



Meeting Agenda

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Jennica Machado
360.753.8591

Wednesday, July 1, 2026

11:30 AM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [26-0510](#) Approval of the June 3, 2026 PBIA Meeting Minutes

Attachments: [PBIA 6.3.2026 Minutes DRAFT](#)

4. PUBLIC COMMENT

During this portion of the meeting, community members may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

6.A [26-0507](#) Board Nomination Discussion

6.B [26-0508](#) PBIA Phase 2 Discussion

6.C [26-0509](#) Update on Recent Parking Changes

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Upcoming

Accommodations

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 Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) 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.



PBIA Advisory Board

Approval of the June 3, 2026 PBIA Meeting Minutes

Agenda Date: 7/1/2026
Agenda Item Number: 3.A
File Number:26-0510

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

Title

Approval of the June 3, 2026 PBIA Meeting Minutes



Meeting Minutes

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Jennica Machado
360.753.8591

Wednesday, June 3, 2026

11:30 AM

Room 207

1. CALL TO ORDER

Chair David called the meeting to order at 11:38 a.m.

1.A ROLL CALL

Present:

Chair Jacob David, Boardmember Monique Ossa, Boardmember Sophie Landis, Boardmember Anne Gavzer, Boardmember Alden Davis, Boardmember Cher Hobick, Boardmember Timothy Zohn, Boardmember Kaitlyn Leamy

Absent:

Boardmember Christina Costelo

1.B OTHERS PRESENT

Jennica Machado - Economic Development Director

Michael Cade - Executive Director, Thurston Economic Development Council

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [26-0422](#) Approval of the May 6, 2026 PBIA Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Boardmember Ossa announced the organization of an all Downtown Pride Block Party on June 27th and 28th.

6. BUSINESS ITEMS

6.A [26-0424](#) Update Regarding Olympia Downtown Alliance's Role in Phase 2

Ms. Machado provided an update.

The information was received.

- 6.B** [26-0427](#) Introduction of the Thurston Economic Development Council as PBI
Phase 2 Consultant

Ms. Machado introduced Mr. Cade of the Thurston Economic Development Council. A discussion was held on what the board would like to see in Phase 2.

The discussion was completed.

- 6.C** [26-0428](#) PBI Advisory Board Meeting Schedule Discussion

Boardmembers discussed whether they would like to move to a bi-monthly meeting schedule or to keep the current monthly schedule.

Boardmembers decided not to hold a vote and to revisit the topic in a future meeting.

- 6.D** [26-0429](#) Advisory Board Vacancy Update

Boardmembers discussed potential candidates to fill in the vacant position on the Board.

The discussion was completed.

- 6.E** [26-0436](#) Public Art Maintenance Request

Boardmembers discussed two PBI funded Public Art pieces that required repairs. Parks has coordinated the repairs and has asked for a contribution from the PBI of \$1200 for a sculpture and \$2400 for a mosaic.

Boardmember Hobick moved, seconded by Boardmember Ossa, to provide \$1200 in funding towards the repair of the sculpture and to not fund the repair of the mosaic at this time. The motion passed by the following vote:

**Aye: Boardmember Ossa, Boardmember Zohn, Boardmember Landis,
Boardmember Hobick, Boardmember Leamy**

Nay: Boardmember David, Boardmember Davis, Boardmember Gavzer

Boardmember Davis moved, seconded by Boardmember Landis, to rescind the prior vote. The motion passed by the following vote:

**Aye: Boardmember Landis, Boardmember Zohn, Boardmember Gavzer,
Boardmember Davis, Boardmember Leamy.**

Nay: Boardmember David, Boardmember Hobick.

Abstain: Boardmember Ossa.

Boardmember Davis moved, seconded by Boardmember Zohn, to not fund the request. The motion passed by the following vote:

Aye: Boardmember Landis, Boardmember Zohn, Boardmember Davis,

Boardmember Leamy.

Nay: Boardmember Hobick, Boardmember David, Boardmember Ossa.

Abstain: Boardmember Gavzer.

7. REPORTS - None

8. OTHER TOPICS

A request for an update on the recent parking changes was made.

9. ADJOURNMENT

The meeting adjourned at 1:32 p.m.



PBIA Advisory Board Board Nomination Discussion

Agenda Date: 7/1/2026
Agenda Item Number: 6.A
File Number:26-0507

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

Title

Board Nomination Discussion

Recommended Action

No action requested

Report

Issue:

Discussion on nominations for the Parking and Business Improvement Area Advisory Board

Staff Contact:

Jennica Machado, Economic Development Director, Community Planning and Economic Development, 360.480.9167

Presenter(s):

Jennica Machado, Economic Development Director, Community Planning and Economic Development

Background and Analysis:

Four (4) seats on the PBIA Advisory Board are currently up for election. At this time, the Board may discuss and nominate individuals to fill these vacancies. An online survey was distributed to gather additional submissions.

Following the July PBIA meeting, staff will compile all nominated individuals onto an election survey. The timeline for the election process is as follows:

- **July 2026:** Election surveys will be distributed to eligible voters within the district.
- **August 2026 Board Meeting:** Voting results will be compiled and presented to the Boar.

Climate Analysis:

There is no climate impact from this item.

Equity Analysis:

Proactive outreach to potential PBIA Advisory Board candidates ensures that underrepresented small business owners within the district have an opportunity to participate.

Neighborhood/Community Interests (if known):

No comments were received.

Options:

1. Discuss nominations
2. Do not discuss nominations

Financial Impact:

There is no financial impact for this item.

Attachments:



PBIA Advisory Board

PBIA Phase 2 Discussion

Agenda Date: 7/1/2026
Agenda Item Number: 6.B
File Number:26-0508

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

Title

PBIA Phase 2 Discussion

Recommended Action

No action requested

Report

Issue:

Discussion on the PBIA Restructure Phase 2 project.

Staff Contact:

Jennica Machado

Presenter(s):

Jennica Machado, Economic Development Director, Community Planning and Economic Development Department, 360.480.9167

Background and Analysis:

The Parking Business Improvement Area (PBIA) Advisory Board and the Olympia City Council reviewed the Phase 1 PBIA Evaluation and approved Phase 2 to move forward. The Thurston Economic Development Council (EDC) is moving forward as the lead consultant to complete Phase 2 of the project.

The EDC will attend the July PBIA Advisory Board meeting to continue discussion of next project steps and seek input from the Board.

Climate Analysis:

There are no climate impacts from this item.

Equity Analysis:

The Phase 2 evaluation will apply an equity lens to both the stakeholder engagement process and the restructuring of the PBIA model. The analysis will focus on creating a equitable ratepayer structure that considers the impacts on marginalized, low-income, or minority-owned business communities downtown to prevent unintended financial or operational harm.

Neighborhood/Community Interests (if known):

Direct outreach, surveys, and formal neighborhood comment periods have not yet been conducted for Phase 2. A comprehensive stakeholder engagement and outreach plan will be designed in collaboration with the Thurston EDC following the June PBIA Advisory Board meeting.

Options:

1. Discuss Phase 2 with the Thurston Economic Development Council
2. Do not discuss Phase 2 with the Thurston Economic Development Council

Financial Impact:

The Phase 2 PBIA Restructure project is funded with twenty five percent PBIA funds and twenty five percent City general funds. The contracts are not to exceed fifty thousand dollars.

Attachments:



PBIA Advisory Board

Update on Recent Parking Changes

Agenda Date: 7/1/2026
Agenda Item Number: 6.C
File Number:26-0509

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

Title

Update on Recent Parking Changes

Recommended Action

No action requested.

Report

Issue:

Update on recent parking changes in downtown Olympia.

Staff Contact:

Jennica Machado, Economic Development Director, Community Planning and Economic Development, 360.480.9167

Presenter(s):

Gustavo Del Castillo Ram, Parking Services Supervisor, Public Works, 360.753.8016

Background and Analysis:

The Parking and Business Improvement Area (PBIA) Advisory Board requested an update regarding recent parking changes in downtown Olympia. The Parking Services team will provide an overview of recent changes.

Climate Analysis:

There are no climate impacts from this item.

Equity Analysis:

There are no equity impacts from this item.

Neighborhood/Community Interests (if known):

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

No community comments have been received.

Options:

1. Receive an update from Parking Services.
2. Do not receive an update from Parking Services.

Financial Impact:

No financial impacts from this item.

Attachments: