

**CITY OF OLYMPIA  
HEARING EXAMINER  
STAFF REPORT  
September 26, 2016**

**Case:** Woodard Lane Co-Housing PRD Amendment, 16-0061

**Applicant:** Liv Monroe - Representative  
Woodard Lane Co-Housing Tenants in Common  
1620 Woodard Ave NW  
Olympia WA 98502

**Requested Action:** Approval to increase the total off-street vehicle parking spaces from 29 to 32 spaces. The amendment includes construction of approximately 2,000 sq.ft. of asphalt pavement.

**Project Location:** 1620 Woodard Ave NW  
Olympia WA 98502

**Legal Description:** Thurston County Assessor's Tax Parcel No. 67400006300 in Sec. 10, T18N, R2W, W.M.

**Comprehensive Plan & Zoning Designation:** Single-Family Residential (R 4-8)

**SEPA Determination:** A SEPA determination of Nonsignificance was issued on December 28, 2007, as a component of project review for the Woodard Lane Co-Housing Planned Residential Development proposal, 05-0121. SEPA environmental review is not required for this development proposal. WAC 197-11-230(3), WAC 197-11-600 (2) and (3).

**Public Notification:** In conformance with Olympia Municipal Code (OMC) 18.78.020, public notification for this hearing was mailed to property owners within 300 feet of the subject site, distributed to Recognized Neighborhood Associations, posted on the site, and published in *The Olympian*, on or before August 29, 2016.

**Staff Recommendation:** Approval, subject to conditions.



Figure 1: Site and surrounding vicinity. City of Olympia ZOOM. C. McCoy, Sep., 2016.

## I. BACKGROUND INFORMATION

The Woodard Lane Co-Housing Planned Residential Development is located in Olympia’s Northwest neighborhood between Muirhead Avenue NW north of the site, and Woodard Avenue NW to the south. The site is immediately west of Thomas Street NW. Single family housing surrounds the site to the north, east, and south. The site is bounded on the west by the undeveloped Schneider Creek ravine (Figure 1).

The 2.9 acre site consists of five buildings - Unit A is the Common House with two residential units on the second floor, and Units B, C, D and E are fourplex units. There are a total of 18 dwelling units, and one 960 sq.ft. non-residential utility shop-building. A 29 vehicle parking lot is located in a designated parking lot south of the Common House (Attachment 3).

Vehicular access to the co-housing development is from Woodard Avenue NW. Muirhead Avenue NW and Woodard Avenue NW are partial roadways that have been closed west (and across) Schneider Creek to Division Street NW. The rights-of-way, including Thomas Street, vary in width from 30 feet to 60 feet. Muirhead Avenue NW extends west of Thomas Street beginning as a 50 foot wide local access street, slimming down to a 30 foot wide unimproved roadway (Figure 2). The roadway has in part been used as a turn-around/cul-de-sac by residents of the co-housing development and residents north of the property; in part because the turn-around is on the private property of the co-housing development, and on the unimproved Muirhead Avenue NW.

City Council approved the Planned Residential Development (PRD) in July, 2008 (Attachments 10 and 11); the final Binding Site Plan was approved and recorded with Thurston County, April, 2010 (Attachment 15). The timeline of the Woodard Lane Co-Housing PRD is as follows:

- A. 2008, Preliminary PRD Approval by City Council, Resolution 1709 - Project 05-0121
- B. 2010, Final Binding Site Plan Recorded, BSP 4148171
- C. 2014, Preliminary Amendment to PRD Approval by City Council, Resolution 1804 - Project 13-0024; Final Binding Site Plan **not yet recorded**
- D. 2016, Preliminary Amendment to the PRD - Project 16-0061

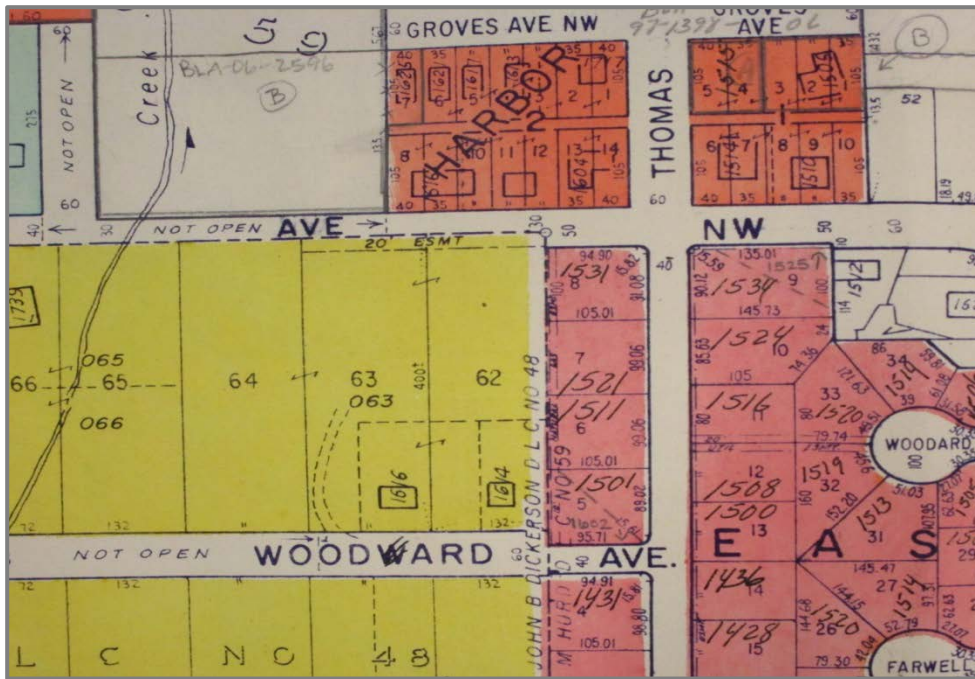


Figure 2: Underlying plat of the site and immediate vicinity. City of Olympia. Kroll Map Company. Seattle, WA.

## II. PROJECT DESCRIPTION

The applicant proposes an amendment to the approved PRD land use site plan to increase the number of approved parking spaces from 29 to 32 (Attachments 2 and 3). The three new parking spaces will be located behind Unit D, accessed via a 26 foot wide driveway from the Muirhead Avenue NW frontage.

The PRD was approved for 29 parking spaces in the parking area and "...with the removal of the shop, two spaces would be added for a total of 31" (Attachment 10). However, the shop building was not removed to make way for additional parking; it continues to be used exclusively as a shop building.

The applicant installed approximately 2,000 sq. ft. of asphalt behind Unit D (to the north) intended to be used for the three parking spaces, including a pathway to the lower level of the building, without prior review or approval pursuant to OMC 18.56, Planned Residential Development. A complaint was submitted to the Community Planning and Development Department, after which the Department responded with an order to remove the asphalt or submit a request for preliminary approval of (an additional) amendment to the PRD (Attachment 9).

The Department received an application for an amendment to the PRD on May 11, 2016. A neighborhood meeting for the current proposal was held on June 7, 2016, at Garfield Elementary School. Several members of the public attended the meeting. Comments and communications regarding the proposal are included for the record in Attachment 9. The Site Plan Review Committee met with the applicant on August 24, 2016, and made a motion to recommend conditional approval of the proposal to the Hearing Examiner, for final decision by the City Council.

## III. APPLICABLE REGULATIONS

Planned Residential Developments are within the jurisdiction of the Hearing Examiner (OMC 18.82.120). The Department has determined that an increase in overall parking would constitute a "major adjustment". Major adjustments are those which substantially change the character, basic design, density, open space or other requirements and conditions of the PRD. When a change constitutes a

major adjustment, no building or other permit shall be issued without prior review of such adjustment by the Hearing Examiner and approval by the City Council (OMC 18.56.120).

A project approved by the Director, Hearing Examiner, or City Council may be amended at the applicant's request by the same procedures for the original application approval (OMC 18.60.180). All requirements of the underlying use district and other City ordinances apply within the PRD (OMC 18.56.140).

The proposal was considered under the following regulations:

- A. OMC 18.04, Residential Districts
  - 1. OMC 18.04.080, Residential Development Standards (Table 4.04)
- B. OMC 18.38, Parking and Loading
  - 1. OMC 18.38.060, Parking and Loading General Regulations
  - 2. OMC 18.38.100, Vehicular and Bicycle Parking Standards
  - 3. OMC 18.38.200, Parking Facility Location
  - 4. OMC 18.38.220, Design Standards - General
- C. OMC 18.40, Property Development and Protection Standards

#### IV. ANALYSIS, FINDINGS, CONCLUSIONS

##### A. Chapter 18.04, Residential Districts

- 1. OMC 18.04.080 Residential Development Standards (Table 4.04)
  - a) Minimum Rear Yard Setback - 20' except: 5' for agricultural buildings with farm animals; 10' for cottages, wedge shaped lots, and zero lots.
  - b) Maximum Impervious Surface Coverage - 50% for .26 acre or more.

##### Staff Response:

*The rear yard setback of the development is maintained at 20 feet, and the maximum impervious surface coverage will increase to approximately 30 percent of the site area (Attachment 2). The project as proposed meets the standards of this Chapter.*

##### B. Chapter 18.38, Parking and Loading

- 1. OMC 18.38.060 Parking and loading general regulations.

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.

- a) When a main or accessory building is erected.
- b) When a main or accessory building is relocated or expanded.
- c) When a use is changed to one requiring more or less parking or loading spaces. This also includes all occupied accessory structures.
- d) When the number of stalls in an existing parking lot is decreased or increased by 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.

Compact parking. No more than 30 percent of total required parking may be devoted to compact cars, provided design standards in Section 18.38.220 are met.

##### Staff Response:

*The applicant proposes to increase the total parking spaces, by 3 spaces, to 32 parking spaces. Two compact spaces and one standard parking space are proposed. The addition of two compact spaces does not exceed the total allotment of compact parking spaces.*

*The site plan shall show scaled parking dimensions and shall meet the provisions for standard and compact vehicle spaces pursuant to OMC 18.38.220.A. As conditioned, the standards are met.*

2. OMC 18.38.100 Vehicular and bicycle parking standards.

Required Vehicular and Bicycle Parking. A minimum number of bicycle parking spaces are required as set forth in Table 38.01. The specific number of motor vehicle parking spaces set forth in Table 38.01 +/- 10 percent shall be provided, unless varied pursuant to other provisions of this Code.

**Staff Response:**

*Similar to cottage housing and multifamily housing parking requirements, cohousing developments shall provide 1.5 spaces per dwelling unit. At 18 units, the base parking requirement would then be 27 spaces, however the Examiner originally approved 29 spaces. This represents an increase of approximately 8 percent above the 27 spaces per 18 units.*

*The request for 3 more spaces, to 32 stalls, would effectively be an increase of approximately 12 percent from the baseline requirement of 27 stalls per 18 dwelling units. Three extra stalls above 29 spaces, however, is approximately a 10 percent increase.*

*The provisions of this requirement are met.*

3. OMC 18.38.200 Parking facility location.

Where possible, surface parking lots shall be located behind a building. Where it is not possible to provide parking behind a building, parking lots may be located along the side of a building, provided that it comprises no more than 50 percent of the site's street frontage.

Surface parking lots for co-housing projects (not including garages) within 40 feet of perimeter or through-streets shall not extend more than 75 feet along the street frontage in a continuous segment.

**Staff Response:**

*The proposed parking spaces (parking lot) are set back from the street frontage approximately 5 feet with a linear distance of approximately 30 feet along the street frontage. This requirement is met.*

4. OMC 18.38.220 Design Standards - General.

General requirements - standard stall width and stall depth to interlock: 9 feet by 17.5 feet.

Maneuvering Areas. 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.

**Staff Response:**

*Based on the provision listed above, the proposed parking spaces may utilize the Muirhead Avenue NW frontage to back out onto the street. The site plan shall show scaled parking dimensions that meet the provisions for standard and compact vehicle spaces pursuant to OMC 18.38.220.A. As conditioned, this provision is met.*

C. Chapter 18.40, Property Development and Protection Standards

OMC 18.40.060 - General Standards

Yards - setbacks are measured from the outermost edge of the building foundations to the closest point of the parallel adjoining lot line. A required yard area shall be kept free of any building or structure taller than thirty (30) inches.

Staff Response:

*This provision is specific to buildings and structures and does not exclude vehicles from parking in rear yards, nor does it disallow paving in rear yards. There are no provisions in Title 18 that prevent vehicles parking in rear yards; additionally there are no provisions that prevent paving in rear yards. This provisions of this requirement are met.*

V. RECOMMENDATION

The applicant has supplied the City with information sufficient to confirm, supported by findings, analysis, and conclusions contained in the record, that the project is consistent with the requirements of Title 18.

Pursuant to OMC 18.72.100, the Site Plan Review Committee is to provide a recommendation to the Hearing Examiner for such proposals. This report is submitted on behalf of the Committee and consistent with its recommendation on August 24, 2016. The Committee recommends that the Examiner recommend to the City Council preliminary approval of the Woodard Lane Co-housing Amendment to the PRD, File 16-0061 with the following conditions:

1. Development shall be as shown on the site plan (Attachment 2).
2. The total number of off-street vehicle parking spaces shall be limited to the number of stalls shown on the site plan - for a combined total of 32 vehicle parking spaces. Parking spaces 1 through 29 are located in the cohousing development parking lot, and stalls 30 through 32 shall be located north of Unit D with access to the parking lot from the driveway abutting Muirhead Avenue.
3. In order to prevent parking in locations outside of designated parking spaces, the applicant shall install signage, in the asphalt area between parking spaces 30-32 and the east property line, that clearly indicate this area as a "no parking zone". The area shall be called out on the site plan and labeled as such.
4. Conditions 2 and 3 shall be reflected on the Binding Site Plan.
5. The site plan shall show scaled parking dimensions in compliance with the standards for standard and compact vehicle spaces, Design Standards - General, OMC 18.38.220.A.
6. The areas associated with the new parking, specifically the area designated with no parking signs, shall be monitored by the property owner/s of the co-housing property. Any violations of the provisions related to no parking areas may be reported to the CP&D Code Enforcement Officer for issuance of a violation notice or citation.
7. To ensure secondary Fire Department access, Muirhead Avenue NW shall be permanently free of parking from Thomas Street NW to the east property line.
8. Submit an updated Level 2 Tree Report, developed by a qualified professional forester, addressing the following (OMC 16.60):

- a. Identify and locate trees nearest the area impacted by the construction; provide a chart describing their size, species, and condition.
  - b. Provide a description of the long term impacts to the trees in the area impacted by the new construction.
9. The final PRD shall be referenced on the official zoning map by adoption of an ordinance amending the map to include a reference to the Binding Site Plan.

Submitted By/  
Staff Contact:

Catherine McCoy, Associate Planner, on behalf of the  
Olympia Site Plan Review Committee  
(360) 570-3776  
cmccoy@ci.olympia.wa.us

Attachments:

2. Land Use Applications, May 11, 2016
3. Site Plan, May 11, 2016
4. 16-0061 WLCoH Overview, May 11, 2016
5. 16-0061 WLCoH Summary, May 11, 2016
6. 16-0061 Internal Views - Photos, May 11, 2016
7. 16-0061 Bike and Walking Path - Photos, May 11, 2016
8. 16-0061 Proposed Parking Spaces - Photos, May 11, 2016
9. 16-0061 Comments
10. 05-0121 Hearing Examiner Decision, July 22, 2008
11. 05-0121 Resolution 1709, July 22, 2008
12. 13-0024 Staff Report, July 8, 2013
13. 13-0024 Hearing Examiner Decision, August 15, 2013
14. 13-0024 Resolution 1804, August 15, 2013
15. Recorded BSP 4148171, April 29, 2010