



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Thursday, October 22, 2015

5:30 PM

Council Chambers

1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

- 3.A [15-0926](#) Approval of August 27, 2015 Land Use & Environment Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

- 4.A [15-0996](#) Update on City of Olympia Urban Forestry Team

Attachments: [UrbanForestStrategyReport Table 2](#)
[urban forestry current program status 4.15](#)

PUBLIC COMMENT

- 4.B [15-0991](#) Annual Report on Community Planning & Development Code Enforcement Program

PUBLIC COMMENT

- 4.C [15-0988](#) Comprehensive Plan Implementation Status Report

Attachments: [Comprehensive Plan Implementaiton Table](#)

PUBLIC COMMENT

- 4.D [15-1009](#) Status Reports and Updates

PUBLIC COMMENT

5. ADJOURNMENT

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

Land Use & Environment Committee
**Approval of August 27, 2015 Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 10/22/2015
Agenda Item Number: 3.A
File Number: 15-0926

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

Title

Approval of August 27, 2015 Land Use & Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Thursday, August 27, 2015

5:30 PM

Council Chambers

1. ROLL CALL

Present: 3 - Chair Steve Langer, Committee member Julie Hankins and Committee member Jeannine Roe

OTHERS PRESENT

Community Planning and Development (CP&D) Director Karen Kenneson
Public Works Senior Planner Laura Keehan
CP&D Principal Planner Todd Stamm
CP&D Principal Planner Tim Smith

2. CALL TO ORDER

Chair Langer called the meeting to order at 5:31 p.m.

3. APPROVAL OF MINUTES - None

4. COMMITTEE BUSINESS

4.A [15-0486](#) Oral Report - Parking Strategy Update

New strategy goals include:

- Increase short term parking.
- Effectively manage downtown residential parking.
- Provide easy and affordable parking options for customers, employees, and residents.
- Inform the public of parking options.
- Explore public/private partnerships to maximize use of surface lots.
- Conduct a parking study.
- Review and potentially revise parking regulations and amenities.

The report was received.

4.B [15-0637](#) Olympia Water System Plan Update

The 2015-2020 Plan is currently at the Land Use and Environment Committee stage, scheduled to go to City Council on October 6. Plan objectives include water use efficiency, conservation, and loss prevention.

The report was received.

4.C [15-0790](#) State Avenue (Bigelow neighborhood) Zoning

- A decision can be made for this instance or addressed as a larger issue.
- Height and compatibility are contributing issues.
- It was suggested to do a work program to address the issues.
- Lines were drawn before large development projects were a prospect.

The Committee discussed the zoning presentation. Desire was expressed for more comprehensive maps to lay the issues out in-depth and smooth transition from short to tall structures. Interest was expressed in enforcing 35 ft. height limits.

The discussion was completed.

PUBLIC COMMENT

Interest was expressed in processing this issue through the Planning Commission. Appreciation was expressed for the care being given to the project beyond the immediate decision.

4.D [15-0802](#) Annual Annexation Report

Factors when considering annexation candidates include:

- Distance from service facilities.
- Amount of rural land in an area.
- Potential Mazama pocket gopher territory.
- Land features, such as large bodies of water.

Direction was requested to proceed with friendly annexation inquiries in the northeast around Lilly Rd.

Committee discussion:

- Consider implementation in small sections that have urban density.
- Some areas may have no benefit in being annexed.
- Desire to go with area from Yelm Highway up, despite the additional work due to gopher habitat.

The discussion was completed.

PUBLIC COMMENT

Comments from residents on the benefits of being annexed:

- Would not have to go through the Sheriff's office for law enforcement needs.
- Improved service could reduce the climbing number of break-ins and crime.
- Utility services would be improved, including access to sewer.

The Fire Department would appreciate taking a slow approach to help plan their approach to services.

Support was expressed for the approach seen in Tumwater, which provided timelines for changes and mitigated impacts when possible.

4.E [15-0792](#) Hulbert Notice of Intent to Annex

Mr. Smith introduced himself to the Land Use and Environment Committee.

The annexation of the area at Henderson Blvd and Yelm Hwy was requested. A formal petition was submitted, signed by >60% of the owners.

Staff recommends acceptance of the petition for processing and moving to Council with accepted petition as proposed.

The Committee approved staff's recommendation.

PUBLIC COMMENT

The Fire Department would support the annexation and would be minimally impacted.

4.F [15-0813](#) Status Reports and Update

5. ADJOURNMENT

The meeting was adjourned at 7:59 p.m.



Land Use & Environment Committee

Update on City of Olympia Urban Forestry Team

Agenda Date: 10/22/2015
Agenda Item Number: 4.A
File Number: 15-0996

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

Title

Update on City of Olympia Urban Forestry Team

Recommended Action

City Manager Recommendation:

Briefing only; no action requested

Report

Issue:

At its meeting on April 23, 2016, the Land Use and Environment Committee discussed an Urban Forestry Strategy Report completed by consultant Elizabeth Walker of Terra Firma. This briefing will provide an update on progress implementing initial recommendations of that report, and overall status of urban forestry program.

Staff Contact:

Shelly Bentley - Urban Forestry Program Manager, CPD, 360.753.8301

Presenter(s):

Leonard Bauer, Community, Planning and Development Deputy Director.

Shelly Bentley, Urban Forestry Program Manager.

Dave Hanna, Parks Department Associate Director.

Mark Russell, Public Works Transportation Director.

Gary Frank, Parks Department Operations and Planning Supervisor.

Background and Analysis:

The Urban Forest Strategy Report included a summary of the program's current status, budget and challenges. Strategies and timelines were also outlined to show clear priorities and additional resources needed to move the program from a reactive to proactive management mode over time. The initial recommendation of the Report - the establishment of a cross-departmental Urban Forestry Team - has been completed with no new funds needed, and has increased communication and coordination among various departments that are managing Olympia's urban forest.

Current Program Status and Budget Timeline Strategies - Attachments 1 and 2 were presented to the Committee at its April 23 meeting, and are included here to provide a summary of current program

status, with the addition of the formalized cross-department Urban Forestry Team.

The City currently has a Public Works Water Resources habitat stewardship plan and program, and the Park, Arts and Recreation Department (OPARD) has developed an asset maintenance management program. Both of these efforts manage trees on city-owned properties for which these departments are directly responsible.

Other aspects of the existing urban forestry program are briefly summarized below. Additional detail will be provided in the presentation at this Committee meeting.

Collaborative Hazard Tree Program - Due to a backlog of deferred maintenance and dry weather putting many trees under greater stress, 2015 has seen an increase in calls for assessments and removals of hazard trees on city properties. Hazard tree assessments are coordinated by the Community, Planning and Development (CP&D) Urban Forester, and performed by CP&D's contractor, Sound Urban Forestry. If removals are necessary, they are typically also performed by a contractor. Staff will provide a more detailed update during this presentation on the hazard tree program.

Maintenance of Street Trees Downtown and along Main Arterials - OPARD provides pruning and other baseline maintenance of these street trees (approximately 2000 trees) as resources allow. Some street trees have been planted in the past few years, funded through grants the City has received. Watering of these new trees is necessary the first 2-3 years until they are well-established. In the absence of funding for this task, City probation crews have watered the new trees as much as possible; however, the dryer weather has presented challenges to getting trees established. (Similar challenges have faced street trees planted as part of City street improvement projects.)

The Urban Forestry Team has identified an additional grant opportunity to seek funding to update our inventory of these street trees and establish the asset baseline. (Department of Natural Resources Tree Inventory Grant - application due October 2016)

Options:

Receive briefing on urban forestry program and discuss.

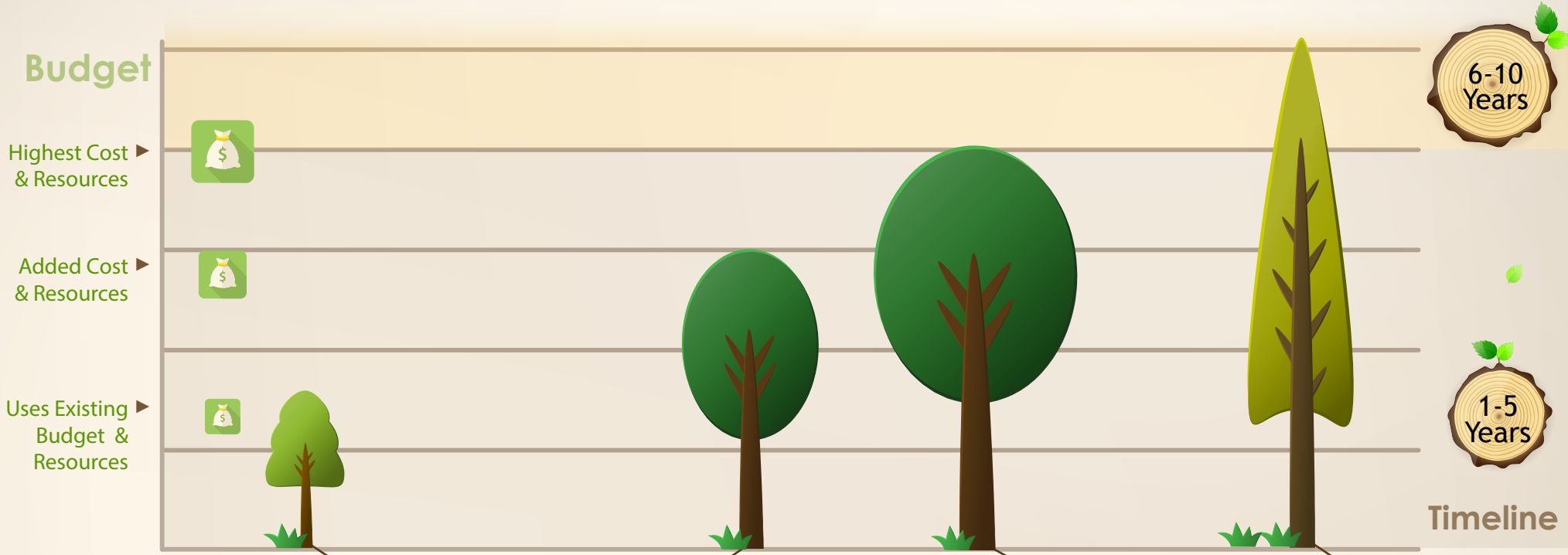
Financial Impact:

The various elements of Olympia's urban forestry program are funded within the operating budgets of the CP&D, Public Works, and OPARD Departments. More detail on the resources currently available within each department will be provided during this presentation.



Urban Forestry | Budget • Timeline • Strategies

Chapter 6, Table 2



- Strategies**
- Evaluate and prioritize existing plans/ standards
 - Define tasks/roles & identify resource gaps
 - Establish priorities
 - Establish City forestry team
 - Clarify roles & responsibilities of the team and departments
 - Partner with CNA (Coalition of Neighborhood Associations)

- Strategies**
- Map tree cover
 - Set canopy cover targets
 - Set performance indicators and goals
 - Coordinate volunteers through Parks Department *
 - Clarify property owners role in maintaining street trees

- Strategies**
- Develop a tree inventory
 - Develop and implementing a Management Plan
 - Coordinate workload *

- Strategy**
- Renew the City's NeighborWoods Program *

* ongoing costs are required

See back for chart format

Strategies

Urban Forestry Budget, Timeline & Strategies | **Chapter 6, Table 2**

	Challenges	First Action No new \$	Short Term 1-5 yrs	Long Term 6-10 yrs	Ongoing Cost
	A. Increase Our Knowledge				
1	Map Urban Tree Cover		\$		
2	Set Relative Canopy Cover Targets		\$		
3	Develop City Tree Inventory		\$\$		Ongoing
4	Set Performance Indicators and Goals		\$		
	B. Have a Plan				
5	Evaluate and Prioritize Existing Plans and Standards	√			
6	Develop and implement a Management Plan		\$\$		
	C. Identify Needs				
7	Define Tasks and Roles – Resource Gaps	√			
8	Establish Priorities	√			
9	Establish Team	√			
10	Clarify Roles and Responsibilities	√			
11	Coordinate Workload		\$\$		Ongoing
	D. Involve the Community				
12	Coordinate Volunteers Through Parks		\$		Ongoing
13	Clarify Property Owners Role in Maintaining Street Trees		\$		
14	Renew NeighborWoods Program			\$\$	Ongoing
15	Partner with CNA (Coalition of Neighborhood Associations)	√			

Key: \$ = low cost or additional resource

\$\$ = higher cost; budget implication

Urban Forestry – Current Program Status

CP&D, Public Works and Parks

April 2015

Urban Forestry Program Elements	Current Status
1. Planning and Policy <ul style="list-style-type: none"> • Long range planning • Code clarification/Updates • Tree Inventory/Canopy Coverage • Risk Management Policy 	<ul style="list-style-type: none"> • No active program. No staff person assigned. • Comprehensive Plan provides high level policy framework. Engineering Design and Development Standards and Olympia Municipal Codes set standards for new public and private projects. • 2001-2011 Master Street Tree Plan outlined goals and policies, levels of service, and overall program approach. Update necessary. • Urban Forestry Manual clarifications necessary.
2. New Tree Planting	<ul style="list-style-type: none"> • No active program. • New trees added through private and public projects only with Grant funding • Storm water Utility involved in extensive planting in riparian areas and at storm water facilities. • On-going planting on parks properties.
3. Care of Existing Trees <ul style="list-style-type: none"> • Pruning, watering, tree grates, tree replacement • Asset management program 	<ul style="list-style-type: none"> • Parks Department manages trees in Parks. • Parks historically responsible for maintenance of street trees in downtown and along major arterials. • No program for street tree management in neighborhoods, in unopened rights-of-way (ROW), large ROW areas and undeveloped City owned parcels. • No program for replacement of trees and tree grates. Performed on project by project basis when grant funding and crew available. • No asset management program in place.
4. Development Review/Code Enforcement	<ul style="list-style-type: none"> • CP&D lead (approximately 0.3 FTE) • No Code enforcement coverage.
5. Hazard Tree Management <ul style="list-style-type: none"> • Complaint response • Claims management • Tree removal, including contract management 	<ul style="list-style-type: none"> • CP&D in lead. (0.3 FTE) • No dedicated funding source. 2014/2015 funded from year end funds. Need estimated at \$75K- \$100 per year. • Work performed by tree contractors with some occasional help from Parks when on Parks Property.
6. Education and Outreach	<ul style="list-style-type: none"> • CP&D response to phone calls and emails from residents/commercial (0.3 FTE). • Some native plant education through Stream Team/City Habitat Stewardship Program (PW) • Arbor Day/Tree City USA - CP&D (0.1)



Land Use & Environment Committee

Annual Report on Community Planning & Development Code Enforcement Program

Agenda Date: 10/22/2015
Agenda Item Number: 4.B
File Number: 15-0991

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

Title

Annual Report on Community Planning & Development Code Enforcement Program

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Briefing only, no action requested

Report

Issue:

One of the City of Olympia's police powers is the authority to regulate land use. Code enforcement staff are responsible for enforcing these regulations. The code enforcement staff provides an annual report related to the code enforcement activities taking place within the city limits and these enforcement efforts. The annual report provides an overview of the code enforcement function as well as an update of code enforcement activity between September 1, 2014 and September 30, 2015.

Staff Contact:

Todd Cunningham, Building Code Official, Community Planning & Development, 360.753.8486

Presenter(s):

Todd Cunningham, Building Code Official, Community Planning & Development
Chris Grabowski, Lead Code Enforcement Officer, Community Planning and Development
Kimberly Bretza, Code Enforcement Officer, Community Planning and Development

Background and Analysis:

Olympia Municipal Code Chapter 4.44 provides an outline for the code enforcement process. The Olympia Municipal Code covers a wide variety of health, safety, and land use regulations, including, but not limited to:

- International Property Maintenance Code
- Zoning and development regulations

- International Building Code
- Sign Code
- Abatement and monitoring of transient camps
- Graffiti abatement
- Trash and debris abatement
- Substandard housing
- Inoperable vehicles
- Exterior property maintenance
- Business and Land Use issues
- Critical Areas
- Animals

Investigation and enforcement pursuant to the requirements of the Olympia Municipal Code is an ongoing effort which provides for a healthier and safer environment for our visitors and citizens. The code enforcement team continually investigates, acts upon and brings closure to hundreds of cases each year taking responsibility for the City's role of the requirement to enforce our municipal code.

In the period between September 1, 2014 and September 30, 2015 Olympia Code Enforcement Officers responded to hundreds of enforcement calls for service. These calls resulted in 560 cases involving thousands of inspections, hundreds of abatement notices and 23 civil infractions for violations of the Olympia Municipal Code and other health and safety codes and statutes. The majority of these cases result in property owners responding to the initial notice and addressing the violation.

In addition to daily code enforcement responsibilities, the City's Lead Code Enforcement Officer was the lead in the development of an ordinance regulating City zoning requirements for Washington State licensed recreational marijuana establishments. The code enforcement program now includes continued evaluation and enforcement efforts as part of that program. As the State program evolves and is revised by recent legislative action with relation to medical marijuana, the impact on code enforcement will continue for the foreseeable future.

Neighborhood/Community Interests (if known):

There are a number of code enforcement efforts our citizens have shown an interest in following. We currently have 114 open cases out of 560 new cases since September 1, 2014. Citizens and Neighborhood groups have contacted the code enforcement team with complaints related to signage, vegetation, property maintenance, vehicles, substandard housing, and anima- related problems. There are also transient encampment, illegal sign and graffiti abatement efforts taking place throughout the city on a continual basis. Community groups and various citizens have demonstrated an interest in supporting code enforcement's efforts, realizing that these efforts result in a safer and healthier environment for all.

Options:

This is an informational item only.

Financial Impact:

Code enforcement programs have been approved in the 2015 budget.



Land Use & Environment Committee

Comprehensive Plan Implementation Status Report

Agenda Date: 10/22/2015
Agenda Item Number: 4.C
File Number: 15-0988

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

Title

Comprehensive Plan Implementation Status Report

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Briefing only; no action requested

Report

Issue:

In 2014, while the City Council was holding hearings and deliberating regarding the Comprehensive Plan update that was ultimately approved by the Council in December, the City staff was working with the Planning Commission to identify and bring forward a variety of development code amendments to implement the updated Plan. This briefing will provide the Land Use and Environment Committee with a status report regarding that set of amendments and future Plan-implementing activities.

Staff Contact:

Todd Stamm, Principal Planner, Community Planning and Development Department, 360.753.8597

Presenter:

Todd Stamm, Principal Planner

Background and Analysis:

Development regulations are one of the primary means by which the City of Olympia ensures that both private and public activities are consistent with the Olympia Comprehensive Plan. The City's development regulations are required by the State Growth Management Act (GMA) to be consistent with the Comprehensive Plan. Revisions to the City's development regulations deemed necessary to maintain consistency with the Comprehensive Plan are required by the GMA to be adopted no later than June 30, 2016.

Following the Planning Commission's recommendation of the updated Comprehensive Plan, the Commission began reviewing potential amendments to development regulations that would

implement the updated Plan. These regulations fall into three categories:

- A set of five amendments that staff recommend as necessary to maintain consistency with the updated Plan
- Another five amendments to be evaluated as soon as practical
- Other development regulation amendments to better implement the Comprehensive Plan

Included in the first two sets are changes in the City's rezone criteria, refinement of codes related to multi-family housing and commercial development along public streets, and rezones of the Capitol Campus and LOTT wastewater treatment plan. Specific amendments in the third set of amendments are to be identified and prioritized in the "Action Plan," which in combination with the Downtown Strategy and other public processes will establish the City's Comprehensive Plan implementation strategy.

Some of the first two sets of proposals have already been reviewed by the Planning Commission and approved by the Council, while others are still in progress. The attached table summarizes the status of all amendments in the first sets. City staff will present more details at the Committee meeting.

The third set of potential code amendments is more extensive, and will be discussed during the public process of creating the Action Plan for implementing the Comprehensive Plan. Among these many items are:

- Evaluation of locally-significant wildlife habitat (directed by Land Use and Environment Committee to be included as part of critical areas code review)
- An update of scenic view regulations (to begin in 2015 as part of Downtown Strategy)
- A review of open space and tree canopy regulations
- Refinement of codes related to industry and home-based businesses
- Review of the City's design requirements
- A review of 'in-fill' standards, such as provisions for group homes and accessory dwelling units, neighborhood centers, and 'clustering' of housing

On November 19, 2015, the Land Use and Environment Committee is scheduled to be briefed regarding the Community Planning and Development Department's work program for 2016. Many of the items on this work program are items that the public indicated were high priorities when reviewing the draft Action Plan.

Neighborhood/Community Interests (if known):

Individual code amendments have received a variety of public interest.

Options:

Not applicable; no action required.

Financial Impact:

Included in base budget.

DEVELOPMENT CODE AMENDMENTS FOR NEW COMPREHENSIVE PLAN

'THE FIRST SET'

No.	AMENDMENT	SUMMARY	CODE SECTION	IMPLEMENTS	OCT. 2015 STATUS	CONSENT ITEM?
1*	REZONE CRITERIA	Update of criteria used to evaluate rezone requests	OMC 18.59.050-060	Land Use chapter	Approved by Council in February	Yes
2*	CAPITOL CAMPUS REZONE	To reflect new Plan and special status of State's Capitol Campus	Zoning map	Future Land Use map	Legal counsel for City and State conferring – ordinance to be presented to Council early in 2016	No
3*	LOTT REZONE	Change treatment plant site from Industrial to Urban Waterfront; plus clerical 'upkeep' of map	Zoning map	Future Land Use map	Approved by Council in August	Yes
4	LONG-TERM 'CAMPUS' APPROVALS	Provision for longer (more than 4 years) approval of plans for development sites over 20 acres	To be determined	Land Use policy 15.6	Staff to present proposal to Planning Commission early in 2016	Unknown
5	'CITY STREET' DESIGN REVIEW	Expansion of commercial design requirements to most sites along public streets	OMC 18.100.060	Land Use policy 6.1	Planning Commission held hearing and is now deliberating	No
6*	MULTI-FAMILY 'BUFFERS'	Reduce housing-mix threshold to 5 acres (now 10) in RM-18 and RMU zones	OMC 18.40.060.N.1.a	Land Use policy 16.12	Approved by Council in July	Yes
7	REZONE HEARING BODY	Determine whether various types of rezone proposals are to be heard by Hearing Examiner or Planning Commission	Chapter 18.58	Not Plan implementing	Planning Commission recommendation to be reviewed by Council on October 27	No
8	REZONE REVIEW TIMING	Proposal to limit when rezone proposals are considered by collecting into annual sets	Chapter 18.58	Result of Plan update comments	Approved by Council in July	Maybe
9	BUS CORRIDOR PARKING	Reduction of on-site parking requirements along some streets	Chapter 18.38	Trans. policy 17.7	Planning Commission work item; not yet scheduled	No
10*	CRITICAL AREAS CODE	Review and update to comply with Growth Management Act (phase 1 of critical areas update)	Chapter 18.32	Natural Env. policy 1.2	Consultant being sought	Unknown

*Final action no later than June 30, 2016, as required by RCW 36.70A.130(1)(a)



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Land Use & Environment Committee

Status Reports and Updates

Agenda Date: 10/22/2015
Agenda Item Number: 4.D
File Number: 15-1009

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

Title
Status Reports and Updates