



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, June 18, 2019

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [19-0570](#) Special Recognition - Proclamation Recognizing Capital City Pride

Attachments: [Proclamation](#)

2.B [19-0491](#) Special Recognition - Pacific Mountain Workforce Development Council Pilot Program

Attachments: [Link to OURR Alliance website](#)

2.C [19-0571](#) Special Recognition - City of Olympia Fireworks Ban

Attachments: [Chapter 9.48.160 Fireworks](#)

3. PUBLIC COMMENT

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, citizens may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [19-0575](#) Approval of June 11, 2019 City Council Meeting Minutes
Attachments: [Minutes](#)
- 4.B** [19-0574](#) Bills and Payroll Certification
Attachments: [Bills and Payroll](#)
- 4.C** [19-0492](#) Approval of a Resolution Authorizing a Local Agency Agreement with the Department of Transportation for Federal Grant Funds for the Fones Road Improvement Project
Attachments: [Resolution Agreement Prospectus Vicinity Map](#)
- 4.D** [19-0515](#) Approval of Bid Award for the 2019 Pavement Preservation (Chip Seal) Project
Attachments: [Summary of Bids Vicinity Map](#)
- 4.E** [19-0542](#) Approval of a Resolution Approving a Latecomer Agreement for a Sanitary Sewer Lift Station near Rich Rd SE and James Place SE.
Attachments: [Resolution Agreement Vicinity Map](#)
- 4.G** [19-0584](#) Approval of a Resolution Affirming Olympia's Commitment to Nondiscrimination Based on Sexual Orientation or Gender Identity and Authorizing the Mayor to Support and Join on the City's Behalf an Amicus Brief in the United States Supreme Court on Behalf of Title VII's Ban on Workplace Sex Discrimination and Opposing the Revocation of Non-Discrimination Protections for LGBTQ People
Attachments: [Resolution](#)

4. SECOND READINGS (Ordinances)

- 4.F** [19-0535](#) Approval of an Ordinance Amending the Design Criteria for the Village at Mill Pond Master Plan
Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A** [19-0562](#) Approval of the Draft Community Development Block Grant (CDBG) 2019 Annual Action Plan

Attachments: [Draft 2019 CDBG Annual Action Plan](#)
 [Draft CDBG Citizen Summary](#)
 [CDBG Program Annual Cycle](#)
 [Draft Council Meeting Minutes 6/4/2019](#)
 [Public Comment - Homes First Request](#)

- 6.B** [19-0534](#) Approval of the Home Fund Advisory Board's 2019 Capital Funding Recommendations

Attachments: [LIHI/Interfaith Application](#)
 [Family Support Center Application](#)
 [Horizon Application](#)
 [Thurston County Housing Pipeline Overview](#)
 [Funding Scenarios Considered](#)

7. CONTINUED PUBLIC COMMENT

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)

8. REPORTS AND REFERRALS**8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS****8.B CITY MANAGER'S REPORT AND REFERRALS****9. ADJOURNMENT**

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 Council meeting, please contact the Council's Executive Assistant at 360.753.8244 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.



City Council

Special Recognition - Proclamation Recognizing Capital City Pride

Agenda Date: 6/18/2019
Agenda Item Number: 2.A
File Number: 19-0570

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Proclamation Recognizing Capital City Pride

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Proclaim the third weekend in June 2019 Capital City Pride Weekend.

Report

Issue:

Whether to proclaim the third weekend in June 2019 Capital City Pride Weekend.

Staff Contact:

Susan Grisham, Executive Assistant, Executive Office, 360.753.8244

Presenter(s):

Representative of Capital City Pride

Background and Analysis:

Olympia has a long history of celebrating and supporting the diversity of all its citizens and visitors. 28 years ago, Capital City Pride organized the first small town Pride outside of Seattle and has continued its annual celebration since. The City, its employees, elected officials, citizens, places of business and visitors enthusiastically participate in Pride festivities every year. In 2011, the City of Olympia was recognized with a Key Community Partner Award. Proclaiming the third weekend in June as Capital Pride Weekend continues the City's support and celebration of the LGBTQ community.

Attachments:

Proclamation

PROCLAMATION

WHEREAS, the City of Olympia values and celebrates the diversity of all citizens and visitors; and

WHEREAS, the City of Olympia enacted the first LGBTQ rights law in 1986, setting a local standard for upholding LGBTQ rights in Thurston County; and

WHEREAS, 28 years ago Capital City Pride organized the first small town Pride located outside of the relative safety of the big city of Seattle; and

WHEREAS, the City of Olympia has passed multiple LGBTQ protections since 1986; and

WHEREAS, many City of Olympia Council members have testified before the Washington State Legislature in support of LGBTQ rights over the past 20 years; and

WHEREAS, Capital City Pride recognized the City of Olympia with a Key Community Partner award in 2011 as part of the Pride 20th Anniversary recognition; and

WHEREAS, the City of Olympia has been honored to serve as the host city for the first Olympia Pride (later renamed Capital City Pride), and every Pride since; and

WHEREAS, the City of Olympia is honored to again participate in the 28th Anniversary Capital City Pride to be held June 23, 2019; and

NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim the third weekend of June 2019 to be Capital City Pride Weekend.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 18th DAY OF JUNE, 2019.

OLYMPIA CITY COUNCIL

*Cheryl Selby
Mayor*



City Council

Special Recognition - Pacific Mountain Workforce Development Council Pilot Program

Agenda Date: 6/18/2019
Agenda Item Number: 2.B
File Number: 19-0491

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Pacific Mountain Workforce Development Council Pilot Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize the participants in the Pacific Mountain Workforce Development Council's pilot workforce program.

Report

Issue:

Whether to recognize the Pacific Mountain workforce program participants.

Staff Contact:

Marcus Goodman, Operations Supervisor, Public Work Water Resources, 360.570.5838
Linnaea Jablonski, Human Resources Director, General Government, 360.753.8309

Presenters:

Cheryl Fambles, CEO, Pacific Mountain Workforce Development Council
Jerame Armstrong, Lead Worker, Public Works Water Resources
Elizabeth Wright, Program Participant

Background and Analysis:

The Pacific Mountain Workforce Development Council (PacMtn) and the City of Olympia are creating opportunities for young adults to gain practical work experience during the spring and summer of 2019. This effort is in support of the PacMtn's Opioid Use Reduction & Recovery (OURR) Alliance.

The National Health Emergency Grant funds the OURR Alliance to address the opioid crisis. PacMtn's initiative is locally-based and embeds individuals with trusted community-based organizations to provide participants opportunities for success.

The City's pilot began April 30, 2019, and will end June 30, 2019. There are six program participants.

Five young adults are assigned to Public Works and one is assigned to Parks, Arts, and Recreation. The City of Olympia and PacMtn provided the following opportunities to participants through this pilot program:

- CPR/First Aid training
- Flagger certification
- Structured daily schedule
- Workplace mentoring and support
- Workplace safety
- Professional public interaction
- Senior services program support at the Olympia Center
- Teamwork mentoring and support
- Challenging projects in support of multiple city departments

For more information about the Opioid Use Reduction & Recovery Alliance, visit the website (see attachment).

Neighborhood/Community Interests (if known):

The opioid crisis affects individuals, families and the whole community.

Options:

No action required - Special Recognition

Financial Impact:

PacMtn covers the participant's stipend. The van used for the program is provided by the Family Education and Support Services (FESS). The City covers the salary of the lead worker, gas and incidentals (small tools and equipment).

Attachment:

[Link to Opioid Use Reduction & Recovery Alliance](#)



EVENTS



ABOUT US

JOB SEEKERS

BUSINESS

REGIONAL SECTORS

CONTACT US

OPIOID USE REDUCTION AND ALLIANCE

The Opioid Use Reduction & Recovery (OURR) Alliance is a program focusing on aligning workforce development efforts with health and social services in response to the opioid crisis.

ABOUT

Funded by the National Health Emergency Grant to Address the Opioid Crisis, this project is expected to run through June of 2020. Most program areas related to this project are currently in development and are expected to be in place by January of 2019. Demonstration Grant funding will build scalable, replicable models that directly address the economic and workforce impacts associated with opioid misuse through new interventions and strategies.

PacMtn's initiative is locally-based, close to individuals, and will be carried out primarily by trusted community-based organizations. PacMtn will provide workforce services in collaboration with and embedded in the community agencies that serve high-risk opioid affected populations.

For general program inquiries, please email OURR@pacmtn.org or call (360)704-6456

If you are looking for connection to substance use disorder treatment providers in our region, please connect with the Washington Recovery Help Line at <http://www.warecoveryhelpline.org/> or call 1-866-789=1511

PARTNERS

PARTNERS

PacMtn's primary partner for this project is CHOICE Regional Health Network. In collaboration with CHOICE a large number of program partners have joined the OURR Alliance to serve the region, including:

MEETINGS

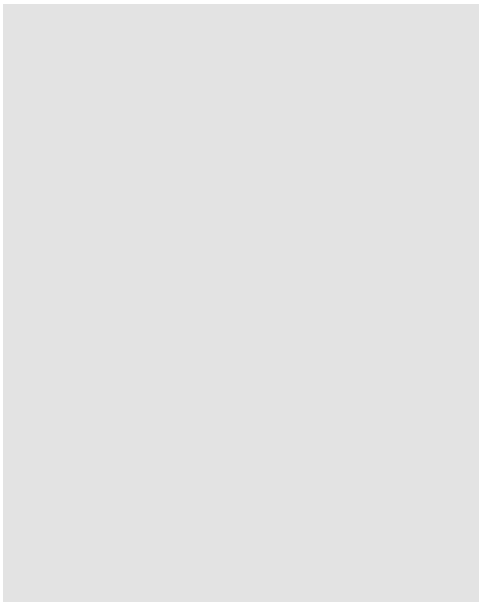
STAFF

RESOURCES

MEDIA

WorkSource

- Cascade Pacific Action Alliance
- Family Education and Support Services
- Chehalis Tribal Behavioral Health
- Willapa Behavioral Health
- Northwest Resources II
- Peer Workforce Alliance
- DSHS Juvenile Rehabilitation
- ANEW
- Washington Recovery Helpline
- Washington Hospitality Association
- Thurston Asset Building Coalition
- Thurston County Sheriff's Office
- Lewis County Sheriff's Office
- Housing Service Providers (TBD)



PacMtn and WorkSource Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

WA Relay 711

ABOUT

Jobs at PacMtn

Financials

RESOURCES

Equal Opportunity Concerns & Complaints

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Sitemap

OPPORTUNITIES

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Service Provider Opportunities

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City Council

Special Recognition - City of Olympia Fireworks Ban

Agenda Date: 6/18/2019
Agenda Item Number: 2.C
File Number: 19-0571

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - City of Olympia Fireworks Ban

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize Olympia's fireworks ban. Briefing only; no action requested

Report

Issue:

Whether to recognize the City's fireworks ban and receive a short educational presentation by Fire Marshal Kevin Brossard in an effort to increase compliance to the ban.

Staff Contact:

Kevin Brossard, Fire Marshal, Assistant Chief, 360.709-2719

Presenter(s):

Kevin Brossard, Fire Marshal, Assistant Chief

Background and Analysis:

The citizens of Olympia made it clear to the City that they supported a fireworks ban. That ban was put in place by the City Council. The Fire Department uses an informational process to help as many residents as possible know about this ban. The three cities of Lacey, Olympia and Tumwater now all have a ban and are working jointly to spread the word to the community.

Neighborhood/Community Interests (if known):

Citizens in Lacey, Olympia and Tumwater support this ban. The three cities have produced fireworks ban signs to be posted around the cities.

Options:

N/A

Type: recognition **Version:** 1 **Status:** Recognition

Financial Impact:
N/A

Attachments:
Chapter 9.48.160 Weapons and Fireworks

Chapter 9.48 WEAPONS AND FIREWORKS Revised 1/18

9.48.000 Chapter Contents

Sections:

- [9.48.012](#) Possession of weapons – Where prohibited.
- [9.48.140](#) Discharge of firearms prohibited.
- [9.48.160](#) Fireworks.
- [9.48.170](#) State statutes adopted by reference. Revised 1/18

9.48.012 Possession of weapons – Where prohibited

It is unlawful for any person to enter any stadium or convention center operated by the city or other municipal corporation when he or she knowingly possesses or knowingly has under his or her control a weapon as defined in RCW [70.74.010](#) or listed in RCW [9.41.250](#) except that such restrictions shall not apply to (1) any pistol in the possession of a person licensed under RCW [9.41.070](#) or exempt from the licensing requirement by RCW [9.41.060](#); or (2) any showing, demonstration, or lecture involving the exhibition of firearms.

(Ord. 5589 §1, 1996; Ord. 4637 §§1, 5, 1985).

9.48.140 Discharge of firearms prohibited


It is unlawful for any person to willfully discharge a firearm in any place where there is reasonable likelihood that humans, domestic animals or property will be jeopardized. This section shall not abridge the right of the individual guaranteed by Article I, Section 24 of the State Constitution to bear arms in defense of self or others.

(Ord. 5589 §2, 1996; Ord. 3957 §8(O), 1976).

9.48.160 Fireworks

A. The definitions set forth below shall govern the construction of this chapter:

"Consumer Fireworks" means any composition or device, in a finished state, containing any combustible or explosive substance for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, and not included within the definition of display fireworks or small firework devices, as set forth in this section.

"Display fireworks" means large fireworks designed primarily to produce visible or audible effects by combustion, deflagration, or detonation and includes, but is not limited to, salutes containing more than 2 grams (130 mg) of explosive materials, aerial shells containing more than 40 grams of pyrotechnic compositions, and other display pieces which exceed the limits of explosive materials for classification as "consumer fireworks" and are classified as fireworks UN0333, UN0334, or UN0335 by the United States Department of Transportation at [49](#)  C.F.R. Sec. 172.101 as of June 13, 2002, and including fused setpieces containing components which exceed 50 mg of salute powder.

"Fire nuisance" means anything or any act which increases, or may cause an increase of, the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service of preventing, suppressing, or extinguishing fire; or which may obstruct, delay,

or hinder, or may become the cause of any obstruction, delay, or a hindrance to the prevention or extinguishment of fire.

"Importer" includes any person who for any purpose other than personal use:

- (1) Brings fireworks into this state or causes fireworks to be brought into this state;
- (2) Procures the delivery or receives shipments of any fireworks into this state; or
- (3) Buys or contracts to buy fireworks for shipment into this state.

"License" means a nontransferable formal authorization which the Chief of the Washington State Patrol, through the Director of Fire Protection, is authorized to issue under this chapter to allow a person to engage in the act specifically designated therein.

"Licensee" means any person issued a fireworks license in conformance with this chapter.

"Local fire official" means the chief of a local fire department or a chief fire protection officer or such other person as may be designated by the governing body of a city or county to act as a local fire official under this chapter.

"Manufacturer" includes any person who manufactures, makes, constructs, fabricates, or produces any fireworks article or device but does not include persons who assemble or fabricate sets or mechanical pieces in public displays of fireworks or persons who assemble consumer fireworks items or sets or packages containing consumer fireworks items.

"Permit" means the official authorization granted by a city or county for the purpose of establishing and maintaining a place within the jurisdiction of the city or county where fireworks are manufactured, constructed, produced, packaged, stored, sold, or exchanged and the official authorization granted by a city or county for a public display of fireworks.

"Person" includes any individual, firm, partnership, joint venture, association, concern, corporation, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit.

"Public display of fireworks" means an entertainment feature where the public is or could be admitted or allowed to view the display or discharge of display fireworks.

"Pyrotechnic operator" includes any individual who by experience and training has demonstrated the required skill and ability for safely setting up and discharging display fireworks.

"Retailer" includes any person who, at a fixed location or place of business, offers for sale, sells, or exchanges for consideration consumer fireworks to a consumer or user.

"Small firework devices" means those devices commonly referred to as trick and novelty devices, including such items as snakes, glowworms, trick noise makers, party poppers, snappers or pop-its, paper caps containing not more than 25/100 grams of explosive compound for each cap, trick matches or similar devices. Such term also includes combustibles used in auto burglar alarms.

"Special effects" means any combination of chemical elements or chemical compounds capable of burning independently of the oxygen of the atmosphere, and designed and intended to produce an audible, visual, mechanical, or thermal effect as an integral part of a motion picture, radio, television, theatrical, or opera production, or live entertainment.

"Wholesaler" includes any person who sells fireworks to a retailer or any other person for resale and any person who sells display fireworks to public display licensees.

B. RCW Chapter 70.77.

1. The following sections of RCW Chapter 70.77 relating to the manufacture, importation, possession, sale, discharge, display or transportation of fireworks are adopted by reference as though fully set forth in this chapter, to the extent not in conflict with the Olympia Municipal Code:

RCW <u>70.77.255</u> (1)-(3)	RCW <u>70.77.295</u>
.260	.401
.265	.405
.270	.410
.280	.415
.285	.420
.290	.435
	.450
	.480
	.510
	.515
	.520
	.525
	.530
	.535
	.545

C. International Fire Code. The provisions of Chapter 33 of the International Fire Code as incorporated by reference in Section 16.04.020 of the Olympia Municipal Code shall be considered supplemental to the provisions of RCW Chapter 70.77 as adopted by reference in subsection B unless a conflict exists, in which case, the provisions of RCW Chapter 70.77 as adopted in subsection B shall prevail.

D. Sales, possession and discharge of fireworks.

1. Small firework devices may be sold and used at all times.
2. Consumer fireworks shall not be sold or discharged in the city.
3. The sale, use and possession of display fireworks or any other type of fireworks not otherwise regulated by Section 9.48.160 of the Olympia Municipal Code shall be unlawful unless sold, possessed or used in accordance with the provisions of Chapter 70.77 of the Revised Code of Washington.

E. Fireworks permits. Any person, firm or corporation intending to sell, possess or discharge display fireworks within the City, shall be required as a condition of such sale, possession or discharge, to secure from the City Fire Marshal a permit for such activities. The fee for such permits shall be effective for the full calendar year in which the permit is secured. The City Fire Marshal is directed to issue such permits only if the applicant is in compliance with the terms of

this chapter and Chapter 70.77 of the Revised Code of Washington upon application and payment of the permit fee. For public displays the basic fee shall be twenty-five dollars (\$25) with an additional twenty-five dollars (\$25) for each hour of inspection above one hour, with a one hundred dollar (\$100) maximum fee.

F. Fireworks--Unlawful sales. Any person, firm or corporation selling consumer fireworks in the City at any time shall be guilty of a misdemeanor.

G. Fireworks--Unlawful transfer. Any person who knowingly sells, transfers or agrees to sell or transfer within the City any display fireworks to any person who is not a fireworks licensee as provided for in Chapter 70.77 of the Revised Code of Washington shall be guilty of a gross misdemeanor.

H. Fireworks--Unlawful possession or discharge. It shall be unlawful for any person, within the City of Olympia to:

1. Possess display fireworks which are not authorized to be in the possession of a licensee pursuant to Chapter 70.77 of the Revised Code of Washington. Possession of less than one pound of said unauthorized display fireworks, exclusive of external packaging, shall constitute a misdemeanor and possession of one pound or more of said non-authorized display fireworks, exclusive of external packaging, shall constitute a gross misdemeanor. For purposes of this subsection, the term "external packaging" means any materials that are not an integral part of the operative unit of the fireworks.
2. Discharge consumer fireworks in the City. Violation of this subsection shall constitute a civil infraction.
3. Discharge or otherwise use any fireworks in a reckless manner which creates a substantial risk of death or serious physical injury to another person or damage to the property of another. A violation of this subsection shall constitute a gross misdemeanor.
4. To allow rubbish to accumulate in any premises in which fireworks are stored or sold or to permit a fire nuisance to exist on such premises. A violation of this subsection shall constitute a misdemeanor.

(Ord. 7025 §1, 2016; Ord. 6792 §1, 2011; Ord. 6311 §1, 2004; Ord. 6190 §1, §2, 2002; Ord. 5362 §1, 1993; Ord. 4365 §1, 1982; Ord. 3957 §8(Q), 1976).

9.48.170 State statutes adopted by reference Revised 1/18

The following sections of RCW Chapters 7.94 and 9.41, as now or hereafter amended, relating to firearms and dangerous weapons, defining crimes and prescribing penalties, are hereby adopted by reference as though fully set forth in this chapter:

RCW 7.94	RCW 9.41		
7.94.120	9.41.010	9.41.0975	9.41.250
	9.41.050	9.41.098	9.41.260
	9.41.060	9.41.110	9.41.270
	9.41.070	9.41.120	9.41.280
	9.41.075	9.41.140	9.41.300
	9.41.090	9.41.230	9.41.800

9.41.094

9.41.240

9.41.810

(Ord. 7122 §1, 2017; Ord. 5589 §4, 1996).

The Olympia Municipal Code is current through Ordinance 7142, passed June 5, 2018.

Disclaimer: The City Clerk's Office has the official version of the Olympia Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Olympia's Codification Process (<http://olympiawa.gov/city-government/codes-plans-and-standards/municipal-code.aspx>)

Municipal Code contact information:

Email: adminservices@ci.olympia.wa.us
(<mailto:adminservices@ci.olympia.wa.us>)
Telephone: (360) 753-8325

City Website: <http://olympiawa.gov>
(<http://olympiawa.gov>)
Code Publishing Company
(<http://www.codepublishing.com/>)



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

City Council

Approval of June 11, 2019 City Council Meeting Minutes

Agenda Date: 6/18/2019
Agenda Item Number: 4.A
File Number: 19-0575

Type: minutes **Version:** 1 **Status:** Consent Calendar

Title

Approval of June 11, 2019 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, June 11, 2019

7:00 PM

Council Chambers

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Nathaniel Jones, Councilmember Lisa Parshley and Councilmember Renata Rollins

1.A ANNOUNCEMENTS

Mayor Selby announced the Council met earlier in the evening in Executive Session to discuss real estate and potential litigation. No decisions were made.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [19-0510](#) Special Recognition - American Legion Officer of the Year 2018

Lieutenant Dan Smith shared information regarding Officer Corey Johnson. American Legion Post 3 Commander David Gedrose presented Officer Johnson with the American Legion Officer of the Year Award. Mr. Gedrose also presented a donation to the Cops and Kids Foundation.

Councilmembers thanked Officer Johnson for his work.

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Cathy Pfeil, Jim Hill, Brandon Goodman, Shannon Pardee, and Taulana Reed.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

City Manager Steve Hall shared information on the management of homelessness encampments on State public lands. Mayor Selby gave a brief overview of a recent meeting with Governor Inslee where homelessness issues were discussed.

4. CONSENT CALENDAR

- 4.A [19-0556](#) Approval of June 4, 2019 City Council Meeting Minutes

The minutes were adopted.

4. SECOND READINGS (Ordinances)

- 4.C [19-0514](#) Approval of an Ordinance Establishing the Municipal Court Judge's Salary

The ordinance was adopted on second reading.

- 4.D [19-0511](#) Approval of an Ordinance Amending Ordinance 7173 (Operating Budget)

The ordinance was adopted on second reading.

- 4.E [19-0513](#) Approval of an Ordinance Amending Ordinance 7174 (Capital Budget)

The ordinance was adopted on second reading.

- 4.F [19-0512](#) Approval of an Ordinance Amending Ordinance 7175 (Special Funds)

The ordinance was adopted on second reading.

4. FIRST READINGS (Ordinances)

- 4.G [19-0535](#) Approval of an Ordinance Amending the Design Criteria for the Village at Mill Pond Master Plan

The ordinance was approved on first reading and moved to second reading.

Approval of the Consent Agenda

Mayor Pro Tem Bateman moved, seconded by Councilmember Jones, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

PULLED FOR ACTION FOLLOWING CONSENT CALENDAR

- 4.B [19-0533](#) Approval of a Resolution Authorizing a 12-Year Multifamily Tax Exemption for Merritt Manor at 3335 Martin Way

Mayor Selby pulled item 4.B for separate action. Developer Glen Wells discussed the Merritt Manor housing development for low income families, specifically aimed at housing homeless children.

Councilmember Jones moved, seconded by Councilmember Cooper, to approve the resolution authorizing the multifamily tax exemption for Merritt Manor with 4th Street Housing and authorizing the City Manager to sign the agreement. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

5. PUBLIC HEARING - None

6. OTHER BUSINESS

- 6.A** [19-0552](#) Approval of an Amendment to the 2018 Community Development Block Grant (CDBG) Action Plan Amendment to Fund Relocation Assistance for Displaced Residents of the Angelus Hotel

Community Services Program Manager Anna Schlecht gave an overview of the amendment to the program year 2018 Community Development Block Grant (CDBG) Action Plan to fund relocation assistance to displaced residents of the Angelus Hotel.

Councilmembers asked clarifying questions.

Councilmember Jones moved, seconded by Mayor Pro Tem Bateman, to approve the amendment to the program year 2018 Community Development Block Grant (CDBG) Action Plan to fund relocation assistance for displaced residents of the Angelus Hotel. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

Mayor Selby requested Mr. Hall act as a voting delegate at the upcoming Association of Washington Cities conference. Councilmembers agreed.

Councilmember Rollins discussed her referral for a tenant relocation assistance program. The Council agreed for her to move forward with a referral to the General Government Committee and Finance Committee work plans.

8.B CITY MANAGER'S REPORT AND REFERRALS - None

9. ADJOURNMENT

The meeting adjourned at 8:03 p.m.



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

City Council

Bills and Payroll Certification

Agenda Date: 6/18/2019
Agenda Item Number: 4.B
File Number: 19-0574

Type: decision **Version:** 1 **Status:** Consent Calendar

Title
Bills and Payroll Certification

5.15.19

CITY OF OLYMPIA
PAYROLL CERTIFICATION

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending 5/15/2019 have been examined and are approved as recommended for payment.

Employees Gross Pay:	<u>\$ 2,321,560.06</u>
Employer Share of Benefits:	<u>\$ 802,677.24</u>
TOTAL	<u>\$ 3,124,237.30</u>

2,321,560.06
802,677.24
3,124,237.30

Payroll Check Numbers 92111 Manual Checks

And _____ Fire Pension Checks

And _____ Manual Checks

And 92112 92133 Semi Payroll Checks

and Direct Deposit transmission.

5/31/2019
DATE

Debra L. Sullivan
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **5/31/2019** have been examined and are approved as recommended for payment.

Employees Gross Pay:	<u>\$ 2,417,697.38</u>	
Fire Pension Gross Pay:	<u>\$ 29,243.65</u>	
Employer Share of Benefits:	<u>\$ 782,486.85</u>	
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 25,197.06</u>	2,417,697.380000+
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 17,908.75</u>	29,243.650000+
		782,486.850000+
		25,197.060000+
		17,908.750000+
TOTAL	<u><u>\$ 3,272,533.69</u></u>	3,272,533.690000+

Payroll Check Numbers	_____	_____	Manual Checks
And	<u>92134</u>	<u>92138</u>	Fire Pension Checks
And	_____	_____	Manual Checks
And	<u>92139</u>	<u>92155</u>	Semi Payroll Checks

and Direct Deposit transmission.

6-12-19
DATE

Christie L. Sullivan
ADMINISTRATIVE SERVICES DIRECTOR

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD	<u>5/12/2019</u>	THROUGH	<u>5/18/2019</u>
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED	<u>3715091</u>	THROUGH	<u>3715337</u>
FOR OTHER ELECTRONIC PAYMENTS DATED	<u> </u>	THROUGH	<u> </u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED 5-23-19	ADMINISTRATIVE SERVICES DIRECTOR
----------------------------------------------------------------------	--------------------------------------

TOTAL APPROVED FOR PAYMENT

FUND	FUND	DESCRIPTION
\$471,568.74	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$45,401.53	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	Development Fee Revenue
\$2,701.75	007	Parking Fund
\$511.50	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$586.86	025	WASHINGTON CENTER
\$144.46	026	MUNICIPAL ARTS FUND
-\$21.10	029	EQUIP & FACIL REPLACE RES
\$490.01	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$7,786.11	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$543,567.76	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$131,525.74	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$42,992.18	401	WATER
\$106,376.97	402	SEWER
\$415,154.94	403	SOLID WASTE
\$3,852.05	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$0.00	434	STORM AND SURFACE WATER CIP
\$23,396.72	461	WATER CIP FUND
\$24,778.38	462	SEWER CIP FUND
\$41,654.00	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$55,457.43	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

Reconciliation of Superior All Checks Register to Expenditure Summary			
Data From Superior All Checks Register			
Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			0.00
VOID CHECKS			(128 98)
EFT			414,668.71
A/P Checks			1,503,386.30
Grand Total			1,917,926.03
<i>Proof</i>			<i>0.00</i>

\$1,917,926.03 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

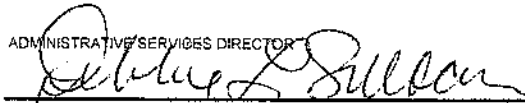
"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS"

FOR PERIOD 5/26/2019 THROUGH 6/1/2019
 FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3715797 THROUGH 3715849
 FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED 6-4-19

ADMINISTRATIVE SERVICES DIRECTOR



TOTAL APPROVED FOR PAYMENT
FUND

\$317,048.48	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$1,209.24	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$767.50	006	Development Fee Revenue
\$0.00	007	Parking Fund
\$210.00	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$118.42	025	WASHINGTON CENTER
\$62.71	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$12,521.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MKRT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
\$18,696.04	142	HOME FUND
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Funds 2016
\$31,822.73	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$111,329.02	401	WATER
\$12,814.30	402	SEWER
\$40,041.22	403	SOLID WASTE
\$320.31	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$13,192.99	434	STORM AND SURFACE WATER CIP
\$0.00	461	WATER CIP FUND
\$5,172.11	482	SEWER CIP FUND
\$81,000.83	501	EQUIPMENT RENTAL
\$32,498.41	502	C R EQUIPMENT RENTAL
\$262.50	503	UNEMPLOYMENT COMPENSATION
\$200.00	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGMTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$679,288.81 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary
Data From Superior All Checks Register

Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks	3715702	3715702	67,315.07
Payroll A/P (vendors) Checks	3715687	3715687	488.19
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Subtotal			67,803.26
VOID CHECKS			(69,436.26)
EFT			255,668.32
A/P Checks			424,253.49
Grand Total			679,288.81

Proof 0.00

CITY OF OLYMPIA
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS". AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD 6/2/2019 6/8/2019
FOR A/P ACH PAYMENTS and A/P CHECKS NUMBERED 3715950 THROUGH 3715967
FOR OTHER ELECTRONIC PAYMENTS DATED _____ THROUGH _____

INCLUSIVE IN THE AMOUNT TOTALING

DATED
6-11-19

ADMINISTRATIVE SERVICES DIRECTOR
[Signature]

TOTAL APPROVED FOR PAYMENT
FUND

\$393,788.84	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$58,730.10	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	Development Fee Revenue
-\$4,360.96	007	Parking Fund
\$23,816.87	014	LEOFF 1 OPEB Trust Fund
\$0.00	21	Washington Center Endow
\$91.25	025	WASHINGTON CENTER
\$3,816.08	026	MUNICIPAL ARTS FUND
\$103,372.03	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$40.00	138	TRANS BENEFIT DISTRICT
\$0.00	141	Oly Metro Park District
-\$1,822.60	142	HOME FUND
\$0.00	209	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$0.00	230	LTGO Bond Fund 2016
\$130,476.36	317	CIP
\$0.00	322	415th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$23,848.53	401	WATER
\$2,154.62	402	SEWER
-\$4,975.57	403	SOLID WASTE
-\$2,164.27	404	STORM AND SURFACE WATER
\$0.00	418	Stormwater Debt Service Fund
\$14,980.00	434	STORM AND SURFACE WATER CIP
\$53,565.43	461	WATER CIP FUND
\$14,125.55	462	SEWER CIP FUND
\$4,832.62	501	EQUIPMENT RENTAL
\$0.00	502	C R EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
-\$891.72	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
-\$1,116.75	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$812,266.41 GRAND TOTAL FOR WEEK

Reconciliation of Superior All Checks Register to Expenditure Summary
Data From Superior All Checks Register

Description	From Check	to Check	Check Amount
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
Payroll A/P (vendors) Checks			
		Subtotal	0.00
VOID CHECKS			(112,611.26)
EFT			413,455.01
A/P Checks			511,422.78
			0.00
Grand Total			812,266.41
Proof			0.00



City Council

Approval of a Resolution Authorizing a Local Agency Agreement with the Department of Transportation for Federal Grant Funds for the Fones Road Improvement Project

Agenda Date: 6/18/2019
Agenda Item Number: 4.C
File Number: 19-0492

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title

Approval of a Resolution Authorizing a Local Agency Agreement with the Department of Transportation for Federal Grant Funds for the Fones Road Improvement Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing a Local Agency Agreement with the Department of Transportation for federal grant funds and authorizing the City Manager to execute all documents necessary to obligate the funds for the Fones Road Improvement Project.

Report

Issue:

Whether to approve an agreement for federal grant funds and authorize the City Manager to execute all documents necessary to obligate the funds for the Fones Road Improvement Project.

Staff Contact:

Jim Rioux, Project Manager, Public Works, Engineering, 360.753.8484

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In April 2018, the City applied for a Federal Surface Transportation Program (STP) grant for the design of the Fones Road Improvement Project. The estimate for the design of this project is \$1,361,700. In August 2018, the Thurston Regional Planning Council awarded the City a grant of \$1,176,803 for project design. We anticipate that the total project cost will be approximately \$15,000,000 and plan to begin construction in 2022 or 2023. Staff will brief the Council later this year on the improvements planned along the Fones Road Corridor.

In order to begin design, the City needs to approve and execute the federal grant documents to obligate the funds. Olympia's Municipal Code Section 3.16.020(C) states that any contract, agreement or other document with a cost over \$300,000 shall be presented to the City Council for approval prior to execution by the City Manager.

Neighborhood/Community Interests (if known):

Completion of this project will have the following impacts on the community:

- The Fones Road Corridor will meet current and future vehicle capacity needs.
- Sidewalk and Bicycle Facilities will make this corridor a multi-modal facility, providing a safe transportation choice for people that walk, ride bicycles, drive or ride buses.

Options:

1. Approve the resolution approve an agreement for federal grant funds and authorizing the City Manager to execute all documents necessary to obligate the funds for the Fones Road Improvement Project. The project will proceed as planned.
2. Direct staff to make modifications to the resolution. The project will proceed as planned.
3. Do not approve the resolution. The City will not proceed with the project and return the grant funds.

Financial Impact:

The Fones Road Improvement Project design is funded as follows:

Surface Transportation Program Grant	\$1,176,803
Local Match - CFP Funds	\$ 184,897
Total Design Cost	\$1,361,700

Attachments:

Resolution
Agreement
Prospectus
Vicinity Map

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A LOCAL AGENCY FEDERAL AID PROJECT PROSPECTUS AND LOCAL AGENCY AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR FEDERAL SURFACE TRANSPORTATION PROGRAM GRANT FUNDS FOR THE FONES ROAD IMPROVEMENT PROJECT.

WHEREAS, the City of Olympia applied for and received Federal Surface Transportation Program grant funds (the Grant Funds) in August 2018 for the City's Fones Road Improvement Project (the Project); and

WHEREAS, the City must sign and submit to the Washington State Department of Transportation a Local Agency Federal Aid Project Prospectus and Local Agency Agreement for the Grant Funds for a total estimated cost of \$1,361,700; and

WHEREAS, per Olympia Municipal Code Section 3.16.020(C), it is necessary for the City Council to approve the Local Agency Federal Aid Project Prospectus and the Local Agency Agreement and authorize the signature for all documents necessary to obligate funds for the Project;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the Local Agency Federal Aid Project Prospectus and Local Agency Agreement between the City of Olympia and the Washington State Department of Transportation for Federal Surface Transportation Program grant funds for the Fones Road Improvement Project and the terms and conditions contained therein.
2. The City Manager is directed and authorized to execute on behalf of the City of Olympia the Local Agency Federal Aid Project Prospectus, Local Agency Agreement, and any other documents necessary to obligate funds for the Fones Road Improvement Project, and to make any minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener's errors.

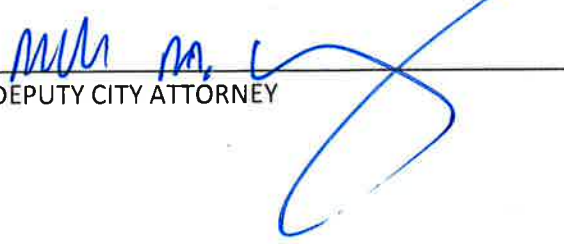
PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

Agency City of Olympia

Address P.O. Box 1967
Olympia, WA 098507-1967

Local Agency Agreement

CFDA No. 20.205
(Catalog or Federal Domestic Assistance)

Project No.

Agreement No.

For OSC WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name Fones Road

Length 0.67

Termini 18th Avenue to Pacific Avenue

Description of Work

Reconstruct the road within the project limits. Construct new sidewalks, bicycle facilities and amid-corridor roundabout, modify channelization and traffic control, install planter strips, street lighting, stormwater improvements and relocate overhead and underground utilities.

Project Agreement End Date 02/28/2023

Claiming Indirect Cost Rate

Yes No

Proposed Advertisement Date

Type of Work	Estimate of Funding		
	(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE	272,094.00	36,733.00	235,361.00
86.5 % a. Agency			
b. Other Consultants	1,083,372.00	146,255.00	937,117.00
Federal Aid Participation Ratio for PE			
c. Other			
d. State	5,000.00	675.00	4,325.00
e. Total PE Cost Estimate (a+b+c+d)	1,360,466.00	183,663.00	1,176,803.00
Right of Way			
% f. Agency			
g. Other			
Federal Aid Participation Ratio for RW			
h. Other			
i. State			
j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00
Construction			
% k. Contract			
l. Other			
m. Other			
Federal Aid Participation Ratio for CN			
n. Other			
o. Agency			
p. State			
q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	0.00	0.00
r. Total Project Cost Estimate (e+j+q)	1,360,466.00	183,663.00	1,176,803.00

Agency Official

By

Title City Manager

Washington State Department of Transportation

By

Director, Local Programs

Date Executed

Construction Method of Financing (Check Method Selected)

State Ad and Award

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction cost (line 5, column 2) in the amount of

\$ _____ at \$ _____ per month for _____ months.

Local Force or Local Ad and Award

Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on

June 18 _____, 2019 _____, Resolution/Ordinance No. XXXX

Provisions

I. Scope of Work

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XVII. Assurances

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State; documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Additional Provisions



**Local Agency Federal Aid
Project Prospectus**

	Prefix	Route	()	Date	
Federal Aid Project Number	STPUS	5343		DUNS Number	075732198
Local Agency Project Number	1928G	(WSDOT Use Only)		Federal Employer Tax ID Number	91-6001261

Agency City of Olympia	CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other			
Project Title Fones Road		Start Latitude N 47-03-99.22 End Latitude N 47-03-24.60	Start Longitude W -122-84-69.18 End Longitude W -122-84-69.14		
Project Termini From-To 18th Ave.-Pacific Ave.		Nearest City Name City of Olympia		Project Zip Code (+4) 98501-2728	
Begin Mile Post	End Mile Post	Length of Project 0.67 miles		Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad	
Route ID	Begin Mile Point	End Mile Point	City Number 34	County Number 34	County Name Thurston
WSDOT Region Olympic Region	Legislative District(s) 22		Congressional District(s) 3		Urban Area Number 6

Phase	Total Estimated Cost	Local Agency Funding	Federal Funds	Phase Start Date	
	(Nearest Hundred Dollar)	(Nearest Hundred Dollar)	(Nearest Hundred Dollar)	Month	Year
P.E.	\$1,360,500	\$183,700	\$1,176,800	7	2019
R/W	\$453,400	\$453,400	\$0	7	2020
Const.	\$14,027,000	\$14,027,000	\$0	4	2022
Total	\$15,840,900	\$14,644,100	\$1,176,800		

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width Varies 25-45	Number of Lanes Varies 2-4
-------------------------------	-------------------------------

Fones Rd. is a major north/south corridor . The current level of service is unacceptable. Pavement is in poor condition, access to businesses is challenging, pedestrian and bicycle facilities are incomplete.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Reconstruct the road within the project limits. Construct new sidewalks, bicycle facilities and a mid-corridor roundabout, modify channelization and traffic control, install planter strips, street lighting, stormwater improvements and relocate overhead and underground utilities.

Local Agency Contact Person Jim Rioux	Title Project Manager	Phone (360) 753-8484	
Mailing Address P.O. Box 1967	City Olympia	State WA	Zip Code 98507-1967
Project Prospectus	By _____ Approving Authority		Date
	Title City Engineer		

Agency City of Olympia	Project Title Fones Road	Date
---------------------------	-----------------------------	------

Type of Proposed Work

Project Type (Check all that Apply)	Roadway Width 24, 35 & 46	Number of Lanes 2, 3 & 4
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input checked="" type="checkbox"/> Reconstruction <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> Bridge		

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS
	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Terrain		
Posted Speed		
Design Speed		
Existing ADT		
Design Year ADT		
Design Year		
Design Hourly Volume (DHV)		

Performance of Work

Preliminary Engineering Will Be Performed By The City of Olympia and Engineering Consultants	Others 90 %	Agency 10 %
Construction Will Be Performed By Contractor	Contract 100 %	Agency 0 %

Environmental Classification

<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreements	<input checked="" type="checkbox"/> Class II - Categorically Excluded (CE) <input checked="" type="checkbox"/> Projects Requiring Documentation (Documented CE)
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Environmental Considerations

Agency City of Olympia	Project Title Fones Road	Date
---------------------------	-----------------------------	------

Right of Way

<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the exiting right of way.	<input checked="" type="checkbox"/> Right of Way Needed <input checked="" type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
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Utilities

No utility work required
 All utility work will be completed prior to the start of the construction contract
 All utility work will be completed in coordination with the construction contract

Railroad

No railroad work required
 All railroad work will be completed prior to the start of the construction contract
 All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Undergrounding of some overhead utilities within the project limits. Upgrade, relocation and adjustment of existing underground utilities as needed.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? Yes No

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Olympia

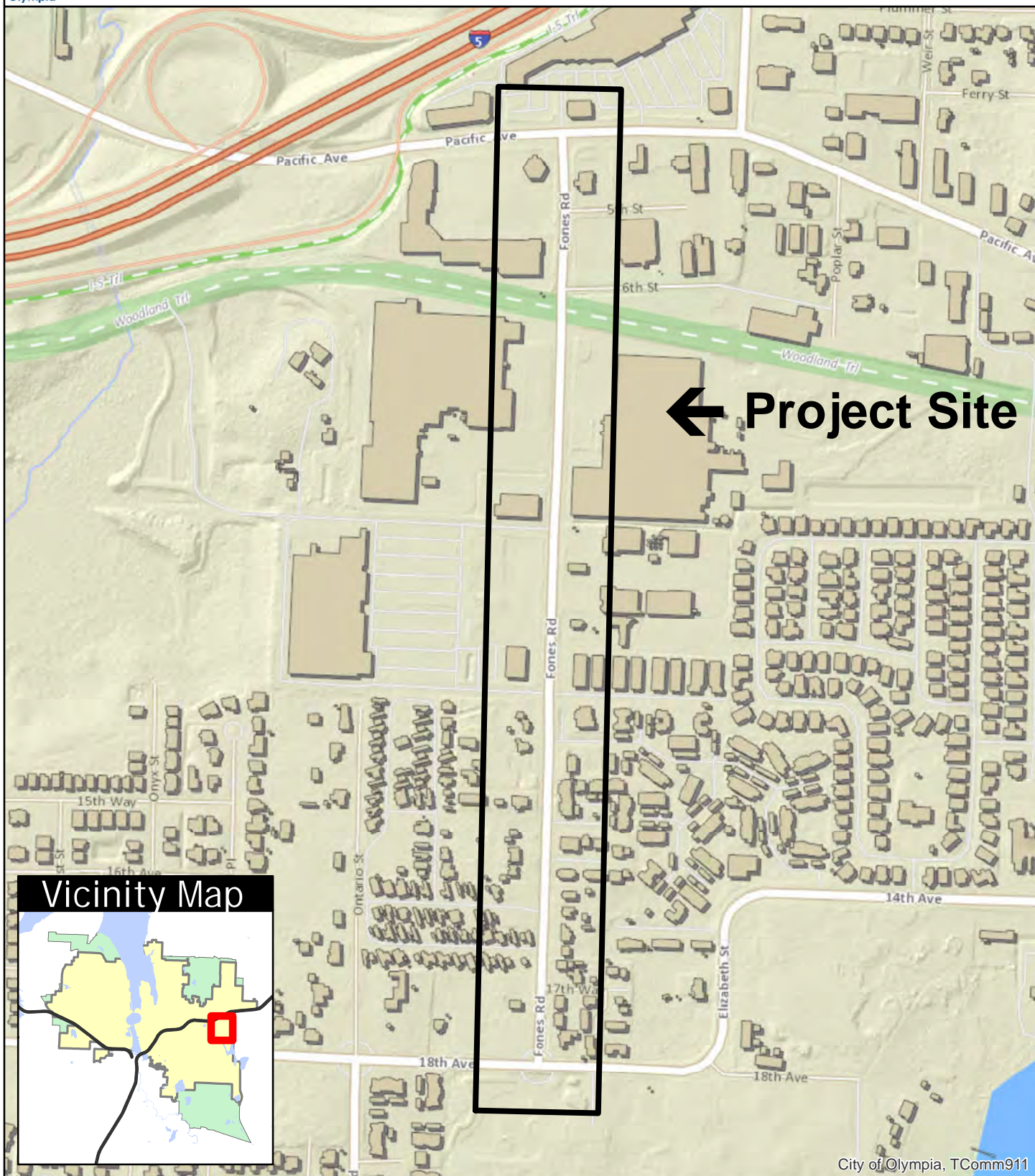
Date

By _____ Mayor/Chairperson

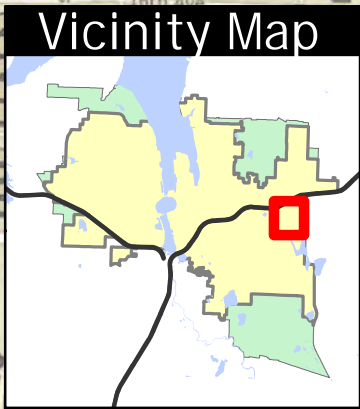


Fones Road Vicinity

Project #1928G



← Project Site



City of Olympia, TComm911

0 250 500 Feet 1 inch = 500 feet

Map printed 6/4/2019
 For more information, please contact:
 Jim Rioux, Project Manager
 jrioux@ci.olympia.wa.us
 (360) 753-8484.

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of Bid Award for the 2019 Pavement Preservation (Chip Seal) Project

Agenda Date: 6/18/2019
Agenda Item Number: 4.D
File Number: 19-0515

Type: contract **Version:** 1 **Status:** Consent Calendar

Title

Approval of Bid Award for the 2019 Pavement Preservation (Chip Seal) Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to award the construction contract to Doolittle Construction, LLC, in the amount of \$781,482.00, and authorize the City Manager to execute the contract.

Report

Issue:

Whether to award the construction contract for the 2019 Pavement Preservation (Chip Seal) project to Doolittle Construction, LLC.

Staff Contact:

Jeff Johnstone, P.E., Senior Engineer, Public Works Engineering, 360.753.8290

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

This year marks the 20th year of the Least Cost Pavement Preservation Program for the City. The program purpose is to extend the overall life of streets. Pavement preservation methods include: crack seal, microsurfacing, and chip seal. This approach reduces the overall cost of maintaining City streets and keeps them in fair or better condition.

This project will use chip seal to improve approximately three miles of roadway throughout the City at the following locations:

- Boulevard Road - southern City limits to Fire Court (excluding roundabout improvement areas)
- Morse-Merryman Road - Boulevard Road roundabout to Wiggins Road
- State Avenue - East Bay Drive to Central Street

We anticipate starting construction in late July and ending by September 2019.

Neighborhood/Community Interests (if known):

The community should expect delays for people driving, biking, and walking throughout the time construction is happening. The City will communicate with citizens, emergency responders, schools, Intercity Transit, and other stakeholders about the schedule and traffic impacts through Twitter, media releases, and postcards.

Options:

1. Award the construction contract to Doolittle Construction LLC, in the amount of \$781,482.00, and authorize the City Manager to execute the contract.
The project proceeds as planned.
2. Reject all bids and direct staff to rebid the project. The time needed to rebid will delay construction until 2020. The cost may increase due to increased staff time to rebid the project. Further, additional pavement deterioration and preparation work may be required because of the delay.

Financial Impact:

The 2019 Pavement Preservation (Chip Seal) Project is funded by the Street Repair/Reconstruction program.

The low bid of \$781,482.00 is approximately 8 percent less than the engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

Total Low Bid:	\$ 781,482.00
Contingency to Award (10%):	\$ 78,150.00
Engineering: Design, Inspection, Consultants	\$ 140,000.00
Total Estimated Project Cost:	\$ 999,632.00

Available Project Funding (REET Funds): \$ 1,000,000.00

Attachments:

- Summary of Bids
- Vicinity Map

SUMMARY OF BIDS RECEIVED



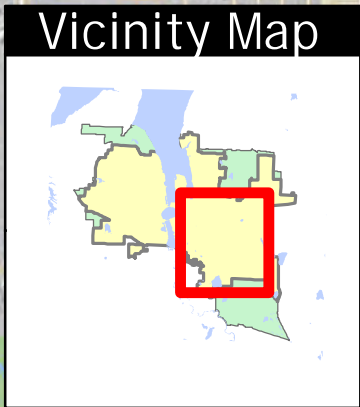
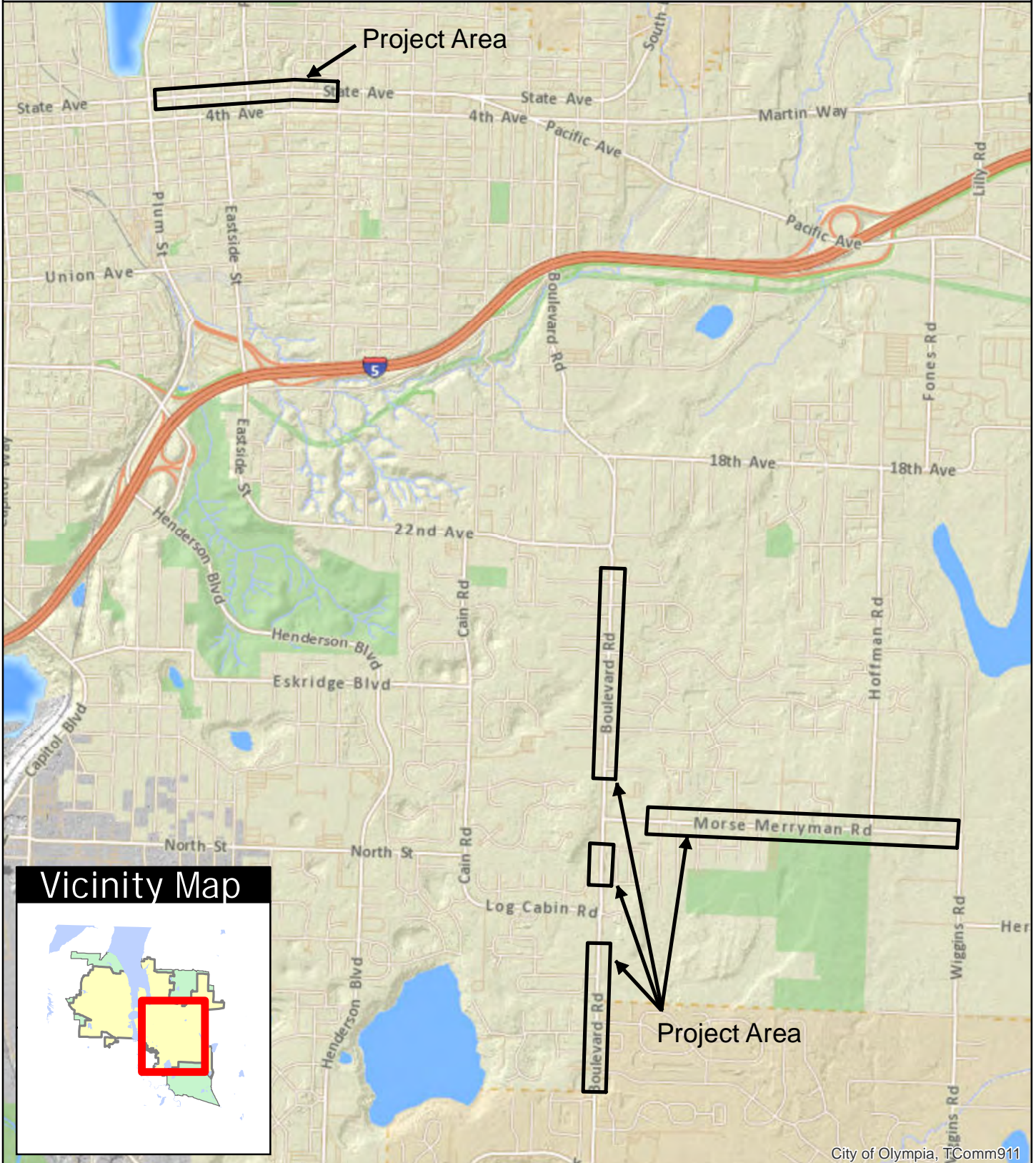
Project Name: 2019 PAVEMENT PRESERVATION (CHIP SEAL)
Project No.: 1904G
Bid Opening Date: 5.29.19

ENGINEER'S ESTIMATE	CITY OF OLYMPIA	\$ 844,201.00
Bid #1	DOOLITTLE CONSTRUCTION	\$ 781,482.00
Bid #2	PAKAPA, INC.	\$ 790,673.44
Bid #3	GRANITE CONSTRUCTION CO	\$ 862,504.00



2019 Pavement Preservation (Chip Seal)

Project #1904G



0 0.2 0.4 Miles 1 inch = 2,000 feet

Map printed 5/31/2019
 For more information, please contact:
 Fran Eide, P.E., City Engineer
 feide@ci.olympia.wa.us
 (360) 753-8422.

This map is intended for 8.5x11" portrait printing.

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of a Resolution Approving a Latecomer Agreement for a Sanitary Sewer Lift Station near Rich Rd SE and James Place SE.

Agenda Date: 6/18/2019
Agenda Item Number: 4.E
File Number: 19-0542

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title

Approval of a Resolution Approving a Latecomer Agreement for a Sanitary Sewer Lift Station near Rich Rd SE and James Place SE.

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution approving the latecomer agreement for the sanitary sewer lift station and authorizing the City Manager to sign the agreement.

Report

Issue:

Whether to approve a utility latecomer agreement allowing collection of fees for future connections that will use the lift station.

Staff Contact:

Tiffani King, Engineering Plans Examiner, Community Planning and Development, 360.753.8257

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The applicants for a latecomer agreement own and developed the subdivision located in the Urban Growth area known as "Chestnut Village Division I and II." The developer installed the lift station and associated force main, connecting to the existing sewer line in Yelm Highway as a part of this project. The development is complete with nearly all of the homes constructed.

The installation of the lift station allows for the use of gravity sewer mains within Chestnut Village. This new utility will facilitate the extension and connection of additional gravity sewer connections on Rich Road SE in the future.

In order for the applicant to recover a portion of the cost of construction from future connections to the new lift station, a utility latecomer agreement must be in place.

The developer, Evergreen Heights LLC, applied for and received all applicable utility permits. The applicant's engineer has done the required basin study to determine which parcels would benefit from the use of the lift station. The agreement, sewer basin establishment and final costs for construction were submitted to the City of Olympia for review and approval.

As required, a notice was sent to all property owners who could be affected by the proposed latecomer agreement. The letter outlined the project limits, cost, and information about the appeal process. No appeals were received.

Neighborhood/Community Interests (if known):

Access to the sewer lift station allows additional properties to access City of Olympia sewer services. Further extensions of gravity sewer main will provide the ability to eliminate existing septic systems, consistent with City's goals. This will also allow the installation of gravity sewer in the future, which is the desired method of sewer service within the City of Olympia sewer service area.

Options:

- 1. Approve the latecomer agreement for the sanitary sewer lift station and authorize the City Manager to sign the agreement.** This allows the applicant to recoup a portion of the cost of the installation of the sewer lift station as properties connect, for the life of the Agreement.
- 2. Modify the Latecomer Agreement.** This will delay the approval and could potentially impact the collection of fees if an adjacent property owner makes application for service.

Financial Impact:

The applicant will be required to pay a fee to cover the cost of City staff to administer the collection and distribution of fees for the life of the Latecomer Agreement.

Attachments:

Resolution
Latecomer Agreement
Vicinity Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON
AUTHORIZING A UTILITY LATECOMER AGREEMENT BETWEEN THE CITY OF OLYMPIA AND
EVERGREEN HEIGHTS, LLC FOR CHESTNUT VILLAGE UTILITY EXTENSIONS.**

WHEREAS, Evergreen Heights, LLC (Evergreen) is the developer of a subdivision located in the Olympia Urban Growth Area known as Chestnut Village Divisions I and II; and

WHEREAS, Evergreen has constructed a sanitary sewer lift station, which connects to the City's existing system at Glenmore Village Drive SE and Rich Road SE, extending a force main to connect to the existing sewer in Yelm Highway SE (the System); and

WHEREAS, the lift station allows for the use of gravity sewer mains within Chestnut Village and will facilitate the extension and connection of additional gravity sewer connections on Rich Road SE in the future; and

WHEREAS, Evergreen applied for and received all applicable utility permits and has completed the required basin study to determine which parcels will benefit from the use of the lift station; and

WHEREAS, pursuant to state and local law, Evergreen requested a latecomer agreement in order to recoup a portion of the installation costs of the sewer lift station as properties connect to the System for the life of the agreement; and

WHEREAS, required notice outlining the project limits, cost, and information on the appeal process was sent by the City to all properties affected by the latecomer agreement, and no appeals were received;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the form of Utility Latecomer Agreement between the City of Olympia and Evergreen Heights, LLC and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Utility Latecomer Agreement, and any other documents necessary to complete said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

UTILITY LATECOMER AGREEMENT

This Agreement is made and executed this ___ day of _____, 2019, by and between Evergreen Heights, LLC, ("EVERGREEN"), and the City of Olympia, a Municipal Corporation, ("City").

EVERGREEN has constructed a sanitary sewer lift station, which connects to the City's existing system at Glenmore Village Drive SE and Rich Road SE extending a force main to connect to pre-existing sewer in Yelm Highway SE; said system to serve property owned by EVERGREEN and more particularly described as follows:

SEE ATTACHED EXHIBIT A

The parties desire to enter into this Agreement pursuant to the authority granted by Chapter 35.91 of the Revised Code of Washington and City of Olympia Municipal Code, whereby provisions are made for the reimbursement for costs to construct water or sewer facilities that an owner of real estate elects to install solely at the owner's expense. For an established period thereafter, any owner of real estate who did not contribute to the original cost of such facilities and who subsequently taps into or uses the same, is responsible for paying a fair pro rata share of the cost of construction of such facility.

NOW, THEREFORE, the parties agree as follows:

1. EVERGREEN shall, at his own expense, construct a sanitary sewer lift station and force main to be located as shown on Exhibit "B," attached.

Prior to the commencement of construction, EVERGREEN shall submit to the City Engineer, detailed plans and specifications for the construction of such facility, which plans and specifications must be authorized by the City Engineer prior to the commencement of construction. Thereafter, said facilities shall be constructed by EVERGREEN in accordance with the standards established by the CITY and in compliance with all rules and regulations of the CITY.

2. During the construction of said facility, the City Engineer or his or her representatives, shall have the right to make reasonable inspection of said facility to determine that it is being constructed in accordance with the plans and specifications as well as all standards established by the CITY. Upon the completion of said construction, EVERGREEN shall submit to the CITY a detailed statement of the costs of said construction, which statement is attached hereto as EXHIBIT "C" and made a part of this Agreement. EVERGREEN shall likewise submit to the City Engineer, such proof as the Engineer may require that EVERGREEN has fully paid for all labor and materials used in connection with

the construction of said facility. The City Engineer shall compute, from the statement of costs, any portion of the cost of construction due to oversizing at the request of the City

3. For reimbursement of services provided and administration of the aforementioned reimbursement, an application fee of \$1,943.00 shall be submitted concurrently with the review and approval of the Agreement documents.
4. Upon completion of the facility and upon the submission to the City Engineer of the information required in the immediately preceding paragraph, the City Engineer will inspect said facility, and upon approval and acceptance thereof, said facility shall thereafter belong to and be the property of the CITY, and the CITY may thereafter charge for the use of such facilities such rates as it may be authorized by law to collect and shall likewise thereafter provide for the maintenance and operation of said facility, and the CITY shall pay to EVERGREEN, in full and in cash, the sum computed by the City Engineer as that portion of the costs to be paid by the CITY.
5. This Agreement shall, upon completion and acceptance of the facility as hereinabove described, be recorded with the County Auditor of Thurston County, and be valid for a period of twenty (20) years (or longer provided the requirements of Chapter 35.91 RCW relating to Agreement extension is satisfied).
6. During the effective period of the Agreement, the CITY will collect the amount required to reimburse EVERGREEN for the fair pro rata share for the cost of said construction for each property identified on EXHIBIT "B" and more particularly described on EXHIBIT "D". The amount is to be computed in accordance with the formula set forth in Exhibit "C". All amounts so received by the City of Olympia shall be paid to EVERGREEN or EVERGREEN's assigns within sixty (60) days after receipt thereof, minus 5%, which will be deducted by the CITY for costs of administering the latecomer agreement, except where provided otherwise by law.
7. As provided for in RCW 35.91.020, Every two years from the date the Agreement is executed, EVERGREEN must provide the CITY with information regarding the current Agreement name, address, and telephone number of the person, company, or partnership that originally entered into the Agreement.
8. EVERGREEN shall indemnify, defend, and hold the City, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the City's collection of latecomer fees pursuant to this Agreement.

EXHIBIT A
SANITARY SEWER LATECOMER AGREEMENT
CHESTNUT VILLAGE, DIVISIONS ONE AND TWO
LEGAL DESCRIPTION

PARCEL "A"

THE NORTH 10 ACRES OF THE FOLLOWING DESCRIBED PROPERTY (THE SOUTH LINE OF WHICH IS PARALLEL WITH THE SOUTH LINE OF YELM HIGHWAY SE AS THE SAME EXISTED PRIOR TO 1985):

THAT PART OF LOWE DONATION LAND CLAIM NO. 40, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER SAID LOWE DONATION LAND CLAIM; THENCE NORTH 264 FEET; THENCE NORTH 84° 32' WEST 609.73 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING NORTH 84° 32' WEST 565.98 FEET; THENCE NORTH 1,315.33 FEET TO THE CENTERLINE OF COUNTY ROAD KNOWN AS YELM HIGHWAY SE; THENCE SOUTH 79° 06' EAST, ALONG SAID CENTER LINE, 627 FEET, MORE OR LESS, TO A POINT THAT IS NORTH 02° 30' EAST FROM THE TRUE POINT OF BEGINNING; THENCE SOUTH 02° 30' WEST TO THE TRUE POINT OF BEGINNING, IN THURSTON COUNTY, WASHINGTON; EXCEPTING FROM SAID "NORTH 10 ACRES" THAT PART DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOWE DONATION LAND CLAIM; THENCE NORTH 264 FEET; THENCE NORTH 84° 32' WEST 609.73 FEET; THENCE NORTH 02° 30' EAST 1,070 FEET, MORE OR LESS, TO THE TRUE POINT OF BEGINNING; THENCE NORTH 02° 30' EAST 150 FEET TO THE SOUTHERLY LINE OF SAID YELM HIGHWAY SE AS THE SAME EXISTED PRIOR TO 1985; THENCE NORTH 79° 06' WEST, ALONG SAID SOUTHERLY LINE OF SAID ROAD, 125 FEET; THENCE SOUTH 02° 30' WEST 150 FEET; THENCE SOUTH 79° 06' EAST 125 FEET TO THE TRUE POINT OF BEGINNING OF THIS EXCEPTION;

ALSO EXCEPT THAT PORTION CONVEYED TO THURSTON COUNTY FOR ADDITIONAL RIGHT-OF-WAY FOR YELM HIGHWAY SE BY INSTRUMENT RECORDED AUGUST 22, 1985 UNDER RECORDING NO. 8508220066;

ALSO EXCEPT THAT PORTION CONVEYED TO THURSTON COUNTY FOR ADDITIONAL RIGHT-OF-WAY FOR YELM HIGHWAY SE BY INSTRUMENT RECORDED MAY 13, 1986 UNDER RECORDING NO. 8605130022;

ALSO EXCEPT THAT PORTION IN COUNTY ROAD KNOWN AS RICH ROAD SE ALONG THE WEST LINE;

ALSO EXCEPT THAT PORTION FOR YELM HIGHWAY SE AND RICH ROAD SE ACQUIRED IN JUDGMENT AND DECREE OF APPROPRIATION ENTERED JULY 25, 1995 IN THURSTON COUNTY SUPERIOR COURT CAUSE NO. 95-2-00591-5.

PARCEL "B"

THAT PART OF LOWE DONATION LAND CLAIM NO. 40, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT THAT IS 264 FEET NORTH 01° 23' 53" EAST OF THE SOUTHEAST CORNER OF SAID LOWE DONATION LAND CLAIM; THENCE NORTH 83° 10' 31" WEST 609.73 FEET; THENCE NORTH 03° 51' 49" EAST 1,287.62 FEET, TO THE CENTER LINE OF YELM HIGHWAY SE; THENCE SOUTH 76° 42' 00" EAST, ALONG SAID CENTER LINE 563.22 FEET, TO A POINT ON THE EAST LINE OF SAID LOWE CLAIM; THENCE SOUTH 01° 23' 53" WEST ALONG SAID EAST LINE 1,227.83 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM COUNTY ROAD KNOWN AS YELM HIGHWAY SE;

ALSO EXCEPT THAT PORTION DESCRIBED AS BEGINNING AT THE INTERSECTION OF THE CENTER LINE OF COUNTY ROAD KNOWN AS YELM HIGHWAY SE WITH THE EAST LINE OF SAID LOWE CLAIM; THENCE SOUTH 01° 23' 53" WEST ALONG SAID EAST LINE, 505.22 FEET; THENCE NORTH 76° 34' 35" WEST 127.42 FEET; THENCE NORTH 03° 08' 31" EAST 501.95 FEET TO SAID CENTERLINE; THENCE SOUTH 76° 42' 00" EAST, ALONG SAID CENTERLINE 111.75 FEET, TO THE POINT OF BEGINNING;

EXHIBIT A
SANITARY SEWER LATECOMER AGREEMENT
CHESTNUT VILLAGE, DIVISIONS ONE AND TWO
LEGAL DESCRIPTION

ALSO EXCEPT THAT PORTION FOR YELM HIGHWAY SE ACQUIRED IN JUDGMENT AND DECREE OF APPROPRIATION ENTERED JULY 25, 1995 IN THURSTON COUNTY SUPERIOR COURT CAUSE NO. 95-2-00591-5.
ALSO KNOW AS PARCEL "A" OF SURVEY FOR BOUNDARY LINE AGREEMENT AND BOUNDARY LINE RESOLUTION RECORDED MAY 7, 2013 UNDER AUDITOR'S FILE NO. 4334456.

PARCEL "C"

THAT PART OF LOWE DONATION LAND CLAIM NO. 40, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOWE DONATION LAND CLAIM; THENCE NORTH 264 FEET; THENCE NORTH 84° 32' WEST 609.73 FEET; THENCE NORTH 02° 30' EAST 1,070 FEET, MORE OR LESS, TO THE TRUE POINT OF BEGINNING; THENCE NORTH 02° 30' EAST 150 FEET TO THE SOUTHERLY LINE OF SAID YELM HIGHWAY SE AS THE SAME EXISTED PRIOR TO 1985; THENCE NORTH 79° 06' WEST, ALONG SAID SOUTHERLY LINE OF SAID ROAD, 125 FEET; THENCE SOUTH 02° 30' WEST 150 FEET; THENCE SOUTH 79° 06' EAST 125 FEET TO THE TRUE POINT OF BEGINNING, IN THURSTON COUNTY, WASHINGTON; EXCEPTING THEREFROM THAT PORTION CONVEYED TO THURSTON COUNTY FOR ADDITIONAL RIGHT-OF-WAY FOR YELM HIGHWAY SE BY INSTRUMENT RECORDED MARCH 6, 1995 UNDER RECORDING NO. 9503060105.

SITUATED IN THURSTON COUNTY, WASHINGTON.

PARCELS "A", "B", AND "C" DESCRIBED ABOVE ALSO KNOWN AS THE PLATS OF CHESTNUT VILLAGE DIVISION ONE AND TWO, RECORDED UNDER AUDITOR'S FILE NOS. 4377753 AND 4385472, RECORDS OF THURSTON COUNTY, WASHINGTON.



January 23, 2019

EXHIBIT B
SANITARY SEWER LATECOMER AGREEMENT



(X) MAP ID NUMBER

EXHIBIT C
Sanitary Sewer Latecomer Agreement
PROJECT COST and REIMBURSEMENT FEE FORMULA

Construction Cost:		\$	563,600
Lift station wet well, dry well, pumps and appurtenances	\$	427,900	
Forcemain	\$	25,200	
Sheetpiling and dewatering	\$	110,500	
Sales Tax (8.7%)		\$	49,033.20
Lift Station Permit Fee		\$	1,125
Lift Station Plan Check Fee		\$	1,355
City Latecomer Review Fee		\$	1,943
Design and construction engineering		\$	42,000
Design and construction surveying		\$	10,000
	TOTAL	\$	<u>669,056.20</u>

Total ERUs benefitted by the lift station improvements: 380.4 (See Exhibit D)

Latecomer Fee Basis

• Latecomer fees will be determined by Equivalent Residential Units (ERUs)

Assessed Equivalent Residential Unit Fee = Construction Cost/ERU

Lift Station Latecomer Fee: \$669,056.20 / 380.4 = \$ 1,758.82
per ERU

EXHIBIT D
SS-LCA 13-1118
SANITARY SEWER LATECOMER AGREEMENT
BENEFITTED PROPERTIES FEE DISTRIBUTION

Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
1	09570033000	Evergreen Heights, LLC	1868 State St NE	Olympia, WA 98502	107	\$ 188,194.04	PAID
2	09570038002	Weiks Family Partners	PO Box 7579	Olympia, WA 98507	15	\$ 26,382.34	
3*	09570038002	Weiks Family Partners FBO Glenmore Village*	PO Box 7845	Olympia, WA 98507	44	\$ 77,388.20	
4	50990000100	Craig & Elizabeth Carlson	2944 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
5	50990000200	Christopher & Kelly Hallett	PO Box 133	Tenino, WA 98589	1	\$ 1,758.82	
6	50990000300	Donald & Carol Zinke	2928 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
7	50990000400	Rebecca Brewer	2916 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
8	50990000500	Chris & Brigitte McIntosh	2904 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
9	50990000600	David & Roselyn Marcus Slotwinski	2846 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
10	50990000700	Michael Dahl	2832 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
11	50990000800	Paul & Virginia Loncar	2820 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
12	50990000900	Gary O'Neil	2825 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
13	50990001000	Curtis Heinold	2831 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
14	50990001100	Paul & Anne Speckmaier	2845 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
15	50990001200	Bret & Monica Wilhelm	2903 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
16	50990001300	Chad & Marla Waggoner	2915 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
17	50990001400	David Eggert	2927 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
18	50990001500	Dariush Khaleghi & Susan Dini	3018 128th Ave SE, Unit 17	Bellevue, WA 98005	1	\$ 1,758.82	
19	50990001600	Omar & Robyn Vera	2947 Benjamin Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
20	11706210202	My Family Inc	6011 Troon Lane SE	Olympia, WA 98501	1	\$ 1,758.82	
21	11706210203	Trustee Frances Ohman	6336 75th Avenue NE	Olympia, WA 98516	1	\$ 1,758.82	
22	11706210201	Isidro & Diane Escalera	5905 Rich Road SE	Olympia, WA 98501	1	\$ 1,758.82	

EXHIBIT D
SS-LCA 13-1118
SANITARY SEWER LATECOMER AGREEMENT
BENEFITTED PROPERTIES FEE DISTRIBUTION

Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
23	11706210207	Daniel Zimmerman	5911 Rich Road SE	Olympia, WA 98501	1	\$ 1,758.82	
24	81750292001	Stanley & Natalie Chambers	2920 60th Lane SE, Unit A	Olympia, WA 98501	0.7	\$ 1,231.18	
25	81750292002	Stacy Allen	2920 60th Lane SE, Unit B	Olympia, WA 98501	0.7	\$ 1,231.18	
26	81750292003	Judith Bushell	2920 60th Lane SE, Unit 14C	Olympia, WA 98501	0.7	\$ 1,231.18	
27	81750292004	Amanda Gustafson	2920 60th Lane SE, Unit 14D	Olympia, WA 98501	0.7	\$ 1,231.18	
28	81750292005	Noel Dechambeau	2920 60th Lane SE, Unit 14E	Olympia, WA 98501	0.7	\$ 1,231.18	
29	81750290001	Benjamin & Alena Dicke	2900 60th Lane SE, Unit 13A	Olympia, WA 98501	1	\$ 1,758.82	
30	81750290002	Lisa Sliva	2900 60th Lane SE, Unit 13B	Olympia, WA 98501	1	\$ 1,758.82	
31	81750283001	Linda Sherman	2830 60th Lane SE, Unit A	Olympia, WA 98501	0.7	\$ 1,231.18	
32	81750283002	Sandra Pearce	2830 B 60th Lane SE	Olympia, WA 98501	0.7	\$ 1,231.18	
33	81750283003	Ronald Infantino	2830 60th Lane SE, Unit C	Olympia, WA 98501	0.7	\$ 1,231.18	
34	81750282401	Kellean Foster	2824 60th Lane SE, Unit 11A	Olympia, WA 98501	0.7	\$ 1,231.18	
35	81750282402	Constance Nicholas	4326 Prestwick Lane SE	Olympia, WA 98501	0.7	\$ 1,231.18	
36	81750282403	Kristine Leland	2824 C 60th Lane SE	Olympia, WA 98501	0.7	\$ 1,231.18	
37	81750282404	Ian Woodruff	2824 60th Lane SE, #D	Olympia, WA 98501	0.7	\$ 1,231.18	
38	81750282405	Wendy Danielson	PO Box 252	East Olympia, WA 98540	0.7	\$ 1,231.18	
39	81750282406	Elena Pierini - Buls	2824 F 60th Lane SE	Olympia, WA 98501	0.7	\$ 1,231.18	
40	81750281801	Mary Bowen	2818 60th Lane SE, Unit 10A	Olympia, WA 98501	0.7	\$ 1,231.18	
41	81750281802	Rudolph Pah	2818 60th Lane SE, Unit 10B	Olympia, WA 98501	0.7	\$ 1,231.18	
42	81750281803	Jonas & Jenna Rodriguez	2818 60th Lane SE, Unit 10C	Brookings, OR 97415	0.7	\$ 1,231.18	
43	81750281804	Tyler & Lisa Spitzer	822 Lacey St SE	Lacey, WA 98503	0.7	\$ 1,231.18	
44	81750281805	Barbara Iselin	2818 60th Lane SE, Unit E	East Olympia, WA 98540	0.7	\$ 1,231.18	
45	81750281201	Laural Usitalo	2812 60th Lane SE, Unit 9A	Olympia, WA 98501	0.7	\$ 1,231.18	

EXHIBIT D
SS-LCA 13-1118
SANITARY SEWER LATECOMER AGREEMENT
BENEFITTED PROPERTIES FEE DISTRIBUTION

Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
46	81750281202	Richard, Myrle & Megan Guthrie	2812 60th Lane SE, Unit B	Olympia, WA 98501	0.7	\$ 1,231.18	
47	81750281203	Corrine Saint	4709 76th Avenue NE	Olympia, WA 98516	0.7	\$ 1,231.18	
48	81750281204	Cynthia Evans	2812 60th Lane SE, Unit 9D	Olympia, WA 98501	0.7	\$ 1,231.18	
49	81750281205	Susan & Martin Fortin	558 Silverbrook Road	Randle, WA 98377	0.7	\$ 1,231.18	
50	81750281206	Edwina Delbaugh	2812 60th Lane SE, Unit 9F	Olympia, WA 98501	0.7	\$ 1,231.18	
51	81750282101	Patricia Stone	2821 60th Lane SE, Unit 8A	Olympia, WA 98501	0.7	\$ 1,231.18	
52	81750282102	Stephanie McMahon	2821 60th Lane SE, Unit 8B	Olympia, WA 98501	0.7	\$ 1,231.18	
53	81750282103	Sarah Shulsen	2331 Greenfield Ct SE	Olympia, WA 98501	0.7	\$ 1,231.18	
54	81750282104	Rylee Tripp	PO Box 13038	Olympia, WA 98508	0.7	\$ 1,231.18	
55	81750282105	Laura Barte	2821 60th Lane SE #8E	Olympia, WA 98501	0.7	\$ 1,231.18	
56	81750282106	Allen & Elaine Weber Trustees	4207 Bainbridge Court NE	Lacey, WA 98516	0.7	\$ 1,231.18	
57	81750283501	Steven Anderson	6405 Wildflower Street SE #1048	Olympia, WA 98501	0.7	\$ 1,231.18	
58	81750283502	Michael Hixon	8501 Dana St NE	Olympia, WA 98506	0.7	\$ 1,231.18	
59	81750283503	Timothy & Marcee Benner	PO Box 724	Rochester, WA 98579	0.7	\$ 1,231.18	
60	81750283504	Scott Michael	2835 60th Lane SE, Unit 7D	Olympia, WA 98501	0.7	\$ 1,231.18	
61	81750283505	Heather McClellan	2835 60th Lane SE, Unit 7E	Olympia, WA 98501	0.7	\$ 1,231.18	
62	81750283506	Renee & Alexis Santos	9645 Amanda Drive NE	Olympia, WA 98516	0.7	\$ 1,231.18	
63	81750284301	Ronda Larson	1814 Eastside St SE	Olympia, WA 98501	0.7	\$ 1,231.18	
64	81750284302	Ethan & Tamra Shaefer	3701 Pacific Avenue SE #311	Olympia, WA 98501	0.7	\$ 1,231.18	
65	81750284303	Sandra George	2843 60th Lane SE, Unit 6C	Olympia, WA 98501	0.7	\$ 1,231.18	
66	81750284304	Keith & Cynthia Whelan	2843 60th Lane SE, Unit 6D	Olympia, WA 98501	0.7	\$ 1,231.18	
67	81750284305	Jennifer Weatherman	219 S. Chehalis St	Montesano, WA 98563	0.7	\$ 1,231.18	
68	81750284306	Terence Conley & Danielle Anderson	590 E Jenson Road	Shelton, WA 98584	0.7	\$ 1,231.18	

EXHIBIT D
SS-LCA 13-1118
SANITARY SEWER LATECOMER AGREEMENT
BENEFITTED PROPERTIES FEE DISTRIBUTION

Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
69	81750000500	Cristobal Talavera-Corona	PO Box 335	Newburg, OR 97132	0.7	\$ 1,231.18	
70	81750292901	Kathryn Ensor	PO Box 800	East Olympia, WA 98540	0.7	\$ 1,231.18	
71	81750292902	Paulett Mateski	2929 60th Lane SE, Unit 4B	Olympia, WA 98501	0.7	\$ 1,231.18	
72	81750292903	Suzanne Stewart	2929 60th Lane SE, Unit 4C	Olympia, WA 98501	0.7	\$ 1,231.18	
73	81750292904	Michael & Kathleen Maxwell	17849 Mima Acres Drive SE	Tenino, WA 98589	0.7	\$ 1,231.18	
74	81750000300	William & Bonnie Slagle	192 Skinner Rd	Randle, WA 98377	0.7	\$ 1,231.18	
75	81750294301	Edward Brown	2943 A 60th Lane SE	Olympia, WA 98501	1	\$ 1,758.82	
76	81750294302	Wahine Investments LLC	1925 Holiday Circle SE	Olympia, WA 98501	1	\$ 1,758.82	
77	81750294601	Maria Deshaye	PO Box 153	East Olympia, WA 98540	0.7	\$ 1,231.18	
78	81750294602	Sarah Davis	1320 Honeysuckle Avenue	Medford, OR 97504	0.7	\$ 1,231.18	
79	81750294603	Heather Bertels	4417 Roxanna Loop SE	Lacey, WA 98503	0.7	\$ 1,231.18	
80	11706210206	James Bush	3436 78th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
81	11706220600	Norman Hutson	6215 Rich Road SE	Olympia, WA 98501	38	\$ 66,835.27	
82	11706230000	Norman & Juanita Hutson	6215 Rich Road SE	Olympia, WA 98501	1	\$ 1,758.82	
83	11706240103	Ice Family LP	2404 Wedgewood Drive SE	Olympia, WA 98501	1	\$ 1,758.82	
84	11706240109	Ice Family LP	2404 Wedgewood Drive SE	Olympia, WA 98501	1	\$ 1,758.82	
85	11706240105	Ice Family LP	2404 Wedgewood Drive SE	Olympia, WA 98501	1	\$ 1,758.82	
86	11706240110	Ice Family LP	2404 Wedgewood Drive SE	Olympia, WA 98501	1	\$ 1,758.82	
87	11706240100	Ice Family LP	2404 Wedgewood Drive SE	Olympia, WA 98501	1	\$ 1,758.82	
88	11706240101	Christopher Keegan	6431 Rich Road SE	Olympia, WA 98501	1	\$ 1,758.82	
89	09330013000	Robert & Denese Owens	6440 Rich Road SE	Olympia, WA 98501	1	\$ 1,758.82	
90	09330013020	Michelle & William Sokoloski	PO Box 340	East Olympia, WA 98540	1	\$ 1,758.82	
91	53950001800	Vernon Henson	3201 62nd Court SE	Olympia, WA 98501	1	\$ 1,758.82	

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Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
92	53950001700	Donald & Peggy Tippie	3203 62nd Court SE	Olympia, WA 98501	1	\$ 1,758.82	
93	53950001600	Peter Woodcox & Janice Engle	3250 62nd Court SE	Olympia, WA 98501	1	\$ 1,758.82	
94	53950001500	Mathew & Heather Skewis	3208 62nd Court SE	Olympia, WA 98501	1	\$ 1,758.82	
95	53950001400	Roy & Barbara Benck	3206 62nd Court SE	Olympia, WA 98501	1	\$ 1,758.82	
96	53950001300	Edmond & Barbara Nelson	3204 62nd Court SE	Olympia, WA 98501	1	\$ 1,758.82	
97	53950000100	Noah & Jennifer Hoeniges	6241 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
98	53950000200	Wayne, Melinda & Megan Shunkwiler	6235 Hickory Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
99	53950000300	Sandra Norman	3227 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
100	53950001200	Joe & Betty Kinerk	PO Box 11058	Olympia, WA 98508	1	\$ 1,758.82	
101	53950001100	Robert & Jan Thomson	PO Box 391595	Snellville, GA 30039	1	\$ 1,758.82	
102	53950001000	Donald & Carol Schlender	6212 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
103	53950000900	Catherine Skinner	6206 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
104	53950000800	Christopher & Karen Stricklett	6203 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
105	53950000700	Hongzhi Zhang	6207 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
106	53950000600	Larry & Janice Seaberg	6211 Hickory Court East	Olympia, WA 98501	1	\$ 1,758.82	
107	53950000500	Diana Drylie	6217 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
108	53950000400	Jamie Julian & Abel Deffinbaugh	6223 Hickory Court SE	Olympia, WA 98501	1	\$ 1,758.82	
109	44070004700	Juliana Venables	816 Tumwater Blvd. SE	Olympia, WA 98501	1	\$ 1,758.82	
110	44070004600	Trustees John & Loretta Smith	3031 61st Court SE	Olympia, WA 98501	1	\$ 1,758.82	
111	44070006900	Delridge Park Association	3123 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
112	44070004800	Lane & Barbara Dorcy	3003 61st Court SE	Olympia, WA 98501	1	\$ 1,758.82	
113	44070004900	Laura Hoff	3004 61st Court SE	Olympia, WA 98501	1	\$ 1,758.82	
114	44070006900	Delridge Park Association	3123 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	

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115	44070005000	Sheryl Wolden	3103 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
116	44070005300	Thomas Solberg & Sharyl Gourley	8235 Ski View Lane SW	Olympia, WA 98512	1	\$ 1,758.82	
117	44070005200	Dustin Brown	3013 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
118	44070005100	Warren Hill	9014 Tracy Way	Panama City, FL 32404	1	\$ 1,758.82	
119	44070005400	Tianna & Michael Peters	3102 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
120	44070006800	Aaron & Amy Kunkel	3107 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
121	44070006700	Lauren & Laura Love	3113 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
122	44070006600	Carl & Dorothy Fehring	3137 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
123	44080006500	Michael & Angelique Ragan	PO Box 1962	Olympia, WA 98507	1	\$ 1,758.82	
124	44080006400	Ann Ford	20421 57th Avenue NE	Kenmore, WA 98028	1	\$ 1,758.82	
125	44080006300	Timothy & Aimee Hall	3134 60th Loope SE	Olympia, WA 98501	1	\$ 1,758.82	
126	44080006200	Matthew & Kristine Graham	3130 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
127	44080006100	Allyson Sirmons	3126 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
128	44080006000	Bryan Rosenkranz	3122 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
129	44080005900	Darrell Axtell	3118 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
130	44080005800	Sorapong Chomtale & Siriporn Jala	3114 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
131	44080005700	Matthew & Valerie Plummer	3110 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
132	44070005600	Phillip & Sandra Hallstrom	3106 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
133	44070005500	Troy & Sara Mounts	3104 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
134	44080004500	Talas Rivers	3109 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
135	44080004400	Thomas & Denise Jorgenson	3111 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
136	44080004300	Clayton Neil & Sherry Tombleson	3115 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
137	44080004200	Donald Potter	3117 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	

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Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
138	44080004100	Patricia Holm	3119 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
139	44080004000	Gary Richardson	3121 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
140	44080003900	Shane & Yukie Gourley	3123 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
141	44080003800	Jeffery & Angela Ernst	3125 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
142	44080003700	William Cullen	5623 Devonshire Street SE	Olympia, WA 98501	1	\$ 1,758.82	
143	44080003600	Gery Gerst	3129 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
144	44080003500	Jospeh Giustino	3133 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
145	44080003400	Trustees Grant & Delores Fiscus	3135 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
146	44080003300	Douglas & Lindy Badger	3139 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
147	44080003200	Mark & Eileen Stanley	3141 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
148	44080003100	Windsor Wilder	3145 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
149	44070002900	Judith Jamison & Paola Nilsson	3200 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
150	44070002800	Ian & Erika Hurley	3136 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
151	44070002700	Michael & Mary Martens	3128 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
152	44070002600	Stephen Wise	3114 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
153	44070002500	Margaret Barry	3108 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
154	44070002400	Chris Notenboom	3028 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
155	44070002300	Steven & Gayle Wilbur	3020 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
156	44070002200	Robert Matson	3012 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
157	44070002100	Christopher & Laura Garrett	3004 60th Avenue SE	Olympia, WA 98501	1	\$ 1,758.82	
158	44050000800	Charlene Hunt	3003 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
159	44050000700	Trustees Edward & Diane Armbrust	3011 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
160	44050000600	Patrick Bean	PO Box 115	East Olympia, WA 98540	1	\$ 1,758.82	

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Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
161	44050000500	Carol Jean Holman	3027 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
162	44050001100	Eugene Kernan	3035 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
163	44050001200	Michael & Carolyn Hoyles	3105 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
164	44060001300	Gregory Lee & Andrew Martinez	3113 59th Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
165	44060001400	Eric & Megan Willson	3121 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
166	44060001500	Gregory Heckel	3129 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
167	44060001600	Earl Finn	3137 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
168	44080003000	Ray & Pamela Brunson	3147 60th Loop SE	Olympia, WA 98501	1	\$ 1,758.82	
169	44060001800	John & Linda Farley	3128 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
170	44060001900	Katherine Knox	3120 59th Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
171	44060002000	Aaron Coby & Teresa Winstead	3112 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
172	09330010002	Sheila Weiler	5836 Rich Road SE	Olympia, WA 98501	1	\$ 1,758.82	
173	09330010001	Vicki & Wesley Thomte	5820 Rich Road SE	Olympia, WA 98501	1	\$ 1,758.82	
174	44050000900	Trustee Jeffery Foster & Debra Jaqua	3104 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
175	44050001000	Richard Walters	3034 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
176	44050000400	William Cahill	3026 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
177	44050000300	Kenneth Malm	3018 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
178	44050000200	Firth Family Living Trust	3010 59th Court SE	Olympia, WA 98501	1	\$ 1,758.82	
179	44050000100	Ilias & Donna Murr	5848 Rich Rd SE	Olympia, WA 98501	1	\$ 1,758.82	
180	11706210205	My Family Inc	6011 Troon Lane SE	Olympia, WA 98501	1	\$ 1,758.82	
181	11706240104	Jeffrey Alan Grubbs	PO Box 5446	Lacey, WA 98509	1	\$ 1,758.82	
182	59080000100	Beng & Joyce Saw	3007 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	
183	59080000200	Roy & Jean Bishop	3015 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	

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Map ID	Parcel Number	Owner's Name	Mailing Address	City, State, Zip	ERUs	Assessment	Status
184	59080000300	Chanh & Thuy Ly	3021 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	
185	59080000400	Eric & Carley Jacobs	3029 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	
186	59080000500	Glenn Shorten	3035 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	
187	59080000600	Reinhard & Kristin Larisch	3041 56th Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
188	59080000700	Thomas Migneault	3043 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	
189	59080000800	Gena Saelid	3042 56th Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
190	59080000900	John & Teri Smistad	3040 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	
191	59080001500	Thomas & Linda Stone	3034 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	
192	59080001400	Thomas Duncan	3032 56th Ct. SE	Olympia., WA 98501	1	\$ 1,758.82	
193	59080001000	Robert & Mary Wildenhaus	3028 56th Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
194	59080001100	Peggy Regehr	855 Trospen Rd SW, Ste 108, PMB 175	Tumwater, WA 98512	1	\$ 1,758.82	
195	59080001200	Terry & Mandy Rose	3012 56th Ct SE	Olympia, WA 98501	1	\$ 1,758.82	
196	59080001300	Larry Dean	3006 56th Ct. SE	Olympia, WA 98501	1	\$ 1,758.82	

Total ERUs: 380.4

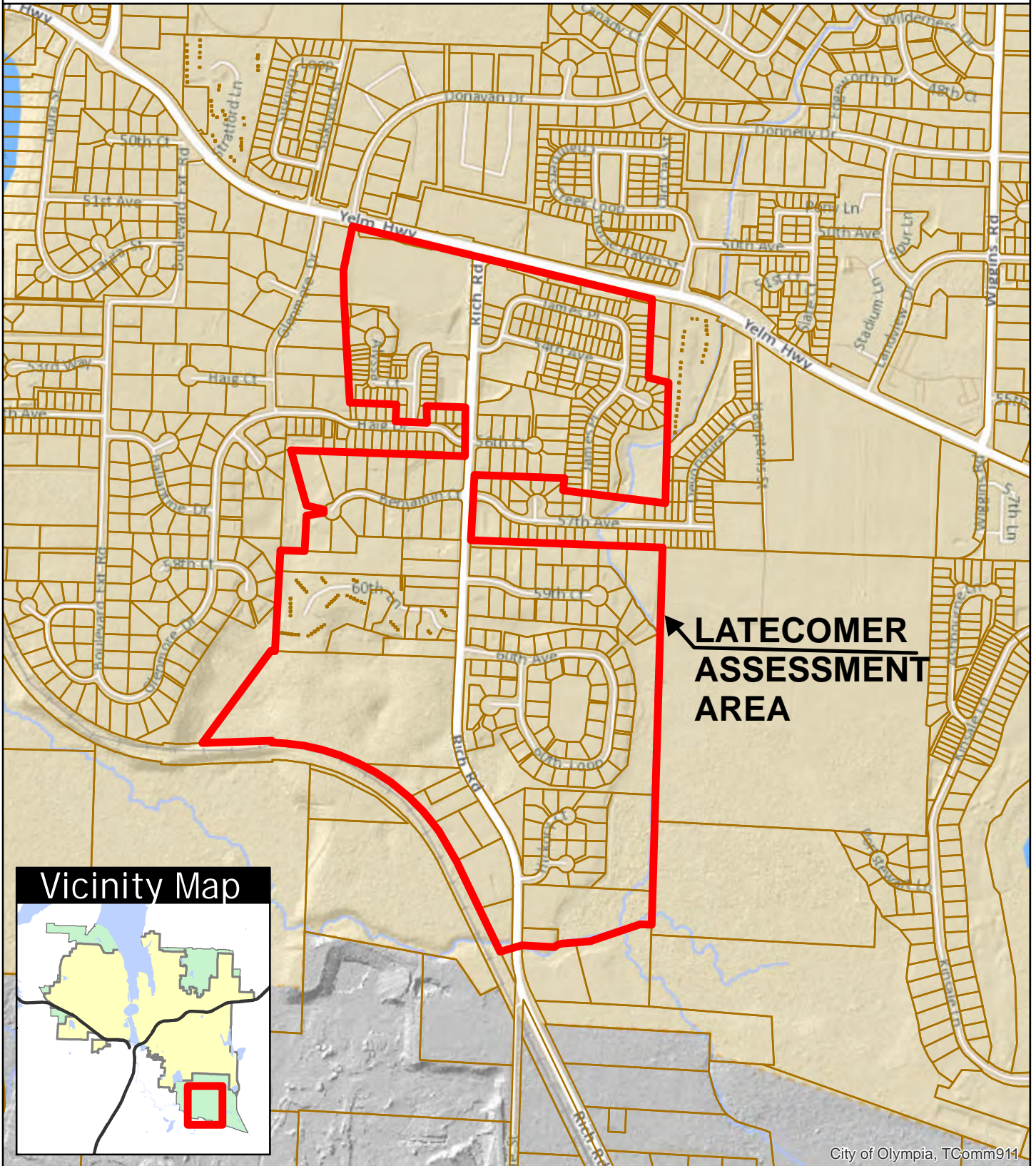
Total Cost of Lift Station: \$ 669,056.20
Assessment per ERU: \$ 1,758.82

*These parcels are currently connected to the City of Olympia sewer system via a Community STEP system. This system was designed to connect to gravity sewer and to use the lift station that is the subject of this Latecomer Agreement. At the time of conversion to gravity sewer, the City of Olympia will be responsible for and make the payment shown for this map ID Number.

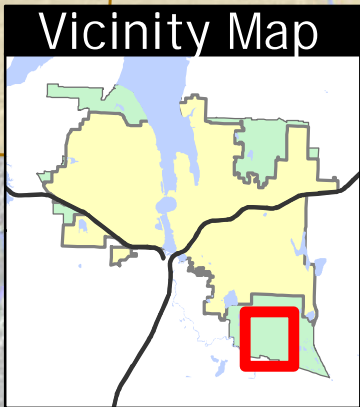


SANITARY SEWER EXTENSIONS

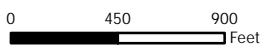
LATECOMER ASSESSMENT AREA



**LATECOMER
ASSESSMENT
AREA**



City of Olympia, TComm911



Map printed 5/24/2019

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of an Ordinance Amending the Design Criteria for the Village at Mill Pond Master Plan

Agenda Date: 6/18/2019
Agenda Item Number: 4.F
File Number: 19-0535

Type: ordinance **Version:** 2 **Status:** 2d Reading-Consent

Title

Approval of an Ordinance Amending the Design Criteria for the Village at Mill Pond Master Plan

Recommended Action

Committee Recommendation:

The Hearing Examiner and the Design Review Board recommend amending the Village at Mill Pond Master Plan Design Criteria for single family dwellings, townhomes and apartment buildings.

City Manager Recommendation:

Move to approve the ordinance amending the Village at Mill Pond Master Plan Design Criteria for single family dwellings, townhomes and apartment buildings on second reading.

Report

Issue:

Whether to approve an ordinance to amend the Village at Mill Pond Master Plan Design Criteria

Staff Contact:

Tim Smith, Principal Planner, Community Planning & Development Department, 360.570.3915

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and analysis has not changed from first to second reading.

Applicant Amos Callender of Thomas Architecture Studio submitted the Master Plan Amendment application in 2018. The application proposed twenty-three text amendments to the Design Criteria for Village at Mill Pond Master Plan. The intent of the amendments was to either provide clarifications to certain requirements, or to add flexibility to the building or site design requirements to meet market demand and/or customer preferences.

Master Planned Developments are regulated in Chapter 18.57 of the Unified Development Code. OMC 18.57.080.F states that amendments which change the character, basic design, density, open

space or any other requirements and conditions contained in the master plan shall not be permitted without prior review and recommendation by the Hearing Examiner and approval by the City Council. The Design Review Board is responsible for making a recommendation to the Hearing Examiner and City Council. If adopted by City Council, master plan amendments are amendments to the official zoning map of the City.

The City of Olympia Design Review Board (DRB) considered the proposed amendments at a public meeting on March 14, 2019. The City of Olympia Hearing Examiner held a duly-noticed public hearing on the proposed amendments on April 8, 2019. The ordinance incorporates the recommendations of both the DRB and Hearing Examiner. Sixteen of the 23 amendments are recommended for approval, several with modified language. While the Hearing Examiner did not recommend the approval of all the proposed amendments as requested by the applicant, the applicant has stated that they support the outcome of the recommendation and the final ordinance

The Village at Mill Pond Master Plan was approved by the City Council in 2011. The master plan consists of a mix of housing types totaling 299 residential units, commercial and community buildings and open space. Design standards for the development were also approved. Phase 1 of the master plan consisted of 45 single family detached lots and two townhome lots. Building permits have been issued for these lots over the past several years. Phase 2 will also consist of 45 single-family lots and construction will begin after the Final Plat has been approved. Phase 3 of the master plan will comprise the remainder of the project and will include single family lots, townhomes, apartments, commercial and community buildings. A timeline for the completion of Phase 3 is not known at this time.

Neighborhood/Community Interests (if known):

In accordance with the Olympia Municipal Code (OMC) 18.78, public notification for the March 14, 2019, Design Review Board meeting and the April 8, 2019, Hearing Examiner public hearing was posted onsite, and mailed on March 5, 2019, to property owners within 300 feet of the site, parties of record, and recognized neighborhood associations. No members of the public were present at the public hearing. One written comment letter was received. The letter addressed concerns about the project layout, alley widths, window placement on homes and crime in the area.

Options:

1. Approve ordinance
2. Approve ordinance with changes
3. Do not approve ordinance

Financial Impact:

N/A

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING THE VILLAGE AT MILL POND MASTER PLAN RELATED TO DESIGN CRITERIA FOR SINGLE FAMILY, APARTMENTS, AND COMMUNITY BUILDINGS.

WHEREAS, on September 27, 2011, the Olympia City Council adopted Ordinance No. 6773, which adopted the Council's Findings of Fact and Conclusions of Law approving and adopting the proposed Village at Mill Pond Master Plan and Design Criteria; and

WHEREAS, on July 2, 2018, the Community Planning and Development Department received an application for proposed text amendments to The Village at Mill Pond Master Plan (the Proposed Amendments) to provide clarification or to add flexibility to the design requirements; and

WHEREAS, Olympia Municipal Code (OMC) 18.57.080(F) requires that master plan amendments which change the character, basic design, density, open space or any other requirements and conditions contained in the master plan require review and recommendation by the Hearing Examiner before being considered, reviewed, and acted upon by the City Council; and

WHEREAS, the Olympia Design Review Board considered the Proposed Amendments at a public meeting on March 14, 2019; and

WHEREAS, on April 8, 2019, the Hearing Examiner held a duly-noticed public hearing to consider the recommendations of the Design Review Board and City staff; and

WHEREAS, following the public hearing and consideration of the Proposed Amendments and recommendations of staff and the Design Review Board, the Hearing Examiner issued a recommendation that certain amendments be approved; and

WHEREAS, on June 11, 2019, the City Council duly considered the recommendations of the Design Review Board and the Hearing Examiner; and

WHEREAS, this proposal is exempt from the State Environmental Policy Act (SEPA), under WAC 197-11-800(19)(b) because it is a text amendment with no substantive changes respecting use or modification of the environment; and

WHEREAS, Chapter 35A.63 and 36.70 RCW and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, along with other documents on file with the City of Olympia, including but not limited to documents relating to file 18-2776;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Adoption of Council Findings of Fact, Conclusions of Law and Decision. The following Council Findings of Fact, Conclusions of Law and Decision in the Village at Mill Pond Master Plan Amendment File No. 18-2776 are hereby adopted:

FINDINGS OF FACT

1. This matter came before the City Council on the recommendations of the City of Olympia Hearing Examiner and the City of Olympia Design Review Board.
2. On July 2, 2018, Thomas Architecture Studio (the Applicant) applied for amendments to the Village at Mill Pond Master Plan (the Master Plan). The proposed revisions, as summarized in the Hearing Examiner's Findings of Fact, were as follows:
 - a. Twenty-three text amendments to the Design Criteria for the Village at Mill Pond Master Plan. Proposed Amendments 1-15-A apply to single-family dwellings and townhomes. Proposed Amendments 16-22 apply to apartments and community buildings.
 - b. The Design Review Board (DRB) and City staff recommend that the following proposed Amendments be approved as requested: Amendment 1, Amendment 5, Amendment 7, Amendment 13, Amendment 15-A, Amendment 16, and Amendment 21.
 - c. The DRB and City staff recommend that the following proposed amendments be approved subject to additional language (and the Applicant concurred): Amendment 6, Amendment 8, Amendment 9, Amendment 11, Amendment 12, Amendment 16, Amendment 17, Amendment 19, Amendment 20.
 - d. The Applicant discontinued its request for Amendments 14 and 22.
 - e. The DRB and City staff opposed the following requested Amendments: Amendment 2, Amendment 3, Amendment 4, Amendment 10, and Amendment 18.

The Hearing Examiner's Corrected Findings of Fact, Conclusions of Law and Recommendation dated May 1, 2019, is attached hereto as Exhibit A.

3. The Design Review Board conducted a public meeting on March 14, 2019, to consider the Applicant's proposed amendments to the Master Plan Design Guidelines and issued its recommendation to approve certain amendments. The Design Review Board's Recommendation is attached hereto as Exhibit B.
4. The Olympia Hearing Examiner conducted an open record public hearing on the Proposed Master Plan amendments on April 8, 2019. On May 1, 2019, the Hearing Examiner issued his Corrected Findings of Fact, Conclusions of Law and Recommendation.
5. In regular session on June 11, 2019, the City Council, considered the record and the recommendations of the Design Review Board and the Olympia Hearing Examiner, and the staff report and recommendations of City staff.
6. The City Council accepts and adopts the March 14, 2019, recommendation of the Design Review Board on the Village at Mill Pond Master Plan Amendment.
7. The City Council adopts all Findings of Fact in the Hearing Examiner's Recommendation dated May 1, 2019.
8. Any finding of fact more properly deemed a conclusion of law shall be considered as such.

BASED ON ITS CONSIDERATION OF THE FOREGOING, the Olympia City Council hereby enters the following:

CONCLUSIONS OF LAW

1. The City Council adopts all Conclusions of Law and analysis in the Hearing Examiner's Recommendation dated May 1, 2019.
2. Consistent with the Hearing Examiner's Recommendation, the City Council determines there are no conflicts with the City's adopted plans, policies and ordinances, and sufficient evidence was presented as to the impact on the surrounding area.

BASED ON THE FOREGOING FINDINGS OF FACT AND CONCLUSIONS OF LAW, the Olympia City Council hereby enters the following:

DECISION

1. Ordinance No. 6773 is hereby amended by replacing the "Village at Mill Pond Master Plan Development Design Criteria, dated July 16, 2011" with the amended "Village at Mill Pond Master Plan Development Design Criteria" attached hereto as Exhibit C.

Section 2. Amendment of OMC 18.05.170. Olympia Municipal Code Section 18.05.170 is hereby amended to read as follows:

18.05.170 Village at Mill Pond

On July 26, 2011, the Olympia City Council approved and adopted the Village at Mill Pond Master Plan, the details and regulations of which are found in Ordinance No. 6773 on file with the City Clerk. Effective _____, 2019, the Olympia City Council approved and adopted amendments to the Village at Mill Pond Master plan, the details and regulations of which are found in Ordinance No. _____, on file with the City Clerk. The City Clerk is hereby authorized and directed to insert the effective date and number of this Ordinance in this section.

Section 3. Amendment of the Official Zoning Map. The Director of the Olympia Community Planning and Development Department is hereby authorized and directed to amend the City of Olympia Official Zoning Map as follows:

UV – Village at Mill Pond ORD. _____ [insert this ordinance #] and ORD. 6896.

The Mayor is authorized but not required to sign an Official Zoning Map reflecting this Ordinance.

Section 4. Ordinance No. 6773. All remaining provisions of Ordinance No. 6773 not herein amended or supplemented shall remain in full force and effect.

Section 5. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 7. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 8. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

EXHIBIT A

BEFORE THE CITY OF OLYMPIA HEARINGS EXAMINER

IN RE:)	HEARING NO. 18-2776
VILLAGE AT MILL POND,)	
)	CORRECTED FINDINGS OF FACT,
)	CONCLUSIONS OF LAW
)	AND RECOMMENDATION

APPLICANT: 2400 Lilly Road, LLC
 300 Deschutes Way S.E., Suite 110
 Tumwater, Washington 98501

REPRESENTATIVES:

Ron Thomas
 Amos Callender
 Thomas Architecture Studio
 109 Capitol Way North
 Olympia, Washington 98501

SUMMARY OF REQUEST:

23 text amendments to the Design Criteria for the Village at Mill Pond Master Plan. Proposed Amendments 1-15-A apply to single-family dwellings and townhomes. Proposed Amendments 16-22 apply to apartments and community buildings.

The Design Review Board (DRB) and City Staff recommend that the following proposed Amendments be approved as requested: Amendment 1, Amendment 5, Amendment 7, Amendment 13, Amendment 15-A, Amendment 16, and Amendment 21

The DRB and City Staff recommend that the following proposed Amendments be approved subject to additional language (and the Applicant concurs): Amendment 6, Amendment 8, Amendment 9, Amendment 11, Amendment 12, Amendment 15, Amendment 17, Amendment 19, Amendment 20.

The Applicant has discontinued its request for Amendments 14 and 22.

The DRB and City Staff oppose the following requested Amendments: Amendment 2, Amendment 3, Amendment 4, Amendment 10, and Amendment 18.

LOCATION OF PROPOSAL:

Village at Mill Pond, 2400 Lilly Road N.E.

*Corrected Findings of Fact, Conclusions of Law
 and Recommendation - 1*

CITY OF OLYMPIA HEARING EXAMINER
 299 N.W. CENTER ST. / P.O. BOX 939
 CHEHALIS, WASHINGTON 98532
 Phone: 360-748-3386/Fax: 748-3387

1 **SUMMARY OF RECOMMENDATION:**

2 The proposed Amendments 1, 5, 7, 13, 15-A, 16, and 21 should be **approved** as is.

3 The proposed Amendments 6, 8, 9, 11, 12, 15, 17, 19, and 20 should be **approved** subject to
4 the additional language requested by the City and agreed to by the Applicant.

5 Proposed Amendments 14 and 22 should be **dismissed** as requested by the Applicant.

6 Proposed Amendment 2, 3, and 10/18 should be **denied**.

7 Proposed Amendment 4 should be **partially approved** in a manner consistent with current
8 practice.

9 **BACKGROUND**

10 The Village at Mill Pond Master Plan development was approved by the City Council in
11 2011. The Master Plan provides for a mix of housing totaling 209 residential units, commercial
12 and community buildings as well as open space. Design standards were approved under
13 Ordinance No. 6773. The preliminary plat was approved by the Hearing Examiner in 2011 and
14 Phase 1 of the preliminary plat received final plat approval from the Council in 2015 for 45
15 single-family detached lots and 2 townhome lots. Much of the housing in Phase 1 has been
16 constructed.

17 Engineering permits for Phase 2 have been approved for construction of roads and other
18 site improvements. Once these improvements are made the final plat for Phase 2 will be
19 submitted to the City for approval. Phase 2 will provide an additional 45 single-family
20 dwellings east of Phase 1.

21 The majority of housing is proposed for the final, third, phase. It will include a much
22 more diverse mix of housing densities and uses. The timetable for Phase 3 has not been
23 determined.

1 As Phase 2 is preparing to get underway, the Applicant asks for 23 text amendments to
2 the Design Criteria in the Master Plan. Amendments 1 through 15-A apply to single-family
3 dwellings and townhomes, while Amendments 16 through 22 apply to apartments and
4 community buildings (but are essentially the same Amendments as proposed for single-family
5 dwellings).

6 The application for the text amendments was presented to the Design Review Board
7 (DRB) for recommendation. Following review by the DRB in March, City Staff independently
8 reviewed the application and provided recommendations. The recommendations of the DRB
9 and City Staff are identical.

10 The DRB/City Staff recommend approval of Amendments 1, 5, 7, 13, 15-A, 16, and 21
11 without any modification.

12 The DRB/City Staff recommend approval of Amendments 6, 8, 9, 11, 12, 15, 17, 19,
13 and 20 subject to modifications to the Amendments. In each instance the Applicant agrees to
14 the City's proposed changes.

15 The Applicant has agreed to rescind its request for Proposed Amendments 14 and 22.
16 This leaves only five Proposed Amendments in dispute: Proposed Amendments 2, 3, 4, and
17 10/18 (Amendment 18 is the multi-family version of Amendment 10).

18 **PUBLIC HEARING**

19 Once the Proposed Amendments have been reviewed by the DRB, the Amendments and
20 the DRB's recommendations are then presented to the Hearing Examiner for additional
21 recommendation to the City Council. The City Council then considers the recommendations of
22 the DRB and the Hearing Examiner and decides whether to approve the requested amendments.

23 The public hearing before the Hearing Examiner commenced at 6:30 p.m. on Monday,
24 April 8, 2019, in the City Council Chambers in the City Hall. The City appeared through Tim
25

1 Smith, Senior Planner and Cari Hornbein of Planning Staff. The Applicant was present and
2 appeared through its architects, Ron Thomas and Amos Callender. There were no members of
3 the public present. A verbatim recording was made of the public hearing and all testimony was
4 taken under oath.

5 In advance of the public hearing Mr. Smith presented the City Staff Report including
6 Attachments 1 through 7. At the commencement of the public hearing several additional
7 exhibits were submitted as follows:

8 Exhibit 8	Memorandum from City Staff with proposed language changes to Amendments 12 and 20
9 Exhibit 9	Email to the City from Stan Springer relating to various concerns about the development
10 Exhibit 10	Power Point demonstration provided by the Applicant
11 Exhibit 11	Report from the Design Review Board following its meeting on March 14, 2019

12 There were no members of the public present at the hearing and the application has
13 generated very little public comment. Two letters were received from the public during the
14 City's review but they addressed issues largely outside the scope of these Amendments.

15 As there has been no real public input, the purpose of the hearing was to engage in a
16 discussion of the five Proposed Amendments (2, 3, 4 and 10/18) opposed by the DRB/City
17 Staff.

18 In its support of the Proposed Amendments, the Applicant's architects candidly
19 acknowledge that the project has not been received by the public as well as had been hoped.
20 Despite a robust local real estate market, the Village at Mill Pond has been slow to find buyers
21 for its houses. The architects conclude that the project "overshot the mark", that is, that it aimed
22 too high on its level of quality, resulting in higher home prices than the market will support.
23 The developer acknowledges that it is committed to this higher level of quality but hopes that it
24 might be allowed a few efficiencies in design and construction that can reduce construction
25

1 costs - and home prices - without affecting quality. The architects believe that the last
2 remaining Amendments in dispute, if approved, will not impair the integrity of the project or
3 run afoul of the project's design concept. Conversely, the DRB and City Staff fear that the last
4 few requested Amendments will injure the project's promise of a rich, complex diversity of
5 character.

6 The following Findings address both the uncontested and contested Proposed
7 Amendments in their order in the application.

8 FINDINGS OF FACT

9 Proposed Amendment 1.

10 Homes should have significant variations in the floor plans, which allows for
11 variety in the massing of the home, **with the exception that townhomes may**
have the same floor plan within each building.

12 1. The Applicant seeks this modification to clarify any confusion over the right to
13 have each townhome within a building utilize the same floor plan. This will allow for
14 consistency in the exterior appearance of the building, economy in construction and clarity in
15 design.

16 2. DRB and City Staff support the Amendment.

17 Proposed Amendment 2.

18 No more than two of the same model in elevation will be built **within six**
19 **contiguous lots** (~~within eight contiguous lots~~).

20 3. The design standards currently limit two of the same house design per eight
21 contiguous lots. The Applicant seeks to reduce this requirement to two per six contiguous lots.
22
23
24
25

1 4. The Applicant argues that there are currently eighteen model options available in
2 the development but several models are more popular than others. The current limitation of two
3 of the same model per eight contiguous lots restricts the options available to homebuyers.
4 Allowing more of the same models will address consumer demand and reduce construction
5 costs.

6 5. The DRB and City Staff disagree. The Village at Mill Pond has been promoted
7 on the concept of a diverse appearance of housing styles, giving added character to the
8 community. Indeed, the Master Plan promises that "there will be a wide range of variety,
9 complexity and richness inherent in the varying housing types and styles". The proposed
10 Amendment runs counter to this promise. Allowing more intense use of certain models will
11 harm this diversity, especially as it moves into Phase 2.
12

13
14 Proposed Amendment 3.

15 Each model will have ~~at least two different massing solutions~~ and a variety of
16 color schemes.

17 6. The Applicant proposes this amendment to eliminate the need to have "at least
18 two different massing solutions".

19 7. The term "massing" is not defined in the City's Development Regulations.
20 Wikipedia defines "massing" as:

21 "The structure in three dimensions (form), not just its outline from a single
22 perspective (shape). Massing influences the sense of space which the building
23 encloses, and helps to define both the interior space and the exterior shape of the
24 building . . . From a distance, massing, more than any other architectural detail,
25 is what creates the most impact on the eye. Architectural details or ornaments
serve to reinforce massing. Because it has a direct relation to the visual impact a
building makes, massing is one of the most important architectural design
considerations."

1 8. The Applicant again notes that it already has eighteen separate single-family
2 models. The requirement of having at least two different massing solutions for each model
3 effectively requires the development to have thirty-six different model homes. The Applicant
4 believes that this is unnecessary and unduly expensive. It adds that the City has not required the
5 second massing solution for each model during Phase 1 and questions why it is necessary for
6 later phases.

7
8 9. The City concedes that it has not required a second massing solution for each
9 model during Phase 1 but only because there have not been enough houses constructed to
10 require it. The City believes that the requirement of a second massing solution will become
11 increasingly important as the project moves into Phase 2. As the number of homes increase, the
12 diversity of house appearances becomes more important.

13 10. The City adds that changing colors and adding a few structural details is not
14 sufficient to mask the sameness of house designs over a larger area. Additional massing
15 solutions will ensure the diversity of character promised by the development.

16
17 Proposed Amendment 4.

18 ~~Side windows shall be located so as not to be directly in line with a neighbor's~~
19 ~~side window.~~

20 11. The Applicant requests that this requirement be stricken in its entirety so that
21 windows in one house can be directly aligned with windows in the adjoining house.

22 12. The Applicant argues that the project "suffers from its own high level of quality",
23 that is, its homes promise a greater number of windows along the sides of the house than are
24 currently found in most developments. These windows add natural lighting and improve the
25

1 overall quality of the house. Unfortunately, they also raise the likelihood that the windows on
2 the side of one house will align with those on the adjoining house. Houses in Phase 1 have been
3 required to be constructed in a manner which avoids this occurrence. The Applicant complains
4 that this requirement adds substantially to the cost of design and construction.

5 13. The Applicant argues that concerns over privacy can be easily addressed through
6 window coverings. A similar approach has been applied to other developments in the City
7 including Woodbury Crossing.
8

9 14. The City responds that many of the homes in the development are very close to
10 one another. Allowing side windows to be aligned would allow full and direct views into
11 neighbor's residences, eliminating all privacy. The City adds that the Applicant's suggestion of
12 using window coverings greatly reduces the benefit of having constructed the windows in the
13 first place.

14 15. The City argues that avoiding the alignment of windows maintains a sense of
15 privacy between adjacent residences. OMC 18.05A.290 requires that, to the extent practical,
16 privacy is to be maintained between adjoining residences.

17 16. The City acknowledges that it has allowed for some overlap of windows during
18 the construction of Phase 1. Attachment 5 to the Staff Report is a Memorandum dated April 20,
19 2017, which declares that "up to a twelve inch overlap of the side windows is allowed and will
20 not be considered to be directly aligned with one another".
21
22
23
24
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1 Proposed Amendment 5 (Single-Family) and Amendment 16 (Apartments).

2 Any vertical changes in material in a vertical wall, such as from brick to wood,
3 shall wrap the corners no less than 24 inches. ~~The material change shall occur at~~
4 ~~an internal corner or a logical transition such as aligning with a window edge or~~
5 ~~chimney.~~

6 17. The Applicant argues that the term "logical transition" is subjective and the
7 second sentence is unnecessary.

8 18. The DRB and City Staff concur that the second sentence is unnecessary and
9 should be stricken.

10 Proposed Amendment 6 (Single-Family) and Amendment 17 (Apartments).

11 Any horizontal transition in material on a wall surface, such as shingle to lap
12 siding, shall have a material separation, such as trim band board. **Brick or**
13 **cultural stone are considered material separation. Trim band boards are**
14 **not required at horizontal brick or stone transition.**

15 19. The Applicant requests that the last two sentences be added to this requirement.
16 The sentences better define the purpose of the first sentence and offer useful guidance.

17 20. The DRB and City Staff concur with the Applicant's request to add the two
18 additional sentences to this condition subject, however, to added language requiring a ledge or
19 cap on the brick or cultured stone to provide a transition. City Staff therefore recommends that
20 the Proposed Amendment be revised as follows:

21 "Any horizontal transition in material on a wall surface, such as shingle to lap
22 siding, shall have a material separation, such as trim band board. **Brick or**
23 **cultural stone with a ledge or cap are considered a material separation.**
24 **Trim band boards are not required at horizontal brick or stone transition."**

25 21. The Applicant concurs with the change suggested by City Staff.

1 Proposed Amendment 7.

2 Front doors shall be made of vertical grain fir (finished to allow natural wood to
3 show) **or insulated fiberglass with a wood texture and painted finish**; all
4 other doors shall be made of wood, insulated fiberglass, or insulated metal.

5 22. The Applicant requests the addition of the highlighted language to allow the use
6 of insulated fiberglass front doors with a wood texture. The Applicant argues that fiberglass
7 doors can offer a greater variety in color; are more durable and having longer lasting finishes;
8 and provide a similar look and appearance to wood doors.

9 23. City Staff concurs with the Applicant. Fiberglass doors are already allowed for
10 use as garage doors. Allowing them to be used for front doors is consistent with other design
11 criteria.

12
13 Proposed Amendment 8.

14 **Townhome entry doors may be located next to each other.**

15 24. The Applicant requests the addition of this requirement to allow side-by-side
16 front entry doors on townhomes. The Applicant argues that this will allow better symmetry and
17 simplified construction.

18 25. City Staff concurs with the requested Amendment so long as language is added
19 requiring the doors to be either offset or have a divider between them, such as a railing. City
20 Staff recommends that this proposed Amendment be revised as follows:
21

22 **"Townhome entry doors may be located next to each other if the doors are**
23 **offset or a divider between the doors, such as a railing, is provided to**
24 **enhance a sense of privacy."**

25 26. The Applicant agrees with the additional language proposed by the City.

1 Proposed Amendment 9.

- 2 • **Overhead** garage doors shall be paneled, must have inset windows and
3 shall be in style that's consistent with Craftsman Bungalow theme.
4 • **Overhead** garage doors may be wood, insulated fiberglass, or metal.

5 27. The Applicant requests this change to clarify that this requirement is for
6 overhead garage doors, not other doors. Again, this is not intended to change the criteria but
7 merely to provide clarification.

8 28. The City approves the requested Amendment on the condition that there be
9 added language requiring garage doors (that are not overhead doors) to be paneled and in
10 character with the home if the door is visible from the street. The City therefore recommends
11 that this proposed Amendment be revised as follows:

12 **"Overhead** garage doors shall be paneled, must have inset windows and shall be
13 in style that's consistent with Craftsman Bungalow theme. **Overhead** garage
14 doors may be wood, insulated fiberglass, or metal. **Garage doors that are not**
15 **overhead doors shall be paneled and in character with the home if the door**
16 **is visible from the street."**

17 29. The Applicant accepts the City's additional language.

18 Proposed Amendment 10 (Single-Family) and Amendment 18 (Apartments).

19 Provide, relief, detail, and variation on the façade ~~by utilizing well proportioned~~
20 ~~openings that are designed to create shade and shadow detail.~~

21 30. The Applicant asks that the last portion of the requirement be stricken. It argues
22 that the term "well portioned" is subjective and lacks clarity. It further argues that the opening
23 clause is self sufficient and the remaining language is redundant and possibly confusing.

24 31. The City opposes the requested change. The term "well proportioned" is found
25 in OMC 18.05A.225. Since the language is drawn from the City's ordinances, its removal
26 would lead to unnecessary confusion.

1 Proposed Amendment 11 (Single-Family) and Amendment 19 (Apartments).

2 • Windows that are wider than tall are allowed when the following
3 mullion divides and proportions are used which make the windows look
4 taller than wide;

5 • A wide center vertical meeting stile in conjunction with;

6 • A wide (2" minimum) horizontal muntin at the mid-point of
7 the window to create an upper and lower, and;

8 • Narrow grid divides in the upper portion.

9 32. The Applicant requests the addition of this language to provide greater flexibility
10 in the design of windows while still maintaining the intent of the design criteria.

11 33. The City generally agrees with the Applicant but only with respect to windows
12 not facing a street or open space area. The additional language will allow some flexibility for
13 the design of windows not visible from public areas while still holding to the design criteria for
14 vertically proportioned windows facing the street, thus satisfying the requirements of OMC
15 18.05A.225. The City therefore recommends that the proposed Amendment be modified to read
16 as follows:

17 **"For windows not facing a street or open space area:**

18 • **Windows that are wider than tall are allowed when the**
19 **following mullion divides and proportions are used which make the**
20 **windows look taller than wide;**

21 • **A wide center vertical meeting stile in conjunction with;**

22 • **A wide (2" minimum) horizontal muntin at the mid-**
23 **point of the window to create an upper and lower, and;**

24 • **Narrow grid divides in the upper portion."**

25 Proposed Amendment 12 (Single-Family) and Amendment 20 (Apartments).

Windows shall have trim on all four sides. Trim must be appropriate to the
architectural character. ~~Windows shall be either recessed or protruding (such as a~~
~~bay window).~~ Windows not facing the front or street may be 'picture framed'
with same size trim piece around all four sides.

1 34. The Applicant concurs with City's added language.

2 35. The Applicant requests the elimination of the second sentence and the addition of
3 the third sentence. The Applicant believes the second sentence is unclear as it suggests that
4 all windows must be bay windows. The proposed additional sentence helps clarify that
5 windows not visible to the public may enjoy simpler framing.

6 36. The City agrees in part with the recommended changes. It agrees that the phrase
7 "such as a bay window" is unnecessary and possibly confusing, and that it should be eliminated.
8 It also agrees that the proposed additional sentence would be useful. The City therefore
9 recommends that these amendments be rewritten as follows:
10

11 "Windows shall have trim on all four sides. Trim must be appropriate to the
12 architectural character. Windows shall be either recessed or protruding ~~(such as
13 a bay window).~~ **Windows not facing the front or street may be 'picture
14 framed' with same size trim piece around all four sides.**"

15 37. The Applicant agrees with the added language.

16 Proposed Amendment 13 (Single-Family) and Amendment 21 (Apartments).

17 At least two of the following features will be used **at the front of the house and
18 at each street facing or public open space façade:** (a) Shutters, (b) Flower
19 Boxes, (c) Knee Braces, (d) Columns.

20 38. The Applicant proposes the addition of the highlighted language to clarify that
21 these features will be required only at the front of the house and at other areas of public
22 viewing. This will clarify that these details do not extend to the sides or backs of houses where
23 there is no visibility from the street. Houses on corner lots or adjacent to public open spaces
24 will still need to meet these requirements.

25 39. The City concurs with this Proposed Amendment without any recommended
changes.

1 Proposed Amendment 14 (Single-Family) and Amendment 22 (Apartments).

2 Develop landscape in layers. ~~Low at street level and then~~ **Provide low**
3 **landscaping near sidewalks**, foundation plantings at foundation, ~~with~~ **and**
4 specimen trees as intermediate layer.

4 40. The Applicant originally proposed this change to clarify the location of
5 landscape plantings. The City responded that the existing language is consistent with the
6 approved current landscape plan and that any change would therefore be inappropriate. The
7 Applicant agrees and has dropped these Proposed Amendments.
8

9
10 Proposed Amendment 15.

11 Rear and side yard fencing (4 to 6 ft in height) shall be of a consistent design
12 throughout. Side yard fencing shall be set back at least ~~4'~~ **20'** from front of home.

13 41. The Applicant requests this change to allow fences to begin much closer to the
14 front street. A fence setback of 4 feet provides a more usable side yard, engages the street better
15 and improves security.

16 42. The City concurs with the Applicant provided that there is additional language
17 that fences constructed closer than 20 feet from the front of the home shall be offset from a
18 neighboring side yard fence at a minimum distance of 2 feet. The City therefore recommends
19 that this Amendment be revised as follows:

20 "Rear and side yard fencing (4 to 6 ft in height) shall be of a consistent design
21 throughout. Side yard fencing shall be set back at least ~~4'~~ **20'** from front of
22 **home, provided that a fence constructed closer than 20 feet from the front of**
the home shall be offset from a neighboring side yard fence at a minimum
distance of 2 feet."

23 43. The Applicant agrees with the City's requested changes to the Amendment.
24
25

1 Proposed Amendment 15-A.

2 Secondary roof pitch perpendicular to primary roof pitch that does not face
3 street or public open space can be 5:12 slope.

4 44. The Applicant asks for this Amendment to allow secondary roof slopes at the
5 rear or sides of single-family homes to be of a lower slope. This will accommodate a variety in
6 massing and allow for greater flexibility in floor plans. These secondary roof pitches would not
7 be allowed to face the street or open public areas.

8 45. City Staff agrees with the Applicant's reasoning and recommends the approval of
9 the Proposed Amendment without change.

10
11 **ANALYSIS**

12 To the credit of the Applicant, the DRB and City Staff, the majority of Proposed
13 Amendments have either been accepted as is (Amendments 1, 5, 7, 13, 15-A, 16, and 21) or
14 with accepted modifications (Amendments 6, 8, 9, 11, 12, 15, 17, 19, and 20) or have been
15 rescinded by agreement (Amendments 14 and 22). This leaves only five Proposed Amendments
16 subject to further discussion.

17
18 It goes without saying that it to everyone's benefit - the Applicant's, the City's and,
19 perhaps most importantly, those who have already purchased homes - to have the Mill Pond
20 Development completed and functioning as a community. Proposed Amendments which
21 increase efficiencies in design and construction without harm to the character of the
22 development should be encouraged and, indeed, are reflected by the many Amendments
23 supported by City Staff.
24
25

1 The difficulty lies in those Proposed Amendments having the potential to adversely
2 impact the promised design concept. The Applicant believes that the five contested
3 Amendments will provide greater efficiencies without harm to the project's design. The DRB
4 and City Staff respectfully disagree and believe that these last Amendments will erode
5 fundamental concepts in the project's design. After carefully reviewing the positions of both
6 parties, I concur with the recommendations of the DRB and City Staff that these remaining
7 Amendments should be denied. My only deviation from the City's position is that I would
8 support Proposed Amendment 4 (relating to the alignment of windows with those in adjoining
9 houses) to the extent of the City Staff's current policy of allowing up to a twelve-inch overlap.
10

11 The following is a more complete analysis of these remaining contested Amendments.

12 Proposed Amendments 2 and 3. Proposed Amendment 2 would allow the same model
13 to be utilized twice within six contiguous lots (as opposed to eight contiguous lots) while
14 Proposed Amendment 3 would eliminate the need for two different massing solutions for each
15 model. While each of these Proposed Amendments would have a different impact on the
16 development, they share a common theme of improving construction efficiencies by reducing
17 the diversity of housing styles. The City correctly notes that the Village at Mill Pond promised
18 of a rich and complex diversity in its residences. City Staff has a legitimate reason to fear that
19 this diversity will be lost if the same popular house models, without meaningful variation in
20 their massing, are allowed to dominate the development. Stated slightly differently, while these
21 requested changes would undoubtedly improve the efficiency of development, they would do so
22 at a significant cost to the design concept. This is especially true as the development moves into
23 the second and third phases and the number of similar looking homes becomes more apparent.
24

1 A variety of colors and variation in detail will not sufficiently mask this sameness. I therefore
2 concur with the DRB that these two Amendments should be denied.

3 Proposed Amendment 4. The Applicant asks for greater ability to align side windows in
4 one house with those in an adjoining house. The Applicant suggests that it is being punished to
5 a certain extent for its liberal use of side windows to increase the aesthetics and quality of its
6 homes. The Applicant also suggests that much of the problem can be simply remedied through
7 window coverings as has been done in other developments. I respectfully disagree and join the
8 DRB in opposing this Amendment, at least as currently written. I concur with City Staff that
9 the City's ordinances, particularly OMS 18.05A.290, encourages the maintenance of privacy
10 between adjoining residences to the fullest extent practical. It is to be remembered that these
11 homes are being constructed on relatively narrow lots leaving little room between residences.
12 In this context, the direct alignment of windows will effectively eliminate any privacy. The
13 Applicant's suggestion of adding window coverings will restore privacy but at the cost of
14 largely eliminating the windows' purpose.
15

16 Nonetheless, I see no harm in formally recognizing the City's current policy of allowing
17 a twelve-inch overlap. There is no evidence that this policy has caused a significant loss of
18 privacy and, at the same time, offers the Applicant a certain degree of flexibility. I therefore
19 recommend that the Proposed Amendment be approved in a limited format, allowing for a
20 twelve-inch overlap in windows as is currently done. I recommend the approval of Proposed
21 Amendment 4 as modified as follows:
22

23 "Side windows shall be located so as to not be directly in line with a neighbor's
24 side window. Up to a twelve-inch overlap of the side windows is allowed and
25 will not be considered to be directly aligned with one another."

1 Proposed Amendments 10 and 18. The Applicant asks to eliminate certain language in
2 the Design Criteria that requires "well proportioned openings to create shade and shadow
3 detail." The Applicant argues that this language is vague and therefore troublesome and
4 difficult to implement. City Staff responds that this language is taken directly from OMC
5 18.05A.225. I agree with DRB and City Staff that this Design Criteria merely incorporates the
6 requirements of the ordinance and should therefore be maintained. Its removal could lead to the
7 unintended suggestion that the ordinance has been amended. Retention of the challenged
8 language will merely confirm that the conditions imposed by the ordinances remain in effect. I
9 therefore concur in the recommendation that this Amendment be denied.
10

11 SUMMARY

12 Based upon the foregoing Findings and Analysis I recommend that the Proposed
13 Amendments to the Design Criteria be **approved/denied** as follows:

14 **Proposed Amendment 1** should be **approved as is** and read as follows:

15 Homes should have significant variations in the floor plans, which
16 allows for variety in the massing of the home, with the exception that
townhomes may have the same floor plan within each building.

17 **Proposed Amendment 2** should be **denied**.

18 **Proposed Amendment 3** should be **denied**.

19 **Proposed Amendment 4** should be **partially approved** to read as follows:

20 Side windows shall be located so as to not be directly in line with a
21 neighbor's side window. Up to a twelve-inch overlap of the side
22 windows is allowed and will not be considered to be directly aligned with
one another

1 **Proposed Amendments 5 (Single-Family) and 16 (Apartments) should be approved**

2 **as is** and read as follows:

3 Any vertical changes in material in a vertical wall, such as from brick to
4 wood, shall wrap the corners no less than 24 inches.

5 **Proposed Amendments 6 (Single-Family) and 17 (Apartments) should be approved**

6 to read as follows:

7 Any horizontal transition in material on a wall surface, such as shingle to
8 lap siding, shall have a material separation, such as trim band board.
9 Brick or cultural stone with a ledge or cap are considered a material
10 separation. Trim band boards are not required at horizontal brick or stone
11 transition.

12 **Proposed Amendment 7 should be approved as is** and read as follows:

13 Front doors shall be made of vertical grain fir (finished to allow natural wood to
14 show) or insulated fiberglass with a wood texture and painted finish; all other
15 doors shall be made of wood, insulated fiberglass, or insulated metal.

16 **Proposed Amendment 8 should be approved** to read as follows:

17 Townhome entry doors may be located next to each other if the doors are
18 offset or a divider between the doors, such as a railing, is provided to
19 enhance a sense of privacy.

20 **Proposed Amendment 9 should be approved** to read as follows:

21 Overhead garage doors shall be paneled, must have inset windows and shall be in
22 style that's consistent with Craftsman Bungalow theme. Overhead garage doors
23 may be wood, insulated fiberglass, or metal. Garage doors that are not overhead
24 doors shall be paneled and in character with the home if the door is visible from
25 the street.

Proposed Amendment 10 should be denied.

1 **Proposed Amendments 11 (Single-Family) and 19 (Apartments) should be approved**
2 to read as follows:

3 For windows not facing a street or open space area:

- 4 • Windows that are wider than tall are allowed when the following
mullion divides and proportions are used which make the windows
look taller than wide;
- 5 • A wide center vertical meeting stile in conjunction with;
 - 6 • A wide (2" minimum) horizontal muntin at the mid-point
of the window to create an upper and lower, and;
 - 7 • Narrow grid divides in the upper portion.

8 **Proposed Amendments 12 (Single-Family) and 20 (Apartments) should be approved**
9 to read as follows:

10 Windows shall have trim on all four sides. Trim must be appropriate to
11 the architectural character. Windows shall be either recessed or
protruding. Windows not facing the front or street may be 'picture framed'
with same size trim piece around all four sides.

12 **Proposed Amendments 13 (Single-Family) and 21 (Apartments) should be approved**
13 **as is** and read as follows:

14 At least two of the following features will be used at the front of the house
15 and at each street facing or public open space façade: (a) Shutters, (b)
Flower Boxes, (c) Knee Braces, (d) Columns.

16 **Proposed Amendment 14 should be dismissed** as requested by the Applicant.

17 **Proposed Amendment 15 should be approved** to read as follows:

18 Rear and side yard fencing (4 to 6 ft in height) shall be of a consistent
19 design throughout. Side yard fencing shall be set back at least 4' from
20 front of home, provided that a fence constructed closer than 20 feet from
the front of the home shall be offset from a neighboring side yard fence at
21 a minimum distance of 2 feet.

22 **Proposed Amendment 15-A should be approved as is** and read as follows:

23 Secondary roof pitch perpendicular to primary roof pitch that does not
24 face street or public open space can be 5:12 slope.

25 **Proposed Amendment 18 should be denied.**



**OLYMPIA DESIGN REVIEW BOARD
RECOMMENDATION**

MASTER PLAN AMENDMENT

Community Planning & Development
601 4th Avenue E. – PO Box 1967
Olympia WA 98501-1967
Phone: 360.753.8314
Fax: 360.753.8087
cpdinfo@ci.olympia.wa.us
www.olympiawa.gov

To: Hearing Examiner/City Council

Meeting Date: 3/14/2019

Time: 6:30PM

FROM: Principal Planner Tim Smith

PROJECT NAME: Village at Mill Pond

PROJECT No.: 18-2776

PROJECT ADDRESS: 2400 Lilly Rd NE

PROJECT DESCRIPTION: Amendments to the Design Criteria for the Village at Mill Pond – Master Plan

APPLICANT: Amos Callender, Thomas Architecture Studio, 109 Capitol Way N

ATTENDEES:

P = Present; A = Absent; X = Excused

P	JANE LACLERGUE, Vice chair (Citizen at Large)	P	JOSEPH LAVALLE, (Citizen at Large)	P	CARI HORNBEIN (Senior Planner)
P	DUANE EDWARDS (Citizen at Large)	P	MARNIE MCGRATH (Citizen at Large)	P	TIM SMITH (Principal Planner)
P	ROBERT FINDLAY (Architect)				CATHERINE MCCOY (Associate Planner)
	ANGELA RUSH (Citizen at Large)				NICOLE FLOYD (Senior Planner)
P	JAMI HEINRICHER Chair (Citizen at Large)				PAULA SMITH (Assistant Planner)

**The Village at Mill Pond Master Plan
Single Family and Apartment/Community Building Design Criteria Recommended Text
Amendments**

NOTE: The Design Review Board recommendations are as enumerated below. Amendments 1 through 15A pertain to single family dwellings and townhomes. Amendments 16 through 22 address apartment and community building design criteria and are the same as several of the amendments to the single family design criteria. The Board combined amendments in their motions where the same language for both single family and apartments are proposed. For example, Amendment #5 for single family is the

same as Amendment #16 for apartments, so the two amendments were addressed under the same motion.

Elevations and Models:

1. Homes should have significant variations in the floor plans, which allows for variety in the massing of the home, **with the exception that townhomes may have the same floorplan within each building.**
2. No more than two (2) of the same model and elevation will be built **within six continuous lots** within eight contiguous lots.
3. Each model will have ~~at least two (2) different massing solutions and~~ a variety of color schemes.

Motion and Vote: Vice Chair Jane Laclergue motioned, seconded by Joseph LaValle, to recommend approval of #1; and not recommend approval of #2 and #3. All in favor: Aye: 5, Nay: 0, Abstain: 0.

Building Placement:

- ~~4. Side windows shall be located so as not to be directly in line with a neighbor's side window.~~

Motion and Vote: Joseph LaValle motioned, seconded by Bob Findlay, to not recommend approval of #4. All in favor: Aye: 5, Nay: 0, Abstain: 0.

Materials:

5. Any vertical changes in materials in a vertical wall, such as from brick to wood, shall wrap the corners no less than 24 inches. ~~The material change shall occur at an internal corner or a logical transition such as aligning with a window edge or chimney.~~
6. Any horizontal transition in material on a wall surface, such as shingle to lap siding, shall have a material separation, such as trim band board. **Brick or cultured stone are considered a material separation. Trim band boards are not required at horizontal brick or stone transition.**

Motion and Vote: Vice Chair Jane Laclergue motioned, seconded by Duane Edwards, to recommend approval of #5 and #16; and recommend approval of #6 and #17 with additional language requiring a ledge or cap on the brick or cultured stone to provide a transition. All in favor: Aye: 5, Nay: 0, Abstain: 0.

Entrances to Homes:

7. Front doors shall be made of vertical grain fir (finished to allow natural wood to show) **or insulated fiberglass with a wood texture and painted finish;** all other doors shall be made of wood, insulated fiberglass, or insulated metal.
8. ADD ITEM: **Townhome entry doors may be located next to each other.**
9. **Overhead** garage doors shall be paneled, must have inset windows and shall be in a style that is consistent with the Craftsman Bungalow theme.
Overhead garage doors may be wood, insulated fiberglass, or insulated metal.

Motion and Vote: Joseph LaValle motioned, seconded by Bob Findlay, to recommend approval of #7; recommend approval of #8 with additional language that the doors must either be off-set or a divider between the doors, such as railing, is provided to enhance a sense of privacy; and recommend approval of #9 with additional language that requires garage doors that are not

overhead doors to be paneled and in character with the home if the door is visible from the street.
All in favor: Aye: 5, Nay: 0, Abstain: 0.

Primary Windows:

10. Provide relief, detail, and variation on the façade by ~~utilizing well-proportioned openings that are designed to create shade and shadow detail.~~
11. ADD ITEM: **Windows that are wider than tall are allowed when the following mullion divides and proportions are used which make the windows look taller than wide:**
 - a. **A wide center vertical meeting stile in conjunction with:**
 - b. **A wide (2" minimum) horizontal muntin at the mid-point of the window to create an upper and lower portion, and;**
 - c. **Narrow grid divides in the upper portion.**
12. Windows shall have trim on all four sides. Trim must be appropriate to the architectural character. ~~Windows shall be either recessed or protruding (such as a bay window).~~ **Windows not facing the front or street may be 'picture framed' with same size trim piece around all four sides.**

Motion and Vote: Marnie McGrath motioned, seconded by Jami Heinricher, to not recommend approval of #10 and #18; recommend approval of #11 and #19 with additional language that the proposed change applies to windows not facing a street or open space area; and to recommend approval of #12 and #20 as modified by the Board to retain that portion of the sentence: "Windows shall be either recessed or protruding", remove "(such as bay windows)" from the sentence, and add the proposed language regarding picture framed trim as proposed by the applicant. All in favor: Aye: 5, Nay: 0, Abstain: 0.

Architecture Details and Features:

13. At least two of the following features will be used **at the front of the house and at each street facing or public open space facade:** (a) Shutters, (b) Flower Boxes, (c) Knee Braces, (d) Columns.

Motion and Vote: Vice Chair Jane Laclergue motioned, seconded by Marnie McGrath, to recommend approval of #13 and #21. All in favor: Aye: 5, Nay: 0, Abstain: 0.

Associated Front and Street-side Landscaping and Fencing:

14. ~~Develop landscape in layers. Low at street level and then~~ **Provide low landscaping near sidewalks,** foundation plantings at foundation, ~~with~~ **and** specimen trees as intermediate layer.
15. Rear and side yard fencing (4 to 6 ft. in height) shall be of a consistent design throughout. Side yard fencing shall be set back at least **4'** ~~20'~~ from front of home.

Motion and Vote: Vice Chair Jane Laclergue motioned, seconded by Duane Edwards, to not recommend approval of #14 and #22; and recommend approval of #15 with additional language stating that fences constructed closer than 20 feet from the front of the home be off-set from a neighboring side yard fence a minimum distance of 2 feet. All in favor: Aye: 5, Nay: 0, Abstain: 0.

Roofs:

- 15.A ADD ITEM: **Secondary roof pitch perpendicular to primary roof pitch that does not face street or public open space can be 5:12 slope.**

Motion and Vote: Vice Chair Jane Laclergue motioned, seconded by Duane Edwards, to recommend approval of #15A. All in favor: Aye: 5, Nay: 0, Abstain: 0.

Memo Distribution:

- Applicant / Authorized Representative
- DRB Record
- DRB Members
- Parties of Record

Design Criteria

Note: Text shown in ~~strike through~~ is proposed to be removed from the design criteria.
Text shown in *Italics & underline* is proposed to be added to the design criteria.

These criteria supplement the city-wide design criteria and apply only to properties within The Village at Mill Pond. These criteria are intended to allow for a diverse range of building massing, detailing and color while creating a unified community.

The criteria are divided into three sections pertaining respectively to (1) "Single Family" detached housing, including zero-lots, and townhomes; (2) Apartments and Community Buildings; and (3) Commercial Buildings. Each section consists of "intent" statements and "requirements." Compliance with the requirements is necessary; the intent statements provide guidance in interpreting the purpose of the various requirements.

Single Family Building Design Criteria

Elevations and Models

Intent

- To reflect the Craftsman Bungalow architectural theme of the neighborhood.
- To provide a diverse streetscape and a variety of housing stock.
- Homes should have significant variations in the floor plans, which allows for variety in the massing of the home, *with the exception that townhomes may have the same floorplan within each building.*

Requirements

- No more than 2 of the same model and elevation will be built within eight contiguous lots.
- The same model and elevation will not be built next to each other.
- To differentiate the same models and elevations, different colors will be used.
- Each model will have at least 2 different massing solutions and a variety of color schemes.

Massing and Composition

Intent

- To reflect the Craftsman Bungalow architectural theme of the neighborhood.
- To reflect a clear hierarchy of forms and massing with expression of dominant and secondary forms.

Requirements

- Primary building forms shall be the dominating form; secondary formal elements shall include porches, principal dormers, or other significant features.
- Primary porch plate heights shall be one story; but stacked porches are allowed.

Building Articulation

Intent

- To avoid monotonous repetition of elevations along public areas and provide pedestrian scale elements to the streetscape. Articulation may be the connection of an open porch to the building, a dormer facing the street, well-defined entry elements and multiple front yard setbacks.

Requirements

- The primary building elevation oriented toward the street or village green shall have at least one articulation or change in plane. Such primary articulations shall be a minimum of 24 inches.
- A minimum of at least one 12 inch side articulation shall occur for side elevations facing streets or public spaces.

Building Placement

Intent

- Orient homes toward the public realm.
- Buildings will be designed to integrate with activities along the street frontage, village greens, and open spaces.
- All buildings should be sited in a logical way to maximize usable space while providing architectural elements at key locations. Window placement is an essential component to achieving this relationship.
- The open side is the side that is either facing a public street or green, or facing the usable side yard. This elevation should typically have more windows and detailing.

Requirements

- Each home shall have a covered porch, main entry, or main entry walk oriented toward the public realm. Each porch at the main entry shall be a minimum of 5' deep and a minimum of 50 SF in area. A variety of column shapes, consistent with the craftsman style, are allowed. Railings are not required unless otherwise needed for building code compliance.
- Side windows shall be located so as not to be directly in line with a neighbor's side window. Up to a twelve-inch overlap of the side windows is allowed and will not be considered to be directly aligned with one another.
- Within the range of allowable front yard setbacks (10' – 25'), there will be variation; no more than two homes on directly adjacent lots can share the same setback. The next home must vary its setback at least 3'-0".
- Any visible side of a building located on the corner or on the corner of a park, green, or pocket park shall meet the architectural standards of this section. Where a building is located on a corner lot, i.e. - the intersection of two roads or the intersection of a road and common open space, a wrapped porch is the preferred method of reducing the perceived scale of the house and engaging the street or open space on both sides.

Materials

Intent

- Provide a variety of materials appropriate to the architectural character of the building.

Requirements

To ensure a variety of appropriate materials, the following techniques shall be used:

- Any vertical changes in materials in a vertical wall, such as from brick to wood, shall wrap the corners no less than 24 inches. ~~The material change shall occur at an internal corner or a logical transition such as aligning with a window edge or chimney.~~
- Any horizontal transition in material on a wall surface, such as shingle to lap siding, shall have a material separation, such as a trim band board. Brick or cultured stone with a ledge or cap are considered a material separation. Trim band boards are not required at horizontal brick or stone transition.
- Acceptable Exterior Wall Material: wood or cementitious lapped siding, board & batten, shingles, standard sized brick (3-1/2 x 7-1/2 inches or 3-5/8 x 7-5/8 inches), stone or simulated stone (2 inch minimum depth). Vinyl siding is not allowed within the development.
- Trim is required around all doors and windows and must be consistent with the building style. The trim must be 3-1/2 inches in width minimum and be used on all elevations. Trim may be cement fiber board, wood, or stone material.

Colors

Intent

- Reduce the monotony of color and tone to create a more diverse palette within the Craftsman Bungalow Theme.
- Color should be used to emphasize building modulation and architectural details.
- A diversity of color should be used on homes (body and trim); consistent with the Craftsman Bungalow theme, as compared with monotonous shades of beige and gray throughout the community.
- Integrate the gutters and downspouts into the home's color scheme. Gutters and downspouts should reflect the architectural character of the home.

Requirements

- Provide at least three colors on buildings to reflect material changes and individuality of the residence.
- Gutters shall be painted of an integral color to closely match or complement either the body or trim color.

Roofs

Intent

- Provide variety of roof forms and profiles that add character and relief to the streetscape.
- Overhangs and eaves should be detailed and proportioned to compliment the architectural style of the home.

Requirements

- Primary roof pitches shall be a minimum of 6:12.
- Secondary roof pitch perpendicular to primary roof pitch that does not face street or public open space can be 5:12 slope.
- Porch roofs can be lower slope than 6:12.

- Roof overhangs, except for porches, shall be a minimum of 12 inches (excluding gutter) and a maximum of 36 inches, not including gutters and any other ornamental features.
- Roof material shall be fire retardant and shall consist of one of the following materials: architectural grade composition shingles, standing seam metal (pre-finished or copper), slate, or simulated slate.
- Bright color reflective roofing material is prohibited.

Entrances to Homes

Intent

- Design entrances that become a focal point of the buildings and allow space for social interaction.
- The style of front doors should be integral to the character of the homes.

Requirements

- Porches or stoops are required on all homes.
- Stoops and porches shall be raised above the grade except where access (ADA) is a priority. An accessible route may also be taken from a front driveway.
- Front doors shall face a street, park, common green, pocket park, or pedestrian easement.
- Front doors shall be made of vertical grain fir (finished to allow natural wood to show); or insulated fiberglass with a wood texture and painted finish; all other doors shall be made of wood, insulated fiberglass, or insulated metal.
- Front doors shall be paneled and may also have inset windows.
- Townhome entry doors may be located next to each other if the doors are offset or a divider between the doors, such as a railing, is provided to enhance a sense of privacy.
- Sidelights, maximum of 12" wide, are allowed at front doors. Material must be the same as adjacent front door or adjacent windows.
- Sliding glass doors are not prohibited along frontage elevation.
- Paired (double) front doors are prohibited.
- Head and jamb trim is required around all doors.
- Overhead Garage doors shall be paneled, must have inset windows and shall be in style that's consistent with Craftsman Bungalow theme.
- Overhead Garage doors may be wood, insulated fiberglass, or insulated metal.
- Garage doors that are not overhead doors shall be paneled and in character with the home if the door is visible from the street.

Primary Windows

Intent

- Use windows that are integral to the character of the homes.

Requirements

- Provide relief, detail, and variation on the façade by utilizing well proportioned openings that are designed to create shade and shadow detail.
- Primary windows shall be proportioned vertically rather than horizontality, i.e. – shall be taller than wide. Vertical windows may be combined together to create a larger window area.

- For windows not facing a street or open space area:
 - Windows that are wider than tall are allowed when the following mullion divides and proportions are used which make the windows look taller than wide:
 - A wide center vertical meeting stile in conjunction with:
 - A wide (2" minimum) horizontal muntin at the mid-point of the window to create an upper and lower, and;
 - Narrow grid divides in the upper portion.
- Windows shall have trim on all four sides. Trim must be appropriate to the architectural character. Windows shall be either recessed or protruding ~~(such as a bay window)~~. Windows not facing the front or street may be 'picture framed' with same size trim piece around all four sides.
- Any divided light windows must either be true divided light or have properly proportioned mullions applied to the window. Individual panes must be vertically proportioned or square.
- Acceptable window materials: frame: wood, vinyl, fiberglass, aluminum; glass: clear, double glazed (min).

Chimneys

Intent

- Any chimneys should reflect the architectural style of the home.
- Chimney form and shape should reflect the proportions of masonry tradition.
- Overly stylistic chimneys are discouraged.

Requirements

- Chimneys above the roof shall be at least 20 inches x 24 inches as measured in plan view.
- Skinny long chimneys out of concert with the house proportions or not naturally anchored into the roof forms and walls are prohibited.
- For materials allowed and prohibited on chimneys, see "Materials Requirements" for "Acceptable Exterior Wall Material" (page 234).

Columns, Trim and Corner Boards

Intent

- Design columns, trim work, and corner boards to add visual detail to the house.
- Columns, trim, and corner boards should reflect the architectural character of the home.

Requirements

- Character columns shall relate to the home's architectural style. Exposed 4x4 or 6x6 posts are prohibited.
- Metal corner clips or corner boards shall be used at corners where siding is used. Corner boards shall be a minimum of 2-1/2 inch in width. Corner boards shall be painted to match the building style.

Architecture Detail and Features

Intent

- Establish a desirable human scale by the use of shutters, knee braces, flower boxes, and columns.

Requirements

- At least two of the following features will be used at the front of the house and at each street facing or public open space facade: (a) Shutters, (b) Flower boxes, (c) Knee Braces, (d) Columns.
- Any shutters, flower boxes, and ornamental knee braces shall follow the building's architectural style.

Associated Front and Street-side Landscaping

Intent

- To establish a pedestrian oriented "feel" while promoting safety, security and privacy for residents.
- Front and side yards that abut a street should be visually open to the street.
- A variety of trees are recommended to add depth and diversity to the neighborhood.
- Backyards may be designed to suit residents' tastes.

Requirements

- Develop landscape in layers. Low at street level and then foundation plantings at foundation, with specimen trees as intermediate layer.
- For Rear Loaded Townhomes, consider site as one house in development of landscape design. Compose walk(s) and plantings with idea to providing unified identity to building façade.
- Front yard fencing is prohibited.
- Rear and side yard fencing (4 to 6 ft in height) shall be of a consistent design throughout. Side yard fencing shall be set back at least 20' from front of home, provided that a fence constructed closer than 20 feet from the front of the home shall be offset from a neighboring side yard fence at a minimum distance of 2 feet.

Apartment and Community Building Design Criteria

Massing and Composition

Intent

- To reflect the Craftsman architectural theme of the neighborhood.
- To reflect a clear hierarchy of forms and massing with expression of dominant and secondary forms.

Requirements

- Primary building forms such as roof pitch, architectural style, window fenestration, and building modulation shall be the dominating form while secondary formal elements shall include porches, principal dormers, balconies or other significant features.
- Primary porch plate heights shall be one story.

Building Articulation

Intent

- To avoid monotonous streetwalls and to provide pedestrian scale elements to the streetscape.
- To ensure that building elements, such as balconies, complement the building; and to encourage the inclusion of balconies as second and third story outdoor, covered or open living areas.
- Articulation may be the connection of an open porch to the building, a dormer facing the street, or a well-defined entry element.

Requirements

- The primary building elevation oriented toward the street or village center shall have at least one 48 inch or greater articulation or change in plane every 80' in building width.
- A minimum of at least one 12 inch side articulation shall occur for side elevations facing a street or public spaces.
- Entrances to the building(s) or internal courtyards shall be plainly visible from the surrounding public street or primary pedestrian walkways that access the building(s).
- If external stairways are utilized, to the greatest extent possible, they should be screened from direct view from surrounding public streets. The external stairs should be simple, clean, bold projections that incorporate architectural features of the adjacent structure through the use of common wall & roof forms, openings, columns, and materials. Freestanding stairways are prohibited.

Materials

Intent

- Provide a variety of materials appropriate to the architectural character of the building.

Requirements

- Any vertical changes in materials in a vertical wall, such as from brick to wood, will wrap the corners no less than 24 inches. ~~The material change shall occur at an internal corner or a logical transition such as aligning with a window edge or chimney.~~
- Any horizontal transition in material on a wall surface, such as shingle to lap siding, shall have a material separation, such as a trim band board. Brick or cultured stone with a ledge or cap are considered a material separation. Trim boards are not required at horizontal brick or stone transition.

- Acceptable Exterior Wall Material: wood or cementitious lapped siding, board & batten, shingles, standard sized brick (3-1/2 x 7-1/2 inches or 3-5/8 x 7-5/8 inches), stone or simulated stone (2 inch minimum depth). Vinyl siding is not allowed within the development.
- Trim is required around all doors and windows and must be consistent with the building style. The trim must be 3-1/2 inches in width minimum and be used on all elevations. Trim may be cement fiber board, wood, or stone material.
- Porches and balconies shall have open railings of painted wood consistent with the chosen architectural style.

Colors

Intent

- To create a consistent level of quality while allowing project identity and variety.
- Colors should be used to emphasize building modulation and architectural details.
- A diversity of color should be used on homes (body and trim); consistent with the Craftsman theme, as compared with monotonous shades of beige and gray.
- Integrate the gutters and downspouts into the building's color scheme. Gutters and downspouts should reflect the architectural character of the building.

Requirements

- Provide at least three colors on buildings to reflect material changes and enhance the architectural character of the building.
- Gutters shall be painted of an integral color to closely match or complement either the body or trim color.

Roofs

Intent

- Provide variety of roof forms and profiles that add character and relief to the streetscape.
- Overhangs and eaves should be detailed and proportioned to compliment the architectural style of the building.
- Dormers are encouraged and should complement the façade and align with windows, doors or façade modulation.

Requirements

- Primary roof pitches shall be a minimum of 6:12.
- Porch roofs can be lower slope than 6:12.
- Roof overhangs, except for porches, shall be a minimum of 12 inches (excluding gutter) and a maximum of 36 inches, not including gutters and any other ornamental features.
- Roof material shall be fire retardant and shall consist of one of the following materials: architectural grade composition shingles, standing seam metal (pre-finished or copper), slate, or simulated slate.
- Bright color reflective roofing material is prohibited.

Doors

Intent

- Use front doors that are integral to the character of the building.

Requirements

- Front doors shall be made of wood, insulated fiberglass, or insulated metal.
- Front doors shall be paneled and may also have inset windows.
- Paired (double) front doors are prohibited.
- Head and jamb trim is required around all doors.
- Sidelights, maximum of 12" wide, are allowed at front doors. Material must be the same as adjacent front door or adjacent windows.

Primary Windows

Intent

- Use windows that are integral to the character of the buildings.

Requirements

- Provide relief, detail, and variation on the façade by utilizing well proportioned openings that are designed to create shade and shadow detail.
- Primary windows shall be proportioned vertically rather than horizontally, i.e. – shall be taller than wide. Vertical windows may be combined together to create a larger window area.
- For windows not facing a street or open space area:
 - Windows that are wider than tall are allowed when the following mullion divides and proportions are used which make the windows look taller than wide;
 - A wide center vertical meeting stile in conjunction with:
 - A wide (2" minimum) horizontal mullin at the midpoint of the window to create an upper and lower, and;
 - Narrow grid divides in the upper portion.
- Windows shall have trim on all four sides. Trim must be appropriate to the architectural character. Windows shall be either recessed or protruding ~~(such as a bay window)~~. Windows not facing the front or street may be 'picture framed' with same size trim piece around all four sides.
- Any divided light windows must either be true divided light or have properly proportioned mullions applied to the window. Individual panes must be vertically proportioned or square.
- Acceptable window materials: frame: wood, vinyl, fiberglass, aluminum; glass: clear, double glazed (min).

Chimneys

Intent

- Any chimneys should reflect the architectural style of the building. Overly stylistic chimneys are discouraged.

Requirements

- Chimneys above the roof shall be at least 20 inches x 24 inches as measured in plan view.
- Chimney form and shape shall reflect the proportions of masonry tradition. Skinny long chimneys out of concert with the building proportions or not naturally anchored into the roof forms and walls are prohibited.
- For materials allowed and prohibited on chimneys, see “Materials Requirements” for “Acceptable Exterior Wall Material” (page 279).

Columns and Trim and Corner Boards

Intent

- Design columns, trim work, and corner boards to add visual detail to the building.
- Columns, trim, and corner boards should reflect the architectural character of the building.

Requirements

- Character columns shall relate to the building's architectural style. Exposed 4x4 posts are prohibited.
- Metal corner clips or corner boards shall be used at corners where siding is used. Corner boards shall be a minimum of 2-1/2 inch in width. Corner boards shall be painted to match the building style.

Architecture Detail and Features

Intent

- Establish a desirable human scale next to pedestrian routes by the use of shutters, knee braces, flower boxes, and columns.

Requirements

- At least two of the following features will be used at the front of the house and at each street facing or public open space facade: (a) Shutters, (b) Flower boxes, (c) Knee Braces, (d) Columns.
- Any shutters, flower boxes, and ornamental knee braces shall follow the building's architectural style.

Associated Landscaping

Intent

- To establish a pedestrian oriented apartment building “feel” while promoting safety, security and privacy for residents. Minimize the use of fencing and site walls.
- Front and side yards that abut a street should be visually open to the street.
- A variety of plantings are recommended to add depth and diversity to the neighborhood.

Requirements

- Develop landscape in layers. Low at street level and then foundation plantings at foundation, with specimen trees as intermediate layer.
- Landscape parking islands with trees, shrubs and groundcover.
- Landscape front, rear and side yards to help reduce the mass appearance of the buildings and to help blend into the surrounding neighborhood.

- Screen solid waste and recycling areas with fencing consistent with City of Olympia codes.
- Install fencing and site walls only where safety or security are needed or landscape/plant materials alone are insufficient in screening.

Lighting

Intent

- To promote safety, security, and privacy within the building and parking areas.

Requirements

- Provide lighting on all building entries including entry stairways, doorways, patios and decks. The style of all building lighting shall be consistent with the architectural character of the building.
 - Provide lighting in all parking areas as needed for safety.
 - Provide pedestrian scale lighting at all sidewalks as needed for safety.
-
-



Commercial Building Design Criteria

Massing, Composition & Articulation

Intent

- To reflect the Craftsman architectural theme of the neighborhood.
- To reflect a clear hierarchy of forms and massing with expression of dominant and secondary forms; and to avoid monotonous repetition of elevations along public areas and provide pedestrian scale elements to the streetscape.

Requirements

- Primary building forms shall be the dominating form while secondary formal elements will include principal dormers, or other significant features.
- Storefront façade shall consist of multiple bays of windows and piers.
- The primary building elevation oriented toward the street or village green shall have at least one articulation or change in plane of at least 48 inches at least every 40 feet.
- A minimum of at least one side articulation of at least 12 inches every 30 feet shall occur for side elevations facing street or public spaces.
- There shall be a masonry veneer (brick, stone or simulated stone) base, a minimum of 3 feet in height, on 30 % minimum of the building's façade.

Building Placement

Intent

- To allow opportunities for an active, street-oriented commercial district and to minimize the distance to the community green.
- All buildings should be sited in a logical way to maximize usable space while providing architectural elements at key locations.

Requirements

- Sidewalk at front façade, facing village green and parking area, shall be a minimum of 15' to allow for outdoor display and/or dining.
- Primary architectural features shall face the village green/parking area and all other public streets.

Materials

Intent

- Use a variety of materials appropriate to the architectural character of the building.

Requirements

Where more than one material is used the following techniques shall be used:

- Any vertical changes in materials in a vertical wall, such as from brick to wood, will wrap the corners no less than 24 inches. The material change shall occur at an internal corner or a logical transition such as aligning with a window edge or chimney.
- Any horizontal transition in material on a wall surface, such as shingle to lap siding, shall have a material separation, such as a trim band board.
- Acceptable Exterior Wall Material: wood or cementitious lapped siding, board & batten, shingles, standard sized brick (3-1/2 x 7-1/2 inches or 3-5/8 x 7-5/8 inches), stone or simulated stone (2 inch minimum depth).
- Trim is required around all doors and windows and must be consistent with the building style. The trim must be 3-1/2 inches in width minimum and be used on all elevations. Trim may be cement fiber board, wood, or stone material. Vinyl siding is not allowed within the development.

Colors

Intent

- To create a consistent level of quality while allowing project identity and variety.
- Colors should be used to emphasize building modulation and architectural details.
- A diversity of color should be used on buildings (body and trim); consistent with the Craftsman theme, as compared with monotonous shades of beige and gray.
- Integrate the gutters and downspouts into the building's color scheme. Gutters and downspouts should reflect the architectural character of the building.

Requirements

- Provide at least three colors on buildings to reflect material changes and enhance the architectural character of the building.
- Gutters shall be painted of an integral color to closely match or complement either the body or trim color.

Roofs

Intent

- Provide variety of roof forms and profiles that add character and relief to the streetscape.
- Buildings should reflect a complementary architectural style in relationship with adjacent apartment buildings and single family homes in the neighborhood.
- Overhangs and eaves should be detailed and proportioned to compliment the architectural style of the building.
- Dormers are encouraged and should complement the façade and align with windows, doors or façade modulation.

Requirements

- Any gable forms on the public sides shall be a minimum of 6:12. Limited flat roofs are allowed as required for mechanical equipment. All mechanical equipment shall be visually screened from public view.
- Roof overhangs, except for porches, shall be a minimum of 12 inches (excluding gutter) and a maximum of 36 inches, not including gutters and any other ornamental features.

- Roof material shall be fire retardant and shall consist of one of the following materials: architectural grade composition shingles, standing seam metal (pre-finished or copper), slate, or simulated slate.
- Bright color reflective roofing material is prohibited.
- Gravel and red tile roofs are prohibited.

Awnings, Balconies, Arcades & Marquees

Intent

- To identify entryways, to provide shelter along sidewalks and opportunities for signage.
- An awning, porch or roof cover may be used for building entryways.

Requirements

- All commercial entries shall have awnings.
- Awning materials acceptable: wood, metal, glass, and fabric awnings.
- Awing projections must be a minimum of 5 foot deep.
- Signage is allowed on the awnings.
- Translucent, backlit awnings are prohibited.

Associated Signage

Intent

- To create the ability to display business signs while not overpowering the architectural style of the building.
- Signage perpendicular to front façade, mounted from awnings or building façade is preferred under or adjacent to awnings.

Requirements

- Freestanding, backlit, plastic signs are not allowed.
- Wall mounted signage, sizes consistent with City of Olympia Code, is allowed on façade facing public street and on façade facing parking/village green.
- Blade sign mounted on roof cover is allowed (i.e. canopy, awning, etc).

Doors

Intent

- Use front doors that are integral to the character of the buildings.

Requirements

- Doors shall be made of wood, fiberglass, steel or aluminum.
- Sliding glass doors are prohibited along frontage elevations.
- Overhead doors are allowed if fully glazed.
- Head and jamb trim is required around all doors.

Primary Windows

Intent

- Use windows that are integral to the character of the buildings. Maximize store display windows.

Requirements

- Provide relief, detail, and variation on the façade by utilizing well proportioned openings that are designed to create shade and shadow detail.
- Primary/store front windows shall be proportioned to be consistent with the architectural character of the building.
- All windows shall have a trim on all sides.
- Trim must be appropriate to the architectural character of the building.
- Acceptable window materials: frame: wood, vinyl, fiberglass, aluminum; glass: clear, double glazed (min).

Chimneys

Intent

- Any chimneys should reflect the architectural style of the building. Chimney form and shape shall reflect the proportions of masonry tradition. Overly stylistic chimneys are discouraged.

Requirements

- Chimneys above the roof shall be at least 20 inches x 24 inches as measured in plan view.
- Skinny long chimneys out of concert with the building proportions or not naturally anchored into the roof forms and walls are prohibited.
- Wood-framed chimney enclosures are permitted.

Columns, Trim and Corner Boards

Intent

- Columns, trim work, and corner boards that add visual detail to the building.
- Columns, trim, and corner boards should reflect the architectural character of the building.

Requirements

- Character columns shall relate to the building's architectural style. Exposed 4x4 or 6x6 inch posts are prohibited.
- Use metal corner clips or corner boards at corners where siding is used. Corner boards shall be a minimum of 2-1/2 inch in width. Corner boards shall be painted to match the building style.

Associated Landscaping

Intent

- To establish a pedestrian oriented "feel" while promoting safety, security and privacy for residents.

Requirements

- Develop landscape in layers. Low at street level and then foundation plantings at foundation, with specimen trees as intermediate layer.
- Landscape parking islands with trees, shrubs and groundcover.
- Landscape rear and side yards to help reduce the mass appearance of the buildings and to help blend into the surrounding neighborhood.
- Screen solid waste and recycling areas with fencing consistent with City of Olympia codes.
- Install fencing and site walls only where safety or security are needed or landscape/plant materials alone are insufficient in screening.

Lighting

Intent

- To promote safety, security, and privacy within the building and parking areas.

Requirements

- Provide lighting at all building entries. The style of all building lighting shall be consistent with the architectural character of the building.
- Provide lighting in all parking areas as needed for safety.
- Provide pedestrian scale lighting at all sidewalks as needed for safety.



City Council

Approval of a Resolution Affirming Olympia's Commitment to Nondiscrimination Based on Sexual Orientation or Gender Identity and Authorizing the Mayor to Support and Join on the City's Behalf an Amicus Brief in the United States Supreme Court on Behalf of Title VII's Ban on Workplace Sex Discrimination and Opposing the Revocation of Non-Discrimination Protections for LGBTQ People

Agenda Date: 6/18/2019
Agenda Item Number: 4.G
File Number: 19-0584

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title

Approval of a Resolution Affirming Olympia's Commitment to Nondiscrimination Based on Sexual Orientation or Gender Identity and Authorizing the Mayor to Support and Join on the City's Behalf an Amicus Brief in the United States Supreme Court on Behalf of Title VII's Ban on Workplace Sex Discrimination and Opposing the Revocation of Non-Discrimination Protections for LGBTQ People

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to adopt the Resolution Affirming Olympia's Commitment to Nondiscrimination Based on Sexual Orientation or Gender Identity and Authorizing the Mayor to Support and Join on the City's Behalf an Amicus Brief in the United States Supreme Court on Behalf of Title VII's Ban on Workplace Sex Discrimination and Opposing the Revocation of Non-Discrimination Protections for LGBTQ People.

Report

Issue:

Whether the City Council will adopt a resolution affirming Olympia's commitment to non-discrimination based on sexual orientation or gender identity and authorizing the Mayor to support and join on the City's behalf an Amicus Brief in the United States Supreme Court on behalf of Title VII's ban on workplace sex discrimination and opposing the revocation of non-discrimination protections for LGBTQ people.

Staff Contact:

Mark Barber, City Attorney, 360.753.8338

Presenter(s):

Consent Calendar item.

Background and Analysis:

The United States Supreme Court will hear oral argument in the Fall 2019 term concerning Title VII's ban on workplace sex discrimination and how Title VII protects LGBTQ people from discrimination on the basis of sexual orientation or gender identity in a trio of pending cases entitled *R.G. & G.R. Harris Funeral Homes Inc. v. EEOC & Aimee Stephens*, *Altitude Express Inc. v. Zarda*, and *Bostock v. Clayton County*.

The EEOC and many federal courts have recognized that anti-LGBTQ discrimination is a form of sex discrimination, a principle which should be affirmed by the United States Supreme Court. In the aforesaid trio of cases, the United States Supreme Court will decide whether to revoke Title VII's non-discrimination protections for LGBTQ people.

The Mayor and City of Olympia has been asked by Mayors Against LGBTQ Discrimination to add the City's name to a growing list of supporters of Title VII protections for the LGBTQ community, and to take a stand against workplace discrimination against LGBTQ people.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the Resolution as presented.
2. Amend, then take action to approve the Resolution as amended.
3. Take no action.

Financial Impact:

None

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AFFIRMING OLYMPIA'S COMMITMENT TO NONDISCRIMINATION BASED ON SEXUAL ORIENTATION OR GENDER IDENTITY, AND AUTHORIZING THE MAYOR TO SUPPORT AND JOIN ON THE CITY'S BEHALF, AN AMICUS CURIAE BRIEF IN THE UNITED STATES SUPREME COURT ON BEHALF OF TITLE VII'S BAN ON WORKPLACE SEX DISCRIMINATION AND OPPOSING THE REVOCATION OF NON-DISCRIMINATION PROTECTIONS FOR LGBTQ PEOPLE.

WHEREAS, the City of Olympia opposes unlawful discrimination in its policies and as set forth by state and federal laws; and

WHEREAS, discrimination based on sexual orientation is and should remain unlawful so the rights of all citizens are protected and all citizens are valued; and

WHEREAS, the United States Supreme Court will hear oral argument in the Fall 2019 term concerning Title VII's ban on workplace sex discrimination and how Title VII protects LGBTQ people from discrimination on the basis of sexual orientation or gender identity in a trio of pending cases entitled *R.G. & G.R. Harris Funeral Homes Inc. v. EEOC & Aimee Stephens*, *Altitude Express Inc. v. Zarda*, and *Bostock v. Clayton County*. The EEOC and many federal courts have recognized that anti-LGBTQ discrimination is a form of sex discrimination, a principle which should be affirmed by the United States Supreme Court; and

WHEREAS, the United States Supreme Court will decide whether to revoke Title VII's non-discrimination protections for LGBTQ people in the aforesaid trio of pending cases; and

WHEREAS, the State of Washington has anti-discrimination laws against sexual orientation, affirming the rights of all people to be free from the effects of discrimination in the workplace and in public accommodations; and

WHEREAS, the Mayor and City of Olympia has been asked by Mayors Against LGBTQ Discrimination to add its name to a growing list of supporters for an amicus brief to make their voices heard in a case that could have far-reaching impacts on LGBTQ persons and the LGBTQ community with respect to protections against employment discrimination under Title VII; and

WHEREAS, the amicus brief will be filed in support of the principle that anti-LGBTQ discrimination is a form of sex discrimination and the United States Supreme Court should affirm the protections provided by Title VII against such discrimination;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Olympia reaffirms its on-going commitment to nondiscrimination based on sexual orientation in the workplace and in public accommodations.

Section 2. The Olympia City Council hereby authorizes the Mayor to sign on behalf of the City of Olympia, the amicus brief to be filed by Mayors Against LGBTQ Discrimination in the United States Supreme Court in a trio of pending cases entitled *R.G. & G.R. Harris Funeral Homes Inc. v. EEOC & Aimee Stephens*, *Altitude Express Inc. v. Zarda*, and *Bostock v. Clayton County*.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of June, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY



City Council

Approval of the Draft Community Development Block Grant (CDBG) 2019 Annual Action Plan

Agenda Date: 6/18/2019
Agenda Item Number: 6.A
File Number: 19-0562

Type: decision **Version:** 1 **Status:** Other Business

Title

Approval of the Draft Community Development Block Grant (CDBG) 2019 Annual Action Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Draft CDBG 2019 Action Plan and direct staff to submit to HUD on or before July 15, 2019.

Report

Issue:

Whether to approve the Draft CDBG Program Year 2019 Action Plan.

Staff Contact:

Anna Schlecht, Community Service Programs Manager, Community Planning and Development Department (360-753-8183)

Presenter(s):

Anna Schlecht, Community Service Programs Manager.

Background and Analysis:

The Council will discuss the Draft Community Development Block Grant (CDBG) Program Year (PY) 2019 Annual Action Plan (9/1/19 - 8/31/20) and either approve or amend the proposed activities. Council received public comments at the June 4 public hearing and those comments are recorded in the attached hearing minutes. The only other public comments received during the 30-day CDBG Citizen Participation Process were in the form of an email from Homes First requesting funds. Immediately following the Public Hearing, Council discussed their interest in amending the proposed activities. The recommendations for funded activities were developed by the General Government Committee.

CDBG Program Purpose: The CDBG Program was created as a “bundled” federal program

intended to aid the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Regulations for the CDBG Program are contained in the Code of Federal Regulations (24 CFR 570).

Prior Discussions: This item was discussed at two prior General Government Committee meetings on January 23 and February 26, 2019. There was a prior Council discussion on May 7, 2019 to launch the CDBG public process and a public hearing on June 4, 2019. Please note that this is the second year of the Five-Year CDBG Consolidated Plan (2018 - 2022)

Draft Recommendations for CDBG-funded Activities: The attached “Draft Community Development Block Grant 2019 Action Plan - Citizen Summary” presents the original recommendations developed by the General Government Committee along with the potential amendments discussed by Council immediately following the Public Hearing. These activities are drawn from recommended CDBG Five-Year Consolidated Plan strategies.

\$125,000	Salvation Army - Day Center: Supplement to the \$300,000 funded via PY 2018 CDBG Funds.
\$ 80,000	Interfaith Works / First Christian Church: Sewer repairs, flooring repairs and other
\$ 55,000	Olympia Downtown Ambassadors: Street Outreach
\$ 50,000	Olympia Downtown Safety Loan Program (Crime Prevention Through Environmental Design - CPTED)
\$ 30,000	Thurston Economic Development Council (TEDC): Small Business Training Program
\$ 20,000	Enterprise for Equity: Micro Business Training Program
\$ 90,000	<u>Planning & Administration Costs: General Administration</u>
\$450,000	TOTAL PROPOSED CDBG INVESTMENTS

Public Process: The draft CDBG 2019 Action Plan will be made available for public review in the CDBG Citizen Participation Process, summarized as follows:

February 26	General Government Committee Recommendations
May 7	Council launch of the CDBG Citizen Participation Process
May 10 - June 10	30 Day CDBG Citizen Participation Process
June 4	Public Hearing: CDBG 2019 Action Plan
June 18	Council review & approval of draft CDBG 2019 Action Plan
July 15	Submission of draft CDBG 2019 Action Plan to HUD

Activity & Community Partner Selection: As identified on the attached chart “Draft Community Development Block Grant 2019 Action Plan - Citizen Summary,” the General Government Committee recommendations include several “Direct-Select” providers to indicate the intent of working with

specific community partners. Their recommendations also included a “Request for Proposal” process for the Downtown Safety Loan Program activity, to allow the City to procure specific projects or programs through a competitive process to be administered by staff upon final approval.

Neighborhood/Community Interests:

All neighborhoods and community stakeholders have an interest in how federal CDBG funds are invested in community development programs and projects.

Options:

1. Move to approve the Draft CDBG Program Year (PY) 2019 (9/1/19 - 8/31/20) and direct staff to submit to HUD on or before July 15, 2019.
2. Move to amend the Draft CDBG Program Year (PY) 2019 (9/1/19 - 8/31/20) and direct staff to submit to HUD on or before July 15, 2019.
3. Delay the approval and/or amendment of the Draft CDBG Program Year 2018 (9/1/19 - 8/31/20) and risk loss of funding resulting from a late submission to HUD. Provide staff direction on next steps.

Financial Impact:

The CDBG 2019 Action Plan (September 1, 2019 - August 1, 2020) will guide the investment of an estimated total of \$450,000. This includes projected the annual grant award of \$368,906 in new CDBG funds, and \$81,094 in anticipated CDBG Program Income.

Attachments:

Draft CDBG 2019 Annual Action Plan
Draft Citizen Summary - 2019 Annual Action Plan
CDBG Program Annual Cycle
Draft June 4, 2019 City Council Meeting Minutes
Public Comment - Homes First Request

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Proposed PY 2019 CDBG Projects and Fund Allocation

2019 Priority Strategies: Housing Activities and Economic Development

The City's CDBG Program Annual Action Plan features a range of activities, each intended to promote housing and economic development - the primary City of Olympia strategies identified in the Consolidated Plan. The specific PY 2019 proposed projects are identified as follows:

1. **Public Facilities – Say Center**
\$125,000 Day Center
Funding assistance for a Day Center administered by Salvation Army.
2. **Public Facilities – Shelter**
\$80,000 – Homeless Shelter
Funding assistance for repairs to homeless shelter operated by Interfaith Works
3. **Economic Development**
\$20,000 Micro-Enterprise Assistance
Provide assistance to small start-up businesses with fewer than four employees.
\$30,000 Business Training and Technical Assistance
Provide assistance for larger, established small businesses with more than four employees.
\$50,000 Crime Prevention Through Environmental Design
Various Downtown safety projects.
4. **Social Services**
\$55,000 Downtown Ambassador Program
Street outreach, referrals, and other assistance to homeless street-dependent and mentally ill individuals in the Downtown core.
5. **Planning and Administrative Costs**
\$90,000
Staffing costs to administer a compliant CDBG program.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The chart on the following page places each of the PY 2019 proposed projects within the framework of the CDBG Five-Year Consolidated Plan:

Recipient	Project	Outcomes	HUD Goal(s)	HUD Objectives	Proposed Funding
Salvation Army	Day Center & Shelter	Expanded 24/7 Accommodations	Public Facilities	LMC – Low/Moderate Income – Limited Clientele	\$125,000
1st Christian Church/Interfaith Works Shelter	Shelter Sewer Repairs	Shelter Capacity Retained	Public Facilities	LMC – Low/Moderate Income – Limited Clientele	\$80,000
Enterprise for Equity	Micro Business Training & Technical Assistance	Assistance for up to 10 businesses with fewer than 4 employees	Micro Enterprise	LMC – Low/Moderate Income	\$20,000
Thurston Economic Development Council	Small Business Training & Technical Assistance	Assistance for up to 40 businesses with more than 4 employees	Economic Development	LMJ – Low/Moderate Income Jobs	\$30,000
Multiple Recipients	Downtown Lighting Safety Project	Safety lighting enhancements in key downtown areas	Economic Development	LMJ – Low/Moderate Income Jobs	\$50,000
City of Olympia	Olympia Downtown Ambassadors	Outreach for up to 150 street dependent people daily	Public Services	LMC – Low/Moderate Income – Limited Clientele	\$55,000
City of Olympia	Program Administration	Planning & administrative for a compliant CBDG Program	N/A	N/A	\$90,000
		TOTAL	PY 2019	ALLOCATIONS	\$450,000

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In PY 2018 (September 1, 2018 - August 31, 2019) the Olympia CBDG Program allocated a total of \$1,000,000 for housing and community development activities. The following projects were funded:

- Housing Activities – Land Acquisition for new construction - \$400,000
- Public Facilities – Day Center - \$300,000
- Micro Enterprise & Business Training and Technical Assistance \$50,000
- Downtown Public Safety Loans (Crime Prevention through Environmental Design) \$50,000
- Downtown Ambassador Program \$55,000

- Day Center Staffing - \$22,360 (supplemented with \$22,640 in City General Funds)
- Planning and Administrative Costs \$100,000

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of PY 2019 Annual Action Plan development process include:

- Council public discussions of PY 2019 CDBG Program Annual Action Strategies and review of recommendations for funding during Council meetings held between November 2017 and June 2019.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in its January and February 2019 meetings.
- Community discussion with service providers and other stakeholders at the April and May meetings of the **Housing Action Team** and the **Homeless Housing Hub** of Thurston Thrives.
- Council review of existing data on affordable housing, homelessness and the needs assessments for other services.
- Council review and preliminary approval of draft CDBG Annual Action Plan on May 7, 2019.
- Release of draft CDBG Annual Action Plan for public review and comment on May 8, 2019. Followed by a 30-day public comment period from May 8, 2019 to June 8, 2019.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 4, 2019.
- Final Council approval of the draft CDBG Annual Action Plan on June 18, 2019.
- Submission of CDBG PY 2019 Annual Action Plan to HUD on or before July 15, 2019.

5. Summary of public comments

The City will collect all public comments on the proposed PY 2019 Annual Action Plan from citizens during the 30-day public comment period running from May 8, 2019 to June 8, 2019. There will be a public hearing held on June 4, 2108.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments will be accepted and included in the final PY 2019 Annual Action Plan.

7. Summary

Comments will be summarized following the close of the Citizen Participation process.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Olympia	
CDBG Administrator	Olympia	Community Planning & Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Keith Stahley

Community Planning and Development Director
 PO Box 1967
 Olympia, WA 98507-1967
 kstahley@ci.olympia.wa.us
 360.753.8227

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City participates in several regional coordination bodies including: Thurston County regional Continuum of Care, Thurston Thrives Housing Action Team and the Homeless Housing Hub.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Below is the chart of all agencies, groups and organizations that have participated in the City's Citizen Participation process.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Thurston County Thurston Thrives Council
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
2	Agency/Group/Organization	Thurston County Thurston Thrives Housing Team
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

3	Agency/Group/Organization	Thurston County Homeless Coordinator C/O ARC Business Consulting
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
4	Agency/Group/Organization	Thurston County Homeless Housing Hub, sub-committee of the Housing Team
	Agency/Group/Organization Type	Regional organization Planning organization Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

5	Agency/Group/Organization	Thurston County Chamber of Commerce
	Agency/Group/Organization Type	Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on the topics listed above with the intent of incorporating key goals and strategies.
6	Agency/Group/Organization	Economic Development Council of Thurston County
	Agency/Group/Organization Type	Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
7	Agency/Group/Organization	Olympia Downtown Alliance
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
8	Agency/Group/Organization	National Development Council
	Agency/Group/Organization Type	Non-profit Consultant
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

Identify any Agency Types not consulted and provide rationale for not consulting

The City works with all stakeholders and relevant service providers, policy makers and advocacy groups and individuals concerned with homelessness and housing.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
Consolidated Plan	Thurston County and City of Olympia	The Consolidated Plan serves as the five-year strategic plan to guide the HOME and CDBG programs.
Olympia Comprehensive Plan	City of Olympia	Limited overlap with the housing and social service elements.
Thurston County Homeless Plan	Thurston County - Thurston Thrives Council	Overlap in efforts to provide shelter, housing and related services for the region's homeless populations.
Thurston County HOME & CDBG Annual Action Plan	Thurston County - Thurston Thrives Council	Overlap in planning process that addresses regional needs.
Thurston Thrives Plan	County Public Health & Social Services	Overlaps in efforts to address economic, homeless, mental health, and other social service needs.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of PY 2019 Annual Action Plan development process include:

- Council public discussions of PY 2019 CDBG Program Annual Action Strategies and review of recommendations for funding during Council meetings held between November 2017 and June 2019.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in its January and February 2019 meetings.
- Community discussion with service providers and other stakeholders at the April and May meetings of the Housing Action Team and the Homeless Housing Hub of Thurston Thrives.
- Council review of existing data on affordable housing, homelessness and the needs assessments for other services.
- Council review and preliminary approval of draft CDBG Annual Action Plan on May 8, 2019.
- Release of draft CDBG Annual Action Plan for public review and comment on May 8, 2019. Followed by a 30-day public comment period from May 8, 2019 to June 8, 2019.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 4, 2019.
- Final Council approval of the draft CDBG Annual Action Plan on June 18, 2019.
- Submission of CDBG PY 2019 Annual Action Plan to HUD on or before July 15, 2019.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Olympia City Council Meetings	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General audience of Council meetings, with stakeholders in attendance and an unknown number of television viewers.			
2	Thurston Thrives Public Meetings	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	Representatives of all County jurisdictions, service providers, other stakeholders in issues of homelessness and low-income housing.			
3	Thurston Thrives - Housing Team Public Meetings	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	Representatives of jurisdictions, public officials, service providers, other stakeholders in issues of low-income housing and social service.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Homeless Housing Hub Sub-Committee Public Meetings	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	Representatives of jurisdictions, public officials, service providers, other stakeholders in issues of low-income housing and social service.			
5	Internet Outreach	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General public.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Olympia Public Library	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General public.			
7	The Olympian - Newspaper	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General public.			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$368,906	\$81,094	0	\$450,000	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City's CDBG funds will also be used to leverage the following estimated amounts:

- \$600,000,000 City General Funds for the Community Investment Partnership (CIP) housing and social service funds.
- \$2,300,000 City Home Fund, sales tax funded housing monies.
- \$97,000 City's contribution to Human Services Review Council (HSRC).

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City has no current plans to utilize City owned properties in conjunction with CDBG funded projects.

Discussion

The only City-owned property that may be used in the future for a CDBG funded project would be the Griswolds / Avalon Building. If a project comes forward, the City must amend the applicable Program Year to include that activity.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator

Table 6 – Goals Summary

Goal Descriptions

Projects

AP-35 Projects – 91.220(d)

Introduction

The City's PY 2019 Annual Action Plan re-configures our strategic focus on housing rehabilitation and economic development goals. However, the City will also continue to pursue public service goals.

Projects

#	Project Name
1	Public Facility – Day Center serving homeless people
2	Public Facility – Emergency Shelter – homeless people
3	Micro Enterprise Training
4	Economic Development - Business Training & Technical Assistance
5	Economic Development - Downtown Safety Projects CPTED
6	Social Services - Downtown Ambassador Program – Homeless Street Outreach
7	Planning and Administrative Costs

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City's number one priority is homeless resources and assistance, followed by affordable housing. The recent January 2019 Point in Time (PIT) Homeless Census revealed a 81% or 359 person increase in homeless individuals and families since 2006. While there was a slight decrease in the PIT Count of 4% or 35 people since 2018, there was a 24% or 76 person increase in unsheltered homeless people. Additional homeless survey activity showed that the vast majority are seeking refuge in the urban hub of Olympia. Unsheltered homelessness in the urban hub was identified via several surveys by business and building owners as the number one problem in Olympia.

AP-38 Project Summary

Project Summary Information

1	Project Name	Salvation Army Day Center
	Target Area	Urban Hub
	Goals Supported	Homeless Continuum of Care
	Needs Addressed	Public Facilities – Day Center
	Funding	\$300,000
	Description	Completion of the Day Center Project
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Up to 100 people assisted at a time.
	Location Description	Urban Hub Olympia.
	Planned Activities	Renovation of a public facility to create a new kitchen, dining area and day center area.
2	Project Name	Emergency Shelter Repairs
	Target Area	Urban Hub Olympia
	Goals Supported	Homeless Continuum of Care
	Needs Addressed	Public Facilities – Emergency Shelters
	Funding	\$80,000
	Description	Replacement of 90 year old sewer line, flooring replacement and other interior repairs
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	42 homeless individuals assisted every night.
	Location Description	Interfaith Works Shelter – 701 Franklin St SE
	Planned Activities	Replacement of 90 year old sewer line, flooring replacement and other interior repairs
3	Project Name	Micro Enterprise Training
	Target Area	City-wide
	Goals Supported	Micro-enterprise Assistance
	Needs Addressed	Micro business support
	Funding	\$20,000
	Description	Provide training to small start-up businesses with fewer than four employees.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	8 businesses.
	Location Description	Scattered sites.
	Planned Activities	Provide training to small start-up businesses with fewer than four employees.
4	Project Name	Business Training & Technical Assistance
	Target Area	Scattered sites
	Goals Supported	Economic Development
	Needs Addressed	Job creation
	Funding	\$30,000

	Description	Provide assistance for established small businesses with more than four employees.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	1 job created.
	Location Description	Scattered sites.
	Planned Activities	Provide assistance for established small businesses with more than four employees.
5	Project Name	Downtown Safety Projects (CPTED)
	Target Area	Urban Hub Olympia
	Goals Supported	Economic Development
	Needs Addressed	Crime reduction & support for small businesses
	Funding	\$50,000
	Description	Exterior lighting projects - Crime Prevention Through Environmental Design projects.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	2 jobs created.
	Location Description	Downtown urban hub.
Planned Activities	Lighting improvements, alcove gate installations and other safety improvements.	
6	Project Name	Downtown Ambassador Program
	Target Area	Urban Hub Olympia
	Goals Supported	Public (Social) Services
	Needs Addressed	Social Services
	Funding	\$55,000
	Description	Street outreach, referrals and other assistance to homeless, street dependent and mentally ill individuals in the Downtown core.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	150 homeless, mentally ill and street dependent people.
	Location Description	Urban hub Olympia
	Planned Activities	Street outreach, direct services, referrals, distribution of survival goods and other services.
	Estimate the number and type of families that will benefit from the proposed activities	100 low/mod homeless households.
Location Description	TBA	
Planned Activities	Staffing a public facility for homeless people: direct services, referrals, provisions of survival goods and other public services.	
8	Project Name	Planning and Administrative Costs
	Target Area	N/A

Goals Supported	N/A
Needs Addressed	N/A
Funding	\$90,000
Description	Staffing costs to administer a compliant CDBG program.
Target Date	8/31/2020
Estimate the number and type of families that will benefit from the proposed activities	All PY2020 beneficiaries.
Location Description	N/A
Planned Activities	Program general administration: reporting, fiscal management, project management.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Geographic Distribution

Target Area	Percentage of Funds
Urban Hub - Olympia	60%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Olympia's urban hub / downtown core contains one of the lowest income, highly concentrated, residential areas in the entire city. Tract 101, Block 1, according to the American Community Survey data, consists of low and moderate-income residents. The urban hub is also the location of a high concentration of unsheltered homeless people as identified in the recent 2019 PIT Count of Homeless People. The other activities will benefit low- and moderate-income people in scattered sites around Olympia.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	250
Non-Homeless	50
Special-Needs	0
Total	300

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

This Program Year will focus more on Olympia’s urban hub with homeless resources and services along with economic development activities that help to create jobs.

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

There are no activities planned in conjunction with the single public housing project located in Olympia.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

There are no Olympia CDBG funded activities planned to encourage public housing residents.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The City of Olympia works closely with the Housing Authority of Thurston County (HATC) to maximize the distribution of rental assistance to low- and moderate-income households. Additionally, the City works with other agencies that provide rental assistance via other federal and state funded programs.

Discussion

N/A

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Addressing the emergency shelter and transitional housing needs of homeless persons

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Discussion

The City of Olympia's first priority is to address homelessness with the following activities: 1) funding to create a full service homeless **Day Center** at the Salvation Army, intended to provide refuge for unsheltered people along with high value services to assist in housing the homeless; 2) funding to make critically needed **Homeless Emergency Shelter repairs**; and, 3) **street outreach** to homeless and severely mentally ill people.

The City's second priority is to reduce homelessness by supporting Economic Development activity that will create a minimum of three (3) jobs for low & moderate income people with both **Micro Enterprise** assistance and **small business** training and assistance.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion:

The City of Olympia concluded a multi-year public planning process called "The Missing Middle", intended to expand the diversity of type and price points of housing. This implementation of these policies will allow for higher housing densities, smaller unit sizes and lower cost housing.

Additionally, the City is participating in the one year amendment process of the Thurston County's five-year Homeless Housing Plan, which encourages regional alignment of zoning and development standards that allow for higher densities and smaller unit sizes with the intention of increasing the number of low-cost housing units.

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

Actions planned to foster and maintain affordable housing

The City will provide assistance for housing rehabilitation.

Actions planned to reduce lead-based paint hazards

In an effort to address lead-based paint hazards, the City of Olympia has incorporated the regulations into existing housing policies and programs for implementing Title X of the Community Development Act of 1992, part of the Residential Lead-Based Paint Hazard Reduction Act of 1992. Olympia will continue to follow 24 CFR Part 35 in addressing the evaluation and reduction of lead-based paint hazards in Olympia's housing policies and programs.

The Community Planning and Development Department Housing Division has developed an outline of actions to be undertaken over the coming five years to evaluate and reduce lead-based paint hazards. During the PY 2017 Action Plan period, the City plans to continue the following actions:

- Encourage more local contractors to obtain "Lead Paint Worker" or "Lead Paint Supervisor" licenses.
- Encourage residential rehabilitation projects as they relate to the lead-paint hazard rules. Each project will include the review and determined need for testing and hazard reduction in conjunction with rehabilitation as part of the environmental review.
- Review existing regulations, housing, and rehabilitation codes to assure lead-based paint hazard reduction is incorporated where appropriate.
- Encourage inspections for lead at appropriate times when housing is otherwise being inspected or evaluated.

HATC has an EPA-licensed Lead Risk Assessor on staff that will provide paint inspection services as required in the HUD Final Rule for lead-based paint. HATC also receives funding for lead hazard reduction programs through the State of Washington, which provides funding for equipment, training, testing services, and lead hazard reduction work on single- and multi-family housing.

Actions planned to reduce the number of poverty-level families

Actions planned to develop institutional structure

Actions planned to enhance coordination between public and private housing and social service agencies

In PY 2019, the City of Olympia will continue to coordinate efforts to provide housing and address homelessness with the Housing Authority of Thurston County, which provides tenant- and project-based

rental assistance and other housing services.

The City is part of the Thurston County Thurston Thrives Council and participates in all efforts to maximize the coordination between public and private housing resources and supportive social services, with a particular emphasis on coordinated system entry, rapid re-housing and enhanced networking of social services.

Discussion:

Coordination of housing and service providers occurs in a number of forms, including:

- Monthly Thurston Thrives meetings.
- Monthly Housing Action Team meetings (Sub-Committee of Thurston Thrives).
- Monthly Homeless Housing Hub meetings (Sub-Committee of the Housing Team of Thurston Thrives).
- And the "Community Investment Partnership" (CIP) inter-jurisdictional funding consortium that combines public local government funds with private United Way funds to support housing, social and mental health services.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

N/A



Community Development Block Grant Program 2019 Action Plan



Proposed: \$125,000 - Day Center Project in PY 2019. Funds will supplement the original \$300,000 allocation from PY 2018. These funds will expand the proposed Day Center & Shelter capacity by providing gender-neutral bathrooms and showers. The goal is to create 24/7 accommodations for up to 120 single adult houseless citizens.



Olympia City Council

Cheryl Selby, Mayor
Jessica Bateman, Mayor Pro Tem
Clark Gilman, Councilmember
Jim Cooper, Councilmember
Lisa Parshley, Councilmember
Nathaniel Jones, Councilmember
Renata Rollins, Councilmember

Community Planning & Development Staff

Keith Stahley, Director
Leonard Bauer, Deputy Director
Cary Retlin, Home Fund Manager
Anna Schlecht, Community Service Program Manager
Jessica Pollett, CDBG Program Assistant



DRAFT
Citizen Summary

olympiawa.gov/CDBG

Program Year 2019 Community Development Block Grant Annual Action Plan

OVERVIEW

The federal Community Development Block Grant (CDBG) Program, administered by the Department of Housing and Urban Development (HUD), is a flexible program intended to develop viable urban communities by providing: 1) decent housing; 2) a suitable living environment; and 3) expanding economic opportunities, principally for low- and moderate income people.

STRATEGIC GOALS

This “Citizen’s Summary” provides key information from the full Program Year (PY) 2019 CDBG Annual Action Plan, which is based on the City’s CDBG Consolidated Plan identified three of the Consolidated Plan’s Five strategic goals for this program year:

#3- Public Facilities (Day Center & Shelter Sewer projects)

#2 - Economic Development (Business Training Assistance & Downtown Safety Loans); and,

#4 - Social Services (Street Outreach)

PROPOSED CDBG-FUNDED ACTIVITIES

The following activities will receive funding during the PY 2018 Program Year:

\$ 125,000*	Public Facilities - Day Center - Salvation Army
\$ 80,000*	Public Facilities - Shelter Sewer - Interfaith Works / 1 st Christian Church
\$ 20,000*	Micro-Enterprise Assistance - Micro-Business Training & Technical Assistance
\$ 30,000*	Economic Development - Small Business Training and Technical Assistance
\$ 50,000*	Economic Development - Downtown Lighting Safety Loans
\$ 55,000*	Downtown Ambassador Program - Street Outreach
\$ 90,000	Program Administration - <i>Required</i>
\$ 450,000	TOTAL PROPOSED PY 2019 CDBG FUNDING

* Includes estimated 10% “Activity Delivery Costs” (ADC) necessary for managing these programs



ANTICIPATED RESOURCES

The City anticipates the following financial resources:

\$368,906	New CDBG entitlement funds will be allocated to Olympia for PY 2019
\$81,094	Anticipated Program Income <i>(Reduced from prior estimates)</i>
\$450,000	Total anticipated resources for the PY 2018 CDBG Program

OTHER RESOURCES

In calendar year 2019, the City of Olympia also allocated \$95,850 from the general fund to address emergency shelter, transitional housing, daycare, homeless outreach, and other anti-poverty programs through the **Community Investment Program (CIP)** in partnership with the cities of Lacey and Tumwater and Thurston County.

Federal Regulatory Caps on CDBG Expenditures

The federal CDBG Program operates with a number of regulatory caps intended to balance the use of funds. Following is a listing of the key regulatory caps affecting the Olympia CDBG Program:

SOCIAL SERVICES CAP

Federal CDBG regulations require a 15% cap on social services spending, calculated by adding the prior program year's actual program income received to the current program year's grant award. For PY 2019 the following calculation summarizes social services spending:

\$450,000	Total CDBG funds for Social Service cap calculation <i>\$368,906 new money + \$89,000 estimated last year (this current year) Program Income = Total potential 15% maximum available for social service allocations = \$68,686</i>
\$55,000	\$55,000 - Actual Social Service proposed - Downtown Ambassador Program

ADMINISTRATIVE COSTS CAP

CDBG regulations provide for up to 20% general administrative costs. Following is a breakdown of these recommended categories of expenditures:

\$450,000	Total CDBG funds for Social Service cap calculation
\$90,000	<i>General Administration (20% maximum of \$368,906 in new funds and estimated \$81,094 in PY 2019 Program Income) available for running CDBG Program)</i>

GEOGRAPHIC DISTRIBUTION & BENEFICIARIES

The PY 2019 projects will predominantly be located in or near the downtown urban hub. Beneficiaries will be 100% low- to moderate-incomes (LMI). All projects benefiting geographical areas will be located in designated low- to moderate-income areas.

70% BENEFIT – LOW/MODERATE INCOME PEOPLE

CDBG is intended to primarily benefit low- and moderate-income people, defined as people with incomes less than 80% of Thurston County's median family income. This includes people who are presumed eligible because they are severely disabled, homeless, along with others. This 70% benefit ratio is determined over the City's three-year certification period.

PROPOSED PY 2019 PROJECTS

Recipient	Project	Outcomes	HUD Goal(s)	HUD Objectives	Proposed Funding
Salvation Army	Day Center & Shelter	Expanded 24/7 Accommodations	Public Facilities	LMC – Low/Moderate Income – Limited Clientele	\$125,000
1st Christian Church/Interfaith Works Shelter	Shelter Sewer Repairs	Shelter Capacity Retained	Public Facilities	LMC – Low/Moderate Income – Limited Clientele	\$80,000
Enterprise for Equity	Micro Business Training & Technical Assistance	Assistance for up to 10 businesses with fewer than 4 employees	Micro Enterprise	LMI – Low/Moderate Income	\$20,000
Thurston Economic Development Council	Small Business Training & Technical Assistance	Assistance for up to 40 businesses with more than 4 employees	Economic Development	LMJ – Low/Moderate Income Jobs	\$30,000
Multiple Recipients	Downtown Lighting Safety Project	Safety lighting enhancements in key downtown areas	Economic Development	LMJ – Low/Moderate Income Jobs	\$50,000
City of Olympia	Olympia Downtown Ambassadors	Outreach for up to 150 street dependent people daily	Public Services	LMC – Low/Moderate Income – Limited Clientele	\$55,000
To be determined	Tenant Assistance Program	Relocation Assistance for up to 29 households	Relocation	LMI – Low/Moderate Income	\$56,000
City of Olympia	Program Administration	Planning & administrative for a compliant CBDG Program	N/A	N/A	\$90,000
		TOTAL	PY 2019	ALLOCATIONS	\$506,000

PUBLIC COMMENT

The 30 Day public comment period runs from **May 10 - June 10, 2019**, offering the following options:

- **Written comments:** Olympia City Council, 601 4th Ave E, Olympia, WA 98501
- **Emails:** cdbg@ci.olympia.wa.us,
- **Phone calls:** City Council at 360-753-8244
- **Public hearing:** 7:00 p.m., Tuesday, June 4th at Olympia City Hall.

For more information:

M. Anna Schlecht, Community Development Block Grant Program Manager
aschlech@ci.olympia.wa.us | 360.753.8183



OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS

SUBMIT ANNUAL ACTION PLAN 7/13/18

AUG 31

SEP 1

PREPARE ANNUAL REPORT (CAPER)

APPROVE ANNUAL ACTION PLAN 6/18/19

JUL

OCT

ANNUAL REPORT (CAPER) PUBLIC HEARING

ANNUAL ACTION PLAN PUBLIC HEARING 6/4/19

JUN

NOV

SUBMIT ANNUAL REPORT (CAPER)

RELEASE DRAFT ANNUAL ACTION PLAN & PUBLIC COMMENT PERIOD 5/10/19 – 6/10/19

MAY

DEC

- Review of 5-Year Plan Strategies
- Determine Process:
- Council selected activities ; or,
- Utilize a “Request for Proposals” public process

CITY OF OLYMPIA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

ANNUAL MILESTONES

- COUNCIL ACTION
- PUBLIC PROCESS
- COMPLIANCE

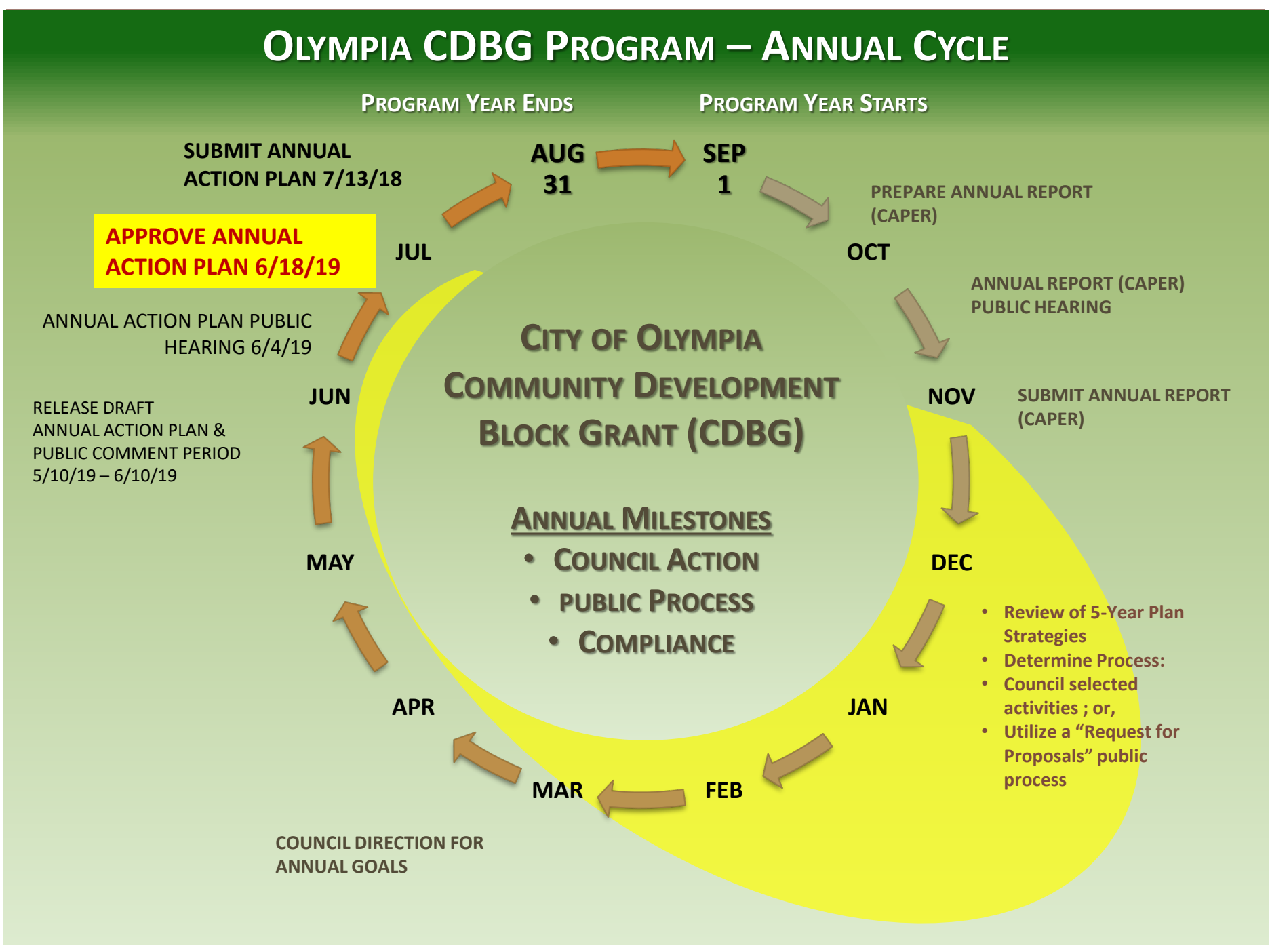
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JAN

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FEB

COUNCIL DIRECTION FOR ANNUAL GOALS





Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, June 4, 2019

7:00 PM

Council Chambers

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Nathaniel Jones, Councilmember Lisa Parshley and Councilmember Renata Rollins

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

Mayor Selby noted item 6.A will be moved to follow Public Comment.

The agenda was approved as amended.

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMENT

The following people spoke: Allan Hill, Jim Hill, Shannon Pardee, Linda Ann Moniz, Jim Reeves, and Jon Pettit.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION

Councilmember Cooper clarified the City assists the County with the Homelessness Census and the City does not act as the Thurston County Health Department.

Mayor Selby noted information related to homelessness response is available on the City's website.

4. CONSENT CALENDAR

4.A [19-0530](#) Approval of May 21, 2019 Study Session Meeting Minutes

The minutes were adopted.

4.B [19-0529](#) Approval of May 21, 2019 City Council Meeting Minutes

The minutes were adopted.

- 4.D** [19-0282](#) Approval of a Resolution Authorizing a Ground Lease with New Cingular Wireless PCS, LLC

The resolution was adopted.

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances)

- 4.E** [19-0514](#) Approval of an Ordinance Establishing the Municipal Court Judge's Salary

The ordinance was approved on first reading and moved to second reading.

- 4.F** [19-0511](#) Approval of an Ordinance Amending Ordinance 7173 (Operating Budget)

The ordinance was approved on first reading and moved to second reading.

- 4.G** [19-0513](#) Approval of an Ordinance Amending Ordinance 7174 (Capital Budget)

The ordinance was approved on first reading and moved to second reading.

- 4.H** [19-0512](#) Approval of an Ordinance Amending Ordinance 7175 (Special Funds)

The ordinance was approved on first reading and moved to second reading.

Approval of the Consent Agenda

Mayor Pro Tem Bateman moved, seconded by Councilmember Parshley, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

PULLED FOR ACTION FOLLOWING CONSENT CALENDAR

- 4.C** [19-0141](#) Approval of a Resolution Authorizing an Interlocal Agreement with Yakima County for Use of Jail Facilities and Services

Councilmember Jones pulled Item 4.C for discussion.

Police Support Administrator Chandra Brady responded to questions regarding the contract with Yakima County. She noted the contract was created with the help of the American Civil Liberties Union (ACLU). Councilmember Jones asked clarifying questions regarding how the City will ensure the health and safety of inmates. Ms. Brady discussed the programs in place to ensure inmates access to safety and support. Councilmember Cooper requested a deeper discussion regarding the future of jail

services in Olympia.

Mayor Pro Tem Bateman moved, seconded by Councilmember Parshley, to approve the resolution authorizing an interlocal agreement with Yakima County for use of jail facilities and services and authorizing the City Manager to sign the agreement. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

5. PUBLIC HEARING

5.A [19-0516](#) Public Hearing on a Community Development Block Grant (CDBG) 2018 Action Plan Proposed Amendment Adjusting Funding for Housing Assistance for Displaced Residents of the Angelus Hotel

Ms. Schlecht gave an overview of the proposed Program Year 2018 Community Development Block Grant (CDBG) Annual Action Plan amendment.

Mayor Selby opened the hearing at 8:13 p.m. The following people spoke in support of the amendment: Kirsten York and Holly Varela. Mayor Selby closed the hearing at 8:20 p.m.

Ms. Schlecht noted the topic will be on the June 11 agenda for City Council action.

The public hearing was held and written comments will be accepted through June 10.

5.B [19-0509](#) Public Hearing on the Draft Community Development Block Grant (CDBG) 2019 Action Plan

Ms. Schlecht gave an overview of the the proposed Program Year 2019 Community Development Block Grant (CDBG) Annual Action Plan.

Mayor Selby opened the public hearing at 8:38 p.m. The following people spoke in support of the Action Plan: Michael Cade, Meg Martin, Lisa Smith, Jamie Parker, and Mark Stearns. Mayor Selby closed the hearing at 8:53 p.m.

Ms. Schlecht discussed a request from the Foundation for the Challenged for \$60,000 to support a low income housing project.

Mayor Selby proposed addressing the issue of ad hoc requests for CDBG funds at the retreat on Saturday.

The public hearing was held and closed.

Mayor Pro Tem Jones moved, seconded by Mayor Pro Tem Bateman, to approve initiating a 30-day public process to consider the request for

additional funding for Foundation For the Challenged (FFC). The motion carried by the following vote:

Aye: 6 - Mayor Selby, Mayor Pro Tem Bateman, Councilmember Cooper, Councilmember Jones, Councilmember Parshley and Councilmember Rollins

Nay: 1 - Councilmember Gilman

6. OTHER BUSINESS

6.A [19-0472](#) Briefing on 2019 Thurston County Homeless Census Preliminary Results

Community Services Housing Coordinator Anna Schlecht noted the City of Olympia has been contracted by Thurston County for over ten years to conduct the Thurston County Homeless Census. She reviewed the census data from 2006 - 2019.

Thurston County Homeless Coordinator Keylee Marineau shared background and methodology regarding the Thurston County Homeless Census and it's results.

Councilmembers asked clarifying questions.

The information was provided.

6.B [19-0493](#) Update on Homeless Response Plan

Downtown Programs Manager Amy Buckler and Senior Planner Stacey Ray gave an update to the Homeless Response Plan process.

Citizen Selena Rodocker shared her experience working with the Community Work Group.

Councilmembers asked clarifying questions.

The report was received.

7. CONTINUED PUBLIC COMMENT - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

Mayor Selby noted the Council will meet in a retreat on Saturday. Councilmember Rollins discussed a referral to the General Government Committee regarding exploring a tenant a relocation assistance program. Councilmember Cooper requested the item go to the Finance Committee as well. The referral will come back to Council next week for action.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall discussed the EPA Brownsfield grant being given to the City.

9. ADJOURNMENT

The meeting adjourned at 10:03 p.m.

From: [Trudy Soucoup](#)
To: [Anna Schlecht](#)
Subject: CDBG
Date: Thursday, June 06, 2019 4:16:31 PM

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

Anna,

Any chance there are any opportunities for CDBG funds this year? We have about \$150K in County funds we need match with another \$100-150K to buy another property. \$150K buys nada these days.

Trudy

--



[Learn About Our Impact....and Be Inspired!](#)

SAVE THE DATE!!



7:45 a.m. - 9:00 a.m.

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City Council

Approval of the Home Fund Advisory Board's 2019 Capital Funding Recommendations

Agenda Date: 6/18/2019
Agenda Item Number: 6.B
File Number: 19-0534

Type: decision **Version:** 1 **Status:** Other Business

Title

Approval of the Home Fund Advisory Board's 2019 Capital Funding Recommendations

Recommended Action

Committee Recommendation:

The Home Fund Advisory Board recommends approval of issuing the Low Income Housing Institute (LIHI)/Interfaith Works an award letter for \$1.1 million for low barrier single adult shelter and supportive housing for the 2019 funding round. Staff have been directed to include specific conditions in that award letter.

City Manager Recommendation:

Move to approve issuing the Low Income Housing Institute (LIHI)/Interfaith Works an award letter for \$1.1 million for low barrier single adult shelter and supportive housing for the 2019 funding round.

Report

Issue:

Whether to authorize staff to proceed with a conditional award letter for the 2019 Home Fund Capital.

Staff Contact:

Cary Retlin, Home Fund Manager, Community Planning and Development, 360.570.3956

Presenter(s):

Cary Retlin, Staff

Lisa Vatske, Home Fund Advisory Board Chair

Background and Analysis:

Background on application criteria and Request for Proposal Process:

The 2019 Thurston County Affordable Housing Construction Pipeline was used as criteria for Home Fund award eligibility this year. Based on that criteria, a Request for Proposals (RFP) was posted from May 1 to May 15 on the City website, on the Builders Exchange webpage and legal notice was posted in the Olympian May 4. Three qualifying applications were received before the deadline on May 15. Those applications were prescreened to ensure each bidder met minimum qualifications and applications were complete. Home Fund Advisory Board members were sent applications and a scoring spreadsheet on May 16. The May 30 meeting of the Board provided time for discussion of

each application, discussion of Advisory Board member scores and resulted in a funding recommendation for Council.

Scoring criteria was based largely on the criteria outlined in the Home Fund Administrative Plan of 2017. Points were awarded based on application responses. Points were awarded by all 11 advisory board members in the following categories (staff reviewed applications to ensure eligibility, but did not score applications):

- Serve priority populations, 25 points (including below 50 percent of median income and other demographic or disability criteria);
- Readiness to proceed with construction, 25 points (including site control and projected date of occupancy);
- Reduction of homelessness for the most vulnerable, 15 points (including coordinated entry engagement and low-barrier and Housing First principles)
- Provide supportive housing, 10 points (including those trained or evaluated through the federal Substance Abuse and Mental Health Services Administration);
- Cost, 10 points (including cost per unit and cost to Home Fund).

Recommendation Summary: Fund LIHI/Interfaith in this Home Fund Round

The Home Fund advisory felt strongly because of scoring and the completeness of the application that the LIHI/Interfaith project should rank highest and be the highest priority for funding.

The three applications received scores and were ranked after deliberation in this order:

1. LIHI/Interfaith (average score: 73)
2. Family Support Center/Bellwether (average score: 60)
3. Horizon Housing/Inland (average score: 51)

The Board considered funding multiple projects over multiple years, but decided to focus resources on the highest scoring application - and encourage the other applications to return next year. There was robust discussion related to focusing resources on one project to increase the likelihood that one Thurston County project would receive Trust Fund and Tax Credit support. The group felt that funding LIHI/Interfaith was also consistent with the Home Fund's focus on supportive housing and single adults.

Family Support Center will be encouraged to apply again in a future funding round (they are also planning a second phase for their project). Some members felt the high per-unit cost of the Family Support Center project would make completion for Tax Credits challenging.

The Board noted that the Horizon application was not detailed and did not provide full responses for a number of questions. The Horizon application also voluntarily offered to take a position behind Family Support Center for funding - so they will be encouraged to apply in a future funding round.

Home Fund Application Highlights (in ranked order)

<i>Team</i>	<i>Average Score</i>	<i>Target Population</i>	<i>Type</i>	<i>Home Fund Request</i>	<i>Number of units/ or beds</i>	<i>Per Unit Cost</i>
LIHI/Interfaith	73	Single adults	Shelter/Supportive Housing	\$1,100,000	60/ 60	\$153,993

Family Support Center/Bellwether	60	Families with children	Supportive housing	\$1,600,000	44	\$386,603
Horizon Housing/Inland	51	Families with children	Low income housing	\$100,000	72	\$239,720

Recommended award contingencies for this round:

The Home Fund Advisory recommends that any award include contingencies that will be detailed in a contract scope, including:

- No Home Funds should be made available for expenditure until all funding for the project has been awarded (including state Housing Trust Fund and Housing Finance Commission Tax Credits).
- All funds will be provided through reimbursements and documents supporting expenditures will be required with invoices.
- Reimbursements for development fees will be linked to project milestones (like occupancy or other permits).
- Require a contract term consistent with the application’s projected timeline.
- Include a development agreement with the contract for funding.

Neighborhood/Community Interests (if known):

Affordable housing development and homelessness are of high interest to the community. Siting of affordable housing projects are also of high interest to the public and neighborhoods.

Options:

1. Approve 2019 Home Fund Advisory Board award for LIHI/Interfaith Works for \$1.1 million
2. Direct staff to take other action
3. Do not take action related to the Home Fund Advisory Board recommendation

Financial Impact:

The Home Fund (318) would obligate \$1.1 million for this award. After LIHI meets award letter requirements (including securing other funding sources documented in the application budget), staff will negotiate a scope of work and contract. Unallocated funds remaining in the 2019 program year (projected to be \$200,000) will be rolled into the next Home Fund Capital award round in 2020.

Attachments:

- LIHI/Interfaith Application
- Family Support Center Application
- Horizon Application
- Thurston County Housing Pipeline Overview
- Funding Scenarios Considered

Exhibit "C"

2019 Olympia Home Fund Application Questions

Responses must be submitted for all questions for the application to be considered.

These questions closely match the 2019 Thurston County Affordable Housing RFP questions to reduce administrative burden for applicants.

1. Submitting organization name:

Low Income Housing Institute (LIHI)
Interfaith Works

2. Name of primary contact for this application:

Steven Strickland
Real Estate Project Manager
Low Income Housing Institute (LIHI)
steven.strickland@lihi.org
206-957-8055

Meg Martin
Co-Executive Director
Interfaith Works
meg@iwshelter.org
360-951-6767

3. Telephone number, email, and mailing address for submitting organization:

Low Income Housing Institute (LIHI)
206-443-9935, ext. 135
steven.strickland@lihi.org
2047 1st Ave., Seattle, WA 98121

Interfaith Works
360-951-6767
meg@iwshelter.org
P.O. Box 1221, Olympia, WA 98507

4. Project Name:

2828 Martin Way E

5. Brief description of proposed project:

The Martin Way project features a 2-unit condominium structure including (i) 60 LIHI housing units (40 of which will serve chronically mentally ill, homeless individuals earning up to 30% AMI, and 20 of which will serve individuals earning up to 50% AMI) and residential common space on the upper levels, and (ii) an Interfaith Works 24/7, enhanced homeless shelter with 60 beds and support facilities on the ground floor. Supportive services will be provided to residents of the housing units.

The total funding request is for \$1,100,000.00. \$600,000 of which will be for capital funding for the Low Income Housing Institute (LIHI) affordable housing units, and \$500,000 of which will be capital funding for the Interfaith Works shelter.

6. Location of project, city, address (if known), zoning (if known):

2828 Martin Way E, Olympia, WA 98506
Zoning: HDC-4

7. Name and brief experience of developer:

The Low Income Housing Institute (LIHI) develops, owns, and operates housing for the benefit of low-income, homeless, and formerly homeless people in Washington State. LIHI began in 1991 and owns and/or manages over 2,000 housing units at more than 60 sites in 6 counties throughout Western Washington. In Olympia, LIHI most recently completed the development of Billy Frank Jr. Place, a 43-unit LIHTC project in downtown Olympia in 2017.

Robin Amadon, LIHI's Housing Development Director, will support Steven Strickland who will serve as the project lead overseeing development activities. Robin joined LIHI in 1998 and has worked on more than 20 Low Income Housing Tax Credit projects, several congregate homes, and mixed-use developments. Support for (i) construction administration will be provided by Brad Reuling, LIHI's Construction Project Manager; (ii) design development and construction administration will be provided by Eric Blank, AIA, LEED BD+C, LIHI's Design Manager; and (iii) project management, financial administration and legal review will be provided by Steven Strickland, J.D., LIHI's Real Estate Project Manager. LIHI also has a large property management staff that oversees leasing, compliance, and other property management activities.

Interfaith Works (IW), established in 1974, is a coalition of 32 diverse faith communities in Thurston County. IW has provided shelter for over 25 years through a faith based, volunteer run seasonal shelter program. Starting in 2013, IW partnered with a group of street outreach workers with over a decade of experience serving the highest needs, most disconnected unsheltered residents in our community to professionalize the volunteer model and open the county's first, year-round, low-barrier shelter. Under the leadership of Meg Martin, MSW and co-founder of the IW nightly shelter, IW introduced Thurston County to vulnerability-based placement and raised the bar for all shelter and housing programs in our area to prioritize and more effectively serve higher needs individuals. Today, most housing and shelter programs in Thurston County have shared language around best practices, Harm Reduction, Trauma-Informed Care, and Coordinated Entry. We have seen significant changes in system-wide performance measures related to higher occupancy in shelters, and lower barriers in shelter and housing programs across the county. This culture shift was led by IW and has resulted in more effective care of chronically homeless individuals with serious persistent physical, mental health, and substance use challenges. IW from its very first days has valued community connectedness and forged unlikely partnerships. We work closely with the city, county, state, businesses and property owners, healthcare and criminal justice systems, advocates and unhoused people themselves to ensure that all our efforts are community driven and happen with broad based support. Now, IW is the primary service providers prioritizing the most complex, chronically homeless adults with a 42-bed nightly shelter, oversight and management of the day room and hygiene area of the Community Care Center, and a peer support-based case management program called the Navigation Team.

8. Name and brief experience of project manager (if organization managing project is different from developer):

The Low Income Housing Institute (LIHI) will serve as both the developer and property manager of the housing unit. Interfaith Works will operate the shelter.

9. Serve priority population (25 percent of score)

- a. *Target population of project:*

30% AMI: 60 beds (homeless individuals) (Shelter).
30% AMI: 40 units (chronically mentally ill homeless individuals) (Housing).
50% AMI: 20 units (working homeless individuals) (Housing).

- b. *Proposed number of units or beds total:*

120 total units/beds (60 units of permanent supportive housing and 60 shelter beds).

c. *Proposed number units or beds per population:*

30% AMI	Homeless	60 shelter beds
30% AMI	Chronically Mentally Ill & Homeless	40 housing units
50% AMI	Working Homeless	20 housing units

d. *Proposed number units or beds per income level:*

30% AMI	Homeless	60 shelter beds
30% AMI	Chronically Mentally Ill & Homeless	40 housing units
50% AMI	Working Homeless	20 housing units

10. Demonstrate readiness (25 percent of score)

a. What is your estimated timeline for completion? When will the project reach full occupancy?

Construction completion is scheduled for 12/2021. The project is anticipated to reach full occupancy 3 months after construction completion (3/2022).

b. Has a site been purchased for this purpose or are their properties available for this rehabilitation?

The Low Income Housing Institute (LIHI) is currently negotiating site control via a purchase and sale agreement with the City of Olympia, and the City of Olympia has provided a letter of support for the Martin Way development, which is attached.

11. Reduce homelessness for most vulnerable (15 percent of score)

a. *Will this project serve homeless households?*

Yes. The shelter and the housing units will serve homeless households. There are an estimated 20 units set aside for 50% AMI households that will first be prioritized for homeless individuals, but will be filled with any qualifying individual if they cannot be filled with qualifying people experiencing homelessness.

b. *If yes, how will this project ensure placement through Coordinated Entry?*

Yes, placement for the shelter and homeless units will occur through the Thurston County Coordinated Entry system.

c. *How will this project prioritize serving the most vulnerable households in Coordinated Entry?*

Assigned shelter beds will be available based on a vulnerability assessment designed to prioritize individuals and couples with highest risk of death on the streets. People over the age of 60 who are living with serious persistent challenges related to their mental health, substance use, and physical health typically score the highest on the assessment tool. Interfaith Works uses the Coordinated Entry list to make placement decisions. A limited number of nightly drop-in beds will be available on a night by night lottery basis to ensure that occupancy is always high, while still prioritizing the most vulnerable.

The project will include 40 permanent supportive housing units (studio and 1-bedroom) for chronically homeless, non-veteran single adults and couples without dependent children who have permanent disabilities including mental illness, substance use disorders, chronic illness, and physical impairments making at or below 30% AMI. Placements into the housing will be made through the Thurston County Coordinated Entry system and IW will provide and coordinate all on-site support services for the tenants of the housing as well as the residents in the bottom floor shelter. The project will include space for case management, peer support advocacy services, and other on-site services. The remaining units will be prioritized through the same system, but will be for individuals or couples making at or below 50% AMI.

12. Provide Supportive housing (10 percent of score)

a. Will this project provide supportive housing?

Yes, daily supportive services will be provided on-site to residents of the housing units and the shelter through Interfaith Works. IW's peer support case management program model called The Navigation Team specializes in strengths-based relationship building with residents, and is uniquely equipped to connect with and support residents in whatever struggles they are going through. IW will provide clinical supervision to the case management team, and will always work to keep people housed, and get them the support they need to be successful. Additionally, partnership with a licensed, clinical, behavioral health provider to increase on-site access to mental health and substance use treatment will be required in order to receive the State Housing Trust Fund award to serve Chronically Mentally Ill (CMI) individuals. IW currently partners with Providence Behavioral Health Services at the Community Care Center and intends to increase the scope of that arrangement for the Martin Way service plan.

b. What are the targeted needs of the households served?

This project is designed to serve individuals with the most complex challenges related to their physical health, mental health and substance use patterns. All of the support services are individualized, non-coercive, voluntary, and based on what the resident is saying they need. In our experience serving this population, we anticipate that some of the primary needs our households will have are high access connection to medical care, low-barrier mental health and substance use treatment options, support for their pets, support with managing personal belongings and hoarding behavior, overdose prevention planning, accessibility and mobility support, support with Activities of Daily Living, connection to in home health workers, coordination of transportation for appointments, emergency medical response, interpersonal and domestic violence intervention, support with boundaries related to visitors, family members, partners and friends who are not housed in the apartments, support with financial planning and connection to payee services, coordination of legal support, patience, understanding and ample opportunities to change behavior when issues arise. This project will meet safety and cleanliness standards while understanding that our guests and residents are being screened into the program specifically because they can have challenging behavior. This means that we must connect with them quickly, build trust, and understand that our relationships are the strongest tool in our ability to enforce regulations that are necessary for the health and safety of all residents and for the project to continue.

c. How will services, like case management or behavioral health, be funded?

Supportive services for the housing units will be funded through a contract between LIHI and Interfaith Works by tenant paid rental income or other service funding secured through local and/or philanthropic resources. Supportive services for the shelter will be funded by a combination of sources. IW's shelter has been awarded significant funding through the Thurston County annual RFP process each round since 2012. IW will continue to pursue funds through the county for the Consolidated Homeless Grant program, HB 2163 funds for homeless services, and any additional options through the Community Investment Partnership. IW is in the process of becoming a Foundational Community Support partner through Medicaid expansion, and applying to the Federal Office of Crime Victims Advocacy for our Navigation Team program. Additionally, a budget proviso in the WA State 2019 budget to support operations of Permanent Supportive Housing was awarded \$7M and is being considered a new funding stream for Permanent Supportive Housing operations going forward. Further, IW will continue to pursue private foundation and grant opportunities for ongoing operations.

Clinical Behavioral Health services will be Medicaid eligible services and funded through our partnership with the licensed provider.

- d. Has the operator of this housing been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and include the evaluating organization.

LIHI and Interfaith Works are in discussions with Providence Health & Services Washington's Community Care Center to provide licensed, clinical behavioral health services for the project.

13. Cost (10 percent of score)

- a. What is the average cost per unit based on the total project cost?

\$153,932.50.

Total Project Cost (\$18,471,900) / Number of Units/Beds (120) = \$153,932.50 average cost per unit.

- b. Average cost per Home Fund dollar requested?

\$9,166.00.

Total Home Fund amount requested (\$1,100,000) / Number of Units/Beds (120) = \$9,166.00 average cost per Home Fund dollar requested.

- \$600,000.00 for Low Income Housing Institute (LIHI) affordable housing units.
- \$500,000.00 for Interfaith Works shelter.

14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION. The budget should include estimated income and expenses for:

- | | |
|----------------------------------------------------------|-------------------------------|
| ✓ All estimated fund sources including Olympia Home Fund | ✓ Permits and fees |
| ✓ Design and inspection | ✓ Land/property acquisition |
| ✓ Project management | ✓ Site development |
| ✓ Relocation | ✓ Construction/rehabilitation |
| ✓ Title Insurance | ✓ Utilities |
| ✓ Environmental review | ✓ Other expenses |

See attached budget workbook.

1. Submitting organization name:

Family Support Center of South Sound (FSCSS)

2. Name of primary contact for this application:

Trish Gregory, Executive Director

3. Telephone number, email, and mailing address for submitting organization:

360-754-9297

trishg@fscss.org

PO Box 784 Olympia, WA 98507

4. Project Name:

Family Support Center: Permanent Supportive Housing for Families with Children

5. Brief description of proposed project:

Family Support Center of South Sound (FSCSS) recently purchased two parcels of land in West Olympia. One parcel is 4.51 acres which includes 33,500 square feet of existing office space; this is the site of FSCSS' main office where all of the organization's programs and services operate, in addition to 14 other onsite government and nonprofit organizations with similar missions to support families with children. The second site, directly across the street, is 5.05 acres of undeveloped land. FSCSS will develop permanent affordable housing on this parcel in two phases to support extremely low-income families with children, as well as survivors of domestic violence, in Thurston County. The first phase will build a 40 to 60-unit rental building with the goal of building an adjacent second phase, similarly-sized building soon after. The goal is to have onsite supportive services for families residing in the units, with close collaboration with all onsite partners at FSCSS' office across the street.

6. Location of project, city, address (if known), zoning (if known):

Address: 3524, 3525, 3535, and 3545 7th Avenue Southwest, Olympia, WA 98502

Zoning: Professional Office and Multifamily Housing (PO/RM), please see supporting documentation for the zoning study titled: *Zoning Info - Basic*

7. Name and brief experience of developer:

FSCSS has appointed Bellwether Housing as the real estate development consultant for this project, executed by agreement in 2018. FSCSS previously worked with Bellwether Housing during the development of Pear Blossom Place: A Family Support Community, which includes 6 emergency shelter units and 7 permanent supportive housing units with onsite supportive services.

Bellwether Housing is an experienced developer, construction manager and property manager. Bellwether has appointed a Housing Developer to be the project manager with FSCSS throughout the project, and to coordinate the work of other Bellwether personnel assigned to the project. Bellwether's Housing Developer, Kasey Liedtke, leads the FSCSS development team in determining available resources and support, creating budgets, and managing the project's schedule. Bellwether will coordinate all financial and regulatory agreements. The Housing Developer also leads in assembling the project team, including the design team members, third-party contractors, and consultants. At all times, the project manager provides necessary communications to FSCSS, the greater project team, our public funding partners and all project stakeholders.

8. Name and brief experience of project manager (if organization managing project is different from developer):

Per the development consulting services agreement, the lead project developer is Kasey Liedtke, Housing Developer at Bellwether Housing. Other aspects of the project are being handled in-house at FSCSS. The project will include the following project managers:

Kasey Liedtke, Housing Developer at Bellwether Housing, has widespread experience in real estate development, construction, financial management, and large federal contract with 6 years of project management experience. He has managed the earlier stages of this project, including acquisition of this FSCSS site. Kasey is assisted by Stephan Petryczka providing project support, and Becky Bicknell providing project oversight. Additionally, Lachlan Foss will be managing the construction of the site. Lachlan has over 15 years of experience working on large-scale projects, and was the construction manager for FSCSS' Pear Blossom Place.

Trish Gregory, with 19 years of experience working in the South Sound, is the Executive Director of FSCSS. Ms. Gregory was directly involved in the acquiring, development, and opening of Pear Blossom Place, and has extensive experience in Federal and State contract compliance, project management, financial management, and supervision of staff.

Natalie Skovran, Deputy Director of FSCSS has worked for the agency for over 6 years. Ms. Skovran has grant writing and program development experience, oversees all program management staff, and is supporting with the development and acquirement of the newest housing project.

9. Serve priority population (25 percent of score)

a. Target population of project:

The resident population of FSCSS’s permanent supportive housing project will be the most vulnerable homeless families and children, specifically unsheltered families and survivors of domestic violence. At Coordinated Entry, for which FSCSS is the designated entry point for families and survivors and is onsite at their office, all homeless families are assessed utilizing the evidence based VI-F-SPDAT. This comprehensively assesses a family’s history, including chronic homelessness and medical vulnerability, and identifies those who have the greatest need for shelter, supportive services, rapid re-housing, and permanent supportive housing. Survivors of domestic violence, homeless under Category 4, fleeing domestic violence, are assessed using the evidence based Jackie Campbell Danger Assessment; this tool scores the risk of lethality by the survivor’s perpetrator. This tool is a better risk assessment for survivors than the VI-F-SPDAT. Those households homeless per Category 1 or Category 4 are placed on Family Support Center’s master list, and available resources and referrals are distributed based on the vulnerability and/or danger score. In turn, the most vulnerable or high lethality risk households are prioritized to receive the next available resource, including permanent supportive housing units.

b. Proposed number of units or beds total:

FSCSS is proposing about 44 units of permanent supportive housing for households at this site.

c. Proposed number units or beds per population:

Target Population	Number of Units or Beds
Unsheltered Families and Survivors of Domestic Violence	36
Other Special Populations	8

d. *Proposed number units or beds per income level:*

% of Olympia Area Median Income (AMI) Served	Number of Units or Beds	Unit Size (number of bedrooms)
30% AMI	2	4
50% AMI	2	4
30% AMI	6	3
50% AMI	6	3
30% AMI	10	2
50% AMI	10	2
30% AMI	4	1
50% AMI	4	1
TOTAL	44 units	

10. Demonstrate readiness (25 percent of score)

a. *What is your estimated timeline for completion? When will the project reach full occupancy?*

Milestone	Date of Completion
Site Control	3/20/2018
Funding Commitments Received	3/1/2020
Investor Selection	6/1/2020
Building Permit Issued	8/15/2020
Finance Closing	9/30/2020

Demolition Begins	10/1/2020
Begin Construction	10/1/2020
Begin Lease-Up	10/1/2021
Certificate of Occupancy Issued	12/1/2021
100% Lease-Up	4/1/2022

b. Has a site been purchased for this purpose or are their properties available for this rehabilitation?

Yes, FSCSS has purchased the property for this new construction project. The Purchase and Sale Agreement was executed in March 2018.

11. Reduce homelessness for most vulnerable (15 percent of score)

a. Will this project serve homeless households?

Yes, this project will serve homeless households.

b. If yes, how will this project ensure placement through Coordinated Entry?

FSCSS’s role as lead Coordinated Entry provider for Thurston County is key to ensuring ALL homeless families with children, including survivors, have quick and easy access to all homeless services programming and resources, including placement into permanent supportive housing units. As a well-established organization that has worked with families experiencing homelessness for more than 27 years, families hear about the organization and its services by word of mouth, internet, Facebook, 211, Crisis Clinic, law enforcement, and the Coordinated Entry Hotline. FSCSS staff answer the family extension of the Coordinated Entry hotline 24/7, and families are commonly calling in need of emergency shelter or permanent housing options, and are immediately instructed on how to quickly and easily access the resources they’re seeking. It is during the Coordinated Entry assessment and prioritization process that families are screened for all available housing programs. It is common that families will engage with a Homeless Family Services case manager to access immediate housing resources such as shelter and rapid re-housing, and FSCSS case manager will remain in communication with the family when a PSH unit becomes available that they may be eligible for. It is the goal of Coordinated Entry to successfully match eligible and interested households with the available resource, rather than refer a family to a program that they are not eligible for or is no longer available.

FSCSS's recent office relocation to west Olympia, in addition to the permanent supportive housing development is highly publicized and talked about at various community meetings. FSCSS is well connected with a multitude of providers- from DSHS' CSO office, other PSH providers, Coordinated Entry providers, law enforcement, state agencies, government partners, etc. - and as this development breaks ground, families will be asking about how to get on the waiting list. FSCSS feels confident that they are well situated in the community to ensure that the most vulnerable and high risk households are prioritized and placed into the units as soon as they are finished.

c. How will this project prioritize serving the most vulnerable households in Coordinated Entry?

As both the lead contracted Coordinated Entry provider, and the point of entry for all homeless families with children and survivors of domestic violence, FSCSS is well-versed and experienced in utilizing the master list to distribute resources based on prioritization. FSCSS uses the VI-F-SPDAT for families experiencing homelessness, and the Jackie Campbell Danger Assessment for survivors of domestic violence in order to assess their vulnerability and risk level. As resources become available, including permanent supportive housing units, FSCSS references the master list to identify the next interested and eligible household for the resource. The purpose of FSCSS' housing development is to serve the most vulnerable homeless families with children and survivors of domestic violence, so will prioritize and place directly from the master list.

12. Provide Supportive housing (10 percent of score)

a. Will this project provide supportive housing?

Yes; this project will provide permanent supportive housing for families with children and survivors of domestic violence.

b. What are the targeted needs of the households served?

The primary, and largest, need of the households served is to have access to permanent supportive housing that is affordable. Once families have achieved that by entering FSCSS's housing units, the needs of the households will vary. The families served have needs that range from mental health and substance abuse treatment enrollment and participation; assistance with enrolling in mainstream benefits (such as SSDI or SSI), or securing gainful employment; increasing the overall health and stability of their children through early childhood programs, securing IEP or other school-based supports, enrolling in medical care and finding a doctor; bolstering financial stability which can include budgeting, paying off past

debts, enrolling in technical or education programs (such as GED courses or college); increasing overall safety such as through confidential domestic violence advocacy, accessing a protection order or other civil legal route such as parenting plans and dissolutions of marriage. Supportive services offered are trauma-informed and operate from a strengths-based perspective. Programs also operate using a harm reduction, low barriers to entry, and other evidence-based service delivery models.

c. *How will services, like case management or behavioral health, be funded?*

FSCSS is considering multiple opportunities to fund the supportive services aspect of the project, including case management and behavioral health services. This includes a potential application to HUD (through the WA Balance of State) for permanent supportive housing case management. This would likely take place in 2020 for an award in 2021. Additionally, FSCSS is committed to looking into gaining a contract with Foundational Community Supports (FCS) through Amerigroup and the Health Care Authority, specifically for supportive housing services. The proposed services to be offered onsite are in direct alignment with allowable services under FCS, and it is expected that at least half of the tenants of the units will meet the eligibility in the FCS Supportive Housing Program.

d. *Has the operator of this housing been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and include the evaluating organization.*

No, FSCSS has not been trained or evaluated in SAMHSA Supportive Housing Fidelity recently. However, with the potential of seeking a FCS contract, it's expected that Family Support Center will receive training and/or evaluation on this.

13. Cost (10 percent of score)

a. *What is the average cost per unit based on the total project cost?
Please include your calculation*

Per Unit Costs	
Item	Cost
Acquisition Costs	\$21,039
Projected Hard Construction Cost (includes Contingency & WST):	\$285, 418
Soft Costs (Design, Project Management, Legal):	\$49,732
Financing Costs:	\$7,138
Capitalized Reserves:	\$4,895
Other Development Costs:	\$18,382
Total Per Unit Cost:	\$386,603

*b. Average cost per Home Fund dollar requested?
Please include your calculation*

*City of Olympia Home Fund Request: **\$1,600,000 / 44 units = 36,363.64***

14.A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION.

Please reference separately attached Excel budget document for this application.

Exhibit "C"

2019 Olympia Home Fund Application Questions

Responses must be submitted for all questions for the application to be considered.

These questions closely match the 2019 Thurston County Affordable Housing RFP questions to reduce administrative burden for applicants.

1. Submitting organization name:

Horizon Housing Alliance

2. Name of primary contact for this application:

Patrick Tippy, Director of Housing Development

3. Telephone number, email, and mailing address for submitting organization:

Horizon Housing Alliance,

ptippy@hhaofwa.org,

206-512-7862

PO Box 836

Spokane, WA 99210

4. Project Name:

Olympia Horizon Housing

5. Brief description of proposed project:

Olympia Horizon Housing will be 72 units of affordable housing for families composed of 14 one bedroom, 32 two bedroom, and 25 three bedroom units. Thirty six (36) of the units will be set aside for families experiencing homelessness.

6. Location of project, city, address (if known), zoning (if known):

723 Alta Street SW, Olympia, WA 98502

Current Zoning: PO/RM- Professional Office/Residential Multifamily District

7. Name and brief experience of developer:

Horizon Housing Alliance will be the developer and sponsor of Olympia Horizon Housing. While Horizon Housing Alliance has not been the owner sponsor of affordable housing in Washington before, the agency is poised to become a strong developer and owner. HHA hired two staff members with tremendous experience in the public and nonprofit sectors that bring leadership, compliance, vision and affordable housing development experience to the agency.

John Pilcher, Executive Director, has served as Economic Development Director and Chief Operating Officer, City of Spokane. In that role John had responsibility for oversight and compliance of millions in federal, state and local resources.

Patrick Tippy, Director of Housing Development, brings nine years of experience working in affordable housing at Catholic Housing Services of Western Washington. Over that time Patrick has developed more than 500 housing units and 200 shelter beds in nine counties throughout Washington. Most of those were units for those experiencing homelessness including 50 units at Drexel House II in Olympia.

Horizon Housing Alliance believes in identifying best in class partners to involve in its developments. This includes, construction, development, property management, and services partners. By working with the best, HHA leverages their partner's strengths, pricing, and knowledge to create cost effective housing that will result in a safe, stable, and healthy tenant experience.

8. Name and brief experience of project manager (if organization managing project is different from developer):

Inland Construction will be the development consultant on the development. John Fisher, Development Manager, will be the lead staff for Inland on the development. Inland has experience developing in Olympia and Lacey with its Copper Trails, Copper Woods and Affinity Olympia developments. John has also provided development consulting for homeless family developments for Catholic Charities Spokane in the Pope Francis Haven, Spokane Valley, and Sisters Haven, Spokane, WA.

9. Serve priority population (25 percent of score)

a. *Target population of project:*

The target population will be low income families with half set aside for families exiting homelessness. 71 units will be restricted to 60% AMI or less. HHA is anticipating rents 36 units at 30% AMI, 18 units at 40% AMI, and 17 units at 60% AMI. There will be one manager unit on site.

b. *Proposed number of units or beds total:*

71 units

c. *Proposed number units or beds per population:*

1br	8 Units	Homeless Families	
2br	17 Units	Homeless Families	
3br	11 Units	Homeless Families	
1br	6 Units	Families	
2br	15 Units	Families	
3br	14 Units	Families	

d. *Proposed number units or beds per income level:*

1br	8 Units	Homeless Families	30% AMI
2br	17 Units	Homeless Families	30% AMI
3br	11 Units	Homeless Families	30% AMI
1br	3 Units	Families	40% AMI
2br	8 Units	Families	40% AMI
3br	7 Units	Families	40% AMI
1br	3 Units	Families	60% AMI
2br	8 Units	Families	60% AMI
3br	7 Units	Families	60% AMI

10. Demonstrate readiness (25 percent of score)

a. What is your estimated timeline for completion? When will the project reach full occupancy?

Olympia Horizon Housing has site control with a Purchase and Sale Agreement with a friendly seller. The site is appropriately zoned. The project has secured loan commitments for everything except Olympia Home Funds and 9% LIHTCs. We are prepared to submit an application for 9% LIHTC in the January 2020 application. **However, we will not submit the application in January 2020 if Family Support Center does submit a LIHTC for their homeless family development. Horizon Housing Alliance would yield to the FSC for the 2020 round. If the Olympia Horizon Housing project does not apply in 2020, we are prepared to re-apply in 2021 for 9% LIHTC.**

b. Has a site been purchased for this purpose or are their properties available for this rehabilitation?

Olympia Horizon Housing has site control with a Purchase and Sale Agreement with a friendly seller. The purchase of the site is contingent upon an award of 9% LIHTCs. The site under contract is sufficient to complete the proposed development in the current zoning.

11. Reduce homelessness for most vulnerable (15 percent of score)

a. Will this project serve homeless households?

Olympia Horizon Housing will serve at least 35 homeless families subject to the requirements as defined by RCW 43.185c010.

b. If yes, how will this project ensure placement through Coordinated Entry?

Olympia Horizon Housing will hire FPI Management Inc. (FPI) as the property manager and contract with Family Support Center (FSC) to provide supportive services and referral for the property. FSC will facilitate its coordinated entry model that connects families to a Homeless Family Services case manager who assists them in identifying their individual goals and developing a plan of action to reach them. Services are offered at the intensity level/frequency desired by the family.

c. How will this project prioritize serving the most vulnerable households in Coordinated Entry?

At this point in time, the project does not have project based rental assistance. As such, the homeless households through coordinated entry that qualify for rental assistance programs will likely be most successful in the housing. Horizon Housing Alliance will coordinate with Family Support Center to have a referral and service plan that helps vulnerable families be successful in their housing. Horizon will also work with the property manager to advertise vacancies to the non-homeless set aside units to tenants facing housing instability and to agencies assisting household avoid homelessness through rapid rehousing and other program. Horizon is open to serving more vulnerable households as service or rental subsidies become available, particularly project based vouchers from TCHA.

12. Provide Supportive housing (10 percent of score)

a. Will this project provide supportive housing?

Family Support Center (FSC) to provide supportive services and referral for the property. FSC will facilitate its coordinated entry model that connects families to a Homeless Family Services case manager who assists them in identifying their individual goals and developing a plan of action to reach them. Services are offered at the intensity level/frequency desired by the family.

b. What are the targeted needs of the households served?

Olympia Horizon Housing and FSC will match the specific needs for each household. We anticipate households will need employment, transportation, childcare, legal aid, medical access, benefits assistance, parent education, and domestic violence advocacy assistance.

c. How will services, like case management or behavioral health, be funded?

Olympia Horizon Housing will be funding a full time social service coordinator from the property's operating budget. Case Management may be funded through the FSC Homeless Family Services program that coordinated entry referred families will be eligible for.

d. Has the operator of this housing been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and include the evaluating organization.

Horizon Housing Alliance staff have not been trained or evaluated in SAMHSA Supportive Housing Fidelity.

13. Cost (10 percent of score)

a. What is the average cost per unit based on the total project cost?

\$16,780,439 TDC/ 70 units = \$239,720 per unit

b. Average cost per Home Fund dollar requested?

\$100,000 Home Fund request / 70 units = \$1,428 Home Fund per unit

14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION. The budget should include estimated income and expenses for:

- | | |
|----------------------------------------------------------|-------------------------------|
| ✓ All estimated fund sources including Olympia Home Fund | ✓ Permits and fees |
| ✓ Design and inspection | ✓ Land/property acquisition |
| ✓ Project management | ✓ Site development |
| ✓ Relocation | ✓ Construction/rehabilitation |
| ✓ Title Insurance | ✓ Utilities |
| ✓ Environmental review | ✓ Other expenses |

Thurston County Housing Pipeline Overview

Project Name	Agency	Pipeline Year	City	Type of Project	Total Units	# Units for Target Population	Cost per Unit	Total Budget	Target Population	Funding Use	ProForma
IN PROGRESS											
Golf Club	TCHA	2017	Lacey	Multi-family	6	4	\$195,000	\$1,500,000	WFH	Construction	Y
FFC Homes XI	FFC	2017	Oly/Lacey	Single Family Rental/PSH	3	3	\$150,000	\$450,000	Mentally Disabled	Acquisition	Y
Safe Healthy Affordable	Homes First	2018	County Wide	SRO/Oxford/Multi and Single Rental PSH	10	10	varies	varies	Low and Moderate income Individuals and families	Acquisition/ Rehab	Y
Deyoe Vista V	SPS Habitat	2018	Lacey	Single Family Own	8	8	\$142,500	\$1,140,000	Disabled, Mentally Ill, WFH Families and Singles, Disabled Vets	Construction	N/A
CURRENT YEAR											
Martin Way	LIHI	2019	Olympia	Multi family	60	60	\$275,658	\$16,539,500	Homeless Families with Children, Homeless Adults, Homeless Vets, Disabled, WFH Families and Singles	Predevelopment/ Acquisition/ Rehab	Y
Pear Blossom 2	FSC	2019	Olympia	Multi Family	44	44	\$177,591	\$10,655,479	Homeless Families with Children PSH	Construction	N
Olympia Horizon	Horizon Housing	2019	Olympia	Multi family	36	72	\$274,932	\$16,495,939	Homeless families	Construction	
UPCOMING YEARS											
SPS Deyoe Vista Phase VI	SPS Habitat	2020	Lacey	Single Family Own	8	8	\$189,500	\$1,516,000	Disabled, Mentally Ill, WFH Families and Singles, Disabled Vets	Construction	N/A
Sequoia Landing	TCHA	2020	Tumwater	Multi family	8	4	\$155,000	\$1,500,000	WFH	Construction	Y
FFC Homes XII	FFC	2021	Oly/Lacey	Single Family Rental/PSH	3	3	\$156,000	\$468,000	Mentally Disabled	Acquisition	Y
La Mancha	Panza	2021	County	SRO/PSH	30	30	\$116,667	\$3,500,000	Homeless Adults	Predevelopment/ Construction	N
Olympia Crest Phase III	HATC	2022	Olympia	Multi Family	24	15	\$264,325	\$6,343,820	Low income households	Construction	
Martin Way Phase II	LIHI	2022	Olympia	Multi Family	60	60	\$2,333,333	\$14,000,000	Homeless individuals, Low income households	Construction	

Home Fund Staff Report Attachment

LIHI Award Scenario

		Estimated Home Fund Capital Funds Available by Year			
		2019*	2020	2021	2022**
	Total Request	\$ 1,300,000	\$ 800,000	\$ 800,000	\$ 1,281,000
LIHI /Interfaith Award	\$ 1,100,000	\$ 1,100,000			
Funds remaining for future awards		\$ 200,000	\$ 1,000,000	\$ 800,000	\$ 1,281,000

LIHI and Family Support Center Award Scenario

		Estimated Home Fund Capital Funds Available by Year			
		2019*	2020	2021	2022**
	Total Request	\$ 1,300,000	\$ 800,000	\$ 800,000	\$ 1,281,000
LIHI /Interfaith Multi-Year Award	\$ 1,100,000	\$ 500,000	\$ 500,000	\$ 100,000	
Family Support Center Multi-Year Award	\$ 1,600,000	\$ 800,000	\$ 700,000	\$ 100,000	
Funds remaining for future awards		\$ -	\$ 300,000	\$ 700,000	\$ 1,281,000

*2019 Revenue was higher because of carry over from 2018.

**2022 Available Capital Revenue increases after debt service from Martin Way purchase is paid off.