. We look forward to your response.



Mike Dexel

Chair

Sub-Area A

mikedexel@hotmail.com

(360) 292-3916



City Council

Approval of Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee

Agenda Date: 7/7/2015
Agenda Item Number: 4.1
File Number: 15-0285

Type: ordinance **Version:** 4 **Status:** 2d Reading-Consent

Title

Approval of Ordinance Amending OMC Chapters 12, 14, 16, 17 and 18 Related to Project Review and Decisions by the Site Plan Review Committee

Recommended Action:

Committee Recommendation:

The Land Use and Environment Committee recommends approval of the attached ordinance related to land use project review and decisions by the Site Plan Review Committee.

City Manager Recommendation:

Approve the attached ordinance related to land use project review and decisions by the Site Plan Review Committee.

Body

Issue:

Whether to amend the Municipal Code provisions related to land use project review and decisions by the Site Plan Review Committee.

Staff Contacts:

Keith Stahley, Director of Community Planning and Development 360.753.8227
Leonard Bauer, Deputy Director, Community Planning & Development (CPD) 360.753.8206
Darren Nienaber, Deputy City Attorney 360.753.8044.

Presenters: Leonard Bauer, Deputy Director, CPD

Background and Analysis:

Two scrivener's errors were identified in the ordinance after first reading and have been corrected for second reading. The first is in Section 11 (p.12) of the ordinance:

Prior to the submission of the preliminary plat application, the subdivider or his representative may meet with the Site Plan Review Committee Director to discuss

preliminary sketches or studies. At this time, said **committee Director** shall make available all pertinent information as may be on file relating to the general area ...

The second is in Section 13 (p.13) of the ordinance. Subsection 17.34.070.C is redundant to the appeal provisions of chapters 18.75 and 18.82 OMC and has been deleted.

~~C.—Appeal of the Decision. The decision of the Site Plan Review Committee shall be final, unless an appeal to the hearing examiner is filed with CP&D within fourteen (14) days after the committee's written decision. The appeal shall be in writing and accompanied by the appropriate filing fee.~~

The background and analysis have not changed from first to second reading.

Background

The Olympia Municipal Code specifies decision-making authority for land use applications (OMC 18.72.100). Pursuant to that section, decisions on various types of development permits are made by staff, by the Site Plan Review Committee or the Hearing Examiner - depending upon level of project complexity, whether coordinated multi-agency review is required, or level of public interest.

The Site Plan Review Committee (SPRC) was first created in 1978 to provide a coordinated, multi-disciplinary review and formal decision of many land use project applications. SPRC currently consists of the Building Official, Senior Planner, Development Services Engineer, Environmental Review Officer (SEPA Official), and Fire Chief, or their designees. SPRC is well suited to render land use decisions on projects which have minimal public interest consistent with the City, State and Federal regulations. The SPRC also conducts pre-submission conferences to advise potential land-use applicants about City and State land use regulations.

The Hearing Examiner is appointed by the City Council to conduct quasi-judicial open record public hearings on larger projects, which potentially have significant public interest. The Examiner provides an independent project permit review and issues a final decision on major land use projects consistent with the City, State and Federal regulations.

Summary of Proposed Ordinance

The attached ordinance includes the following changes to

- 1) clarify the roles of SPRC, the Community Planning and Development Director, and the Hearing Examiner, and
- 2) be more consistent with guidance from our insurance authority regarding land use procedures:

- Make SPRC an advisory body to the Director of Community Planning and Development;
- Provide the Director of Community Planning and Development discretion to render a land use decision or refer the application to the Hearings Examiner with a staff recommendation;
- Modify the composition of SPRC to be appointees designated by the Director of Community Planning and Development, the Director of Public Works, and the Fire Chief.

The ordinance makes no changes to the public's opportunities to participate in the land use application review process. Meetings of the SPRC would remain open to the public. There are no changes proposed to public comment periods, or to appeal procedures. CPD staff will continue

current practice of hosting public informational meetings regarding most new land use applications.

Land Use and Environment Committee Consideration

At its March 26, 2015 meeting, the Land Use and Environment Committee reviewed the proposed ordinance and directed staff to provide additional information and seek feedback from interested citizens and neighborhood interests. Staff provided a briefing at the April 13 meeting of the Coalition of Neighborhood Associations, and directly contacted a citizen that had provided comment to the Committee prior to its March 26 meeting. After their review and discussion of the ordinance, there were no specific comments or changes proposed to the ordinance by the CNA members or citizens.

Neighborhood/Community Interests:

There is high interest in the Olympia community for transparent land use review processes. There is also general support to ensure that on larger projects, which potentially have significant public interest, to allow the Hearings Examiner to provide an independent project permit review and issue a decision of major land use projects.

Options:

1. Approve the attached ordinance related to land use project review and decisions by the Site Plan Review Committee.
2. Do not approve the attached ordinances.
3. Provide additional direction on changes to the attached ordinance.

Financial Impact: None

ORDINANCE NO. _____

AN ORDINANCE of the City of Olympia, Washington relating to land use project review and decisions; specifically amending Olympia Municipal Code provisions relating to the Site Plan Review Committee at Sections 12.16.040, 12.16.050, 14.04.160, 14.08.030, 16.04.460, 16.48.050, 16.54.070, 16.60.070, 17.04.070, 17.12.010, 17.16.010, 17.32.040, 17.34.070, 17.36.020, 18.02.180(L), 18.02.180(S), 18.04.060(U), 18.06.060(Z), 18.10.040, 18.36.180(B), 18.38.060, 18.38.080, 18.38.100, 18.38.160(A), 18.38.180, 18.38.220(A), 18.48.020, 18.48.040, 18.56.060, 18.56.080(A), 18.57.040, 18.57.060, 18.57.100, 18.60, 18.64.040, 18.72.020, 18.72.050, 18.72.080, 18.72.100, 18.72.140, 18.75.020, 18.76.160 and 18.76.200.

WHEREAS, the Site Plan Review Committee (SPRC) was first created in 1978 pursuant to Ordinance No. 4077; and

WHEREAS, the Unified Development Code (UDC) was adopted by Ordinance No. 5517 on May 9, 1995, becoming effective on June 19, 1995; and

WHEREAS, the SPRC was in use by the Community Planning & Development Department at the time of the adoption of the UDC, and its purpose and powers were codified as part of the UDC under Chapter 18.60 of the Olympia Municipal Code; and

WHEREAS, on occasion, significant public interest in a land use project that occurs after a project's application warrants the heightened formality and structure of a Hearing Examiner process; and

WHEREAS, in certain other decisions that have little to no public interest, the City finds that SPRC is better suited as an advisory body to the Director of the Department of Community Planning and Development; and

WHEREAS, this Ordinance is supported by the staff report and attachments associated with the Ordinance along with documents on file with the City of Olympia; and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington State Constitution and any other legal applicable authority;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OLYMPIA, DOES ORDAIN AS FOLLOWS:

Section 1. Amendment of OMC 12.16.040. Section 12.16.040 of the Olympia Municipal Code is hereby amended to read as follows:

12.16.040 - Site plan review city actionPublic Works Director Recommendation

Upon receipt of a complete petition application package, the public works director shall schedule consideration of the proposed vacation with the Olympia site plan review committee. The committee

shall consider such application with respect to criteria set forth in Section 12.16.100 and establish a recommendation to the eCity eCouncil.

Section 2. Amendment of OMC 12.16.050. Section 12.16.050 of the Olympia Municipal Code is hereby amended to read as follows:

12.16.050 - Scheduling for eCity eCouncil action

After consideration by the ~~site plan review committee~~Public Works Director, the petition application shall be scheduled for public hearing before the Olympia eCity eCouncil. Notice of such hearing shall be given not less than twenty days in advance of the day of the hearing. Required notice shall include:

- A. The posting of written notice in a prominent and conspicuous location at Olympia City Hall, ~~Olympia public works department and Olympia planning department;~~
- B. The posting of written notice in a prominent and conspicuous location on the subject street or alley; and
- C. The mailing of written notice to all property owners abutting and within three hundred feet of the boundaries of the rights-of-way to be vacated.

Section 3. Amendment of OMC 14.04.160. Section 14.04.160 of the Olympia Municipal Code is hereby amended to read as follows:

14.04.160 Appeals

A. The following administrative appeal procedures are established under RCW 43.21C.075 and WAC 197-11-680:

1. Any agency or person may appeal to the Hearing Examiner the environmental review officers conditioning, lack of conditioning or denial of an action pursuant to WAC Chapter 197-11. When such conditioning, lack of conditioning or denial of action is attached to a recommendation of the ~~Site Plan Review Committee~~Director to the Hearing Examiner regarding a land use application, no appeal shall be necessary for consideration and revision of such conditions, lack of conditions, or denial by the Hearing Examiner.
2. The responsible officials initial decision to require preparation of an environmental impact statement, i.e., to issue a determination of significance, is subject to an interlocutory administrative appeal upon notice of such initial decision and only to such appeal. Notice of such decision shall be provided as set forth in OMC 18.78.020. Failure to appeal such determination within 14 calendar days of notice of such initial decision shall constitute a waiver of any claim of error.
3. All appeals shall be in writing, be signed by the appellant, be accompanied by the appropriate filing fee, and set forth the specific basis for such appeal, error alleged and relief requested. Any

appeal must be filed within seven calendar days of the SEPA determination being final. Where there is an underlying governmental action requiring review by the ~~H~~earing ~~e~~Examiner, any appeal and the action shall be considered together. Where there is an underlying permit decision to be made by city staff, any appeal periods shall conclude simultaneously.

4. For any appeal under this subsection, the city shall keep a record of the appeal proceeding which shall consist of the following:

- a. Findings and conclusions;
- b. Testimony under oath; and
- c. A taped or written transcript of any hearing.

5. Any procedural determination by the city's responsible official shall be given substantial weight in any appeal proceeding.

B. The city shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal.

Section 4. Amendment of OMC 14.08.030. Section 14.08.030 of the Olympia Municipal Code is hereby amended to read as follows:

14.08.030 Shoreline substantial development, conditional use and variance permits

A. Applications for shoreline substantial development permits, conditional use permits, and variance permits are subject to and shall be processed pursuant to WAC Chapter 173-27, as now or hereafter amended, and, as provided below.

B. Applications for shoreline substantial development, conditional use, and variance permits shall be submitted to the planning department on forms supplied by the department. The application shall contain the information required by WAC 173-27-180 and such other information as may be required by the department. The applicant shall pay to the department the application fee prescribed by the approved fee schedule. In addition to the application fee, the applicant shall pay fees for environmental analysis, and for other necessary actions or approvals.

C. Applications for those shoreline development permits that are exempt from the State Environmental Policy Act and entirely upland of the ordinary high water mark may be decided by the ~~Site Plan Review Committee~~Director if a public hearing is not requested by an interested party. The Hearing Examiner shall hold a public hearing and render a decision regarding other applications identified in subsection A of this section.

D. Pursuant to WAC 173-27-110, notice of the application and hearing shall be published in the manner prescribed therein, and mailed to the latest recorded real property owners as shown by the records of the county assessor within at least three hundred feet of the boundary of the subject property, fifteen (15)

days before the hearing. In addition, the planning department, in its discretion, may give notice in any other manner deemed appropriate.

E. The decision of the ~~h~~Hearings ~~e~~Examiner may be appealed to the ~~city council~~, pursuant to Olympia Ordinance No. 4148, and the decision of the council may be appealed to the Shorelines Hearings Board pursuant to WAC 173-27-220.

F. Pursuant to WAC 173-27-090 and 173-27-100, the director or the director's designee shall review and decide requests for time extensions and permit revisions. The decision of the director may be appealed pursuant to city ordinance.

Section 5. Amendment of OMC 16.04.460. Section 16.04.460 of the Olympia Municipal Code is hereby amended to read as follows:

16.04.460 Use of mobile housing for nonresidential purposes

A. Mobile/manufactured housing shall not be used for nonresidential purposes. All nonresidential structures shall meet the factory built commercial structure standards prescribed in RCW 43.22.490, as now or hereafter amended.

B. The placement of factory built commercial structures for temporary or permanent use may be for nonresidential purposes when approved by the ~~Olympia site plan review committee~~Director and permitted by the building official.

C. The use must comply with the use district in which it is placed.

Section 6. Amendment of OMC 16.48.050. Section 16.48.050 of the Olympia Municipal Code is hereby amended to read as follows:

16.48.050 Exemptions

The following shall be exempt from the provisions of this chapter:

A. Projects requiring approval of the ~~city site plan review committee~~Director under the zoning ordinance, and/or by the ~~h~~Hearings ~~e~~Examiner and ~~e~~City ~~e~~Council, provided that grading on such projects shall take place only after approval and shall be in accordance with such approval, and the criteria and information requirements of this chapter;

B. Clearing in emergency situations involving immediate danger to life or property or substantial fire hazards;

C. Clearing on a parcel or contiguous parcels in one ownership less than 20,000 square feet in size for the purpose of construction, landscaping and/or associated improvements for a single-family or duplex

residence. Such exemption shall not be applicable when the above-mentioned grading activity would directly involve shoreline areas, creeks, and parcels where the predominant slope is in excess of 20 percent;

D. Clearing within a maximum of 30' (when required for construction and associated landscaping) of the perimeter of the building line, and any area proposed to be graded for driveway and septic purposes, of a single single-family or duplex dwelling to be constructed as indicated on the plot plan submitted to the building official within an application for a building permit on parcels consisting of 20,000 or more square feet;

E. The removal of dead trees or of diseased or damaged trees which constitute a hazard to life or property;

F. Clearing done under authority of a approval issued pursuant to RCW Chapter 76.09 when, in the opinion of the city building inspector, such work involves commercial Christmas tree harvesting pursuant to a continuing harvesting and reforestation program and the land shall not be converted to a use other than Christmas tree production;

G. Clearing practices associated with normal agricultural crop operations, excluding timber cutting not otherwise exempted;

H. Stockpiling and handling of earth material associated with commercial quarry operations licensed under the authority of the State Department of Natural Resources and the State Open Mining Act of 1970.

Section 7. Amendment of OMC 16.54.070. Section 16.54.070 of the Olympia Municipal Code is hereby amended to read as follows:

16.54.070 Tree plan review standards

A. Issuance of a permit under this chapter does not exempt the permittee from procuring and complying with other required permits or approvals. Whenever this chapter conflicts with other laws, ordinances or rules, the more restrictive shall apply.

B. Critical Areas. The approval authority shall restrict activities and/or impose conditions as warranted, to protect critical areas and their associated buffers, water quality, property or public safety.

C. Alternative Compliance. All tree removal permit activities regulated by this chapter shall be performed in compliance with the applicable standards contained in this chapter, unless the applicant demonstrates that alternate measures or procedures will be equal or superior to the provisions of this chapter in accomplishing the purposes of this chapter.

D. For all development projects, the following Urban Forestry design standards and provisions shall apply.

1. Timing of tree removal. A tree removal permit will be processed and issued concurrently with other development permits, as applicable.
2. Preservation and conservation of wooded areas and trees, shall have priority over development when there are feasible and prudent location alternatives on site for proposed building structures or other site improvements, as identified by the ~~Site Plan Review Committee~~ Director, as applicable. This may require site redesign including, but not limited to: redesign of streets, sidewalks, stormwater facilities, utilities; changing the shape and size of the parking lot; reducing or limiting proposed site grading; and changing the locations of buildings or building lots.
3. If existing trees and vegetation meet the requirements for the required landscaping, they shall have priority over and may substitute for the required landscaping pursuant to the guidelines established in the City of Olympia's Landscaping Ordinance, OMC 18.36.
4. For residential subdivisions (more than 4 units) at least 100 percent of the required minimum tree density shall be located within separate deeded tree tract(s) held in common ownership by the homeowner's association, or comparable entity.
5. Tree preservation priority. In designing a development project and in meeting the required minimum tree density, the applicant shall preserve the following trees in the following order of priority. (Trees to be preserved must be healthy, windfirm, and appropriate to the site at their mature size, as identified by a qualified professional forester).
 - a. Landmark Trees.
 - b. Specimen Trees.
 - c. Critical Areas and Critical Area Buffer.
 - d. Significant Wildlife Habitat. Trees located within or buffering Significant Wildlife Habitat.
 - e. Other individual trees or groves of trees.
6. On sites where there are currently inadequate numbers of existing trees, or where the trees are inappropriate for preservation, as determined by the Urban Forester, then replacement tree planting shall be required. Trees to be planted must be planted within separate deeded tree tracts as defined in this ordinance.

Section 8. Amendment of OMC 16.60.070. Section 16.60.070 of the Olympia Municipal Code is hereby amended to read as follows:

16.60.070 Tree plan review standards

A. Issuance of a permit under this chapter does not exempt the permittee from procuring and complying with other required permits or approvals. Whenever this chapter conflicts with other laws, ordinances or rules, the more restrictive shall apply.

B. Critical Areas. The approval authority shall restrict activities and/or impose conditions as warranted, to protect critical areas and their associated buffers, water quality, property or public safety.

C. Alternative Compliance. All tree removal permit activities regulated by this chapter shall be performed in compliance with the applicable standards contained in this chapter, unless the applicant demonstrates that alternate measures or procedures will be equal or superior to the provisions of this chapter in accomplishing the purposes of this chapter.

D. For all development projects, the following Urban Forestry design standards and provisions shall apply.

1. Timing of tree removal. A tree removal permit will be processed and issued concurrently with other development permits, as applicable.

2. Preservation and conservation of wooded areas and trees, shall have priority over development when there are feasible and prudent location alternatives on site for proposed building structures or other site improvements, as identified by the ~~Site Plan Review Committee~~ Director, as applicable. This may require site redesign including, but not limited to: redesign of streets, sidewalks, stormwater facilities, utilities; changing the shape and size of the parking lot; reducing or limiting proposed site grading; and changing the locations of buildings or building lots.

3. If existing trees and vegetation meet the requirements for the required landscaping, they shall have priority over and may substitute for the required landscaping pursuant to the guidelines established in the City of Olympia's Landscaping Ordinance, OMC 18.36.

4. For residential subdivisions (more than 4 units) at least 75 percent of the required minimum tree density shall be located within separate deeded tree tract(s) held in common ownership by the homeowner's association, or comparable entity.

5. Tree preservation priority. In designing a development project and in meeting the required minimum tree density, the applicant shall preserve the following trees in the following order of priority. (Trees to be preserved must be healthy, windfirm, and appropriate to the site at their mature size, as identified by a qualified professional forester).

a. Landmark Trees.

b. Specimen Trees.

c. Critical Area Buffer. Trees located within or adjacent to critical area buffers. (Those trees within the buffer may count up to 50 percent of the required tree density.)

d. Significant Wildlife Habitat. Trees located within or buffering Significant Wildlife Habitat.

e. Other individual trees or groves of trees.

6. On sites where there are currently inadequate numbers of existing trees, or where the trees are inappropriate for preservation, as determined by the Urban Forester, then replacement tree

planting shall be required. In designing a development project and in meeting the required minimum tree density the following trees shall be planted in the following order of priority:

- a. Critical Area Buffers, Significant Wildlife Habitat. Trees planted within or adjacent to Critical Areas and Significant Wildlife habitat areas.
- b. Stormwater retention/detention ponds. Trees planted adjacent to Stormwater retention/detention ponds.
- c. Landscaping. For residential subdivisions this may include entrance landscaping, traffic islands, separate deeded tree tracts, and other common areas.
- d. Individual residential building lots. Trees planted on individual lots.

Section 9. Amendment of OMC 17.04.070. Section 17.04.070 of the Olympia Municipal Code is hereby amended to read as follows:

17.04.070 Administrative duty

The ~~city planning~~ Director and his staff, hereafter referred to as the "planner" or the "planning department," are vested with the duty of administering this title and may prepare and require the use of such additional forms which are necessary to effectuate the provisions thereof.

Section 10. Amendment of OMC 17.12.010. Section 17.12.010 of the Olympia Municipal Code is hereby amended to read as follows:

17.12.010 Definitions

For the purpose of this title, certain words and terms are defined in this chapter. When consistent with the context, words used in the present tense shall include the future; the singular term shall include the plural; and the plural, the singular; the word "shall" is always mandatory and the word "may" denotes a use of discretion.

A. "Applicant" means any individual or entity who applies for preliminary plat, short plat, large lot subdivision or binding site plan approval under this title.

B. "Auditor" means the auditor of Thurston County, Washington.

C. "Binding site plan" means a drawing made and approved in accordance with the provisions of subdivisions D, E and G of Section 17.04.040 of this title which contains inscriptions and attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the city, and which contains provisions requiring any development to be in conformance with the site plan.

D. "Buildable lot" means a lot meeting all of the requirements of size, shape, frontage, sanitation, etc., contained in this title and other ordinances of the city for any specific type of development.

E. "Boundary line adjustment" means an alteration of a division of land by adjustment of boundary lines, between platted or unplatted lots or parcels or both, which does not create an additional lot, tract, parcel, building site, or division nor creates any lot, tract, parcel, building site, or division which contains insufficient area or dimension to meet the minimum requirements for width or area for a building site. Boundary line adjustments include lot consolidations wherein boundary lines are removed.

F. "City council" means the mayor and council members of the city.

G. "Comprehensive plan" means a plan adopted by the eCity eCouncil as a guide to the physical growth and improvement of the city, including modifications or refinements which may be made from time to time. Said plan may include the following elements: land use, transportation, transit, public services and facilities, housing, community development, and additional subjects relating to the physical development of the city.

H. "County" means the county of Thurston, state of Washington.

I. "Date of filing" means the date that a complete and accurate application for preliminary plat, short plat, large lot plat or final plat approval is filed with the city.

J. "Declaration of short subdivision" means a document signed by all persons having any real interest in the land being subdivided and acknowledged before a notary that they signed the same as their free act and deed, and containing, as a minimum, the following elements:

1. A legal description of the tract being divided;
2. An illustrative map;
3. Any restrictive covenants;
4. A title report or plat certificate;
5. Any special conditions of short subdivision approval (e.g., frontage improvements requirements).

K. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat, short plat or binding site plan showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat or plan for filing by the appropriate governmental unit.

L. "Department" The City of Olympia Community Planning and Development Department.

M. "Development" means the development of land as proposed and/or described in any application for development permit approval submitted to the city.

N. "Development permit" means any land use permit which must be approved by the city prior to the development of land. Development permits shall include preliminary plats, short plats, binding site plans, large lot subdivisions and final plats.

O. "Director" means the Director of the City of Olympia Community Planning and Development Department, and the Director's designees.

OP. "Easement" means a right granted by a property owner to specifically named parties or to the general public for the use of certain areas or strips of land for particular purposes. Where appropriate to the context, easement may also refer to the land covered by the rights granted. This may include pedestrian paths, bicycle paths, utility easements, drainage, open space, etc.

PQ. "Final Approval" means the final official action taken by the eCity eCouncil, hHearing eExaminer, or planner on the proposed subdivision, short subdivision, binding site plan, large lot subdivision or dedication, or portion thereof.

QR. "Final plat" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in RCW Chapter 58.17 and in this title adopted pursuant thereto.

RS. "Flooding" means the inundation of an area of land that is not usually under water.

ST. "Hearing examiner" means the land use hHearing eExaminer for the city.

TU. "Improvements" means and includes, but is not limited to, streets and roads complying with the development standards and specifications adopted by the city; public utility and pedestrian facilities; street lights; landscape features; bridge structures; storm drainage facilities; and traffic control devices as are required to be installed as a part of subdivision, short subdivision, large lot subdivision or binding site plan approval.

UV. "Large lot subdivision" means the division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or 5 acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

VW. "Lot" means a fractional part of subdivided or site planned land having fixed boundaries, being of sufficient area and dimensions to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

WX. "Mean sea level datum" means the published mean sea level datum established by the U. S. Coast and Geodetic Survey (now National Geodetic Survey) and the benchmarks referenced to this datum established by the city Public Works Department.

XY. "Olympia coordinate system" means the horizontal ground scale coordinate system referenced to the Washington Coordinate System as established by the city Public Works Department.

YZ. "Person" means every person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit.

ZAA. "Planned residential development" means a unified development approved in accordance with Title 18 of this code.

AABB. "Plat" means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions or dedications.

BBCC. "Preliminary Approval" means the official action taken on a proposed division of land when provision of improvements or fulfillment of conditions are to occur prior to final approval.

CCDD. "Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks and other elements of a subdivision consistent with the requirements of this chapter. The preliminary plat shall furnish a basis for the approval or disapproval of the general layout of a subdivision.

DEEE. "Short plat" means the map or representation of a short subdivision containing all of the pertinent information as required by this title.

EEFF. "Short subdivision" means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

FFGG. "Site plan review committee" ~~means the city planner, engineer, fire chief and building official or their designated representatives.~~ is defined in OMC 18.02.180.

GGHH. "Subdivider" means a person who undertakes the subdividing of land.

HHII. "Subdivision" means the division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, which are less than five acres in area, whether immediate or future, for the purpose of sale, lease or transfer of ownership. This definition applies whether or not there is a dedication involved.

IJJJ. "Utilities easements" means rights-of-way which may be used by public utilities, including, but not limited to, electricity, water, natural gas, sewer, telephone and television cable for the construction, operation, maintenance, alteration and repair of their respective facilities.

KKK. "Variance" means an authorization granting relief under the provisions of Chapter 17.52 of this title from the literal enforcement of this title, when special conditions exist or unusual hardship will result therefrom.

Section 11. Amendment of OMC 17.16.010. Section 17.16.010 of the Olympia Municipal Code is hereby amended to read as follows:

17.16.010 Conference prior to submission of application

Prior to the submission of the preliminary plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time, said ~~committee~~ Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to eliminate as many potential problems as possible in order for the preliminary plat to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shore-line Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other city requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

Section 12. Amendment of OMC 17.32.040. Section 17.32.040 of the Olympia Municipal Code is hereby amended to read as follows:

17.32.040 Conference prior to submission of application

Prior to the submission of the short plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time said ~~committee~~ Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shoreline Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

Section 13. Amendment of OMC 17.34.070. Section 17.34.070 of the Olympia Municipal Code is hereby amended to read as follows:

17.34.070 - Approval procedures

A. Review and Approval. The binding site plan application shall be reviewed by the ~~Site Plan Review Committee~~Director. The ~~Site Plan Review Committee~~Director may take the following actions on the application: approve, approve with conditions, deny, or return it to the applicant for correction.

B. Conditional Approvals. When the preliminary binding site plan approval is contingent upon conditions, then the conditions shall be completed and a final plan filed within two years from the date of the conditional approval.

C. ~~Appeal of the Decision. The decision of the Site Plan Review Committee shall be final, unless an appeal to the hearing examiner is filed with CP&D within fourteen (14) days after the committee's written decision. The appeal shall be in writing and accompanied by the appropriate filing fee.~~

Section 14. Amendment of OMC 17.36.020. Section 17.36.020 of the Olympia Municipal Code is hereby amended to read as follows:

17.36.020 Presubmission conference

Prior to the submission of the large plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time said ~~committee~~Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to eliminate as many potential problems as possible in order for the large lot plat to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shoreline Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other city requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

Section 15. Amendment of OMC 18.02.180(L). Subsection 18.02.180(L) of the Olympia Municipal Code is hereby amended to read as follows:

Chapter 18.02 – Basic provisions

L. DEFINITIONS - SPECIFIC.

Lake. A naturally existing or artificially created body of standing water greater than twenty (20) acres in size. Lakes include reservoirs which exist on a year-round basis and occur in a depression of land or expanded part of a stream. A lake is bounded by the ordinary high water mark or the extension of the elevation of the lake's ordinary high water mark within the stream, where the stream enters the lake. All lakes meet the criteria of RCW Chapter 90.58 (Shoreline Management Act) and have been inventoried as "Shorelines of the State" found in the Shoreline Master Program for the Thurston Region in OMC 14.08.

Land Use Approval. A written approval or permit issued by the ~~Olympia Site Plan Review Committee~~ Director or Hearing Examiner, or designee thereof, finding that a proposed project is consistent with applicable plans, regulations and standards and authorizing the recipient to make use of property in a certain manner. The land use approval consolidates various non-construction permit reviews of a project such as design review, environmental review, zoning conformance, and site plan review. Land Use Approval is a permit which does not directly authorize construction or improvements to real estate, but which is a necessary and required precursor to authorization of such construction or improvement. Land Use Approval includes, but is not limited to, applications for review and approval of a preliminary or final subdivision, short plat, binding site plan, conceptual or detailed master planned development, planned residential development, conceptual design review, site plan review, conditional use permit, variance, shoreline development permit, or other such reviews pertaining to land use.

Land Use Approval, Administrative. A Land Use Approval which may be issued by an authorized official or body, usually the ~~Site Plan Review Committee~~ Director, without an open record predecision hearing.

Land Use Approval, Quasi-Judicial. A Land Use Approval issued by an authorized official or body, usually the Hearing Examiner, following an open record predecision hearing.

Landscape Plan. A component of a site development plan on which is shown: proposed landscape species (number, spacing, size at time of planting, and plant details); proposals for protection of existing vegetation during and after construction; proposed treatment of hard and soft surfaces; proposed decorative features; grade changes; buffers and screening devices; and any other information that can reasonably be required in order that an informed decision can be made by the approving authority.

Landscape Structure. A fence, wall, trellis, statue or other landscape and ornamental object.

Landscaping. An area devoted to or developed and maintained predominantly with native or non-native plant materials including lawn, groundcover, trees, shrubs, and other plant materials; and also including accessory decorative outdoor landscape elements such as ornamental pools, fountains, paved or decorated surfaces (excluding driveways, parking, loading, or storage areas), and sculptural elements.

Landslide. Episodic down-slope movement of a mass of soil or rock that includes but is not limited to rockfalls, slumps, mudflows, earthflows and snow avalanches.

Large Lot Subdivision. The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger if the land is not capable of description as a fraction of a section of land.

Laundry and Laundry Pick-up Agency. An enterprise where articles of clothing, linen, etc. are washed, including self-service laundries as well as those where customers drop off articles to be laundered either on or off the premises, or dry-cleaned off the premises only. This includes diaper services, but not the following, which are classified as Light Industrial uses: dry-cleaning plants, linen supply services, carpet and upholstery cleaning plants, and industrial launderers.

Legal Lot of Record. A lot of a subdivision plat or binding site plan or a parcel of land described in a deed either of which is officially recorded to create a separate unit of property, provided that such plat, site

plan, or deed shall accord with applicable local, state or federal law on the date created. Separate descriptions of adjoining parcels within a single deed shall not necessarily constitute separate legal lots of record.

Local Improvement. A public improvement for the benefit of property owners provided to a specific area that benefits that area and that is usually paid for, at least in part, by a special assessment.

Lodging House. See Dwelling, Transient.

Lot. Lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall also include tracts and parcels. Lot classifications are as follows:

- a. **Lot, Corner.** A lot that abuts two (2) or more intersecting streets.
- b. **Lot, Flag or Panhandle.** A lot with less than thirty (30) feet of street frontage which is typically connected to a public or private street by a narrow driveway. A lot where access is only provided by a private easement is not a flag lot.
- c. **Lot, Interior.** A lot that has frontage on one public or private street only, or is provided access by a private easement.
- d. **Lot, Through.** A lot that fronts on two (2) parallel or nearly parallel streets that do not intersect at the boundaries of the lot.
- e. **Lot, Wedge-shaped.** A lot with a street frontage which is no more than half as wide as the lot's width at the rear property line, as depicted in Figure 2-5b.

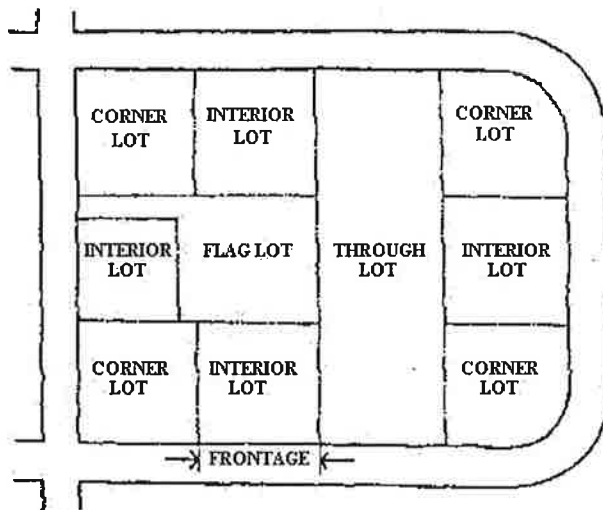
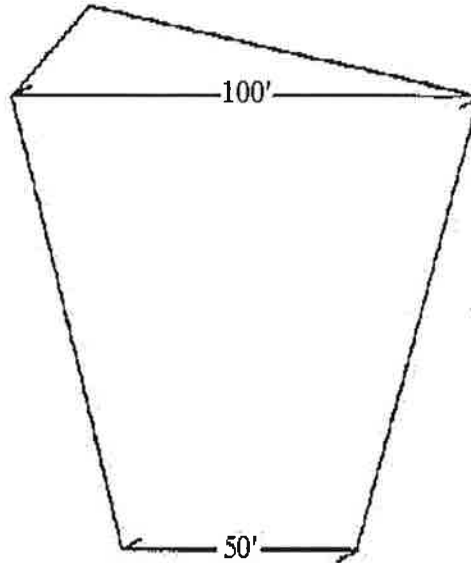


FIGURE 2-5



Example of a Wedge-Shaped Lot

FIGURE 2-5b

Lot Frontage. See Frontage.

Lot Line. A line dividing one lot from another lot or from a street rights-of-way or alley. (See also Property Line.)

Lot of Record. A lot, the plat, or deed to which is officially recorded as a unit of property and is described by metes and bounds.

Lot, Substandard. A parcel of land that is less than the minimum area or minimum dimensions required in the zone in which the lot is located. (See also Minimum Lot Size, Undersized Lots in development standards.)

Lot Width. The straight line distance measured between side lot lines parallel to the front setback line. (See also Section 18.04.080(G)(1) and Table 4.04.)

Low Income Housing. See Affordable Housing.

Section 16. Amendment of OMC 18.02.180(S). Subsection 18.02.180(S) of the Olympia Municipal Code is hereby amended to read as follows:

Section 18.02.180 Definitions

S. DEFINITIONS - SPECIFIC.

Salmonid. A member of the fish family salmonidae, such as chinook, coho, chum, sockeye and pink salmon, rainbow, steelhead, cutthroat salmon, brown trout, bull trout, Brook and Dolly Varden char, kokanee and whitefish.

Sanitary Landfill. A site for solid waste (garbage) disposal.

Satellite Earth Station. A single or group of parabolic (or dish) antennas that are mounted to a support device that may be a pole or truss assembly attached to a foundation in the ground, or in some other configuration. A satellite earth station may include the associated separate equipment cabinets necessary for the transmission or reception of wireless communications signals with satellites.

Scale, Architectural. The perceived height and bulk of a building relative to that of neighboring buildings. A building's perceived height and bulk may be reduced by modulating facades.

Scenic Vistas. Those areas which provide, for significant numbers of people, outstanding views from public rights-of-way of Mt. Rainier, the Olympic Mountains, Budd Inlet, the Black Hills, the Capitol Building, and Capitol Lake or its surrounding hillsides.

School. An institution of learning, whether public or private, which offers instruction in those courses of study required by the Washington Education Code or which is maintained pursuant to standards required by the State Board of Education. This definition includes a nursery school, kindergarten, elementary school, junior high school, senior high school or any special institution of education, but it does not include a vocational or professional institution of higher education, including a community or junior college, college, or university.

Screening. A continuous fence or wall supplemented with landscaping, or an evergreen hedge or combination thereof, that effectively provides a sight-obscuring and sound-absorbing buffer around the property it encloses, and is broken only for access drives and walks.

Sculptured Building Top. A building top which has:

- a. Reduced floor area on the upper floors; and
- b. A distinctive roof form such as pitched roof, hip roof, dome, chateau roof, tower, turret, pediment, dormers, or other distinctive forms. Roofline embellishments such as medallions, statuary, cornices, brackets, finials, or similar ornament would not be considered sculptured building tops; and
- c. Upper floors which are set back from the street wall.

Secretary of the Interior's Standards for the Treatment of Historic Properties, The

(as amended). Guidelines adopted by the Secretary of the Department of the Interior to guide the rehabilitation, restoration or reconstruction of a historic property.

Section of Land. Measured 640 acres, one square mile, or 1/36 of a township.

Secure Community Transition Facility. A residential facility for persons civilly committed and conditionally released from a total confinement facility operated by the Secretary of Washington Social and Health Services or under contract with the Secretary pursuant to RCW 71.09.020 (10) as described in RCW 71.09.250 . All secure community transition facilities located within the City of Olympia shall conform with Olympia Municipal Code Subsection 18.08.080(E).

Seep. A spot where groundwater oozes to the surface. A small spring.

Service and Repair Shop. An establishment providing major repair and/or maintenance of motor vehicles, equipment or major appliances, including, but not limited to: mechanical repair, replacement of parts, body repair, painting, engine overhaul, or other major repair or maintenance, including operations which may require open flame or welding.

Service Stations. Businesses which sell gasoline or alternative vehicle fuels, and/or which may perform minor vehicle maintenance or repair, and/or wash cars. "Minor maintenance or repair" is limited to the exchange of parts and maintenance requiring no open flame or welding. Service stations include self-service gas stations, full-service gas stations, diesel fueling stations, oil change and lubrication shops, auto detailing shops, and car washes. Businesses which provide major repair work such as engine overhauls, vehicle painting, or body repair are classified as Service and Repair Shops.

Servicing of Personal Apparel and Equipment. A business primarily engaged in the upkeep of personal or small household belongings. Such businesses include, but are not limited to: tailors, locksmiths, piano tuners, or businesses which repair shoes, cameras, small appliances, or consumer electronics.

Setback. The distance between the building and any lot line. See specific zone district for allowed projections into setback areas and point of measurement. (See also Yard.)

Setback Line. An imaginary line that establishes the required minimum distance from any lot line and defines the area where the principal structure must be erected. (See also Building Line, Yard, and Lot.)

Sewer. Any pipe or conduit used to collect and carry away sewage and sometimes stormwater runoff from the generating source to a treatment plant.

Sexual conduct.

- a. Sexual intercourse within its ordinary meaning, occurring upon any penetration, however slight; or
- b. Any penetration of the vagina or anus, however slight, by an object; or
- c. Any contact between persons involving the sex organs of one person and the mouth or anus of another; or

- d. Masturbation, manual or instrumental, of oneself or of one person by another; or
- e. Direct touching of the sex organs or anus, whether clothed or unclothed, of oneself or of one person by another; or
- f. Flagellation or torture in the context of a sexual relationship; or
- g. Sodomy.

Shopping Center. A commercial development with unenclosed pedestrian walks in which there are a number of separate commercial activities, with accessory shared facilities such as parking, and which is designed to provide a single area which the public can obtain varied products and services. Shopping centers are typically characterized by at least one large retail "anchor" store.

Shopping Mall. A shopping center with stores on one or both sides of a covered and enclosed pedestrian walkway.

Sidewalk. A paved, surfaced, or leveled area, paralleling and usually separated from the street and normally used as a pedestrian walkway.

Sign. Any object, device, display, or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means. Such means may include words, letters, figures, design, movement, symbols, fixtures, colors, illumination, or projected images.

Sign, Abandoned. Any sign which:

- a. Is located on property which becomes vacant and unoccupied for a period of 12 consecutive months or more (excepting legal off-premise signs), or
- b. Relates to any occupant or business unrelated to the present occupant or their business (excepting legal off-premise signs), or
- c. Pertains to a time, event or purpose which no longer applies.

Sign, Animated. A sign with action or motion (including those that flash, oscillate or revolve) or one that involves color changes, illustrations or messages. This does not include wind activated elements such as flags or banners; nor does it include public service signs (such as time and temperature signs).

Sign Area. The entire background of a sign upon which advertising could be placed (counting all faces), including the frame but not other supporting structure, except that the area of advertising affixed directly to, or painted on a building without any background, other than the building, shall be the area contained in the smallest geometric figure enclosing all portions of the sign message (i.e., all letters, numbers, graphics, etc.).

Sign Awning. A sign which is on an awning. Awning signs are a type of building mounted sign.

Sign, Billboard. A rigidly assembled outdoor sign permanently affixed to the ground or permanently attached to a building or other permanent structure, unrelated to any use or activity on the property on which the sign is located, but not including directional signs as defined herein.

Sign, Building Mounted. A permanent sign which is attached to, or erected against or painted on, any exterior wall, fascia, or window of a building or structure. For the purpose of this Title, signs which shall be considered building mounted signs, include flush mounted signs, signs on marquees and awnings, projecting signs, and signs erected on the side of a mansard roof provided the sign does not project above the uppermost roof line or flashing.

Sign, Business Directory. A type of development identification sign which lists the names of the individual uses in a development.

Sign, Changeable Copy. See Sign, Readerboard.

Signs, Channel Letters. A flush mounted wall sign that consists of individual letters or characters not bound together in one complete structure. Channel Letter signs are signs in which each letter or character is mounted individually within its own area, with the total area of individual letters or characters comprising the sign.

Sign, Ground. A ground supported sign which is no greater than twelve (12) feet in height above grade.

Sign, Development Identification. A freestanding or building mounted sign which identifies the name of a development. For the purpose of sign standards, a development consists of multiple building complexes such as shopping malls, industrial and business parks, residential subdivision developments, and multiple occupancy buildings.

Sign, Directional. A sign designed solely to guide or direct pedestrian or vehicular traffic to an area, place or convenience.

Sign, Flashing. See Sign, Animated.

Sign, Flush-Mounted. A type of building mounted sign which and is attached to, or erected against any exterior wall or fascia of a building or structure, with the exposed face of the sign parallel to the plane of the wall.

Sign, Freestanding. A permanent sign supported by one or more uprights, poles or braces in or upon the ground. For the purposes of this Title, freestanding signs include pole signs and signs otherwise known as ground signs or monument signs.

Sign Height. The vertical distance from ground level to the top of the sign.

Sign, Identification. A pole or ground sign which identifies the name of a shopping center.

Sign, Inflatable. Balloons or other gas-filled figures. For purposes of this section, inflatable signs shall be treated as temporary signs.

Sign, Marquee. Any sign which forms part or is integrated into a marquee or canopy and which does not extend horizontally beyond the limits of such marquee or canopy.

Sign, Monument. See Sign, Freestanding.

Sign, Non-conforming. Any sign existing at the time of this Ordinance which does meet the provisions of Title 18.

Sign, On-Premises. A sign which carries advertisement related to a lawful use of the premises on which it is located, including signs indicating the business transacted, services rendered, goods sold or produced on the premises, name of business, name of the person, firm or corporation occupying the premises.

Sign, Out-of-Date. Signs for which the event, time, or purpose no longer applies.

Sign, Pole. A ground supported sign which is no less than twelve (12) and no greater than thirty (30) feet in height above grade.

Sign, Political. A sign for the purpose of advertising a candidate or candidates for public elective office, or a political party, or which promotes a position on a public or ballot issue.

Sign, Portable (Mobile). A sign made of any material which by its design is readily movable and which is not permanently affixed to the ground, a structure or a building.

Sign, Projecting. A sign which projects 12 inches or more from a building and is supported by a wall or structure.

Sign, Public Service. A sign which provides a service to the public (such as indicating the current time and temperature or a community bulletin board) but which includes no advertising other than the name of the sponsoring organization.

Sign, Readerboard. A sign with characters or letters that can be manually changed without altering the face of the sign. Electronic signs are not readerboards for the purposes of this Title, but are animated signs.

Sign, Revolving. See Sign, Animated.

Sign, Roof. A sign erected upon or above a roof or parapet of a building or structure. A sign shall be considered a building mounted sign if it is erected on the side of a mansard roof and does not project above the uppermost roof line or flashing.

Sign, Sandwich Board Sidewalk Sign. A type of portable sign.

Sign, Structural Alteration. Any change or modification in the supporting members of the structure, such as the pole, cabinet, footing/foundation. Exceptions are new paint, rewiring, or face change.

Sign Structure. Any structure which supports or is capable of supporting any sign. A sign structure may be a single pole and may be an integral part of the building.

Sign, Temporary. Any sign, banner, pennant, valance or advertising display intended to be displayed for only a limited period of time.

Sign, Window. A sign permanently painted on or mounted to an exterior window (e.g., a neon sign). Window signs are a type of building mounted sign.

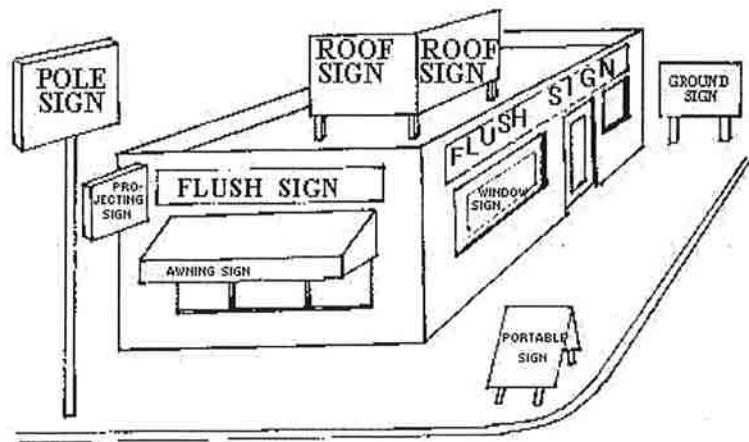


FIGURE 2-7

Significant. When used in the context of historic significance: A property which helps in the understanding of the history of the local area, state or nation (whichever is applicable) by illuminating the local, state-wide or nation-wide impact of the events or persons associated with the property, or its architectural type or style or information potential. The local area can include the City of Olympia, Thurston County, the region of Puget Sound or Southwest Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

Single-Family Dwelling. See Dwelling, Conventional.

Single-Room Occupancy (SRO). See Dwelling, Conventional.

Site Plan. The development plan which shows the existing and proposed conditions of the lot, including topography, vegetation, drainage, flood plains, walkways; means of ingress and egress; circulation; utility

services; structures and buildings; signs and lighting; berms, buffers, and screening devices; surrounding development; and any other information that reasonably may be required in order that an informed decision can be made by the reviewing authority.

Site Plan Review Committee. A technical development review group comprised of representatives from the Department of Community Planning and Development, and the Fire Department and the Public Works Department, who provide technical assistance to the CP&D Director or his/her designee on land use issues. At a minimum this includes the Building Official, Senior Planner, Development Services City Engineer, the Fire Chief, and SEPA official, or their appointed designees.

Slope. The deviation of a surface from the horizontal, usually expressed in percent or degrees. (See also Grade.)

[NOTE: Percentage of slope is calculated by dividing the vertical distance by the horizontal distance times one-hundred (100).]

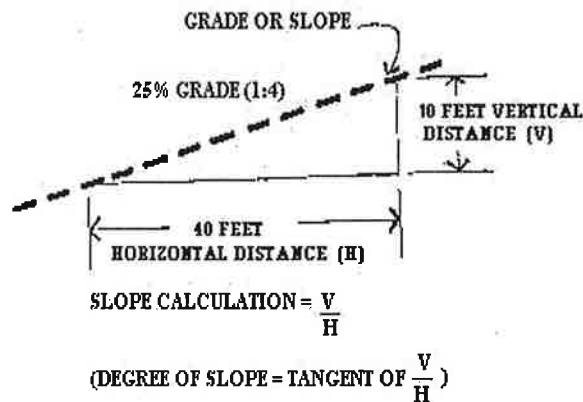


FIGURE 2-8

% GRADE	100	50	40	33.3	30	25	20	15	12	10	8	6
DEGREES	45	26.6	21.8	18.4	16.7	14	11.3	8.5	6.8	5.7	4.6	3.4
RATIO	1:1	2:1	2.5:1	3:1	3.3:1	4:1	5:1	6.7:1	8.3:1	10:1	12.5:1	16.7:1

Slope, Steep. An area which is equal to or in excess of 40 percent slope, or where the ground surface rises ten feet or more vertically within a horizontal distance of 25 feet. This can also include a slope of 15 to 39.9 percent if otherwise defined as a landslide hazard area.

Slope, Steep Toe, or Steep Top. A distinct topographic break in slope which separates slopes inclined less than forty (40%) percent from slopes equal to or greater than forty (40%) percent. Where no distinct break exists, this point shall be the limit of the area where the ground surface drops ten (10) feet or more vertically within a horizontal distance of twenty-five (25) feet.

Small Lake. See OMC 18.32.505.

Small Lot Review. A ~~Site Plan Review Committee (SPRC) Director~~ review of proposed construction on undersized legal lots of record approved prior to June 19, 1995.

Small Lot Subdivision. See Subdivision, Short.

Sorority House. A building, occupied by unrelated female members of a private educational organization, which contains sleeping rooms, bathrooms, common rooms, and a central kitchen and dining room. (See Fraternity, Dormitory.)

Special Assessment District. A district with the power to levy taxes created by act, petition, or vote of property owners for a specific purpose.

Special Valuation for Historic Properties, Special Valuation. The process, pursuant to Chapter 84.26 Revised Code of Washington (RCW) and Chapter 3.60 OMC, under which the tax basis of an eligible, rehabilitated historic property may be reduced by the actual incurred cost of the rehabilitation for a period of up to ten years.

Specialty Stores. Stores selling antiques, sporting goods and bicycles, marine supplies, glassware and chinaware, books, videos (including rentals), music, cards and stationery, jewelry, toys, hobby supplies, cameras, gifts and souvenirs, sewing supplies, flowers, tobacco products, newspapers and magazines, art and art supplies, pets and pet supplies, religious supplies, consumer electronics, personal computers, or other miscellaneous goods. It also includes second-hand stores and pawnshops.

Specific or Management Plan. A plan consisting of text, maps, and other documents and exhibits regulating development within an area of special interest or which contains unique land use and development problems.

Spot Zoning. Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding land uses and that does not further the comprehensive plan. [NOTE: Spot zoning is usually invalid when all the following factors are present: (1) a small parcel of land is singled out for special and privileged treatment; (2) the singling out is not in the public interest but only for the benefit of the land owner; and (3) the action is not in accord with a comprehensive plan.]

Stables, Riding. A structure providing shelter for horses, mules or ponies which are boarded for compensation. This may include arenas, tracks, and other facilities for equestrian activities either for members of a private club or for the general public. This may also include accessory facilities such as a clubhouse.

Stable, Private. An accessory structure providing shelter for horses or ponies, for use by occupants of the premises.

Staff. Permanent or temporarily employed personnel of the City of Olympia, Washington.

Stepback. Additional setbacks of upper building floor levels.

Storage. Placement or retention of goods, materials and/or personal property in one location for more than 24 consecutive hours.

Stormwater Facility. A constructed stormwater system component, including but not limited to a detention, retention, sediment, or constructed wetland basin or pond, generally installed at the ground surface.

Stormwater Retention/Detention Basin. A facility, either above-ground or underground, that temporarily stores stormwater prior to its release to the ground (retention facility), to a surface water (detention facility), or some combination of the two. [NOTE: Retention basins differ from detention basins in that the latter are temporary storage areas. Retention basins have the potential for water recreation and water-oriented landscaping since the water may remain. Both types of basins provide for controlled release of the stored water and groundwater recharge.]

Story. That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above.

Story Above Grade. Any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade where the finished surface of the floor above the basement is: more than six feet above grade plane, more than six feet above the finished ground level for more than 50% of the total building perimeter, or more than 12 feet above the finished ground level at any point.

Story First. The lowest above grade story in a building, except that a floor level in a building having only one floor shall be classified as a first story, provided such floor level is not more than four feet below grade, as defined herein, for more than 50 percent of the total perimeter, or more than eight feet below grade, as defined herein, at any point.

Stream. See OMC 18.32.405.

Stream Corridor. Any river, stream, pond, lake, or wetland, together with adjacent upland areas that support vegetation adjacent to the water's edge.

Street. A public or private rights-of-way which affords a primary means of vehicular access to abutting property.

Street, Arterial. An arterial street provides an efficient direct route for long-distance travel within the region and between different parts of the city. Streets connecting freeway interchanges to commercial concentrations are classified as arterials. Traffic on arterials is given preference at intersections, and some access control may be considered in order to maintain capacity to carry high volumes of traffic.

Street Cul-De-Sac. A street with a single common ingress and egress and with a circular turnaround at the end.

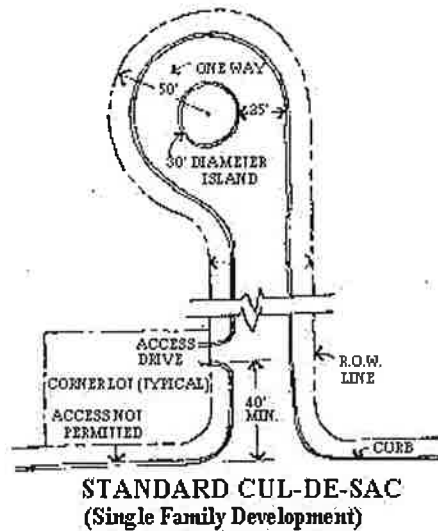


FIGURE 2-9

Street Frontage. The area between any lot lines which intersect, or area of a lot which directly abuts, the boundary of a public or private street rights-of-way.

Street Furniture. Constructed, above-ground objects, such as outdoor seating, kiosks, bus shelters, sculpture, tree grids, trash receptacles, fountains, and telephone booths, that have the potential for enlivening and giving variety to streets, sidewalks, plazas, and other outdoor spaces open to, and used by, the public.

Street, Local Access. A street which provides access to abutting land uses and serves to carry local traffic to a collector.

Street, Major Collector. A street that provides connections between the arterial and concentrations of residential and commercial land uses. The amount of through traffic is less than an arterial, and there is more service to abutting land uses. Traffic flow is given preference over lesser streets.

Street, Neighborhood Collector. A street which distributes and collects traffic within a neighborhood and provides a connection to an arterial or major collector. Neighborhood collectors serve local traffic, provide access to abutting land uses, and do not carry through traffic. Their design is compatible with residential and commercial neighborhood centers.

Street, Private. A street that has not been accepted for maintenance and public ownership by the City of Olympia or other government entity. This does not include private driveways or access easements.

Street Wall. A building wall that faces or is parallel to the street frontage.

Streetscape. The visual character of a street as determined by various elements such as structures, greenery, open space, and view.

Structure. An edifice or building of any kind which is built or constructed, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Structured Parking. A building or a portion of a building used for the parking of motor vehicles.

Subdivider. A person who undertakes the subdividing of land.

Subdivision. The division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, any of which are less than five acres in area, for the purpose of sale, lease or transfer of ownership. (See also Subdivision, Short.)

Subdivision Cluster. See Cluster Subdivision.

Subdivision, Large Lot. The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

Subdivision, Short. The division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

Subordinate. A supplementary use to a permitted primary or principal use.

Substantial Improvement. Any extension, repair, reconstruction, or other improvement of a property, the cost of which equals or exceeds fifty (50) percent of the fair market value of a property either before the improvement is started or, if the property has been damaged and is being restored, before the damage occurred.

Surface water. A body of water open to the atmosphere and subject to surface runoff.

Swap Meet. Any outdoor place, location, or activity where new or used goods or secondhand personal property is offered for sale or exchange to the general public by a multitude of individual licensed vendors, usually in compartmentalized spaces; and, where a fee may be charged to prospective buyers for admission, or a fee may be charged for the privilege of offering or displaying such merchandise. The term swap meet is interchangeable with and applicable to: flea markets, auctions, open air markets, farmers markets, or other similarly named or labeled activities; but the term does not include the usual supermarket or department store retail operations.

Section 17. Amendment of OMC 18.04.060(U). Subsection 18.04.060(U) of the Olympia Municipal Code is hereby amended to read as follows:

18.04.060 Residential districts' use standards

U. PLACES OF WORSHIP.

The following requirements apply to all places of worship subject to conditional use approval.

1. Location. Before a place of worship may be located in an R-4, R 4-8, R 6-12, MR 7-13 or MR 10-18 district, at least one (1) of the following locational criteria shall be met:
 - a. The proposed place of worship shall be located within three hundred (300) feet of an arterial street, major collector street, or an access point on a highway; or
 - b. The site is within three hundred (300) feet of a school and/or park; or
 - c. The place of worship was the legal owner of the property prior to June 20, 1961.
2. Plan Review. Plans showing the site layout and design of proposed buildings shall be submitted for approval to the Hearing Examiner and the ~~Site Plan Review Committee~~ Director.
3. Size. The minimum lot size shall be twenty thousand (20,000) square feet.
4. Dwelling Units. Any dwelling in conjunction with a place of worship shall comply with the provisions governing residential uses in the district where it is located.
5. Conversion. No existing building or structure shall be converted to a place of worship unless such building or structure complies or is brought into compliance with the provisions of this code and any other applicable City regulations.
6. Screening. There shall be sight-obscuring screening along the perimeter of parking lots adjunct to a place of worship which are located across the street from or abutting a residential use. (See Chapter 18.36, Landscaping and Screening.)
7. Associated Uses. Uses sponsored by a place of worship such as day-schools, auditoriums used for social and sports activities, health centers, convents, preschool facilities, convalescent homes and others of similar nature shall be considered separate uses subject to the provisions of the district in which they are located. (See Section 18.04.060(D) which provides for child care centers as accessory uses.)

Section 18. Amendment of OMC 18.06.060(Z). Subsection 18.06.060(Z) of the Olympia Municipal Code is hereby amended to read as follows:

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 ~~City 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 his 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 ~~Site Plan Review Committee~~Director, and are limited to a one time permit valid for two years. A one year extension may be granted by the ~~Site Plan Review Committee~~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 18.32.220 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.

Section 19. Amendment of OMC 18.10.040. Section 18.10.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.10.040 Budd Inlet height district

A. The maximum building height shall not exceed five (5) feet above the average grade of the centerline of the adjacent portion of West Bay Drive for properties within the area bounded by West Bay Drive on the west, Budd Inlet on the east, the platted rights-of-way for Harrison Avenue on the south, and the platted rights-of-way for Madison Avenue on the north.

B. Likewise, the maximum building height shall be reviewed by the ~~Site Plan Review Committee~~ Director for properties within the area bounded by East Bay Drive on the east, the platted rights-of-way for Olympia Avenue on the south, Budd Inlet on the west, and the platted rights-of-way for Miller Avenue on the north. The maximum height shall be established for individual parcels in such a manner as to minimize view obstruction, while permitting a reasonable use of the property.

Section 20. Amendment of OMC 18.36.180(B). Subsection 18.36.180(B) of the Olympia Municipal Code is hereby amended to read as follows:

B. Perimeter Landscaping

In order to soften the appearance of parking lots, separate one parking area from another or from other uses, the following standards apply:

1. Screening strips - Perimeter landscaping strips shall be provided as follows:

a. Between parking lots and street rights-of-way, screening strips shall be a minimum of ten (10) feet in width; and

b. All other zone districts without setbacks shall install a perimeter screening strip at least five (5) feet wide, except as provided in (3) below; and

c. Exceptions to (a) and (b) above are allowed by administrative exception below:

2. Administrative Exception. The following landscape screen exceptions shall only apply to commercial and industrial districts:

a. Parking lot screening strips abutting a non-residential use or district may be reduced in width to the minimum needed to accommodate and maintain the screening materials, as determined by the Department; provided plant materials are placed an appropriate distance from sidewalks or other public facilities to prevent future damage or obstruction.

b. The ~~Site Plan Review Committee~~ Director or ~~Design Review Board~~ may allow the alteration of screening strips as necessary to provide for direct pedestrian access between sidewalks and building entrances or between parking lots and building entrances, or for trash receptacles, utility boxes, or driveways.

Section 21. Amendment of OMC 18.38.060. Section 18.38.060 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.060 Parking and loading general regulations

A. Off-street parking and loading spaces shall be provided in accordance with the provisions of this chapter when any of the following actions occur. These provisions apply to all uses and structures in all land use districts unless otherwise specified.

1. When a main or accessory building is erected.
2. When a main or accessory building is relocated or expanded.
3. When a use is changed to one requiring more or less parking or loading spaces. This also includes all occupied accessory structures.
4. When the number of stalls in an existing parking lot is decreased or increased by twenty-five (25) percent or 6 stalls, whichever is less. Only those stalls and areas proposed to be added or removed shall be subject to the provisions of this Chapter. (Note: proposed expansions of existing parking lots not subject to the minimum parking requirements of this Chapter).

B. Required Plans. Building permits shall not be approved unless there is a building plan and plot plan identifying parking and loading facilities in accordance with this chapter. No permit or city license shall be issued unless there is proof that required parking and loading facilities have been or are currently provided in accordance with the provisions of this chapter.

C. Unlawful Removal. It is unlawful to discontinue prior approved parking facilities without establishing alternate facilities that meet the requirements of this chapter. Parking and loading facilities which are adequate to meet the requirements contained in this chapter shall be provided and maintained as long as the use they serve is in existence. These facilities shall not be reduced in total unless a shared parking agreement is canceled, a change in occupancy or use of a premises has occurred which results in a reduction of required parking.

D. Use of Facility. Necessary precautions shall be taken by the property owner to ensure parking and loading facilities are only used by tenants, employees, social/business visitors or other persons for which the facilities are provided, to include shared parking.

E. Off-site Parking. Parking lots may be established as a separate and primary land use, provided the proposed parking lot exclusively serves a specific use, building or development, and shared parking. These parking lots require a conditional use permit in the Arterial Commercial district. (See 18.38.200, Parking Facility Location, for maximum off-site separation requirements.)

F. For Landscape Requirements refer to Chapter 18.36

G. Off-Street Parking--Schedule of Spaces. Off-street parking spaces shall be provided to the extent allowed by this Chapter.

H. Unlisted Uses. Any use clearly similar to any of the below-mentioned uses shall meet such use requirements. If a similarity of use is not apparent, the ~~Site Plan Review Committee~~Director may require a parking demand study or determine the standards that should be applied to the use in question.

I. Shared Parking. The ~~Site Plan Review Committee~~Director may require an applicant to provide proof that shared parking is infeasible when adjacent land uses or business hours of operation are different. Adjoining property owners will submit a joint letter explaining why an agreement can or cannot be reached. (See Section 18.38.180, Shared and Combined Parking Facilities.)

J. Compact Parking. No more than thirty (30) percent of total required parking may be devoted to compact cars, provided design standards in Section 18.38.220 are met.

K. On-Street Credit - Non-Residential. Upon the applicant's request, non-residential uses located adjacent to a public right-of-way where on-street parking is permitted shall receive credit for one off-street parking space for each twenty (20) linear feet of abutting right-of-way, exclusive only of curb cuts and regardless of the actual and particular on-street parking provisions.

L. Rounding of Fractions. When the number of required parking spaces for a particular use or building results in a fractional space, any fraction less than one-half (1/2) shall be disregarded and any fraction of one-half (1/2) or over shall be counted as one (1) space.

Section 22. Amendment of OMC 18.38.080. Section 18.38.080 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.080 Administrative variance

A. GENERAL.

1. An administrative variance from required parking standards must be received prior to any issuance of building and engineering permits.
2. Various methods to reduce or increase parking may not be combined to reduce or increase parking by more than forty percent. In addition, any stalls gained through sharing, combining or on-site park-and-ride shall be counted toward total parking needs. For example:

Evidence is submitted to support one hundred (100) additional stalls to the five hundred (500) already require;

Combined parking opportunity = twenty-five (25) stalls;

Twenty (20) percent administrative variance option is used = one hundred (100); additional stalls based on five hundred (500) total, but twenty-five (25) have already been found; so

The total number of stalls derived from administrative variance = seventy-five (75) stalls.

3. The project developer shall present all findings to the ~~Site Plan Review Committee (SPRC) Director~~ prior to any final, discretionary approvals; e.g., design review, site plan review, environmental review, or any planning, building or engineering permits. The ~~SPRC Director~~ shall authorize an increase in parking, based on compliance with the strategies in Section 18.38.080(C).

4. Public Notification. Property owners within three hundred (300) feet of a site shall be notified by mail of all variance requests to increase or decrease parking by twenty-one (21) to forty (40) percent.

B. CRITERIA TO REDUCE AND INCREASE PARKING.

1. Decrease in Required Parking. In addition to the following requirements, the ~~Site Plan Review Committee Director~~ may require that all or some administrative variance design requirements listed for increased parking be met (e.g., bike racks, landscaping, etc.), and require other measures to ensure all impacts associated with reduced parking are mitigated. Any motor vehicle parking spillover which can not be mitigated to the satisfaction of ~~SPRC the Director~~ will serve as a basis for denial.

Decrease of 10% to 20%

The ~~Site Plan Review Committee Director~~ may allow a 10% to 20% decrease in required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. The site is shown to be no closer than 300 feet from a single-family residential zoned neighborhood; and
5. A report is submitted providing a basis for less parking and mitigation necessary to offset any negative effects.

Decrease of 21% to 40%

The ~~Site Plan Review Committee Director~~ may allow a 21% to 40% decrease in required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. The site is shown to be no closer than 300 feet from a single-family residential zoned neighborhood; and
5. A report is submitted providing a basis for less parking and mitigation necessary to offset any negative effects; and
6. The site is served by transit or can be served within 6 months of occupancy (within 3 blocks or 600 feet, whichever is less).

2. Increased Parking. Required parking may be increased if the criteria listed below is met to the satisfaction of the ~~Site Plan Review Committee~~Director.

Increase of 10% to 20%

The ~~Site Plan Review Committee~~Director may allow a 10% to 20% increase above required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. All design and facility requirements listed in step 5 below are met to the satisfaction of ~~SPRC~~the Director; and
5. A report is submitted which supports the need for more parking.

Increase of 21% to 40%

The ~~Site Plan Review Committee~~Director may allow a 21% to 40% increase above required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. All design and facility requirements listed in step 5 below are met to the satisfaction of ~~SPRC~~the Director; and
5. A parking demand study is submitted, as determined by the Transportation Section, which supports the need for increased parking.

[NOTE: The total increase/decrease that is allowed is a percentage of total required parking and is only permitted after exploring other alternate means e.g., combined and shared parking, on-site park-and-ride lot, commute trip reduction, etc.]

C. PROCESS TO REDUCE AND INCREASE PARKING.

Requests to reduce parking need only follow steps 1 through 3.

1. First Step: Submit evidence that decreased/increased parking is necessary. This may take the form of a brief report for all decreases and ten (10) to twenty (20) percent increases. The ~~SPRC~~Director may require additional studies to ensure negative impacts are properly mitigated. A more complete and detailed parking demand study is only required for increases of twenty-one (21) percent or more.

2. Second Step: Describe site characteristics, specifically:

- a. Site accessibility for transit; e.g., pullouts;
- b. Site proximity to transit with fifteen (15) to thirty (30) minute headways (time between buses);
- c. Shared use of on-site parking for park-and-ride;
- d. Shared use of off-site and adjacent parking;

- e. Shared use of new proposed parking by existing or future adjacent land uses;
 - f. Combined on-site parking; e.g., shopping centers;
 - g. Employee density (one hundred (100) or more must meet state commuter trip reduction requirements);
 - h. Adjacent land uses.
3. Third Step: Determine if additional parking can be provided by shared and combined parking, on-site park-and-ride (install one (1) stall for two (2) stall credit), and by commute trip reduction measures.
4. Fourth Step: If additional parking is still desired, the ~~Site Plan Review Committee~~ Director may require the applicant to complete a parking cost worksheet.
5. Fifth Step: If additional parking is still desired an administrative variance is required. The site plan must meet design elements a - i below. To the extent practical, all requirements found below must be included in a project proposal to the satisfaction of the ~~Site Plan Committee~~ Director prior to approving any administrative variance to increase parking. In those instances where site constraints impede design requirements, written findings of fact shall be made identifying site and project constraints, and shall be identified in the final project approval letter. In its findings, the ~~SPRC~~ Director shall determine if a good faith effort has been made in building and site design in order to accomplish required design elements.
- a. Design internal roadway, parking area, and pedestrian paths to assure access between public and private transportation facilities; access to adjacent land uses; and access within parking lots.
 - b. Install pedestrian amenities; e.g., walkways using textures and colors, lighting, arcades, etc.
 - c. Explore alternative parking lot designs in order to reduce impervious surface; e.g., one (1) way instead of two (2) way access aisles.
 - d. Double the amount of required interior landscape within that area of additional parking (fifty (50) percent of this requirement - if proven to be maintained - may be Grasscrete, Turfblock or other driveable pervious surface within areas receiving sporadic use: usually the farthest from the building entrance. This additional landscape area may be dispersed throughout the parking lot.
 - e. Ninety (90) percent of the parking lot area shall be located behind the building, without unduly compromising other objectives of this Chapter. Parking lot area along flanking streets shall have added landscape and a superior design to strengthen pedestrian qualities e.g. low walls, arcades, seating areas, public art, etc.
 - f. Preferential parking shall be located near primary building entrances for employees who ride-share and for high occupancy vehicles (HOVs).

- g. Purchase and install a transit shelter to meet Intercity Transit operational needs unless already available within six hundred (600) feet, as measured from the middle of the property abutting the rights-of-way. This distance may be increased by Intercity Transit if located in lower density zones.
- h. Construct a transit pullout if requirement in letter g above is used and if Intercity Transit finds it practical. Credit may be given for other Intercity Transit demand management strategies if a transit shelter and pullout are infeasible.
- i. Create a transit/ride-share information center and place in a conspicuous location.

Section 23. Amendment of OMC 18.38.100. Section 18.38.100 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.100 Vehicular and bicycle parking standards

- A. Required Vehicular and Bicycle Parking. A minimum number of bicycle parking spaces are required as set forth in Table 38-01 below. The specific number of motor vehicle parking spaces set forth in Table 38-01 +/- ten percent (10%) shall be provided, unless varied pursuant to OMC 18.38.080 or other provision of this code. Any change in use which requires more parking shall install vehicular and bicycle facilities pursuant to Table 38.01 and consistent with the location standards of OMC 18.38.220.
- B. Building Area. All vehicle parking standards are based on the gross square feet of building area, unless otherwise noted.
- C. Residential Exceptions. Residential land uses in the DB, CSH, RMH, and UR Districts require only one (1) vehicle parking space per unit.
- D. Reserved Area for Bicycle Spaces. Where specified in Table 38.01 below, an area shall be designated for possible conversion to bicycle parking. Such reserve areas must meet the location requirements of short-term parking and may not be areas where pervious surfaces or landscaping is required. A cover is not required for such areas.

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
COMMERCIAL			
Carpet and Furniture Showrooms	One and one-quarter (1.25) space per one thousand (1000) sq. ft. of gross showroom floor area. Each store shall have a minimum of four (4) spaces.	One per sixteen thousand (16,000) square feet of showroom floor area. Minimum of two (2).	One per eight thousand (8,000) square feet of showroom floor area. Minimum of two (2).
Child and Adult Day Care	One (1) space for each staff member plus 1 space for each ten (10) children/adults if adequate drop-off facilities are provided. Adequate drop-off facilities must allow a continuous flow of vehicles which can safely load and unload children/adults. Compliance with this requirement shall be determined by the review authority.		
Hotel and Motel	One (1) space for each room or suite and one (1) space per manager's unit. Hotel/motel banquet and meeting rooms shall provide six (6) spaces for each thousand (1000) square feet of seating area. Restaurants are figured separately.	One (1) per ten (10) rooms. Minimum of two (2).	One (1) per thousand (1,000) square feet of banquet and meeting room space. Minimum of two (2).
Markets, Shopping Centers and Large Retail/Wholesale Outlets	Less than 15,000 sq. ft = 3.5 spaces for each 1000 sq. ft. of gross floor areas. 15,001 to 400,000 sq. ft = 4 spaces for each 1000 sq. ft. of gross floor area. More than 400,001 sq. ft. = 4.5	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	spaces per 1000 sq. ft. of gross floor area.		customer entrance.
Medical and Dental Clinics	Four (4) spaces per 1000 sq. ft. of gross floor area.	One (1) per 10,000 square feet. Minimum of two (2).	One (1) per 10,000 square feet, minimum of two (2) within fifty (50) feet of each customer entrance; plus an equal reserved area for adding spaces.
Ministorage	Three (3) spaces minimum or (1) space for every one hundred (100) storage units, and two (2) spaces for permanent on-site managers.	None	None
Mixed Uses	Shared parking standards shall be used to calculate needed parking. This calculation is based upon the gross leasable area (GLA) for each shop or business and does not include atriums, foyers, hallways, courts, maintenance areas, etc. See shared parking 18.38.180.	See individual use standards.	See individual use standards
Mortuaries and Funeral Parlors	One (1) space per seventy-five (75) square feet of assembly area or thirteen (13) stalls per 1000 sq. ft.	One (1)	Two (2)
Offices, General	Gross floor area up to 2000 sq. ft = One (1) space for each 250 sq. ft. Gross floor area between 2001 to 7500 sq. ft. = One (1) space for each 300 sq. ft. Gross floor area between 7501 to 40,000 sq. ft. = One (1) space for each 350 sq. ft. Gross floor area of 40001 and	One (1) per ten thousand (10,000) square feet. Minimum of two (2).	One (1) per ten thousand (10,000) square feet; plus an equal reserved area for adding spaces. Minimum of two (2).

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	greater = One (1) space for each 400 sq. ft.		
Offices, Government	3.5 spaces per one thousand (1000) sq. ft.	One (1) per five thousand (5,000) square feet. Minimum of two (2).	One (1) per five thousand (5,000) square feet; minimum of two (2); plus an equal reserved area for adding spaces.
Retail Uses	Three and a half (3.5) spaces per one thousand (1000) sq. ft.	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each customer entrance.
Service Station (mini-marts are retail uses)	Three and a half (3.5) spaces per one thousand (1000) sq. ft. g.f.a. or 1 space per 300 sq. ft.	None.	None
Warehouse, Distribution	1 space for each thousand (1000) sq. ft. or 1 space for each employee.	One (1) per forty thousand (40,000) square feet or one (1) per forty (40) employees. Minimum of one (1).	None.
Warehouse Storage	Gross Floor area of 0-10,000 sq. ft. = One (1) space for each one thousand (1000) sq. ft. Gross floor area between 10,001 - 20,000 sq. ft. = ten (10) spaces plus .75 space for each additional one thousand (1000) sq. ft. beyond ten thousand (10,000) sq. ft. Over 20,000 sq. ft. = eighteen (18) spaces plus .50 for each additional 1000 sq. ft. beyond	One (1) plus one (1) for each eighty thousand (80,000) square feet above sixty-four thousand (64,000) square feet; or one (1) per forty (40) employees. Minimum of one (1).	None

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	20,000 sq. ft., or 1 space for each employee.		
INDUSTRIAL			
Manufacturing	One (1) for each two (2) employees on the largest shift, with a minimum of two (2) spaces.	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).
INSTITUTIONAL			
Beauty Salons/Barber Shops, Laundromats/Dry Cleaners, and Personal Services		One per six thousand (6,000) square feet. Minimum of one (1).	One per three thousand (3,000) square feet. Minimum of two (2).
Educational Facilities (to include business, vocational, universities, and other school facilities).		One (1) per five (5) auto spaces. Minimum of two (2)	One (1) per five (5) auto spaces. Minimum of four (4).
Elementary and Middle School	One (1) stall per twelve (12) students of design capacity.	One (1) per classroom.	Three (3) per classroom.
Farmers Market		None	One (1) per ten (10) auto stalls. Minimum of ten (10).
High School	One (1) space per classroom and office, plus one (1) space for each four (4) students that are normally enrolled and are of legal driving age. Public assembly areas, such as auditoriums, stadiums, etc. that are primary uses may be considered a separate use.	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of two (2).	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of four (4).
Hospitals, Sanitariums, Nursing Homes, Congregate Care, Rest Homes, Hospice Care	One (1) for each two (2) regular beds, plus one (1) stall for every two (2) regular employees on the largest shift.	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Home and Mental Health Facilities.		shift. Minimum of two (2).	shift. Minimum of two (2).
Libraries and Museums	One (1) space per three hundred (300) square feet of public floor area or 3.3 spaces per thousand (1000) sq. ft. Six (6) stalls either on-site or on-street directly adjacent to the property. The Site Plan Review Committee <u>Director</u> may allow pervious-type parking surfaces.	One (1) per six thousand (6,000) square feet of public floor area. Minimum of two (2).	One (1) per one thousand five hundred (1,500) square feet of public floor area. Minimum of four (4).
Marinas		Minimum of four (4).	One (1) per ten (10) auto stalls. Minimum of four (4).
Other Facilities Not Listed		None	One (1) per twenty-five (25) auto stalls. Minimum of two (2).
Park-N-Ride Lots and Public (Parking) Garages		One (1) per fifteen (15) auto stalls Minimum of four (4)	Two (2).
Parks		None	One (1) per five (5) auto stalls. Minimum of four (4).
Transit Centers		Ten (10).	Ten (10).

PLACES OF ASSEMBLY

Passenger Terminal Facilities	One (1) space for each one hundred (100) square feet of public floor area or ten (10) spaces per thousand (1000) sq. ft.	Minimum of ten (10)	Minimum of ten (10)
Place of Worship	One (1) space per four (4) seats. When individual seats are not provided, one (1) space for each six (6) feet of bench or other seating. The Site Plan Review Committee <u>Director</u> may use a ratio of six (6) stalls/1000 sq. ft. of assembly area where seats or pews are not provided or when circumstances warrant increased parking; e.g., large regional congregations which attract a large congregation or one which has multiple functions. See shared parking. 18.38.180	One (1) per 10,000 square feet of gross floor area.	One (1) per 160 seats or 240 lineal feet of bench or other seating, and one (1) per 6,000 square feet of assembly area without fixed seats. Minimum of four (4).
Private Clubs or Lodges (does not include health clubs or retail warehouse)	Six (6) spaces per thousand (1000) sq. ft.	One (1) per 6,000 square feet. Minimum of one (1).	One (1) per 6,000 square feet. Minimum of two (2).
Theater and Auditorium	One (1) space for each four and a half (4.5) fixed seats. If the theater or auditorium is a component of a larger commercial development the above parking standard may be modified to account for shared parking as provided in Section 18.38.180 of this Code	One (1) per 450 fixed seats. Minimum of one (1).	One (1) per 110 fixed seats. Minimum of four (4).
Theater and Auditorium without fixed seats	One (1) space for each three (3) permitted occupants. Maximum building occupancy is determined by the Fire Marshal.	One (1) per 300 permitted occupants. Minimum of one (1).	One (1) per 75 permitted occupants. Minimum of four (4).

RECREATION/AMUSEMENT

Bowling Alleys	Five (5) spaces for each alley.	One (1) per twelve (12) alleys. Minimum of one (1).	One (1) per four (4) alleys. Minimum of four (4).
Health Club	Four (4) spaces for each thousand (1000) sq. ft.	One (1) per 5,000 square feet. Minimum one (1).	One (1) per 2,500 square feet. Minimum of four

Skating Rinks and Other Commercial Recreation	Five (5) spaces per thousand (1000) sq. ft.	One (1) per 8,000 square feet. Minimum of one (1).	(4). One (1) per 4,000 square feet. Minimum of four (4).
RESIDENTIAL			
Accessory Dwelling Unit	One (1) space per unit	None	None
Bed and Breakfast	One (1) space in addition to space(s) required for the residential unit.	One (1) per ten (10) rooms. Minimum of one (1).	None
Community Club Houses		None	One (1) per ten (10) auto stalls. Minimum of two (2).
Cottage Housing	One (1) space per unit or 1.5 space per unit if on-street parking is not available along street frontage (One (1) space per twenty (20) linear feet).	One per five (5) units, or one (1) per three (3) units if no on-street parking. Minimum of two (2).	One per ten (10) units, or one (1) per six (6) units if no on-street parking. Minimum of two (2).
Elder Care Home	One (1) space in addition to space(s) required for the residential unit.	Minimum of two (2).	Minimum of two (2).
Fraternities, Sororities and Dormitories	One (1) space for every three (3) beds, plus one (1) space for the manager.	One per fourteen (14) beds. Minimum of two (2).	Ten (10) per dormitory, fraternity or sorority building.
Group Home	One (1) space for each staff member plus one (1) space for every five (5) residents. Additionally, one (1) space shall be provided for each vehicle used in connection with the facility.	One (1) per ten (10) staff members plus one (1) per thirty (30) residents. Minimum of one (1). Additional spaces may be required for conditional uses.	None
Home Occupations	None, except as specifically provided in this table.	None	None
Mobile Home Park	Two (2) spaces per lot or unit, whichever is greater. If recreation facilities are provided, one (1) space per ten (10) units or lots.	None	None

Multifamily Dwellings	Three or more units shall provide one and one-half (1.5) off-street parking spaces per dwelling unit. Multifamily dwelling units located on HDC-4 properties, where the new 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 ownership in 2009, are exempt from the parking requirements of this section. If parking is voluntarily provided by the property owner, then the <u>City Director</u> shall permit such parking to be shared with parking provided for non-residential development on the property.	One (1) storage space per unit that is large enough for a bicycle.	One (1) per ten (10) units. Minimum of two (2) per building.
Single Family to include Duplex and Townhouse.	Two (2) spaces per unit. Note: parking spaces may be placed in tandem (behind the other). DB, CSH and RMH zone districts require one (1) space/unit.	None	None
Studio Apartments.	Apartments with one (1) room enclosing all activities shall provide one (1) off-street parking space per dwelling unit	None	One (1) per ten (10) units. Minimum of two (2) per building.

RESTAURANT

Cafes, Bars and other drinking and eating establishments.	Ten (10) spaces per thousand (1000) sq. ft.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).
Car Hop	One (1) for each fifteen (15) square feet of gross floor area.	One per 300 square feet; minimum of one (1).	One per 150 square feet; minimum of one (1).
Fast Food	Ten (10) spaces per thousand (1000) square feet plus one (1) lane for each drive-up window with stacking space for six (6) vehicles before the menu board.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).

Section 24. Amendment of OMC 18.38.160(A). Subsection 18.38.160(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.38.160 Specific zone district requirements

A. Ten (10) Percent Reduction in Parking Requirements.

The median motor vehicle parking requirements contained in Section 18.38.100 shall be reduced by ten (10) percent for uses in the High Density Corridor 1, 2, 3, and 4 Districts (see High Density Corridor Map), Neighborhood and Urban Villages, and within the Downtown (see Figure 38-2). This shall not be used in combination with an administrative parking variance or other reductions unless approved by the ~~Site Plan Review Committee~~Director.

Section 25. Amendment of OMC 18.38.180. Section 18.38.180 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.180 Shared Parking Facility

A. General.

The ~~Site Plan Review Committee~~Director shall require an applicant to provide proof that shared parking is feasible when adjacent land uses have different hours of operation. Mixed use and shopping center developments with similar operating hours may also be required to submit a parking demand study to determine if parking can be combined.

1. Authority. In order to eliminate multiple entrances and exits, reduce traffic hazards, to conserve space and to promote orderly development, the ~~Site Plan Review Committee~~Director and Hearing Examiner are each hereby authorized to plan and group cooperative parking facilities for a number of parking generators in such a manner as to obtain the maximum efficiency in parking and vehicular circulation.

2. Allocation.

a. Shared parking.

i. When two (2) or more land uses, or uses within a building, have distinctly different hours of operation (e.g., office and church), such uses may qualify for a shared parking credit. Required parking shall be based on the use that demands the greatest amount of parking.

ii. If two (2) or more land uses, or uses within a building, have different daytime hours of operation (e.g., bowling alley and auto part store), such uses may qualify for a total parking reduction of no more than fifty (50) percent.

b. Combined parking.

Two (2) or more uses which have similar hours of operation and combine parking facilities may qualify to decrease the number of parking stalls as follows. The ~~Site Plan Review Committee~~Director may require a parking demand study to ensure sufficient parking is provided.

Two (2) uses:	Five (5) percent reduction
Three (3) uses:	Ten (10) percent reduction
Four (4) or more uses:	Fifteen (15) percent reduction

3. Location. Parking spaces provided for one use shall not be considered parking space for another use. Uses may be defined as singular, combined, or share parking.

a. Shared parking. In case there are uses in close proximity of each other that operate or are used at entirely different times of the day or week, the ~~Site Plan Review Committee~~ Director may allow shared parking facilities to satisfy the parking requirements of such uses if the parking facilities are within seven hundred (700) feet of all parking generators being served by such facilities; and

b. Combined parking. Two (2) or more uses may satisfy their parking requirements by permanently allocating the requisite number of spaces for each use in a common parking facility, cooperatively established or operated; provided, the total number of spaces conforms to the requirements in item 4 below.

4. Agreement. An agreement, lease, deed, contract or easement establishing shared use of a parking area, approved by the City Attorney, shall be submitted to the Director ~~of Community Planning and Development~~ and recorded with the County Auditor's Office. For new buildings which share parking under this provision, such agreements shall run with the land for both and all properties with shared parking. Such agreement requires ~~City~~ Director approval for any change or termination. A parking agreement may be attached to a lease if additional parking is required due to a change in occupancy. This only applies in circumstances where there is existing parking and the change in use creates a deficiency.

5. Termination of Shared or Combined Use.

a. In the event that a shared or combined parking agreement is terminated, those businesses or other uses with less than the required parking shall notify the Director ~~of Community Planning and Development~~ within ten (10) days and take one of the following actions:

i. Provide at least fifty (50) percent of the required parking within ninety (90) days, and provide the remaining required parking within three hundred and sixty-five (365) days following the termination of the shared use; or

ii. Demonstrate, based upon a study deemed reliable by the Director ~~of Community Planning and Development~~, that the available parking is sufficient to accommodate the use's peak parking demand.

iii. Apply for and receive administrative parking variance.

b. If sufficient parking is not provided, the use, or that portion of the use out of compliance with this chapter, shall be terminated upon the expiration of the time period specified in (5)(a)(i) above. This requirement shall be established as a condition of the occupancy permit for uses relying on shared parking.

Section 26. Amendment of OMC 18.38.220(A). Subsection 18.38.220(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.38.220 Design standards-General

Off-street parking facilities shall be designed and maintained in accordance with the standards of the latest edition of the Transportation and Traffic Engineering Handbook and those hereunder, unless otherwise stated.

A. General Requirements. [NOTE: Also refer to specific zone district design standards in this Chapter under Section 18.38.240.]

1	2 SW	3 WP	4 VPW	5 VPi	6 AW	7 W2	8 W4
Parking Class	Basic Stall Width (ft)	Stall Width Parallel to Aisle (ft)	Stall Depth to Wall (ft)	Stall Depth to Interlock (ft)	Aisle Width (ft)	Modules Wall-to-Wall (ft)	Modules Interlock to Interlock (ft)
A	2-Way Aisle-90° 9.00	9.00	17.5	17.5	26.0	61.0	61.0
A	2-Way Aisle-60° 9.00	10.4	18.0	16.5	26.0	62.0	59.0
A	1-Way Aisle-75° 9.00	9.3	18.5	17.5	22.0	59.0	57.0
A	1-Way Aisle-60° 9.00	10.4	18.0	16.5	18.0	54.0	51.0
A	1-Way Aisle-45° 9.00	16.5	16.5	14.5	15.0	48.0	44.0

Source: Guidelines for Parking Facility Location and Design ITE Committee 5D-8, May 1990.

STANDARD PARKING DIMENSIONS

FIGURE 38-4

Figure 7-1. Dimensional elements of parking layouts.
SOURCE: Adapted from R. A. Weant, "Parking Garage Planning and Operation," Fig. 20, Eno Foundation for Transportation, Inc., 1978.

- 0 Parking angle
- W₁ Parking module width (wall to wall), single loaded aisle
- W₂ Parking module width (wall to wall), double loaded aisle
- W₃ Parking module width (wall to interlock), double loaded
- W₄ Parking module width (interlock to interlock), double loaded aisle
- AW Aisle width
- WP Stall width parallel to aisle
- DI Stall depth to interlock
- D Stall depth to wall measured perpendicular to aisle
- S_L Stall length
- S_W Stall width

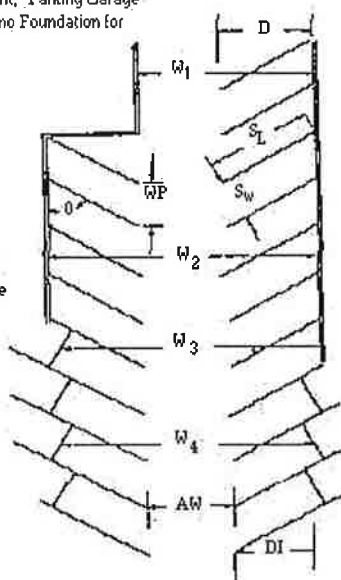


FIGURE 38-5

1. Driveways. Driveways and curb cuts shall be in accordance with Chapter 12.40, Driveways, Curbs and Parking Strips, Sections 12.40.010 through 12.40.060 and 12.40.110 through 12.40.170 and plans for such shall be submitted to and approved by the Public Works Director.

2. Ingress/Egress Requirements.

a. ~~The Site Plan Review Committee Director, upon recommendation of the Public Works Director, or designee, and after appropriate traffic study, including consideration of total parcel size, frontage on thoroughfares, uses proposed and other vicinity characteristics, shall have the authority to fix the location, width and manner of approach of a vehicular ingress and egress from a building or parking area to a public street and to alter existing ingress or egress as may be required to control street traffic in the interest of public safety and general welfare.~~

b. Generally, but not in all cases, the internal circulation system and the ingress and egress to commercial or multifamily developments from an access street shall be so designed that the principal point of automobile cross-traffic on the street occurs at only one point--a point capable of being channelized for turning movements. Access shall be shared with adjoining parcels by placing ingress/egress points on shared lot lines, wherever safe and practical. Where parcels are bounded by more than a single street, generally, but not in all

cases, access shall be provided only from the street having the lowest classification in the hierarchy of streets as established by the Public Works Director.

3. Maneuvering Areas.

a. All maneuvering areas, ramps, access drives, etc. shall be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area. A garage or carport entered perpendicular to an alley must be located a minimum of ten (10) feet from the property line. A garage or carport entered parallel to an alley may be placed on the rear property line; provided sight distances are maintained. [NOTE: See accessory dwelling unit and structure requirements.]

b. Maneuvering areas shall be provided so that no vehicle is obliged to back out of a parking stall onto the street, except in the R-4, R 4-8, and R 6-12 use districts, or where approved by the City Engineer. [NOTE: See aisle width requirements.]

4. Parking Surface. All parking lots must be paved and designed to meet drainage requirements. Pervious surfaces (e.g., Turf Block) or other approved dust free surfaces may be used for parking areas held in reserve for future use, overflow parking (parking area furthest from building entrance), or parking areas approved by the Site Plan Review Committee. A maintenance agreement may be required to ensure such surface is properly maintained.

5. Landscaping. Parking areas shall be landscaped according to the requirements of Chapter 18.36.

6. Wheel Stop, Overhang. Appropriate wheel and bumper guards shall be provided to protect landscaped areas, to define parking spaces and to clearly separate the parking area from any abutting street rights-of-way and property lines. Vehicles may overhang landscaped areas up to two (2) feet when wheel stops or curbing is provided.

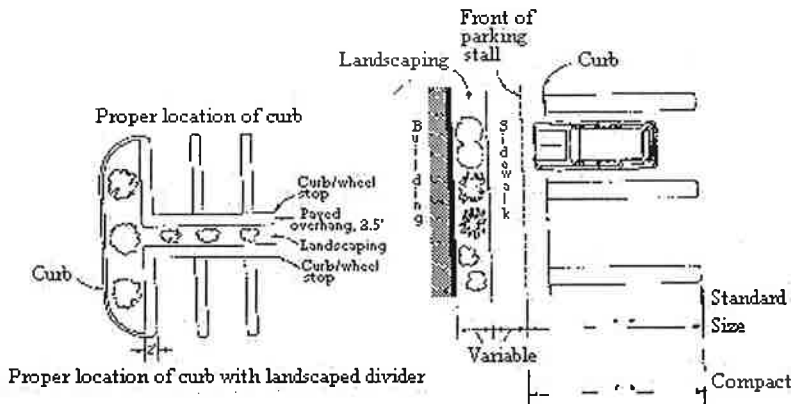


FIGURE 38-6

7. Contiguous parking lots shall not exceed one (1) acre in size. Parking lots exceeding one (1) acre in size shall be separated by a minimum ten (10) foot wide landscaped strip. This strip shall be of a different elevation than the parking lot.

8. Downtown Structured Parking Dimensions. Structured parking facilities may be designed to the general design standards found in Figures 38-4 and 38-5 above, Figure 38-7 below, or to the following structured parking design standard:

	Compact Car Dimension	Standard Car Dimensions
Standard Stall Width	8-foot	9-foot
Standard Stall Depth	16-foot	16-foot
Standard Aisle Width	24-foot	24-foot
Standard Wall-to-Wall	57-foot	57-foot

Section 27. Amendment of OMC 18.48.020. Section 18.48.020 of the Olympia Municipal Code is hereby amended to read as follows:

18.48.020 Conditional use approval

A. Hearing Examiner approval. Certain uses, because of their unusual size, infrequent occurrence, special requirements, possible safety hazards or detrimental effects on surrounding properties and other similar reasons, are classified as conditional uses. These uses may be allowed in certain districts by a Conditional Use Permit granted by the Hearing Examiner or as provided below. Prior to granting such a permit the Hearing Examiner shall hold a public hearing, unless otherwise provided for in this code, and determine that all applicable conditions will be satisfied. If the conditional use proposed in a residential zone exceeds 5,000 square feet in floor space, it must also be reviewed by the Design Review Board.

B. Permit content and enforcement. Conditional Use Permits shall state the location, nature and extent of the conditional use together with all conditions that were imposed and any other information deemed necessary for the issuance of said permit. A copy of this permit shall be kept on file in the Community Planning and Development Department and if, at any time, it is found that the conditional use no longer complies with the conditions therein specified, the owner shall be declared in violation of this Title and shall be subject to its penalties.

C. Expansion of Approved Conditional Uses. The ~~Site Plan Review Committee (SPRC)~~ Director may authorize up to a twenty-five (25) percent expansion, in any five (5) year period, of an approved conditional uses gross floor area, height, parking and occupancy (e.g., number of seats, classrooms and students). The ~~SPRC~~ Director may also authorize alterations to the site design, including landscaping, fences, lighting, signs and similar site features. If the expansion in a residential zone exceeds 5,000 square feet in floor space, it must receive review by the Design Review Board. All such modifications shall be consistent with the original conditions of approval and applicable regulations. Notice of the proposed expansion or alteration shall be sent to property owners within three hundred (300) feet of the subject

site, consistent with the notice requirements specified in Chapter 18.78. If anyone requests a public hearing in writing within the specified comment period, ~~SPRC~~the Director shall refer the request to the Hearing Examiner. Copies of all ~~SPRC~~Director decisions shall be mailed to everyone who commented on the project or requested a copy of the decision. ~~SPRC~~Director decisions may be appealed to the Hearing Examiner consistent with Section 18.75.020, Appeals of Administrative Decisions.

D. SEPA-exempt Conditional Uses. The ~~Site Plan Review Committee (SPRC)~~Director may authorize any conditional use that is exempt from the State Environmental Policy Act. See OMC 14.04.065 and WAC 197-11. Part Nine. Notice of such proposed use shall be sent to property owners within three hundred (300) feet of the subject site, consistent with the notice requirements specified in Chapter 18.78. If anyone requests a public hearing in writing within the specified comment period, ~~SPRC~~the Director shall refer the request to the Hearing Examiner. If the conditional use is in a residential zone and exceeds 5,000 square feet in floor space, it must be reviewed by the Design Review Board. Copies of all ~~SPRC~~Director decisions shall be mailed to everyone who commented on the project or requested a copy of the decision. ~~SPRC~~Director decisions may be appealed to the Hearing Examiner consistent with Section 18.75.020, Appeals of Administrative Decisions.

Section 28. Amendment of OMC 18.48.040. Section 18.48.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.48.040 Additional conditions

The Hearing Examiner or ~~Site Plan Review Committee~~Director, as applicable, may impose additional conditions on a particular use if it is deemed necessary for the protection of the surrounding properties, the neighborhood or the general welfare of the public. The conditions may:

- A. Increase requirements in the standards, criteria or policies established by this Title;
- B. Stipulate an exact location as a means of minimizing hazards to life, limb, property, traffic, or of erosion and landslides;
- C. Require structural features or equipment essential to serve the same purpose set forth in item B above;
- D. Impose conditions similar to those set forth in items 2 and 3 above to assure that a proposed use will be equivalent to permitted uses in the same zone with respect to avoiding nuisance generating features in matters of noise, odors, air pollution, wastes, vibration, traffic, physical hazards and similar matters;
- E. Ensure that the proposed use is compatible with respect to the particular use on the particular site and with other existing and potential uses in the neighborhood.
- F. Assure compliance with the Citywide Design Guidelines, Unified Development Code Chapter 18.20, as recommended by the Design Review Board.

Section 29. Amendment of OMC 18.56.060. Subsection 18.56.060(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.56.060 Preliminary approval process

A. Pre-submission Conference. Prior to making application, the developer may meet with the ~~Site Plan Review Committee (SPRC)~~ Director or his/her designee for an initial pre-submission discussion of the proposal.

Section 30. Amendment of OMC 18.56.080(A). Subsection 18.56.080(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.56.080 Final PRD approval

A. Application. Application for final PRD approval:

1. For any portion of the PRD which is to be platted, approval of the final plat shall constitute final development plan approval for the platted portion of the PRD. Application requirements shall be as provided for final plat approval under City Ordinance.
2. For any portion of the PRD which is not to be platted, approval of a binding site plan shall constitute final development plan approval. The ~~Site Plan Review Committee~~ Director may attach terms and conditions to the approval of the site plan if necessary to insure compliance with the preliminary PRD. Review of the site plan shall be as provided in Chapter 18.60, Site Plan Review.

Section 31. Amendment of OMC 18.57.040. Section 18.57.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.57.040 Approval process overview

In the following zoning districts, a Master Plan shall be processed as an amendment to the Official Zoning Map as follows:

- A. Districts. Development within the COSC, NC, NV and UV districts is permitted only after Master Plan approval, project approval, and construction permits are issued pursuant to this Chapter, Chapter 18.05, and Chapter 18.05A (Villages and Centers).
- B. Pre-Submission Conference. Applicants shall meet with the ~~Site Plan Review Committee (SPRC)~~ Director for an initial discussion of the proposed MPD prior to submittal of an application. The applicant shall present preliminary studies and conceptual sketches which contain in a rough and approximate manner the information required on the MPD application. The purpose of the preliminary site plan review is to eliminate as many potential problems as possible in order for the MPD to be processed without delay. (See Section 18.57.060 Pre-Submission Conference.)

C. Master Plan Review Process. An approved Master Plan is an amendment to the official zoning map. Applications for Master Plan approval shall be submitted concurrently to the Design Review Board and Hearing Examiner for review and recommendation to the City Council. (See Section 18.57.080, Master Plan Approval Process.)

D. Project Application Review Process. At any time during review or after Master Plan approval, the applicant may submit a Project Application for a portion or all of the site to the Department for review by the Design Review Board, Hearing Examiner, and/or ~~SPRC~~Director. (See Section 18.57.100, Development Application Approval Process.)

Section 32. Amendment of OMC 18.57.060. Section 18.57.060 of the Olympia Municipal Code is hereby amended to read as follows:

18.57.060 Pre-submission conference

Prior to submitting a Master Plan the applicant shall meet with the ~~Site Plan Review Committee (SPRC)~~ Director for an initial discussion of the proposal, as follows:

A. The applicant or representative shall present to the ~~SPRC~~Director preliminary studies or conceptual sketches which contain in a rough and approximate manner the information required on the Master Plan application. The purpose of the pre-submission conference is to enable the applicant to obtain the advice of the ~~SPRC~~Director as to the intent, standards and provisions of this chapter.

B. The ~~SPRC~~Director will make available pertinent information as may be on file relating to the proposal. It is the purpose of this conference to eliminate as many potential problems as possible in order for the Master Plan to be processed without delay. The conference should take place prior to detailed work by the applicant's architect, engineer or surveyor.

C. At the pre-submission conference, the ~~SPRC~~Director will furnish, to the prospective applicant, comments on how the proposed development conforms to City policies and regulations, and the ~~Committee's~~ requirements for development approval. The level of detail of SPRC'S comments will be directly proportional to the level of detail provided by the prospective applicant.

Section 33. Amendment of OMC 18.57.100. Section 18.57.100 of the Olympia Municipal Code is hereby amended to read as follows:

18.57.100 Project approval process

A project shall be submitted to the Department for review and approval by the Hearing Examiner or ~~Site Plan Review Committee~~Director prior to any development. A project may include one or more phases of the area within an approved Master Plan.

A. Conceptual Design Review. A complete Conceptual Design Review supplement, on forms provided by the City, shall be submitted to the Design Review Board for review and recommendation. The Design Review Board shall not recommend approval of a Conceptual Design Review supplement unless the Board determines that said proposal complies with the applicable design concepts and guidelines contained in the approved Master Plan. The Design Review Board may:

1. Schedule additional meetings to consider the Conceptual Design; or
2. Recommend approval with or without conditions of approval; or
3. Recommend denial of the proposal.

Prior to a recommendation, the Design Review Board shall conduct a public meeting thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The recommendation of the Design Review Board shall be given substantial weight by the decision-maker.

B. SEPA. Development and Subdivision applications submitted to the Department shall comply with the City's adopted regulations concerning compliance with the State Environmental Policy Act, Chapter 43.21C RCW and OMC Title 14 Environmental Protection.

C. Hearing Examiner. An application for a subdivision plat or binding site plan shall be submitted to the Hearing Examiner for review and decision. The Hearing Examiner shall hold a public hearing thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The Hearing Examiner shall not approve an application unless the Examiner determines that said plan complies with the standards contained in the applicable Master Plan approval and OMC Title 17, Subdivision. The Hearing Examiner may:

1. Approve the development with or without terms and conditions of approval; or
2. Require the provision, and further public review, of additional information and analysis; or
3. Deny the proposal.

Such decisions by the Hearing Examiner are final ~~unless appealed to the City Council.~~

D. ~~Site Plan Review Committee (SPRC);~~Director. For development for which no public hearing is otherwise required, a complete Land Use Review or other project application, on forms provided by the ~~City~~Director, shall be submitted to the ~~City~~Director for review and decision. The ~~SPRC~~Director shall not approve an application unless the ~~Committee~~Director determines that said proposal complies with the Master Plan, any SEPA conditions of approval, and City engineering development standards. The ~~SPRC~~Director may:

1. Schedule additional meetings to consider the project application; or
2. Approve with or without conditions of approval; or

3. Deny the proposal.

Prior to the approval of an application, notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. Decisions by the ~~SPRC~~ Director are final unless appealed to the Hearing Examiner.

E. Engineering and Building Permits. The approved Master Plan and any project approval shall constitute a limitation on the use and design of the site. Engineering and Building permits may be issued for any improvements or structures consistent with project approval prior to the approval of the Final Plat, provided that:

1. The construction will be consistent with the approved Master Plan and project approval.
2. The building permit application must identify the location and dimensions of the proposed building(s) in relation to all lot lines for the site and must provide proposed building elevations. Minor alterations may be made provided the alteration is approved by the ~~Site Plan Review Committee~~ Director. Minor alterations are those which may affect the precise dimensions or siting of buildings (i.e., setback, lot coverage, height), but which do not affect the basic character or arrangement and number of buildings approved in the Master Plan or project approval, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than ten percent. The applicant shall submit five copies of a revised or adjusted project approval of the applicable portion(s) to the City for the completion of its files.
3. No vertical construction may take place until the necessary fire flow and emergency vehicle access have been provided to the building(s).
4. All required infrastructure, including but not limited to utilities and streets, have been completed or arrangements or contracts have been entered into to guarantee that such required infrastructure will be completed for the phase of the project involved. Such guarantees shall be considered for minor finish-out items only. All basic infrastructure, such as roads, services and utilities, must be complete and operable.
5. Partial or complete construction of structures shall not relieve the applicant from, nor impair City enforcement of, conditions of Master Plan approval or the project approval.
6. Units/property may not be leased or sold until Final Plat or Binding Site Plan approval has been recorded (see OMC Title 17, Subdivision).
7. Building permits and other permits required for the construction or development of property under the provisions of this Chapter shall be issued only when the work to be performed meets the requirements of the program phasing elements of the Master Plan and applicable project approvals.

F. Detailed Design Review. As applicable, a building permit application shall be accompanied by complete Detailed Design Review application, on forms provided by the ~~City~~ Director, and be submitted to the Department for review and decision. If subject to its review, the Design Review Board may:

1. Schedule additional meetings to consider the Detailed Design Review Application; or
2. Recommend approval with or without conditions of approval; or
3. Recommend denial of the proposal.

Prior to a recommendation on an application, the Design Review Board shall conduct a public meeting thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The Building Official shall not approve a Detailed Design Review Application unless the Building Official determines that said proposal complies with each of the design concepts and guidelines contained in the applicable Design Guidelines contained in the Master Plan approval. Decisions by the Building Official are final unless appealed to the Hearing Examiner.

G. Appeals. Appeals, if any, shall be considered together, pursuant to OMC 18.75, Appeals.

H. Phasing. If a proposed project is to be constructed in phases, the project as a whole shall be portrayed on the Application, and each phase must receive review and approval according to the procedures established herein. Those portions of the MPD which have received a project approval shall be subject to the provisions of OMC Section 18.57.100(I), Expiration and Extensions.

I. Amendments. Amendments to the project conflicting with any of the requirements or conditions contained in the project approval shall not be permitted without prior written approval of such adjustment by the ~~Site Plan Review Committee~~ Director or Hearing Examiner. If the proposed amendment also conflicts with requirements or conditions of the Master Plan, the amendment shall be processed as an amendment to the Master Plan as provided in OMC Section 18.57.080(F), Amendments. If approved, amendments shall be clearly depicted as a revision to the ordinance text and site plans.

J. Expiration or Extension. Knowledge of expiration date is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

1. Subdivisions. Pursuant to OMC Title 17.20, Subdivision Term and Effect of Preliminary Plat Approval, an approved preliminary plat shall be binding for a period not to exceed five (5) years.
2. Land Use Approval. The Land Use approval shall be valid for one year and may be extended for a period not to exceed two years pursuant to OMC Section 18.72.140(E), Administration - Expiration of Approvals.
3. Detailed Design Review Approval. The Detailed Design Review Approval shall be valid so long as the associated building permit is valid.

Section 34. Amendment of OMC 18.60. Chapter 18.60 of the Olympia Municipal Code is hereby amended to read as follows:

Chapter 18.60 – Land Use Review and Approval

18.60.000 Chapter Contents

Sections:

- 18.60.020 Purpose.
- 18.60.040 Applicability.
- 18.60.050 Delegation of authority.
- 18.60.060 Application - Content.
- 18.60.080 Application - Review process.
- 18.60.100 Site plan review log - Summary of action.
- 18.60.120 Notification.
- 18.60.140 Reconsideration in response to SEPA comments.
- 18.60.160 Preliminary review.
- 18.60.180 Amendments.
- 18.60.200 Variances.
- 18.60.220 Dedication, improvements and performance bond.
- 18.60.240 Final approval - Expiration.

18.60.020 Purpose

The purpose of this section is to allow for the placement of uses permitted by Title 18 of the Olympia City Code, through a comprehensive site plan review process, which insures compliance with the adopted plans, policies and ordinances of the City of Olympia. It is further intended to provide for the examination of development proposals with respect to overall site design and to provide a means for guiding development in logical, safe and attractive manners.

18.60.040 Applicability

Construction and development of projects reviewed through the Land Use Approval process shall be in strict compliance with the approved site plan and conditions attached thereto. When required by this section, site plan review and land use approval shall be completed and all appeal periods terminated prior to issuance of a building or any other construction permit. Land use approval is required for the following types of projects:

- A. Any change of occupancy of a building from one Uniform Building Code group or division of a group to another or a change of use of land;
- B. Any new nonresidential and nonagricultural use of land;
- C. The location or construction of any nonresidential or nonagricultural building, or any multifamily project in which more than four (4) dwelling units would be contained; and
- D. Any addition to such structure or remodel or substantial revision of the site plan associated with such use.

18.60.050 Delegation of authority

Upon finding that any proposed land use and associated construction is exempt from environmental review pursuant to OMC Chapter 14.04 and WAC 197-11-800, ~~and upon finding that coordinated multi-disciplinary review is not necessary to protect the public health, welfare and safety,~~ the ~~Site Plan Review Committee~~Director may waive appropriate land use application fees and may delegate review and approval of a proposed land use and associated improvements to the Olympia Fire Chief, Senior Planner, Building Official and/or ~~Development City~~ Engineer, as deemed appropriate by the ~~Committee~~Director.

18.60.060 Application –Content

Each application for land use approval shall contain all required information as set forth in the approved land use application together with the following information:

- A. A complete environmental checklist, when required by the State Environmental Policy Act;
- B. All fees, signatures and information specified in the approved application form;
- C. Complete application(s) for all associated non-construction approvals or permits required by this code, including but not limited to concept design review, conditional use approval, shoreline development, site plan review, variance, preliminary plat approval, and rezone.

18.60.080 Application –Review process

A. Filing.

1. Applications for land use approval shall be made on forms provided by the ~~City~~Director and made available at the Department.
2. A complete application for land use approval shall be filed with the Department. An application shall not be considered complete if it fails to contain any of the information and material required by Section 18.60.060 or Chapter 18.77.
3. Upon determination of a complete application, the Department shall notify all appropriate recognized neighborhood associations.
4. Application fee(s) as established by the City are due upon presentation of an application for land use approval.

B. Review by ~~Site Plan Review Committee (SPRC)~~Director.

1. The Site Plan Review Committee shall consist of the Building Official, ~~Senior Planner,~~ ~~Development Services City~~ Engineer, ~~Environmental Review Officer~~SEPA Official, and the Fire Chief or their designees. The Committee shall be chaired by the CP&D Director or his/her designee and serves in an advisory capacity to the Director, who shall be responsible for all land use related

decisions. The Committee shall adopt rules of procedure for the purpose of ensuring fair, lawful and timely decisions and recommendations.

2. Except when a public hearing is required or where the applicant agrees to an extension of time, the ~~Site Plan Review Committee~~Director shall, within one hundred twenty (120) days from the date of complete application, approve, disapprove or approve with conditions any proposed land use. Notice of the ~~SPRC's~~Director's decision or recommendation shall be distributed as provided by Table 78-1.

3. When a public hearing is required prior to land use approval, the ~~Site Plan Review Committee~~Director shall issue ~~its~~his/her recommendation to the Hearing Examiner in a manner that will provide the Hearing Examiner sufficient time to issue a notice of final decision within 120 days of the date of complete application.

4. Any time required to prepare, review and issue a final environmental impact statement as required under the provisions of SEPA shall not be included under the time constraints of this subsection.

5. The ~~SPRC~~Director shall review proposed projects for consistency with the standards and provisions of the City of Olympia as expressed in the various adopted plans and ordinances, including this Title.

6. Whenever the ~~SPRC~~Director denies land use approval, ~~it~~he/she shall set forth, in writing, ~~its~~his/her findings which shall specify the reasons for the disapproval. Unless a public hearing is otherwise required, the decision of the ~~SPRC~~Director shall be final unless appealed to the Hearing Examiner pursuant to Section 18.75.020(D).

C. Referral to Hearing Examiner. ~~The SPRC shall have the prerogative of refusing to rule on a proposed land use if in the Committee's opinion the project is so extraordinarily complex or presents such significant environmental, design or compatibility issues, the Director may refer the project that it should be reviewed by and be the subject of for a public hearing before the Hearing Examiner. Any decision of the SPRC Director to refer a project to the Examiner shall may be made prior to and issued with the determination of completeness at any time.~~

D. Hearing Examiner. Any review by the Hearing Examiner shall be conducted according to the procedural requirements of Chapter 18.82, Hearing Examiner.

18.60.100 Site plan review log –Summary of action

On the first work day following action of the ~~SPRC~~Director, the Hearing Examiner or City Council on a project, the action shall be entered into the permit tracking system maintained by the Department.

18.60.120 Notification

Notice of the decision of the ~~SPRC~~Director, Hearing Examiner or City Council shall be mailed to the applicant within seven (7) calendar days following the action. (See Chapter 18.78, Public Notification.)

18.60.140 Reconsideration in response to SEPA comments

Any interested person may submit written comments and request reconsideration by the ~~Site Plan Review Committee~~Director within fifteen (15) days of the date any decision attached to a SEPA threshold determination is issued. Unless further action is taken by the ~~Site Plan Review Committee~~Director in response to such comments, the period in which to file an appeal shall terminate twenty-one (21) days after the date the decision is issued. SEPA exempt actions of the committee shall not be subject to reconsideration and shall be subject to only a fourteen (14) day appeal period.

18.60.160 Preliminary review

Prior to applying for land use approval, a prospective applicant may present to the ~~SPRC~~Director a presubmission site plan. The purpose of the presubmission review of the site plan is to enable the applicant to obtain the advice of the ~~SPRC~~Director as to the intent, standards and provisions of the City as applied to a project.

18.60.180 Amendments

A project approved by the ~~SPRC~~Director, Hearing Examiner or City Council may be amended at the applicant's request by the same procedures provided under this chapter for original application approval.

18.60.200 Variances

The Hearing Examiner may grant variances from the provisions of this title as will promote the public health, safety and general welfare. Application for a variance shall be made in writing stating fully the reasons for the variance and the provisions of this title for which the variance is requested. (See Chapter 18.66 for variance requirements.)

18.60.220 Dedication, improvements and performance bond

As a condition of land use approval, an applicant may be required to dedicate property, construct public improvements, and furnish a performance bond to the City to secure an obligation to complete the provisions and conditions of the project as approved.

18.60.240 Final approval –Expiration

Unless utilized by application for unexpired construction permits or explicitly extended by the ~~SPRC~~Director, the final approval of a land use application shall expire in one (1) year pursuant to 18.72.140(D), Expiration of Approvals.

Section 35. Amendment of OMC 18.64.040. Section 18.64.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.64.040 Applications, review authority and use districts

A. Applications. For all townhouse developments, applications for preliminary plat or short plat approval and any design review and land use approval shall be submitted simultaneously on forms provided by the City Director. Issuance of building and other permits shall be subject to conformance to the approved plans. In addition to standard submittal requirements for subdivision, design review and site plan review, townhouse applications shall contain that additional information specified by the Application Content Lists. (See OMC 18.77.010)

B. Review Authority.

1. Nine (9) or fewer Townhouses. ~~Site Plan Review Committee (SPRC)~~The Director may approve creation of nine (9) or fewer townhouse lots, subject to appeal provisions contained in the Olympia Municipal Code, Chapter 18.75 and the public notice requirements contained in Chapter 18.78.

2. Ten (10) or more Townhouses. The Hearing Examiner may approve creation of ten (10) or more Townhouse lots subject to Appeal requirements contained in the Olympia Municipal Code, Chapter 18.75 and the public notice requirements contained in Chapter 18.78.

Section 36. Amendment of OMC 18.72.020. Section 18.72.020 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.020 Applications

The ~~Department~~Director shall prescribe the official form in which ~~petitions~~applications are made for amendments to the Comprehensive Plan and Unified Development Code and the form of all project permit applications to be used for all matters which may come before the ~~Department's Administrative Staff, the Site Plan Review Committee~~, the Heritage Commission, the Design Review Board, Hearing Examiner, the Planning Commission and the City Council. The Department will prepare and provide copies for such purposes and prescribe the type of information to be provided in the application or petition by the applicant or petitioner. No application ~~or petition~~ shall be deemed complete unless it complies with such requirements.

Such forms shall specify the elements of each complete application as approved by the City Council. See Chapter 18.77 - Complete Application Form and Content. At minimum, each form shall require the authorized signature of the applicant, designation of a single person or entity to receive determinations and notices, and payment of the appropriate application fee, if any.

Section 37. Amendment of OMC 18.72.050. Section 18.72.050 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.050 Consolidated review of applications

Pursuant to RCW 36.70B.060 (3) and 36.70B.120 and OMC 18.02.130(B), except as prohibited by Resolution M-1419 or its successor, an applicant may elect to submit a consolidated project permit

application. Such a request shall be indicated by the applicant in writing upon and simultaneously with submission of all applications to be consolidated. Upon payment of the appropriate consolidation fee, all consolidated applications shall be processed as one application with the final decision on such application to be made by the ~~Site Plan Review Committee~~Director if no public hearing is required, or the Hearing Examiner if a public hearing is required by law or by exercise of the ~~Committees~~Director's OMC 18.60.080(C) discretion. Simultaneous applications for permit approval within one category of approvals, such as solely land use, building, or engineering approval, shall not be deemed consolidated reviews subject to a consolidated review fee, but nonetheless shall be entitled to consolidated review if so elected by the applicant.

Section 38. Amendment of OMC 18.72.080. Section 18.72.080 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.080 Approval and appeal authorities

The project review process for an application or a permit may include review and approval by one or more of the following processes:

A. Department Staff. Individual staff shall have the authority to review and approve, deny, modify, or conditionally approve, among others, Accessory Buildings, Accessory Dwelling Units, Boundary Line Adjustments, Building Permits and other construction permits exempt from the State Environmental Policy Act, Environmental Determinations, Home Occupation Permits, Minor Design Review (including reviews of undersized lots of record), Short Plats creating 2-9 lots, Sign Permits, Certificates of Occupancy, Temporary Use Permits, Time Extensions, Tree Plans, and Shoreline Exemptions, and to provide interpretations of codes and regulations applicable to such projects.

B. ~~Site Plan Review Committee~~Director. Pursuant to Chapter 18.60 the ~~Site Plan Review Committee~~Director shall have the authority to conduct pre-submission conferences and to grant, conditionally grant, deny, or modify, land use approvals regarding projects for which a public hearing is not required, and to extend the period of approval for land use approval granted by the ~~Committee~~Director or by the Hearing Examiner. The Site Plan Review Committee provides technical assistance and advice to the Director or his/her designee for such projects.

C. Design Review Board. The Design Review Board shall have the authority to review and provide recommendations regarding Major Design Review applications and appeals of administrative Minor Design Review decisions pursuant to OMC Chapter 18.100, Design Review. With respect to design review criteria, the recommendation of the Board shall always be accorded substantial weight by the decision-maker.

D. Olympia Hearing Examiner. Olympia Hearing Examiner shall have the authority vested pursuant to Chapter 18.82, Hearing Examiner.

E. The City Environmental Review Officer shall administer the State Environmental Policy Act (SEPA), OMC Chapter 14.04 Environmental Policy and OMC Chapter 18.32 Critical Areas.

F. Shoreline Permit Review Process. See OMC Chapter 14.08 and the Shoreline Master Program for the Thurston Region.

G. Subdivision Review Process. See OMC Title 17.

Section 39. Amendment of OMC 18.72.100. Section 18.72.100 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.100 Review and appeal authority

The following table describes development permits and the final decision and appeal authorities. When separate applications are consolidated at the applicant's request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application

KEY:

- StaffDirector = Community Planning and Development Personnel Director or designee
- SPRC = Site Plan Review Committee
- DRB = Design Review Board
- PC = Planning Commission
- HC = Heritage Commission
- HE = Hearing Examiner
- Council = City Council
- R = Recommendation to Higher Review Authority
- D = Decision
- O = Open Record Appeal Hearing
- C = Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court except comprehensive plan decisions which may be appealed to the State Growth Management Hearings Board.]

StaffDirector SPRC DRB PC HC HE Council

ZONING

Conditional Use Permit		R		D
Interpretations	D			O
Land Use (Site Plan) Review	<u>D</u> ¹	<u>R</u> D		O

	Staff	Director	SPRC	DRB	PC	HC	HE	Council
Small Lot Review	D						O	
Townhouse (2 - 4 Units)	D						O	
Townhouse (10 or more units)			R	R (DR)			D	
Townhouse Final (2-9)	D						O	
Townhouse Final (10 or more)			R					D
Zoning Variance	R						D	
Zone Map Change, without Plan Amendment	R						R	D
Zone Change, with Plan Amendment or Ordinance Text Amendment	R				R			D
Home Occupation	D						O	
Temporary Use Permit	D						O	
SEPA exempt Building Permit	D						O	
Parking or Fence Variance	<u>D</u>		<u>R</u>	<u>D</u>			O	
Accessory Dwelling Unit	D						O	
Accessory Building	D						O	
Occupancy Permit	D						O	
Sign Permit	D						O	
Landscape Plan	D						O	
Tree Plan	D						O	
Historic Properties	<u>D</u>		<u>R</u>	<u>D</u>		R	O	
COMPREHENSIVE PLAN								
Amendments (map, text)	R				R			D
DESIGN REVIEW								
Detailed Review	D			R				
major				O				
Concept Review	<u>D</u>		<u>R</u>	<u>D</u>			O	
Signs (general)	D						O	
Scenic Vistas	<u>D</u>		<u>R</u>	<u>D</u>	R		O	

ENVIRONMENTAL

Threshold Determination	D	O
Impact Statement Adequacy	D	O
Reasonable Use Exception	R	D
SEPA Mitigating Conditions	D	O
Major Shoreline Substantial Development Permit	R	D
Shoreline Conditional Use Permit	R	D
Shoreline Variance	R	D
Shoreline Permit Revision or Exemption	D	O

SUBDIVISION

Boundary Line Adjustment (including lot consolidation)	D	O		
Preliminary Plat, Long	R	D		
Preliminary Short, (2-9 lots)	D ¹	O		
Final Short Plat	D	O		
Final Long Plat	R	D		
Master Plan Approval	R	R	R	D
MPD Project Approval	R	R	D	
Preliminary PRD	R	R	D	
Final PRD	R	D		
Time Extensions	D	O		

¹ Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC 18.60.080 or 17.32.130(A)(4).

Section 40. Amendment of OMC 18.72.140. Section 18.72.140 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.140 Expiration of approvals

Knowledge of the expiration date of any approval is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

A. Variance. Unless exercised, a variance shall expire one year from the date a final decision is issued. If timely exercised, a variance shall be valid indefinitely.

B. Conditional Use Permit. Unless exercised or otherwise specified, a conditional use permit shall be void one (1) year from the date a notice of final decision was issued. If exercised, a conditional use permit shall be valid for the amount of time specified by the Hearing Examiner. If the use allowed by the permit

is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be obtained in accordance with the provisions of this title prior to resuming operations.

C. Home Occupation Permit. A home occupation permit shall be valid indefinitely unless a time limitation is specified by staff or the Hearing Examiner or it is revoked for lack of compliance to conditions. A home occupation permit shall be void unless exercised within one (1) year from the date such permit was issued. If the use allowed by the permit is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be applied for and obtained in accordance with the provisions of this title prior to resuming operations. A Home Occupation permit shall not be transferable to a new site or entity.

D. Land Use Approval. Unless exercised by complete application for necessary construction permits, any land use approval shall expire and be null and void two years from the date the final approval was issued. Land use approval shall be extended two additional years if a complete building or other construction permit application for the project is submitted prior to expiration of the land use approval. Even absent such application, upon finding that there has been no substantial change in relevant circumstances and standards, land use approval may be extended up to two (2) additional years by the ~~Site Plan Review Committee~~ Director pursuant to a written request submitted prior to expiration of land use approval. Upon receiving such request, notice shall be provided pursuant to the comparable notice of application procedures of Table 78-1. Following a comment period of at least 14 days, ~~SPRC~~ the Director may grant, limit or deny the extension and may impose such conditions of extension to ensure compliance with any subsequently revised standards. If such written request for extension is not received by the Department prior to expiration, such extension shall be denied.

E. Detailed Design Review approval shall expire simultaneously with expiration of any associated building or other construction permit.

Section 40. Amendment of OMC 18.75.020. Section 18.75.020 of the Olympia Municipal Code is hereby amended to read as follows:

18.75.020 Specific appeal procedures

A. Administrative Decision. Administrative decisions regarding the approval or denial of the following applications or determinations/interpretations may be appealed to the Hearing Examiner within fourteen (14) days, or twenty-one (21) days if issued with a SEPA threshold determination including a comment period, of the final staff decision using procedures outlined below and in OMC Chapter 18.82, Hearing Examiner (Refer to 18.72.080 for other appeal authorities).

- 1. All Administrative Interpretations/Determinations
- 2. Boundary Line Adjustments
- 3. Home Occupation Permits
- 4. Preliminary Short Plats

5. Preliminary SEPA Threshold Determination (EIS required)
6. Shoreline Exemptions and staff-level substantial development permits
7. Sign Permits
8. Variances, Administrative
9. Building permits
10. Engineering permits
11. Application or interpretations of the Building Code
12. Application or interpretations of the Housing Code
13. Application or interpretations of the Uniform Fire Code
14. Application or interpretations of the Uniform Code for the Abatement of Dangerous Buildings
15. Application and interpretations of the Uniform Code for Building Conservation
16. Land Use (~~SPRC~~Director) decisions
17. ~~Concept design review decisions~~
- ~~18. Detailed design review decisions~~
- ~~19. Administrative decisions on impact fees~~

B. SEPA.

1. The City establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:
 - a. Any agency or person may appeal the City's conditioning, lack of conditioning or denial of an action pursuant to WAC Chapter 197-11. All such appeals shall be made to the Hearing Examiner and must be filed within seven (7) days after the comment period before the threshold decision has expired. This appeal and any other appeal of a land use action shall be considered together.
 - b. The following threshold decisions or actions are subject to timely appeal.
 - i. Determination of Significance. Appeal of a determination of significance (DS) or a claim of error for failure to issue a DS may only be appealed to the Hearing Examiner

within that fourteen (14) day period immediately following issuance of such initial determination.

ii. Determination of Nonsignificance or Mitigated Determination of Nonsignificance. Conditions of approval and the lack of specific conditions may be appealed to the Hearing Examiner within seven (7) calendar days after the SEPA comment period expires.

iii. Environmental Impact Statement. A challenge to a determination of adequacy of a Final EIS may be heard by the Hearing Examiner in conjunction with any appeal or hearing regarding the associated project permit. Where no hearing is associated with the proposed action, an appeal of the determination of adequacy must be filed within fourteen (14) days after the thirty (30) day comment period has expired.

iv. Denial of a proposal. Any denial of a project or non-project action using SEPA policies and rules may be appealed to the Hearing Examiner within seven (7) days following the final administrative decision.

c. For any appeal under this subsection the City shall keep a record of the appeal proceedings, which shall consist of the following:

i. Findings and conclusions; and

ii. Testimony under oath; and

iii. A taped or written transcript.

d. Any procedural determination by the City's responsible official shall carry substantial weight in any appeal proceeding.

2. The City shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal. See Chapter 18.78, Public Notification.

C. ~~Site Plan Review and Land Use Approval.~~

1. ~~Site Plan Review Committee~~ The Director's decisions may be appealed to the Hearing Examiner by any aggrieved or affected parties. All appeals shall be filed in writing with the Department within fourteen (14) days of the date of the decision being appealed. Where combined with an environmental threshold determination, such appeal period shall be extended to twenty-one (21) days.

2. The Department shall send written notification of receipt of the appeal to the applicant and to all appropriate city departments prior to the date the Hearing Examiner will consider the matter.

3. Any action taken by the Hearing Examiner which upholds, modifies or reverses a decision by the ~~SPRC-Director~~ shall be final.

D. Building and Fire Permits Appeals.

~~When For~~ building or fire code appeals, the ~~H~~Hearing ~~e~~Examiner is authorized to appoint a master, an individual with appropriate professional experience and technical expertise, to hear such appeals and to prepare findings and conclusions for issuance by the ~~H~~Hearing ~~e~~Examiner.

E. Takings and Substantive Due Process Review and Modifications.

1. The Hearing Examiner is hereby authorized to hear, by way of appeal or upon review of a project permit application, all assertions of project-specific taking of property for public use without just compensation and/or the denial of substantive due process of law, and all challenges to imposition of conditions on a project of a similar nature, whether based on constitutional, statutory or common law. Failure to raise a specific challenge to such condition or exaction shall constitute a waiver of such issue and a failure to exhaust an administrative remedy.

2. In deciding and resolving any such issue, the Examiner may consider all law applicable to the City. Should the Examiner determine that, but for a taking without just compensation or a violation of substantive due process of law, imposition of any such condition would be required by standard, regulation, or ordinance the Examiner shall so state in the decision and so report to the Olympia City Council. In lieu of failing to impose such condition, the Examiner shall first provide the City with due opportunity to provide just compensation. The Examiner shall specify a time period in which the Council shall elect to or not to provide just compensation. Upon notice of the election of the City Council not to provide such compensation, the Examiner is authorized to and shall, within fourteen (14) days, issue a decision modifying to whatever degree necessary such condition to eliminate the taking or violation of substantive due process.

Section 41. Amendment of OMC 18.76.160. Section 18.76.160 of the Olympia Municipal Code is hereby amended to read as follows:

18.76.160 Voting

The Board may recommend approval, approval with conditions, or denial of any application which comes before it. The Board shall provide its recommendation to the ~~Site Plan Review Committee~~Director, the Hearing Examiner, or to the City Council for Master Planned Development applications. All recommendations shall be issued in writing stating the reasons for the recommendation. The recommendations of the Board shall be made by a majority vote of the quorum present at the time of the decision. A majority of the members shall constitute a quorum for the transaction of business; provided, that at least three (3) shall be required to constitute a quorum excluding any disqualifications. Action may be taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Board. Any number less than a quorum shall be authorized to convene a ~~m~~~~s~~paranmeeting at the time set for the purposes of adjournment, recess or continuation of a regular or special meeting to a date and time certain.

Section 42. Amendment of OMC 18.76.200. Section 18.76.200 of the Olympia Municipal Code is hereby amended to read as follows:

18.76.200 Staff Review

The Department shall be responsible for the administration of this chapter and for providing staff to the Design Review Board and Joint Review Committee. All projects which require design review action shall be coordinated with other affected City departments through the ~~Site Plan Review Committee~~ Director as established in Chapter 18.60.

Section 43. Ratification. Any act consistent with the authority and prior to the effective date of this amendment is hereby ratified and affirmed.

Section 44. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 45. Effective Date. This Ordinance shall take effect five (5) days after passage and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darren Menaber

CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

ORDINANCE NO. _____

AN ORDINANCE of the City of Olympia, Washington relating to land use project review and decisions; specifically amending Olympia Municipal Code provisions relating to the Site Plan Review Committee at Sections 12.16.040, 12.16.050, 14.04.160, 14.08.030, 16.04.460, 16.48.050, 16.54.070, 16.60.070, 17.04.070, 17.12.010, 17.16.010, 17.32.040, 17.34.070, 17.36.020, 18.02.180(L), 18.02.180(S), 18.04.060(U), 18.06.060(Z), 18.10.040, 18.36.180(B), 18.38.060, 18.38.080, 18.38.100, 18.38.160(A), 18.38.180, 18.38.220(A), 18.48.020, 18.48.040, 18.56.060, 18.56.080(A), 18.57.040, 18.57.060, 18.57.100, 18.60, 18.64.040, 18.72.020, 18.72.050, 18.72.080, 18.72.100, 18.72.140, 18.75.020, 18.76.160 and 18.76.200.

WHEREAS, the Site Plan Review Committee (SPRC) was first created in 1978 pursuant to Ordinance No. 4077; and

WHEREAS, the Unified Development Code (UDC) was adopted by Ordinance No. 5517 on May 9, 1995, becoming effective on June 19, 1995; and

WHEREAS, the SPRC was in use by the Community Planning & Development Department at the time of the adoption of the UDC, and its purpose and powers were codified as part of the UDC under Chapter 18.60 of the Olympia Municipal Code; and

WHEREAS, on occasion, significant public interest in a land use project that occurs after a project's application warrants the heightened formality and structure of a Hearing Examiner process; and

WHEREAS, in certain other decisions that have little to no public interest, the City finds that SPRC is better suited as an advisory body to the Director of the Department of Community Planning and Development; and

WHEREAS, this Ordinance is supported by the staff report and attachments associated with the Ordinance along with documents on file with the City of Olympia; and

WHEREAS, this Ordinance is adopted pursuant to Article 11, Section 11, of the Washington State Constitution and any other legal applicable authority;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OLYMPIA, DOES ORDAIN AS FOLLOWS:

Section 1. Amendment of OMC 12.16.040. Section 12.16.040 of the Olympia Municipal Code is hereby amended to read as follows:

12.16.040 - ~~Site plan review city action~~ Public Works Director Recommendation

Upon receipt of a complete petition application package, the public works director shall schedule consideration of the proposed vacation ~~with the Olympia site plan review committee. The committee~~

~~shall consider such application with respect to criteria set forth in Section 12.16.100 and establish a recommendation to the eCity eCouncil.~~

Section 2. Amendment of OMC 12.16.050. Section 12.16.050 of the Olympia Municipal Code is hereby amended to read as follows:

12.16.050 - Scheduling for eCity eCouncil action

After consideration by the ~~site plan review committee~~ Public Works Director, the petition application shall be scheduled for public hearing before the Olympia eCity eCouncil. Notice of such hearing shall be given not less than twenty days in advance of the day of the hearing. Required notice shall include:

- A. The posting of written notice in a prominent and conspicuous location at Olympia City Hall, ~~Olympia public works department and Olympia planning department;~~
- B. The posting of written notice in a prominent and conspicuous location on the subject street or alley; and
- C. The mailing of written notice to all property owners abutting and within three hundred feet of the boundaries of the rights-of-way to be vacated.

Section 3. Amendment of OMC 14.04.160. Section 14.04.160 of the Olympia Municipal Code is hereby amended to read as follows:

14.04.160 Appeals

A. The following administrative appeal procedures are established under RCW 43.21C.075 and WAC 197-11-680:

1. Any agency or person may appeal to the Hearing Examiner the environmental review officers conditioning, lack of conditioning or denial of an action pursuant to WAC Chapter 197-11. When such conditioning, lack of conditioning or denial of action is attached to a recommendation of the ~~Site Plan Review Committee~~ Director to the Hearing Examiner regarding a land use application, no appeal shall be necessary for consideration and revision of such conditions, lack of conditions, or denial by the Hearing Examiner.
2. The responsible officials initial decision to require preparation of an environmental impact statement, i.e., to issue a determination of significance, is subject to an interlocutory administrative appeal upon notice of such initial decision and only to such appeal. Notice of such decision shall be provided as set forth in OMC 18.78.020. Failure to appeal such determination within 14 calendar days of notice of such initial decision shall constitute a waiver of any claim of error.
3. All appeals shall be in writing, be signed by the appellant, be accompanied by the appropriate filing fee, and set forth the specific basis for such appeal, error alleged and relief requested. Any

appeal must be filed within seven calendar days of the SEPA determination being final. Where there is an underlying governmental action requiring review by the Hearing Examiner, any appeal and the action shall be considered together. Where there is an underlying permit decision to be made by city staff, any appeal periods shall conclude simultaneously.

4. For any appeal under this subsection, the city shall keep a record of the appeal proceeding which shall consist of the following:

- a. Findings and conclusions;
- b. Testimony under oath; and
- c. A taped or written transcript of any hearing.

5. Any procedural determination by the city's responsible official shall be given substantial weight in any appeal proceeding.

B. The city shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal.

Section 4. Amendment of OMC 14.08.030. Section 14.08.030 of the Olympia Municipal Code is hereby amended to read as follows:

14.08.030 Shoreline substantial development, conditional use and variance permits

A. Applications for shoreline substantial development permits, conditional use permits, and variance permits are subject to and shall be processed pursuant to WAC Chapter 173-27, as now or hereafter amended, and, as provided below.

B. Applications for shoreline substantial development, conditional use, and variance permits shall be submitted to the planning department on forms supplied by the department. The application shall contain the information required by WAC 173-27-180 and such other information as may be required by the department. The applicant shall pay to the department the application fee prescribed by the approved fee schedule. In addition to the application fee, the applicant shall pay fees for environmental analysis, and for other necessary actions or approvals.

C. Applications for those shoreline development permits that are exempt from the State Environmental Policy Act and entirely upland of the ordinary high water mark may be decided by the ~~Site Plan Review Committee~~ Director if a public hearing is not requested by an interested party. The Hearing Examiner shall hold a public hearing and render a decision regarding other applications identified in subsection A of this section.

D. Pursuant to WAC 173-27-110, notice of the application and hearing shall be published in the manner prescribed therein, and mailed to the latest recorded real property owners as shown by the records of the county assessor within at least three hundred feet of the boundary of the subject property, fifteen (15)

days before the hearing. In addition, the planning department, in its discretion, may give notice in any other manner deemed appropriate.

E. The decision of the ~~Hearings Examiner~~ may be appealed to the ~~city council~~, pursuant to ~~Olympia Ordinance No. 4148~~, and the decision of the council may be appealed to the Shorelines Hearings Board pursuant to WAC 173-27-220.

F. Pursuant to WAC 173-27-090 and 173-27-100, the director or the director's designee shall review and decide requests for time extensions and permit revisions. The decision of the director may be appealed pursuant to city ordinance.

Section 5. Amendment of OMC 16.04.460. Section 16.04.460 of the Olympia Municipal Code is hereby amended to read as follows:

16.04.460 Use of mobile housing for nonresidential purposes

A. Mobile/manufactured housing shall not be used for nonresidential purposes. All nonresidential structures shall meet the factory built commercial structure standards prescribed in RCW 43.22.490, as now or hereafter amended.

B. The placement of factory built commercial structures for temporary or permanent use may be for nonresidential purposes when approved by the ~~Olympia site plan review committee~~Director and permitted by the building official.

C. The use must comply with the use district in which it is placed.

Section 6. Amendment of OMC 16.48.050. Section 16.48.050 of the Olympia Municipal Code is hereby amended to read as follows:

16.48.050 Exemptions

The following shall be exempt from the provisions of this chapter:

A. Projects requiring approval of the ~~city site plan review committee~~Director under the zoning ordinance, and/or by the ~~Hearings Examiner~~ and ~~City Council~~, provided that grading on such projects shall take place only after approval and shall be in accordance with such approval, and the criteria and information requirements of this chapter;

B. Clearing in emergency situations involving immediate danger to life or property or substantial fire hazards;

C. Clearing on a parcel or contiguous parcels in one ownership less than 20,000 square feet in size for the purpose of construction, landscaping and/or associated improvements for a single-family or duplex

residence. Such exemption shall not be applicable when the above-mentioned grading activity would directly involve shoreline areas, creeks, and parcels where the predominant slope is in excess of 20 percent;

D. Clearing within a maximum of 30' (when required for construction and associated landscaping) of the perimeter of the building line, and any area proposed to be graded for driveway and septic purposes, of a single single-family or duplex dwelling to be constructed as indicated on the plot plan submitted to the building official within an application for a building permit on parcels consisting of 20,000 or more square feet;

E. The removal of dead trees or of diseased or damaged trees which constitute a hazard to life or property;

F. Clearing done under authority of a approval issued pursuant to RCW Chapter 76.09 when, in the opinion of the city building inspector, such work involves commercial Christmas tree harvesting pursuant to a continuing harvesting and reforestation program and the land shall not be converted to a use other than Christmas tree production;

G. Clearing practices associated with normal agricultural crop operations, excluding timber cutting not otherwise exempted;

H. Stockpiling and handling of earth material associated with commercial quarry operations licensed under the authority of the State Department of Natural Resources and the State Open Mining Act of 1970.

Section 7. Amendment of OMC 16.54.070. Section 16.54.070 of the Olympia Municipal Code is hereby amended to read as follows:

16.54.070 Tree plan review standards

A. Issuance of a permit under this chapter does not exempt the permittee from procuring and complying with other required permits or approvals. Whenever this chapter conflicts with other laws, ordinances or rules, the more restrictive shall apply.

B. Critical Areas. The approval authority shall restrict activities and/or impose conditions as warranted, to protect critical areas and their associated buffers, water quality, property or public safety.

C. Alternative Compliance. All tree removal permit activities regulated by this chapter shall be performed in compliance with the applicable standards contained in this chapter, unless the applicant demonstrates that alternate measures or procedures will be equal or superior to the provisions of this chapter in accomplishing the purposes of this chapter.

D. For all development projects, the following Urban Forestry design standards and provisions shall apply.

1. Timing of tree removal. A tree removal permit will be processed and issued concurrently with other development permits, as applicable.
2. Preservation and conservation of wooded areas and trees, shall have priority over development when there are feasible and prudent location alternatives on site for proposed building structures or other site improvements, as identified by the ~~Site Plan Review Committee~~ Director, as applicable. This may require site redesign including, but not limited to: redesign of streets, sidewalks, stormwater facilities, utilities; changing the shape and size of the parking lot; reducing or limiting proposed site grading; and changing the locations of buildings or building lots.
3. If existing trees and vegetation meet the requirements for the required landscaping, they shall have priority over and may substitute for the required landscaping pursuant to the guidelines established in the City of Olympia's Landscaping Ordinance, OMC 18.36.
4. For residential subdivisions (more than 4 units) at least 100 percent of the required minimum tree density shall be located within separate deeded tree tract(s) held in common ownership by the homeowner's association, or comparable entity.
5. Tree preservation priority. In designing a development project and in meeting the required minimum tree density, the applicant shall preserve the following trees in the following order of priority. (Trees to be preserved must be healthy, windfirm, and appropriate to the site at their mature size, as identified by a qualified professional forester).
 - a. Landmark Trees.
 - b. Specimen Trees.
 - c. Critical Areas and Critical Area Buffer.
 - d. Significant Wildlife Habitat. Trees located within or buffering Significant Wildlife Habitat.
 - e. Other individual trees or groves of trees.
6. On sites where there are currently inadequate numbers of existing trees, or where the trees are inappropriate for preservation, as determined by the Urban Forester, then replacement tree planting shall be required. Trees to be planted must be planted within separate deeded tree tracts as defined in this ordinance.

Section 8. Amendment of OMC 16.60.070. Section 16.60.070 of the Olympia Municipal Code is hereby amended to read as follows:

16.60.070 Tree plan review standards

A. Issuance of a permit under this chapter does not exempt the permittee from procuring and complying with other required permits or approvals. Whenever this chapter conflicts with other laws, ordinances or rules, the more restrictive shall apply.

B. Critical Areas. The approval authority shall restrict activities and/or impose conditions as warranted, to protect critical areas and their associated buffers, water quality, property or public safety.

C. Alternative Compliance. All tree removal permit activities regulated by this chapter shall be performed in compliance with the applicable standards contained in this chapter, unless the applicant demonstrates that alternate measures or procedures will be equal or superior to the provisions of this chapter in accomplishing the purposes of this chapter.

D. For all development projects, the following Urban Forestry design standards and provisions shall apply.

1. Timing of tree removal. A tree removal permit will be processed and issued concurrently with other development permits, as applicable.

2. Preservation and conservation of wooded areas and trees, shall have priority over development when there are feasible and prudent location alternatives on site for proposed building structures or other site improvements, as identified by the ~~Site Plan Review Committee~~ Director, as applicable. This may require site redesign including, but not limited to: redesign of streets, sidewalks, stormwater facilities, utilities; changing the shape and size of the parking lot; reducing or limiting proposed site grading; and changing the locations of buildings or building lots.

3. If existing trees and vegetation meet the requirements for the required landscaping, they shall have priority over and may substitute for the required landscaping pursuant to the guidelines established in the City of Olympia's Landscaping Ordinance, OMC 18.36.

4. For residential subdivisions (more than 4 units) at least 75 percent of the required minimum tree density shall be located within separate deeded tree tract(s) held in common ownership by the homeowner's association, or comparable entity.

5. Tree preservation priority. In designing a development project and in meeting the required minimum tree density, the applicant shall preserve the following trees in the following order of priority. (Trees to be preserved must be healthy, windfirm, and appropriate to the site at their mature size, as identified by a qualified professional forester).

a. Landmark Trees.

b. Specimen Trees.

c. Critical Area Buffer. Trees located within or adjacent to critical area buffers. (Those trees within the buffer may count up to 50 percent of the required tree density.)

d. Significant Wildlife Habitat. Trees located within or buffering Significant Wildlife Habitat.

e. Other individual trees or groves of trees.

6. On sites where there are currently inadequate numbers of existing trees, or where the trees are inappropriate for preservation, as determined by the Urban Forester, then replacement tree

planting shall be required. In designing a development project and in meeting the required minimum tree density the following trees shall be planted in the following order of priority:

- a. Critical Area Buffers, Significant Wildlife Habitat. Trees planted within or adjacent to Critical Areas and Significant Wildlife habitat areas.
- b. Stormwater retention/detention ponds. Trees planted adjacent to Stormwater retention/detention ponds.
- c. Landscaping. For residential subdivisions this may include entrance landscaping, traffic islands, separate deeded tree tracts, and other common areas.
- d. Individual residential building lots. Trees planted on individual lots.

Section 9. Amendment of OMC 17.04.070. Section 17.04.070 of the Olympia Municipal Code is hereby amended to read as follows:

17.04.070 Administrative duty

The ~~city planning~~ Director and his staff, hereafter referred to as the "planner" or the "planning department," are vested with the duty of administering this title and may prepare and require the use of such additional forms which are necessary to effectuate the provisions thereof.

Section 10. Amendment of OMC 17.12.010. Section 17.12.010 of the Olympia Municipal Code is hereby amended to read as follows:

17.12.010 Definitions

For the purpose of this title, certain words and terms are defined in this chapter. When consistent with the context, words used in the present tense shall include the future; the singular term shall include the plural; and the plural, the singular; the word "shall" is always mandatory and the word "may" denotes a use of discretion.

A. "Applicant" means any individual or entity who applies for preliminary plat, short plat, large lot subdivision or binding site plan approval under this title.

B. "Auditor" means the auditor of Thurston County, Washington.

C. "Binding site plan" means a drawing made and approved in accordance with the provisions of subdivisions D, E and G of Section 17.04.040 of this title which contains inscriptions and attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the city, and which contains provisions requiring any development to be in conformance with the site plan.

D. "Buildable lot" means a lot meeting all of the requirements of size, shape, frontage, sanitation, etc., contained in this title and other ordinances of the city for any specific type of development.

E. "Boundary line adjustment" means an alteration of a division of land by adjustment of boundary lines, between platted or unplatted lots or parcels or both, which does not create an additional lot, tract, parcel, building site, or division nor creates any lot, tract, parcel, building site, or division which contains insufficient area or dimension to meet the minimum requirements for width or area for a building site. Boundary line adjustments include lot consolidations wherein boundary lines are removed.

F. "City council" means the mayor and council members of the city.

G. "Comprehensive plan" means a plan adopted by the eCity eCouncil as a guide to the physical growth and improvement of the city, including modifications or refinements which may be made from time to time. Said plan may include the following elements: land use, transportation, transit, public services and facilities, housing, community development, and additional subjects relating to the physical development of the city.

H. "County" means the county of Thurston, state of Washington.

I. "Date of filing" means the date that a complete and accurate application for preliminary plat, short plat, large lot plat or final plat approval is filed with the city.

J. "Declaration of short subdivision" means a document signed by all persons having any real interest in the land being subdivided and acknowledged before a notary that they signed the same as their free act and deed, and containing, as a minimum, the following elements:

1. A legal description of the tract being divided;
2. An illustrative map;
3. Any restrictive covenants;
4. A title report or plat certificate;
5. Any special conditions of short subdivision approval (e.g., frontage improvements requirements).

K. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat, short plat or binding site plan showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat or plan for filing by the appropriate governmental unit.

L. "Department" The City of Olympia Community Planning and Development Department.

M. "Development" means the development of land as proposed and/or described in any application for development permit approval submitted to the city.

N. "Development permit" means any land use permit which must be approved by the city prior to the development of land. Development permits shall include preliminary plats, short plats, binding site plans, large lot subdivisions and final plats.

O. "Director" means the Director of the City of Olympia Community Planning and Development Department, and the Director's designees.

OP. "Easement" means a right granted by a property owner to specifically named parties or to the general public for the use of certain areas or strips of land for particular purposes. Where appropriate to the context, easement may also refer to the land covered by the rights granted. This may include pedestrian paths, bicycle paths, utility easements, drainage, open space, etc.

PQ. "Final Approval" means the final official action taken by the eCity eCouncil, hHearing eExaminer, or planner on the proposed subdivision, short subdivision, binding site plan, large lot subdivision or dedication, or portion thereof.

QR. "Final plat" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in RCW Chapter 58.17 and in this title adopted pursuant thereto.

RS. "Flooding" means the inundation of an area of land that is not usually under water.

ST. "Hearing examiner" means the land use hHearing eExaminer for the city.

TU. "Improvements" means and includes, but is not limited to, streets and roads complying with the development standards and specifications adopted by the city; public utility and pedestrian facilities; street lights; landscape features; bridge structures; storm drainage facilities; and traffic control devices as are required to be installed as a part of subdivision, short subdivision, large lot subdivision or binding site plan approval.

UV. "Large lot subdivision" means the division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or 5 acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

VW. "Lot" means a fractional part of subdivided or site planned land having fixed boundaries, being of sufficient area and dimensions to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

WX. "Mean sea level datum" means the published mean sea level datum established by the U. S. Coast and Geodetic Survey (now National Geodetic Survey) and the benchmarks referenced to this datum established by the city Public Works Department.

XY. "Olympia coordinate system" means the horizontal ground scale coordinate system referenced to the Washington Coordinate System as established by the city Public Works Department.

YZ. "Person" means every person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit.

ZAA. "Planned residential development" means a unified development approved in accordance with Title 18 of this code.

AABB. "Plat" means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions or dedications.

BBCC. "Preliminary Approval" means the official action taken on a proposed division of land when provision of improvements or fulfillment of conditions are to occur prior to final approval.

CCDD. "Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks and other elements of a subdivision consistent with the requirements of this chapter. The preliminary plat shall furnish a basis for the approval or disapproval of the general layout of a subdivision.

DDEE. "Short plat" means the map or representation of a short subdivision containing all of the pertinent information as required by this title.

EEFF. "Short subdivision" means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

FFGG. "Site plan review committee" ~~means the city planner, engineer, fire chief and building official or their designated representatives.~~ is defined in OMC 18.02.180.

GGHH. "Subdivider" means a person who undertakes the subdividing of land.

HHII. "Subdivision" means the division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, which are less than five acres in area, whether immediate or future, for the purpose of sale, lease or transfer of ownership. This definition applies whether or not there is a dedication involved.

IIJJ. "Utilities easements" means rights-of-way which may be used by public utilities, including, but not limited to, electricity, water, natural gas, sewer, telephone and television cable for the construction, operation, maintenance, alteration and repair of their respective facilities.

KKK: "Variance" means an authorization granting relief under the provisions of Chapter 17.52 of this title from the literal enforcement of this title, when special conditions exist or unusual hardship will result therefrom.

Section 11. Amendment of OMC 17.16.010. Section 17.16.010 of the Olympia Municipal Code is hereby amended to read as follows:

17.16.010 Conference prior to submission of application

Prior to the submission of the preliminary plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time, said committee shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to eliminate as many potential problems as possible in order for the preliminary plat to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shore-line Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other city requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

Section 12. Amendment of OMC 17.32.040. Section 17.32.040 of the Olympia Municipal Code is hereby amended to read as follows:

17.32.040 Conference prior to submission of application

Prior to the submission of the short plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time said ~~committee~~ Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shoreline Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

Section 13. Amendment of OMC 17.34.070. Section 17.34.070 of the Olympia Municipal Code is hereby amended to read as follows:

17.34.070 - Approval procedures

- A. Review and Approval. The binding site plan application shall be reviewed by the ~~Site Plan Review Committee~~Director. The ~~Site Plan Review Committee~~Director may take the following actions on the application: approve, approve with conditions, deny, or return it to the applicant for correction.
- B. Conditional Approvals. When the preliminary binding site plan approval is contingent upon conditions, then the conditions shall be completed and a final plan filed within two years from the date of the conditional approval.
- C. Appeal of the Decision. The decision of the ~~Site Plan Review Committee~~Director shall be final, unless an appeal to the ~~Hearing e~~Examiner is filed with CP&D within fourteen (14) days after the committee's written decision. The appeal shall be in writing and accompanied by the appropriate filing fee.

Section 14. Amendment of OMC 17.36.020. Section 17.36.020 of the Olympia Municipal Code is hereby amended to read as follows:

17.36.020 Presubmission conference

Prior to the submission of the large plat application, the subdivider or his representative may meet with the ~~Site Plan Review Committee~~ Director to discuss preliminary sketches or studies. At this time said ~~committee~~Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to eliminate as many potential problems as possible in order for the large lot plat to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shoreline Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other city requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

Section 15. Amendment of OMC 18.02.180(L). Subsection 18.02.180(L) of the Olympia Municipal Code is hereby amended to read as follows:

Chapter 18.02 – Basic provisions

L. DEFINITIONS - SPECIFIC.

Lake. A naturally existing or artificially created body of standing water greater than twenty (20) acres in size. Lakes include reservoirs which exist on a year-round basis and occur in a depression of land or expanded part of a stream. A lake is bounded by the ordinary high water mark or the extension of the elevation of the lake's ordinary high water mark within the stream, where the stream enters the lake. All lakes meet the criteria of RCW Chapter 90.58 (Shoreline Management Act) and have been inventoried as "Shorelines of the State" found in the Shoreline Master Program for the Thurston Region in OMC 14.08.

Land Use Approval. A written approval or permit issued by the ~~Olympia Site Plan Review Committee~~ Director or Hearing Examiner, or designee thereof, finding that a proposed project is consistent with applicable plans, regulations and standards and authorizing the recipient to make use of property in a certain manner. The land use approval consolidates various non-construction permit reviews of a project such as design review, environmental review, zoning conformance, and site plan review. Land Use Approval is a permit which does not directly authorize construction or improvements to real estate, but which is a necessary and required precursor to authorization of such construction or improvement. Land Use Approval includes, but is not limited to, applications for review and approval of a preliminary or final subdivision, short plat, binding site plan, conceptual or detailed master planned development, planned residential development, conceptual design review, site plan review, conditional use permit, variance, shoreline development permit, or other such reviews pertaining to land use.

Land Use Approval, Administrative. A Land Use Approval which may be issued by an authorized official or body, usually the ~~Site Plan Review Committee~~ Director, without an open record predecision hearing.

Land Use Approval, Quasi-Judicial. A Land Use Approval issued by an authorized official or body, usually the Hearing Examiner, following an open record predecision hearing.

Landscape Plan. A component of a site development plan on which is shown: proposed landscape species (number, spacing, size at time of planting, and plant details); proposals for protection of existing vegetation during and after construction; proposed treatment of hard and soft surfaces; proposed decorative features; grade changes; buffers and screening devices; and any other information that can reasonably be required in order that an informed decision can be made by the approving authority.

Landscape Structure. A fence, wall, trellis, statue or other landscape and ornamental object.

Landscaping. An area devoted to or developed and maintained predominantly with native or non-native plant materials including lawn, groundcover, trees, shrubs, and other plant materials; and also including accessory decorative outdoor landscape elements such as ornamental pools, fountains, paved or decorated surfaces (excluding driveways, parking, loading, or storage areas), and sculptural elements.

Landslide. Episodic down-slope movement of a mass of soil or rock that includes but is not limited to rockfalls, slumps, mudflows, earthflows and snow avalanches.

Large Lot Subdivision. The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger if the land is not capable of description as a fraction of a section of land.

Laundry and Laundry Pick-up Agency. An enterprise where articles of clothing, linen, etc. are washed, including self-service laundries as well as those where customers drop off articles to be laundered either on or off the premises, or dry-cleaned off the premises only. This includes diaper services, but not the following, which are classified as Light Industrial uses: dry-cleaning plants, linen supply services, carpet and upholstery cleaning plants, and industrial launderers.

Legal Lot of Record. A lot of a subdivision plat or binding site plan or a parcel of land described in a deed either of which is officially recorded to create a separate unit of property, provided that such plat, site

plan, or deed shall accord with applicable local, state or federal law on the date created. Separate descriptions of adjoining parcels within a single deed shall not necessarily constitute separate legal lots of record.

Local Improvement. A public improvement for the benefit of property owners provided to a specific area that benefits that area and that is usually paid for, at least in part, by a special assessment.

Lodging House. See Dwelling, Transient.

Lot. Lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall also include tracts and parcels. Lot classifications are as follows:

- a. **Lot, Corner.** A lot that abuts two (2) or more intersecting streets.
- b. **Lot, Flag or Panhandle.** A lot with less than thirty (30) feet of street frontage which is typically connected to a public or private street by a narrow driveway. A lot where access is only provided by a private easement is not a flag lot.
- c. **Lot, Interior.** A lot that has frontage on one public or private street only, or is provided access by a private easement.
- d. **Lot, Through.** A lot that fronts on two (2) parallel or nearly parallel streets that do not intersect at the boundaries of the lot.
- e. **Lot, Wedge-shaped.** A lot with a street frontage which is no more than half as wide as the lot's width at the rear property line, as depicted in Figure 2-5b.

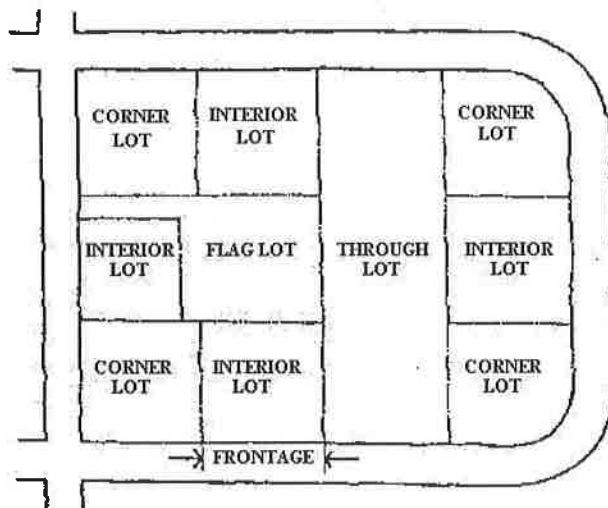
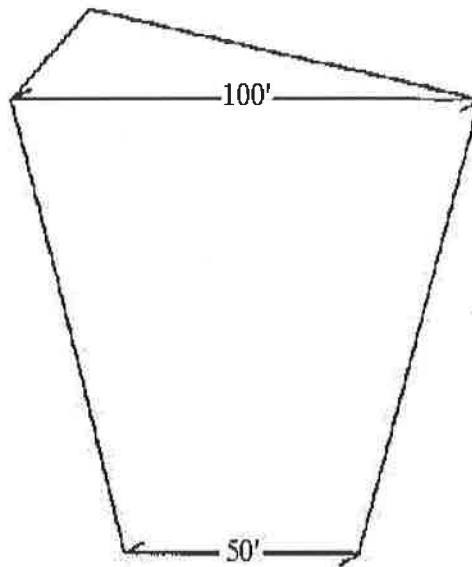


FIGURE 2-5



Example of a Wedge-Shaped Lot

FIGURE 2-5b

Lot Frontage. See Frontage.

Lot Line. A line dividing one lot from another lot or from a street rights-of-way or alley. (See also Property Line.)

Lot of Record. A lot, the plat, or deed to which is officially recorded as a unit of property and is described by metes and bounds.

Lot, Substandard. A parcel of land that is less than the minimum area or minimum dimensions required in the zone in which the lot is located. (See also Minimum Lot Size, Undersized Lots in development standards.)

Lot Width. The straight line distance measured between side lot lines parallel to the front setback line. (See also Section 18.04.080(G)(1) and Table 4.04.)

Low Income Housing. See Affordable Housing.

Section 16. Amendment of OMC 18.02.180(S). Subsection 18.02.180(S) of the Olympia Municipal Code is hereby amended to read as follows:

Section 18.02.180 Definitions

S. DEFINITIONS - SPECIFIC.

Salmonid. A member of the fish family salmonidae, such as chinook, coho, chum, sockeye and pink salmon, rainbow, steelhead, cutthroat salmon, brown trout, bull trout, Brook and Dolly Varden char, kokanee and whitefish.

Sanitary Landfill. A site for solid waste (garbage) disposal.

Satellite Earth Station. A single or group of parabolic (or dish) antennas that are mounted to a support device that may be a pole or truss assembly attached to a foundation in the ground, or in some other configuration. A satellite earth station may include the associated separate equipment cabinets necessary for the transmission or reception of wireless communications signals with satellites.

Scale, Architectural. The perceived height and bulk of a building relative to that of neighboring buildings. A building's perceived height and bulk may be reduced by modulating facades.

Scenic Vistas. Those areas which provide, for significant numbers of people, outstanding views from public rights-of-way of Mt. Rainier, the Olympic Mountains, Budd Inlet, the Black Hills, the Capitol Building, and Capitol Lake or its surrounding hillsides.

School. An institution of learning, whether public or private, which offers instruction in those courses of study required by the Washington Education Code or which is maintained pursuant to standards required by the State Board of Education. This definition includes a nursery school, kindergarten, elementary school, junior high school, senior high school or any special institution of education, but it does not include a vocational or professional institution of higher education, including a community or junior college, college, or university.

Screening. A continuous fence or wall supplemented with landscaping, or an evergreen hedge or combination thereof, that effectively provides a sight-obscuring and sound-absorbing buffer around the property it encloses, and is broken only for access drives and walks.

Sculptured Building Top. A building top which has:

- a. Reduced floor area on the upper floors; and
- b. A distinctive roof form such as pitched roof, hip roof, dome, chateau roof, tower, turret, pediment, dormers, or other distinctive forms. Roofline embellishments such as medallions, statuary, cornices, brackets, finials, or similar ornament would not be considered sculptured building tops; and
- c. Upper floors which are set back from the street wall.

Secretary of the Interior's Standards for the Treatment of Historic Properties, The

(as amended). Guidelines adopted by the Secretary of the Department of the Interior to guide the rehabilitation, restoration or reconstruction of a historic property.

Section of Land. Measured 640 acres, one square mile, or 1/36 of a township.

Secure Community Transition Facility. A residential facility for persons civilly committed and conditionally released from a total confinement facility operated by the Secretary of Washington Social and Health Services or under contract with the Secretary pursuant to RCW 71.09.020 (10) as described in RCW 71.09.250 . All secure community transition facilities located within the City of Olympia shall conform with Olympia Municipal Code Subsection 18.08.080(E).

Seep. A spot where groundwater oozes to the surface. A small spring.

Service and Repair Shop. An establishment providing major repair and/or maintenance of motor vehicles, equipment or major appliances, including, but not limited to: mechanical repair, replacement of parts, body repair, painting, engine overhaul, or other major repair or maintenance, including operations which may require open flame or welding.

Service Stations. Businesses which sell gasoline or alternative vehicle fuels, and/or which may perform minor vehicle maintenance or repair, and/or wash cars. "Minor maintenance or repair" is limited to the exchange of parts and maintenance requiring no open flame or welding. Service stations include self-service gas stations, full-service gas stations, diesel fueling stations, oil change and lubrication shops, auto detailing shops, and car washes. Businesses which provide major repair work such as engine overhauls, vehicle painting, or body repair are classified as Service and Repair Shops.

Servicing of Personal Apparel and Equipment. A business primarily engaged in the upkeep of personal or small household belongings. Such businesses include, but are not limited to: tailors, locksmiths, piano tuners, or businesses which repair shoes, cameras, small appliances, or consumer electronics.

Setback. The distance between the building and any lot line. See specific zone district for allowed projections into setback areas and point of measurement. (See also Yard.)

Setback Line. An imaginary line that establishes the required minimum distance from any lot line and defines the area where the principal structure must be erected. (See also Building Line, Yard, and Lot.)

Sewer. Any pipe or conduit used to collect and carry away sewage and sometimes stormwater runoff from the generating source to a treatment plant.

Sexual conduct.

- a. Sexual intercourse within its ordinary meaning, occurring upon any penetration, however slight; or
- b. Any penetration of the vagina or anus, however slight, by an object; or
- c. Any contact between persons involving the sex organs of one person and the mouth or anus of another; or

- d. Masturbation, manual or instrumental, of oneself or of one person by another; or
- e. Direct touching of the sex organs or anus, whether clothed or unclothed, of oneself or of one person by another; or
- f. Flagellation or torture in the context of a sexual relationship; or
- g. Sodomy.

Shopping Center. A commercial development with unenclosed pedestrian walks in which there are a number of separate commercial activities, with accessory shared facilities such as parking, and which is designed to provide a single area which the public can obtain varied products and services. Shopping centers are typically characterized by at least one large retail "anchor" store.

Shopping Mall. A shopping center with stores on one or both sides of a covered and enclosed pedestrian walkway.

Sidewalk. A paved, surfaced, or leveled area, paralleling and usually separated from the street and normally used as a pedestrian walkway.

Sign. Any object, device, display, or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means. Such means may include words, letters, figures, design, movement, symbols, fixtures, colors, illumination, or projected images.

Sign, Abandoned. Any sign which:

- a. Is located on property which becomes vacant and unoccupied for a period of 12 consecutive months or more (excepting legal off-premise signs), or
- b. Relates to any occupant or business unrelated to the present occupant or their business (excepting legal off-premise signs), or
- c. Pertains to a time, event or purpose which no longer applies.

Sign, Animated. A sign with action or motion (including those that flash, oscillate or revolve) or one that involves color changes, illustrations or messages. This does not include wind activated elements such as flags or banners; nor does it include public service signs (such as time and temperature signs).

Sign Area. The entire background of a sign upon which advertising could be placed (counting all faces), including the frame but not other supporting structure, except that the area of advertising affixed directly to, or painted on a building without any background, other than the building, shall be the area contained in the smallest geometric figure enclosing all portions of the sign message (i.e., all letters, numbers, graphics, etc.).

Sign Awning. A sign which is on an awning. Awning signs are a type of building mounted sign.

Sign, Billboard. A rigidly assembled outdoor sign permanently affixed to the ground or permanently attached to a building or other permanent structure, unrelated to any use or activity on the property on which the sign is located, but not including directional signs as defined herein.

Sign, Building Mounted. A permanent sign which is attached to, or erected against or painted on, any exterior wall, fascia, or window of a building or structure. For the purpose of this Title, signs which shall be considered building mounted signs, include flush mounted signs, signs on marquees and awnings, projecting signs, and signs erected on the side of a mansard roof provided the sign does not project above the uppermost roof line or flashing.

Sign, Business Directory. A type of development identification sign which lists the names of the individual uses in a development.

Sign, Changeable Copy. See Sign, Readerboard.

Signs, Channel Letters. A flush mounted wall sign that consists of individual letters or characters not bound together in one complete structure. Channel Letter signs are signs in which each letter or character is mounted individually within its own area, with the total area of individual letters or characters comprising the sign.

Sign, Ground. A ground supported sign which is no greater than twelve (12) feet in height above grade.

Sign, Development Identification. A freestanding or building mounted sign which identifies the name of a development. For the purpose of sign standards, a development consists of multiple building complexes such as shopping malls, industrial and business parks, residential subdivision developments, and multiple occupancy buildings.

Sign, Directional. A sign designed solely to guide or direct pedestrian or vehicular traffic to an area, place or convenience.

Sign, Flashing. See Sign, Animated.

Sign, Flush-Mounted. A type of building mounted sign which and is attached to, or erected against any exterior wall or fascia of a building or structure, with the exposed face of the sign parallel to the plane of the wall.

Sign, Freestanding. A permanent sign supported by one or more uprights, poles or braces in or upon the ground. For the purposes of this Title, freestanding signs include pole signs and signs otherwise known as ground signs or monument signs.

Sign Height. The vertical distance from ground level to the top of the sign.

Sign, Identification. A pole or ground sign which identifies the name of a shopping center.

Sign, Inflatable. Balloons or other gas-filled figures. For purposes of this section, inflatable signs shall be treated as temporary signs.

Sign, Marquee. Any sign which forms part or is integrated into a marquee or canopy and which does not extend horizontally beyond the limits of such marquee or canopy.

Sign, Monument. See Sign, Freestanding.

Sign, Non-conforming. Any sign existing at the time of this Ordinance which does meet the provisions of Title 18.

Sign, On-Premises. A sign which carries advertisement related to a lawful use of the premises on which it is located, including signs indicating the business transacted, services rendered, goods sold or produced on the premises, name of business, name of the person, firm or corporation occupying the premises.

Sign, Out-of-Date. Signs for which the event, time, or purpose no longer applies.

Sign, Pole. A ground supported sign which is no less than twelve (12) and no greater than thirty (30) feet in height above grade.

Sign, Political. A sign for the purpose of advertising a candidate or candidates for public elective office, or a political party, or which promotes a position on a public or ballot issue.

Sign, Portable (Mobile). A sign made of any material which by its design is readily movable and which is not permanently affixed to the ground, a structure or a building.

Sign, Projecting. A sign which projects 12 inches or more from a building and is supported by a wall or structure.

Sign, Public Service. A sign which provides a service to the public (such as indicating the current time and temperature or a community bulletin board) but which includes no advertising other than the name of the sponsoring organization.

Sign, Readerboard. A sign with characters or letters that can be manually changed without altering the face of the sign. Electronic signs are not readerboards for the purposes of this Title, but are animated signs.

Sign, Revolving. See Sign, Animated.

Sign, Roof. A sign erected upon or above a roof or parapet of a building or structure. A sign shall be considered a building mounted sign if it is erected on the side of a mansard roof and does not project above the uppermost roof line or flashing.

Sign, Sandwich Board Sidewalk Sign. A type of portable sign.

Sign, Structural Alteration. Any change or modification in the supporting members of the structure, such as the pole, cabinet, footing/foundation. Exceptions are new paint, rewiring, or face change.

Sign Structure. Any structure which supports or is capable of supporting any sign. A sign structure may be a single pole and may be an integral part of the building.

Sign, Temporary. Any sign, banner, pennant, valance or advertising display intended to be displayed for only a limited period of time.

Sign, Window. A sign permanently painted on or mounted to an exterior window (e.g., a neon sign). Window signs are a type of building mounted sign.

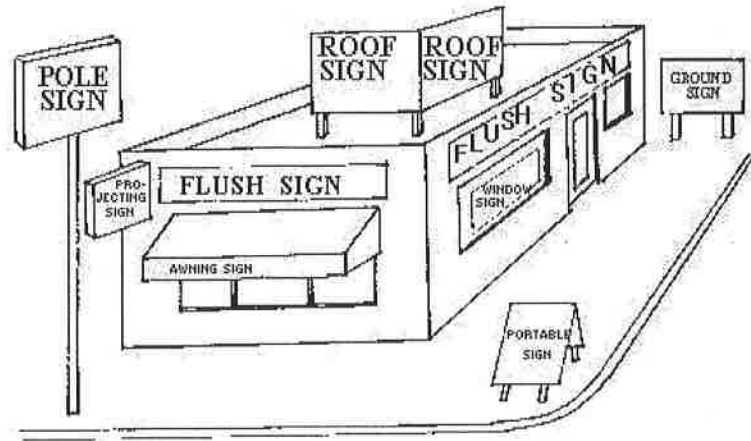


FIGURE 2-7

Significant. When used in the context of historic significance: A property which helps in the understanding of the history of the local area, state or nation (whichever is applicable) by illuminating the local, state-wide or nation-wide impact of the events or persons associated with the property, or its architectural type or style or information potential. The local area can include the City of Olympia, Thurston County, the region of Puget Sound or Southwest Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

Single-Family Dwelling. See Dwelling, Conventional.

Single-Room Occupancy (SRO). See Dwelling, Conventional.

Site Plan. The development plan which shows the existing and proposed conditions of the lot, including topography, vegetation, drainage, flood plains, walkways; means of ingress and egress; circulation; utility

services; structures and buildings; signs and lighting; berms, buffers, and screening devices; surrounding development; and any other information that reasonably may be required in order that an informed decision can be made by the reviewing authority.

Site Plan Review Committee. A technical development review group comprised of representatives from the Department of Community Planning and Development, and the Fire Department and the Public Works Department, who provide technical assistance to the CP&D Director or his/her designee on land use issues. At a minimum this includes the Building Official, Senior Planner, Development Services City Engineer, the Fire Chief, and SEPA official, or their appointed designees.

Slope. The deviation of a surface from the horizontal, usually expressed in percent or degrees. (See also Grade.)

[NOTE: Percentage of slope is calculated by dividing the vertical distance by the horizontal distance times one-hundred (100).]

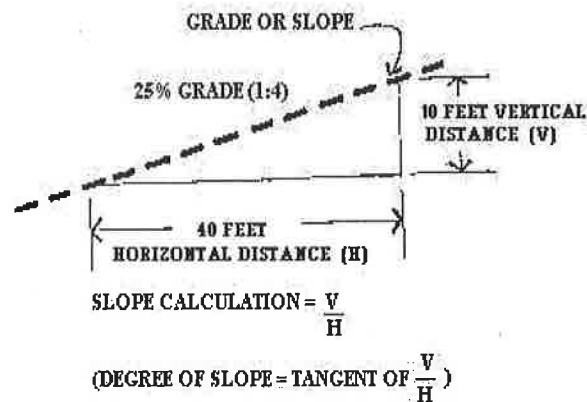


FIGURE 2-8

% GRADE	100	50	40	33.3	30	25	20	15	12	10	8	6
DEGREES	45	26.6	21.8	18.4	16.7	14	11.3	8.5	6.8	5.7	4.6	3.4
RATIO	1:1	2:1	2.5:1	3:1	3.3:1	4:1	5:1	6.7:1	8.3:1	10:1	12.5:1	16.7:1

Slope, Steep. An area which is equal to or in excess of 40 percent slope, or where the ground surface rises ten feet or more vertically within a horizontal distance of 25 feet. This can also include a slope of 15 to 39.9 percent if otherwise defined as a landslide hazard area.

Slope, Steep Toe, or Steep Top. A distinct topographic break in slope which separates slopes inclined less than forty (40%) percent from slopes equal to or greater than forty (40%) percent. Where no distinct break exists, this point shall be the limit of the area where the ground surface drops ten (10) feet or more vertically within a horizontal distance of twenty-five (25) feet.

Small Lake. See OMC 18.32.505.

Small Lot Review. A ~~Site Plan Review Committee (SPRC) Director~~ review of proposed construction on undersized legal lots of record approved prior to June 19, 1995.

Small Lot Subdivision. See Subdivision, Short.

Sorority House. A building, occupied by unrelated female members of a private educational organization, which contains sleeping rooms, bathrooms, common rooms, and a central kitchen and dining room. (See Fraternity, Dormitory.)

Special Assessment District. A district with the power to levy taxes created by act, petition, or vote of property owners for a specific purpose.

Special Valuation for Historic Properties, Special Valuation. The process, pursuant to Chapter 84.26 Revised Code of Washington (RCW) and Chapter 3.60 OMC, under which the tax basis of an eligible, rehabilitated historic property may be reduced by the actual incurred cost of the rehabilitation for a period of up to ten years.

Specialty Stores. Stores selling antiques, sporting goods and bicycles, marine supplies, glassware and chinaware, books, videos (including rentals), music, cards and stationery, jewelry, toys, hobby supplies, cameras, gifts and souvenirs, sewing supplies, flowers, tobacco products, newspapers and magazines, art and art supplies, pets and pet supplies, religious supplies, consumer electronics, personal computers, or other miscellaneous goods. It also includes second-hand stores and pawnshops.

Specific or Management Plan. A plan consisting of text, maps, and other documents and exhibits regulating development within an area of special interest or which contains unique land use and development problems.

Spot Zoning. Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding land uses and that does not further the comprehensive plan. [NOTE: Spot zoning is usually invalid when all the following factors are present: (1) a small parcel of land is singled out for special and privileged treatment; (2) the singling out is not in the public interest but only for the benefit of the land owner; and (3) the action is not in accord with a comprehensive plan.]

Stables, Riding. A structure providing shelter for horses, mules or ponies which are boarded for compensation. This may include arenas, tracks, and other facilities for equestrian activities either for members of a private club or for the general public. This may also include accessory facilities such as a clubhouse.

Stable, Private. An accessory structure providing shelter for horses or ponies, for use by occupants of the premises.

Staff. Permanent or temporarily employed personnel of the City of Olympia, Washington.

Stepback. Additional setbacks of upper building floor levels.

Storage. Placement or retention of goods, materials and/or personal property in one location for more than 24 consecutive hours.

Stormwater Facility. A constructed stormwater system component, including but not limited to a detention, retention, sediment, or constructed wetland basin or pond, generally installed at the ground surface.

Stormwater Retention/Detention Basin. A facility, either above-ground or underground, that temporarily stores stormwater prior to its release to the ground (retention facility), to a surface water (detention facility), or some combination of the two. [NOTE: Retention basins differ from detention basins in that the latter are temporary storage areas. Retention basins have the potential for water recreation and water-oriented landscaping since the water may remain. Both types of basins provide for controlled release of the stored water and groundwater recharge.]

Story. That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above.

Story Above Grade. Any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade where the finished surface of the floor above the basement is: more than six feet above grade plane, more than six feet above the finished ground level for more than 50% of the total building perimeter, or more than 12 feet above the finished ground level at any point.

Story First. The lowest above grade story in a building, except that a floor level in a building having only one floor shall be classified as a first story, provided such floor level is not more than four feet below grade, as defined herein, for more than 50 percent of the total perimeter, or more than eight feet below grade, as defined herein, at any point.

Stream. See OMC 18.32.405.

Stream Corridor. Any river, stream, pond, lake, or wetland, together with adjacent upland areas that support vegetation adjacent to the water's edge.

Street. A public or private rights-of-way which affords a primary means of vehicular access to abutting property.

Street, Arterial. An arterial street provides an efficient direct route for long-distance travel within the region and between different parts of the city. Streets connecting freeway interchanges to commercial concentrations are classified as arterials. Traffic on arterials is given preference at intersections, and some access control may be considered in order to maintain capacity to carry high volumes of traffic.

Street Cul-De-Sac. A street with a single common ingress and egress and with a circular turnaround at the end.

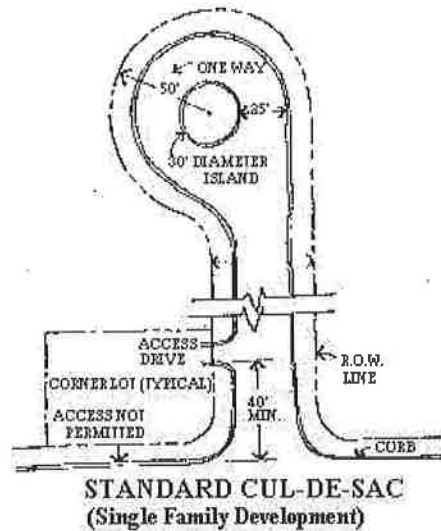


FIGURE 2-9

Street Frontage. The area between any lot lines which intersect, or area of a lot which directly abuts, the boundary of a public or private street rights-of-way.

Street Furniture. Constructed, above-ground objects, such as outdoor seating, kiosks, bus shelters, sculpture, tree grids, trash receptacles, fountains, and telephone booths, that have the potential for enlivening and giving variety to streets, sidewalks, plazas, and other outdoor spaces open to, and used by, the public.

Street, Local Access. A street which provides access to abutting land uses and serves to carry local traffic to a collector.

Street, Major Collector. A street that provides connections between the arterial and concentrations of residential and commercial land uses. The amount of through traffic is less than an arterial, and there is more service to abutting land uses. Traffic flow is given preference over lesser streets.

Street, Neighborhood Collector. A street which distributes and collects traffic within a neighborhood and provides a connection to an arterial or major collector. Neighborhood collectors serve local traffic, provide access to abutting land uses, and do not carry through traffic. Their design is compatible with residential and commercial neighborhood centers.

Street, Private. A street that has not been accepted for maintenance and public ownership by the City of Olympia or other government entity. This does not include private driveways or access easements.

Street Wall. A building wall that faces or is parallel to the street frontage.

Streetscape. The visual character of a street as determined by various elements such as structures, greenery, open space, and view.

Structure. An edifice or building of any kind which is built or constructed, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Structured Parking. A building or a portion of a building used for the parking of motor vehicles.

Subdivider. A person who undertakes the subdividing of land.

Subdivision. The division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, any of which are less than five acres in area, for the purpose of sale, lease or transfer of ownership. (See also Subdivision, Short.)

Subdivision Cluster. See Cluster Subdivision.

Subdivision, Large Lot. The division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or five acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

Subdivision, Short. The division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

Subordinate. A supplementary use to a permitted primary or principal use.

Substantial Improvement. Any extension, repair, reconstruction, or other improvement of a property, the cost of which equals or exceeds fifty (50) percent of the fair market value of a property either before the improvement is started or, if the property has been damaged and is being restored, before the damage occurred.

Surface water. A body of water open to the atmosphere and subject to surface runoff.

Swap Meet. Any outdoor place, location, or activity where new or used goods or secondhand personal property is offered for sale or exchange to the general public by a multitude of individual licensed vendors, usually in compartmentalized spaces; and, where a fee may be charged to prospective buyers for admission, or a fee may be charged for the privilege of offering or displaying such merchandise. The term swap meet is interchangeable with and applicable to: flea markets, auctions, open air markets, farmers markets, or other similarly named or labeled activities; but the term does not include the usual supermarket or department store retail operations.

Section 17. Amendment of OMC 18.04.060(U). Subsection 18.04.060(U) of the Olympia Municipal Code is hereby amended to read as follows:

18.04.060 Residential districts' use standards

U. PLACES OF WORSHIP.

The following requirements apply to all places of worship subject to conditional use approval.

1. Location. Before a place of worship may be located in an R-4, R 4-8, R 6-12, MR 7-13 or MR 10-18 district, at least one (1) of the following locational criteria shall be met:
 - a. The proposed place of worship shall be located within three hundred (300) feet of an arterial street, major collector street, or an access point on a highway; or
 - b. The site is within three hundred (300) feet of a school and/or park; or
 - c. The place of worship was the legal owner of the property prior to June 20, 1961.
2. Plan Review. Plans showing the site layout and design of proposed buildings shall be submitted for approval to the Hearing Examiner and the ~~Site Plan Review Committee~~ Director.
3. Size. The minimum lot size shall be twenty thousand (20,000) square feet.
4. Dwelling Units. Any dwelling in conjunction with a place of worship shall comply with the provisions governing residential uses in the district where it is located.
5. Conversion. No existing building or structure shall be converted to a place of worship unless such building or structure complies or is brought into compliance with the provisions of this code and any other applicable City regulations.
6. Screening. There shall be sight-obscuring screening along the perimeter of parking lots adjunct to a place of worship which are located across the street from or abutting a residential use. (See Chapter 18.36, Landscaping and Screening.)
7. Associated Uses. Uses sponsored by a place of worship such as day-schools, auditoriums used for social and sports activities, health centers, convents, preschool facilities, convalescent homes and others of similar nature shall be considered separate uses subject to the provisions of the district in which they are located. (See Section 18.04.060(D) which provides for child care centers as accessory uses.)

Section 18. Amendment of OMC 18.06.060(Z). Subsection 18.06.060(Z) of the Olympia Municipal Code is hereby amended to read as follows:

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 City 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 his 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 ~~Site Plan Review Committee~~ Director, and are limited to a one time permit valid for two years. A one year extension may be granted by the ~~Site Plan Review Committee~~ 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 18.32.220 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.

Section 19. Amendment of OMC 18.10.040. Section 18.10.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.10.040 Budd Inlet height district

A. The maximum building height shall not exceed five (5) feet above the average grade of the centerline of the adjacent portion of West Bay Drive for properties within the area bounded by West Bay Drive on the west, Budd Inlet on the east, the platted rights-of-way for Harrison Avenue on the south, and the platted rights-of-way for Madison Avenue on the north.

B. Likewise, the maximum building height shall be reviewed by the ~~Site Plan Review Committee~~Director for properties within the area bounded by East Bay Drive on the east, the platted rights-of-way for Olympia Avenue on the south, Budd Inlet on the west, and the platted rights-of-way for Miller Avenue on the north. The maximum height shall be established for individual parcels in such a manner as to minimize view obstruction, while permitting a reasonable use of the property.

Section 20. Amendment of OMC 18.36.180(B). Subsection 18.36.180(B) of the Olympia Municipal Code is hereby amended to read as follows:

B. Perimeter Landscaping

In order to soften the appearance of parking lots, separate one parking area from another or from other uses, the following standards apply:

1. Screening strips - Perimeter landscaping strips shall be provided as follows:

a. Between parking lots and street rights-of-way, screening strips shall be a minimum of ten (10) feet in width; and

b. All other zone districts without setbacks shall install a perimeter screening strip at least five (5) feet wide, except as provided in (3) below; and

c. Exceptions to (a) and (b) above are allowed by administrative exception below:

2. Administrative Exception. The following landscape screen exceptions shall only apply to commercial and industrial districts:

a. Parking lot screening strips abutting a non-residential use or district may be reduced in width to the minimum needed to accommodate and maintain the screening materials, as determined by the Department; provided plant materials are placed an appropriate distance from sidewalks or other public facilities to prevent future damage or obstruction.

b. The ~~Site Plan Review Committee~~Director or ~~Design Review Board~~ may allow the alteration of screening strips as necessary to provide for direct pedestrian access between sidewalks and building entrances or between parking lots and building entrances, or for trash receptacles, utility boxes, or driveways.

Section 21. Amendment of OMC 18.38.060. Section 18.38.060 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.060 Parking and loading general regulations

A. Off-street parking and loading spaces shall be provided in accordance with the provisions of this chapter when any of the following actions occur. These provisions apply to all uses and structures in all land use districts unless otherwise specified.

1. When a main or accessory building is erected.
2. When a main or accessory building is relocated or expanded.
3. When a use is changed to one requiring more or less parking or loading spaces. This also includes all occupied accessory structures.
4. When the number of stalls in an existing parking lot is decreased or increased by twenty-five (25) percent or 6 stalls, whichever is less. Only those stalls and areas proposed to be added or removed shall be subject to the provisions of this Chapter. (Note: proposed expansions of existing parking lots not subject to the minimum parking requirements of this Chapter).

B. Required Plans. Building permits shall not be approved unless there is a building plan and plot plan identifying parking and loading facilities in accordance with this chapter. No permit or city license shall be issued unless there is proof that required parking and loading facilities have been or are currently provided in accordance with the provisions of this chapter.

C. Unlawful Removal. It is unlawful to discontinue prior approved parking facilities without establishing alternate facilities that meet the requirements of this chapter. Parking and loading facilities which are adequate to meet the requirements contained in this chapter shall be provided and maintained as long as the use they serve is in existence. These facilities shall not be reduced in total unless a shared parking agreement is canceled, a change in occupancy or use of a premises has occurred which results in a reduction of required parking.

D. Use of Facility. Necessary precautions shall be taken by the property owner to ensure parking and loading facilities are only used by tenants, employees, social/business visitors or other persons for which the facilities are provided, to include shared parking.

E. Off-site Parking. Parking lots may be established as a separate and primary land use, provided the proposed parking lot exclusively serves a specific use, building or development, and shared parking. These parking lots require a conditional use permit in the Arterial Commercial district. (See 18.38.200, Parking Facility Location, for maximum off-site separation requirements.)

F. For Landscape Requirements refer to Chapter 18.36

G. Off-Street Parking--Schedule of Spaces. Off-street parking spaces shall be provided to the extent allowed by this Chapter.

H. Unlisted Uses. Any use clearly similar to any of the below-mentioned uses shall meet such use requirements. If a similarity of use is not apparent, the ~~Site Plan Review Committee~~Director may require a parking demand study or determine the standards that should be applied to the use in question.

I. Shared Parking. The ~~Site Plan Review Committee~~Director may require an applicant to provide proof that shared parking is infeasible when adjacent land uses or business hours of operation are different. Adjoining property owners will submit a joint letter explaining why an agreement can or cannot be reached. (See Section 18.38.180, Shared and Combined Parking Facilities.)

J. Compact Parking. No more than thirty (30) percent of total required parking may be devoted to compact cars, provided design standards in Section 18.38.220 are met.

K. On-Street Credit - Non-Residential. Upon the applicant's request, non-residential uses located adjacent to a public right-of-way where on-street parking is permitted shall receive credit for one off-street parking space for each twenty (20) linear feet of abutting right-of-way, exclusive only of curb cuts and regardless of the actual and particular on-street parking provisions.

L. Rounding of Fractions. When the number of required parking spaces for a particular use or building results in a fractional space, any fraction less than one-half (1/2) shall be disregarded and any fraction of one-half (1/2) or over shall be counted as one (1) space.

Section 22. Amendment of OMC 18.38.080. Section 18.38.080 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.080 Administrative variance

A. GENERAL.

1. An administrative variance from required parking standards must be received prior to any issuance of building and engineering permits.

2. Various methods to reduce or increase parking may not be combined to reduce or increase parking by more than forty percent. In addition, any stalls gained through sharing, combining or on-site park-and-ride shall be counted toward total parking needs. For example:

Evidence is submitted to support one hundred (100) additional stalls to the five hundred (500) already require;

Combined parking opportunity = twenty-five (25) stalls;

Twenty (20) percent administrative variance option is used = one hundred (100); additional stalls based on five hundred (500) total, but twenty-five (25) have already been found; so

The total number of stalls derived from administrative variance = seventy-five (75) stalls.

3. The project developer shall present all findings to the ~~Site Plan Review Committee (SPRC) Director~~ prior to any final, discretionary approvals; e.g., design review, site plan review, environmental review, or any planning, building or engineering permits. The ~~SPRC Director~~ shall authorize an increase in parking, based on compliance with the strategies in Section 18.38.080(C).

4. Public Notification. Property owners within three hundred (300) feet of a site shall be notified by mail of all variance requests to increase or decrease parking by twenty-one (21) to forty (40) percent.

B. CRITERIA TO REDUCE AND INCREASE PARKING.

1. Decrease in Required Parking. In addition to the following requirements, the ~~Site Plan Review Committee Director~~ may require that all or some administrative variance design requirements listed for increased parking be met (e.g., bike racks, landscaping, etc.), and require other measures to ensure all impacts associated with reduced parking are mitigated. Any motor vehicle parking spillover which can not be mitigated to the satisfaction of ~~SPRC the Director~~ will serve as a basis for denial.

Decrease of 10% to 20%

The ~~Site Plan Review Committee Director~~ may allow a 10% to 20% decrease in required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. The site is shown to be no closer than 300 feet from a single-family residential zoned neighborhood; and
5. A report is submitted providing a basis for less parking and mitigation necessary to offset any negative effects.

Decrease of 21% to 40%

The ~~Site Plan Review Committee Director~~ may allow a 21% to 40% decrease in required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. The site is shown to be no closer than 300 feet from a single-family residential zoned neighborhood; and
5. A report is submitted providing a basis for less parking and mitigation necessary to offset any negative effects; and
6. The site is served by transit or can be served within 6 months of occupancy (within 3 blocks or 600 feet, whichever is less).

2. Increased Parking. Required parking may be increased if the criteria listed below is met to the satisfaction of the ~~Site Plan Review Committee~~Director.

Increase of 10% to 20%

The ~~Site Plan Review Committee~~Director may allow a 10% to 20% increase above required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. All design and facility requirements listed in step 5 below are met to the satisfaction of ~~SPRC~~the Director; and
5. A report is submitted which supports the need for more parking.

Increase of 21% to 40%

The ~~Site Plan Review Committee~~Director may allow a 21% to 40% increase above required parking after:

1. Shared and combined parking opportunities are fully explored; and
2. On-site park-and-ride opportunities are fully explored; and
3. Compliance with commute trip reduction measures as required by state law, if applicable; and
4. All design and facility requirements listed in step 5 below are met to the satisfaction of ~~SPRC~~the Director; and
5. A parking demand study is submitted, as determined by the Transportation Section, which supports the need for increased parking.

[NOTE: The total increase/decrease that is allowed is a percentage of total required parking and is only permitted after exploring other alternate means e.g., combined and shared parking, on-site park-and-ride lot, commute trip reduction, etc.]

C. PROCESS TO REDUCE AND INCREASE PARKING.

Requests to reduce parking need only follow steps 1 through 3.

1. First Step: Submit evidence that decreased/increased parking is necessary. This may take the form of a brief report for all decreases and ten (10) to twenty (20) percent increases. The ~~SPRC~~Director may require additional studies to ensure negative impacts are properly mitigated. A more complete and detailed parking demand study is only required for increases of twenty-one (21) percent or more.
2. Second Step: Describe site characteristics, specifically:
 - a. Site accessibility for transit; e.g., pullouts;
 - b. Site proximity to transit with fifteen (15) to thirty (30) minute headways (time between buses);
 - c. Shared use of on-site parking for park-and-ride;
 - d. Shared use of off-site and adjacent parking;

- e. Shared use of new proposed parking by existing or future adjacent land uses;
- f. Combined on-site parking; e.g., shopping centers;
- g. Employee density (one hundred (100) or more must meet state commuter trip reduction requirements);
- h. Adjacent land uses.

3. Third Step: Determine if additional parking can be provided by shared and combined parking, on-site park-and-ride (install one (1) stall for two (2) stall credit), and by commute trip reduction measures.

4. Fourth Step: If additional parking is still desired, the ~~Site Plan Review Committee~~ Director may require the applicant to complete a parking cost worksheet.

5. Fifth Step: If additional parking is still desired an administrative variance is required. The site plan must meet design elements a - i below. To the extent practical, all requirements found below must be included in a project proposal to the satisfaction of the ~~Site Plan Committee~~ Director prior to approving any administrative variance to increase parking. In those instances where site constraints impede design requirements, written findings of fact shall be made identifying site and project constraints, and shall be identified in the final project approval letter. In its findings, the ~~SPRC~~ Director shall determine if a good faith effort has been made in building and site design in order to accomplish required design elements.

a. Design internal roadway, parking area, and pedestrian paths to assure access between public and private transportation facilities; access to adjacent land uses; and access within parking lots.

b. Install pedestrian amenities; e.g., walkways using textures and colors, lighting, arcades, etc.

c. Explore alternative parking lot designs in order to reduce impervious surface; e.g., one (1) way instead of two (2) way access aisles.

d. Double the amount of required interior landscape within that area of additional parking (fifty (50) percent of this requirement - if proven to be maintained - may be Grasscrete, Turfblock or other driveable pervious surface within areas receiving sporadic use: usually the farthest from the building entrance. This additional landscape area may be dispersed throughout the parking lot.

e. Ninety (90) percent of the parking lot area shall be located behind the building, without unduly compromising other objectives of this Chapter. Parking lot area along flanking streets shall have added landscape and a superior design to strengthen pedestrian qualities e.g. low walls, arcades, seating areas, public art, etc.

f. Preferential parking shall be located near primary building entrances for employees who ride-share and for high occupancy vehicles (HOVs).

- g. Purchase and install a transit shelter to meet Intercity Transit operational needs unless already available within six hundred (600) feet, as measured from the middle of the property abutting the rights-of-way. This distance may be increased by Intercity Transit if located in lower density zones.
- h. Construct a transit pullout if requirement in letter g above is used and if Intercity Transit finds it practical. Credit may be given for other Intercity Transit demand management strategies if a transit shelter and pullout are infeasible.
- i. Create a transit/ride-share information center and place in a conspicuous location.

Section 23. Amendment of OMC 18.38.100. Section 18.38.100 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.100 Vehicular and bicycle parking standards

A. Required Vehicular and Bicycle Parking. A minimum number of bicycle parking spaces are required as set forth in Table 38-01 below. The specific number of motor vehicle parking spaces set forth in Table 38-01 +/- ten percent (10%) shall be provided, unless varied pursuant to OMC 18.38.080 or other provision of this code. Any change in use which requires more parking shall install vehicular and bicycle facilities pursuant to Table 38.01 and consistent with the location standards of OMC 18.38.220.

B. Building Area. All vehicle parking standards are based on the gross square feet of building area, unless otherwise noted.

C. Residential Exceptions. Residential land uses in the DB, CSH, RMH, and UR Districts require only one (1) vehicle parking space per unit.

D. Reserved Area for Bicycle Spaces. Where specified in Table 38.01 below, an area shall be designated for possible conversion to bicycle parking. Such reserve areas must meet the location requirements of short-term parking and may not be areas where pervious surfaces or landscaping is required. A cover is not required for such areas.

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
COMMERCIAL			
Carpet and Furniture Showrooms	One and one-quarter (1.25) space per one thousand (1000) sq. ft. of gross showroom floor area. Each store shall have a minimum of four (4) spaces.	One per sixteen thousand (16,000) square feet of showroom floor area. Minimum of two (2).	One per eight thousand (8,000) square feet of showroom floor area. Minimum of two (2).
Child and Adult Day Care	One (1) space for each staff member plus 1 space for each ten (10) children/adults if adequate drop-off facilities are provided. Adequate drop-off facilities must allow a continuous flow of vehicles which can safely load and unload children/adults. Compliance with this requirement shall be determined by the review authority.		
Hotel and Motel	One (1) space for each room or suite and one (1) space per manager s unit. Hotel/motel banquet and meeting rooms shall provide six (6) spaces for each thousand (1000) square feet of seating area. Restaurants are figured separately.	One (1) per ten (10) rooms. Minimum of two (2).	One (1) per thousand (1,000) square feet of banquet and meeting room space. Minimum of two (2).
Markets, Shopping Centers and Large Retail/Wholesale Outlets	Less than 15,000 sq. ft = 3.5 spaces for each 1000 sq. ft. of gross floor areas. 15,001 to 400,000 sq. ft = 4 spaces for each 1000 sq. ft. of gross floor area. More than 400,001 sq. ft. = 4.5	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	spaces per 1000 sq. ft. of gross floor area.		customer entrance.
Medical and Dental Clinics	Four (4) spaces per 1000 sq. ft. of gross floor area.	One (1) per 10,000 square feet. Minimum of two (2).	One (1) per 10,000 square feet, minimum of two (2) within fifty (50) feet of each customer entrance; plus an equal reserved area for adding spaces.
Ministorage	Three (3) spaces minimum or (1) space for every one hundred (100) storage units, and two (2) spaces for permanent on-site managers.	None	None
Mixed Uses	Shared parking standards shall be used to calculate needed parking. This calculation is based upon the gross leasable area (GLA) for each shop or business and does not include atriums, foyers, hallways, courts, maintenance areas, etc. See shared parking 18.38.180.	See individual use standards.	See individual use standards
Mortuaries and Funeral Parlors	One (1) space per seventy-five (75) square feet of assembly area or thirteen (13) stalls per 1000 sq. ft.	One (1)	Two (2)
Offices, General	Gross floor area up to 2000 sq. ft = One (1) space for each 250 sq. ft. Gross floor area between 2001 to 7500 sq. ft. = One (1) space for each 300 sq. ft. Gross floor area between 7501 to 40,000 sq. ft. = One (1) space for each 350 sq. ft. Gross floor area of 40001 and	One (1) per ten thousand (10,000) square feet. Minimum of two (2).	One (1) per ten thousand (10,000) square feet; plus an equal reserved area for adding spaces. Minimum of two (2).

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Offices, Government	greater = One (1) space for each 400 sq. ft. 3.5 spaces per one thousand (1000) sq. ft.	One (1) per five thousand (5,000) square feet. Minimum of two (2).	One (1) per five thousand (5,000) square feet; minimum of two (2); plus an equal reserved area for adding spaces.
Retail Uses	Three and a half (3.5) spaces per one thousand (1000) sq. ft.	One per six thousand (6,000) square feet. Maximum of five (5); minimum of one (1).	One per three thousand (3,000) square feet. Maximum of ten (10) per tenant; minimum of two (2) within fifty (50) feet of each customer entrance.
Service Station (mini-marts are retail uses)	Three and a half (3.5) spaces per one thousand (1000) sq. ft. g.f.a. or 1 space per 300 sq. ft.	None.	None
Warehouse, Distribution	1 space for each thousand (1000) sq. ft. or 1 space for each employee.	One (1) per forty thousand (40,000) square feet or one (1) per forty (40) employees. Minimum of one (1).	None.
Warehouse Storage	Gross Floor area of 0-10,000 sq. ft. = One (1) space for each one thousand (1000) sq. ft. Gross floor area between 10,001 - 20,000 sq. ft. = ten (10) spaces plus .75 space for each additional one thousand (1000) sq. ft. beyond ten thousand (10,000) sq. ft. Over 20,000 sq. ft. = eighteen (18) spaces plus .50 for each additional 1000 sq. ft. beyond	One (1) plus one (1) for each eighty thousand (80,000) square feet above sixty-four thousand (64,000) square feet; or one (1) per forty (40) employees. Minimum of one (1).	None

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
	20,000 sq. ft., or 1 space for each employee.		
INDUSTRIAL			
Manufacturing	One (1) for each two (2) employees on the largest shift, with a minimum of two (2) spaces.	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).	One (1) for each thirty (30) employees on largest shift. Minimum of two (2).
INSTITUTIONAL			
Beauty Salons/Barber Shops, Laundromats/Dry Cleaners, and Personal Services		One per six thousand (6,000) square feet. Minimum of one (1).	One per three thousand (3,000) square feet. Minimum of two (2).
Educational Facilities (to include business, vocational, universities, and other school facilities).		One (1) per five (5) auto spaces. Minimum of two (2)	One (1) per five (5) auto spaces. Minimum of four (4).
Elementary and Middle School	One (1) stall per twelve (12) students of design capacity.	One (1) per classroom.	Three (3) per classroom.
Farmers Market		None	One (1) per ten (10) auto stalls. Minimum of ten (10).
High School	One (1) space per classroom and office, plus one (1) space for each four (4) students that are normally enrolled and are of legal driving age. Public assembly areas, such as auditoriums, stadiums, etc. that are primary uses may be considered a separate use.	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of two (2).	One per five (5) classrooms, plus one (1) for each forty (40) students (may also require one (1) per four thousand five hundred (4,500) assembly seats). Minimum of four (4).
Hospitals, Sanitariums, Nursing Homes, Congregate Care, Rest Homes, Hospice Care	One (1) for each two (2) regular beds, plus one (1) stall for every two (2) regular employees on the largest shift.	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest	One (1) per thirty (30) beds, plus one (1) per thirty (30) employees on largest

TABLE 38.01

Use	Required Motor Vehicle Parking Spaces	Minimum Required Long-Term Bicycle Spaces	Minimum Required Short-Term Bicycle Spaces
Home and Mental Health Facilities.		shift. Minimum of two (2).	shift. Minimum of two (2).
Libraries and Museums	One (1) space per three hundred (300) square feet of public floor area or 3.3 spaces per thousand (1000) sq. ft. Six (6) stalls either on-site or on-street directly adjacent to the property. The Site Plan Review Committee <u>Director</u> may allow pervious-type parking surfaces.	One (1) per six thousand (6,000) square feet of public floor area. Minimum of two (2).	One (1) per one thousand five hundred (1,500) square feet of public floor area. Minimum of four (4).
Marinas		Minimum of four (4).	One (1) per ten (10) auto stalls. Minimum of four (4).
Other Facilities Not Listed		None	One (1) per twenty-five (25) auto stalls. Minimum of two (2).
Park-N-Ride Lots and Public (Parking) Garages		One (1) per fifteen (15) auto stalls Minimum of four (4)	Two (2).
Parks		None	One (1) per five (5) auto stalls. Minimum of four (4).
Transit Centers		Ten (10).	Ten (10).

PLACES OF ASSEMBLY

Passenger Terminal Facilities	One (1) space for each one hundred (100) square feet of public floor area or ten (10) spaces per thousand (1000) sq. ft.	Minimum of ten (10)	Minimum of ten (10)
Place of Worship	One (1) space per four (4) seats. When individual seats are not provided, one (1) space for each six (6) feet of bench or other seating. The Site Plan Review Committee <u>Director</u> may use a ratio of six (6) stalls/1000 sq. ft. of assembly area where seats or pews are not provided or when circumstances warrant increased parking; e.g., large regional congregations which attract a large congregation or one which has multiple functions. See shared parking. 18.38.180	One (1) per 10,000 square feet of gross floor area.	One (1) per 160 seats or 240 lineal feet of bench or other seating, and one (1) per 6,000 square feet of assembly area without fixed seats. Minimum of four (4).
Private Clubs or Lodges (does not include health clubs or retail warehouse)	Six (6) spaces per thousand (1000) sq. ft.	One (1) per 6,000 square feet. Minimum of one (1).	One (1) per 6,000 square feet. Minimum of two (2).
Theater and Auditorium	One (1) space for each four and a half (4.5) fixed seats. If the theater or auditorium is a component of a larger commercial development the above parking standard may be modified to account for shared parking as provided in Section 18.38.180 of this Code	One (1) per 450 fixed seats. Minimum of one (1).	One (1) per 110 fixed seats. Minimum of four (4).
Theater and Auditorium without fixed seats	One (1) space for each three (3) permitted occupants. Maximum building occupancy is determined by the Fire Marshal.	One (1) per 300 permitted occupants. Minimum of one (1).	One (1) per 75 permitted occupants. Minimum of four (4).

RECREATION/AMUSEMENT

Bowling Alleys	Five (5) spaces for each alley.	One (1) per twelve (12) alleys. Minimum of one (1).	One (1) per four (4) alleys. Minimum of four (4).
Health Club	Four (4) spaces for each thousand (1000) sq. ft.	One (1) per 5,000 square feet. Minimum one (1).	One (1) per 2,500 square feet. Minimum of four

Skating Rinks and Other Commercial Recreation	Five (5) spaces per thousand (1000) sq. ft.	One (1) per 8,000 square feet. Minimum of one (1).	(4). One (1) per 4,000 square feet. Minimum of four (4).
RESIDENTIAL			
Accessory Dwelling Unit	One (1) space per unit	None	None
Bed and Breakfast	One (1) space in addition to space(s) required for the residential unit.	One (1) per ten (10) rooms. Minimum of one (1).	None
Community Club Houses		None	One (1) per ten (10) auto stalls. Minimum of two (2).
Cottage Housing	One (1) space per unit or 1.5 space per unit if on-street parking is not available along street frontage (One (1) space per twenty (20) linear feet).	One per five (5) units, or one (1) per three (3) units if no on-street parking. Minimum of two (2).	One per ten (10) units, or one (1) per six (6) units if no on-street parking. Minimum of two (2).
Elder Care Home	One (1) space in addition to space(s) required for the residential unit.	Minimum of two (2).	Minimum of two (2).
Fraternities, Sororities and Dormitories	One (1) space for every three (3) beds, plus one (1) space for the manager.	One per fourteen (14) beds. Minimum of two (2).	Ten (10) per dormitory, fraternity or sorority building.
Group Home	One (1) space for each staff member plus one (1) space for every five (5) residents. Additionally, one (1) space shall be provided for each vehicle used in connection with the facility.	One (1) per ten (10) staff members plus one (1) per thirty (30) residents. Minimum of one (1). Additional spaces may be required for conditional uses.	None
Home Occupations	None, except as specifically provided in this table.	None	None
Mobile Home Park	Two (2) spaces per lot or unit, whichever is greater. If recreation facilities are provided, one (1) space per ten (10) units or lots.	None	None

Multifamily Dwellings	Three or more units shall provide one and one-half (1.5) off-street parking spaces per dwelling unit. Multifamily dwelling units located on HDC-4 properties, where the new 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 ownership in 2009, are exempt from the parking requirements of this section. If parking is voluntarily provided by the property owner, then the <u>City Director</u> shall permit such parking to be shared with parking provided for non-residential development on the property.	One (1) storage space per unit that is large enough for a bicycle.	One (1) per ten (10) units. Minimum of two (2) per building.
Single Family to include Duplex and Townhouse.	Two (2) spaces per unit. Note: parking spaces may be placed in tandem (behind the other). DB, CSH and RMH zone districts require one (1) space/unit.	None	None
Studio Apartments.	Apartments with one (1) room enclosing all activities shall provide one (1) off-street parking space per dwelling unit	None	One (1) per ten (10) units. Minimum of two (2) per building.

RESTAURANT

Cafes, Bars and other drinking and eating establishments.	Ten (10) spaces per thousand (1000) sq. ft.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).
Car Hop	One (1) for each fifteen (15) square feet of gross floor area.	One per 300 square feet; minimum of one (1).	One per 150 square feet; minimum of one (1).
Fast Food	Ten (10) spaces per thousand (1000) square feet plus one (1) lane for each drive-up window with stacking space for six (6) vehicles before the menu board.	One per 2,000 square feet; minimum of one (1).	One per 1,000 square feet; minimum of one (1).

Section 24. Amendment of OMC 18.38.160(A). Subsection 18.38.160(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.38.160 Specific zone district requirements

A. Ten (10) Percent Reduction in Parking Requirements.

The median motor vehicle parking requirements contained in Section 18.38.100 shall be reduced by ten (10) percent for uses in the High Density Corridor 1, 2, 3, and 4 Districts (see High Density Corridor Map), Neighborhood and Urban Villages, and within the Downtown (see Figure 38-2). This shall not be used in combination with an administrative parking variance or other reductions unless approved by the ~~Site Plan Review Committee~~Director.

Section 25. Amendment of OMC 18.38.180. Section 18.38.180 of the Olympia Municipal Code is hereby amended to read as follows:

18.38.180 Shared Parking Facility

A. General.

The ~~Site Plan Review Committee~~Director shall require an applicant to provide proof that shared parking is feasible when adjacent land uses have different hours of operation. Mixed use and shopping center developments with similar operating hours may also be required to submit a parking demand study to determine if parking can be combined.

1. Authority. In order to eliminate multiple entrances and exits, reduce traffic hazards, to conserve space and to promote orderly development, the ~~Site Plan Review Committee~~Director and Hearing Examiner are each hereby authorized to plan and group cooperative parking facilities for a number of parking generators in such a manner as to obtain the maximum efficiency in parking and vehicular circulation.

2. Allocation.

a. Shared parking.

i. When two (2) or more land uses, or uses within a building, have distinctly different hours of operation (e.g., office and church), such uses may qualify for a shared parking credit. Required parking shall be based on the use that demands the greatest amount of parking.

ii. If two (2) or more land uses, or uses within a building, have different daytime hours of operation (e.g., bowling alley and auto part store), such uses may qualify for a total parking reduction of no more than fifty (50) percent.

b. Combined parking.

Two (2) or more uses which have similar hours of operation and combine parking facilities may qualify to decrease the number of parking stalls as follows. The ~~Site Plan Review Committee~~Director may require a parking demand study to ensure sufficient parking is provided.

Two (2) uses:	Five (5) percent reduction
Three (3) uses:	Ten (10) percent reduction
Four (4) or more uses:	Fifteen (15) percent reduction

3. Location. Parking spaces provided for one use shall not be considered parking space for another use. Uses may be defined as singular, combined, or share parking.

a. Shared parking. In case there are uses in close proximity of each other that operate or are used at entirely different times of the day or week, the ~~Site Plan Review Committee~~ Director may allow shared parking facilities to satisfy the parking requirements of such uses if the parking facilities are within seven hundred (700) feet of all parking generators being served by such facilities; and

b. Combined parking. Two (2) or more uses may satisfy their parking requirements by permanently allocating the requisite number of spaces for each use in a common parking facility, cooperatively established or operated; provided, the total number of spaces conforms to the requirements in item 4 below.

4. Agreement. An agreement, lease, deed, contract or easement establishing shared use of a parking area, approved by the City Attorney, shall be submitted to the Director ~~of Community Planning and Development~~ and recorded with the County Auditor's Office. For new buildings which share parking under this provision, such agreements shall run with the land for both and all properties with shared parking. Such agreement requires City Director approval for any change or termination. A parking agreement may be attached to a lease if additional parking is required due to a change in occupancy. This only applies in circumstances where there is existing parking and the change in use creates a deficiency.

5. Termination of Shared or Combined Use.

a. In the event that a shared or combined parking agreement is terminated, those businesses or other uses with less than the required parking shall notify the Director ~~of Community Planning and Development~~ within ten (10) days and take one of the following actions:

i. Provide at least fifty (50) percent of the required parking within ninety (90) days, and provide the remaining required parking within three hundred and sixty-five (365) days following the termination of the shared use; or

ii. Demonstrate, based upon a study deemed reliable by the Director ~~of Community Planning and Development~~, that the available parking is sufficient to accommodate the use's peak parking demand.

iii. Apply for and receive administrative parking variance.

b. If sufficient parking is not provided, the use, or that portion of the use out of compliance with this chapter, shall be terminated upon the expiration of the time period specified in (5)(a)(i) above. This requirement shall be established as a condition of the occupancy permit for uses relying on shared parking.

Section 26. Amendment of OMC 18.38.220(A). Subsection 18.38.220(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.38.220 Design standards-General

Off-street parking facilities shall be designed and maintained in accordance with the standards of the latest edition of the Transportation and Traffic Engineering Handbook and those hereunder, unless otherwise stated.

A. General Requirements. [NOTE: Also refer to specific zone district design standards in this Chapter under Section 18.38.240.]

1	2 SW	3 WP	4 VPW	5 VPi	6 AW	7 W2	8 W4
Parking Class	Basic Stall Width (ft)	Stall Width Parallel to Aisle (ft)	Stall Depth to Wall (ft)	Stall Depth to Interlock (ft)	Aisle Width (ft)	Modules Wall-to-Wall (ft)	Modules Interlock to Interlock (ft)
A	2-Way Aisle-90° 9.00	9.00	17.5	17.5	26.0	61.0	61.0
A	2-Way Aisle-60° 9.00	10.4	18.0	16.5	26.0	62.0	59.0
A	1-Way Aisle-75° 9.00	9.3	18.5	17.5	22.0	59.0	57.0
A	1-Way Aisle-60° 9.00	10.4	18.0	16.5	18.0	54.0	51.0
A	1-Way Aisle-45° 9.00	16.5	16.5	14.5	15.0	48.0	44.0

Source: Guidelines for Parking Facility Location and Design ITE Committee 5D-8, May 1990.

STANDARD PARKING DIMENSIONS

FIGURE 38-4

Figure 7-1. Dimensional elements of parking layouts.
SOURCE: Adapted from R. A. Weant, "Parking Garage Planning and Operation," Fig. 20, Eno Foundation for Transportation, Inc., 1978.

- 0 Parking angle
- W₁ Parking module width (wall to wall), single loaded aisle
- W₂ Parking module width (wall to wall), double loaded aisle
- W₃ Parking module width (wall to interlock), double loaded
- W₄ Parking module width (interlock to interlock), double loaded aisle
- AW Aisle width
- WP Stall width parallel to aisle
- DI Stall depth to interlock
- D Stall depth to wall measured perpendicular to aisle
- S_L Stall length
- S_W Stall width

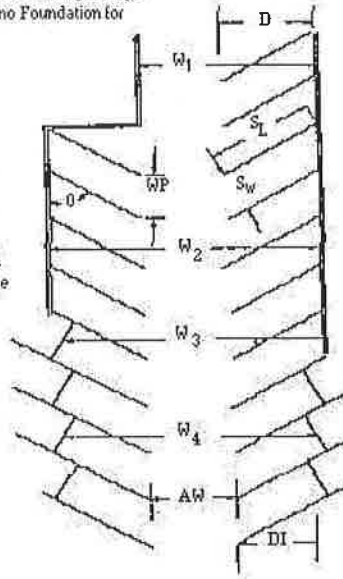


FIGURE 38-5

1. Driveways. Driveways and curb cuts shall be in accordance with Chapter 12.40, Driveways, Curbs and Parking Strips, Sections 12.40.010 through 12.40.060 and 12.40.110 through 12.40.170 and plans for such shall be submitted to and approved by the Public Works Director.

2. Ingress/Egress Requirements.

a. The Site Plan Review Committee Director, upon recommendation of the Public Works Director, or designee, and after appropriate traffic study, including consideration of total parcel size, frontage on thoroughfares, uses proposed and other vicinity characteristics, shall have the authority to fix the location, width and manner of approach of a vehicular ingress and egress from a building or parking area to a public street and to alter existing ingress or egress as may be required to control street traffic in the interest of public safety and general welfare.

b. Generally, but not in all cases, the internal circulation system and the ingress and egress to commercial or multifamily developments from an access street shall be so designed that the principal point of automobile cross-traffic on the street occurs at only one point—a point capable of being channelized for turning movements. Access shall be shared with adjoining parcels by placing ingress/egress points on shared lot lines, wherever safe and practical. Where parcels are bounded by more than a single street, generally, but not in all

cases, access shall be provided only from the street having the lowest classification in the hierarchy of streets as established by the Public Works Director.

3. Maneuvering Areas.

a. All maneuvering areas, ramps, access drives, etc. shall be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area. A garage or carport entered perpendicular to an alley must be located a minimum of ten (10) feet from the property line. A garage or carport entered parallel to an alley may be placed on the rear property line; provided sight distances are maintained. [NOTE: See accessory dwelling unit and structure requirements.]

b. Maneuvering areas shall be provided so that no vehicle is obliged to back out of a parking stall onto the street, except in the R-4, R 4-8, and R 6-12 use districts, or where approved by the City Engineer. [NOTE: See aisle width requirements.]

4. Parking Surface. All parking lots must be paved and designed to meet drainage requirements. Pervious surfaces (e.g., Turf Block) or other approved dust free surfaces may be used for parking areas held in reserve for future use, overflow parking (parking area furthest from building entrance), or parking areas approved by the Site Plan Review Committee. A maintenance agreement may be required to ensure such surface is properly maintained.

5. Landscaping. Parking areas shall be landscaped according to the requirements of Chapter 18.36.

6. Wheel Stop, Overhang. Appropriate wheel and bumper guards shall be provided to protect landscaped areas, to define parking spaces and to clearly separate the parking area from any abutting street rights-of-way and property lines. Vehicles may overhang landscaped areas up to two (2) feet when wheel stops or curbing is provided.

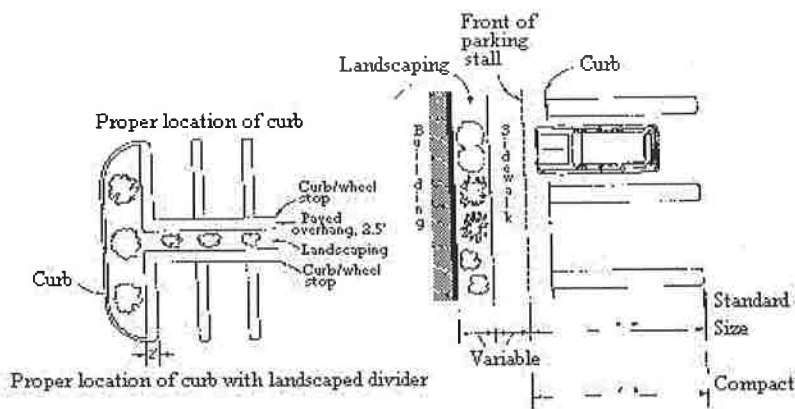


FIGURE 38-6

7. Contiguous parking lots shall not exceed one (1) acre in size. Parking lots exceeding one (1) acre in size shall be separated by a minimum ten (10) foot wide landscaped strip. This strip shall be of a different elevation than the parking lot.

8. Downtown Structured Parking Dimensions. Structured parking facilities may be designed to the general design standards found in Figures 38-4 and 38-5 above, Figure 38-7 below, or to the following structured parking design standard:

	Compact Car Dimension	Standard Car Dimensions
Standard Stall Width	8-foot	9-foot
Standard Stall Depth	16-foot	16-foot
Standard Aisle Width	24-foot	24-foot
Standard Wall-to-Wall	57-foot	57-foot

Section 27. Amendment of OMC 18.48.020. Section 18.48.020 of the Olympia Municipal Code is hereby amended to read as follows:

18.48.020 Conditional use approval

A. Hearing Examiner approval. Certain uses, because of their unusual size, infrequent occurrence, special requirements, possible safety hazards or detrimental effects on surrounding properties and other similar reasons, are classified as conditional uses. These uses may be allowed in certain districts by a Conditional Use Permit granted by the Hearing Examiner or as provided below. Prior to granting such a permit the Hearing Examiner shall hold a public hearing, unless otherwise provided for in this code, and determine that all applicable conditions will be satisfied. If the conditional use proposed in a residential zone exceeds 5,000 square feet in floor space, it must also be reviewed by the Design Review Board.

B. Permit content and enforcement. Conditional Use Permits shall state the location, nature and extent of the conditional use together with all conditions that were imposed and any other information deemed necessary for the issuance of said permit. A copy of this permit shall be kept on file in the Community Planning and Development Department and if, at any time, it is found that the conditional use no longer complies with the conditions therein specified, the owner shall be declared in violation of this Title and shall be subject to its penalties.

C. Expansion of Approved Conditional Uses. The ~~Site Plan Review Committee (SPRC) Director~~ may authorize up to a twenty-five (25) percent expansion, in any five (5) year period, of an approved conditional uses gross floor area, height, parking and occupancy (e.g., number of seats, classrooms and students). The ~~SPRC Director~~ may also authorize alterations to the site design, including landscaping, fences, lighting, signs and similar site features. If the expansion in a residential zone exceeds 5,000 square feet in floor space, it must receive review by the Design Review Board. All such modifications shall be consistent with the original conditions of approval and applicable regulations. Notice of the proposed expansion or alteration shall be sent to property owners within three hundred (300) feet of the subject

site, consistent with the notice requirements specified in Chapter 18.78. If anyone requests a public hearing in writing within the specified comment period, ~~SPRC~~the Director shall refer the request to the Hearing Examiner. Copies of all ~~SPRC~~Director decisions shall be mailed to everyone who commented on the project or requested a copy of the decision. ~~SPRC~~Director decisions may be appealed to the Hearing Examiner consistent with Section 18.75.020, Appeals of Administrative Decisions.

D. SEPA-exempt Conditional Uses. The ~~Site Plan Review Committee (SPRC)~~Director may authorize any conditional use that is exempt from the State Environmental Policy Act. See OMC 14.04.065 and WAC 197-11. Part Nine. Notice of such proposed use shall be sent to property owners within three hundred (300) feet of the subject site, consistent with the notice requirements specified in Chapter 18.78. If anyone requests a public hearing in writing within the specified comment period, ~~SPRC~~the Director shall refer the request to the Hearing Examiner. If the conditional use is in a residential zone and exceeds 5,000 square feet in floor space, it must be reviewed by the Design Review Board. Copies of all ~~SPRC~~Director decisions shall be mailed to everyone who commented on the project or requested a copy of the decision. ~~SPRC~~Director decisions may be appealed to the Hearing Examiner consistent with Section 18.75.020, Appeals of Administrative Decisions.

Section 28. Amendment of OMC 18.48.040. Section 18.48.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.48.040 Additional conditions

The Hearing Examiner or ~~Site Plan Review Committee~~Director, as applicable, may impose additional conditions on a particular use if it is deemed necessary for the protection of the surrounding properties, the neighborhood or the general welfare of the public. The conditions may:

- A. Increase requirements in the standards, criteria or policies established by this Title;
- B. Stipulate an exact location as a means of minimizing hazards to life, limb, property, traffic, or of erosion and landslides;
- C. Require structural features or equipment essential to serve the same purpose set forth in item B above;
- D. Impose conditions similar to those set forth in items 2 and 3 above to assure that a proposed use will be equivalent to permitted uses in the same zone with respect to avoiding nuisance generating features in matters of noise, odors, air pollution, wastes, vibration, traffic, physical hazards and similar matters;
- E. Ensure that the proposed use is compatible with respect to the particular use on the particular site and with other existing and potential uses in the neighborhood.
- F. Assure compliance with the Citywide Design Guidelines, Unified Development Code Chapter 18.20, as recommended by the Design Review Board.

Section 29. Amendment of OMC 18.56.060. Subsection 18.56.060(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.56.060 Preliminary approval process

A. Pre-submission Conference. Prior to making application, the developer may meet with the ~~Site Plan Review Committee (SPRC)~~ Director or his/her designee for an initial pre-submission discussion of the proposal.

Section 30. Amendment of OMC 18.56.080(A). Subsection 18.56.080(A) of the Olympia Municipal Code is hereby amended to read as follows:

18.56.080 Final PRD approval

A. Application. Application for final PRD approval:

1. For any portion of the PRD which is to be platted, approval of the final plat shall constitute final development plan approval for the platted portion of the PRD. Application requirements shall be as provided for final plat approval under City Ordinance.

2. For any portion of the PRD which is not to be platted, approval of a binding site plan shall constitute final development plan approval. The ~~Site Plan Review Committee~~ Director may attach terms and conditions to the approval of the site plan if necessary to insure compliance with the preliminary PRD. Review of the site plan shall be as provided in Chapter 18.60, Site Plan Review.

Section 31. Amendment of OMC 18.57.040. Section 18.57.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.57.040 Approval process overview

In the following zoning districts, a Master Plan shall be processed as an amendment to the Official Zoning Map as follows:

A. Districts. Development within the COSC, NC, NV and UV districts is permitted only after Master Plan approval, project approval, and construction permits are issued pursuant to this Chapter, Chapter 18.05, and Chapter 18.05A (Villages and Centers).

B. Pre-Submission Conference. Applicants shall meet with the ~~Site Plan Review Committee (SPRC)~~ Director for an initial discussion of the proposed MPD prior to submittal of an application. The applicant shall present preliminary studies and conceptual sketches which contain in a rough and approximate manner the information required on the MPD application. The purpose of the preliminary site plan review is to eliminate as many potential problems as possible in order for the MPD to be processed without delay. (See Section 18.57.060 Pre-Submission Conference.)

C. Master Plan Review Process. An approved Master Plan is an amendment to the official zoning map. Applications for Master Plan approval shall be submitted concurrently to the Design Review Board and Hearing Examiner for review and recommendation to the City Council. (See Section 18.57.080, Master Plan Approval Process.)

D. Project Application Review Process. At any time during review or after Master Plan approval, the applicant may submit a Project Application for a portion or all of the site to the Department for review by the Design Review Board, Hearing Examiner, and/or ~~SPRC~~ Director. (See Section 18.57.100, Development Application Approval Process.)

Section 32. Amendment of OMC 18.57.060. Section 18.57.060 of the Olympia Municipal Code is hereby amended to read as follows:

18.57.060 Pre-submission conference

Prior to submitting a Master Plan the applicant shall meet with the ~~Site Plan Review Committee (SPRC)~~ Director for an initial discussion of the proposal, as follows:

A. The applicant or representative shall present to the ~~SPRC~~ Director preliminary studies or conceptual sketches which contain in a rough and approximate manner the information required on the Master Plan application. The purpose of the pre-submission conference is to enable the applicant to obtain the advice of the ~~SPRC~~ Director as to the intent, standards and provisions of this chapter.

B. The ~~SPRC~~ Director will make available pertinent information as may be on file relating to the proposal. It is the purpose of this conference to eliminate as many potential problems as possible in order for the Master Plan to be processed without delay. The conference should take place prior to detailed work by the applicant's architect, engineer or surveyor.

C. At the pre-submission conference, the ~~SPRC~~ Director will furnish, to the prospective applicant, comments on how the proposed development conforms to City policies and regulations, and the ~~Committee's~~ requirements for development approval. The level of detail of SPRC'S comments will be directly proportional to the level of detail provided by the prospective applicant.

Section 33. Amendment of OMC 18.57.100. Section 18.57.100 of the Olympia Municipal Code is hereby amended to read as follows:

18.57.100 Project approval process

A project shall be submitted to the Department for review and approval by the Hearing Examiner or ~~Site Plan Review Committee~~ Director prior to any development. A project may include one or more phases of the area within an approved Master Plan.

A. Conceptual Design Review. A complete Conceptual Design Review supplement, on forms provided by the City, shall be submitted to the Design Review Board for review and recommendation. The Design Review Board shall not recommend approval of a Conceptual Design Review supplement unless the Board determines that said proposal complies with the applicable design concepts and guidelines contained in the approved Master Plan. The Design Review Board may:

1. Schedule additional meetings to consider the Conceptual Design; or
2. Recommend approval with or without conditions of approval; or
3. Recommend denial of the proposal.

Prior to a recommendation, the Design Review Board shall conduct a public meeting thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The recommendation of the Design Review Board shall be given substantial weight by the decision-maker.

B. SEPA. Development and Subdivision applications submitted to the Department shall comply with the City's adopted regulations concerning compliance with the State Environmental Policy Act, Chapter 43.21C RCW and OMC Title 14 Environmental Protection.

C. Hearing Examiner. An application for a subdivision plat or binding site plan shall be submitted to the Hearing Examiner for review and decision. The Hearing Examiner shall hold a public hearing thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The Hearing Examiner shall not approve an application unless the Examiner determines that said plan complies with the standards contained in the applicable Master Plan approval and OMC Title 17, Subdivision. The Hearing Examiner may:

1. Approve the development with or without terms and conditions of approval; or
2. Require the provision, and further public review, of additional information and analysis; or
3. Deny the proposal.

Such decisions by the Hearing Examiner are final ~~unless appealed to the City Council.~~

D. ~~Site Plan Review Committee (SPRC) Director.~~ For development for which no public hearing is otherwise required, a complete Land Use Review or other project application, on forms provided by the ~~City Director~~, shall be submitted to the ~~City Director~~ for review and decision. The ~~SPRC Director~~ shall not approve an application unless the ~~Committee Director~~ determines that said proposal complies with the Master Plan, any SEPA conditions of approval, and City engineering development standards. The ~~SPRC Director~~ may:

1. Schedule additional meetings to consider the project application; or
2. Approve with or without conditions of approval; or

3. Deny the proposal.

Prior to the approval of an application, notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. Decisions by the ~~SPRC~~ Director are final unless appealed to the Hearing Examiner.

E. Engineering and Building Permits. The approved Master Plan and any project approval shall constitute a limitation on the use and design of the site. Engineering and Building permits may be issued for any improvements or structures consistent with project approval prior to the approval of the Final Plat, provided that:

1. The construction will be consistent with the approved Master Plan and project approval.
2. The building permit application must identify the location and dimensions of the proposed building(s) in relation to all lot lines for the site and must provide proposed building elevations. Minor alterations may be made provided the alteration is approved by the ~~Site Plan Review Committee~~ Director. Minor alterations are those which may affect the precise dimensions or siting of buildings (i.e., setback, lot coverage, height), but which do not affect the basic character or arrangement and number of buildings approved in the Master Plan or project approval, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than ten percent. The applicant shall submit five copies of a revised or adjusted project approval of the applicable portion(s) to the City for the completion of its files.
3. No vertical construction may take place until the necessary fire flow and emergency vehicle access have been provided to the building(s).
4. All required infrastructure, including but not limited to utilities and streets, have been completed or arrangements or contracts have been entered into to guarantee that such required infrastructure will be completed for the phase of the project involved. Such guarantees shall be considered for minor finish-out items only. All basic infrastructure, such as roads, services and utilities, must be complete and operable.
5. Partial or complete construction of structures shall not relieve the applicant from, nor impair City enforcement of, conditions of Master Plan approval or the project approval.
6. Units/property may not be leased or sold until Final Plat or Binding Site Plan approval has been recorded (see OMC Title 17, Subdivision).
7. Building permits and other permits required for the construction or development of property under the provisions of this Chapter shall be issued only when the work to be performed meets the requirements of the program phasing elements of the Master Plan and applicable project approvals.

F. Detailed Design Review. As applicable, a building permit application shall be accompanied by complete Detailed Design Review application, on forms provided by the ~~City~~ Director, and be submitted to the Department for review and decision. If subject to its review, the Design Review Board may:

1. Schedule additional meetings to consider the Detailed Design Review Application; or
2. Recommend approval with or without conditions of approval; or
3. Recommend denial of the proposal.

Prior to a recommendation on an application, the Design Review Board shall conduct a public meeting thereon, and notices thereof shall be given as provided in OMC Chapter 18.78, Public Notification. The Building Official shall not approve a Detailed Design Review Application unless the Building Official determines that said proposal complies with each of the design concepts and guidelines contained in the applicable Design Guidelines contained in the Master Plan approval. Decisions by the Building Official are final unless appealed to the Hearing Examiner.

G. Appeals. Appeals, if any, shall be considered together, pursuant to OMC 18.75, Appeals.

H. Phasing. If a proposed project is to be constructed in phases, the project as a whole shall be portrayed on the Application, and each phase must receive review and approval according to the procedures established herein. Those portions of the MPD which have received a project approval shall be subject to the provisions of OMC Section 18.57.100(I), Expiration and Extensions.

I. Amendments. Amendments to the project conflicting with any of the requirements or conditions contained in the project approval shall not be permitted without prior written approval of such adjustment by the ~~Site Plan Review Committee~~ Director or Hearing Examiner. If the proposed amendment also conflicts with requirements or conditions of the Master Plan, the amendment shall be processed as an amendment to the Master Plan as provided in OMC Section 18.57.080(F), Amendments. If approved, amendments shall be clearly depicted as a revision to the ordinance text and site plans.

J. Expiration or Extension. Knowledge of expiration date is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

1. Subdivisions. Pursuant to OMC Title 17.20, Subdivision Term and Effect of Preliminary Plat Approval, an approved preliminary plat shall be binding for a period not to exceed five (5) years.
2. Land Use Approval. The Land Use approval shall be valid for one year and may be extended for a period not to exceed two years pursuant to OMC Section 18.72.140(E), Administration - Expiration of Approvals.
3. Detailed Design Review Approval. The Detailed Design Review Approval shall be valid so long as the associated building permit is valid.

Section 34. Amendment of OMC 18.60. Chapter 18.60 of the Olympia Municipal Code is hereby amended to read as follows:

Chapter 18.60 – Land Use Review and Approval

18.60.000 Chapter Contents

Sections:

- 18.60.020 Purpose.
- 18.60.040 Applicability.
- 18.60.050 Delegation of authority.
- 18.60.060 Application - Content.
- 18.60.080 Application - Review process.
- 18.60.100 Site plan review log - Summary of action.
- 18.60.120 Notification.
- 18.60.140 Reconsideration in response to SEPA comments.
- 18.60.160 Preliminary review.
- 18.60.180 Amendments.
- 18.60.200 Variances.
- 18.60.220 Dedication, improvements and performance bond.
- 18.60.240 Final approval - Expiration.

18.60.020 Purpose

The purpose of this section is to allow for the placement of uses permitted by Title 18 of the Olympia City Code, through a comprehensive site plan review process, which insures compliance with the adopted plans, policies and ordinances of the City of Olympia. It is further intended to provide for the examination of development proposals with respect to overall site design and to provide a means for guiding development in logical, safe and attractive manners.

18.60.040 Applicability

Construction and development of projects reviewed through the Land Use Approval process shall be in strict compliance with the approved site plan and conditions attached thereto. When required by this section, site plan review and land use approval shall be completed and all appeal periods terminated prior to issuance of a building or any other construction permit. Land use approval is required for the following types of projects:

- A. Any change of occupancy of a building from one Uniform Building Code group or division of a group to another or a change of use of land;
- B. Any new nonresidential and nonagricultural use of land;
- C. The location or construction of any nonresidential or nonagricultural building, or any multifamily project in which more than four (4) dwelling units would be contained; and
- D. Any addition to such structure or remodel or substantial revision of the site plan associated with such use.

18.60.050 Delegation of authority

Upon finding that any proposed land use and associated construction is exempt from environmental review pursuant to OMC Chapter 14.04 and WAC 197-11-800, ~~and upon finding that coordinated multi-disciplinary review is not necessary to protect the public health, welfare and safety,~~ the Site Plan Review ~~Committee~~Director may waive appropriate land use application fees and may delegate review and approval of a proposed land use and associated improvements to the Olympia Fire Chief, Senior Planner, Building Official and/or ~~Development~~City Engineer, as deemed appropriate by the ~~Committee~~Director.

18.60.060 Application –Content

Each application for land use approval shall contain all required information as set forth in the approved land use application together with the following information:

- A. A complete environmental checklist, when required by the State Environmental Policy Act;
- B. All fees, signatures and information specified in the approved application form;
- C. Complete application(s) for all associated non-construction approvals or permits required by this code, including but not limited to concept design review, conditional use approval, shoreline development, site plan review, variance, preliminary plat approval, and rezone.

18.60.080 Application –Review process

A. Filing.

1. Applications for land use approval shall be made on forms provided by the ~~City~~Director and made available at the Department.
2. A complete application for land use approval shall be filed with the Department. An application shall not be considered complete if it fails to contain any of the information and material required by Section 18.60.060 or Chapter 18.77.
3. Upon determination of a complete application, the Department shall notify all appropriate recognized neighborhood associations.
4. Application fee(s) as established by the City are due upon presentation of an application for land use approval.

B. Review by ~~Site Plan Review Committee (SPRC)~~Director.

1. The Site Plan Review Committee shall consist of the Building Official, ~~Senior Planner, Development Services~~City Engineer, ~~Environmental Review Officer~~SEPA Official, and the Fire Chief or their designees. The Committee shall be chaired by the CP&D Director or his/her designee and serves in an advisory capacity to the Director, who shall be responsible for all land use related

decisions. The Committee shall adopt rules of procedure for the purpose of ensuring fair, lawful and timely ~~decisions and recommendations.~~

2. Except when a public hearing is required or where the applicant agrees to an extension of time, the ~~Site Plan Review Committee~~Director shall, within one hundred twenty (120) days from the date of complete application, approve, disapprove or approve with conditions any proposed land use. Notice of the ~~SPRC's~~Director's decision or recommendation shall be distributed as provided by Table 78-1.

3. When a public hearing is required prior to land use approval, the ~~Site Plan Review Committee~~Director shall issue ~~its~~his/her recommendation to the Hearing Examiner in a manner that will provide the Hearing Examiner sufficient time to issue a notice of final decision within 120 days of the date of complete application.

4. Any time required to prepare, review and issue a final environmental impact statement as required under the provisions of SEPA shall not be included under the time constraints of this subsection.

5. The ~~SPRC~~Director shall review proposed projects for consistency with the standards and provisions of the City of Olympia as expressed in the various adopted plans and ordinances, including this Title.

6. Whenever the ~~SPRC~~Director denies land use approval, ~~it~~he/she shall set forth, in writing, ~~its~~his/her findings which shall specify the reasons for the disapproval. Unless a public hearing is otherwise required, the decision of the ~~SPRC~~Director shall be final unless appealed to the Hearing Examiner pursuant to Section 18.75.020(D).

C. Referral to Hearing Examiner. ~~The SPRC shall have the prerogative of refusing to rule on a proposed land use if in the Committee's opinion the project~~ If in the Director's opinion a project is so extraordinarily complex or presents ~~such~~ significant environmental, design or compatibility issues, ~~the Director may refer the project that it should be reviewed by and be the subject of for~~ a public hearing before the Hearing Examiner. Any decision of the ~~SPRC~~Director to refer a project to the Examiner shall ~~may~~ be made prior to ~~and issued with the determination of completeness~~ at any time.

D. Hearing Examiner. Any review by the Hearing Examiner shall be conducted according to the procedural requirements of Chapter 18.82, Hearing Examiner.

18.60.100 Site plan review log –Summary of action

On the first work day following action of the ~~SPRC~~Director, the Hearing Examiner or City Council on a project, the action shall be entered into the permit tracking system maintained by the Department.

18.60.120 Notification

Notice of the decision of the ~~SPRC~~Director, Hearing Examiner or City Council shall be mailed to the applicant within seven (7) calendar days following the action. (See Chapter 18.78, Public Notification.)

18.60.140 Reconsideration in response to SEPA comments

Any interested person may submit written comments and request reconsideration by the ~~Site Plan Review Committee~~Director within fifteen (15) days of the date any decision attached to a SEPA threshold determination is issued. Unless further action is taken by the ~~Site Plan Review Committee~~Director in response to such comments, the period in which to file an appeal shall terminate twenty-one (21) days after the date the decision is issued. SEPA exempt actions of the committee shall not be subject to reconsideration and shall be subject to only a fourteen (14) day appeal period.

18.60.160 Preliminary review

Prior to applying for land use approval, a prospective applicant may present to the ~~SPRC~~Director a presubmission site plan. The purpose of the presubmission review of the site plan is to enable the applicant to obtain the advice of the ~~SPRC~~Director as to the intent, standards and provisions of the City as applied to a project.

18.60.180 Amendments

A project approved by the ~~SPRC~~Director, Hearing Examiner or City Council may be amended at the applicant's request by the same procedures provided under this chapter for original application approval.

18.60.200 Variances

The Hearing Examiner may grant variances from the provisions of this title as will promote the public health, safety and general welfare. Application for a variance shall be made in writing stating fully the reasons for the variance and the provisions of this title for which the variance is requested. (See Chapter 18.66 for variance requirements.)

18.60.220 Dedication, improvements and performance bond

As a condition of land use approval, an applicant may be required to dedicate property, construct public improvements, and furnish a performance bond to the City to secure an obligation to complete the provisions and conditions of the project as approved.

18.60.240 Final approval –Expiration

Unless utilized by application for unexpired construction permits or explicitly extended by the ~~SPRC~~Director, the final approval of a land use application shall expire in one (1) year pursuant to 18.72.140(D), Expiration of Approvals.

Section 35. Amendment of OMC 18.64.040. Section 18.64.040 of the Olympia Municipal Code is hereby amended to read as follows:

18.64.040 Applications, review authority and use districts

A. Applications. For all townhouse developments, applications for preliminary plat or short plat approval and any design review and land use approval shall be submitted simultaneously on forms provided by the ~~City~~Director. Issuance of building and other permits shall be subject to conformance to the approved plans. In addition to standard submittal requirements for subdivision, design review and site plan review, townhouse applications shall contain that additional information specified by the Application Content Lists. (See OMC 18.77.010)

B. Review Authority.

1. Nine (9) or fewer Townhouses. ~~Site Plan Review Committee (SPRC)~~The Director may approve creation of nine (9) or fewer townhouse lots, subject to appeal provisions contained in the Olympia Municipal Code, Chapter 18.75 and the public notice requirements contained in Chapter 18.78.

2. Ten (10) or more Townhouses. The Hearing Examiner may approve creation of ten (10) or more Townhouse lots subject to Appeal requirements contained in the Olympia Municipal Code, Chapter 18.75 and the public notice requirements contained in Chapter 18.78.

Section 36. Amendment of OMC 18.72.020. Section 18.72.020 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.020 Applications

The ~~Department~~Director shall prescribe the official form in which ~~petitions~~applications are made for amendments to the Comprehensive Plan and Unified Development Code and the form of all project permit applications to be used for all matters which may come before the Department's ~~Administrative Staff, the Site Plan Review Committee,~~ the Heritage Commission, the Design Review Board, Hearing Examiner, the Planning Commission and the City Council. The Department will prepare and provide copies for such purposes and prescribe the type of information to be provided in the application or petition by the applicant or petitioner. No application ~~or petition~~ shall be deemed complete unless it complies with such requirements.

Such forms shall specify the elements of each complete application as approved by the City Council. See Chapter 18.77 - Complete Application Form and Content. At minimum, each form shall require the authorized signature of the applicant, designation of a single person or entity to receive determinations and notices, and payment of the appropriate application fee, if any.

Section 37. Amendment of OMC 18.72.050. Section 18.72.050 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.050 Consolidated review of applications

Pursuant to RCW 36.70B.060 (3) and 36.70B.120 and OMC 18.02.130(B), except as prohibited by Resolution M-1419 or its successor, an applicant may elect to submit a consolidated project permit

application. Such a request shall be indicated by the applicant in writing upon and simultaneously with submission of all applications to be consolidated. Upon payment of the appropriate consolidation fee, all consolidated applications shall be processed as one application with the final decision on such application to be made by the ~~Site Plan Review Committee~~ Director if no public hearing is required, or the Hearing Examiner if a public hearing is required by law or by exercise of the ~~Committee's~~ Director's OMC 18.60.080(C) discretion. Simultaneous applications for permit approval within one category of approvals, such as solely land use, building, or engineering approval, shall not be deemed consolidated reviews subject to a consolidated review fee, but nonetheless shall be entitled to consolidated review if so elected by the applicant.

Section 38. Amendment of OMC 18.72.080. Section 18.72.080 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.080 Approval and appeal authorities

The project review process for an application or a permit may include review and approval by one or more of the following processes:

A. Department Staff. Individual staff shall have the authority to review and approve, deny, modify, or conditionally approve, among others, Accessory Buildings, Accessory Dwelling Units, Boundary Line Adjustments, Building Permits and other construction permits exempt from the State Environmental Policy Act, Environmental Determinations, Home Occupation Permits, Minor Design Review (including reviews of undersized lots of record), Short Plats creating 2-9 lots, Sign Permits, Certificates of Occupancy, Temporary Use Permits, Time Extensions, Tree Plans, and Shoreline Exemptions, and to provide interpretations of codes and regulations applicable to such projects.

B. ~~Site Plan Review Committee~~ Director. Pursuant to Chapter 18.60 the ~~Site Plan Review Committee~~ Director shall have the authority to conduct pre-submission conferences and to grant, conditionally grant, deny, or modify, land use approvals regarding projects for which a public hearing is not required, and to extend the period of approval for land use approval granted by the ~~Committee~~ Director or by the Hearing Examiner. The Site Plan Review Committee provides technical assistance and advice to the Director or his/her designee for such projects.

C. Design Review Board. The Design Review Board shall have the authority to review and provide recommendations regarding Major Design Review applications and appeals of administrative Minor Design Review decisions pursuant to OMC Chapter 18.100, Design Review. With respect to design review criteria, the recommendation of the Board shall always be accorded substantial weight by the decision-maker.

D. Olympia Hearing Examiner. Olympia Hearing Examiner shall have the authority vested pursuant to Chapter 18.82, Hearing Examiner.

E. The City Environmental Review Officer shall administer the State Environmental Policy Act (SEPA), OMC Chapter 14.04 Environmental Policy and OMC Chapter 18.32 Critical Areas.

F. Shoreline Permit Review Process. See OMC Chapter 14.08 and the Shoreline Master Program for the Thurston Region.

G. Subdivision Review Process. See OMC Title 17.

Section 39. Amendment of OMC 18.72.100. Section 18.72.100 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.100 Review and appeal authority

The following table describes development permits and the final decision and appeal authorities. When separate applications are consolidated at the applicant’s request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application

KEY:

- StaffDirector = Community Planning and Development Personnel Director or designee
- SPRC = Site Plan Review Committee
- DRB = Design Review Board
- PC = Planning Commission
- HC = Heritage Commission
- HE = Hearing Examiner
- Council = City Council
- R = Recommendation to Higher Review Authority
- D = Decision
- O = Open Record Appeal Hearing
- C = Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court except comprehensive plan decisions which may be appealed to the State Growth Management Hearings Board.]

StaffDirector SPRC DRB PC HC HE Council

ZONING

Conditional Use Permit		R			D
Interpretations	D				O
Land Use (Site Plan) Review	<u>D</u> ¹	<u>R</u> D			O

	Staff	Director	SPRC	DRB	PC	HC	HE	Council
Small Lot Review	D						O	
Townhouse (2 - 4 Units)	D						O	
Townhouse (10 or more units)			R	R (DR)			D	
Townhouse Final (2-9)	D						O	
Townhouse Final (10 or more)			R					D
Zoning Variance	R						D	
Zone Map Change, without Plan Amendment	R						R	D
Zone Change, with Plan Amendment or Ordinance Text Amendment	R				R			D
Home Occupation	D						O	
Temporary Use Permit	D						O	
SEPA exempt Building Permit	D						O	
Parking or Fence Variance	<u>D</u>			<u>R</u>			O	
Accessory Dwelling Unit	D						O	
Accessory Building	D						O	
Occupancy Permit	D						O	
Sign Permit	D						O	
Landscape Plan	D						O	
Tree Plan	D						O	
Historic Properties	<u>D</u>			<u>R</u>		R	O	
COMPREHENSIVE PLAN								
Amendments (map, text)	R				R			D
DESIGN REVIEW								
Detailed Review	D			R				
major				O				
Concept Review	<u>D</u>			<u>R</u>	<u>R</u>		O	
Signs (general)	D						O	
Scenic Vistas	<u>D</u>			<u>R</u>	R		O	

ENVIRONMENTAL

Threshold Determination	D	O
Impact Statement Adequacy	D	O
Reasonable Use Exception	R	D
SEPA Mitigating Conditions	D	O
Major Shoreline Substantial Development Permit	R	D
Shoreline Conditional Use Permit	R	D
Shoreline Variance	R	D
Shoreline Permit Revision or Exemption	D	O

SUBDIVISION

Boundary Line Adjustment (including lot consolidation)	D	O
Preliminary Plat, Long	R	D
Preliminary Short, (2-9 lots)	D ¹	O
Final Short Plat	D	O
Final Long Plat	R	D
Master Plan Approval	R	R R D
MPD Project Approval	R R	D
Preliminary PRD	R	R D
Final PRD	R	D
Time Extensions	D	O

¹ Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC 18.60.080 or 17.32.130(A)(4).

Section 40. Amendment of OMC 18.72.140. Section 18.72.140 of the Olympia Municipal Code is hereby amended to read as follows:

18.72.140 Expiration of approvals

Knowledge of the expiration date of any approval is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

A. Variance. Unless exercised, a variance shall expire one year from the date a final decision is issued. If timely exercised, a variance shall be valid indefinitely.

B. Conditional Use Permit. Unless exercised or otherwise specified, a conditional use permit shall be void one (1) year from the date a notice of final decision was issued. If exercised, a conditional use permit shall be valid for the amount of time specified by the Hearing Examiner. If the use allowed by the permit

is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be obtained in accordance with the provisions of this title prior to resuming operations.

C. Home Occupation Permit. A home occupation permit shall be valid indefinitely unless a time limitation is specified by staff or the Hearing Examiner or it is revoked for lack of compliance to conditions. A home occupation permit shall be void unless exercised within one (1) year from the date such permit was issued. If the use allowed by the permit is inactive, discontinued or abandoned for twelve (12) consecutive months, the permit is void and a new permit shall be applied for and obtained in accordance with the provisions of this title prior to resuming operations. A Home Occupation permit shall not be transferable to a new site or entity.

D. Land Use Approval. Unless exercised by complete application for necessary construction permits, any land use approval shall expire and be null and void two years from the date the final approval was issued. Land use approval shall be extended two additional years if a complete building or other construction permit application for the project is submitted prior to expiration of the land use approval. Even absent such application, upon finding that there has been no substantial change in relevant circumstances and standards, land use approval may be extended up to two (2) additional years by the ~~Site Plan Review Committee~~ Director pursuant to a written request submitted prior to expiration of land use approval. Upon receiving such request, notice shall be provided pursuant to the comparable notice of application procedures of Table 78-1. Following a comment period of at least 14 days, ~~SPRC~~ the Director may grant, limit or deny the extension and may impose such conditions of extension to ensure compliance with any subsequently revised standards. If such written request for extension is not received by the Department prior to expiration, such extension shall be denied.

E. Detailed Design Review approval shall expire simultaneously with expiration of any associated building or other construction permit.

Section 40. Amendment of OMC 18.75.020. Section 18.75.020 of the Olympia Municipal Code is hereby amended to read as follows:

18.75.020 Specific appeal procedures

A. Administrative Decision. Administrative decisions regarding the approval or denial of the following applications or determinations/interpretations may be appealed to the Hearing Examiner within fourteen (14) days, or twenty-one (21) days if issued with a SEPA threshold determination including a comment period, of the final staff decision using procedures outlined below and in OMC Chapter 18.82, Hearing Examiner (Refer to 18.72.080 for other appeal authorities).

1. All Administrative Interpretations/Determinations
2. Boundary Line Adjustments
3. Home Occupation Permits
4. Preliminary Short Plats

5. Preliminary SEPA Threshold Determination (EIS required)
6. Shoreline Exemptions and staff-level substantial development permits
7. Sign Permits
8. Variances, Administrative
9. Building permits
10. Engineering permits
11. Application or interpretations of the Building Code
12. Application or interpretations of the Housing Code
13. Application or interpretations of the Uniform Fire Code
14. Application or interpretations of the Uniform Code for the Abatement of Dangerous Buildings
15. Application and interpretations of the Uniform Code for Building Conservation
16. Land Use (~~SPRE~~Director) decisions
17. ~~Concept design review decisions~~
18. ~~Detailed design review decisions~~
19. ~~Administrative decisions on impact fees~~

B. SEPA.

1. The City establishes the following administrative appeal procedures under RCW 43.21C.075 and WAC 197-11-680:
 - a. Any agency or person may appeal the City's conditioning, lack of conditioning or denial of an action pursuant to WAC Chapter 197-11. All such appeals shall be made to the Hearing Examiner and must be filed within seven (7) days after the comment period before the threshold decision has expired. This appeal and any other appeal of a land use action shall be considered together.
 - b. The following threshold decisions or actions are subject to timely appeal.
 - i. Determination of Significance. Appeal of a determination of significance (DS) or a claim of error for failure to issue a DS may only be appealed to the Hearing Examiner

within that fourteen (14) day period immediately following issuance of such initial determination.

ii. Determination of Nonsignificance or Mitigated Determination of Nonsignificance. Conditions of approval and the lack of specific conditions may be appealed to the Hearing Examiner within seven (7) calendar days after the SEPA comment period expires.

iii. Environmental Impact Statement. A challenge to a determination of adequacy of a Final EIS may be heard by the Hearing Examiner in conjunction with any appeal or hearing regarding the associated project permit. Where no hearing is associated with the proposed action, an appeal of the determination of adequacy must be filed within fourteen (14) days after the thirty (30) day comment period has expired.

iv. Denial of a proposal. Any denial of a project or non-project action using SEPA policies and rules may be appealed to the Hearing Examiner within seven (7) days following the final administrative decision.

c. For any appeal under this subsection the City shall keep a record of the appeal proceedings, which shall consist of the following:

i. Findings and conclusions; and

ii. Testimony under oath; and

iii. A taped or written transcript.

d. Any procedural determination by the City's responsible official shall carry substantial weight in any appeal proceeding.

2. The City shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal. See Chapter 18.78, Public Notification.

C. ~~Site Plan Review and Land Use Approval.~~

1. ~~Site Plan Review Committee~~ The Director's decisions may be appealed to the Hearing Examiner by any aggrieved or affected parties. All appeals shall be filed in writing with the Department within fourteen (14) days of the date of the decision being appealed. Where combined with an environmental threshold determination, such appeal period shall be extended to twenty-one (21) days.

2. The Department shall send written notification of receipt of the appeal to the applicant and to all appropriate city departments prior to the date the Hearing Examiner will consider the matter.

3. Any action taken by the Hearing Examiner which upholds, modifies or reverses a decision by the ~~SPRC-Director~~ shall be final.

D. Building and Fire Permits Appeals.

~~When-For~~ building or fire code appeals, the ~~H~~Hearing ~~e~~Examiner is authorized to appoint a master, an individual with appropriate professional experience and technical expertise, to hear such appeals and to prepare findings and conclusions for issuance by the ~~H~~Hearing ~~e~~Examiner.

E. Takings and Substantive Due Process Review and Modifications.

1. The Hearing Examiner is hereby authorized to hear, by way of appeal or upon review of a project permit application, all assertions of project-specific taking of property for public use without just compensation and/or the denial of substantive due process of law, and all challenges to imposition of conditions on a project of a similar nature, whether based on constitutional, statutory or common law. Failure to raise a specific challenge to such condition or exaction shall constitute a waiver of such issue and a failure to exhaust an administrative remedy.

2. In deciding and resolving any such issue, the Examiner may consider all law applicable to the City. Should the Examiner determine that, but for a taking without just compensation or a violation of substantive due process of law, imposition of any such condition would be required by standard, regulation, or ordinance the Examiner shall so state in the decision and so report to the Olympia City Council. In lieu of failing to impose such condition, the Examiner shall first provide the City with due opportunity to provide just compensation. The Examiner shall specify a time period in which the Council shall elect to or not to provide just compensation. Upon notice of the election of the City Council not to provide such compensation, the Examiner is authorized to and shall, within fourteen (14) days, issue a decision modifying to whatever degree necessary such condition to eliminate the taking or violation of substantive due process.

Section 41. Amendment of OMC 18.76.160. Section 18.76.160 of the Olympia Municipal Code is hereby amended to read as follows:

18.76.160 Voting

The Board may recommend approval, approval with conditions, or denial of any application which comes before it. The Board shall provide its recommendation to the ~~Site Plan Review Committee~~Director, the Hearing Examiner, or to the City Council for Master Planned Development applications. All recommendations shall be issued in writing stating the reasons for the recommendation. The recommendations of the Board shall be made by a majority vote of the quorum present at the time of the decision. A majority of the members shall constitute a quorum for the transaction of business; provided, that at least three (3) shall be required to constitute a quorum excluding any disqualifications. Action may be taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Board. Any number less than a quorum shall be authorized to convene a ~~m~~meeting at the time set for the purposes of adjournment, recess or continuation of a regular or special meeting to a date and time certain.

Section 42. Amendment of OMC 18.76.200. Section 18.76.200 of the Olympia Municipal Code is hereby amended to read as follows:

18.76.200 Staff Review

The Department shall be responsible for the administration of this chapter and for providing staff to the Design Review Board and Joint Review Committee. All projects which require design review action shall be coordinated with other affected City departments through the ~~Site Plan Review Committee~~ Director as established in Chapter 18.60.

Section 43. Ratification. Any act consistent with the authority and prior to the effective date of this amendment is hereby ratified and affirmed.

Section 44. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 45. Effective Date. This Ordinance shall take effect five (5) days after passage and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darren Menaber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of an Ordinance to Vacate a Portion of an Alley Right-of-Way Adjacent to 600 Franklin Street SE

Agenda Date: 7/7/2015
Agenda Item Number: 4.J
File Number: 15-0383

Type: ordinance **Version:** 2 **Status:** 2d Reading-Consent

Title

Approval of an Ordinance to Vacate a Portion of an Alley Right-of-Way Adjacent to 600 Franklin Street SE

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on second reading an ordinance vacating as a public thoroughfare a portion of alley right-of-way adjacent to 600 Franklin Street SE, and reserving an easement for public and private utilities as they now exist.

Report

Issue:

Whether the City Council should pass an Ordinance vacating a portion of alley right-of-way adjacent to 600 Franklin Street SE.

Staff Contact:

Ladd F. Cluff, PLS, City Surveyor, Public Works, 360.753.8389

Presenter(s):

Ladd F. Cluff, PLS, City Surveyor, Public Works

Background and Analysis:

The background and analysis have not changed from first to second reading.

The property owner of 600 Franklin Street SE petitioned the City to vacate a nine (9) foot strip of adjacent alley right-of-way. On April 7, 2015 Council adopted a resolution to set the date of May 19, 2015 for a Public Hearing to hear public comment regarding the request.

The public hearing was held on May 19, 2015. Due to public comment and concern, Council approved the continuation of written public comment to June 9, 2015.

The owner of 620 Franklin Street expressed the following concerns:

- Was not informed of the petition to vacate and did not receive notice of the public hearing.
- Potential loss of access to their parking adjacent to the alley at the rear of their building.

Following the public hearing, staff facilitated a meeting May 29, 2015 with the owner of 620 Franklin (Ed Brooks) and the petitioner (Walker John). The parties discussed the proposed vacation and impacts to 620 Franklin parking and the 321 Lofts project. The parties agreed to a compromise that meets their needs and complies with City code and policy. See Carnegie Agreement, attached.

Both parties have submitted written testimony describing and agreeing to the compromise. The right-of-way vacation request is being reduced from 9.00 feet to 5.50 feet.

Staff recommends approving the petition to vacate 5.50 feet of public right-of-way as described in the proposed ordinance and retain an easement for public and private utilities where they now exist. This recommendation and the ordinance are consistent with the compromise reached by the two parties.

Notifications:

At the Public Hearing, Council asked staff to review the notification process, specifically the notice to the owners of 620 Franklin Street as it relates to this request.

City code requires the petitioner to submit a mailing list of all property owners within 300 feet of the proposed vacation. Typically, the mailing list is prepared by a Title Company from the County tax rolls. Unfortunately, the building address of 620 Franklin Street is listed as the official mailing address for the property owner. The building was vacant at the time of mailing and did not have a forwarding address in file with the Postal Service. The hearing notice was returned to the City a few days prior to the hearing. Mr. Brooks' office, owner of 620 Franklin, was made aware of the public hearing by seeing the required public notice sign posted in the alley and contacted Ladd Cluff by email May 11, 2015. An email response was sent later that day, describing the proposed vacation with an attached map detailing the proposal.

Staff is discussing options for notice to adjacent property owners for future such situations.

Neighborhood/Community Interests (if known):

No additional public comments were received. This recommendation and the ordinance are consistent with the compromise reached by the two parties.

Financial Impact:

Per the attached ordinance, the applicant is required to compensate the City for the vacated alley. This is based on an appraisal of the affected right-of-way, conducted by an appraiser acceptable to the City and paid for by the applicant. The typical payment is 50 percent of the appraised value, and must be paid within 90 days of Council's adoption of the ordinance.

Options:

Option 1: Approve the amended vacation request, retaining a utility easement.
 This option allows the vacation to occur while addressing utility needs.

Option 2: Reject the vacation request.
This option would leave the alley right-of-way as is. The development of 321 Lofts parking lot will require revision, slowing the development process.

Attachment(s):

Ordinance
Carnegie Agreement
Vicinity Map

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, VACATING AS A PUBLIC THOROUGHFARE A PORTION OF THE NORTH-SOUTH ALLEY RIGHT-OF-WAY LOCATED AT 600 FRANKLIN STREET SE.

WHEREAS, the Olympia City Council adopted Resolution No. M-1817 on April 7, 2015, setting a public hearing date for May 19, 2015, at 7:00 p.m. to allow public comment for or against vacation of the following described public thoroughfare situated in the City of Olympia, Thurston County, State of Washington, to wit:

The East 5.5 feet of the West 9 feet of Lot 6, Block 36, of Sylvester's Plat, as recorded in Volume 1, at Page 14, records of Thurston County, Washington; TOGETHER with the East 5.5 feet of the West 9 feet of a 10-foot east-west alley lying between Lots 3 and 6, Block 36, of said Plat. Situate in the Southeast Quarter of the Southwest Quarter of Section 14, Township 18 North, Range 2 West, W.M., City of Olympia, Thurston County, Washington.

and

WHEREAS, the petitioner is requesting that a portion of the north-south 19-foot alley in Block 36, Sylvester's Plat of Olympia be vacated; and

WHEREAS, notice of this proposed vacation was posted physically on site, and adjoining neighbors were mailed notice of the hearing; and

WHEREAS, a public hearing was held by the City Council of the City of Olympia on said petition on May 19, 2015, at 7:00 p.m. or thereafter in the evening; and

WHEREAS, after receiving and considering testimony at the May 19 public hearing, the City Council extended the period for written public comment to June 9, 2015; and

WHEREAS, the City has received comment from utility providers with regard to this vacation; and

WHEREAS, the Public Works Department has indicated that the property has no known current or foreseeable future use to the City as a right-of-way; and

WHEREAS, this vacation is deemed to be in the public interest and serve the public welfare;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. As recommended by the City of Olympia Public Works Department and as requested by the owner of the abutting parcels, the Olympia City Council, pursuant to RCW 35.79.010, hereby vacates as a public thoroughfare the herein above described property, reserving an easement for public and private utilities as they now exist.

Section 2. The vacation meets the criteria set forth in OMC 12.16.100.

Section 3. This Ordinance shall not become effective until the owners of the abutting property pay to the City of Olympia the amount required under OMC 12.16.030, 12.16.080, 12.16.090 and RCW 35.79.030 for the area so vacated. Failure of the abutting property owners to remit this amount within ninety (90) days of the passage of this Ordinance shall automatically void the petition and this Ordinance without it being brought back before the City Council. The City Clerk/Treasurer shall certify on the face of this Ordinance whether or not the payment is received within the time limit referred to above.

Section 4. I, Jane Ragland Kirkemo, City Clerk/Treasurer, hereby certify that an amount equal to one-half of the appraised value of property above vacated was ___ was not ___ received within the time referred to above.

(Initials)

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

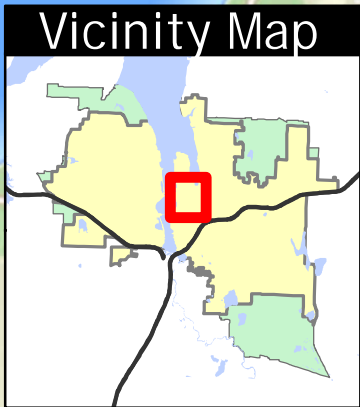
APPROVED:

PUBLISHED:



600 Franklin

Proposed Alley Vacation



0 300 600 Feet 1 inch = 600 feet

Map printed 3/20/2015
 For more information, please contact:
 Ladd Cluff, City Surveyor
 (360) 753-8389

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





June 4, 2015

Ladd Cluff, PLS
City Surveyor, Public Works Engineering
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

Re: **Agreement to reduce the alley vacation request for the 321 LOFTS project**


Mr. Cluff:

Per our meeting with City staff and representatives of the property owners, and doing additional studies and negotiation with the City of Olympia, it is mutually agreed between adjacent property owners, as signed below, that a reduction of the original alley vacation request from 9'-0" wide to 5'-6" wide is acceptable with the following conditions:

1. The Carnegie Partners shall be allowed to remove the existing maple trees, fir tree, and retaining walls for the trees located at the north side of their property, to allow more room to provide angled parking that meets City Parking standards. Access to the Carnegie building parking will become one-way access from the alley, entering off Franklin and exiting onto Seventh. Carnegie Partners agree to pay for any improvements to Franklin street alley entry and cost of planting new trees or tree offset fees associated with removing trees for parking area.
2. Urban Olympia 3, LLC shall remove trees on north side of property, grade area, pave and provide striping for the parking area located between the east wall of the existing Carnegie Library and the western property line of 321 Legion Way during the construction phase of their project.

A revised drawing and legal description of the proposed revision to the alley vacation request for the 321 LOFTS project is attached.

Owner/Representative for 321 Legion Way (321 LOFTS):




Walker John
 Urban Olympia 3, LLC
 PO Box 7534
 Olympia, WA 98501

6/5/2015

 Date

Owner/Representative for 620 Franklin Street (The Carnegie Library):

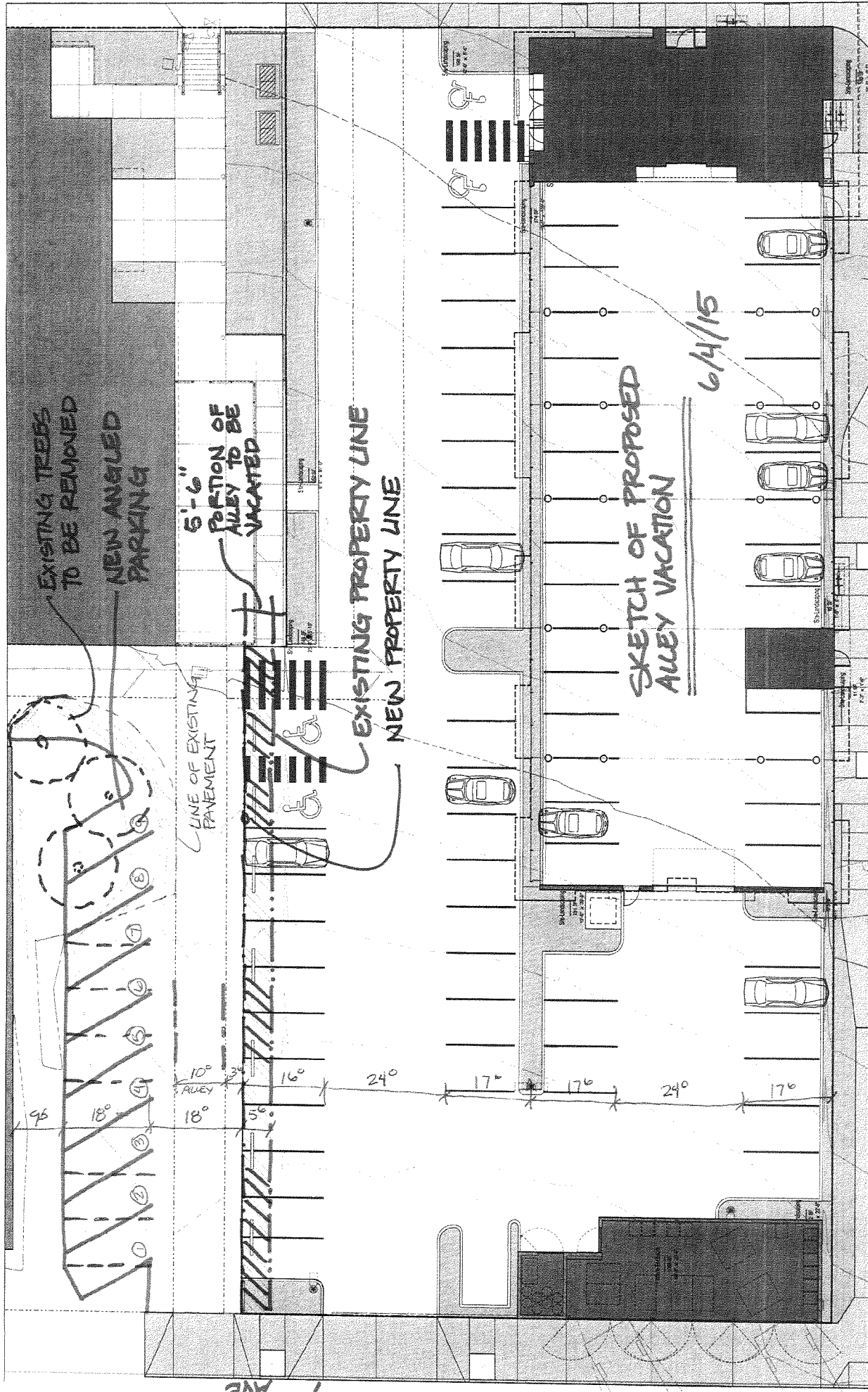


Edward J. Brooks
 Carnegie Partners, Daniel & Lori Durr and Edward & Carmen Brooks
 Carnegie Partners TIC
 c/o Bamboo Property Management
 9500 Front Street, Suite 200
 Lakewood, WA 98499

June 5, 2015

 Date

Attachments: Drawing of revised alley vacation
Revised legal description



EB
MS

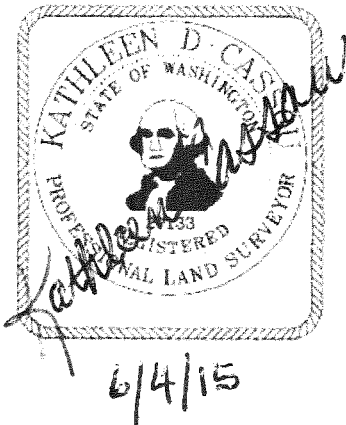
LEGAL DESCRIPTION FOR PROPOSED VACATION

A PORTION OF TAX PARCEL 78503600100

THE EAST 5.5 FEET OF THE WEST 9 FEET OF LOT 6, BLOCK 36, OF SYLVESTER'S PLAT, AS RECORDED IN VOLUME 1, AT PAGE 14, RECORDS OF THURSTON COUNTY, WASHINGTON;

TOGETHER WITH THE EAST 5.5 FEET OF THE WEST 9 FEET OF A 10-FOOT EAST-WEST ALLEY LYING BETWEEN LOTS 3 AND 6, BLOCK 36, OF SAID PLAT.

SITUATE IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 18 NORTH, RANGE 2 WEST, W.M., CITY OF OLYMPIA, THURSTON COUNTY, WASHINGTON.





City Council

Approval of Ordinance Vacating a Portion of Alley Right-of-Way Adjacent to 1919 Harrison Avenue NW

Agenda Date: 7/7/2015
Agenda Item Number: 4.K
File Number: 15-0454

Type: ordinance **Version:** 2 **Status:** 2d Reading-Consent

Title

Approval of Ordinance Vacating a Portion of Alley Right-of-Way Adjacent to 1919 Harrison Avenue NW

Recommended Action

Committee Recommendation:

N/A

City Manager Recommendation:

Move to approve on second reading an ordinance to vacate a portion of alley right-of-way adjacent to 1919 Harrison Ave NW.

Report

Issue:

Whether the City Council should pass an Ordinance vacating a portion of alley right-of-way adjacent to 1919 Harrison Ave NW.

Staff Contact:

Ladd F. Cluff, PLS, City Surveyor, Public Works, 360.753.8389

Presenter(s):

Ladd F. Cluff, PLS, City Surveyor, Public Works

Background and Analysis:

The background and analysis have not changed from first to second reading.

The West Central Park Project, property owner of 1919 Harrison Ave NW, petitioned the City to vacate a twelve (12) foot wide alley right-of-way. On May 5, 2015 Council adopted a resolution to set the date of June 16, 2015 for a Public Hearing to hear public comment regarding the request.

In September 1999 Council passed Ordinance No. 5955, vacating the north-south alley adjacent to 1919 Harrison Ave NW. The vacation required that construction on the adjacent property would begin within three years of passage of the Ordinance. The developer planned to dedicate a

meandering alley located westerly of the north-south alley with the proposed development. The meandering alley was dedicated in July 2000. Development did not begin within three years. The north-south alley vacation was void September 2002, by operation of law.

Two alleys existed through the 1919 Harrison Ave NW parcel until December 2010 when Council passed Ordinance No. 6740. This action resolved the two alley issue; the north-south alley was vacated with a reservation for a sanitary sewer easement.

Ownership and development plans for the land has changed. The current owner, West Central Park Project, has petitioned the City to vacate the 12 foot wide meandering alley and in exchange, the original 12 foot wide north-south alley will be rededicated as a public right-of-way. Because the City will be receiving functionally equal right-of-way, the City is not seeking monetary compensation.

On April 15, 2015 the Site Plan Review Committee (SPRC) reviewed the petition. SPRC's recommendation to Council is to approve the vacation and accept the dedication in lieu of payment.

The petition was sent to Franchise utilities and City staff for review and comment. CenturyLink sent a letter, dated April 29, 2015, requesting that their rights be preserved for overhead communication facilities. CenturyLink has facilities within the 12 foot wide north-south alley. Approving the vacation and accepting the dedication will protect CenturyLink's rights and facilities.

City staff reviewed the request using the criteria outlined in Olympia Municipal Code Section 12.16.100. The OMC review criteria and staff comment is as follows:

- A. The proposed vacation will not be materially detrimental to other properties in the vicinity, nor will it endanger public health, safety or welfare. Typical detriments or endangerments include, but are not limited to: depriving property of reasonable and convenient access; increasing traffic safety hazards; or decreasing transportation service levels.
- *The proposed vacation is not needed for access to adjacent properties. The dedication of the 12 foot wide north-south alley provides necessary access.*
- B. The subject rights-of-way is not needed for general access, emergency services, utility facilities or other similar public purposes, nor is it necessary as part of a long range circulation plan, pedestrian/bicycle pathway plan or street improvement plan. Providing easements, relocating facilities or implementing other similar alternatives equal or superior to the existing or planned facilities may cause the petition to comply with this criteria;
- *The proposed vacation is not used for general access. Emergency services, utility facilities or other similar public purposes and long range circulation needs will be provided with the acceptance of the 12 foot wide north-south alley dedication.*
- C. The subject vacation is consistent with the adopted Olympia Comprehensive Plan and all other related land use and circulation regulations and policies, including but not limited to the Olympia Development Standards and Titles 17 (Subdivisions) and 18 (Zoning) of the Olympia Municipal Code;

- *The proposed vacation is consistent with Council's priorities and goals.*

D. The subject vacation would not directly or indirectly result in an adverse impact on historical or cultural resources, the natural environment or otherwise negatively affect an environmentally sensitive area as defined by Chapter 18.76 of the Olympia Municipal Code.

- *The proposed vacation does not negatively impact the area.*

City staff recommends vacating this portion of alley right-of-way and accepting the dedication of the 12 foot wide north-south alley.

Neighborhood/Community Interests (if known):

The public hearing will provide an opportunity for community input on the requested vacation.

Options:

- Option 1: Move to approve on second reading an ordinance to vacate a portion of alley right-of-way adjacent to 1919 Harrison Ave NW. This option allows the vacation to occur while addressing utility needs.
- Option 2: Continue to receive written testimony to a date certain. This option would delay the decision until Council has enough information to make their decision.
- Option 3: Reject the vacation request. This option would leave the alley right-of-way as is. The development of the West Central Park Project may require revision, slowing the development process.

Financial Impact:

None.

Attachment(s):

Ordinance
Master Site Plan
Vacation Petition
Right of Way Dedication Deed
Vacation Sketch
Vicinity Map

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON VACATING AS A PUBLIC THOROUGHFARE A PORTION OF THE NORTH-SOUTH ALLEY RIGHT-OF-WAY LOCATED AT 1919 HARRISON AVE NW.

WHEREAS, the Olympia City Council adopted Resolution No. M.1818 on May 5, 2015, setting a public hearing date for June 16, 2015, at 7:00 p.m. to allow public comment for or against vacation of the following described public thoroughfare situated in the City of Olympia, Thurston County, State of Washington, to wit:

That part of Block 37, Woodruff Addition to the City of Olympia, as recorded in Volume 3 of Plats, Page 40, lying within a strip of land 12.00 feet in width, the centerline of which is described as follows:

Commencing at the Southeast corner of Lot 5 of said Block 37, Thence South $86^{\circ}49'32''$ East along the easterly extension of the south line of said Lot 5, a distance of 6.00 feet to the True Point of Beginning, said point being the beginning of a non-tangent curve to the left, the radius point of which bears North $86^{\circ}53'09''$ West 31.52 feet; Thence Northerly along said curve through a central angle of $40^{\circ}11'57''$, an arc length of 22.12 feet to the beginning of a tangent curve to the right having a radius of 31.52 feet; Thence northerly along said curve through a central angle of $40^{\circ}11'57''$, an arc length of 22.11 feet; Thence North $03^{\circ}06'51''$ East 109.23 feet to the beginning of a tangent curve to the right, having a radius of 21.00 feet; Thence Northeasterly along said curve through a central angle of $73^{\circ}25'22''$, an arc length of 26.91 feet to the beginning of a tangent curve to the left having a radius of 41.00 feet; Thence Northeasterly along said curve through a central angle of $73^{\circ}25'22''$, an arc length of 52.54 feet; Thence North $03^{\circ}06'51''$ East 40.42 feet to the Southerly Right-of-Way line of Harrison Avenue, and the Terminus of this described centerline.

The sidelines of said strip shall be prolonged and shortened to terminate at said Southerly Right-of-Way line.

WHEREAS, the petitioner is requesting that a portion of the north-south alley in Block 37, Woodruff Addition to the City of Olympia be vacated; and

WHEREAS, notice of this proposed vacation was posted physically on site, and adjoining neighbors were mailed notice of the hearing; and

WHEREAS, a public hearing was held by the City Council of the City of Olympia on said petition on June 16, 2015, at 7:00 p.m. or thereafter in the evening; and

WHEREAS, the City has received no comments from utility providers with regard to this vacation; and

WHEREAS, the Public Works Department has indicated that the property has no known current or foreseeable future use to the City as a right-of-way; and

WHEREAS, this vacation is deemed to be in the public interest and serve the public welfare;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. As recommended by the City of Olympia Public Works Department and as requested by the owner of the abutting parcels, the Olympia City Council, pursuant to RCW 35.79.010, hereby vacates as a public thoroughfare the herein above described property.

Section 2. The vacation meets the criteria set forth in OMC 12.16.100.

Section 3. This Ordinance shall not become effective until the owners of the abutting property dedicate to the City of Olympia a north-south alley right-of-way in lieu of payment required under OMC 12.16.030, .080, .090 and RCW 35.79.030 for the area so vacated. Failure of the abutting property owners to dedicate within ninety (90) days of the passage of this Ordinance shall automatically void the petition and this Ordinance without it being brought back before the City Council. The City Clerk/Treasurer shall certify on the face of this Ordinance whether or not the dedication is received within the time limit referred to above.

Section 4. I, Jane Ragland Kirkemo, City Clerk/Treasurer, hereby certify that the owners of the abutting property have ____ have not ____ dedicated to the City of Olympia a north-south alley right-of-way in lieu of payment required under OMC 12.16.030 within the time referred to above.

(Initials)

MAYOR

ATTEST:

CITY CLERK

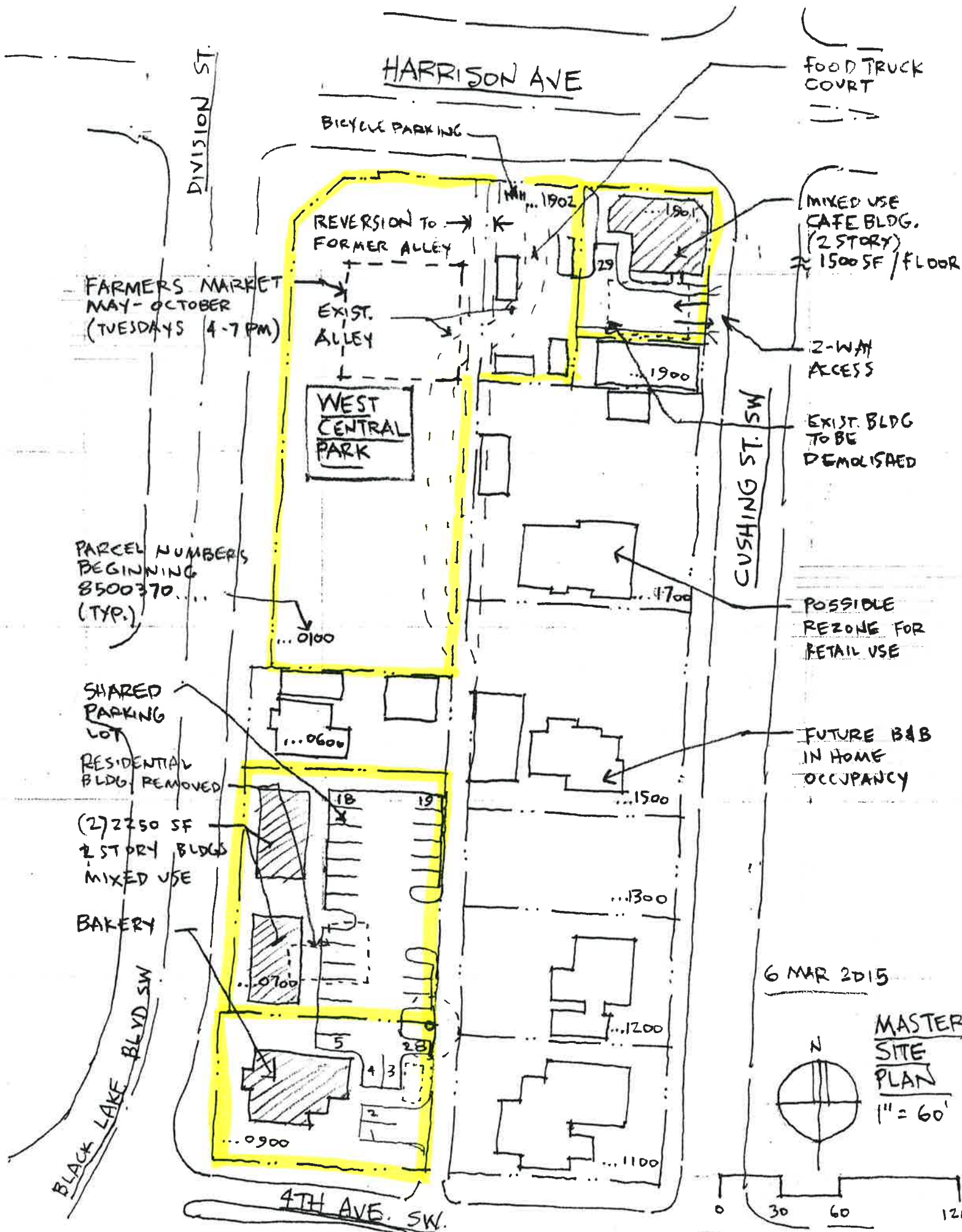
APPROVED AS TO FORM:

Darre Niehaber DCA
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



HARRISON AVE

FOOD TRUCK COURT

DIVISION ST

BICYCLE PARKING

MIXED USE CAFE BLDG. (2 STORY) ≈ 1500 SF / FLOOR

FARMERS MARKET MAY - OCTOBER (TUESDAYS 4-7 PM)

REVERSION TO FORMER ALLEY

2-WAY ACCESS

EXIST. ALLEY

EXIST. BLDG TO BE DEMOLISHED

WEST CENTRAL PARK

CUSHING ST. SW

PARCEL NUMBERS BEGINNING 8500370... (TYP.)

POSSIBLE REZONE FOR RETAIL USE

...0100

FUTURE BAB IN HOME OCCUPANCY

SHARED PARKING LOT

...0600

RESIDENTIAL BLDG. REMOVED

(2) 2250 SF 2 STORY BLDGS MIXED USE

18

19

...1500

BAKERY

...0700

...1300

6 MAR 2015

BLACK LAKE BLVD SW

5

28

...1200

MASTER SITE PLAN

1" = 60'

...0900

...1100

4TH AVE. SW

0 30 60 120



Permit & Inspection Services

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

PETITION TO VACATE
PUBLIC RIGHT-OF-WAY



OFFICIAL USE ONLY

Applicant: West Central Park Address: 1919 Harrison Ave NW
Phone: File #: 15-1434 Receipt #: Date: 2/23/15

HONORABLE MAYOR AND CITY COUNCIL:

We, the undersigned, do hereby petition the Olympia City Council to vacate the following described public right-of-way:

LEGAL DESCRIPTION OF AFFECTED RIGHT-OF-WAY:

Property 12 ft. wide beginning at the north line of Lot 20 and easterly of the original alley & proceeding south, curving through the NW corner of Lot 19 and the SE corner of Lot 2, continuing south within Lots 3, 4 & 5, ending with a connecting alley location with the south line Lot 5.

PURPOSE OF REQUEST & STATEMENT OF PUBLIC BENEFIT:*

(See attached statement)
To restore original straight alley

*See criteria for approval on the reverse side of this form.

Table with 3 columns: Owner's Signature, Owner's Name (printed), Parcel Number. Includes West Central Park Prot., Bethany Weidner, WCPP Treasurer, and parcel numbers 85003700100 and 85003701902.

I verify that each of the above signatures represents a legal and registered owner of the property abutting the above-described right-of-way:

Bethany Weidner (Signature) 01/13/2015 (Date)
Applicant's Signature Date

After recording return document to:
City of Olympia
Attention: Legal Department
P.O. Box 1967
Olympia, WA 98507-1967

Document Title: RIGHT-OF-WAY DEDICATION DEED
Grantor(s): West Central Park Project, a Washington Non-Profit Corporation
Grantee(s): City of Olympia
Legal Description: Block 37, Woodruff Addition to Olympia
Assessor's Tax Parcel Number: 85003701902

RIGHT-OF-WAY DEDICATION DEED

The Grantor(s), **West Central Park Project, a Washington Non-Profit Corporation**, in consideration of the sum of Ten and No/100 Dollars (\$10.00), and other valuable consideration, hereby grants unto the **CITY OF OLYMPIA**, a municipal corporation, and its assigns, a public highway right-of-way easement, to be used for all lawful right of way purposes, surface and subsurface, including but not limited to right-of-way uses as well as sidewalks, plantings, right of way beautification improvements where deemed appropriate by the City, installation, operation and maintenance of utilities, stormwater and such other uses that municipalities may make of rights-of-way from time to time, now or in the future, for the use and benefit of the public, over, under, upon and across the hereinafter described lands. All such uses are unrestricted in location within the right-of-way and shall not be limited in any way whatsoever by the state of being, condition or location of the street.

The City of Olympia shall have the right to utilize such additional width as may be necessary temporarily for the placing of excavated materials thereon and for initial construction and maintenance operations. The City shall restore the disturbed property to equal or better condition.

Said lands being situated in the City of Olympia, County of Thurston, State of Washington, legally described as follows:

See Attached EXHIBIT "A".

WITNESS _____ hand _____ this 23rd day of March, 20 15.

Alicia Elliott
(Signature)

President
West Central Park Project, a Washington Non-Profit Corporation

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On the 23rd day of March, 20 15, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Alicia Elliott to me known to be the President of West Central Park Project and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she/they is/are authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.



Michelle L. Brown
Notary Public in and for the State of Washington, residing at Tumwater
My commission expires: 3/20/18

Also, the undersigned hereby requests the Assessor and Treasurer of said County to set-over to the remainder the lien of all unpaid taxes, if any, affecting the property hereby conveyed, as provided by RCW 84.60.070.

It is understood and agreed that delivery of this Deed is hereby tendered and that the terms and obligations hereof shall not become binding upon the City of Olympia unless and until accepted and approved hereon in writing for the City of Olympia, by the Public Works Director.

Approved as to form:

CITY OF OLYMPIA

Darren Nienobe DCA
City Attorney

By: _____
Rich Hoey, Public Works Director

Date: _____

EXHIBIT "A"

THAT PART OF BLOCK 37, WOODRUFF ADDITION TO THE CITY OF OLYMPIA, AS RECORDED IN VOLUME 3 OF PLATS PAGE 40, LYING WITHIN A STRIP OF LAND 12.00 FEET IN WIDTH, THE CENTERLINE OF WHICH IS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT 5 OF SAID BLOCK 37; THENCE SOUTH 86° 48' 23" EAST ALONG THE EASTERLY EXTENSION THEREOF A DISTANCE OF 6.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 03° 07' 38" EAST ALONG THE CENTERLINE OF ALLEY, AS DEDICATED IN SAID PLAT, A DISTANCE OF 249.91 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF HARRISON AVENUE NW, SAID POINT LIES 6.00 FEET SOUTH 86° 48' 30" EAST OF THE NORTHEAST CORNER OF LOT 1 OF SAID BLOCK 37 AND THE TERMINUS OF THIS DESCRIBED CENTERLINE.

THE SIDELINES OF SAID STRIP SHALL BE PROLONGED OR SHORTENED TO TERMINATE AT SAID SOUTHERLY RIGHT-OF-WAY LINE.

THE ABOVE DESCRIBED DEDICATION BEING DEPICTED ON ATTACHED EXHIBIT "B".



3/12/15

EXHIBIT "B"

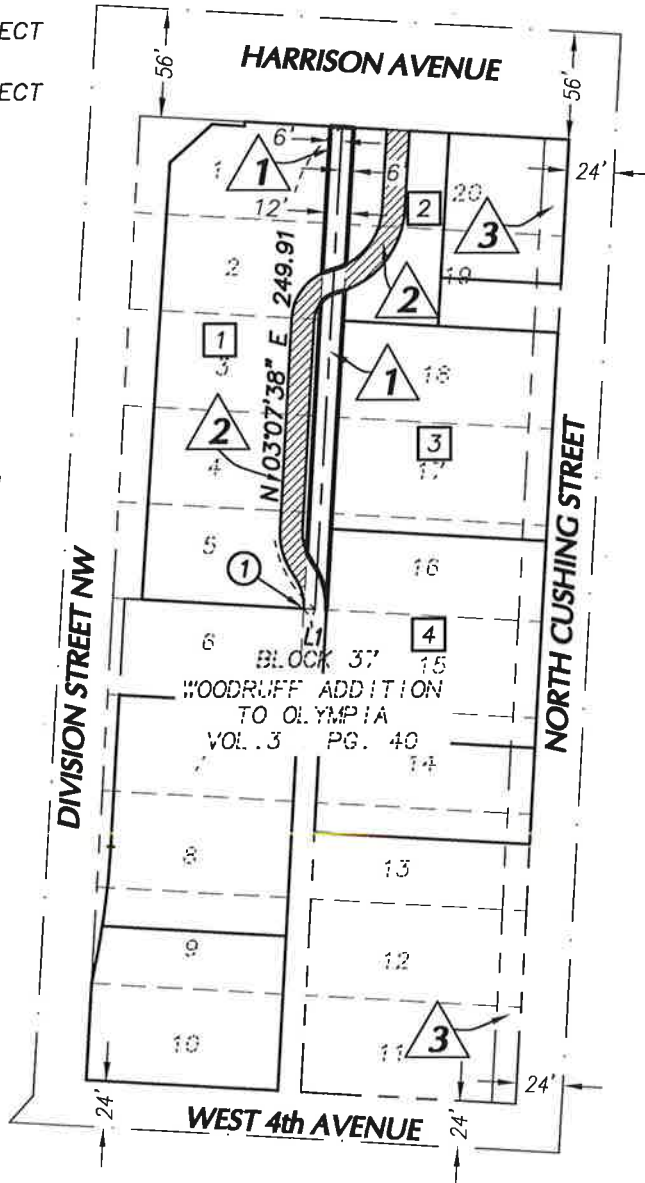
RIGHT OF WAY DEDICATION

A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 18 NORTH, RANGE 2 WEST, W.M.

LEGEND

- 1 PARCEL #85003700100
OWNER: WEST CENTRAL PARK PROJECT
- 2 PARCEL #85003701902
OWNER: WEST CENTRAL PARK PROJECT
- 3 PARCEL #85003701700
OWNER: ALICIA S. ELLIOTT
- 4 PARCEL #85003701500
OWNER: ALICIA S. ELLIOTT
- ① SOUTHEAST CORNER LOT 5
- ▲1 ALLEY DEDICATED HEREIN
- ▲2 PENDING RIGHT OF WAY VACATION (HATCHED AREA)
- ▲3 12.5' WIDE RIGHT OF WAY VACATION

BASIS OF BEARINGS:
 SURVEY RECORDED UNDER
 AUDITOR'S FILE NO. 3505521



SCALE: 1"=100 FEET



HATTON GODAT PANTIER

ENGINEERS AND SURVEYORS

3910 MARTIN WAY E, SUITE B

OLYMPIA, WA 98506

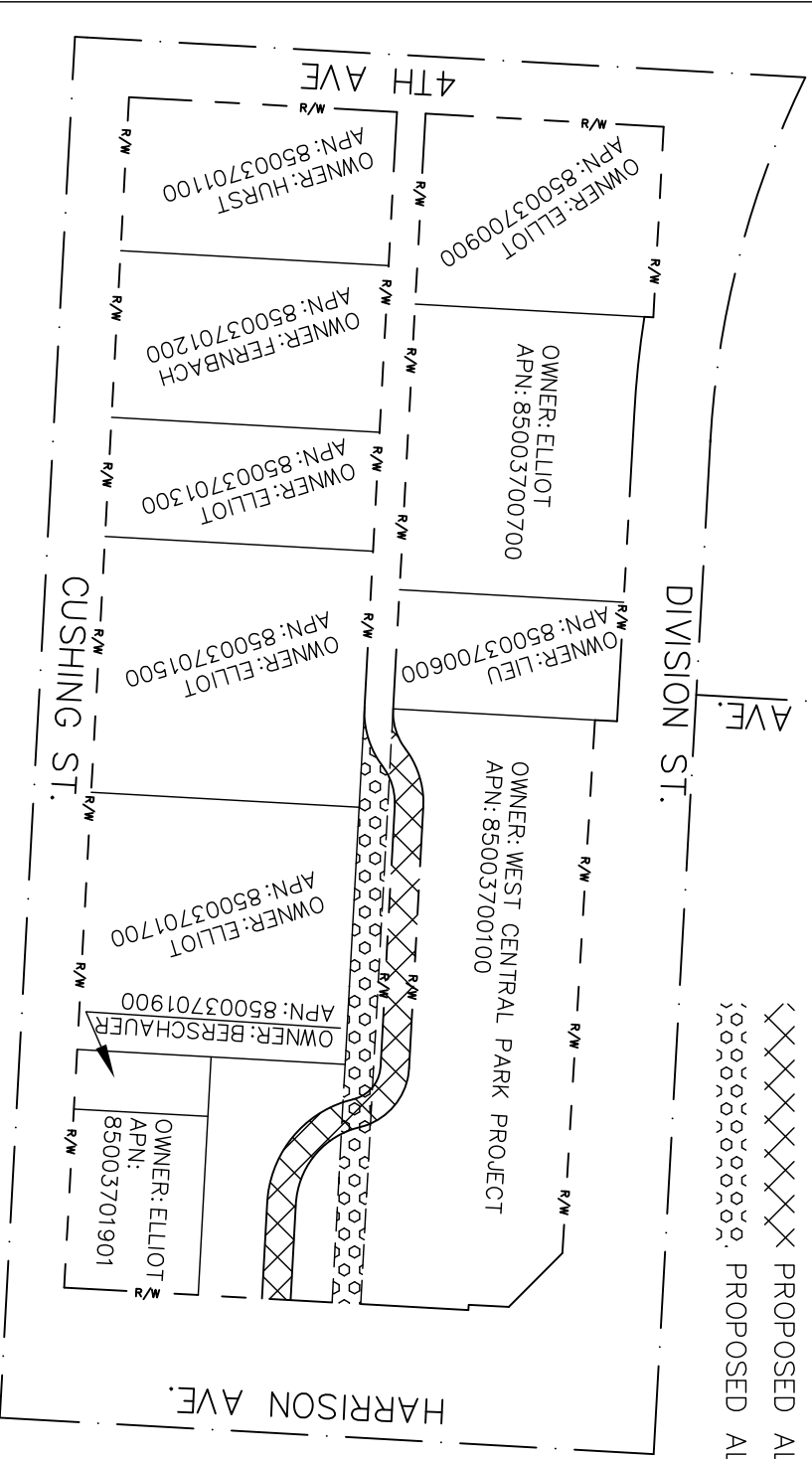
TEL: 360.943.1599 FAX: 360.357.6299

hattonpantier.com

EEP
15-014



- LEGEND**
- _____ PARCEL LINE
 - R/W --- RIGHT-OF-WAY
 - VACATED RIGHT-OF-WAY
 - CITY MONUMENT LINE
 - X X X X X X X X X X PROPOSED ALLEY VACATION
 - o o o o o o o o o o PROPOSED ALLEY DEDICATION

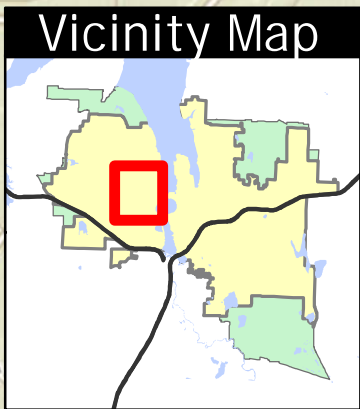
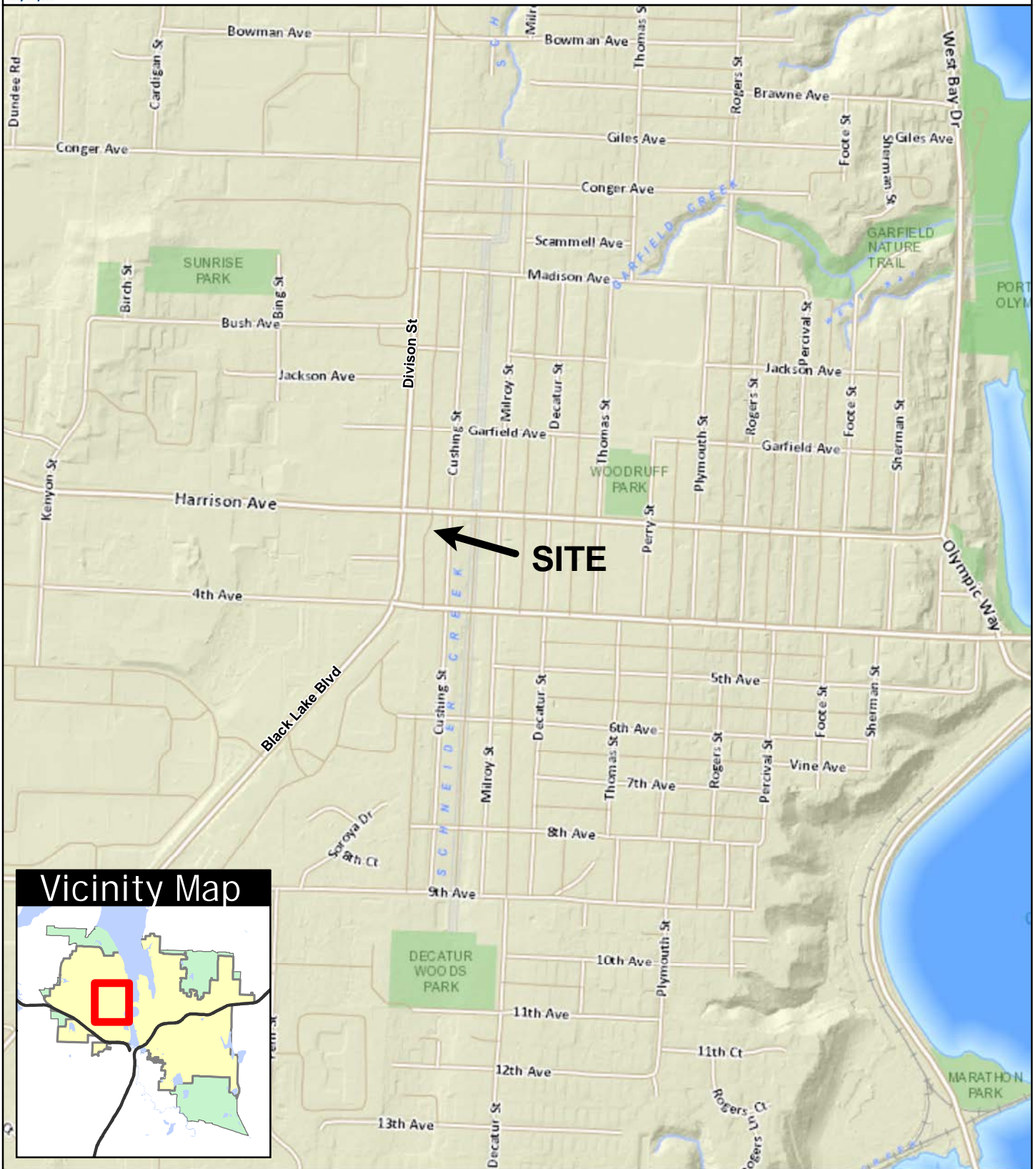


PROJECT NO.		15-1434	
DATE		MAY 2015	
CITY OF OLYMPIA			
EXHIBIT "A"			
1919 HARRISON AVE NW. PROPOSED ALLEY VACATION			
BLOCK 37, WOODRUFF'S ADDITION TO OLYMPIA			
DRAWN	PROJECT NO.	DRAWING NAME	15-1434 VAC
QC REVIEW LFC	DATE	SHEET 1 OF 1	
SCALE N.T.S.	MAY 2015		



1919 Harrison Avenue

Proposed Alley Vacation



0 300 600
 Feet

1 inch = 800 feet

Map printed 5/4/2015
 For more information, please contact:
 Ladd Cluff, City Surveyor
 (360) 753-8389

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of an Ordinance Amending Olympia Municipal Code 18.58.060 and 18.72.170 Related to the Timing of Review of Zoning Map Amendment (Rezone) Applications

Agenda Date: 7/7/2015
Agenda Item Number: 4.L
File Number: 15-0591

Type: ordinance **Version:** 2 **Status:** 2d Reading-Consent

Title

Approval of an Ordinance Amending Olympia Municipal Code 18.58.060 and 18.72.170 Related to the Timing of Review of Zoning Map Amendment (Rezone) Applications

Recommended Action

Planning Commission Recommendation:

Planning Commission recommends approval of attached ordinance.

City Manager Recommendation:

Move to approve on second reading the attached ordinance related to the timing of review of zoning map amendment (rezone) applications.

Report

Issue:

The City's current development code provides that requests to amend the City zoning map (known as 'rezones') may be submitted and considered at any time. Subject to certain exceptions, the proposed ordinance would collect such proposals into semi-annual sets instead of reviewing them individually.

Staff Contact:

Todd Stamm, Principal Planner, Community Planning and Development Department, 360.753.8597

Presenter:

None; consent agenda item.

Background and Analysis:

The background and analysis have not changed from first to second reading.

The City's development code provides that zoning map amendments, known as 'rezones,' may be considered at any time. During review of the Comprehensive Plan update members of the public commented that the new more general format of the Plan was likely to result in more rezone applications and that the City should review rezone proposals collectively - like Plan amendments --

rather than whenever proposed. Commenters suggested this would make it easier for the general public to participate in the review of rezone proposals. This issue was referred to the Planning Commission by the City Council in December of 2014.

Planning Commission Review

The Commission was briefed regarding this referral on January 5, 2015. The Commission held a public hearing regarding a proposed code amendment on February 2 and accepted written comments until February 13. Parties that expressed interest in this topic during the Plan update were notified of this hearing. Two parties commented, generally suggesting that rezone applications should be considered only once or twice each year and that such review should be concurrent with the Comprehensive Plan amendment process.

The Commission issued its recommendation on February 23, 2015. The Commission concluded that collecting rezone applications into two annual sets with specific start-dates six months apart would balance issues of delay in considering proposals with the public's interest in establishing predictable review schedules. The Commission concluded that because the review process for rezones differs significantly from that for Plan amendments, these two rezone-review cycles should be separate from the annual Plan amendment process. The staff concurs with the Commission's recommendation. The attached ordinance reflects the Commission's recommendation with the addition of specific dates, which the Commission directed be based on staff's judgment. (For more information, see attached excerpt of minutes of Commission meetings on this topic.)

The Proposal

The proposed development code amendment would allow applicants to submit rezone applications at any time. However, any proposals would be reviewed as part of two annual sets. One review period would begin on April 1 with the other beginning six months later on October 1. Each would be subject to a 180-day review period (see below regarding the State-standard 120-day period) and thus, barring delays, any final Council decisions would usually be made in September and March, respectively.

This limitation would apply to site-specific rezone proposals including any proposed by a government agency such as the Port, City or a school district. However, this limitation would not apply to area-wide rezone proposals and similar change in the development code. In addition, the City Council would retain the authority to grant other specific exceptions.

Analysis Summary

Based on experience, staff anticipates that two to six rezone applications will be received each year. Olympia's process for reviewing site-specific rezone applications must conform to the State's Local Project Review Act (RCW Chapter 36.70B). The Act requires that local jurisdictions establish and implement time limits and other predictable procedures with regard to rezone proposals, and that such review periods "should not exceed one hundred twenty days, unless the local government makes written findings that a specified amount of additional time is needed to process specific complete project permit applications or project types." RCW 36.70B.080(1).

Site specific rezone applications are subject to a 'quasi-judicial' review process including review pursuant to the State Environmental Policy Act, a public hearing held by the Olympia Hearing Examiner a recommendation to the City Council with specific findings based on adopted criteria, followed by a Council decision. Notice of the hearing is mailed to property owners within 300 feet

(and sometimes more) and to interested parties of record; posted at the site; and published in the Olympian. In addition, the City often posts notice on the city website and issues news releases and other notice of rezone applications. (Note, on May 19, 2015, the Council referred a separate Planning Commission recommendation regarding who should hold the hearing to the Land Use and Environment Committee for further review.)

Completing this process within 120 days is very difficult and provides little time for staff analysis, public review and comment. If a rezone application is reviewed and decided immediately upon receipt, this process would ordinarily lead to a final Council decision 4 to 6 months after the application is received.

Some delay associated with collecting applications into sets would result from awaiting the next 'due date' of the year. This delay could add development costs, and could discourage or prevent changes in zoning that would support development beneficial to or preferred by the community. This is the primary adverse impact of mandating rezone application 'batching.' Of course, the specific effect of any delay would vary with the circumstances surrounding the proposal.

Some of the benefits of collecting rezone applications into sets include: a greater ability for general public to monitor and participate in the review process; easier scheduling at Planning Commission and City Council meetings; less disruption of other development review processes; and related proposals might be considered concurrently, for example a sudden demand for office space could lead to more than one request for a rezone to allow office uses. As proposed by the Commission, confusion would be avoided by separating any rezone process from the more complex nine to twelve-month long Comprehensive Plan amendment process.

Neighborhood/Community Interests:

Although specific rezones are often of significant public interest, only a few parties commented on this procedural issue during the Comprehensive Plan update process and at the Planning Commission's public hearing.

Options:

1. Approve code amendment as proposed.
2. Direct staff to prepare an alternative version.
3. Refer the proposal to the Land Use and Environment Committee for review and recommendation.

Financial Impact:

Consolidating rezone applications into sets will probably result in small efficiency- savings for the City; the related delay in awaiting rezone decisions may result in slight increase in development costs.

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE 18.58.060 AND 18.72.170 RELATED TO THE TIMING OF REVIEW OF ZONING MAP AMENDMENT (REZONE) APPLICATIONS AND PROVIDING THAT SUCH APPLICATIONS WILL ONLY BE REVIEWED TWICE EACH YEAR.

WHEREAS, in December 2014, the Olympia City Council adopted a major update of the Olympia Comprehensive Plan (the Plan), including a less specific Future Land Use Map, and referred the topic of this Ordinance to the Olympia Planning Commission for consideration; and

WHEREAS, as a result of changes in the Plan, it is likely that in the future the City will receive more requests for zoning changes not requiring concurrent amendment of the Plan; and

WHEREAS, the City seeks to ensure adequate opportunities for public involvement in the review of such proposals by avoiding random and haphazard consideration of such significant changes in development regulations; and

WHEREAS, the Olympia Planning Commission received a briefing on the proposed code amendment on January 5, 2015, and held a duly-noticed public hearing on February 2, 2015; and

WHEREAS, following the public hearing and deliberations, on February 23, 2015, the Planning Commission recommended amendments to the Olympia Municipal Code limiting consideration of rezone applications to two annual sets and providing for 180 days to review each set; and

WHEREAS, this proposal is exempt from the State Environmental Policy Act (SEPA), as a non-substantive, procedural amendment; and

WHEREAS, this Ordinance is consistent with and furthers the purposes of the City of Olympia Comprehensive Plan goal of ensuring public involvement in development review processes; and

WHEREAS, this Ordinance meets the goals and requirements of the Growth Management Act; and

WHEREAS, the City Council finds that 180 days is necessary to review and process site specific rezones due to their unusual complexity given the City's review processes; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, along with other documents on file with the City of Olympia, including but not limited to documents relating to File No. 14-0122; and

WHEREAS, Chapters 35A.63 and 36.70 RCW and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal; and

WHEREAS, City Staff are known to the City Council, and staff's curriculum vitae shall be part of the record in support of this Ordinance; and

WHEREAS, on June 16, 2015, the Olympia City Council duly considered the recommendations of the Planning Commission and City staff and finds it to be in the best interest of the City of Olympia to limit consideration of rezone applications to two annual sets, providing for 180 days to review each set, and to amend the Olympia Municipal Code accordingly; and

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 18.58.000. Olympia Municipal Code Section 18.58.000 is hereby amended to read as follows:

Chapter 18.58
REZONES AND TEXT AMENDMENTS

18.58.000 Chapter Contents

Sections:

18.58.020 Authority.

18.58.040 Rezone procedures.

18.58.060 Collection of rezone applications.

Section 1. Amendment of OMC 18.58. There is hereby added to the Olympia Municipal Code a **NEW SECTION 18.58.060 as follows:**

18.58.060 Collection of rezone applications

Site-specific rezone applications may be submitted at any time. However, for review purposes, such proposals will be collected into two (2) sets in each calendar year. Unless otherwise specifically authorized by the City Council:

A. Proposals submitted between April 1st and September 31st shall be considered collectively and voted upon by the City Council by March 31st of the following year.

B. Proposals submitted between October 1st and March 31st shall be considered collectively and voted upon by the City Council by September 31st of the same year.

C. Proposals will be considered no more than twice each year.

D. Time limits for review shall be as established in OMC 18.72.120, provided that the review period shall start on the latest submittal dates established under (A) and (B) of this section and not the date of application.

Section 2. Amendment of OMC 18.72.120. Olympia Municipal Code Subsection 18.72.120(F) is hereby amended to read as follows:

Olympia Municipal Code 18.72.120 Permit review time periods

F. Application Time Limits.

PLANNING APPLICATION TYPE	TIME LIMIT
<u>Site-Specific Rezones (also see OMC 18.58.040)</u>	<u>180-days</u>
Environmental Review (SEPA Checklist and Assessment)	90-days
Environmental Impact Statement (draft)	365-days
Short Plats	90-days
Land Use Approval	120-days
Preliminary Plat (10 or more lots)	90-days
Preliminary Planned Residential Development	90-days
Final Planned Residential Development	30-days
Final Plat	30-days
Conditional Use Permit	120-days
Conditional Use Permit - Residential	120-days
Variance	90-days
Shoreline Substantial Development Permit	120-days
Shoreline Exemption	90-days
Time Extension or Modification	90-days
Boundary Line Adjustment	90-days
Appeal to Hearing Examiner	90-days
ENGINEERING PERMIT APPLICATION TYPE	TIME LIMIT
Short Plat	120 days
Long Plat	120 days
Utility Extension (in-city)	120 days
Commercial	120 days
Multifamily	120 days
BUILDING PERMIT APPLICATION TYPE	TIME LIMIT
New Single-family Residential	30-days
Residential Addition/Remodel	30-days
New Multifamily	120-days
New Commercial	120-days
Commercial Addition/Remodel	120-days

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darre Nienaber DCA
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

Timing of Land Use Zoning Amendments

Excerpts from Planning Commission Minutes

January 5, 2015

Item 6.C 15-0028 Rezone Application Consolidation Amendment Briefing

Mr. Stamm briefed the Commission on the consequences of approving the new Comprehensive Plan as proposed and the impact of rezones on zoning map amendments. He explained a proposal to consolidate all rezone applications into batches and staff's preliminary proposal to schedule public hearings regarding code amendments. He discussed how establishing an annual process for rezone application review, comparable to that for a Comprehensive Plan amendment review, would involve Council adoption of an annual schedule including a deadline for applications.

The report was received.

February 2, 2015

Item 6.A 15-0111 Collection of Rezone Proposals - Code Amendment Public Hearing

Mr. Stamm explained the issue and referral process by City Council in December 2014 to the Planning Commission. He summarized the site specific zoning map amendment (rezone) protocol and discussed benefits and impacts. He distributed written commentary received from the public.

Chair Brown opened the public hearing at 7:38 p.m.

Bob Jacobs discussed how and why transparency and accountability was better in the past. He supports returning to the former procedures and addressed previous problems which resulted from an emphasis on developer facilitation and inadequate oversight.

Mary Wilkinson read a prepared a statement in support of changing the Olympia Municipal Code for site specific application deadlines to no more than two times per year. The public hearing was closed at 7:47 p.m. with unanimous support to leave the written record open.

Discussion:

- \$3000 process for private applicant code amendment approval.
- Neighborhood center rezone process applications.
- Applicant submittal process for text amendments.
- Differences between text amendments and rezones.
- Staff recommendation for tying this to the CP.
- Options besides a 120 day limitation and/or alignment with CP.

The public hearing was held and closed with the written record left open until Friday, February 13, 2015 at 5:00 p.m.

February 23, 2015

Item 6.B 15-0178 Collection of Rezone Proposals - Deliberation and Action
Olympia Municipal Code Chapter 18.58 - Rezones and Text Amendments
New Section OMC 18.58.040 Collection of rezone applications

Site-specific rezone applications may be submitted at any time. However, for review purposes such proposals will be collected into two sets in each calendar year. One set will be those submitted prior to the submittal deadline established by the City Council for annual Comprehensive Plan amendments and will be considered concurrently with such amendments. A second set will be based on a second submittal deadline set by the City Council. Accordingly, unless otherwise specifically authorized by the City Council, site specific rezone proposals shall be considered collectively and no more than twice each year. Time limits for review of the first set shall accord with any time limits for review of Plan amendments; the time limit for review of the second set shall be as established in OMC 18.72.120 provided that the review period shall start on the 'due date' established by Council and not the date of application.

The Commission discussed the language for consistency with the CP. *[Staff note: the description in the minutes paragraph above reflects the version of the amendment presented by City staff at the public hearing. The version ultimately recommended by the Commission in the motion below was an alternative version drafted and presented by Commissioner Horn in response to public comment and with assistance by City staff.]*

Chair Brown moved, seconded by Commissioner Bateman, to adopt the amendment language as written. The motion passed unanimously.



City Council

Approval of Ordinance Amending Olympia Municipal Code 18.04.060.N Regarding Multi- Family Housing

Agenda Date: 7/7/2015
Agenda Item Number: 4.M
File Number: 15-0650

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of Ordinance Amending Olympia Municipal Code 18.04.060.N Regarding Multi-Family Housing

Recommended Action

Planning Commission Recommendation:

Approve an amendment to Olympia Municipal Code (OMC) 18.04.060.N, which would reduce from 10 to 5 acres the threshold for requiring that multi-family projects in the RM-18 and RMU zoning districts include a variety of housing types (not more than 70% of any one housing type) (Option 1.) (**attachment 1**)

City Manager Recommendation:

As recommended by the Olympia Planning Commission, move to approve an amendment to Olympia Municipal Code (OMC) 18.04.060.N, which would reduce from 10 to 5 acres the threshold for requiring that multi-family projects in the RM-18 and RMU zoning districts include a variety of housing types (not more than 70% of any one housing type) (Option 1.) (**attachment 1**)

Report

Issue:

For consistency with the Comprehensive Plan (updated December 2014), Land Use Policy PL16.12, consider a development code amendment pertaining to multi-family (apartment) housing requirements. This amendment would reduce from 10 to 5 acres the threshold for requiring that multi-family projects in Multi-family Residential 18 units per acre (RM-18) and Residential Mixed Use (RMU) zoning districts include a variety of housing types (not more than 70% of any one housing type).

Staff Contact:

Amy Buckler, Senior Planner, 360.570.5847

Background and Analysis:

Washington's Growth Management Act requires that cities like Olympia adopt, "development regulations that are consistent with and implement the comprehensive plan." As part of Olympia's Comprehensive Plan Update (adopted December 2014), the following policy was analyzed and

changed from a 10 acre to a 5 acre threshold for requiring “variety of housing types:”

PL16.12: Require a mix of single-family and multi-family structures in villages, mixed residential density districts, and apartment projects when these exceed five acres; and use a variety of housing types and setbacks to transition to adjacent single-family areas.”

NOTE: For reference, the Olympia City Hall block is approximately 1.25 acres in size.

The purpose of the policy change was to address public concerns about large-scale apartment projects and how these may detract from goals of diverse and attractive neighborhoods. The proposed amendment would implement the updated policy and provide consistency with the Comprehensive Plan.

AREAS AFFECTED

Policy PL16.12 states that it applies to “villages, mixed residential density districts, and apartment projects.” Staff and the Planning Commission found the only sections of code that need to be amended for consistency with the Comprehensive Plan are **Residential Mixed Use (RMU)** and **Residential Multi-family 18 Units per Acre (RM-18)**, which are addressed in OMC 18.04.060N.

SUMMARY OF OMC 18.04.060.N:

- Requires properties in the RM-18 and RMU zones that meet a certain threshold to provide a mix of housing types, so that no more than 70% of the dwellings are of a single type (i.e., single family detached, duplex, triplex, townhouses or multi-story apartment building.)
 - Current threshold is 10 acres.
 - Proposal is to change this threshold to 5 acres.
- In the RM-18 zone, multi-family housing projects are required to locate single-family or duplexes around the perimeter of the development (one lot deep) to provide a transition from apartment to single-family dwellings, when the new development is across the street and visible from existing detached single-family homes.
 - Currently not proposed to change.

IMPLICATIONS OF PROPOSED CHANGE

Real properties subject to this potential code change are parcels with the following characteristics:

- Zoned Residential Multi-Family 18 Units per Acre (RM-18)
- 5+ acre in size
- *Although the Code provisions in the RMU zone would be affected, at this time there are no lots 5+ acre in size within the RMU zone.*

Other implications of the proposed amendment:

- Would affect approximately 12 properties at time of permit application.
- May increase the perceived attractiveness of neighborhoods, as the required mix would reduce the amount of land devoted to large-scale uniform apartment structures.
- On parcels 5+ acre in size where there is no abutting single-family, a mix of housing types would be required. Without the amendment, up to 100% of the development could be apartments.

- May result in little or no change under certain circumstances: Under a separate provision, parcels abutting single-family uses or zoning are required to build single-family structures along the border of the development (one lot deep) as opposed to apartments. Thus, in cases where such buffering is already required, this proposal may not result in a substantive change, since the buffer requirement may already cause a certain percentage of mixed housing.
- Potentially more townhome development. Townhomes are the most likely housing type to be used to provide a mix with apartments due to the City's current incentives for townhome development; including that the required lot size is smaller.
- The amendment may make it more difficult to achieve maximum densities since 30% of the units could not be apartments. This could increase the cost of some housing, if designers need to include costly solutions to meet desired density.

PLANNING COMMISSION/ SEPA PROCESS:

- The Planning Commission (OPC) was briefed regarding this potential amendment on August 19, 2013.
- OPC had a public hearing on February 10, 2014, and held the written record open until February 17, 2014 at 5:00pm.
- OPC deliberated on February 25, 2014 and April 21, 2014; on the latter date forwarded their recommendation to City Council
- A State Environmental Policy Act (SEPA) Determination of Non-Significance was issued on March 25, 2014, with a comment period ending April 15, 2014. No appeals were received

The Planning Commission discussed the implications of the proposed change. There was some concern that the amendment would result in another layer of regulation, making it more difficult for developers to design projects to meet the standards.

Commissioner Parker moved, seconded by Commissioner Bardin, to recommend the City Council change Olympia Municipal Code 18.04.060.N to reduce from 10 acres to five acres the threshold for requiring multi-family projects in the RM-18 and RMU zoning districts include a variety of housing types (not more than 70% of any single type). The motion carried by a majority vote.

Yay: 6 - Commissioners Parker, Bardin, Bateman, Horn, Hoppe and Richmond

Nay: 3 - Commissioner Watts, Chair Brown and Vice Chair Andresen

RATIONALE FOR NOT PROPOSING CHANGES TO OTHER 'APARTMENT' ZONES:

Under current zoning regulations, PL16.12 could apply to:

1. Villages (master planned developments, such as Briggs or Woodbury Crossing)
2. Mixed residential zones
 - Residential Mixed Use 7-13 Units per Acre (MR 7-13)
 - Residential Mixed Use 10-18 Units per Acre (MR 10-18)
 - **Residential Mixed Use (RMU)**
3. Those which allow multi-family housing (3 or more units)
 - **Residential Multi-family 18 Units per Acre (RM-18)**
 - Residential Multi-family 24 Units per Acre (RM-24)

- Residential Multi-family High Rise (RM-H)
- Urban Residential (UR)

Of the above listed zones, staff and the Planning Commission did not consider recommending amendments to the following because:

- Olympia's '**Villages**' are specifically selected geographical areas, and all have approved master plans that are in various stages of development. Those plans were guided by a specific set of village regulations in Olympia Municipal Code (OMC) 18.05, which provides specific criteria for mix of housing types.
- **RM 7-13 and RM 10-18** have their own specific criteria for mixed housing types, in OMC 18.04.040.Q. These respectively require 65-75% and 35-75% of the housing to be single-family dwellings and other criteria.
- The **RM-24** zone has an *average* density of 24 units per acre, with a minimum density onsite of 18 units per acre. Past review of mixed housing for this zone found it would exceedingly difficult to achieve the required densities along with the City's parking, height and other requirements. This zone is really intended to build with multi-family housing.
- The only area zoned **RM-H** is part of the State Capitol Campus, for which the land use designation in the Comprehensive Plan was updated to "Planned Development" and the zoning may be amended accordingly.
- By definition, the **UR zone** means, "to accommodate multifamily housing *in multistory structures* in or near the State Capitol Campus ..." Plus, the existing parcel sizes in this zone render it not applicable anyway.

Neighborhood/Community Interests (if known):

Public comments received by the Planning Commission are included in **attachment 4**.

Options:

Option 1: Move to approve an amendment to Olympia Municipal Code (OMC) 18.04.060.N, which would reduce from 10 to 5 acres the threshold for requiring that multi-family projects in the RM-18 and RMU zoning districts include a variety of housing types (not more than 70% of any one housing type) (Option 1.) (**attachment 1**)

Option 2: No change: Move to keep the threshold at 10 acres in OMC 18.04.060N. This may also require an amendment to the Comprehensive Plan policy PL16.12.

Financial Impact:

None: This action is included in the base budget

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, REDUCING FROM TEN ACRES TO FIVE ACRES THE THRESHOLD FOR REQUIRING THAT MULTIFAMILY HOUSING PROJECTS IN THE RM-18 AND RMU ZONES INCLUDE A VARIETY OF HOUSING TYPES; AND AMENDING OLYMPIA MUNICIPAL CODE SUBSECTION 18.04.060.N.

WHEREAS, the Washington State Growth Management Act requires that development codes be consistent with Comprehensive Plans; and

WHEREAS, Olympia's Comprehensive Plan update, adopted in December of 2014, includes a policy update in PL16.12 that was made for the purpose of addressing public concerns about large-scale apartment projects with regard to their aesthetics and ability to provide a diversity of housing types within a neighborhood; and

WHEREAS, the updated policy PL16.12 requires a mix of single-family and multi-family structures in villages, mixed residential density districts, and apartment projects when these exceed five acres; and

WHEREAS, this amendment to Olympia Municipal Code (OMC) Subsection 18.04.060.N would be consistent with the updated policy by reducing from ten acres to five acres the threshold for requiring that multifamily projects in the Residential Multifamily 18-units per Acre (RM-18) and Residential Mixed Use (RMU) zoning districts include a variety of housing types (not more than 70% of any one housing type); and

WHEREAS, the Olympia Planning Commission received a briefing on the proposed code amendment on August 19, 2013, held a public hearing on February 10, 2014, and deliberated on February 24, 2014, and April 21, 2014; and

WHEREAS, following the public hearing and deliberations, the Planning Commission recommended amending OMC Subsection 18.04.060.N to reduce from ten acres to five acres the threshold for requiring multifamily projects in the RM-18 and RMU zoning districts to include a variety of housing types (not more than 70% of any one housing type); and

WHEREAS, pursuant to the State Environmental Policy Act (SEPA), the City issued a Determination of Non-significance on the proposed code amendment on March 25, 2015; and

WHEREAS, no appeal of the SEPA Determination of Non-significance was submitted; and

WHEREAS, this Ordinance meets the goals and requirements of the Growth Management Act; and

WHEREAS, Chapters 35A.63 and 36.70A RCW and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, along with other documents on file with the City of Olympia, including but not limited to documents relating to the 2014 Comprehensive Plan update; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal; and

WHEREAS, City Staff are known to the City Council, and staff's curriculum vitae shall be part of the record in support of this Ordinance; and

WHEREAS, the above recitals shall be treated as findings of fact in support of this Ordinance;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 18.04.060. Olympia Municipal Code Subsection 18.04.060.N is hereby amended to read as follows:

N. LARGE MULTIFAMILY HOUSING PROJECTS.

To ensure that large multifamily housing projects provide a transition to adjoining lower density development, multifamily projects shall be subject to the following requirements:

1. Mix of Dwelling Types.

a. In the RM-18 and RMU districts, no more than seventy (70) percent of the total housing units on sites of ~~ten (10) five (5)~~ or more acres shall be of a single dwelling type (e.g., detached single-family units, duplexes, triplexes, multi-story apartment buildings, or townhouses).

b. Multifamily housing projects in the RM-18 or RMU districts on sites of five (5) or more acres, which abut an existing or approved multifamily development of five (5) or more acres, shall contain a mix of dwelling types such that no more than eighty (80) percent of the total units in both projects (combined) are of one (1) dwelling type. The Director (or Hearing Examiner if applicable) shall grant an exception to this requirement if s/he determines that topography, permanent buffers, or other site features will sufficiently distinguish the developments.

2. Transitional Housing Types. In the RM-18, MR 7-13 and MR 10-18 districts detached single-family houses or duplexes shall be located along the perimeter (i.e., to the depth of one (1) lot) of multifamily housing projects over five (5) acres in size which are directly across the street and visible from existing detached single-family houses. Townhouses, duplexes, or detached houses shall be located along the boundary of multifamily housing sites over five (5) acres in size which adjoin, but do not directly face, existing detached single-family housing (e.g., back to back or side to side). The Director (or Hearing Examiner) may allow exceptions to these requirements where existing or proposed landscaping, screening, or buffers provide an effective transition between the uses. (See Chapters 18.170 Multi-Family Residential Design Guidelines and 18.36.140 Residential Landscape requirements.)

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 3. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 4. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darren Nienaber DCA

CITY ATTORNEY

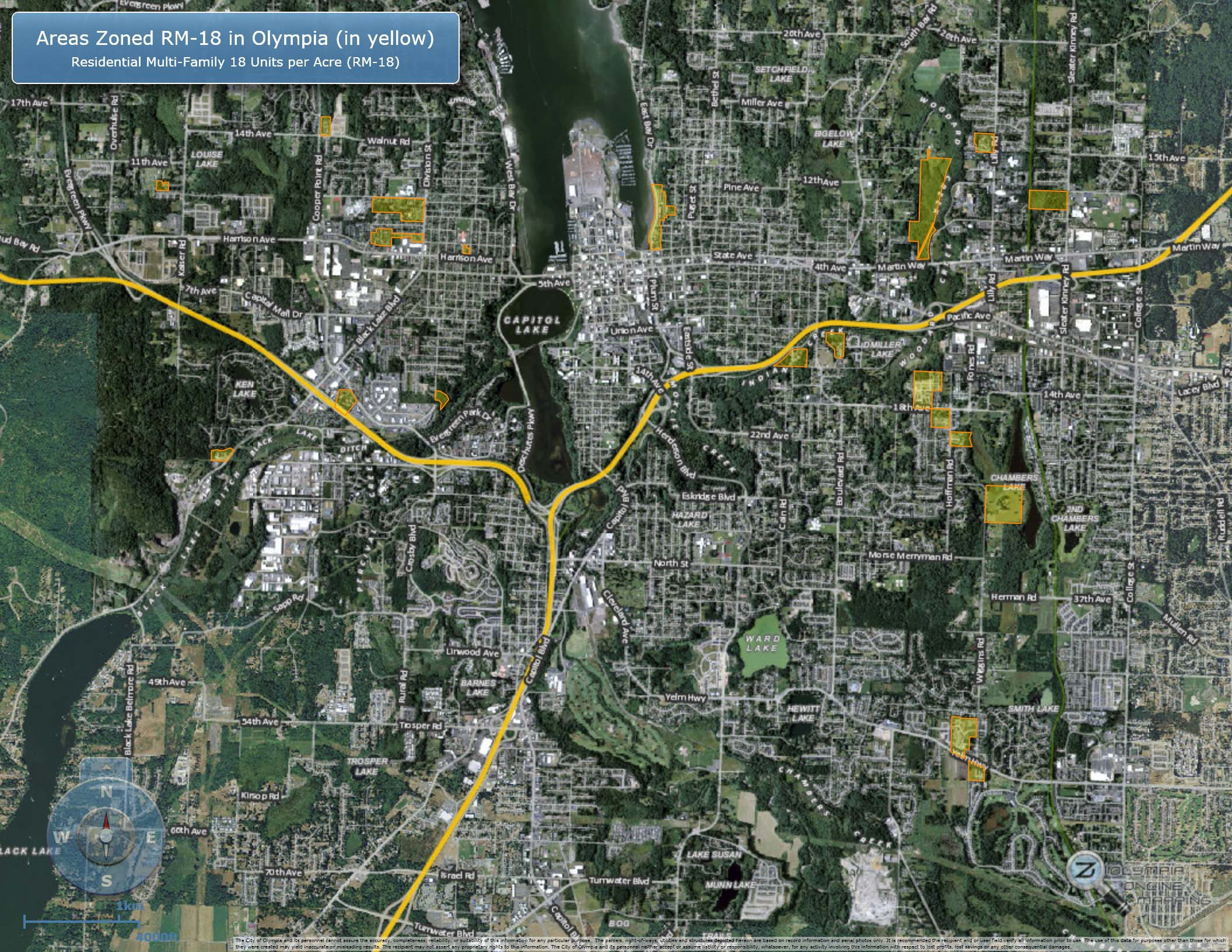
PASSED:

APPROVED:

PUBLISHED:

Areas Zoned RM-18 in Olympia (in yellow)

Residential Multi-Family 18 Units per Acre (RM-18)



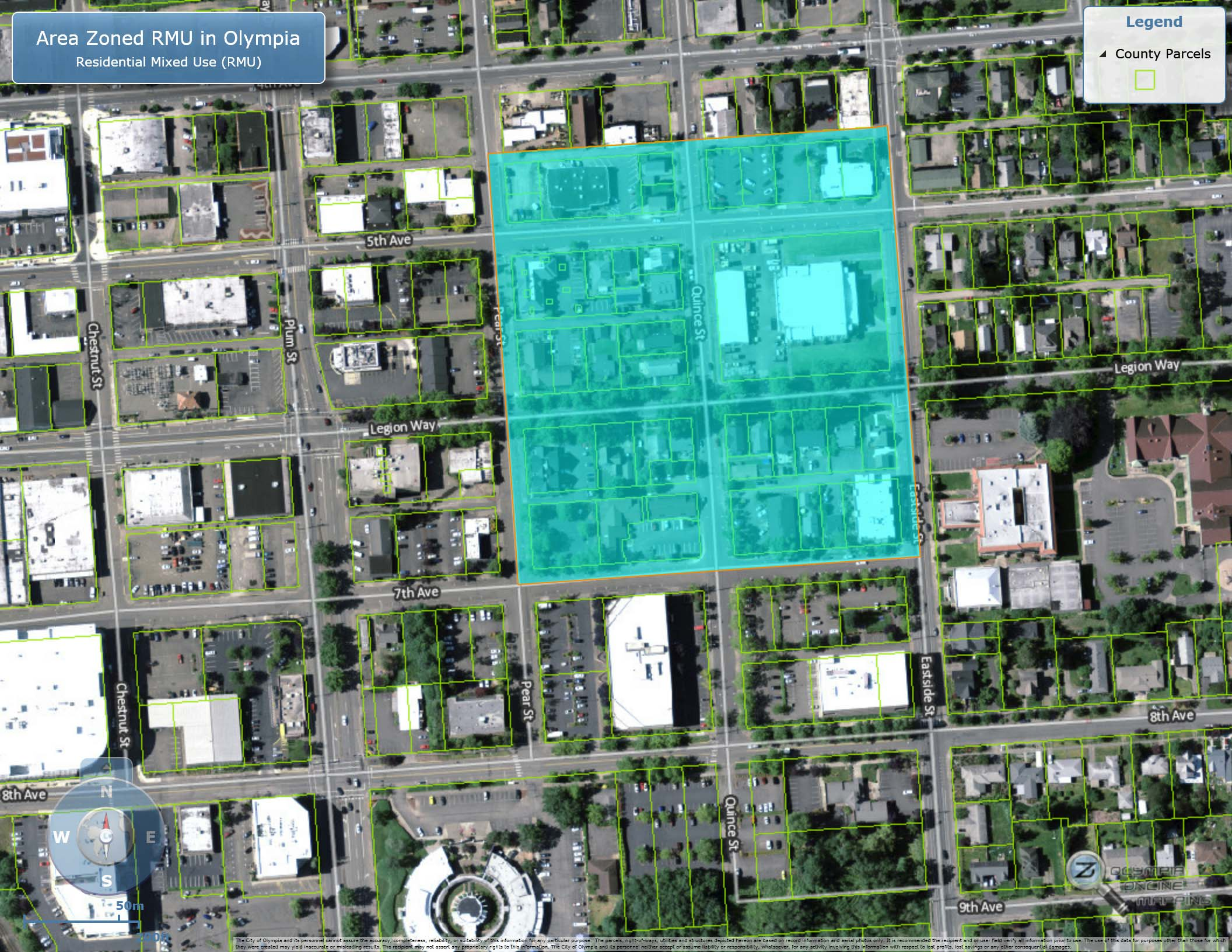
The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. This use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.

Area Zoned RMU in Olympia

Residential Mixed Use (RMU)

Legend

- County Parcels



The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.

Amy Buckler

From: Charles Shelan <cshelan@comcast.net>
Sent: Tuesday, February 18, 2014 4:27 PM
To: Amy Buckler
Subject: RE: FW: Comments to OPC

Dear Amy,
Thank you for your clarifying email.
Sincerely,
Charles Shelan

Sent from my Verizon Wireless 4G LTE Smartphone

----- Original message -----

From: Amy Buckler
Date: 02/18/2014 3:18 PM (GMT-08:00)
To: cshelan@comcast.net, tiguy8@gmail.com, shelanski@hotmail.com
Subject: FW: Comments to OPC

Dear Mr. Shelan et al.,

Hello, and thank you for your comments to the Planning Commission regarding the proposed Multi-family Housing development code change. I will include them in the OPC packet for Feb 24th. Meanwhile, I want to make sure you understand what is being proposed and not proposed.

The proposed change does not regard a development plan, nor does it seek to change the zoning classification of any parcel. The proposed change would apply to properties throughout the City that are zoned as Residential Multi-family 18-Units per Acre (RM-18), 5+ acres in size and the subject of an application to (re)develop. The change would be more restrictive than the current regulation.

The proposal regards the threshold for requiring a mix of housing types (i.e., no more than 70% of the development can be single family detached, townhome, duplex, or multifamily types) in the RM18 zone. The current threshold is 10+ acre parcels - the proposal is to change the threshold to 5+ acres. The requirement itself, the types of housing allowed, what areas are zoned RM18 - these are already in place in the Code. Only the 10+ threshold for mixing housing types in the RM18 is proposed to change at this time.

St. Pete's owns three contiguous parcels that total 20+ acres that are currently zoned RM18 in your area. So the scope of this proposed change would only affect whether they would be required to provide a mix of housing types for 10+ or 5+ acre parcels.

I hope that makes sense. It sounds like you are more concerned about RM18 zoning and prospects for future development in this area more than the proposed code change currently under consideration - is that right?

Sincerely,

Amy Buckler

Nancy Lenzi

From: Nancy Lenzi
Sent: Tuesday, February 18, 2014 4:33 PM
To: Amy Buckler
Subject: FW: Comments to OPC
Attachments: scan0030.jpg; scan0031.jpg

Amy, I e-filed for you a PDF version of this public comment RE: Project file #13-0124 Multifamily Transitions in

\\calvin\CPD\PLANNING PROJECT FILES\13-0124 Multifamily Transitions\Public Comments

I will put a hard copy in your office for the project file (assuming that you have it).

-----Original Message-----

From: cpdinfo
Sent: Tuesday, February 18, 2014 9:21 AM
To: Amy Buckler
Cc: CPD Planning
Subject: FW: Comments to OPC

Received thru cpdinfo...

Pam Fant
Permit Specialist/Supervisor
pfant@ci.olympia.wa.us
360 753 8288

-----Original Message-----

From: Charles Shelan [<mailto:cshelan@comcast.net>]
Sent: Monday, February 17, 2014 3:30 PM
To: cpdinfo
Cc: tiguy8@gmail.com; shelanski@hotmail.com; 'Suzanne Shafer'
Subject: Comments to OPC

Dear Olympia Planning Commission:
Please accept these comments regarding the proposed changes in the Development Code.
Sincerely,
Charles Shelan
Norma Shelan
Heather Cole
Tim Cole
Suzanne Shafer

HP Photosmart software - great for easy organizing, printing, sharing, and creatively using your photos!

Subject: The Olympia Planning Commission's (OPC) Potential Change to the Development Code RE: Multi-Family Housing Developments. (File # 13-0124)

Comment:

As residents of Lindell Rd the OPC's proposal to change the Development Code regarding Multi-Family Housing Developments raises both definite environmental and potential infrastructure concerns for residents living adjacent to or nearby parcels of land that will be affected by the change.

The proposed regulatory change directly affects a sensitive wetland area neighboring Lindell Road. The environmental concerns of the wetland are the following:

- 1) Development in the wetland will reduce the wetlands ability to filter storm water runoff. Additionally, due to climate change and larger storm events predicted in the future, wetlands are key environmental features that will lessen the impacts of large flooding events and serve as a filter for storm water runoff.
- 2) Development in the wetland could potentially affect residents who live on Lindell Rd who currently depend on ground water wells for drinking water. Residents of Lindell Rd would like to recommend a study examining groundwater levels and the proposed high density development to ensure no impact on long-term supplies of drinking water.
- 3) Based on a study completed in Snohomish County, wetlands are now seen as Blue Carbon sinks, critical for not only wildlife habitat but also important for mitigating the impacts of climate change*
- 4) Here in the Puget Sound, we all have a key role to play in Puget Sound Recovery as noted in the Puget Sound Action Plan. The key objective of this Plan is to recover the Sound by 2020. As noted in the 2013 Action Plan, one key action is to prevent and to reduce storm water runoff. Key aspects in preventing and reducing storm water runoff are; a) to leave current wetland environments intact, b)promote low impact development and c)decrease areas of impermeable surfaces-i.e. roads and parking lots.

Additionally, in the City of Everett a new hospital run by Providence was recently built. However, after completion the City of Everett found out that the new hospital exceeded the sewage and storm water treatment plant capacity. Therefore, the residents neighboring the hospital are no longer allowed to use the plant to filter their storm water runoff, increasing the amount of pollutants, toxins, and debris running directly into our fragile Puget Sound. The city of Everett case study is a stark reminder of the impact that high density development can have on existing sewage and storm water runoff treatment facilities.

The following residents of Lindell Road are against the proposed changes to the development code that affect multi-family housing developments.

Thank you for your consideration,

Charles Shelan



Norma Shelan



Heather Cole



Tim Cole



Suzanne Shafer



** Crooks, S., Rybczyk, J., O'Connell, K., Devier, D.L., Poppe, K., Emmett-Mattox, S. 2014. *Coastal Blue Carbon Opportunity Assessment for the Snohomish Estuary: The Climate Benefits of Estuary Restoration*. Report by Environmental Science Associates, Western Washington University, EarthCorps, and Restore America's Estuaries. February 2014.

Amy Buckler

From: West Olympia Business Association <Info@WestOlyBusiness.com>
Sent: Friday, February 07, 2014 11:24 AM
To: West Olympia Business Association
Subject: Notice of Public Hearings - Olympia Planning Commission
Attachments: Olympia Planninc Commission Notice of Public Hearings.pdf

Good morning,

Please find attached a notice from the Olympia Planning Commission regarding upcoming public hearings. Anyone is invited to attend these hearings.

WOBA forwarded the notice .

Thanks!

West Olympia Business Association

2103 Harrison, #2334

Olympia, WA 98502

360-867-8809

Info@WestOlyBusiness.com

www.WestOlyBusiness.com

This email is a direct message from the West Olympia Business Association (www.WestOlympiaBusiness.com). We are committed to protecting your privacy and do not sell or rent your email address to any other party. To unsubscribe from WOBA e-mails, please respond to this message by clicking [here](#).

Amy Buckler

From: Ron Niemi <Ron@southsounddevelopers.com>
Sent: Friday, February 14, 2014 4:05 PM
To: Amy Buckler
Subject: Comments: Proposed Multi-Family Transitions, File #13-0124
Attachments: RM-18 Comments.pdf

Good afternoon Amy,

Please find my comments to the proposed "Multi-Family Transitions", File #13-0124 attached.

Thank you for the opportunity to input to the process. This is an important consideration for Olympia's economic and urban future.

Best regards,

Ron Niemi
Woodard Bay Works, Inc.
(360) 545-3759

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

From: Nancy Lenzi
Sent: Wednesday, January 29, 2014 3:38 PM
Cc: Amy Buckler; Stacey Ray; Todd Stamm
Subject: Notice of Olympia Planning Commission Public Hearings

To: The City of Olympia Planning Commission

RE: Proposed threshold change associated with RM-18 zoning:

Implementing this proposed change may appear on the surface to be a “softer” approach to densification within the urban core, but has some real-life implications that would delay or permanently impede reaching the well-established and vetted goals of Olympia and Thurston County. Those goals are outlined in the Joint Comprehensive Plan, TRPC’s Sustainable Thurston Plan, TRPC’s Urban Corridors Plan and the Growth Management Act (hereinafter, ‘The Plans’).

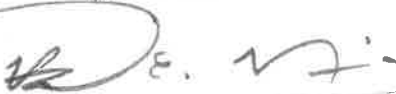
First, it will result in a net reduction in the density of the largest available properties in the City and UGA that are zoned RM-18. Those properties represent the best opportunity for Olympia and Thurston County to create thriving neighborhood centers that will support business, transit and other alternative commute options for the future. The resulting reduction in living units yields fewer “heads in beds”. That equates to less density to enable and support the key elements of The Plans. It also equates to higher risk and marginal economic feasibility for the development community to proceed with projects. That in turn yields delay in implementation of The Plans in the face of a large population increase coming at Thurston County over the next few years, which will continue to push development out of the urban core, increase sprawl, increase vehicle trips, increase utility infrastructure demands and increase rural roadway level of service challenges.

Olympia and Thurston County have well developed design review processes in place to assure quality development. I have been a participant in these processes from the developer perspective and find they are responsible and yield high-quality projects. The development community is creative and resourceful, but implementation of this proposal will place an unnecessary barrier in the face of the folks that would build the vision.

Responsible and effective land development is difficult. It’s a professional discipline that requires a willingness to take on high risk in a complex environment involving regulation, lending (borrowing), and equity partnerships. As well, it requires sharp technical and management acumen in multiple areas, including site acquisition, site development, building design and building construction. Predictability of process and stability of direction are all-important to establishing and maintaining momentum.

Please consider, again, the key barriers, incentives and opportunities outlined so succinctly and clearly in *Sustainable Thurston* before making your decision.

Thank you for your consideration,



Ron Niemi
Woodard Bay Works, Inc.

Amy Buckler

From: HR&Cv <salazarhacienda@msn.com>
Sent: Monday, February 10, 2014 8:06 PM
To: Amy Buckler
Subject: Rm18 development 10 acre to 5 acre

As I stated in my public comments I am very much in favor of that change and also interested in additional development in that area. I would like to have more information on the cities plans for the NE portion of the GMA along South Bay Road and surrounding vicinity.

I would like to meet with someone on the Planning Council to maybe get a better idea of where I stand and what plans I can make in the future.

Please call me if some type of meeting can be arranged.

Thank you for card and consideration.

Sincerely,

S:)

Hubert R. Salazar
3045 Lindell Rd Ne
OlyWA 98506-3623

360-292-2429 This is my cell # so can call or text me at that #.

Or email at salazarhacienda@msn.com

Sent from my NOOK

Amy Buckler

From: HR&Cv <salazarhacienda@msn.com>
Sent: Tuesday, February 11, 2014 10:52 AM
To: Amy Buckler
Subject: Rm18 development 10 acre to 5 acre

As I stated in my public comments I am very much in favor of that change and also interested in additional development in that area. I would like to have more information about the city's plans for future development for the area I discussed and also the development of the NE GMA along South Day Rd.

I would like to have a one on one with someone on the Commission so that my wife and I can also plan our future.

Thank you very much for your card and consideration.

Sincerely,

S:)
Hubert R. Salazar

360-292-2429 This is my cell# you can call or text me at this number.

Or email at salazarhacienda@msn.com

Sent from my NOOK

Amy Buckler

From: Amy Buckler
Sent: Wednesday, February 05, 2014 4:45 PM
To: 'commissionermax@gmail.com'; klwa-pha@msn.com; Roger Horn; judybardin@comcast.net; Jerome Parker; Carole Richmond (laikodi@comcast.net); sierra.hiker@gmx.com; Jessica Bateman (jessicabateman870@gmail.com); missy@brennerandwatts.com
Subject: FW: Written Public Comment on Multi-Family Transitions

Dear Commissioners,

Please see below. I hope you are okay with this.

Thank You,
Amy

From: Max Brown [mailto:brownmh74@gmail.com]
Sent: Wednesday, February 05, 2014 1:24 PM
To: Amy Buckler
Subject: Re: Written Public Comment on Multi-Family Transitions

Sounds great Amy; go for it!

—
Sent from Mailbox for iPhone

On Wed, Feb 5, 2014 at 12:43 PM, Amy Buckler <abuckler@ci.olympia.wa.us> wrote:

Hi Max,

I left you a rather long voicemail earlier. Sorry for that. My question is, at the next meeting, would you be willing to ask the OPC to extend the deadline for written comment on the public hearing code amendments (at least Multi-Family Transitions) until Monday, Feb 17 at 5:00 p.m.?

Reason is that I realized after I sent out public notice to neighborhood associations, affected property owners and agencies last week that back in August when Todd briefed OPC on this issue, OPC had requested notice be sent to properties adjacent to potentially affected parcels in the RM-18 & RMU zones. I have prepared such a mailing (250 folks) and in the memo have indicated that written comment will be received until Feb 17. Although, in this case, there is no legal requirement regarding how long before the close of the public hearing people should receive notice, it is a standard courtesy to give them at least 10 days.

Any written comments would be bundled and included in your packet for the deliberation scheduled for Feb 24. Based on prior experience, I do not believe this will be a problem for Commissioners.

Let me know – I plan to put the attached notice in the mail tomorrow.

Thanks!

Amy Buckler

From: Amy Buckler
Sent: Wednesday, February 05, 2014 2:45 PM
To: 'Peter Lee'
Subject: RE: Multi-Family Transition File #13-0124

Hi Peter,

Here's the gist (which I think will answer your questions:)

Properties subject to this potential code change are legal parcels with the following characteristics:

- Zoned Residential Multi-Family 18 Units per Acre (RM-18) or Residential Mixed Use (RMU)
- Parcels 5+ acre in size
- Are the subject of a permit application to the City of Olympia to redevelop the property, submitted after adoption of applicable code update. (*Development regulations do not apply retroactively to existing developments, except that renovations must not bring site further away from new code.*)

The specific development code under consideration:

- Olympia Municipal Code (OMC) 18.04.060.N regarding "Large Multifamily Housing Projects."
- Requires properties in the RM-18 and RMU zones that meet a certain threshold to provide a mix of housing types, so that no more than 70% of the dwellings are of a single type (i.e., single family detached, duplex, triplex, townhouses or multi-story apartment building.)
 - Current threshold is 10 acres.
 - Proposal is to change this threshold to 5 acres.
- In the RM-18 zone, multi-family housing projects are required to locate single-family or duplexes around the perimeter of the development (one lot deep) to provide a transition from apartment to single-family dwellings, when the new development is across the street and visible from existing detached single-family homes.
 - Currently not proposed to change.

The proposed change could affect your site in the future if you wish to redevelop it. It wouldn't affect the allowed density per say, but would mean that you wouldn't be able to expand any one housing type beyond 70% of the of the total number of dwellings.

Hope that helps,

Amy Buckler

Associate Planner
Community Planning & Development
601 4th Ave E
P.O. Box 1967
Olympia, WA 98507-1967

Office: (360) 570-5847
Cell: (360) 507-1955
Fax: (360) 753-8087

This email is subject to public disclosure

From: leep80@gmail.com [<mailto:leep80@gmail.com>] **On Behalf Of** Peter Lee
Sent: Tuesday, February 04, 2014 5:51 PM

To: Amy Buckler
Subject: Multi-Family Transition File #13-0124

Amy-

Saw the notice for the Multi-Family transition on the public hearing schedule.

Have a few questions for you.

- 1) what do you mean by "a variety of housing types". Does that mean not just standard multi-family dwellings?
- 2) do the proposal mean that now multi-family complexes larger than 5 acres AND has a density equal to or greater than 18 units per acre. Whereas it use to only apply to multi-family complexes larger than 10 acres AND have a density greater than 18 units.
- 3) Would this new requirement if it goes be for all new proposed properties, or would it affect previously constructed properties.

The ownership group I represent has a complex that is 8.2 acres and has a current density of around 14.2 units/acre. It is all standard apartment units, though a few of our units are taken by individuals who receive section 8 assistance. Trying to figure out if this proposal will affect us. Thank you for your time.

Peter

--

Peter Lee
Direct: (206) 651-4533
Work Cell: (206) 380-2227
Fax: (866) 858-5861

Amy Buckler

From: Amy Buckler
Sent: Wednesday, February 05, 2014 2:33 PM
To: 'Concerned East Side Neighbors'
Subject: RE: FW: Notice of Olympia Planning Commission Public Hearings

Hello,

I am working on completing the staff report right now. Both the Multi-Family Transition and the Scenic Views staff reports will be posted to the [Agenda & Minutes Calendar](#) on the City's website, under the Planning Commission 2/10 agenda date, by 5:00 p.m. tomorrow.

Meanwhile, here's the gist:

Properties subject to this potential code change are legal parcels with the following characteristics:

- Zoned Residential Multi-Family 18 Units per Acre (RM-18) or Residential Mixed Use (RMU)
- Parcels 5+ acre in size
- Subject of a permit application to the City of Olympia to redevelop the property, submitted after adoption of applicable code update. (*Development regulations do not apply retroactively to existing developments.*)

The specific development code under consideration:

- Olympia Municipal Code (OMC) 18.04.060.N regarding "Large Multifamily Housing Projects."
- Requires properties in the RM-18 and RMU zones that meet a certain threshold to provide a mix of housing types, so that no more than 70% of the dwellings are of a single type (i.e., single family detached, duplex, triplex, townhouses or multi-story apartment building.)
 - Current threshold is 10 acres.
 - Proposal is to change this threshold to 5 acres.
- In the RM-18 zone, multi-family housing projects are required to locate single-family or duplexes around the perimeter of the development (one lot deep) to provide a transition from apartment to single-family dwellings, when the new development is across the street and visible from existing detached single-family homes.
 - Currently not proposed to change.

The impetus of this proposed change is public comments associated with various previous developments and *Imagine Olympia*, the City's Comprehensive Plan Update. This is the first in a series of potential code amendments that would implement the proposed draft Comprehensive Plan Update, currently under review by the City Council.

Hope that helps,

Amy Buckler
Associate Planner
Community Planning & Development
601 4th Ave E
P.O. Box 1967
Olympia, WA 98507-1967

Office: (360) 570-5847
Cell: (360) 507-1955
Fax: (360) 753-8087

This email is subject to public disclosure

From: Concerned East Side Neighbors [<mailto:concernedeastsideighbors@gmail.com>]

Sent: Wednesday, February 05, 2014 2:28 PM

To: Amy Buckler

Subject: Re: FW: Notice of Olympia Planning Commission Public Hearings

Amy,

Thank you for sending information about the public hearing regarding multifamily transitions (case#13-0124) that will take place on Feb. 10, 2014. Do you have any more details about this? I went to the City of Olympia website and could not find any references to this matter or to the "Scenic views from streets #13-0115", which includes Boulevard Rd.--- There was a file attachment at the bottom of Nancy Lenzi's email to you, but I could not access this. Where can I find more information on these matters to share with our members?

Sincerely,

CEN

On Mon, Feb 3, 2014 at 9:41 AM, Amy Buckler <abuckler@ci.olympia.wa.us> wrote:

Dear Concerned Eastside Neighbors,

You may be interested in the potential code amendment for Multi-family Transitions (public hearing notice below.) Basically, it would change the threshold for needing to mix housing types/buffer next to existing single-family from 10 acre to 5 acre developments. This change could apply to development in your area if it passes. Following the OPC public hearing, the OPC recommendation would go to City Council for consideration at the same time or immediately after Council takes action on our Comp Plan Update – expected as early as April, no later than June.

Please feel free to call me if you have any questions.

Amy

Amy Buckler

Associate Planner

Community Planning & Development

601 4th Ave E

P.O. Box 1967

Amy Buckler

From: Jeanette Dickison <jeanette@smythlanding.com>
Sent: Friday, January 31, 2014 9:40 AM
To: Amy Buckler
Subject: RE: Multifamily Transitions

Amy,

That makes sense. Including West Bay on the list of affected areas or properties probably doesn't.

Thanks for your attention to this!

Jeanette Dickison
Legal Assistant
SMYTH MCINTOSH, PS
A Professional Law Corporation
1801 West Bay Drive NW Suite 202
Olympia, WA 98502
(360)352-0866 (office)
(360)352-3375 (fax)

From: Amy Buckler [<mailto:abuckler@ci.olympia.wa.us>]
Sent: Thursday, January 30, 2014 4:17 PM
To: Jeanette Dickison
Subject: RE: Multifamily Transitions

Hi Jeanette,

The proposed code amendment would only apply in Residential Multifamily and Mixed Residential zones, on sites of 5 acres or more, or sites of 3 or more acres that abut an existing or approved 3 or more acre multifamily development. So this typically would not apply to mixed use buildings since most commercial uses are not allowed in these zones anyway (*exceptions: daycare, home occupation, or conditionally nurseries or hospice.*) Given the parcel size threshold I wouldn't expect it to apply to one apartment building either. I'm curious now and so will check with a building plans examiner, but I don't think we would allow one ginormous apartment building on a five acre lot. The purpose is to provide a transition between existing neighborhoods and new large multifamily developments.

'Variety of housing types' generally means detached single-family units, duplexes, triplexes, multi-story apartment buildings, or townhouses. The mix requirement already exists in our code, and is 5 acres in most places, except for a few where it is currently 10 acres. So, the proposed amendment would affect relatively few properties in Olympia.

Please let me know if you have any other questions.

Sincerely,

Amy Buckler
Associate Planner
Community Planning & Development
601 4th Ave E
P.O. Box 1967
Olympia, WA 98507-1967

Office: (360) 570-5847
Cell: (360) 507-1955
Fax: (360) 753-8087

This email is subject to public disclosure

From: Jeanette Dickison [<mailto:jeanette@smythlanding.com>]
Sent: Thursday, January 30, 2014 12:09 PM
To: Amy Buckler
Subject: Re: Multifamily Transitions

Hi Amy,

I just received the notice regarding multifamily transitions. Although I don't believe the 5 acre threshold will apply to any of the developable parcels of land along West Bay, I do wonder how you are defining "variety of housing types" as it would apply to one mixed-use building or apartment building?

Thank you.

Jeanette Dickison
Legal Assistant
SMYTH MCINTOSH, PS
A Professional Law Corporation
1801 West Bay Drive NW Suite 202
Olympia, WA 98502
(360)352-0866 (office)
(360)352-3375 (fax)



NOTICE OF PUBLIC HEARINGS OLYMPIA PLANNING COMMISSION

Community Planning & Development
601 4th Avenue E. – PO Box 15
Olympia WA 98501-15
Phone: 360.753.8111
Fax: 360.753.8111
cpdinfo@ci.olympia.wa.us
www.olympiawa.gov

The City of Olympia Planning Commission will hold two public hearing(s) on **Monday, February 10, 2014, beginning at 6 p.m. at Olympia City Hall (in City Council Chambers or 2nd floor Conference Room 207,) 601 4th Avenue E, Olympia Washington**, to receive public comments prior to making a recommendation to the City Council on the following proposed development code amendments. These are the first in a series of potential code amendments that would implement proposed draft Comprehensive Plan Update, currently under review by the City Council.

The Commission may recommend that the proposals be adopted or not adopted, or may recommend an alternative or variation. A staff report regarding each issue will be available and posted on the City website, olympiawa.gov, under "Planning Commission" and the meeting date, by Thursday, February 6.

Case name: Multi-Family Transitions
File number: #13-0124
Proposal: Reduce from 10 to 5 acres the threshold for requiring that multi-family (apartment) projects in Multi-family Residential 18 units per acre and Residential Mixed Use zoning districts include a variety of housing types, i.e., no more than 70% of one type.

Location: Citywide
Staff contact: Amy Buckler, Lead Staff, 360.570.5847, abuckler@ci.olympia.wa.us

Case name: Scenic Views from Streets.
File number: #13-0115
Proposal: Narrow the requirement to preserve scenic views from public streets as currently shown on 'Scenic Vista's overlay zoning maps' to those listed in the proposed Comprehensive Plan Update examples, which include: State Avenue, 4th Avenue, Harrison Avenue, Deschutes Parkway, West 1 Drive, East Bay Drive, the 4th Avenue Bridge, Olympia Avenue, Boulevard Road, Pacific Avenue, Martin Way, Brawne Street, Foote Street, and Capitol Way. The listed views are intended to be in place until a specific list is determined through a public process.

Note: this amendment would not apply to specific view protection elsewhere in the development regulations, such as height limits related to views of the Capitol Group.

Location: Citywide
Staff contact: Stacey Ray, Lead Staff, 360.753-8046, gray@ci.olympia.wa.us

Anyone interested is invited to attend and present testimony regarding the above proposals. Written statements may be submitted to the Olympia Community Planning and Development Department, PO Box 1967, Olympia, WA 98507-1967. Written comments must be received at or prior to the close of the public hearings on the evening of February 10.

If you require special accommodations to attend and/or participate in this meeting, please contact Community Planning & Development by 10:00 a.m., 48 hours in advance of the meeting or earlier, if possible; phone: 360.753.8314; e-mail: cpdinfo@ci.olympia.wa.us. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 1.800.833.6384.

The City of Olympia is committed to the non-discriminatory treatment of all persons in the delivery of services and resources.

Notice Emailed or Mailed: January 29, 2014
COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT



City Council

Approval of the Community Renewal Area Request for Proposal Document

Agenda Date: 7/7/2015
Agenda Item Number: 6.A
File Number: 15-0657

Type: decision **Version:** 1 **Status:** Other Business

Title

Approval of the Community Renewal Area Request for Proposal Document

Recommended Action

Community and Economic Development Revitalization Committee:

Approve the revised Community Renewal Area (CRA) Request for Proposal (RFP) document.

City Manager Recommendation:

Move to Consider the updated Community Renewal Area (CRA) Request for Proposal (RFP) document and direct staff to proceed with the RFP process.

Report

Issue:

The CRA Resolution adopted by City Council on February 3, 2015, directed the City Manager to develop an RFP document and process for City Council review and approval. City Council reviewed the Attached Request for Proposals (RFP) on June 16, 2015 and made suggested revisions. The Community and Economic Revitalization Committee (CERC) reviewed the document on June 22, 2015 and recommends approval of the document as amended.

Staff Contact:

Keith Stahley, Director Community Planning and Development Director 360.753.8227

Presenter(s):

Keith Stahley, Director Community Planning and Development Director

Background and Analysis:

The CERC has continued to review and provide feedback to staff and the consultant team about the draft RFP since November of 2014. The latest edition is included as **Attachment 1**. This document responds to the feedback and direction provided by City Council at their June 16, 2015 meeting along with additional clarifying amendments by staff and the consultant team and the CERC at their June 22, 2015 meeting.

Council is encouraged to focus on pages 7, 8 and 9. These pages in particular have been revised to respond to Council feedback from June 16, 2015. Amendments suggested by the CERC at their

June 22,2015 meeting are included in legislative format.

Options:

1. Consider the updated RFP and direct staff to proceed with the RFP process.
2. Hear the staff report and provide feedback and refer it to a future City Council agenda for further deliberation and later action.

Financial Impact:

The work proposed herein is within the project scope and budget.

REQUEST FOR QUALIFICATIONS AND PROPOSALS
Downtown Olympia
Community Renewal Area

Offered by: The City of Olympia.

Issued: XXXX 1, 2015

Submissions Due:
No later than 4:00 pm
XXXX, 2015

Deliver by mail or in person to:

City of Olympia
601 4th Avenue E
PO Box 1967
Olympia, WA 98507-1967
Attention: Keith Stahley

www.ci.olympia.wa.us



Joe Mabel

**DOWNTOWN OLYMPIA
COMMUNITY RENEWAL AREA
REQUEST FOR PROPOSALS**

This is an exciting time in Downtown Olympia. The City of Olympia has invested millions of dollars in downtown including building a new City Hall, rebuilding a significant portion of its waterfront boardwalk, renovating its performing arts center and building a new children's museum. These investments appear to be paying dividends as there are several significant private sector projects either under construction or recently completed that will add to the vibrancy of the downtown and point towards an even more exciting future. These projects include several adaptive reuse projects converting vacant office space to mixed use buildings and one new six story 138 unit apartment building with structured parking and 7,000 square feet of ground floor retail. Local lending partners seem to recognize the inflection point we are at too, with Thurston First Bank recently announcing a \$10,000,000 loan pool directed at downtown redevelopment.

With the RFP, the City seeks an innovative private partner to build upon this momentum by entering into an exclusive negotiating agreement with the City on key development parcels in the downtown.

The City of Olympia has retained the [National Economic Development Council \(NDC\)](#) to support the City's ongoing economic development activities and to assist in this process. The NDC is expert in project financing and brings years of experience and expertise to the table in helping local governments work effectively with private sector partners. NDC will also be providing underwriting services for the City's \$1,000,000 Grow Olympia Fund and \$1,500,000 Section 108 Loan Program. In particular NDC brings expertise about Federal Economic Development Resources such as New Market Tax Credits, Brownfields Economic Development Initiative, and Low Income Housing Tax Credits.

Enhancing the livability and vibrancy of downtown is one of the City of Olympia's highest priorities. The City's recently updated Comprehensive Plan sets forth the city's overall vision for downtown. Some key elements of that vision describe downtown as:

- A social, cultural and economic center of the region
- An attractive place to live, work and play
- A complete neighborhood with a mix of office, retail and residential uses – including 25% of the city's future residential growth (about 5,000 people)
- A place that contains public art, significant landscaping and public spaces throughout

To help to ensure that these goals are met, the City is initiating a Downtown Strategy. This document will help foster a rich diversity of downtown places and spaces that will attract and support the people who live, work and play in our downtown. Key concepts to be pursued through the Strategy include reducing development uncertainties, encouraging private investment, enhancing public spaces and preserving the unique qualities of downtown. As part of this process, the City will be employing an urban design team to explore retail and housing opportunities in downtown, consider needed street and sidewalk improvements, examine view protection standards and design standards, evaluate State Environmental Policy Act thresholds and exemptions, and lead a public involvement process. We will encourage our development partner to be part of this process and provide critical market backed feedback to the design team about approaches to these issues. The design team, in turn, will be asked to evaluate development proposals received through our Request for Proposal (RFP) process.

Through this RFP process the City intends to ensure that the recent investments and new private development projects represent the start of the rebirth of our downtown and that additional private investment will follow to jump start the implementation of the Comprehensive Plan. The City is using a community redevelopment tool known as a Community Renewal Area (CRA - [Chapter 35.81 Revised Code of Washington](#)) to help to incent the reinvestment of underdeveloped properties. The City hopes to attract one or more private partners to assist in this effort and is willing to put significant City resources into this effort for a project(s) that yields substantial community benefit through the elimination of blight, and the creation of economic growth and redevelopment within Downtown Olympia.

The City is seeking qualifications and proposals to partner in a mixed-use project(s), to include residential, commercial/office/retail, and parking. The City plans to adopt a Community Renewal Plan (CRP); this request for proposals (RFP) is an extension of that process. Recent community engagement forums indicate strong support for this process and the right redevelopment project(s) in our downtown. The City plans to spur economic vitality and redevelopment within the CRA through this process.

The CRA covers all of downtown Olympia and a portion of the area along West Bay Drive. The City has targeted an area between 4th Avenue and 5th Avenue east and west of Water Street for its first redevelopment project – the Water Street Redevelopment Area.

The City expects this RFP will result in the City and the selected development team entering into an Exclusive Negotiation Agreement (ENA) during which predevelopment activities can occur. During the period of the ENA, the development team and the City may have access to predevelopment funds to offset some of the cost of predevelopment activities, as provided for below.

The City is seeking a development partner(s) that understands the City's objectives and wants to partner with us to create a project(s) that enhances the existing downtown and contributes to the social, environmental and economic health of the community and sets the bar for new development in our downtown.

The sections that follow describe the purpose of the RFP and summarize many of the project considerations, including market area characteristics, site location and characteristics, downtown profile, site profile, zoning and parking, environmental issues, and potential City incentives. The RFP details submission requirements and the process in reviewing proposals. Developers who wish to respond to this RFP should follow the procedures outlined in the Submission Requirements section.

We look forward to reviewing your RFP submission. If you have any questions or need further information, please contact Keith Stahley, Community Planning and Development Director with the city, at (360) 753-8227 or kstahley@ci.olympia.wa.us.

Sincerely,

STEVEN HALL
City Manager

OLYMPIA AND THE DOWNTOWN AREA

Population and Location

Olympia is the capital of the State of Washington and the County seat of Thurston County. It sits on the picturesque southern-most shore of Puget Sound. The City has a nationally recognized reputation as one the most livable cities in the U.S. It has an estimated 2014 population of about 50,000 and projected growth of approximately 50% over the next 20 years. Olympia resides within Thurston County, which has an estimated 2012 population of 256,000 and a projected population of 370,600 in 2035. A strong and highly educated public employment base, combined with a vibrant economy and excellent schools, create an environment that engenders a strong sense of community and an excellent long-term economic outlook.

Olympia has easy access to three vibrant metropolitan areas with Vancouver, BC located about 200 miles north and Seattle 60 miles north and Portland, Oregon about 100 miles south. Residents can enjoy a wide range of activities, including biking, sailing, fishing, skiing and hiking, all within a short driving distance. The beautiful setting and the strong sense of community make Olympia a highly desirable location to live, work and play. Residents have easy access to many world-class natural areas including: the Washington coast, San Juan Islands, Olympic National Park, Mt. St. Helens National Monument, Mt. Rainier National Park, Nisqually National Wildlife Refuge and numerous wilderness areas in the surrounding forest lands all within a few hours' drive. Additionally, there are numerous beaches, local parks, golf courses, tennis facilities and walking trails closer to home.

Along with its award winning public school system, there are three institutions of higher learning including St. Martin's University, The Evergreen State College and South Puget Sound Community College that add to the local economy and local quality of life.

Downtown Olympia

Downtown Olympia is the historic urban hub of Southern Puget Sound, with an emphasis on cultural, entertainment, and recreational opportunities naturally associated with its role as the economic center of the region. Olympia is waterfront-oriented, with a modern seaport, marinas, recreational uses, public boardwalk and outstanding views. Downtown Olympia is home to the Washington State Capitol, state and county government, with many associated political, administrative, professional, and tourist activities. It is also an historic area, with much of

the state's and region's past reflected in the layout, design, and character of its buildings.

Our vision for downtown Olympia is a neighborhood where residents contribute to a vital and safe city center; where ownership and use of cars is a choice, not a necessity; and where dense housing encourages sustaining use of land and supports full use of alternative transportation modes.

The local colleges and universities contribute to the active social and entertainment scene in our downtown. The four theaters there host live shows, movies and concerts nearly every night of the week. Restaurants are full and several new ones have successfully launched in the past year. There's always something going on in downtown Olympia.

Amenities in Downtown Olympia

This RFP presents an extraordinary opportunity to develop an important downtown project in an area that includes the following amenities:

- A historic downtown.
- An active employment and activity center.
- The Dash -- a free shuttle bus connecting the Capitol Campus with Downtown Olympia
- Over 400 local restaurants, shops, and services.
- A full service grocery store.
- The second largest farmer's market in the state.
- Several theaters, including the Washington Center for the Performing Arts.
- Percival Landing, the waterfront boardwalk, that connects to a trail running along the shore of much of Budd Inlet.
- Sylvester Park, Heritage Park, Artesian Commons and Fountain Park.
- The Transit Center.
- The State Capitol Campus.
- The Olympia Center.
- The Hands on Children's Museum.
- The WET Center (science center), and
- Views of Budd Inlet, the Olympic Mountains, Mount Rainier, Capitol Lake, Heritage Park, and the State Capitol.

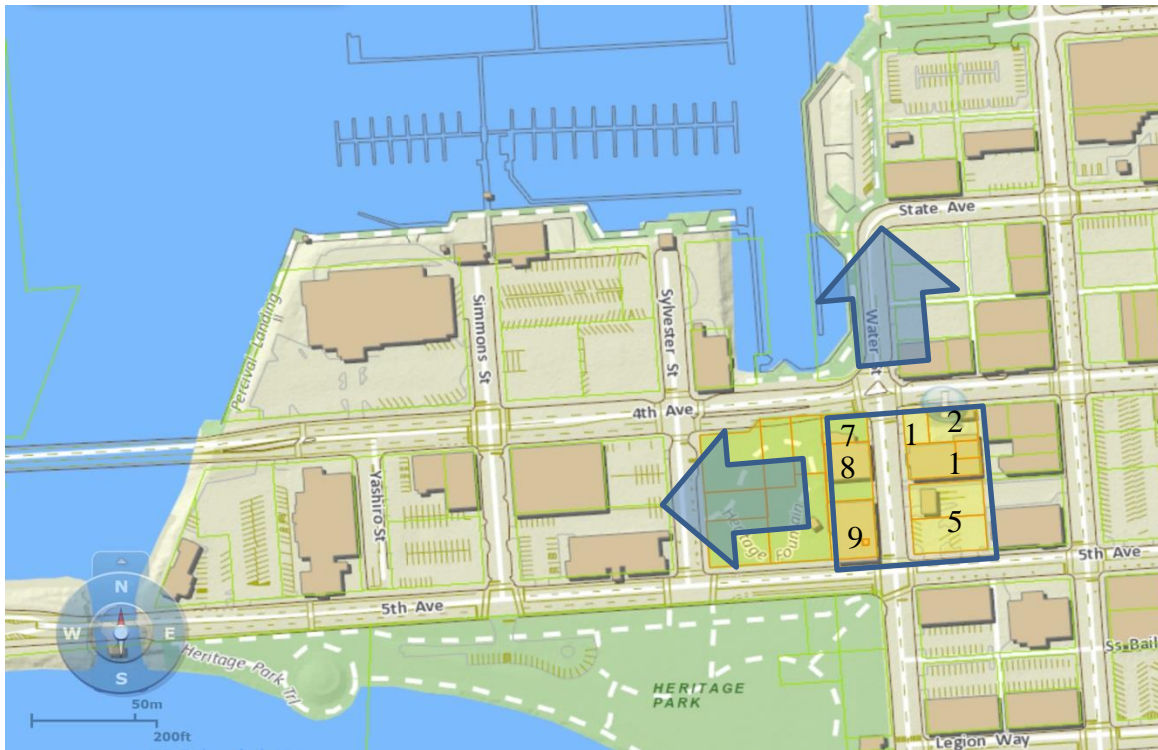
PROJECT SUMMARY

Development Opportunity

The City is committed to promoting high quality redevelopment of our downtown and is looking for partner(s) to help make it happen. The City is willing to put its resources into project(s) that meet public objectives.

The Site

The City seeks redevelopment proposals for projects within the Water Street Redevelopment area and adjoining areas:



	OWNER_NAME	SITUS_STRE	TOTAL_AC	BLDG_VALUE	LAND_VALUE	RATIO	Zoning
1	ILLING, JOSEPH		0.06	\$2,000	\$102,450	0.02	UW-H
2	TAYLOR SAPLAN TRUSTEE, KARALEE	219 W 4TH AVE	0.11	\$1,000	\$231,950	0.00	UW-H
3	ILLING, JOSEPH	406 WATER ST SW	0.14	\$235,600	\$128,150	1.84	UW-H
4	TAYLOR SAPLAN TRUSTEE, KARALEE	406 WATER ST SW	0.03	\$6,900	\$21,150	0.33	UW-H
5	MALLORY FAMILY REVOCABLE TRUST	416 WATER ST SW	0.17	\$57,200	\$158,950	0.36	UW-H
6	MALLORY FAMILY REVOCABLE TRUST	416 WATER ST SW	0.17	\$5,300	\$242,850	0.02	UW-H
7	OLYMPIA, CITY OF	301 4TH AVE W	0.07	\$69,900	\$121,600	0.57	UW
8	OLYMPIA, CITY OF	407 WATER ST SW	0.17	\$189,400	\$215,300	0.88	UW
9	WOOD, SHARON MALLORY	300 SW 5TH AVE BLK	0.17	\$0	\$384,450	0.00	UW
10	PROPERTY ONE PARTNERSHIP	419 SW WATER ST		\$420,600	\$0		UW
			1.09	\$987,900	\$1,606,850		

The Water Street Redevelopment area consists of 1.09 acres of public and privately owned property adjacent to the City's waterfront. This area plays a crucial role in linking community activity centers to the north and

south in Percival Landing and Heritage Park as well as the east and west in the core of Downtown and Fountain Block. The City sees this area as one of the keystone areas in the redevelopment of downtown and believes that redevelopment here will have substantial positive impact on the immediately surrounding properties as well as the broader downtown.

The City envisions vibrant mixed use development in this area bringing more market rate housing, ground floor retail/restaurant space and perhaps structured parking to the area. The City envisions lower buildings located west of Water Street and taller building to the east. The City wants to encourage development that is truly beautiful and is of an architectural and urban design quality that befits this extraordinary location and sets the standard for future development.

The City has a long standing commitment to create and maintain a vibrant park space on the Heritage Fountain Block (west side of Water Street) and seeks a development partner to help realize this vision and enhance the park experience. The City will consider acquiring the private property on the west side of Water Street to consolidate ownership of the block and expand the park and will also consider private development proposals in this area that meet the intent of this RFP. The City plans to raze its two buildings (located on parcels 7 and 8) on the west side of Water Street this year. The City seeks proposals that result in no reduction of park acreage from what presently exists on the Fountain Block.

Proposed development must complement the existing amenities of the area and create new ones. For example, with Heritage Park to the south and Percival Landing to the north, the City believes that this segment of Water Street plays a critical role in linking these two vital areas and that new development in this area should enhance this connection. Development teams should consider Water Street itself to be part of the overall project site and integral to the project design. The City encourages developers to think creatively about how the existing street or the area now comprised of the street could be incorporated into the project and used to create an extraordinary redevelopment project.

The existing buildings on the west side of Water Street turn their back on the adjoining park property. The City seeks proposals that strengthen the connection between Water Street and the park both physically through appropriate architectural and urban design elements and operationally through uses that enhance or complement the adjoining park use. The City will consider proposals that further connect indoor and outdoor space through exterior elements ~~such as outdoor seating areas on park property.~~

There are a number of viable businesses located in the ~~area~~ [Water Street Redevelopment Area](#) and the City ~~does not intent to put them out of business as a result of this redevelopment process.~~ The City encourages developers to view ~~these businesses~~ [them](#) as assets and potential future tenants in any new development. [Downtown has an eclectic mix of more than 400 unique independent retailers, restaurants and service businesses; developers are also encouraged to look for opportunities to enhance this mix.](#)

The City will limit new development on its property to a maximum of two stories and will require the second floor of any new development proposed [on this property](#) to be stepped back from the park. First floors should be as transparent as possible to facilitate the visual connection between Water Street and the park. Uses should be complementary to the park and may, by way of example, include restaurants, coffee shops, cafes, ice cream/frozen yogurt/gelato parlors, retail and other uses that enhance the park experience.

On the east side of Water Street the City envisions intensive mixed use development similar in scale and nature to the [123 4th Avenue](#) project located one block to the east. That project is a six story 138 unit apartment building with 7,000 square feet of ground floor commercial and 120 parking stalls currently under construction. [This project is in pre-leasing and according to the leasing agent response has been overwhelming.](#) With height restrictions on the property to the west properties ~~in this area~~ [on the east side of Water Street](#) ~~will~~ [could](#) enjoy spectacular views to the north, south and west.

The City is most interested in redevelopment proposals in this area; however, it will entertain proposals within the nearby areas to the north and west of this site. The City is particularly interested in visions for the area that can be implemented in phases, coordinated with investments in public amenities and streetscape improvements, for the greatest transformative effect. The City will evaluate all proposals submitted against the criteria in this RFP to determine whether to enter into exclusive negotiations with one or more of the respondents.

Exclusive Negotiation Agreement

The City expects this RFP will result in the City and the selected development team entering into an Exclusive Negotiation Agreement (ENA) during which predevelopment activities can occur. During the period of the ENA, the development team and the City will have access

to predevelopment funds to offset some of the cost of predevelopment activities, as follows:

- In recognition of the fact that the redevelopment is expected to meet significant public policy goals and require significant private investment, the city will provide up to **\$25,000** in predevelopment matching grant funding for a defined scope of work, to be expended during the ENA period that will focus on the Water Street Redevelopment Area. The scope of work will be negotiated with the successful respondent, but is expected to refine all elements of the development program including an understanding of public and shared parking needs and costs, public and private design details and overall private development program and feasibility including a pro forma, as well as renderings and illustrations of development concepts. The ENA will have milestones and descriptions of deliverable products in order to receive the funds.
- In addition to this project focus within the Water Street Redevelopment Area the City seeks a development partner to participate in the development of a Downtown Strategy and master planning for the surrounding area. The City hopes that these plans could lead to other redevelopment projects in the future. As noted above, the City will be retaining an urban design team to assist in this process and may offer up to **\$10,000** in predevelopment funding to its development partner to offset the cost of the development partner's participation in this process. Key deliverables will be defined in the ENA, however, they will generally include the development team providing market backed feedback to the design team on approaches to key tasks in the Downtown Strategy such as design standards and view protection standards as well as redevelopment concepts for adjoining areas to the north and west of the Water Street Redevelopment Area.
- All plans, drawings, illustrations, reports and studies prepared in support of the work described in the ENA will be owned by the City.
- The City will also provide technical assistance to the selected development team through its urban design team and its relationship with the NDC in a manner to be defined in the ENA.

Following adoption of the ENA the developer will be expected to provide a conceptual design drawing showing the size and character of the proposed development. Drawings should include the following:

- The building footprint, parking, and location of vehicular and pedestrian access.
- Conceptual elevations and renderings that take into account the design guidelines.

- The design should use high-quality materials that relate to an urban context and enhance the project's sustainability in terms of durability and efficient operations.
- A cross section showing a typical structure.
- A typical floor plan.
- Pedestrian circulation and access to the surrounding community.
 - Use design elements that result in a building with a perceived size that maintains a human scale street that is comfortable for pedestrians and attractive to them.
 - Maintain interest at the street level in buildings that abut the street by orienting the primary building entrance and active uses (such as retail storefront window displays or restaurants) to the street.
- Architectural features and elements.
 - Enhance and create a positive visual experience for pedestrians moving along the street and to add interest and variety to building facades.
 - Create visually interesting street walls that interrupt expanses of horizontal and vertical wall surfaces. Use architectural elements that define a base, middle, and top.
- Active retail at ground level with high transparency and building lobbies with windowed spaces are preferred along all street frontages. Provide relevant information in the narrative and conceptual drawings requested above.
- Projects that recognize the historic nature of downtown and incorporate aspects of existing buildings into the overall project design are welcomed. If the project includes an existing building, provide information about how the existing building or elements of the existing building will be incorporated into the project design.
- Anticipated energy efficiency measures and LEED designation to be sought.
- Provide a preliminary proposed development budget with sources of funds sufficient to meet budgeted expenses.
 - Letter of interest from a lender.
 - Letters of reference from past lenders.
 - Selected partners may be asked to confidentially disclose their project financials.
- Purchase price offered including expectations of public financial participation and conditions and limitations pertaining to environmental remediation.

- Identify any code changes necessary to accommodate the proposed project or to make a project feasible.
- Additional visualizations will be required at later stages of the selection process.

Project Characteristics

The most desirable project will be a mixed use building or residential building depending upon the location and ideally will include market rate housing.

Residential Component

The residential component of the project may either be rental or owner occupied, however, condominiums or other for sale units are highly desirable as are projects creating market rate housing. The unit characteristics are left to the development team to determine; however, the project must be designed to a human scale and inviting to residents as well as customers of retail business. Mixed income projects will also be considered.

Retail/Commercial Component

Projects proposed along the City's [Pedestrian A Streets](#) (Section 18.16) must include a retail/commercial component, and the developer may determine how to address the inclusion of this project component in a manner consistent with the City's land development regulations.

Parking Component

The RFP encourages the development team to consider a variety of ways of meeting the project's parking needs. The City's land development regulations ([OMC 18.38.160 C](#)) do not require that parking be provided for new residential buildings (or portions of buildings that are residential projects) in downtown or for commercial projects less than 3,000 square feet. Further, existing buildings are exempt from parking requirements (except for bicycle parking).

See City Incentives below for additional information about parking.

City Incentives

The City may offer one or more of the following incentives to the selected developer(s) depending on the benefit to the community from the proposed redevelopment project(s):

- City owned property within the Water Street Redevelopment Area and elsewhere in Downtown (see attached map of City owned property);
- Residential property tax exemption ([See OMC 5.86 for exemption requirements](#));
- Priority permitting;
- Joint or shared development of a parking facility;
- Other property sales or trades;
- Loans through the City's Section 108 Loan Program, Grow Olympia Fund and Grow America Fund;
- Infrastructure and frontage improvements;
- Assistance with land assembly, including reconfiguration of streets ; and
- Remediation of contaminated soil including creation of a [Redevelopment Opportunity Zone if deemed beneficial](#).
- Public finance technical assistance through the NDC and design assistance through the City's urban design team.

Section 108 Loan Program

The City of Olympia has recently established a Section 108 Loan program. This loan program can be used to stimulate economic redevelopment activity within the City in a manner consistent with the Department of Housing and Urban Development's standards. A mixed use project within the CRA could potentially be eligible for a [Section 108 Loan](#) up to \$1,500,000.

Permitting

A priority permit review process will apply to the development for a downtown mixed-use housing project. The City will prioritize the project and a project ombudsman will assist with developer/City relations and communication.

Density/Height

Because the City's goal is to substantially increase the number of housing units in downtown, there are no minimum or maximum residential density requirements within the downtown area. Development proposals must comply with the City's zoning requirements that allow for a range project heights from 35 feet up to 65 feet tall.

Zoning

Nearly all sites within the CRA are appropriately zoned for mixed-use housing within the Urban Waterfront, Urban Waterfront Housing or Downtown Business Zoning Districts.

Parking Requirements

Downtown housing is exempt from parking requirements, however, any proposed parking must meet all parking design, Design Review Criteria, and applicable Pedestrian A and B Street Overlay Criteria. Projects that include over 3,000 square feet of gross commercial leasable area are required to meet vehicle parking and bicycle parking standards for the commercial space.

The City provides public parking and may be willing to partner with private developers to provide parking as part of a redevelopment agreement.

Building Heights

The base zoning height limit in the Urban Waterfront – 35 zoning district is 35 feet and Urban Waterfront –H-65 zoning district is 65 feet. Properties within the Urban Waterfront Housing Zoning District are limited to a maximum of one floor area ratio of non-residential development. See Section [18.06.60, 80 and 100](#) for more information about allowed uses, building heights and other development regulations.

Construction Standards – Alternative Materials and Methods

The provisions of chapter 16.05 may be used to design and construct mixed-use apartment buildings as an alternative to complying with the Olympia Building and Construction Regulations. Buildings designed and constructed under this chapter shall comply with all provisions of this chapter. Where a provision in this chapter is in conflict with the Building Code, the provision of this chapter shall take precedence. Six-story buildings complying with this chapter may be designed and constructed so that the first story and / or the first and second story of a structure is constructed of Type IA Construction, and the remaining top four or five stories of Type VA construction. Please see [Olympia Municipal Code 16.05](#) for code alternative details.

Heritage Register

Some of the building within the CRA are listed on the State and National Historic Register. Alteration and/or demolition of the building must comply with the requirements of Olympia Municipal Code 18.05 and 18.12.

Utilities

Utilities are available to most sites in downtown.

Environmental and Geotechnical Findings

Environmental Investigation: Phase I/II Environmental Characterizations have been completed for some of the sites and are available for review.

Flood: Review the FEMA Flood Insurance Rate Map for downtown Olympia for flood zone information. Sea level rise issues will be addressed through the development review process.

Site Control

As noted above possible redevelopment sites are owned by both the City and private property owners. The majority of the owners of the private property included in the Water Street Redevelopment Area have agreed to have their property included in this RFP. Their contact information is included in **Attachment 1**. Respondents are encouraged to coordinate with private property owners to the extent their properties are included in their project proposal. The City has established relationships with many of the property owners within downtown and may be willing to help coordinate and facilitate contacts, land assembly and development agreements.

Design Review

The RFP offers an opportunity to develop an attractive building in Olympia's historic downtown area and will be subject to the City's [design review regulations](#) including sections 18.100, 105, 110 and 120 as well as section [18.16 Pedestrian Street Overlay District](#), however, projects will be expected to exceed these standards. The City expects a project that will set a very high standard for all future development through the use of high quality durable materials, timeless design principles and a sensitivity to the context of Olympia's downtown. Designs that respect the historic nature of downtown are encouraged.

Appraisal Information:

The City has recent appraisals for some of the properties that it owns. This information will be made avail to interested parties.

DEVELOPER - REQUIREMENTS

The RFP seeks a well-qualified development partner who clearly possesses the ability to successfully complete a high quality redevelopment project.

Requirements

1. Identify and describe the developer, including:
 - Developer's name, corporation name (if applicable) or business name, addresses, telephone numbers, fax numbers, e-mail addresses, and the name of the primary project contact.
2. Identify each person or entity involved with the project team, including development partners, technical partners (architects, engineers, others), and briefly describe their respective roles, including:
 - Information regarding the team member's experience and qualifications.
 - Resume of key team members.
 - Example projects that the team or key team members have been involved with.
3. Demonstration of financial capability of developer and development partners, including:
 - Description of approach to project financing, including expectations of public participation.
4. Describe the developer's relevant project experience for up to 5 projects. The City is most interested in current projects and projects completed recently. Projects described must illustrate the developer's experience with construction projects similar in scope and size to the proposed project. The City is interested in assessing the developer's experience in participating with public private partnerships. Submit photos or drawings and the following information, for projects used to demonstrate experience:
 - Project name
 - Location
 - Description of project size and scope, including the number of units and unit type (e.g., 20 studios; 25 1-bdrm).
 - Total project cost and approach to project financing including sources of funds, amount of debt, equity and public participation, along with square footage costs for apartments, condos, and retail.
 - Date project conception, date project started construction and date construction completed.
 - Challenges and obstacles addressed during the development and construction process.

- Other types of public financial participation (provide your capital stack).
 - Name of the developer's project manager and contact information.
 - Name of the architect and contact information.
 - Name of the construction manager or general contractor and contact information.
 - Contact name and information of the primary public official who worked with the developer on the project.
5. Briefly describe experience or strategy for marketing and managing urban redevelopment projects including approaches to public participation.

PROPOSAL REQUIREMENTS AND PREFERENCES

The City is interested in entertaining project proposals that will result in projects that are both market feasible and beautiful. The most desirable project will be a mixed use building or residential building depending upon the location and ideally will include market rate housing. The project design is an important aspect of the selection process, however, the City recognizes that market viability is equally important. The City also recognizes that any work done prior to the ENA will be very conceptual in nature. The City anticipates negotiating an Exclusive Negotiation Agreement and a development agreement or other legal instrument with the selected partner(s) that will contractually establish the project design.

Requirements

The submittal should include:

A narrative description of the approach to the proposed project, including the following:

- The anticipated target market for the project.
- Approach to Transportation Demand Management and facilitation of the use of alternative modes of transportation.
- Approach to mixed use projects including residential, retail, and parking, including the estimate of the approximate amount of square footage for each component and the number of stories anticipated.
- A site plan showing the location of key project elements and preliminary building footprints.
- A statement regarding the developer's willingness to participate in the predevelopment activities as described above.

Preferences

Respondents should demonstrate how their proposal will address each of the objectives below in their written and graphic materials.

1. **Community Benefit** – Projects that leverage limited public resources to achieve long-term measurable community benefits, significant levels of private sector investment and are based in the realities of the market.
2. **Innovative and Effective Approaches to Public Involvement** – Development processes that engage the community in a highly collaborative and proactive process that uses public input to shape the final project.
3. **Impactful Projects** – Proposals that will have a broad and lasting impact on other nearby properties and areas as well as the entire downtown.
4. **High Quality Design** – Proposals that are extraordinarily well designed, sensitive to the surrounding context and use timeless, durable and high quality materials.
5. **Property Owner Participation** -- Responses that demonstrate participation or authorization by affected property owners.
6. **Timeliness** – Projects that are positioned to move forward in the near term and commit to significant milestones.
7. **Partnership** -- Respondents with a demonstrated capacity to partner with the City, property owners and the community and a proven ability to develop high quality projects.
8. **Comprehensive Plan Implementation** –
 - a. Treat our urban waterfront and vistas as priceless assets by enhancing access, protecting view corridors and expanding usable open space.
 - b. Stimulate private investment in residential and commercial development, increasing downtown Olympia's retail and commercial vitality.
 - c. Create or enhance town squares framed by commercial or civic buildings, pocket parks, plazas and other small public or private spaces in downtown.
 - d. Develop highly walkable communities.
 - e. Include public art and public spaces.
 - f. Encourage intensive residential and commercial development.
 - g. Enhance landscaping with trees, planters and baskets, banners, community gardens and other decorative improvements.
 - h. Encourage development that caters to a regional market.
 - i. Enhance the sustainability of our community and downtown.
 - j. Encourage the use of alternative modes of transportation including biking, walking and transit.
9. **Sustainability** -- Projects pursuing LEED Gold or higher certification are preferred.

Development Agreement.

The project design documents generated in the ENA period may be used to develop a formal Development Agreement or other legally binding contract between the City and the development team.

EVALUATION AND SELECTION

Evaluation Criteria

Evaluation of RFP responses will be based upon the following:

1. Developer Experience:
 - Success in developing urban redevelopment projects.
 - Quality of representative projects.
 - Qualifications of project team and key project managers.
 - Financial capacity.
 - Experience in partnering with the public sector in redevelopment projects.
2. Proposal Requirements and Preferences:
 - Degree to which the preliminary development concept and site design meets the RFP requirements and preferences.
 - Market targeted (housing type, retail & parking).
 - Demonstrated market viability.
 - Proposed public participation process and demonstrated experience facilitating public involvement processes.

The City anticipates using an open house type event to allow respondents to this solicitation to present their proposals to community members and respond to questions from the community. Additional public process will be required as part of the consideration of an exclusive negotiation agreement and development agreement.

The City anticipates entering into exclusive negotiations with a developer following the initial screening and evaluation process. All projects will be required to be reviewed and approved through the City's normal development review processes.

General Provisions and Conditions

The City reserves the right to the following:

- To reject any and all responses.
- To negotiate with more than one redevelopment partner.
- To waive minor irregularities in a response.
- To cancel, revise, or extend this solicitation.

- To request additional information on any response beyond that required by this RFP.
- To modify the selection process set forth in this RFP upon written notification to all respondents who have not been rejected at the time of modification.

Selection

The City shall have the final decision on whether to move forward with a development team or not.

SUBMISSION REQUIREMENTS

Interested developers must submit 1 paper copy of the response to the RFP, including a letter of interest outlining response requirements and preferences and 1 electronic copy. Limit the responses to no more than 20 pages. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFP.

PRE-SUBMISSION CONFERENCE

A pre-submission conference will be held on XXXX, XXXX, 1:00 p.m. in Room 207 at the Olympia City Hall 601 4th Avenue East, Olympia, Washington. The purpose of the conference is to answer questions about the downtown redevelopment RFP. Attendance by a representative of each proposer is encouraged but not mandatory. A walking tour of downtown and key sites will be conducted following this session. Please contact Keith Stahley (360) 753-8227 or kstahley@ci.olympia.wa.us, for directions or questions.

SCHEDULE

The City reserves the right to modify the time line.

RFP Action	Approximate Completion
Issue Request For Qualifications and Proposals	July 30, 2015
Pre-submission conference	August 13, 2015
Release of RFP Addendum (if necessary)	August 20, 2015
RFP responses due	October 9, 2015
Open House Presentations	October 29, 2015
Presentations City Council	November 10, 2015
Select respondent(s) to enter negotiations	November 24, 2015

Selected developer(s) will be invited to give a presentation on all aspects of the proposal, including design concepts, development cost, financial capacity/lender commitments, terms of site acquisition, and implementation schedule to City Council and the community.

CONTACT INFORMATION

City of Olympia:

Keith Stahley, Community Services Manager: (360) 753-8227 or kstahley@ci.olympia.wa.us.

Other information available upon request:

- Exhibit A, Property Appraisals.
- Exhibit B Phase I and Phase II Environmental Characterization.
- Exhibit C Historic Register Report.
- Exhibit D Property Owner Contact information.
- Map of City Owned Property

To obtain an electronic copy of this information please email Kstahley@ci.olympia.wa.us.



City Council

Discussion about Work Plan Priorities for Thurston Regional Planning Council

Agenda Date: 7/7/2015
Agenda Item Number: 6.B
File Number: 15-0685

Type: discussion **Version:** 1 **Status:** Other Business

Title

Discussion about Work Plan Priorities for Thurston Regional Planning Council

Recommended Action

City Manager Recommendation:

Discuss priorities and provide guidance to Mayor Pro Tem Jones

Report

Issue:

What are the strategic priorities Mayor Pro Tem Jones should propose to TRPC on behalf of the City of Olympia?

Staff Contact:

Nathaniel Jones, Mayor Pro Tem

Presenter(s):

Nathaniel Jones, Mayor Pro Tem

Background and Analysis:

Mayor Pro Tem Jones is the Council's representative on the TRPC Board. The Board is holding a strategic planning retreat on July 10. Each jurisdiction is asked to identify its top three strategic interests and/or concerns. These should be big picture, high level strategies or issues facing the City in the foreseeable future.

Attachment: TRPC Retreat Background Information

Retreat Homework Assignment

In preparation for the July 10th TRPC retreat, there is some homework we are asking our members to do prior to the retreat. Because our time is limited on that day, getting our members thinking and preparing will save time and provide a richer discussion and result.

Please take a look at and undertake the three (3) activities outlined below:

1) Set aside the July 10th TRPC retreat meeting date and time. We will start promptly at 8:30 am after a 30 minute breakfast snack and peer exchange. We are planning to be finished promptly at 3:30 pm. We have worked very hard to compress the agenda so please plan on spending the entire time with us.

2) Prepare top three strategic interests and/or concerns of the agency you represent on TRPC. These should be big picture, high level strategies or issues facing your organization in the foreseeable future. Please come prepared to discuss these issues in a small group setting, with the expectation of reporting out to the full group.

3) Review attached material: "Strategic Themes, Goals, Objectives, Activities/Tasks: Working Definitions". This will enable common and shared understanding of the work we have ahead of us that day.

Thank you for your effort. We look forward to a successful and productive day of work.
See you on July 10th.



Strategic Themes, Goals, Objectives, Activities/Task Working Definitions

Strategic planning is an organizational initiative designed to help focus the enterprise and strengthen its performance overtime. This planning is usually based from the organization's mission (purpose) and vision. By shaping high-level strategic themes and goals, then translating them into more defined objectives and tasks, staff understand their role and related accountabilities in support of the plan.

Themes and Goals

Themes and goals are broad and high-level descriptions of what you're trying to accomplish. They help set your fundamental, long-range direction. If a strategic theme is viewing the work of the organization at a 10,000' level, the goal is more defined, at the 5000' view.

Theme Example: *Build Our Communities Knowledge and Understanding of the Asset Building Coalition and Its Value*

Goal Example: *Develop and Implement a 1-2 Year Marketing Plan with Priorities and Timeline*

Objectives

Objectives break your goals down into the specific outcomes you need to achieve – or the big steps you need to complete – to reach your goal. They define who, at a high level, is going to do what by when, to accomplish a specific, measurable outcome. They are milestones along the road you travel to get from where you are now to reach your journey's goal.

Some examples of objectives

Process objectives - focused on activities. They are commonly described as the specific number and types of activities to be completed by a specific date.

Example: *By April 1, 2011, develop and test key messages with at least 10 primary stakeholders.*

Impact and outcome objectives - focused on changes in attitudes, knowledge or behavior. They commonly are described in terms of the degree of change you expect to create.

Example: *By June 2010, assess the level of ABC operating knowledge by key line staff working in member organizations.*

Example: *By Sept. 2010, assess number of inter-agency referrals that have occurred among member organizations during the last 6 months.*

Activities/Tasks

These are the “medium-sized” and/or small steps you take to achieve your objectives on the way to reaching your goals. They can be very “granular” and include specific information about *who is individually responsible to get what done by what date.*

Examples:

Task	Owner	Start	Finish
Plan and deploy cross organizational orientation sessions for member line staff.	Julie	6/30/2010	7/30/2010
Plan a strategy to assess line staff understanding of Coalition goals, member services, and referral practices.	Sue	9/15/2010	10/15/2010

“SMART Objectives”

Specific – *What exactly are we going to do, who are we doing it with and/or who are we doing it for? Usually stated in numbers, percentages, frequency, reach, scientific outcome, community impact, etc.*

Measurable – *Is it measurable and can we measure it? Can we gather or access the data we need to measure the impact of our work?*

Achievable – *Can we realistically accomplish the objective in the proposed timeframe/in this political climate/with current resources, with existing technology, etc.?*

Relevant – *Will accomplishing the objective help us make progress toward achieving our goals and realizing our vision? Is the link between the objective and our goals clear, strong and direct?*

Timebound – *On what specific date will you accomplish this objective?*



City Council

Proposed Ballot Measure to Create Olympia Metropolitan Park District

Agenda Date: 7/7/2015
Agenda Item Number: 6.C
File Number: 15-0678

Type: ordinance **Version:** 1 **Status:** Other Business

Title

Proposed Ballot Measure to Create Olympia Metropolitan Park District

Recommended Action

Committee Recommendation:

The Finance Committee unanimously agreed to recommend to the full Council approval of the Olympia Metropolitan Park District proposal for consideration at its meeting on July 7, 2015.

City Manager Recommendation:

Move to approve on first reading (1) the proposed Olympia Metropolitan Park District Ballot Measure Ordinance and (2) the companion Ordinance approving an Interlocal Agreement between the City and the Olympia Metropolitan Park District and forward the ordinances to second reading.

Report

Issue:

Should the Council approve the proposed Olympia Metropolitan Park District Ballot Measure Ordinance and the companion Ordinance Approving an Interlocal Agreement between the City and the Olympia Metropolitan Park District.

Staff Contact:

Mark Barber, City Attorney, 360.753.8338

Jane Kirkemo, Administrative Services Director, 360.753.8325

Background and Analysis:

Over the past seven months, the Olympia Parks, Arts and Recreation Department (OPARD) has conducted public meetings and a survey to obtain input and participation in the development of future planning for the City's recreational facilities, parks acquisition, improvements and maintenance needs for current parks and facilities, including public presentations and Study Sessions by the Olympia City Council and its committees. Extensive community input was received during this public process, which was facilitated in order to update the Parks, Arts and Recreation Plan.

At the City Council Retreat in January, the Council's Finance Committee was directed to continue working toward the City Council goal of adopting a sustainable budget by working with the community and staff to identify current and future funding gaps within the City budget and a variety of strategies

to address those gaps.

The Finance Committee evaluated a variety of different revenue strategies, including a metropolitan park district authorized by RCW Chapter 35.61, to address funding issues. The Committee held open public meetings to receive information from Olympia Parks Arts, and Recreation Department (OPARD) staff and public testimony from residents. The Committee also inquired and deliberated about the City's current and future recreational needs and the related budget issues. Based on this process, the Finance Committee developed its recommendation that the City Council initiate the formation of a metropolitan park district, by placing before the voters within the boundaries of the City of Olympia, a ballot measure to create the Olympia Metropolitan Park District (the District).

The Finance Committee also agreed that if a metropolitan park district were formed, measures be taken to provide for ongoing citizen oversight of City and District funds.

Following its June 9 Special Study Session, the City Council directed the Finance Committee to work with staff and citizen park advocates to prepare the necessary documents to put an Olympia Metropolitan Parks District proposition on the ballot, and bring the documents back for full City Council consideration on July 7, 2015.

Chapter 35.61 RCW and other State law provides that a metropolitan park district may be created upon voter approval of a ballot proposition submitted to the voters of the proposed District, and that a metropolitan park district has certain statutory powers, including the power to levy and impose various taxes and fees to generate revenues to provide ongoing funding to acquire, maintain, operate, develop, and improve parks, community centers, pools, and other recreation facilities and programs.

Summary of the Ordinances

The attached draft ordinances were prepared for Council review and will be updated to reflect any additional input from bond counsel. The form and content of the ordinances are guided by relevant state law, input from citizens, staff and the City Attorney, working in cooperation with bond counsel, Nancy Neraas of Foster Pepper, PLLC, and have undergone bond counsel review.

The ballot title must conform to certain statutory requirements and is subject to a 75-word limit describing the measure.

Creation of Olympia Metropolitan Park District. The proposed ordinance would place a measure on the November 3, 2015, ballot to create a metropolitan park district. As currently drafted, upon voter approval of the measure, the District would be formed with the same boundaries as the City of Olympia, and the Olympia City Councilmembers, acting *ex officio* and independently, would comprise the governing board (the District Board).

If approved by a majority of the voters within its proposed boundaries, the District would be formed as a separate municipal corporation. It would have all the powers given to metropolitan park districts under State law, including the power to levy a property tax and ability to act in conjunction with the City to acquire, develop, maintain, operate, and improve parks, community centers, and other recreation facilities and programs.

Interlocal Agreement. As a companion to the proposed ordinance to create a metropolitan park district, there is an ordinance which provides for an Interlocal agreement between the City and the proposed metropolitan park district. The companion ordinance specifies how the City and the District would cooperate and authorizes the Mayor to execute such an agreement on behalf of the City and expresses the City's intent to work with a citizens' advisory committee on park acquisitions, development, maintenance, park standards, and review of funding levels as specifically provided in the Interlocal Agreement to ensure stable, ongoing funding to maintain, acquire, operate, and improve parks, community centers, athletic fields and other recreation facilities and programs. Further, the City expresses its intent to commit revenues for park land acquisition.

Neighborhood/Community Interests (if known):

Establishment of a city-wide metropolitan park district will provide stable, ongoing funding to maintain, acquire, operate and improve parks, community centers, athletic fields, and other recreation facilities and programs throughout the City.

Options:

1. Approve on first reading the proposed Olympia Metropolitan Park District Ballot Measure Ordinance and the companion Ordinance Approving an Interlocal Agreement between the City and the District and forward the ordinances to second reading.
2. Provide direction to delay action to 2016 or beyond.
3. Do nothing at this time.

Financial Impact:

Approved metropolitan park districts, created pursuant to RCW Chapter 35.61, have the authority to levy property taxes up to \$0.75/\$1,000 (75 cents per \$1,000) of Assessed Value (AV). The Committee discussed levying the full amount and then "banking" some capacity. Previous discussions about the Olympia Metropolitan Park District have preliminarily discussed an increase of property taxes by \$0.54/\$1,000 (54 cents per \$1,000) of AV, which would generate an estimated \$3,000,000 per year in additional funding for Parks, Arts and Recreation purposes. The estimated cost to the owner of a \$250,000 home is approximately \$135/year or \$11.25 per month. During the June 30 Finance Committee meeting, it was recommended an additional 10 cents would be added allowing the Non Voted Utility (NVU) tax to be used for acquisition as well. The additional funds would ensure no current City funding would be negatively impacted (Building Repair and Maintenance currently receives ½ of the NVU tax). The Board, not the City Council, sets the tax rate. If some amount is "banked," then the Board in future years may levy some or all of the remaining rate. If the levy is not banked, then the levy may only increase by 1% or the Implicit Price Deflator, whichever is less (the same as the City's ad valorem tax rate). It should be noted that a metropolitan park district is a junior taxing district. The aggregate regular levy rates of senior taxing districts (counties and cities) and junior taxing districts (fire districts, metropolitan park districts, cemetery districts, library districts and parks and recreation districts) may not exceed \$5.90 per thousand dollars of AV. If this limit is exceeded, the levy of some or all of the junior taxing districts must be pro-rated.

Ordinance No. _____

AN ORDINANCE RELATING TO AN INTERLOCAL AGREEMENT WITH THE OLYMPIA METROPOLITAN PARK DISTRICT, IF FORMATION OF THE DISTRICT IS APPROVED BY THE VOTERS WITHIN THE CITY OF OLYMPIA; APPROVING THE FORM OF AN INTERLOCAL AGREEMENT AND AUTHORIZING THE MAYOR TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, the Olympia City Council has enacted Ordinance No. _____, previously finding that there is a need to create a stable funding source for parks including the maintenance, improvement, construction and acquisition of parks and recreation facilities and programs; and

WHEREAS, pursuant to RCW 35.61.040, if a majority of the voters voting on the ballot proposition approve of the formation of the Olympia Metropolitan Park District, the District will be created as a municipal corporation effective immediately upon certification of the election results; and

WHEREAS, state law (including Chapters 35.61, 67.20 and 84.52 RCW) authorizes metropolitan park districts to levy and impose various taxes and fees to provide ongoing funding to acquire, construct, maintain, operate and improve parks and recreation facilities; and

WHEREAS, the Olympia City Council by Ordinance No. _____ has found that it is in the best interests of the residents of Olympia to submit to the voters a ballot proposition to create the Olympia Metropolitan Park District to provide a stable funding source for the maintenance, acquisition, construction and improvement of parks and recreation facilities and programs;

WHEREAS, in 2004, the voters of Olympia approved a new utility tax of 2% for parks. The City represented to the voters that such tax revenues would be prioritized for the acquisition of park lands to meet future population demand before available lands are lost to other uses. The City projected that this tax revenue, along with the existing 1% non-voted utility tax enacted by the City in 1994, would be able to acquire approximately 500 acres of park lands over the next twenty (20) years. The City has acquired sixty-three (63) acres of park lands in the first decade, during a time of economic recession and recovery.

WHEREAS, in order to clearly describe the cooperative relationship between the Olympia Metropolitan Park District and the City of Olympia, the City Council finds that it is in the best interests of the City to enter into an interlocal agreement with the Olympia Metropolitan Park District as further described in this Ordinance and that the Mayor is authorized to sign an interlocal agreement with the newly formed District, a copy of which is attached hereto as Attachment 1;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Statement of Intent. It is the intent of the City of Olympia that, if the voters approve formation of the Olympia Metropolitan Park District ("Olympia Metropolitan Park District" or "District") within the boundaries of the City of Olympia, the City will work in cooperation with the District, the Olympia Parks, Arts and Recreation Committee ("PRAC"), and a citizens' advisory committee consisting of five (5) persons to advise the City and the District on park acquisitions, development, maintenance, park standards and review of funding levels provided herein and in the interlocal agreement, together with other community-based neighborhood associations to ensure stable, ongoing funding to maintain, operate, acquire and improve parks, community centers, athletic fields and other recreation facilities and programs throughout the City.

Further, it is the intent of the City if the voters approve formation of the Olympia Metropolitan Park District that District funding will supplement and protect existing City of Olympia parks funding and not replace such City funding, as more specifically set forth in the interlocal agreement. The City would also commit to use of revenues from the 2% Voted Utility Tax (VUT) and the revenues from one-half of the 1% Non-Voted Utility Tax (NVUT) for the priorities of park land acquisition, together with maintenance and development of lands so acquired, to comply with park standards, and to keep pace with population growth before available lands are lost to development. The City would, as may be feasible, apply the remaining one-half of the 1% Non-Voted Utility Tax (NVUT) to such purposes, and in any budget year when this is not done, the City would apply the first \$500,000 of available year end savings to this purpose.

Finally, the City intends that the City and its Parks, Arts and Recreation Department will work cooperatively under an interlocal agreement with the Olympia Metropolitan Park District, as further authorized herein and as set forth in the interlocal agreement (Attachment 1).

Section 2. Contingent Bond Issue Authorized. If the voters approve formation of the Olympia Metropolitan Park District, the City is authorized and directed to issue general obligation bonds as soon as reasonably practicable after July 1, 2016, in such full amount as the City can reasonably and prudently issue based upon the projected revenue from the 2% Voted Utility Tax (VUT) approved in 2004 and the projected revenue of one-half of the 1% Non-Voted Utility Tax (NVUT) and within the City of Olympia's councilmanic debt capacity. The funds received from the issuance of such bonds shall be used for the sole purpose of acquiring park lands.

Section 3. Interlocal Agreement Authorized. If the voters of the proposed Olympia Metropolitan Park District approve its formation, the Mayor is authorized and directed to enter into an interlocal agreement with the Olympia Metropolitan Park District substantially in the form attached as Attachment 1, with such changes as the City Council deems necessary to ensure that the intent of the City as expressed herein is carried out.

Section 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held legally invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected. Further, if any provision of this Ordinance is held invalid, the City intends insofar as legally possible to replace the invalidated portion with another provision to accomplish the intent of the invalidated provision.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance shall take effect five (5) days after its approval by the City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

Attachment 1: Form of Interlocal Agreement between the City of Olympia and the Olympia Metropolitan Park District

Attachment 1

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA
AND THE OLYMPIA METROPOLITAN PARK DISTRICT**

THIS AGREEMENT (this "**Agreement**") between the City of Olympia, Washington (the "**City**"), a noncharter code city organized under Title 35A RCW, and the Olympia Metropolitan Park District, a municipal corporation organized under Chapter 35.61 RCW (the "**Park District**") (together, the "**Parties**") is effective as of _____, 2015, and is for the purposes described herein.

RECITALS

A. The City passed Ordinance Nos. _____ and _____ proposing formation of a metropolitan park district under Chapter 35.61 RCW and expressing its intent to cooperate with such a district to acquire, maintain, operate and improve parks and recreational facilities and programs for the future.

B. A majority of the voters voting at an election held on November 3, 2015 approved the formation of the Park District and the Park District was formed upon certification of the election results, pursuant to RCW 35.61.040, possessing all powers available to a metropolitan park district under state law.

C. The City and the Park District are each, acting independently or jointly, authorized by RCW 67.20.010 and other state law, *inter alia*, to acquire, construct, improve, control, operate and maintain parks, and other recreational facilities or services.

D. Chapter 39.34 RCW (Interlocal Cooperation Act) permits local governmental units to make the most efficient use of their powers by enabling them to cooperate on the basis of mutual advantage.

E. By Ordinance No. _____ of the City, the Mayor is authorized to execute this Agreement on behalf of the City.

F. By Resolution No. _____ of the Board of Commissioners of the Park District (the "District Board"), the President of the District Board is authorized to execute this Agreement on behalf of the Park District.

G. The City and the Park District desire to enter into this Agreement pursuant to Chapters 39.34 and 67.20 RCW in order to establish the framework for cooperation to acquire, maintain, operate and improve parks and recreational facilities and programs for the future.

AGREEMENT

The Parties enter into this Agreement in order to coordinate their efforts as authorized by Chapter 67.20 RCW and the Interlocal Cooperation Act:

1. **Purpose and Interpretation.** The City and the Park District are each, acting independently or jointly, authorized by Chapters 67.20 and 39.34 RCW, *inter alia*, to acquire, construct, improve, control, operate and maintain parks, and other recreational facilities. The purpose of this Agreement is to make the most efficient use of public funds and to avoid duplication of efforts.

2. **Park District Staffing.** Pursuant to this Agreement and as part of the consideration provided hereunder, the City may provide for staffing to implement the projects, programs and services identified in the adopted Park District budget and may provide necessary related support to the Park District, including without limitation, administrative staffing, treasury management services, legal services and similar support. These support services may be provided either in-house or through contracts with private contractors, firms or nonprofit organizations.

3. **Finances and Budgeting.** The Parties agree to participate in the budgeting process described in this Agreement. The Park District intends to pay all property taxes collected by it to the City that are not needed to cover expenses of the District, to be paid directly by the District in furtherance of the purposes set forth herein. The City agrees to apply any funds received by it from the Park District in accordance with this Agreement.

3.1. **Budget Process.** The Parties agree to the following process for limiting and controlling the Park District's annual budget and property tax levy:

3.1.1 **Finance.**

(i.) The City shall include in its annual General Fund Operating Budget revenues to support the Olympia Parks, Arts and Recreation Department (hereafter "OPARD") projects, programs and services in amounts necessary to meet or exceed the minimum funding described in this paragraph. The 2015 adopted net budget for OPARD is \$4.4 million which is 11% of the General Fund revenues calculated using the methodology in Addendum 1. This percentage so calculated will be the baseline for allocating General Fund revenues to OPARD in subsequent years, unless the City Council by resolution with a super majority vote after public hearing, determines that an exigent financial circumstance or natural disaster prevents the Council from maintaining this level of General Fund support. The Council will approve OPARD's budget and provide oversight in accordance with the City's normal budget processes. In accordance with state guidelines, the City shall account for the Park District and treat it as a Blended Component Unit and shall keep the necessary records to ensure the proper expenditure of all funds received by it for parks and recreation purposes, in accordance with this Agreement, state law and City ordinances.

(ii.) The City commits to use the 2% Voted Utility Tax (VUT) revenues to acquire new park land and to maintain and develop those acquired park properties, with a priority on acquisition to the extent practicable.

(iii.) The City commits to use .5% of the 1% Non-Voted Utility Tax (NVUT) revenues to acquire new park land and to maintain and develop those acquired park properties, with a priority on acquisition to the extent practicable.

(iv.) The City intends to allocate in its budget the remaining 0.5% of the Non-Voted Utility Tax (NVUT) to acquire new park land and to maintain and develop those acquired park properties, with a priority on acquisition to the extent practicable. If such budget allocation does not occur, to the extent a year end fund balance exists, then the City intends, absent an exigent financial circumstance, to allocate the first \$500,000 of that balance to such purposes.

(v.) The City intends to maintain the funding levels in (i.) and (ii.) without a time limit, and the funding levels in (iii.) until January 1, 2030, and the funding levels in (iv.) until January 1, 2026.

3.1.2 City to Prepare Budget Request. In conjunction with development of its own budget request, the City administration shall identify the amount of funding required from the Park District and shall prepare a Park District budget request to be presented to the District Board. The budget request shall describe the proposed expenditures of Park District revenues and shall be accompanied by an annual report documenting the status of the park and recreation projects, programs and services undertaken pursuant to this Agreement.

3.1.3 Advisory Committee Review. The City and the Board of the Park District shall create an advisory committee of at least five (5) persons, who shall be Olympia residents, to advise the City and District. The persons chosen for service on the advisory committee shall be knowledgeable about parks budgeting and finance, park acquisitions, development, maintenance, park standards, and funding levels. Service on the committee shall be for a four (4) year term. The advisory committee shall be referred to as the OMPD Advisory Committee and provide an annual report to the City Council and Park District Board regarding the City's compliance with the funding levels in (i.) and (iv.) in Section 3.1.1. The draft of such report shall be posted on the City's website and the public shall be afforded a reasonable opportunity of at least twenty (20) days to comment on such report prior to the report being finalized.

3.1.4 Adoption of Budget and Levy by Park District. The Board of the Park District shall review the budget proposal and approve a final Park District budget in accordance with state law. The Park District agrees to levy property taxes annually under RCW 35.61.210, within applicable statutory and constitutional rate and amount limitations, in amounts sufficient to fund its adopted budget.

3.2. City Administrative Services Director to serve as Treasurer. The Park District agrees to take such actions as are necessary under RCW 35.61.180, including obtaining the approval of the County Treasurer, to appoint the City Administrative Services Director to serve as Treasurer for the Park District. If so appointed, the City Administrative Services Director shall perform the functions of Treasurer under state law and maintain financial records on behalf of the Park District, kept in accordance with applicable generally accepted accounting principles and other applicable governmental accounting requirements. The Park District shall pay for the Treasurer's surety bond, insurance for the Board and all audit costs.

4. Condemnation and other Exercise of Governmental Powers. The Park District shall not exercise condemnation powers within the City of Olympia. If condemnation of property is required for Park District purposes, the City may exercise condemnation powers on the Park District's behalf. The Park District shall form no local improvement district within the City. If formation of a local improvement district is required for Park District purposes, the City may carry out the formation and may levy and collect assessments on the Park District's behalf.

5. Interlocal Cooperation Act Provisions.

5.1. Ownership of Property. All park and recreation land, facilities and equipment that are maintained, acquired, improved or otherwise used in connection with this Agreement are and shall remain the property of the City. No joint property ownership is contemplated under the terms of this Agreement. In accordance with state law and City policy, the City retains the right to acquire or to sell or divest itself of city owned park land or facilities.

5.2 **No Joint Board.** No provision is made for a joint board.

5.3 **Amendment.** Upon agreement of both parties reduced to writing and signed by them, this Agreement may be amended as circumstances require. Provided, the City intends that any amendment would occur only after a report regarding such amendment is issued by the OMPD Advisory Committee, and Council holds a public hearing and votes to approve such amendment by a super majority.

6. **Termination.** This Agreement may be terminated by either Party upon the provision of 180 calendar days' notice to the other party. Provided, the City intends that any action it may take to terminate will be done after Council holds a public hearing and, if such termination would have the effect of reducing the amount or duration of any of the (i.) – (iv.) funding levels in Section 3.1.1., votes to approve termination by a super majority of the City Council. Additionally, this Agreement expires upon the future dissolution of the Park District. Upon dissolution of the Park District, it is the intent of the Parties that all assets are turned over to the City. However, if the Park District has any outstanding debt or if the City has issued debt on behalf of the Park District, this Agreement shall not be terminated or the District dissolved until the debt is paid or defeased.

7. **Compliance with Other Laws.** The Parties shall comply with all applicable state and federal laws, including without limitation those regarding contracting, labor relations, minimum and prevailing wage, open public meetings, public records, and nondiscrimination.

8. **Severability.** In the event that any provision of this Agreement is held to be in conflict with an existing state statute or any future amendment thereof, such provisions shall be severable, and the remaining provisions of this Agreement shall remain in full force and effect. If any provision of this Ordinance is held invalid, the City intends, insofar as legally possible, to replace the invalidated portion with another provision to accomplish the intent of the invalidated provision.

9. **Effective Date.** This Agreement will be effective after filing or posting, as provided by law.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF OLYMPIA, WASHINGTON

OLYMPIA METROPOLITAN PARK DISTRICT

Mayor

President of the Board of Commissioners

ATTEST:

ATTEST:

City Clerk

Secretary of the Board of Commissioners

APPROVED AS TO FORM:

City Attorney

ADDENDUM 1

Olympia General Fund Appropriation for Parks Revenues Relevant For Parks % of Revenues

	2015 Budget	General Use Portion	Source	Notes
Sales Tax	\$ 18,683,610	\$ 16,398,600	P. 43 Budget	excludes dedicated portions to crim justice and safety
B&O Tax	\$ 5,240,000	\$ 5,240,000	P. 36 Budget	
Property Tax	\$ 13,710,639	\$ 10,269,888	P. 36 Budget	
Private Utility Tax	\$ 4,946,860	\$ 4,946,860	P. 36 Budget	
Public Utility Tax	\$ 4,217,430	\$ 4,217,430	P. 36 Budget	
Total:	\$ 46,798,539	\$ 41,072,778		

Parks General Fund Appropriation Requirement				
From Budget	\$ 5,335,445		P. 110 Budget	
Less program revenues	\$ (929,713)		P. 110 Budget	Generated by Parks activities
Net Demand on General Fund	\$ 4,405,732			

Designated Tax Revenue:	\$ 41,072,778
Parks General Fund Requirement	\$ 4,405,732
Parks Portion	10.7%