



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, January 16, 2020

5:30 PM

Council Chambers

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, citizens may address the Committee for up to three (3) minutes regarding the Committee's business meeting topics.

5. APPROVAL OF MINUTES

- 5.A** [20-0057](#) Approval of December 19, 2019 Land Use & Environment Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A** [20-0034](#) Scope of Review of City Regulations and Fees to Reduce Effects on Housing Costs

- 6.B** [20-0033](#) Consideration of the 2020 Land Use and Environment Committee (LUEC) Work Program

Attachments: [Draft LUEC Work Plan 2020](#)

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 December 19, 2019 Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 1/16/2020
Agenda Item Number: 5.A
File Number:20-0057

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

Title

Approval of December 19, 2019 Land Use & Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, December 19, 2019

5:00 PM

Council Chambers

1. CALL TO ORDER

Chair Gilman called the meeting to order at 5:15 p.m.

2. ROLL CALL

Present: 2 - Chair Clark Gilman and Committee member Lisa Parshley

Excused: 1 - Committee member Nathaniel Jones

2.A OTHERS PRESENT

Leonard Bauer Director Community Planning and Development

Rich Hoey Director Public Works

Tim Smith Current Planning and Engineering Supervisor

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT - NONE

5. APPROVAL OF MINUTES

- 5.A** [19-1175](#) Approval of November 21, 2019 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

- 6.A** [19-1160](#) 2020 Work Program - Community Planning and Development

Mr. Smith provided a briefing on the 2020 Work Program for the Community Planning and Development Division. The discussion was completed and recommended to bring the topic back up in January 2020.

The discussion was completed.

- 6.B** [19-1159](#) 2020 Land Use and Environment Committee (LUEC) Work Program

Mr. Bauer provided a briefing and a handout on the Land Use and Environmental Committee 2020 draft Work Plan. The Committee members provided comments on the 3-year plan for the Committee's work. Staff was asked to identify and divide policy issues up in to two categories; items that the Committee needed to decide on and issues that the committee needed just be briefed on. Also, the staff was asked to condense and consolidate housing cost items that need to be brought to the Committee. The Committee asked that Mike Reid share aspects of the Economic Ecosystem in the January meeting.

The discussion was completed.

7. REPORTS AND UPDATES - NONE

8. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.



Land Use & Environment Committee

Scope of Review of City Regulations and Fees to Reduce Effects on Housing Costs

Agenda Date: 1/16/2020
Agenda Item Number: 6.A
File Number:20-0034

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

Title

Scope of Review of City Regulations and Fees to Reduce Effects on Housing Costs

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss a scope of review of specific City regulations and fees for their effects on housing costs, particularly for households at approximately 80-120 percent of Area Median Income (AMI). Direct staff to initiate the review and report back to the Committee.

Report

Issue:

Whether to discuss ways the City of Olympia can address costs of construction and rehabilitation of 'workforce' housing. For purposes of this discussion workforce housing means households at approximately 80-120 percent of Area Median Income (AMI). Those households include younger wage earners, teachers, retail employees and many others who have been increasingly housing-cost burdened.

Staff Contact:

Leonard Bauer, Interim Director, Community Planning & Development, 360.753.8206

Presenter(s):

Leonard Bauer, Interim Director, Community Planning & Development
Rich Hoey, Director, Public Works

Background and Analysis:

The City of Olympia has adopted a variety of tools, incentives and programs designed to support a variety of housing production at a broad range of income levels. These include:

- 1. Reducing effects on the cost of housing construction through changes to fees and regulations**, such as reduced impact fees for smaller housing types and those with low incomes
- 2. Creating direct incentives intended to stimulate additional housing construction**, such

as height bonuses and the Multifamily Tax Exemption program.

The Committee received a briefing on existing and potential additional City tools to address housing costs at its March 21, 2019, meeting.

On August 12, 2019, the Committee held two study sessions with local producers of housing to better understand which potential City actions might effectively stimulate additional housing construction. The two study sessions focused on low-income housing (below 80 percent AMI) and moderate-income housing (80-120 percent AMI), respectively. Following the study sessions, the Committee held additional discussion at its September 19, 2019, meeting and directed staff to recommend specific tools that the City can focus on to address housing costs.

At today's meeting, the Committee will receive and consider staff's recommended scope of review of regulations and fees that have the highest potential to address the costs of producing housing for moderate-income households. At future meetings, the Committee will also consider potential specific, direct incentives for housing production.

Neighborhood/Community Interests (if known):

Housing costs continue to rise faster than wages in Olympia and Thurston County. New housing development is concerning to some residents.

Options:

1. Discuss the draft scope of review and direct staff to conduct the review as presented.
2. Revise the draft scope of review and direct staff to conduct the review as revised.
3. Discuss the draft scope of review and direct staff not to conduct a review.

Financial Impact:

None at this time. Staff review can be conducted within existing City budget. Future actions implemented as a result of the review may have financial impacts, which would be identified as part of the review.

Attachments:

None



Land Use & Environment Committee

Consideration of the 2020 Land Use and Environment Committee (LUEC) Work Program

Agenda Date: 1/16/2020
Agenda Item Number: 6.B
File Number:20-0033

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

Title

Consideration of the 2020 Land Use and Environment Committee (LUEC) Work Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss the LUEC draft work program for 2020.

Report

Issue:

Whether to consider the draft 2020 LUEC work program.

Staff Contact:

Leonard Bauer, Interim Director, Community Planning & Development, 360.753.8206

Presenter(s):

Leonard Bauer, Interim Director, Community Planning & Development

Background and Analysis:

The Land Use and Environment Committee (LUEC) annually sets a program of work items to consider that year. At its December 19, 2019, meeting the Committee discussed a draft 2020 work program and suggested changes. A revised draft 2020 LUEC work program is attached. It contains items carried over from LUEC's 2019 work program, and items included on the initial draft work programs for Community Planning and Development (CPD) staff and the Olympia Planning Commission.

Attachments:

Draft 2020 LUEC Work Program

**LAND USE AND ENVIRONMENT COMMITTEE 2020 DRAFT WORK PLAN
(Last Updated 12/3/2020)**

Meetings are the third Thursday of the month starting at 5:30 PM unless otherwise noted.

Agenda Item	Staff Responsible	Summary
<u>January 16, 2020</u>		
1. LUEC 2020 Work Program	Leonard Bauer	
2. Scope of Review of City Fees/Regulations to Reduce Effects on Housing Costs	Leonard Bauer/ Cary Retlin/ Multi-department staff	Impact fees, general facilities charges, frontage improvements, parking requirements, permit process, etc. Also include consideration of economic ecosystem study.
3.		
****(February Date TBD) Special Meeting: Tenant-Landlord Work Session****		
<u>February 20, 2020</u>		
4. Homeless Response Plan	Amy Buckler/ Stacey Ray	
5. Annual Code Enforcement Status Report	JW Mahone	
6. Residential Fire Sprinkler Status Report	Kevin Bossard	
7. Building Codes Update	Larry Merrell	Local adoption process for updated state-approved building codes
8.		
<u>March 19, 2020</u>		
9. Downtown Design Guidelines Update	Joyce Phillips	
10. Shoreline Master Program Update	Joyce Phillips	
11. Council referral to OPC to Implement 2ESHB 1923	Joyce Phillips	
12.		
<u>April 16, 2020</u>		
13. Short-term Rental Regulations	Catherine McCoy/Leonard Bauer	
14. Housing Action Plan Briefing	Amy Buckler	
15. Regional Climate Mitigation Plan Update	Rich Hoey/ Susan Clark	
16.		

May 21, 2020		
17. Parking Strategy Implementation Update	Max DeJarnatt	
18. Downtown Creative District – Development Code Amendments	Marygrace Goddu/ Stephanie Johnson	Briefing on potential zoning and development code amendments to implement Creative District
19. Downtown Strategy Implementation - Status Report	Amy Buckler	
20. Commons at Fertile Ground	Mike Reid	Review of RFP/RFQ for use of city property
21.		
June 18, 2020		
22. EDDS 2020 Update	Steve Sperr	
23. Transportation Master Plan	Sophie Stimson	Concurrency/impact fee programs also going to Finance Committee
24. MFTE Program Options	Cary Retlin	
25.		
July 16, 2020		
26. LOTT Cost of Service Study	Rich Hoey	
27. Joint Plan Update	Joyce Phillips	
28. Comp Plan Amendment Process	Joyce Phillips	Discussion of potential biennial process vs. annual process
29. Mid-year review - Committee Work Plan	Leonard Bauer	
30.		
August 20, 2020		
31. Neighborhood Centers Review Process	Cari Hornbein	Briefing on Planning Commission's review of Neighborhood Centers designated in Comp Plan
32. Sea Level Rise Response Plan Implementation	Rich Hoey	Including potential new Interlocal Agreement
33. Regional Climate Action Plan	Rich Hoey/ Susan Clark	
34. Language for inclusion in all RFPs to address the regional climate mitigation/adaption plan recommendations	Mike Reid	
35.		
September 17, 2020		
36. Water System Risk and Resiliency Plan	Eric Christensen	

37. Reuse of 108 State Avenue (Old Fire Station)	Mike Reid/Meliss Maxfield	Review of building condition; potential city operational needs
38.		
39.		
October 15, 2020		
40. Housing Action Plan	Amy Buckler	
41. Missing Middle Status and Metrics	Leonard Bauer/Joyce Phillips	
42.		
November 19, 2020		
43. EDDS 2020 Update	Steve Sperr	
44. Water System Plan Update	Eric Christensen	
45.		
December 17, 2020		
46. CPD 2021 Work Plan Update	Tim Smith	
47. Review LUEC 2021 Work Plan	Leonard Bauer	
48.		
TBD		
49. Environmental Assessment of Maintenance Center Property	Rich Hoey	
50. Recycling Update	Gary Franks	
51. Annexation Update	Tim Smith	
52. PSE Franchise Agreement	Fran Eide	
53. Education/outreach program on affordable housing incentives		
54. Urban Agriculture Update		