



# Meeting Agenda

## Community Livability and Public Safety Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8499

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Wednesday, January 28, 2026

5:30 PM

Council Chambers, Online and  
Via Phone

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Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_bM\\_DHQZASYOGIjaGQO-zRA](https://us02web.zoom.us/webinar/register/WN_bM_DHQZASYOGIjaGQO-zRA)

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

*(Estimated Time: 0-15 Minutes)*

*During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.*

5. **APPROVAL OF MINUTES**

- 5.A [26-0001](#) Approval of October 15, 2025 Community Livability and Public Safety Special Meeting Minutes

Attachments: [Minutes](#)

6. **COMMITTEE BUSINESS**

- 6.A [26-0071](#) Rebecca Howard Park Development Plan Recommendation

Attachments: [Link to Engage Olympia Project Page](#)  
[PRAC Approval Letter](#)  
[OAC Endorsement Letter](#)

- 6.B [26-0050](#) Parking and Business Improvement Area Preliminary Evaluation Briefing

- 6.C [26-0076](#) Advisory Body Recruitment Process Update

- 6.D [26-0064](#) Approval of the 2026 Community Livability and Public Safety Committee Work Plan

Attachments: [DRAFT 2026 Community Livability and Public Safety Committee Work Plan](#)

7. **REPORTS AND UPDATES**

**8. ADJOURNMENT**

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

## **Community Livability and Public Safety Committee**

### **Approval of October 15, 2025 Community Livability and Public Safety Special Meeting Minutes**

**Agenda Date:** 1/28/2026  
**Agenda Item Number:** 5.A  
**File Number:**26-0001

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

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**Title**

Approval of October 15, 2025 Community Livability and Public Safety Special Meeting Minutes



# Meeting Minutes - Draft

## Community Livability and Public Safety Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8499

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**Wednesday, October 15, 2025      5:30 PM      Council Chambers, Online and Via Phone**

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**Special Meeting. Register to attend:**

**[https://us02web.zoom.us/webinar/register/WN\\_gdgwVJdoRnqRc7OQkAubEQ](https://us02web.zoom.us/webinar/register/WN_gdgwVJdoRnqRc7OQkAubEQ)**

**1. CALL TO ORDER**

Chair Huỳnh called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Yén Huỳnh, Committee member Clark Gilman and Committee member Dontae Payne

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT**

The following people spoke: Karen Fraser, Mark Foutch, Rita Robinson, Holly Gattan and Kathy McCormick.

**5. APPROVAL OF MINUTES**

- 5.A**      [25-0851](#)      Approval of September 24, 2025 Community Livability and Public Safety Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

- 6.A**      [25-0888](#)      Approval of a Recommendation on Wayfinding Entrance Signage Design Concepts

Assistant City Manager, Stacey Ray along with Consultants from Tangram Design LLC presented a recommendations for Wayfinding entrance signage design concepts.

The Committee discussed, asked clarifying questions and provided feedback to Tangram and asked that they return at a future Committee meeting with additional design concepts based on the provided feedback.

The discussion was tabled.

**6.B**      [25-0884](#)

Approval of a Recommendation for Naming Parks Properties currently known as The Olympia Armory, Yelm Highway Community Park, and Kaiser Woods Park

Parks Planning & Design Manager Laura Keehan, Parks Planner Sarah Giannobile and Armory Building Manager, Valerie Roberts presented a recommendation for naming parks properties currently known as The Olympia Armory, Yelm Highway Community Park and Kaiser Woods Park.

The Committee discussed and asked clarifying questions.

**Committee Member Gilman, seconded by Committee Member Payne moved to approve the Parks and Recreation Advisory Committee recommendations to officially name The Olympia Armory as "Daley Arts Center", the Yelm Highway Community Park as "Jolene Unsoeld Community Park" and Kaiser Woods as "Marj Yung Park" and forward to the full Council for consideration. The motion passed with the following vote:**

**Aye:**            3 - Chair Huynh, Committee member Gilman and Committee member Payne

**6.C**      [25-0880](#)

Discussion of the 2026 Community Livability and Public Safety Committee Work Plan Topics

Assistant City Manager Debbie Sullivan presented the draft 2026 Community Livability and Public Safety workplan.

The Committee discussed suggested topics and timing, and asked clarifying questions.

**The discussion was completed.**

**7.        REPORTS AND UPDATES**

Committee Member Payne reminded Committee members of the rally taking place this weekend.

**8.        ADJOURNMENT**

The meeting was adjourned at 7:53 p.m.



## Community Livability and Public Safety Committee

### Rebecca Howard Park Development Plan Recommendation

**Agenda Date:** 1/28/2026  
**Agenda Item Number:** 6.A  
**File Number:** 26-0071

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

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#### **Title**

Rebecca Howard Park Development Plan Recommendation

#### **Recommended Action**

##### **Committee Recommendation:**

The Parks and Recreation Advisory Committee (PRAC) unanimously recommended approval of the Rebecca Howard Park Development Plan. The Olympia Arts Commission (OAC) provided their unanimous endorsement for this project.

##### **City Manager Recommendation:**

Move to approve the recommended Rebecca Howard Park Development Plan and forward to the full City Council for approval.

#### **Report**

##### **Issue:**

Whether to approve the recommended Rebecca Howard Park Development Plan and forward to the full City Council for approval.

##### **Staff Contact:**

Sarah Giannobile, Associate Planner; Parks, Arts and Recreation; 360.753.8020

##### **Presenter(s):**

Sarah Giannobile, Associate Planner

##### **Background and Analysis:**

In 2018, the City of Olympia purchased 0.34 acres in downtown Olympia for potential housing. Then in the summer of 2020, the focus for the site shifted from housing to healing by wanting to provide a safe place for community members to find peace, connection, and belonging. In 2021, the property was transferred over to the Olympia Parks Department to develop into a park. The major goal of this park will be to honor and celebrate the lives of Black and African American members in this community, both past and present, to help bring their stories of perseverance and light to the forefront.

Five park purpose and goal statements were identified to help assist with preliminary design concepts for the site, they included:

- To celebrate, honor, and recognize the local history and contributions of our African American and Black community members.
- To provide a safe place for peace and healing, that honors representation and fosters a sense of belonging and inclusion.
- To promote equity, respect, and learning as we build community together.
- To find common ground with each other through storytelling, performance and art - especially stories, performances, art from, or promoted by and led by our African American and/or Black community members.
- To build strong connections with the surrounding neighbors and organizations.

In 2022, the park was named after Rebecca Howard, an accomplished and respected black businesswoman who owned and operated the Pacific House Hotel from the late 1850's to the 1870's. Rebecca was known for her welcoming yet no-nonsense demeanor as she managed the boarding house and restaurant which served local regulars and traveling politicians.

In fall 2024, the City hired a Design Consultant team to complete the park development plan. They assembled a steering committee of local Black community members and hired two members as Cultural Design Advocates to help plan community events and spread the word about this project.

From April to July 2025, five community events were held to share site alternatives and different design opportunities for discussion and feedback. The feedback received was used to create a preferred site plan and the overall park development plan report.

#### **Climate Analysis:**

One of the goals of the Parks Department is to have a park located within a ½ mile of residents which encourages fewer vehicle miles for people to access parks and/or open space in Olympia. This park is located in Olympia's downtown core and has bus service and bike routes nearby.

#### **Equity Analysis:**

Representation and Belonging - this will be the first park in our system that celebrates and honors our Black and African American community members - past and present.

#### **Financial Impact:**

One of the main objectives of the Park Development Plan was to obtain a cost estimate of the final site design so we can move forward with a funding plan. The planning level estimate range for the park is \$5.6 to \$6.6 million dollars. This project will likely be completed in phases (main park, building and festival street). We will be seeking grant matches to help fund these different phases.

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

A steering committee of local Black cultural advocates was formed and met monthly (from Oct. 2024 to July 2025) to discuss the possibilities of this space.

#### **Options:**

1. Move to recommend approval of the Rebecca Howard Park Development Plan.
2. Move to recommend approval of the Rebecca Howard Park Development Plan pursuant to

CLPS recommended modifications.

3. Do not recommend approval of the Rebecca Howard Park Development Plan to City Council.

**Attachments:**

Draft Development Plan on Engage Olympia Project Page

PRAC Approval Letter

OAC Endorsement Letter





October 23, 2025

Dear Mayor and City Council,

On October 16, 2025, the Olympia Parks, Arts, and Recreation Department (OPARD) staff gave a briefing to the Parks and Recreation Advisory Committee (PRAC) on whether to approve the Rebecca Howard Park Development Plan. After a thorough presentation, questions, and discussion, PRAC voted (8-Yes, 0-No) to recommend City Council support the approval of the Rebecca Howard Park Development Plan. The art portion of the plan will go before the Arts Commission for review.

PRAC expressed their support for the community engagement model that was used during the planning process and encourages future use of the model or other models like it in the future. PRAC also shared excitement for the circle-oriented design that emphasized the design theme of Sankofa which symbolizes the importance of learning from the past to build a better future by retrieving knowledge, wisdom and lessons from history. It is the wisdom in learning the past and reconnecting with the land in a safe, welcoming, and affirming space which ensures a strong future.

Members of PRAC are grateful for the opportunity to provide City Council with this recommendation and are happy to answer any questions.

Sincerely,

Alexandra Safiq, Chair

Parks and Recreation Advisory Committee (PRAC)



January 8, 2026

Dear Mayor Payne and City Council,

On December 11, 2025, the Arts Commission received an update on the Rebecca Howard Park Development Plan by Olympia Parks, Arts, and Recreation Department (OPARD) staff. The presentation included concepts for art features and community hub, phasing and timeline.

Arts Commission members appreciated the recognition of community members of color, and the visibility the park design brings to a city that is predominantly white. They noted that the project was a great opportunity for Black artists particularly.

While it is not the typical practice of the Arts Commission to offer letters of support, for this project we wish to match the process of the Parks and Recreation Advisory Committee in providing our unanimous endorsement for this project.

Respectfully,

Kathryn Dorgan, Chair  
Arts Commission



## Community Livability and Public Safety Committee

### Parking and Business Improvement Area Preliminary Evaluation Briefing

**Agenda Date:** 1/28/2026  
**Agenda Item Number:** 6.B  
**File Number:**26-0050

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

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#### **Title**

Parking and Business Improvement Area Preliminary Evaluation Briefing

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive a briefing on the preliminary Parking and Business Improvement Area (PBIA) Evaluation.

#### **Report**

##### **Issue:**

Whether to receive a briefing on the preliminary PBIA Evaluation.

##### **Staff Contact:**

Jennica Machado, Economic Development Director, 360.480.9167

##### **Presenter(s):**

Jennica Machado, Economic Development Director

Brian Scott, Founding Partner, Uncommon Bridges

#### **Background and Analysis:**

The PBIA Board was established to develop an annual recommendation to the City Council about how to invest the PBIA Fund. In recent years, concerns have grown around the equity of the assessment structure and administrative complexity.

In 2024, the PBIA Advisory Board and City Council determined that a comprehensive review was needed. The evaluation was initiated in late 2025, with Uncommon Bridges selected by the PBIA Advisory Board as the project consultant to conduct the evaluation.

The evaluation assesses PBIA fee structure, operations, administration, and identifies recommendations for improvement. Uncommon Bridges is partway through the project and will share preliminary recommendations and best practices.

**Climate Analysis:**

This agenda item is not expected to result in climate impacts.

**Equity Analysis:**

The PBIA evaluation provides an opportunity to assess and improve equity regarding PBIA fee structure.

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

The downtown Olympia neighborhood may be interested considering PBIA funded programs directly impact cleanliness, safety, beautification, and overall economic vitality in the area. No public or neighborhood comments were received.

**Financial Impact:**

The evaluation is being conducted by contractor, Uncommon Bridges. The contract is not to exceed \$30,000 and is funded by the City's annual budget. The project is assessing the PBIA fund and will identify recommendations for changes to its fee structure.

**Options:**

1. Receive a briefing on the preliminary Parking and Business Improvement Area (PBIA) Evaluation.
2. Do not receive a briefing on the preliminary Parking and Business Improvement Area (PBIA) Evaluation.
3. Receive the briefing at another time.

**Attachments:**

None



## Community Livability and Public Safety Committee

### Advisory Body Recruitment Process Update

**Agenda Date:** 1/28/2026  
**Agenda Item Number:** 6.C  
**File Number:**26-0076

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

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**Title**

Advisory Body Recruitment Process Update

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the update on the advisory body recruitment process.

**Report**

**Issue:**

Whether to receive an update on the advisory body recruitment process.

**Staff Contact:**

Stacey Ray, Assistant City Manager, City Manager's Office, 360.753.8046

**Presenter(s):**

Stacey Ray, Assistant City Manager

**Background and Analysis:**

The Community Livability and Public Safety (CLPS) Committee is responsible for advisory body recruitment. The regular recruitment process for 2026 launched in early October and closed on Friday, December 12.

The recruitment closed with the City having received 62 applications for 18 vacancies across nine of the City's 14 established advisory boards and commissions for which Council appoints the members. Many of the applicants submitted for multiple advisory bodies.

Established advisory bodies with open seats are currently reviewing their respective applications. The groups will then suggest candidates for the CLPS Committee to consider for interviews, which are scheduled to take place virtually on Wednesday, March 4 and Thursday, March 5.

Recruitment for this year's appointment cycle included vacancies on the following advisory bodies:

- The Arts Commission (3)
- The Bicycle and Pedestrian Advisory Committee (3)
- The Cultural Access Program Advisory Board (2)
- Design Review Board (2)
- Heritage Commission (3)
- Olympia Metropolitan Park District Advisory Committee (1)
- Parks and Recreation Advisory Committee (2)
- Planning Commission (1)
- Utility Advisory Committee (1)

**Climate Analysis:**

There are no anticipated significant climate impacts due to the advisory body appointment process. Staff liaisons utilize the climate framework in aiding advisory bodies and council recommendations; addressing climate impacts or climate-related work may also be included in various advisory body work plans.

**Equity Analysis:**

Public engagement that is equitable and inclusive of diverse community member perspectives is foundational to building trust with government, formulating effective policies, and developing programs that best meet community needs. The existing system of advisory bodies, including the recruitment and appointment processes, is currently under evaluation to assess, in part, if it's equitable. The evaluation may lead to potential improvements to enhance participation among diverse and marginalized community members.

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

Advisory Bodies have historically provided opportunities for more direct Council engagement with the community around policy decisions and Council decision-making. Community members serve on Advisory Bodies to share their opinions and perspectives, study issues, and develop recommendations in a focused small group to provide advice from a community members' perspective to the Council. Each recruitment cycle typically generates over fifty applications from throughout various City neighborhoods.

**Financial Impact:**

City Council appropriates both staff and non-personnel resources to support Council-appointed bodies. Non-personnel resources include stipends for advisory body members, which in 2025 totaled \$11,425.

**Options:**

1. Receive an update on the advisory body recruitment process.
2. Do not receive an update on the advisory body recruitment process.
3. Receive the update at another time.

**Attachments:**

None



## Community Livability and Public Safety Committee

### Approval of the 2026 Community Livability and Public Safety Committee Work Plan

**Agenda Date:** 1/28/2026  
**Agenda Item Number:** 6.D  
**File Number:**26-0064

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

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#### **Title**

Approval of the 2026 Community Livability and Public Safety Committee Work Plan

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the 2026 Community Livability and Public Safety Committee Work Plan and forward to the full City Council for approval.

#### **Report**

##### **Issue:**

Whether to approve the 2026 Community Livability and Public Safety Committee Work Plan and forward to the full City Council for approval

##### **Staff Contact:**

Debbie Sullivan, Assistant City Manager, 360.753.8499

##### **Presenter(s):**

Debbie Sullivan, Assistant City Manager

#### **Background and Analysis:**

Each year, all City Council Committees develop an annual work plan which is forwarded to the full City Council for approval. Committee members will discuss the work plan which was drafted by staff based on the priority items identified at the 2026 City Council retreat on January 10.

Highlights of the Committee's 2026 work plan include: recruiting, interviewing, and recommending appointments to Council for advisory boards, committees, and commissions; discussing recommendations to enhance engagement with Council Appointed Advisory bodies, including the Parking & Business Improvement Area Board; and a discussion regarding speed enforcement cameras and other tools to improve safety.

The 2026 work plan allows time throughout the year to respond to emerging issues. Meetings are held on the fourth Wednesday of every month starting at 5:30 pm. However, additional meetings will be scheduled in March to interview candidates to fill vacancies on several Council advisory boards, committees, and commissions.

**Climate Analysis:**

The Climate Framework analysis will be completed for the individual work plan items being presented to the Committee throughout the year.

**Equity Analysis:**

The Equity Framework analysis will be completed for the individual work plan items being presented to the Committee throughout the year.

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

Items on the Community Livability and Public Safety Committee are of high interest to the community and Council-appointed advisory committees. These will be highlighted by staff when the work plan item is presented to the Committee.

**Financial Impact:**

Funding impacts will be discussed when the individual work plan items are presented to the Committee.

**Options:**

1. Move to approve the 2026 Community Livability and Public Safety Committee Work Plan and forward to the full Council for approval
2. Move to approve the 2026 Community Livability and Public Safety Committee, based on feedback from the Committee and forward to the full Council for approval.
3. Do not approve the 2026 Community Livability and reschedule for discussion at a future meeting.

**Attachments:**

DRAFT 2026 Community Livability and Public Safety Committee Work Plan



# Community Livability and Public Safety Committee

## DRAFT 2026 Work Plan

Updated January 14, 2026

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### Meeting Date and Time

4<sup>th</sup> Wednesday of the Month

5:30 PM - all meetings are virtual, unless noted otherwise

### January 28

1. Review and Approve a Development Plan for Rebecca Howard Park (Sylvana Niehuser, Parks)
2. Update on the Parking & Business Improvement Area Evaluation (Jennica Machado, CPED)
3. Advisory Committee Interview Update (Stacey Ray, CMO)
4. Approval of the 2026 Work Plan (Debbie Sullivan, CMO)

### February 25

1. Recommendation on Community Development Block Grant (CDBG) Project Year 2026 Funding Proposal (Jacinda Steltjes, CPED)
2. Approval of the 2026 Youth Council Work Plan (Susan Grisham, CMO)
3. Recommendations on Council Appointed Advisory Bodies (Stacey Ray, CMO)

### March 4 – **SPECIAL MEETING**

1. Interview Candidates for Advisory Body Vacancies (Stacey Ray, CMO)

### March 5 – **SPECIAL MEETING**

1. Interview Candidates for Advisory Body Vacancies (Stacey Ray, CMO)

### March 25

1. Review and approve Entranceway Signage Design Concepts
- 2.

### April 22

1. Review Advisory Body Work Plans (Stacey Ray, CMO)
2. Public Safety Update - Police (Chief Parker, OPD)
3. Public Safety Update – Fire (Chief Morris, OFD)

### **May 27**

1. Recommendation of Community Development Block Grant (CDBG) Program Year 2025 Annual Action Plan Allocations (Anastasia Everett, CPED)
2. Inspire Olympia Funding Recommendations (Marygrace Goddu, CPED)
3. Sister City Anniversary Planning (Susan Grisham, CMO)

### **June 24**

1. Meeting with the Council Appointed Advisory Body Chairs (Stacey Ray, CMO) – **IN PERSON**

### **July 22**

1. Reimagining Public Safety Update (Margo Morales, ODP)
- 2.

### **August 26**

1. Update on Speed Enforcement Cameras (Mark Russell, PW)
- 2.

### **September 23**

1. Public Safety Update – Police (Chief Parker, OPD)
2. Public Safety Update – Fire (Chief Morris, OFD)

### **October 28**

1. Discussion of 2026 Work Plan Topics

### **November 26 – may reschedule**

### **December 24 – may reschedule**

### **Items to be Scheduled**

1. Parks Naming Process (Sylvana Nieheuser, Parks)
2. Discuss actions to strengthen Sister City relationship with Kato Japan (Susan Grisham, CMO)
3. Develop Approaches to Addressing Experiences of Discrimination (Stacey Ray, CMO)
4. Olympia Strong Implementation Strategy (Jennica Machado, CPED)
5. Thurston County District Court Interlocal Agreement (Debbie Sullivan, CMO)
6. Emergency Management Briefing/Update (OFD)
7. Just Serve City Opportunity

8. Discuss next steps on Council Advisory Guidebook

Move to Full Council – Other Business or Study Session

- Municipal Court Transition Update (Debbie Sullivan, CMO)
- Update on Reimagining Public Safety (Stacey Ray, CMO)
- Code Enforcement Update (Tim Smith, CPED)
- Briefing on West Bay Master Plan (Laura Keehan, Parks)

DRAFT