



# Meeting Agenda

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Thursday, March 26, 2026**

**4:00 PM**

**Online and Via Phone**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_mh\\_6xxMqSJ-DTvp3QehDfg](https://us02web.zoom.us/webinar/register/WN_mh_6xxMqSJ-DTvp3QehDfg)

**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** [26-0241](#) Approval of February 17, 2026 Land Use and Environment Committee Meeting Minutes

**Attachments:** [Minutes](#)

**5.B** [26-0242](#) Approval of February 26, 2026 Land Use and Environment Committee Meeting Minutes

**Attachments:** [Minutes](#)

**6. COMMITTEE BUSINESS**

**6.A** [26-0222](#) Manufactured Home Communities Preservation Discussion

**Attachments:** [Manufactured/Mobile Home Community Preservation for local governments](#)  
[MRSC - Manufactured Housing Regulation and Preservation](#)  
[Timeline of Manufactured Home Preservation efforts](#)  
[September 2024 Community Meeting Discussion summary](#)  
[Survey of Proposed Manufactured Housing policy options](#)  
[Key definitions and code references](#)

**6.B** [26-0214](#) Plum Street to Eastside Street Subarea Planning Scoping Discussion

**Attachments:** [Map of Proposed Plum Street Subarea Plan Boundaries](#)

**7. REPORTS AND UPDATES****8. ADJOURNMENT**

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

## Land Use & Environment Committee

### Approval of February 17, 2026 Land Use and Environment Committee Meeting Minutes

**Agenda Date:** 3/26/2026  
**Agenda Item Number:** 5.A  
**File Number:**26-0241

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

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**Title**

Approval of February 17, 2026 Land Use and Environment Committee Meeting Minutes



**Meeting Minutes - Draft**  
**Land Use & Environment Committee**

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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**Tuesday, February 17, 2026**

**4:00 PM**

**Council Chambers and Online**

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**Special Meeting**

**Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_sFsPPEeiRQOatbBZnXmRSQ](https://us02web.zoom.us/webinar/register/WN_sFsPPEeiRQOatbBZnXmRSQ)

**1. CALL TO ORDER**

Chair Vanderpool called the meeting to order at 4:00 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Robert Vanderpool, Committee member Clark Gilman and Committee member Paul Berendt

**2.A OTHERS PRESENT**

Community Planning & Economic Development Director Tim Smith  
Community Planning & Economic Development Planning Manager Nicole Floyd

**3. APPROVAL OF AGENDA**

**The agenda was approved.**

**4. COMMITTEE BUSINESS**

**4.A [26-0119](#) Hearing Examiner Candidate Interviews**

Interviews were conducted with candidates Mark Scheibmeir and Phil Olbrechts. Each candidate was asked 8 questions and was given approximately 5 minutes to respond to each question.

**The interviews were completed.**

**5. ADJOURNMENT**

The meeting adjourned at 5:22 p.m.



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360-753-8244

## Land Use & Environment Committee

### Approval of February 26, 2026 Land Use and Environment Committee Meeting Minutes

**Agenda Date:**  
**Agenda Item Number: 5.B**  
**File Number:26-0242**

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

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**Title**

Approval of February 26, 2026 Land Use and Environment Committee Meeting Minutes



# Meeting Minutes - Draft

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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Thursday, February 26, 2026      4:00 PM      Council Chambers, Online and Via  
Phone

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Register to Attend:  
[https://us02web.zoom.us/webinar/register/WN\\_9iPcL4bJR96fqV\\_6YoqKkA](https://us02web.zoom.us/webinar/register/WN_9iPcL4bJR96fqV_6YoqKkA)

**1. CALL TO ORDER**

Chair Vanderpool called the meeting to order at 4:00 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Robert Vanderpool, Committee member Clark Gilman and Committee member Paul Berendt

**2.A OTHERS PRESENT**

Nicole Floyd, CPED Planning Manager  
Jacinda Steltjes, Housing Program Manager  
Christa Lenssen, Senior Program Specialist

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT**

The following person spoke: Rebeca Potasnik.

**5. APPROVAL OF MINUTES**

- 5.A**    [26-0107](#)      Approval of January 22, 2026 Land Use and Environment Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

- 6.A**    [26-0123](#)      Rent to Own/Tenant Opportunity to Purchase Arrangements Discussion

Ms. Lenssen provided a presentation. Committee members asked clarifying

questions.

**The discussion was completed.**

**6.B**     [26-0136](#)     Approval of Hearing Examiner Position Candidate Recommendations

Committee members discussed the Hearing Examiner candidates.

**Committee member Gilman moved, seconded by Committee member Berendt, to recommend the City Council reappoint Mark Scheibmeir as the Hearing Examiner and offer Phil Olbrechts the position of Hearing Examiner Pro tem. The motion carried by the following vote:**

**Aye:**            3 - Chair Vanderpool, Committee member Gilman and Committee member Berendt

**7.        REPORTS AND UPDATES**

Ms. Floyd discussed the agenda for the next meeting. Committee members briefly discussed the background of some of the upcoming agenda items.

**8.        ADJOURNMENT**

The meeting adjourned at 5:35 p.m.



## Land Use & Environment Committee

### Manufactured Home Communities Preservation Discussion

**Agenda Date:** 3/26/2026  
**Agenda Item Number:** 6.A  
**File Number:**26-0222

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

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#### **Title**

Manufactured Home Communities Preservation Discussion

#### **Recommended Action**

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

Not referred to a committee.

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

Discuss previous work on preservation of manufactured home communities and receive direction on next steps.

#### **Report**

##### **Issue:**

Whether to discuss previous work on preservation of manufactured home communities and receive direction on next steps.

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

Christa Lenssen, Senior Housing Program Specialist, Community Planning & Economic Development, 360.570.3762

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

Christa Lenssen, Senior Housing Program Specialist, Community Planning & Economic Development, 360.570.3762

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

##### Applicability of Olympia's Rental Housing Code

Olympia's current rental housing code does not cover residents who own their manufactured home but rent the lot within a manufactured home community. This approach aligns with state law, which distinguishes between two types of tenancies: the Residential Landlord-Tenant Act, governing most rental housing-including situations where both the home and lot are rented-and the Manufactured/Mobile Home Landlord-Tenant Act (MHLTA), which applies specifically to residents who own their manufactured home and rent only the lot space within a manufactured home community.

### Manufactured housing landscape and displacement impacts

Manufactured homes make up roughly 2-3% of Olympia's housing stock, yet they play a critical role as a source of naturally affordable housing. Nationally, the Consumer Financial Protection Bureau identifies manufactured housing as the largest source of unsubsidized affordable housing in the United States.

Within Olympia city limits, there are twelve known manufactured home communities, totaling an estimated 750 to 800 units. These communities vary in structure: three consist entirely of park-owned homes rented to residents (about 30 homes total), seven are primarily resident-owned homes (approximately 700 homes), and two include a mix of both ownership types (around 50 homes). Community sizes range widely-from as few as five units to more than 250-and conditions vary across properties. Most homes are affixed to permanent pads, though at least one community consists primarily of travel trailers and recreational vehicles, and some include a mix of housing types. Residents face a heightened risk of displacement due to rising lot rents or potential redevelopment and sale of communities.

For homeowners, relocation can be especially challenging. In many cases, moving a manufactured home is either prohibitively expensive or not feasible at all. Local estimates place relocation costs between \$20,000 and \$30,000, while state relocation assistance-available only in certain circumstances, such as park closure-ranges from \$11,000 for single-wide homes to \$17,000 for double- or multi-section homes.

This gap often leaves residents unable to move their homes, resulting in the loss of both housing and personal investment. Notably, owners of recreational vehicles, travel trailers, and park models (as defined in RCW 59.20.030) are not eligible for state relocation assistance.

City staff have identified two communities in Olympia that may be at risk of redevelopment. Many residents in these communities are very low-income and may require targeted support to secure alternative housing if closures occur.

### City efforts and outreach

In April 2024, City Council and staff were contacted by residents of manufactured home communities who own their homes but rent lot space. They sought clarification on whether Olympia's recently adopted tenant protections applied to their situation and raised concerns about rising lot rents. In May 2024, staff attended a meeting with residents of a local manufactured home community, along with state legislators, to discuss community-specific challenges and provide policy updates.

Following this outreach, staff initiated broader engagement with manufactured housing residents to better understand their concerns. Two community meetings were held in September 2024 and February 2025, each attended by approximately 25-35 residents. Staff also briefed the Land Use & Environment Committee (LUEC) and the full City Council in 2024 and 2025. Councilmembers expressed support for exploring additional strategies to preserve manufactured home communities and a desire to better understand the challenges facing residents. A full timeline of these efforts is included as an attachment to this staff report.

At the first community meeting, residents identified key concerns, including rising lot rents, the potential sale of communities to corporate owners who may increase costs, risk of displacement due

to redevelopment, lack of transparency and communication from property owners, and uncertainty around maintenance responsibilities. Staff used this input to develop potential policy responses.

These policy options were presented to the LUEC in November 2024. At the February 2025 meeting, residents were surveyed to assess their level of support. Several proposed policies aligned with existing Olympia tenant protections, including enhanced notice requirements for rent increases, the option to request relocation assistance in cases of economic displacement, improved transparency in rent increase notices, and provision of information and resources at lease renewal.

While residents generally supported these proposals, many emphasized that their options remain limited. Because manufactured homes are often difficult or impossible to relocate-and affordable alternative housing is scarce-longer notice periods or relocation assistance alone may not be sufficient. Residents expressed strongest support for zoning changes that would prevent redevelopment of existing manufactured home communities, thereby reducing the risk of displacement.

#### Regional and statewide preservation efforts

In 2023, the Washington State Legislature adopted amendments to the Manufactured In 2023, the Washington State Legislature amended the Manufactured/Mobile Home Landlord-Tenant Act to require notice to residents when a park is listed for sale and to provide an opportunity for residents to compete to purchase the community as a cooperative. Funding and technical assistance were also made available to support these efforts.

That same year, a manufactured home community in Thurston County was listed for sale. Residents worked with Resident Owned Communities Northwest (ROC NW) to pursue cooperative ownership and sought financial support from the Thurston Regional Housing Council (RHC) to close a funding gap. At the time, funding was not available, and the community was ultimately sold to a third party.

In response, the RHC convened a manufactured housing workgroup to identify strategies for better supporting future acquisitions. The workgroup developed an inventory of manufactured home communities in Thurston County and assessed displacement risk factors, including redevelopment potential based on zoning and demographic vulnerability indicators such as income, age, and race. All manufactured home communities in Olympia-except the two currently zoned as Manufactured Home Parks-were identified as being at medium to high risk of redevelopment.

The workgroup also explored financing strategies in consultation with ROC NW, including interest rate buy-downs, low-interest loans, and grants to help bridge funding gaps for resident purchases.

In 2024, the RHC established an "Opportunity Fund" to address emergent housing needs, including the potential sale of manufactured home communities. These funds can support resident cooperatives by contributing to acquisition costs, covering transaction-related expenses, or reducing long-term debt service. This approach responds to a growing trend of communities being sold to investment groups that significantly increase lot rents, often displacing low-income residents. Supporting resident ownership helps preserve affordability over the long term.

In 2025, the Washington State Legislature passed House Bill 1217, which limits annual rent increases for lot space to 5% and prohibits rent increases during the first 12 months of tenancy. The law also establishes a standardized rent increase notice form, caps move-in fees and security deposits at one month's rent (or two months with a pet), and limits late fees. Prior to this legislation, rent increases were not capped, and local jurisdictions were preempted from regulating rents. HB 1217 is currently being challenged in court, and staff will monitor developments.

### Options and next steps

Recent state actions have addressed some aspects of displacement risk; however, state preemption limits the City's ability to regulate lot rents or require a right of first refusal for residents.

The City could explore additional strategies to preserve manufactured home communities and maintain their role as a source of affordable housing. These include both educational and policy-based approaches.

On the education side, residents have expressed interest in better understanding their rights and available resources. In response, staff hosted a legal training with aid attorneys in February 2025 and distributed a resource guide. Additional efforts could include creating a dedicated webpage, annual mailings, and ongoing outreach.

On the policy side, several Washington cities-including Tumwater, Bellingham, Bothell, and Kenmore-have adopted zoning protections to prevent redevelopment of manufactured home communities into other uses. In Olympia, only two communities currently have this designation, leaving most at greater risk of redevelopment. While zoning protections could reduce displacement risk and improve financing opportunities for resident cooperatives, staff have identified potential challenges, including limited capacity to undertake rezoning, concerns about downzoning, infrastructure limitations, and long-term climate risks. Council has also noted that zoning changes may not provide permanent protection, as future councils could reverse them.

If pursued, zoning protections could be targeted based on specific criteria, such as community size, age, or whether homes are primarily owner-occupied and affixed to permanent foundations. Overlay zoning may also improve access to financing by reducing lender risk.

The City could also consider additional requirements in the event of park closure. While state law requires two years' notice, other jurisdictions-such as Kent and Seattle-require relocation plans and additional tenant protections.

Another option is the creation of a local preservation fund, similar to the RHC's Opportunity Fund. This fund could support resident acquisition efforts, provide relocation assistance, or address other emergent needs. It could be structured as a revolving loan fund or grant program and may help fill gaps not covered by state assistance, particularly for residents who are not eligible for relocation funds.

Additionally, the City could explore financing support for infrastructure improvements, such as sewer or septic upgrades. While rent regulation is preempted, City funding could be conditioned through restrictive covenants to ensure long-term affordability, preservation of manufactured housing use, and potential opportunities for resident purchase.

Finally, the City could partner with ROCNW to identify a site for a new, resident-owned manufactured housing community. Such a development could provide entry-level homeownership opportunities and include space for relocated homes in the event of future community closures.

### Alignment with City Plans

The City of Olympia retained an outside consultant to conduct an anti-displacement analysis as part of its Comprehensive Plan update. The consultant recommended that the City adopt policies to safeguard and preserve manufactured home communities, identifying them as a critical source of affordable housing.

Olympia’s Comprehensive Plan includes several goals related to manufactured housing community preservation:

- **PH10.5:** Evaluate the feasibility of programs that would enable low-income residents of manufactured home parks to collectively purchase and improve the land on which their homes are located. This may include financial assistance such as interest rate subsidies, support for loan origination fees, or other acquisition-related costs.
- **PH1.6:** Support the placement of manufactured homes on individual lots, promote the preservation of existing manufactured home parks, and allow such parks in multifamily and commercial zones. These efforts should be guided by design standards that ensure compatibility with surrounding housing and land uses.

Preservation of manufactured home communities is also a priority in Olympia’s Housing Action Plan. The Plan identifies the following strategy:

- **2.d:** Consider adopting a Tenant Opportunity to Purchase (TOPO) ordinance as a tool to preserve manufactured home parks and multifamily housing by giving residents the opportunity to purchase their communities when they are put up for sale.

#### **Climate Analysis:**

This action is not expected to significantly impact greenhouse gas emissions. Preserving existing manufactured home communities may reduce emissions over time by avoiding new construction and maintaining housing in transit-accessible locations. Broader City climate strategies could further support emissions reductions.

#### **Equity Analysis:**

Households in mobile homes are more than twice as likely to live in poverty (DeLuca and Rosen, 2022), and manufactured housing is the largest source of unsubsidized affordable housing in the United States. Older adults are also more likely to live in manufactured housing; in Thurston County, about 12% of seniors live in these homes compared to 9% of the overall population. In Olympia, nearly 17% of adults age 65 and older live below the federal poverty level—slightly higher than the general adult population.

While local data on the racial demographics of manufactured home residents is limited, policies that increase housing stability and reduce displacement risk are likely to benefit lower-income households and older adults, who are disproportionately represented in these communities.

Staff were not able to obtain demographic data on manufactured home community owners. Property owners may experience impacts from additional regulations or redevelopment limitations but could also benefit from potential capital investments or incentives.

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

At the September 2024 community meeting, manufactured home residents identified rising lot rents as their primary concern, an issue subsequently addressed through the adoption of HB 1217 in 2025. Residents also expressed concern about potential displacement if their communities are sold or redeveloped, as well as frustration with rule enforcement and uncertainty around maintenance

responsibilities.

Residents have shown strong interest and engagement with the City by attending meetings and providing input through calls and emails. In a February 2025 survey, residents indicated particular support for zoning protections to reduce the risk of displacement from redevelopment.

**Financial Impact:**

If the City pursues efforts to support acquisition or preservation of manufactured home communities, these actions would require financial resources.

**Options:**

1. Discuss previous work on preservation of manufactured home communities and receive direction on next steps.
2. Do not discuss previous work on preservation of manufactured home communities and receive direction on next steps.
3. Take other action.

**Attachments:**

Manufactured/Mobile Home Community Preservation for local governments  
MRSC - Manufactured Housing Regulation and Preservation  
Timeline of Manufactured Home Preservation efforts  
September 2024 Manufactured Homeowner Community Meeting Summary  
Survey of Proposed Manufactured Housing policy options  
Key definitions and code references

## 2023

**June:** The Washington State Legislature passed SB 5198, which provides residents of manufactured home communities notice of an impending sale of a manufactured home community and offers the opportunity to compete for purchase of the community as a cooperative.

The Regional Housing Council (RHC) Technical Team worked with Victoria O'Banion, from Resident Owned Communities NW (ROCNW), following a sale of a manufactured home community in Thurston County in late 2023. The RHC did not have funding available at that time to assist the residents in purchasing the community as a cooperative due to the disbursement of funds through a competitive annual cycle. This led to a broader discussion and work that continued through 2024. As a result, in 2024 the RHC approved the creation of an Opportunity Fund, which creates set-aside funding for emergent needs (such as manufactured home community sales and preservation) that may be missed opportunities if they do not fall within the regular annual RFP cycle.

## 2024

**April:** Council passes ordinance to amend current Rental Housing Code, which applies to residential tenancies (not to manufactured home tenancies). Ordinance includes relocation assistance provisions, limits to fees, requiring certain information in rent increase notices, and provides a right to install cooling devices in their units.

**April:** Council and staff were contacted by local manufactured homeowners who rent lot space in manufactured home communities for clarification on whether the most recently adopted Olympia tenant protections applied to their situation, and concerns about rising rents.

**May:** Staff were invited to a meeting with a local manufactured home community, along with state legislators, to discuss challenges at their particular community, as well as provide a policy update.

**September:** Land Use & Environment Committee (LUEC) members and staff hold community meeting with manufactured home community residents to learn more about their challenges and share information about Rental Housing Code protections to solicit feedback about similar protections may be helpful to them.

**November:** LUEC receives briefing on manufactured home policy options and community input.

## 2025

**February:** Second community meeting for manufactured homeowners hosted by City to gauge support for proposed set of policies. Community survey completed at meeting. Aside from capping rent increases, the most popular option was protective zoning to prevent displacement due to sale or redevelopment.

**March:** Staff presents results of community input and recommendations at a Council study session. Council directs staff to wait until after the State Legislative session ends to complete further work on this topic.

**May:** The Washington State Legislature passed HB 1217, which caps annual lot rent increases at 5% for manufactured home tenancies.

**July:** Staff presented updates from the legislative session at a Council study session and options for next steps considering these changes. Since rent caps addressed many of the economic concerns residents expressed, staff recommended exploring strategies to prevent displacement further. Council directed staff to explore options further in 2026 but expressed concerns regarding zoning changes. Council expressed interest in learning more about manufactured home communities in Olympia.

**1. What are your biggest housing challenges or concerns?**

- Annual lot rent increases
- High cost of utilities
- Water quality (pressure and taste)
- Maintenance issues and who is responsible for what
  - Examples: road and sidewalk repairs; large trees on lot that are not planted by resident are considered resident’s responsibility; extra \$15 monthly charge for sewer improvements paid over 5 years to connect to sewer; park has rules about consulting owners when make improvements
- Rule changes and violations
  - Examples: one resident nearly evicted for having a broken taillight on a parked car; one park decided to no longer be a 55+ community without consulting residents
- Security concerns
- Most park residents are seniors, have limited income and limited mobility
- Fear of retaliation; general lack of transparency, communication, or accountability
  - Examples: told something will occur by management and then it doesn’t happen; would appreciate explanation or itemized bill listing charges or why costs have increased, but afraid to ask management too many questions; board oversight has questionable practices
- Fear and uncertainty around owner selling, park closures, as owners age
- Park owners making demands on residents when they try to sell their homes
  - Example: one seller was told she needed to paint her home and install a new roof by the park owners

**2. Are there any actions the City could take to help address your concerns?**

- Continue to lobby to change state law that prevents cities from enacting rent controls and continue to monitor Oregon’s legislation on rent control
- Look into flat rate fees for utilities
- Water quality inspections and maintenance by City

**3. How helpful would the following policies be for you? Please share any additional information about why it would be helpful to you.**

**1. More notice before rent is increased**

- Could be helpful, though underlying issue of not having enough funds to pay rent is not addressed. Concern regarding lack of other affordable housing options.

**Follow up question: how much additional time beyond the current 90-day notice would be helpful?**

- Many groups thought 6 months or 180 days due to time it takes to sell home
- One group suggested 9 months

**2. Relocation assistance to transition to a new housing situation if your rent is increased by a certain percentage**

- Manufactured homeowners need larger relocation assistance payment due to losing an asset if they are forced to move because they can't afford lot rent increases. Many residents have homes that are too old to move. Would either need to have enough funds to help owner move the home with them, or to be fairly compensated for their home.
- Not only money, but help finding new housing would be helpful.
- Lack of affordable housing and fear that there would be no other options.

**Follow up question: How much time would be reasonable to move out if you needed to sell your home and accepted the relocation assistance payment?**

- 8-9 months

**3. Limits to fees that may be charged by your landlord**

- Not many additional charges, but concern this could become an issue
- Would like to remove \$5 charge monthly for the statement showing charges
- More concern around utility costs and transparency with cost increases

**Follow up question: What types of fees have you been charged by your landlord?**

- Processing fees, \$5 monthly charge for bill
- \$65 application fee
- \$60 for extra vehicles (any more than two)

**4. Are there any other ideas or suggestions you have?**

- It would be helpful to have a list of rights printed out so people know what rights they have
- There is a lack of oversight and coordination when issues arise to help residents resolve concerns. One park had 118 complaints at the Attorney General's office. Other social service agencies have noted that they have heard multiple issues from various residents at same park. There is no coordination or service to resolve these complaints, besides on an individual basis. Maybe need for an ombudsman.
- Suggest charging rent by lot size.

**5. What is a good way to communicate with you in the future? How can the City stay in touch?**

- Most people prefer mail or email
- Jolt and the Olympian
- Bulletin boards at communities



# Potential Manufactured Housing policy options

Please complete the following survey to provide feedback to City staff on the following policy options. You may drop off the completed survey at City Hall, marked ATTN: Christa Lenssen. You may email a copy of the completed survey to [clenssen@ci.olympia.wa.us](mailto:clenssen@ci.olympia.wa.us). You can mail the completed survey to:

City of Olympia, ATTN: Christa Lenssen, Housing Dept.  
PO Box 1967  
Olympia, WA 98507

## 1. Rent increase notice timeframe

**Proposed City policy:** Require 6 months’ notice for rent increases of 7% or more.

**Explanation:** Adopt similar language to OMC 5.82.030(A)(B)&(C). For rental homes, [Olympia](#) requires 120 days’ notice for rent increases over 5% (at one time) or rent increases that add up to 7% or more over a 12-month period, and 180 days’ notice for rent increases of 10% or more (at one time).

The intent of the proposed policy is to align with previously adopted tenant protections, however, the change in language is to best match the needs of the manufactured homeowner community, which typically operate under a yearly rental agreement. The 7% increase amount corresponds with the economic displacement relocation assistance described below.

### *Current related State law:*

RCW [59.20.090](#)(2) requires 3 months’ notice of any increase in rent.

RCW [59.20.090](#)(1) Unless otherwise agreed rental agreements shall be for a term of one year.

Statewide legislation has been proposed in 2025 that caps annual lot rent increases at 7% annually.

### Survey Questions:

**How supportive of the proposed City policy are you?** (Check one)

- Do not support                       Somewhat supportive                       Very supportive

**Why did you answer this way?**

**Is there anything you would change?**

## 2. Economic Displacement Relocation Assistance

**Proposed City policy:** A tenant may request relocation assistance from the landlord to move to a new housing unit after receiving a rent increase notice of 7% or more. The landlord must pay relocation assistance to the tenant in an amount equal to 2.5 times the Area HUD Fair Market Rent (equal to an equivalent bedroom size).

**Explanation:** Adopt similar language to OMC 5.82.040. For rental homes, [Olympia](#) allows tenants to request relocation assistance from their landlord after receiving a rent increase notice, if their rent is increased by 7% or more over a 12-month period. The landlord must pay relocation assistance to the tenant in an amount equal to 2.5 times the tenant’s monthly rent. If the tenant fails to move out by the date that the increased rent amount takes effect, they must re-pay the relocation assistance to the landlord and pay the increased monthly rent.

Understanding that relocation assistance cannot reasonably meet the financial needs of relocating the home, staff recommend aligning the assistance to match the rental unit average for the area assuming residents may have more options to relocate to other rental housing options, rather than relocating their existing home.

Final FY 2025 & Final FY 2024 FMRs By Unit Bedrooms					
Year	<a href="#">Efficiency</a>	<a href="#">One-Bedroom</a>	<a href="#">Two-Bedroom</a>	<a href="#">Three-Bedroom</a>	<a href="#">Four-Bedroom</a>
FY 2025 FMR	\$1,393	\$1,585	\$1,843	\$2,526	\$3,095
<a href="#">FY 2024 FMR</a>	\$1,341	\$1,554	\$1,802	\$2,531	\$3,058

*Current related State law:*

RCW [59.21.021](#) relocation assistance is available through Department of Commerce if a park closes or upon change of use. Amount provided under this statute: up to a maximum of \$17,000 for a multisection home and up to a maximum of \$11,000 for a single-section home.

Statewide legislation has been proposed in 2025 that caps annual lot rent increases at 7% annually.

**Survey Questions:**

**How supportive of the proposed City policy are you?** (Check one)

- Do not support                       Somewhat supportive                       Very supportive

**Why did you answer this way?**

**Is there anything you would change?**

THANK YOU FOR YOUR TIME!

### 3. Increased transparency when rent is increased

**Proposed City policy:** Require landlords to specify a rationale for a rent increase in notice provided to the tenant.

**Explanation:** Adopt similar language to OMC 5.82.030(G). For rental homes, [Olympia](#) requires that rent increase notices over 5%, adding up to 7% or 10% or more must include the following information:

1. The amount of the increase;
2. The total amount of the new rent;
3. The date the increase becomes effective;
4. The rationale for the rent increase; and
5. The rights of tenants under the Economic Displacement Relocation Assistance program.

*Current related State law:*

[RCW 59.20.060](#) rental agreements must include the terms for the payment of rent, including time and place, and any additional charges to be paid by the tenant. Additional charges that occur less frequently than monthly must be itemized in a billing to the tenant. A written rental agreement must include a written statement containing accurate historical information regarding the past five years' rental amount charged for the lot or space.

[RCW 59.20.070](#) Landlords are prohibited from charging a tenant a utility fee in excess of actual utility costs.

#### Survey Questions:

**How supportive of the proposed City policy are you?** (Check one)

- Do not support                       Somewhat supportive                       Very supportive

**Why did you answer this way?**

**Is there anything you would change?**

### 4. Provide information about legal rights and resources

**Proposed City policy:** Require landlords to provide a tenant rights information document (or web link to a resource page on the City's website) from the City of Olympia when a new lease is signed or renewed.

**Explanation:** Adopt similar language to OMC 5.82.070(F). For rental homes, [Olympia](#) requires landlords to provide tenants with a copy of a tenant rights information document prepared by the City when a new lease is execute or a lease with a tenant is renewed.

THANK YOU FOR YOUR TIME!

**Survey Questions:**

**How supportive of the proposed City policy are you?** (Check one)

- Do not support                       Somewhat supportive                       Very supportive

**Why did you answer this way?**

**Is there anything you would change?**

**5. Zoning protections to prevent redevelopment**

**Proposed City policy:** Revise Olympia’s zoning code so that existing manufactured home communities may not be redeveloped to a different use.

**Explanation:** Currently, manufactured home communities may be redeveloped to a different type of residential use (such as multifamily development). This may displace existing manufactured home community residents.

**Survey Questions:**

**How supportive of the proposed City policy are you?** (Check one)

- Do not support                       Somewhat supportive                       Very supportive

**Why did you answer this way?**

**Is there anything you would change?**

**Do you have any other ideas or suggestions that haven’t been mentioned?**

If you’d like to include your contact information in case staff have any questions about your responses, please include below.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

THANK YOU FOR YOUR TIME!

Key definitions and code references

## 1. Manufactured home definitions

[RCW 59.20.030](#) (Washington State Manufactured/Mobile Home Landlord-Tenant Act)

**"Manufactured home"** means a single-family dwelling built according to the United States department of housing and urban development manufactured home construction and safety standards act, which is a national preemptive building code. A manufactured home also: (a) Includes plumbing, heating, air conditioning, and electrical systems; (b) is built on a permanent chassis; and (c) can be transported in one or more sections with each section at least eight feet wide and 40 feet long when transported, or when installed on the site is three hundred twenty square feet or greater.

**"Mobile home"** means a factory-built dwelling built prior to June 15, 1976, to standards other than the United States department of housing and urban development code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since the introduction of the United States department of housing and urban development manufactured home construction and safety act.

**"Park model"** means a recreational vehicle intended for permanent or semi-permanent installation and is used as a primary residence.

[OMC 18.02.180](#) (Olympia Municipal Code)

**Manufactured Home.** A single-family residence constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes and installed in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing and bearing the appropriate insignia indicating such compliance.

**Mobile Home.** A single-family residence transportable in one or more sections, built on a permanent chassis, designed to be used as a permanent dwelling and constructed before June 15, 1976.

## 2. Manufactured Home Community definitions

[RCW 59.20.030](#)

**"Mobile home park," "manufactured housing community," or "manufactured/mobile home community"** means any real property which is rented or held out for rent to others for the placement of two or more mobile homes, manufactured homes, or park models for the primary purpose of production of income, except where such real property is rented or held out for rent for seasonal recreational purpose only and is not intended for year-round occupancy.

## 3. Olympia Municipal Code Chapter 18

### Chapter 18.04 RESIDENTIAL DISTRICTS

#### 18.04.020 Purposes

B. The additional purposes of each individual residential district are as follows:

13. Manufactured Housing Park (MHP). To accommodate mobile homes and manufactured housing in mobile/manufactured housing parks; to accommodate manufactured housing on individual lots; to accommodate single-family houses, duplexes and townhouses, at densities between five and 12 units per acre, in locations with frequent mass transit service (existing or planned). This includes areas along or near (e.g., within one-fourth mile) arterial and major collector streets.

**18.04.040 TABLES: Permitted and Conditional Uses**

**TABLE 4.01**

**PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Manufactured/ Mobile Home Parks (Rental Spaces)								C	C	C			C		18.04.060(P)
Manufactured Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(O)

**LEGEND**

**P = Permitted Use**

**C = Conditional Use**

**R1/5 = Residential - 1  
Unit Per 5 Acres**

**R-4 = Residential - 4**

**R-4CB = Residential - 4  
Units per Acre**

**RLI = Residential  
Low Impact**

**R 4-8 = Residential 4-8**

**R 6-12 = Residential  
6-12**

**MR 7-13 = Mixed  
Residential 7-13**

**MR 10-18 = Mixed  
Residential 10-18**

**RM 18 = Residential  
Multifamily - 18**

**RM 24 = Residential  
Multifamily - 24**

**RMH = Residential  
Multifamily High Rise**

**RMU = Residential  
Mixed Use**

**MHP = Manufactured  
Housing Park**

**UR = Urban  
Residential**

**18.04.060 Residential districts' use standards**

**O. MANUFACTURED HOMES.**

A manufactured home is allowed in all zoning districts that allow single family residences, if the home meets the following criteria:

1. Was originally constructed with and now has a composition of wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch; and
2. Has exterior siding similar in appearance to siding materials commonly used on conventional site-built single family residences that are built pursuant to the applicable Building Code.

P. MANUFACTURED OR MOBILE HOME PARKS.

The following requirements apply to all manufactured/mobile home parks subject to conditional use approval.

1. Site Size. The minimum size for a manufactured or mobile home park shall be five (5) acres.
2. Utilities. Manufactured or mobile home parks shall be completely and adequately served by City utilities.
3. Lot Sizes. Each space or lot upon which a manufactured or mobile home is to be located shall be at least two thousand five hundred (2,500) square feet in area and have a minimum width of thirty (30) feet, exclusive of common parking areas and driveways.
4. Accessory Buildings. Buildings and structures accessory to the primary residence (manufactured home, mobile home, or recreational vehicle) located on an approved pad within the manufactured/mobile housing park shall be allowed, provided at least fifty (50) percent of the pad/site remains unencumbered by structures. An accessory roof or awning may be attached to a manufactured or mobile home and shall be considered a part thereof. Automobile parking spaces, which are not computed in the space or lot area, may be covered with a carport.
5. Access. All drives within the park shall be hard surfaced. Sidewalks and paths shall be provided consistent with applicable City Development Standards.
6. Clearance. There shall be at least ten (10) feet clearance between manufactured or mobile homes. Manufactured or mobile homes shall not be located closer than ten (10) feet from any building within the park or from any property line bounding the park.
7. Screening. There shall be sight-obscuring fencing (see Section [18.40.060\(D\)](#), Fencing), landscaping, or natural vegetated buffers at least eight (8) feet wide on all sides of the park. Such screening shall contain openings which provide direct pedestrian access to adjoining streets and trails.
8. Open Space. At least five hundred (500) square feet of ground area for each manufactured or mobile home space shall be made available in a centralized location or locations for recreational uses. (See Section [18.04.080\(J\)](#).) At least fifty percent (50%) of such open space shall comply with soil and vegetation protection area standards.
9. Lighting. Access roadways and recreational areas shall be provided with general area lighting at no less than five-tenths (5/10) foot candle intensity as measured at ground level.
10. Site Plan. A complete and detailed plot plan shall be submitted to the Hearing Examiner for approval. The plan shall show the locations and dimensions of all contemplated buildings, structures,

spaces, driveways and roads and recreational areas. The City may require additional information as necessary to determine whether the proposed park meets all the above mentioned conditions and other applicable provisions of this code.

**18.04.080 TABLES: Residential Development Standards**

**TABLE 4.04**

**RESIDENTIAL DEVELOPMENT STANDARDS**

<b>DISTRICT</b>	<b>RM-18</b>	<b>RM-24</b>	<b>MHP</b>	<b>ADDITIONAL REGULATIONS</b>
MINIMUM AVERAGE HOUSING DENSITY (in units per acre)	8 Manufactured Housing Parks = 5	18 Manufactured Housing Parks = 5	5	18.04.080(B)

Chapter 18.06  
**COMMERCIAL DISTRICTS**

**18.06.040 TABLES: Permitted and Conditional Uses**

<b>COMMERCIAL DISTRICT</b>	<b>PO/RM</b>	<b>GC</b>	<b>MS</b>	<b>HDC-1</b>	<b>HDC-4</b>	<b>APPLICABLE REGULATIONS</b>
Mobile or Manufactured Homes Park - Existing	C	C	C	C	C	18.04.060(P)

**LEGEND**

C = Conditional Use  
 PO/RM = Professional Office/Residential Multifamily  
 GC = General Commercial  
 MS = Medical Services  
 HDC-1=High Density Corridor-1  
 HDC-4=High Density Corridor-4



## Land Use & Environment Committee

### Plum Street to Eastside Street Subarea Planning Scoping Discussion

**Agenda Date:** 3/26/2026  
**Agenda Item Number:** 6.B  
**File Number:**26-0214

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

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#### **Title**

Plum Street to Eastside Street Subarea Planning Scoping Discussion

#### **Recommended Action**

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

Not referred to a committee.

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

Discuss the future subarea planning or text amendments scope of work for areas of Olympia in the vicinity of Plum and Eastside Streets.

#### **Report**

##### **Issue:**

Whether to discuss the future subarea planning or text amendments scope of work for areas of Olympia in the vicinity of Plum and Eastside Streets.

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

Casey Schaufler, Associate Planner, Community Planning & Economic Development, 360.753.8254

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

Casey Schaufler, Associate Planner, Community Planning & Economic Development

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

A text code amendment application was received in 2023 requesting City Council consider allowing additional drive-through businesses along Plum Street in downtown Olympia. The amendment was ultimately not adopted by Council. However, a majority of Council identified a need to re-evaluate the underlying zoning and development standards in an area from Plum Street to Eastside Street.

Plum Street is a primary entry to downtown Olympia via its connection to Interstate 5. Immediately off of Plum Street is a mix of commercial and office uses, most prominently featuring existing restaurants and drive-throughs as well as Washinton State agency offices. The north section between Plum and Eastside Streets contains a mix of single-family and multi-family residential and is represented by the Olympia Downtown Alliance and Olympia Downtown Neighborhood Associations. The Bigelow and Eastside Neighborhood Associations are also immediately adjacent to the north and east,

respectively. Additionally, the recognized Olympia Avenue Historic neighborhood is to the north (lying largely within the Bigelow Neighborhood Association boundaries).

As part of the Olympia 2045 Comprehensive Plan Update, Council directed staff to include language to consider future subarea planning for the Plum Street corridor and surrounding area. As a result, the following section was added to the Land Use chapter:

“The area surrounding Plum Street from Interstate 5 to the vicinity of State Avenue, including the Eastside Street area, should be examined in a future planning effort. Plum Street is a Downtown entry street and provides direct access to the Port of Olympia from Interstate 5. The area where Plum Street intersects with Interstate 5 is described in the Urban Corridors section of this chapter as a “gateway” to Olympia. Future planning efforts for this area should evaluate a range of aspects of this area, including but not limited to, transportation, future land use designations, and its relation to Downtown.”

The Olympia 2045 update further supports this addition in two policies, one in the Land Use Chapter (PL22.8) and the other in the Transportation Chapter (PT18.2). Each policy emphasizes redevelopment of the Plum Street corridor while also streamlining multiple chapters of Olympia Municipal Code that apply to this area. Currently, Plum Street is governed by five separate zoning district development standards, regulations for downtown design review with four distinct subdistricts, and engineering design standards. Additionally, Plum Street itself is identified as a Downtown Entry Street, Civic Boulevard, City Gateway, arterial, bicycle corridor and is host to nine out of seventeen of the City of Olympia’s identified High Visibility Street Corners. Each of these street-type identifiers carries specific design or engineering requirements affecting street layout, site planning, and building features.

Attached to this report is a proposed boundary map for a future subarea plan. The map proposes a western boundary at Plum Street, State Avenue to the north, Eastside Street to the east, and the intersection of Plum and Eastside Streets near Interstate 5 as the southern terminus.

The proposed subarea plan scope of work for consideration and discussion is as follows:

1. Visioning with stakeholders and public.
2. Traffic estimates and assumptions, analysis if a traffic study is needed.
3. Integrate gateway, downtown entry street, and civic boulevard provisions into a desired street cross section for all transportation modes.
4. Consider land use designation changes and rezones, if needed.
5. Identify ways to transition to nearby lower density residential areas (historic district to the north and neighborhood east of eastside street), if needed.
6. Subarea Plan including artist renderings of what the area could look like and infrastructure investment cost estimates.

### **Climate Analysis:**

As this is an exploratory discussion related to future scope of work, there are no immediate climate impacts. As work progresses, staff will work on a climate analysis for any proposed changes to the

Comprehensive Plan or Olympia Municipal Code.

**Equity Analysis:**

The intent of the subarea plan is to reduce barriers to development. This will primarily benefit existing property owners seeking to redevelop or improve assets within the proposed subarea boundaries. A more detailed analysis will be completed as scope of work and subarea planning progresses.

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

Unknown at this time, but public interest in previous subarea planning (i.e. Capital Mall Triangle Subarea Plan) was robust. The proposed Plum Street subarea boundaries encompasses roughly 160 parcels of land, 130 property owners, and 110 residential addresses. Within 250 feet of the proposed boundary are an additional 200 residential address points. City staff are in the early stages of developing a public participation plan to gather feedback and input from community members.

**Financial Impact:**

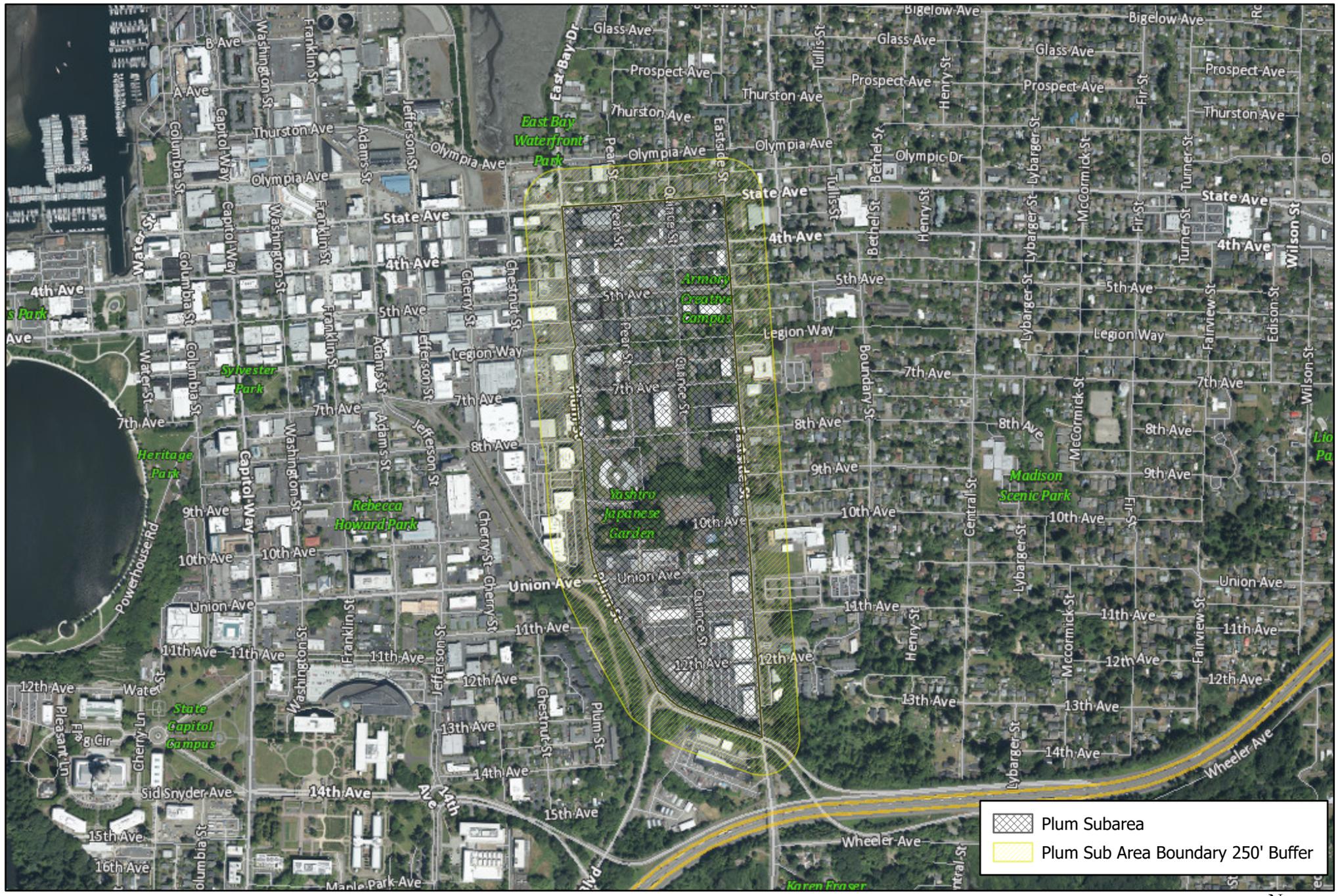
Additional costs are not anticipated at this time. Scope of work will dictate future financial impacts.

**Options:**

1. Discuss the future subarea planning or text amendments scope of work for areas of Olympia in the vicinity of Plum and Eastside Streets.
2. Do not discuss the future subarea planning or text amendments scope of work for areas of Olympia in the vicinity of Plum and Eastside Streets.
3. Take other action.

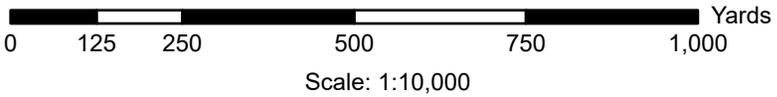
**Attachments:**

Map of Proposed Plum Street Subarea Plan Boundaries



	Plum Subarea
	Plum Sub Area Boundary 250' Buffer

Map Created 3/11/2026  
 For more information, please contact:  
 Drew Hodges, GIS Analyst  
 Shodges@ci.olympia.wa.us  
 (360)-570-5810



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