



# Meeting Agenda

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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**Monday, January 8, 2018**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

*Estimated time for items 1 through 5: 20 minutes*

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

[18-0021](#) Approval of the November 20, 2017 Olympia Planning Commission Meeting Minutes

**Attachments:** [OPC 11.20.17 draft minutes](#)

[18-0020](#) Approval of the December 4, 2017 Olympia Planning Commission Meeting Minutes

**Attachments:** [OPC 12.4.17 draft minutes](#)

**4. PUBLIC COMMENT**

*During this portion of the meeting, citizens may address the Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission 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 Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days or for quasi-judicial review items for which there can be only one public hearing, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

**5. STAFF ANNOUNCEMENTS**

*This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.*

**6. BUSINESS ITEMS**

[18-0022](#) Missing Middle Housing Analysis Update

**Attachments:** [Missing Middle web page](#)

[Recommendations](#)

[Written Public Comments](#)

*Estimated time: 120 minutes*

**7. REPORTS**

*From Staff, Officers, and Commissioners, and regarding relevant topics.*

**8. OTHER TOPICS****9. ADJOURNMENT**

*Approximately 9:30 p.m.*

**Upcoming Meetings**

*Next regular Commission meeting is January 22, 2018. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.*

**Accommodations**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



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

## Planning Commission

### Approval of the November 20, 2017 Olympia Planning Commission Meeting Minutes

**Agenda Date:** 1/8/2018  
**Agenda Item Number:**  
**File Number:**18-0021

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

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**Title**

Approval of the November 20, 2017 Olympia Planning Commission Meeting Minutes





# Meeting Minutes

## Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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**Monday, November 20, 2017**

**6:30 PM**

**Room 207**

---

**1. CALL TO ORDER**

Chair Mark called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

Commissioner Burns arrived after the roll call was taken.

**Present:** 7 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Tammy Adams, Commissioner Travis Burns, Commissioner Rad Cunningham, Commissioner Paula Ehlers and Commissioner Missy Watts

**Excused:** 1 - Commissioner Carole Richmond

**OTHERS PRESENT**

Community Planning and Development staff:

Deputy Director Leonard Bauer

Senior Planner Joyce Phillips

Minutes Recorder Stacey Rodell

Public Works staff:

Senior Planner Sophie Stimson

Associate Planner Jesse Barham

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. PUBLIC COMMENT**

The following members of the public provided comments on Missing Middle Housing: Denise Pantelis, Judy Bardin, Bob Jacobs and Valerie Krull.

**4. STAFF ANNOUNCEMENTS**

Ms. Phillips informed the Commission of upcoming meeting dates and provided a brief update on building projects.

**5. BUSINESS ITEMS**

**5.A** [17-1183](#) Missing Middle Housing Analysis Update

Mr. Bauer presented an update on the Missing Middle Housing analysis via a PowerPoint presentation. A copy of the presentation can be found in the meeting details on the City's website.

**The discussion was completed.**

**5.B**     [17-1184](#)             Downtown Street Improvements Update

Ms. Stimson presented a briefing on upcoming Downtown street improvement projects via a PowerPoint presentation. A copy of the presentation can be found in the meeting details on the City's website.

**The discussion was completed.**

**5.C**     [17-1180](#)             Draft Storm and Surface Water Plan and Habitat Program

Mr. Barham presented the draft Storm and Surface Water Plan and Habitat Program via a PowerPoint presentation. A copy of the presentation can be found in the meeting details on the City's website.

**The discussion was completed.**

**5.D**     [17-0984](#)             Suggestions for the Preliminary 2018 - 2019 Planning Commission Work Plan

Ms. Phillips presented an updated draft work plan after incorporating the Commissions' suggestions at its last meeting.

**The discussion was continued to the next Commission meeting.**

**6.        REPORTS**

Commissioner Cunningham reported on the Senate hearings on the Growth Management Act.

Commissioner Ehlers reported on the Missing Middle open house she attended.

**7.        OTHER TOPICS - None**

**8.        ADJOURNMENT**

The meeting adjourned at 8:59 p.m.



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

## Planning Commission

### Approval of the December 4, 2017 Olympia Planning Commission Meeting Minutes

Agenda Date: 1/8/2018  
Agenda Item Number:  
File Number: 18-0020

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Type: minutes Version: 1 Status: In Committee

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#### Title

Approval of the December 4, 2017 Olympia Planning Commission Meeting Minutes







# Meeting Minutes

## Planning Commission

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**Monday, December 4, 2017**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Mark called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

**Present:** 6 - Chair Brian Mark, Commissioner Tammy Adams, Commissioner Rad Cunningham, Commissioner Paula Ehlers, Commissioner Carole Richmond and Commissioner Missy Watts

**Excused:** 2 - Vice Chair Mike Auderer and Commissioner Travis Burns

**OTHERS PRESENT**

Director Keith Stahley  
Deputy Director Leonard Bauer  
Senior Planner Joyce Phillips  
Minutes Recorder Stacey Rodell

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** [17-1201](#) Approval of the November 6, 2017 Olympia Planning Commission Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT**

The following members of the public provided comments on Missing Middle Housing: Denise Pantelis, Judy Bardin, Bob Jacobs and Valerie Krull.

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips informed the Commission of upcoming meeting dates and provided a brief update on building projects.

**6. BUSINESS ITEMS**

**6.A**     [17-1183](#)            Missing Middle Housing Analysis Update

Mr. Bauer provided a Missing Middle Housing Analysis update via a PowerPoint presentation. A copy of the presentation can be found in the meeting details on the City's website.

**The information was received.**

**6.B**     [17-1224](#)            Affordable Housing Briefing

Mr. Stahley provided an overview of the administration and financial plan for the Olympia Home Fund via a PowerPoint presentation. A copy of the presentation can be found in the meeting details on the City's website.

**The information was received.**

**6.C**     [17-1223](#)            Development Activity Briefing

Mr. Stahley provided a briefing on development activity in the City via a PowerPoint presentation. A copy of the presentation can be found in the meeting details on the City's website.

**The information was received.**

**6.D**     [17-0984](#)            Preliminary 2018 - 2019 Planning Commission Work Plan

Ms. Phillips reviewed the revisions requested by the Commission to the preliminary 2018-2019 Planning Commission Work Plan.

**Commissioner Cunningham moved, seconded by Commissioner Richmond to approve the preliminary 2018 - 2019 Planning Commission Work Plan. The motion passed unanimously.**

**7.        REPORTS**

Commissioner Cunningham reported on a work related meeting he had with the Urban Forester from of the Department of Natural Resources.

Chair Mark said a few words about this meeting being his last meeting as Chair of the Commission. Commissioner Cunningham will begin his role as Chair at the Commission's January 2018 meeting.

**8.        OTHER TOPICS - NONE****9.        ADJOURNMENT**

The meeting adjourned at 8:37 p.m.



## Planning Commission

### Missing Middle Housing Analysis Update

Agenda Date: 1/8/2018  
Agenda Item Number:  
File Number: 18-0022

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Type: discussion Version: 1 Status: In Committee

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#### Title

Missing Middle Housing Analysis Update

#### Recommended Action

Briefing and discussion; no action requested.

#### Report

##### Issue:

Whether to receive a status update on the Missing Middle Housing Analysis.

#### Staff Contact:

Leonard Bauer, Deputy Director, CP&D, 360.753.8206

#### Presenter(s):

Leonard Bauer, Deputy Director, CP&D

Joyce Phillips, Senior Planner, CP&D

#### Background and Analysis:

The term 'Missing Middle' refers to a range of multi-unit housing types that are compatible in scale with single-family homes. In other words, they provide 'middle' density housing. There have been little of these types of housing constructed in Olympia (and nationwide) over the past 40 years - thus, they are referred to as 'missing.' Some examples of missing middle housing types include tiny houses, modular units, cottage homes, townhouses, duplexes, triplexes, fourplexes, small multi-family apartments, and accessory dwelling units.

The Missing Middle Housing Analysis is reviewing existing city regulations - such as zoning, permit fees, development standards, utility connection charges, etc. - for potentially disproportionate effects on the ability to provide for a variety of housing types in the City's low-density, residentially zoned areas. The Planning Commission received a briefing at its last meeting December 4, 2017, on the public process, Missing Middle Work Group discussions, draft staff recommendations and public comments received (including preliminary results from a public survey).

A Missing Middle web page has been updated regularly to provide updated information and offer an on-going opportunity to provide comments. The City's planning e-newsletter also provides regular updates on the project.

City staff hosted two public Question & Answer sessions December 11 and 13, 2017. Questions were recorded in writing and are included with written responses in a Frequently Asked Questions document on the Missing Middle web page.

Staff recommends the Commission discuss the recommendations for each Missing Middle housing type in more detail during its January 8 and 22 meetings, as follows:

January 8

Accessory Dwelling Units

Duplexes

Townhouses

Cottage Housing

Tiny Houses

Manufactured Homes

January 22

Triplexes & Fourplexes

Courtyard Apartments

Single-Room Occupancies

General Recommendations (that apply to multiple housing types)

At its February 5 meeting, a capacity analysis being conducted by the Thurston Regional Planning Council will be available for the Commission's review, along with additional information gathered for the environmental review of the recommendations.

The Commission is tentatively scheduled to conduct a public hearing on the Missing Middle recommendations at its February 26 meeting.

Neighborhood/Community Interests (if known):

The Missing Middle Housing Analysis has garnered significant community and neighborhood interest. There is a large e-mail list of interested parties, and the Coalition of Neighborhood Associations has had regular briefings and discussions. Several individual neighborhood associations have also requested briefings at their meetings.

Written comments received since the last Planning Commission meeting are included in the attachments.

Options:

Discussion only.

Financial Impact:

The Missing Middle analysis is included as part of the adopted City budget. Draft recommendations may have long-term impacts to property tax revenues for the City.

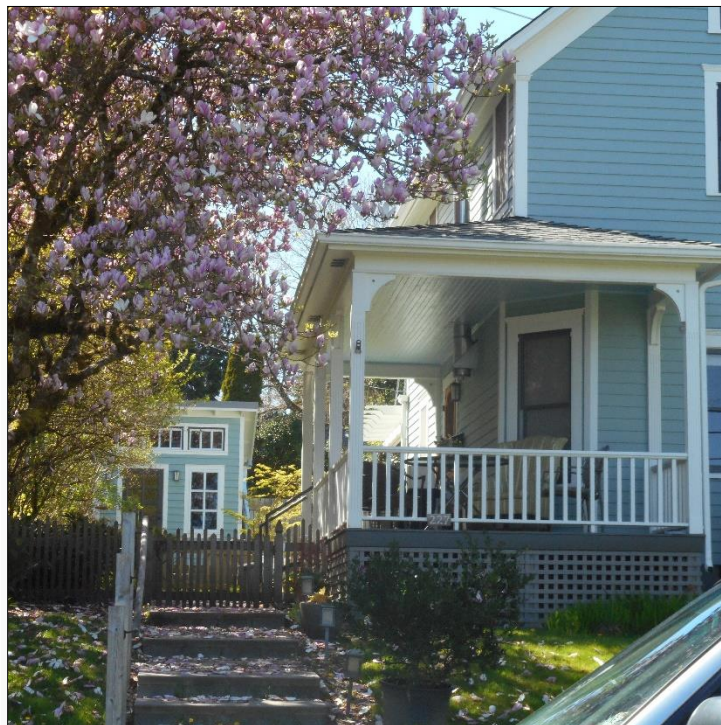
Attachments:

Missing Middle web page  
Recommendations  
Written public comments



## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Accessory Dwelling Units (ADUs) are one type of Missing Middle housing.



## What Are Accessory Dwelling Units (ADUs)?

ADUs are a second, smaller dwelling located on the same lot as a single-family house. They may be an internal conversion of a portion of the existing house or garage, added onto the existing house, or a separate detached structure (sometimes called backyard cottages).

## What Are Proposed Changes Regarding ADUs?

State law requires that ADUs be permitted in single-family residential zoning districts. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
One ADU allowed per residential lot	No change	NA
Maximum height for all accessory structures (other than the primary house) = 16’	Maximum height for all accessory structures = 24’ (includes detached ADUs)	Allows for ADU to be located above a garage, shed or other accessory structure
Maximum size of ADU = 800 sq. ft., and: <ul style="list-style-type: none"> <li>40% of the primary residence and ADU combined; or</li> <li>66 2/3% of primary residence alone</li> </ul>	Maintain maximum ADU size of 800 sq. ft. Remove additional size requirements related to primary residence	Allows up to 800 sq. ft. ADU when primary structure is less than 1200 sq. ft.  Clarifies requirement.

<p>Property owner must live on-site as his/her primary residence.</p>	<p>Remove requirement</p>	<p>Difficult to enforce. Provides greater flexibility for property owners to construct ADUs, which may increase availability of this housing type</p>
<p>Primary single-family residence must provide two off-street parking spaces. One additional space is required for an ADU.</p>	<p>Remove requirement of additional parking space for ADU. If a garage is converted to an ADU, and the garage had provided the 2<sup>nd</sup> parking space for primary residence, allow requirement for 2<sup>nd</sup> parking space to be waived with consideration of on-street parking availability.</p>	<p>Provides greater flexibility and potentially decreased cost for property owners to construct ADUs, which may increase availability of this housing type</p>
<p>Minimum size requirement for a manufactured home = 860 sq. ft.</p>	<p>Remove minimum size requirement for a manufactured home</p>	<p>Allows manufactured homes to be used as ADUs if less than 800 sq. ft., potentially decreasing cost and increasing availability of ADUs.</p>



## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Cottage housing is one type of Missing Middle housing.



## What Is Cottage Housing?

Olympia’s city code defines cottage housing as “four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area.” Cottage housing differs from co-housing because it does not also include shared community structures.

## What Are Proposed Changes Regarding Cottage Housing?

Cottage housing is permitted in most single-family residential zoning districts. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
A cottage housing development must include at least one courtyard or common open space area. Between 4 and 12 detached dwelling units shall be located on each courtyard, occupying at least two sides of the courtyard.	No change, except any two dwelling units may be attached	Provides increased flexibility in site layout
First story of each cottage, including a garage = 800 sq. ft. Maximum size each cottage = 1600 sq. ft.	First story maximum 1,000 sq. ft.; Maximum size each cottage = 1250 sq. ft. Garage or carport not included in size calculation.	Provides greater consistency with neighboring cities; larger size for one-story cottages; less boxy appearance for 2-story cottages; smaller overall size visually more appealing in combination with increased density bonus below.

Cottage housing developments = 20% density bonus	Allow 50% density bonus	Provides greater consistency with neighboring cities; increased opportunities for this housing type
Frontage improvements and common areas constructed before buildings.	With approval of a site plan, allow phased construction of common areas, frontage improvements, and payment of impact fees and general facilities charges.	Provides greater flexibility in financing cottage developments, which may increase availability of this housing type
Provide one off-street parking space per cottage, or 1.5 spaces per cottage if no on-street parking is available. 50% of parking must be in a shared parking lot.	No change to number of parking spaces required. Parking may be provided anywhere on-site. Allow one off-street parking space per cottage to be provided in a garage or carport.	Provides greater flexibility in site design and layout.
May allow a single connection to sewer main in street, with lateral connections to each cottage on-site.	Clearly allow a single connection to sewer main in street is allowed, with lateral connections to each cottage on-site.	Clarifies requirement. Provides decreased cost for sewer connections in some cases, which may increase availability of this housing type.

## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Courtyard apartments are one type of Missing Middle housing.



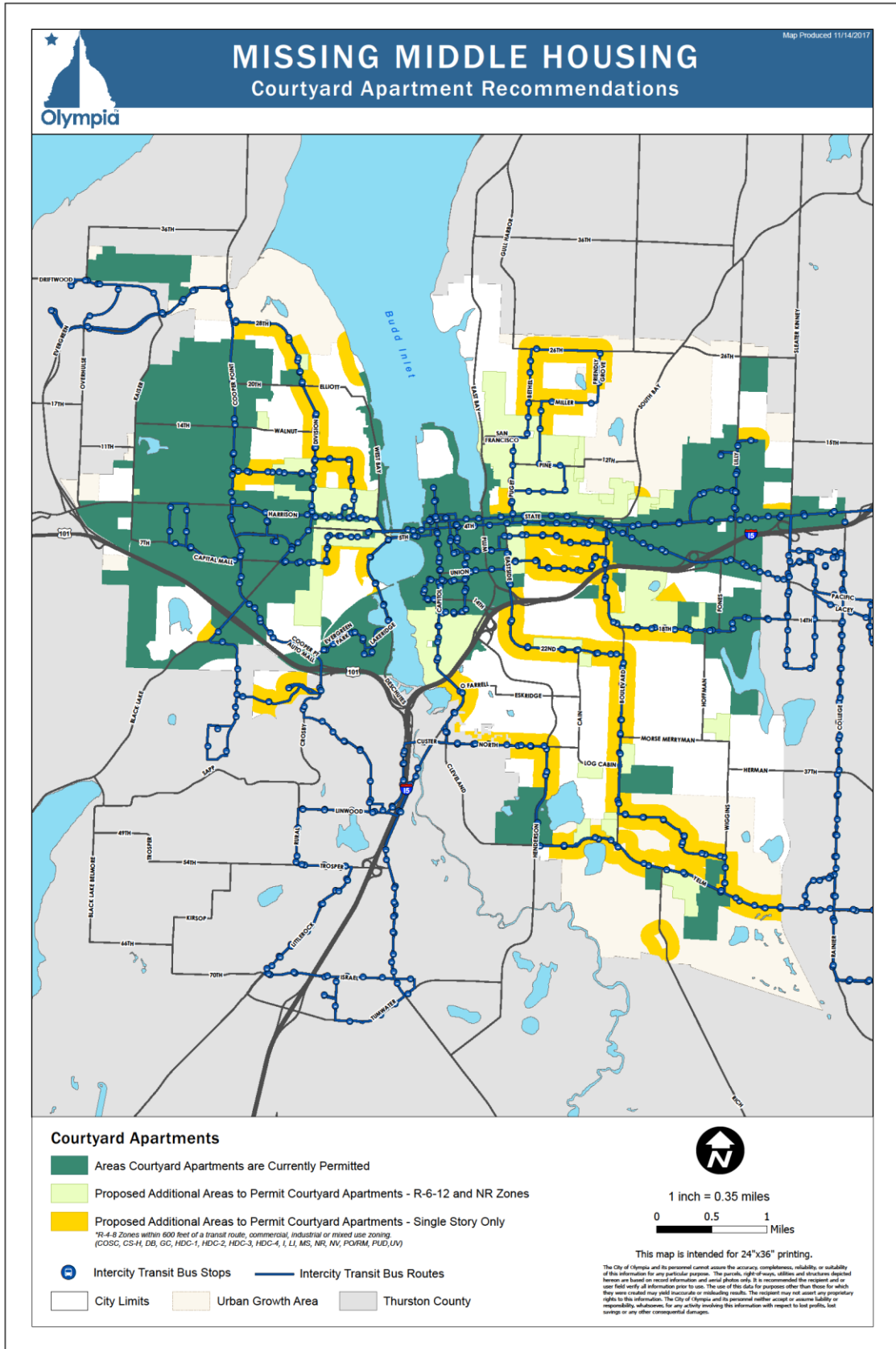
## What Are Courtyard Apartments?

Olympia’s Municipal Code currently includes a general definition of apartments, and does not define courtyard apartments separately. Typically, courtyard apartments are characterized by several attached apartment units arranged on two or three sides of a central courtyard or lawn area.

## What Are Proposed Changes Regarding Courtyard Apartments?

The table below summarizes the primary regulations of apartments in Olympia’s low-density zoning districts, and proposed changes to address courtyard apartments.

Current Regulation	Proposed Change	Purpose of Change
Courtyard apartments not defined.	Create a specific definition of courtyard apartments. Include limitation of no more than 12 units around a single courtyard.	Create the opportunity to locate small courtyard apartments in larger areas of the City while limiting impact on neighborhoods.
Apartments not currently permitted in R4-8 or R6-12 zoning districts (except triplexes and fourplexes in limited areas of R6-12).	Permit courtyard apartments in R6-12 zoning district, and in R4-8 zoning district if within 600’ of transit route or commercial zoning district.	Create the opportunity to locate courtyard apartments in larger areas of the City, particularly where nearby access to services.
Structures in R4-8 zoning district limited to two stories; R6-12 limited to two stories, except three stories for triplexes and fourplexes.	Limit courtyard apartments in R4-8 zoning district to one story. In R6-12 district, limit to two stories.	Ensure visual impact to neighboring properties from courtyard apartment buildings is limited.
Apartment developments are subject to multi-family residential design guidelines.	Apply Infill Residential design guidelines to courtyard apartments in R4-8 and R6-12 zoning districts.	Infill guidelines focus on neighborhood compatibility; multi-family guidelines focus on larger-scale site issues.



November 2017

## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Duplexes are one type of Missing Middle housing.

## What Are Duplexes?

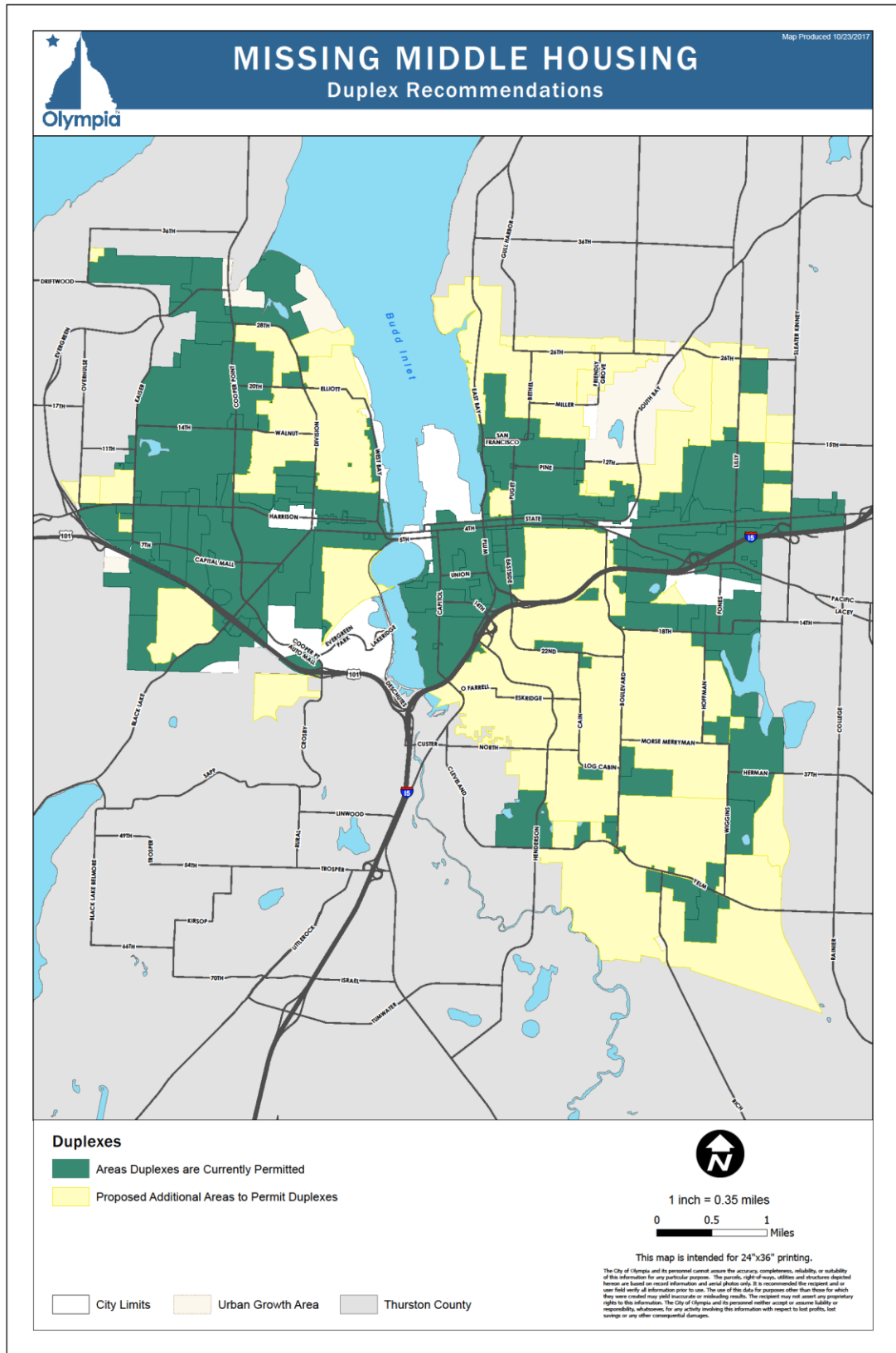
In Olympia’s Municipal Code, a duplex is a single building containing two dwelling units. Duplexes differ from townhouses in that an entire duplex building is on a single piece of property.



## What Are Proposed Changes Regarding Duplexes?

Existing duplexes are currently permitted in most residential zoning districts in Olympia, but new duplexes are not permitted in much of the city. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
New duplexes not permitted in R4-8 zoning district.	Permit new duplexes in R4-8 zoning district.	Increase opportunity for this housing option in larger area of the city.
Minimum lot size in R6-12 zoning district: Duplex = 7,200 sq. ft. Minimum lot width in R6-12 zoning district: duplex = 80'	Minimum lot size & width same as single-family homes: Lot size: 3,500 sq. ft. in R6-12 and 4,000 sq. ft. in R4-8 Lot width: 40' in R6-12 and 45' in R4-8	Allow more flexibility in site design and increase opportunity for this housing option on more lots
Connection to sewer main required for each unit in a duplex	Allow one connection to sewer main for duplex building	Reduces cost of sewer connections, which can provide more opportunities to build duplexes
Provide 2 off-street parking spaces per unit	No change	NA



## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all.

## What Are Proposed Changes Affecting Missing Middle Housing?

There are a number of provisions in Olympia’s Municipal Code that affect numerous types of Missing Middle housing. The table below summarizes some of these existing regulations, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
In the R4-8 zoning district, a transferred development right must be purchased to build at a density above 7 units/acre, or between 4 and 4.99 units/acre.	Remove requirement. Allow a density bonus of up to one unit/acre if a transferred development right (TDR) is purchased.	Removing the cost to purchase a TDR to meet permitted density, and additional density bonus, provides slightly increased opportunities for building housing units.
Impact fees for transportation, parks and schools are calculated based on single-family houses, ADUs or multi-family buildings (2 or more units).	Conduct impact fee study to determine if there is a different impact of different-sized single-family houses.	If impact of smaller houses is less, decreased cost of impact fees may provide more of this type of housing.
General Facilities Charge (GFC) for sewer connection is based on an Equivalent Residential Unit (ERU). One ERU generally = a single-family house, regardless of its size. Townhouse, duplex and cottage units are charged as 1 ERU per unit; 3+ unit apartments are charged at 0.7 ERU per unit.	Conduct study to determine impact of different-sized single-family houses, townhouses, duplexes, and cottage units.	If impact is less, decreased cost of GFC may provide more of these types of housing.
A portion of stormwater GFC is based on vehicular trips generated. Duplex units charged at same number of trips as single-family houses.	Conduct study to determine if duplex units have lesser impact that is closer to the lower impact of apartment, ADU or townhouse units.	If impact is less, decreased cost of GFC may provide more of this type of housing.

## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Manufactured homes can be a single home on a lot, or as a smaller Accessory Dwelling Unit (ADU) on a lot that already has a single-family house on it.



## What Are Manufactured Homes?

Manufactured homes are constructed at a manufacturer’s facility and shipped by truck to be located on a property. They must meet state and federal construction requirements.

## What Are Proposed Changes Regarding Manufactured Homes?

State law requires that manufactured homes be permitted in same zoning districts as other single-family homes. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Manufactured homes must: <ul style="list-style-type: none"> <li>be comprised of at least two sections, each at least 12’ wide by 36’ long;</li> <li>have pitched roof of shake, shingle, coated metal, or similar material</li> <li>have exterior siding commonly used on site-built houses</li> </ul>	Remove size requirement; Retain requirements for roof and siding	Allows for smaller manufactured homes to be used as accessory dwelling units (ADUs); increases flexibility for this housing option to be used on more lots in the city.
Design standards for Infill Residential apply to manufactured homes located on lots of less than 5,000 sq. ft.	When a small manufactured homes is used as an ADU, apply ADU design standards rather than Infill design standards	Provides consistency, so that same design standards are applied to all ADUs.



## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Single-room occupancies, in which residents share bathroom facilities and possibly kitchen facilities, are one type of Missing Middle housing.



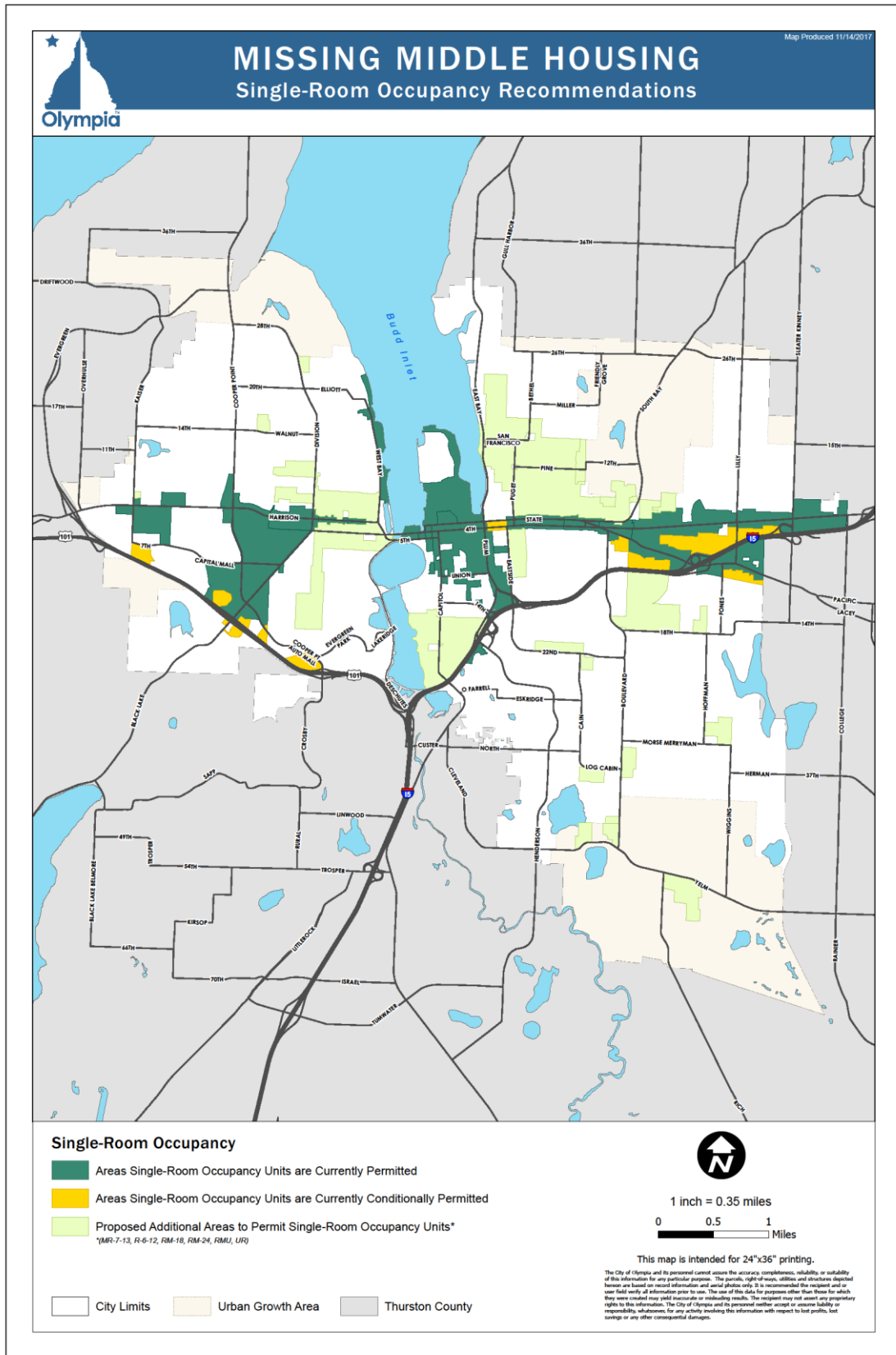
## What Are Single-Room Occupancies (SROs)?

Olympia’s Municipal Code currently defines a SRO as “a housing type consisting of one room with cooking facilities and with shared bathroom facilities.”

## What Are Proposed Changes Regarding SROs?

The table below summarizes the primary existing regulations of SROs in Olympia, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
SROs defined as having cooking facilities in room, with shared bathroom facilities.	Define SROs as having shared cooking or bathroom facilities, or shared bathroom and cooking facilities.	Clarify definition and provide flexibility in design for this type of housing.
SROs permitted in downtown zoning districts, or as conditional uses in higher-intensity commercial districts.	Add SROs as a permitted use in R6-12 and higher-density residential zones.	Create the opportunity to locate SROs in larger areas of the City, particularly in areas where services are nearby.
Where permitted, SROs must meet height restrictions within zoning district.	Limit SROs in R6-12 zoning district to two stories. Apply existing building height limits in other residential districts.	Limit visual impact to neighboring properties from SRO buildings.
SROs are subject to multi-family residential design guidelines, as well as any other applicable design guidelines.	Apply Infill Residential design guidelines to SROs in R6-12 zoning districts.	Infill Residential design guidelines are focused on compatibility within a neighborhood.
SROs don’t have specific parking requirements stated.	Clarify SRO units require one off-street parking space.	Clarifies SROs require same parking as studio apartments.



November 2017

## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Tiny Houses can be used as one type of Missing Middle housing.



## What Are Tiny Houses?

Olympia’s Municipal Code currently does not have a separate definition of tiny houses; neither does the International Building Codes (IBC). The State of Washington permits tiny houses built on trailers with wheels as recreational vehicles. Olympia permits permanently-located tiny houses as single-family houses.

## What Are Proposed Changes Regarding Tiny Houses?

The table below summarizes the primary existing regulations as currently applied to tiny houses in Olympia, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Tiny houses on trailers with wheels permitted by the State as recreational vehicles. Permanent occupancy is not permitted.	No change. Regulation is under the authority of the State of Washington.	NA
Tiny houses may be permitted as single-family houses, accessory dwelling units or cottage housing if meet all applicable codes, including parking requirements.	No change. Urge State Building Code Council to adopt Appendix V of new 2018 IBC for application to tiny houses. Single-family houses <800 sq. ft. require one off-street parking space rather than two spaces.	Appendix V would increase flexibility in design of tiny houses, particularly with regard to sleeping lofts. Reduced parking requirement decreases cost and may provide more of this housing.
A group of tiny houses allowed as conditional use in light industrial zoning district with shared community building.	Clarify group of tiny houses permitted as co-housing development in most residential zoning districts.	Provides clear option for tiny house communities.

## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Townhouses are one type of Missing Middle housing.



## What Are Townhouses?

In Olympia’s Municipal Code, townhouses are considered a group of two or more units that are each connected by a structural wall. In single-family zoning districts, a property line runs underneath the structural wall, separating each townhouse unit onto a different lot. Townhouses differ from duplexes or apartments because each townhouse unit is located on a separate property.

## What Are Proposed Changes Regarding Townhouses?

Townhouses are currently permitted in most residential zoning districts in Olympia, but are subject to several restrictions. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Maximum site area = 4 acres	No change	NA
Maximum townhouse units per structure = 4	Remove, allowing size of structure to be limited by zoning limits on location, lot coverage, building height	Allowing the option of more units per structure reduces cost vs. multiple smaller buildings; provides more flexibility in site layout
Buildings with 1-2 units = 5’ side yard setback; 3 or more units = 10’ side yard setback	5’ side yard setback for all townhouse buildings; except 10’ on flanking streets	Matches side yard setbacks for other allowed uses; provides flexibility in site layout
Provide 2 off-street parking spaces per unit	No change	NA

## What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Triplexes and fourplexes are types of Missing Middle housing.



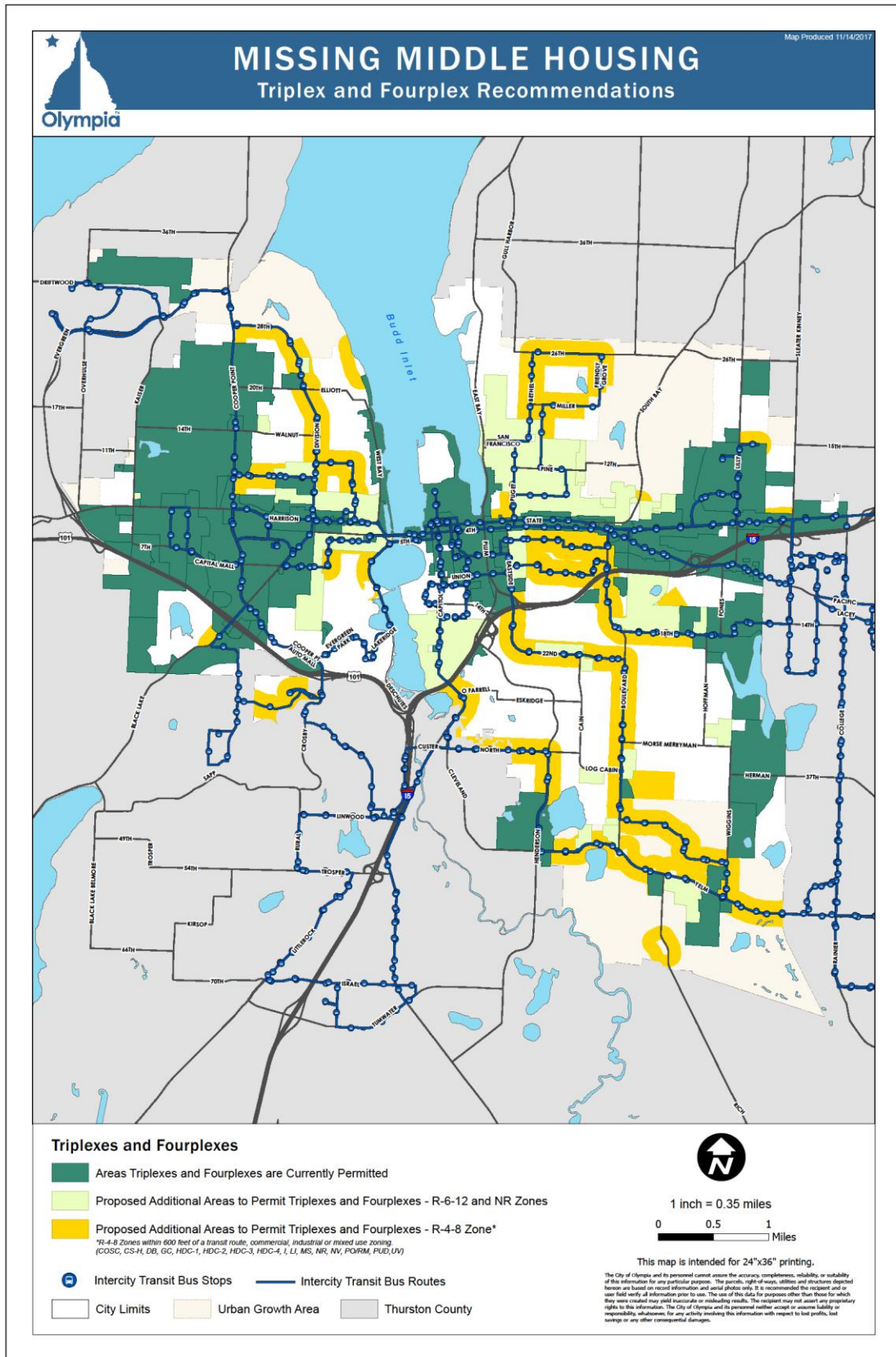
## What Are Triplexes and Fourplexes?

In Olympia’s Municipal Code, triplexes and fourplexes are considered apartment buildings containing three and four dwelling units, respectively. They differ from townhouses in that the entire triplex or fourplex building is on a single piece of property.

## What Are Proposed Changes Regarding Triplexes and Fourplexes?

Triplexes and fourplexes are currently permitted only in limited areas near portions of State and Harrison Avenues. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Triplexes and fourplexes permitted in limited portions of R6-12 zoning district.	Permit triplexes and fourplexes throughout R6-12, and in R4-8 zoning district if within 600 feet of transit route or commercial zoning district.	Increase opportunity for this housing option in larger area of the city.
Minimum lot size in R6-12 zoning district: Triplexes = 7,200 sq. ft. Fourplexes = 9,600 sq. ft. Minimum lot width in R6-12 zoning district: Triplexes & fourplexes = 80’	Minimum lot size and width the same as for single-family homes: Lot size: 3,500 sq. ft. in R6-12 and 4,000 sq. ft. in R4-8 Lot width: 40’ in R6-12 and 45’ in R4-8	Allow more flexibility in site design and increase opportunity for this housing option on more lots



**Joyce Phillips**

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**From:** MARK C <crossms99@msn.com>  
**Sent:** Friday, December 08, 2017 8:08 PM  
**To:** Nancy Lenzi  
**Cc:** Leonard Bauer; Joyce Phillips  
**Subject:** Re: Missing Middle Infill Housing Survey Results Available Online

Hi Nancy!

Thank you for the update on missing in the middle! I am however still concerned that this process is still not addressing one of our most valuable resources and that is small vacant lots of which we have hundreds. These lots are too small to build giant houses but perfect for building a small affordable home 950-1,250 sf for a young family or seniors which I thought was the target population for this effort. And for people to be able to own homes and not rent to big corporate landlords who are going to continue to jack up rents at horrific rates! The city can make these lots buildable for small homes by changing the current fixed impact fees to a sliding scale with so mercy built in for the small homes.

Please share this request with the committee and all who are truly concerned about affordable housing and not necessarily temporarily affordable renting. I've tried several times to get these concerns interjected into this project but couldn't find a way, please help!

PS Tiny homes link doesn't work. I haven't tried the others but there may be more links that don't work.

Sincerely,

Mark Crosson  
360-866-6901

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**From:** Nancy Lenzi <nlenzi@ci.olympia.wa.us>  
**Sent:** Thursday, December 7, 2017 1:55 PM  
**Cc:** Leonard Bauer; Joyce Phillips  
**Subject:** Missing Middle Infill Housing Survey Results Available Online

As part of the City's public outreach efforts on Missing Middle Infill Housing a short, non-scientific survey was conducted between November 15<sup>th</sup> and 30<sup>th</sup>. The survey results have been compiled and the information is now posted on the city's webpage. If you would like to view the survey results or keep track of upcoming meetings, please visit [olympiawa.gov/missingmiddle](http://olympiawa.gov/missingmiddle).

You are receiving this email as a member of the City's Missing Middle Interested Parties list. If you no longer wish to receive email related to this topic, please reply to this email and ask to be removed from the list. Thank you.

**Nancy Lenzi**  
**Program Specialist | Support Services Lead**

City of Olympia  
P.O. Box 1967 | 601 4th Avenue E | Olympia, WA 98507-1967  
Desk: (360) 753-8735  
Email: [nlenzi@ci.olympia.wa.us](mailto:nlenzi@ci.olympia.wa.us)

*Emails are public records, potentially eligible for release.*

★  Community Planning & Development  
Olympia  
12/7/2017 1:55 PM



**Joyce Phillips**

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**From:** Leonard Bauer  
**Sent:** Monday, December 11, 2017 8:25 AM  
**To:** Joyce Phillips  
**Subject:** FW: Missing Middle Infill Housing Q

Please add this to the next OPC packet. Thanks!

**From:** Janis Aimee [mailto:forjanis@gmail.com]  
**Sent:** Sunday, December 10, 2017 1:53 PM  
**To:** Leonard Bauer <lbauer@ci.olympia.wa.us>  
**Subject:** Missing Middle Infill Housing Q

The notice of the two up-coming meets on "middle" housing make me cry. this is the first time i've heard of any of this and now its almost over. i am a 'middle' living in a rented house for 30 years and am in the prime zone for being kicked out becuz there is so much money to be made by rebuilding, etc. i know this is NOT your fault and this is a day late and a dollar short. i do wonder how, probably 90% of Oly residents ever know what goes on - how would we unless we went lookings for specifics? "I wonder what the city is doing about zoning on my block?" who, other than business and developers think to ask those questions? why isn't it possible to mail with each city utility bill a one page on Council projects? or maybe using voter registration lists send qtrly public notices or emails. there once was a time when we all got a newspaper on our porch to tell us about our city. more and more i feel that the City Council's business has gotten farther away from the people you serve.

i am sure that this 'train has left the station' (just as all the building downtown did) and you will adopt plans to benefit people will money (as they have been the drivers in gentrification) and it will result in my eviction - one old woman vs a four-plex. I have lived in 'downtown' Oly for 44 years. i raised my children in Garfield, Jefferson, Capital schools. I worked as director of political non-profit and a member of Congress. i used to love this town - i still spend my xmas money in downtown. again, i know you can't stop this, but there just MUST be a way -other than knowing a real estate developer or member of Interfaith (who seem to run our city) to let taxpayers KNOW what is happening to our city. it seems that is the FIRST mission of the Council - to communicate with taxpayers/voters - not an attitude of "oh well, they should negotiate our impossible web site and figure it out and then attend meetings during the holidays - haha that will never happen." one more - did anyone ask how many "homeless" people encouraged to come to Oly for housing (not all, I know), have 'eaten' up all the affordable housing? Sidewalk's "numbers served" would imply that hundreds housed per year, many using gov't vouchers - it is a terrible thing to be pitted against 'homeless' people - but essentially that is what the city has done to low/moderate/fixed income people as we are the ones who are terrified of losing our housing to owners who will make lots of money by rezoning our neighborhood - AND that IS their mission - profit, NOT "doing good".

I THANK you for listening - I'm so sad and scared...where will I move to?

janis duddles 1131 - 5th Ave. SE Oly 98501



December 11, 2017

**PLEASE PRINT LEGIBLY**

Name (Optional): Linda Jacobsen

Email Address (Optional): \_\_\_\_\_

Question(s) or Comment(s): \_\_\_\_\_

What will / is being done to prevent ↑ density issues that have plagued Seattle? specifically Stone Way.  
Ex. developers buy homes & create too many residences w/ ↓ street parking.

*Information provided is subject to public disclosure.*



**PLEASE PRINT LEGIBLY**

Name (Optional): Broad O'Brien

Email Address (Optional): - Already on the list.

Question(s) or Comment(s):

would like to see ADUs allowed on lots with duplexes. This will help the density goals. I don't think this would increase the density quickly due to the money needed to be able to do this type of building. Similar to how there will not be a whole bunch of duplexes, triplexes & fourplexes will be built with these code changes.

Not sure how many duplexes would be able to do this either due to the set backs etc on the lot.

↑  
(Adding an ADU)

Thanks

Information provided is subject to public disclosure.

**Joyce Phillips**

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**From:** Leonard Bauer  
**Sent:** Monday, December 11, 2017 8:27 AM  
**To:** Joyce Phillips  
**Subject:** FW: Email on Missing Middle Housing

FYI. It appears the expectation is for the Missing Middle to be on OPC agenda at each meeting in January and February. I think that probably is what we should do, even if it's fairly brief update. Thanks!

**From:** Chris van Daalen [mailto:cvan@theverdantgroup.com]  
**Sent:** Sunday, December 10, 2017 1:38 PM  
**To:** Leonard Bauer <lbauer@ci.olympia.wa.us>  
**Subject:** FW: Email on Missing Middle Housing

I thought you'd like to see this message sent to my neighborhood association...

Chris van Daalen, Executive Director (interim)  
 NW EcoBuilding Guild  
 (360) 789-9669  
[cvan@theverdantgroup.com](mailto:cvan@theverdantgroup.com)  
[www.CodelInnovations.org](http://www.CodelInnovations.org)  
[www.EcoBuilding.org](http://www.EcoBuilding.org)

**From:** Chris van Daalen [mailto:cvan@theverdantgroup.com]  
**Sent:** Thursday, December 7, 2017 9:46 PM  
**To:** 'Carlyon-North Neighborhood Association' <[carlyonnorth@gmail.com](mailto:carlyonnorth@gmail.com)>  
**Subject:** Missing Middle Housing -

Greetings fellow residents of Carlyon North Neighborhood!

Did you know that the City of Olympia is considering changes to the zoning code that will allow more housing options in lower density residential neighborhoods. They call it "Missing Middle Housing" and according to the City's website it "refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes. Missing Middle Housing is a key component of the City's housing strategy, as it supports housing affordability for households across all income level - a key community vision in Olympia's Comprehensive Plan."

They have invited Citizens to attend either of two public meetings where they can learn more and ask questions about the Missing Middle Infill Housing proposals. Both meetings are scheduled in Room 207 at Olympia City Hall, 601 4th Avenue East.

The Carlyon North Neighborhood Association discussed this initiative at our Board meeting this week, and we want to encourage residents to become informed and get involved in the dialogue. If you are able to attend one of the upcoming workshops, here are the Meeting Dates & Times:

- Monday, December 11, 2017, 5-6 p.m.
- Wednesday, December 13, 2017, Noon-1 p.m.

As part of their public outreach efforts on Missing Middle Infill Housing the City conducted a short, non-scientific survey between November 15<sup>th</sup> and 30<sup>th</sup>. The survey results have been compiled and the information is now posted on the city's webpage. If you would like to view the survey results or keep track of upcoming meetings, please visit [olympiawa.gov/missingmiddle](http://olympiawa.gov/missingmiddle).

Meanwhile a local group, Olympians for People Oriented Places, has launched a joint advocacy effort with the Olympia Master Builders and several other organizations to actively support the proposed code changes. If you would like to join this effort or find out more, contact Janae Huber OPOP coordinator (and neighbor!), at [opopnow@gmail.com](mailto:opopnow@gmail.com)

Finally, the City of Olympia Planning Commission will be discussing these recommendations at each of its meetings for the next three months, culminating with a public hearing February 26. **If you have an opinion about the proposed zoning code changes**, the Planning Commission meetings are an ideal opportunity to show up and speak your mind.

See you at City Hall!

Chris van Daalen, Board Member  
Carlyon/North Neighborhood Association  
3203 Lorne St. SE Olympia, WA 98501  
(360) 789-9669  
[cvan@theverdantgroup.com](mailto:cvan@theverdantgroup.com)

**PLEASE PRINT LEGIBLY**

Name (Optional): Terri Coblene

Email Address (Optional): coblene@gmail.com

Question(s) or Comment(s):

for ADUs or tiny homes - do they have to be connected to sewers, or can they have compostable toilets & grey water systems?

Is there a minimum size for permits? (can small units be built without permit?)

Thank you for your time!

*Information provided is subject to public disclosure.*

December 13, 2017

**PLEASE PRINT LEGIBLY**

Name (Optional): Tierra Petersen

Email Address (Optional): tierra.rainy22@gmail.com

Question(s) or Comment(s): Hello I would like to start a small RV park in Rochester WA. I would like more info I was told to pay \$1,000 & submit a site plan. Only I need to not waste money on the permitting. I don't want to pay \$6,000 for them to deny my RV park. So I guess I'd like more info to make sure I get it right.

*Information provided is subject to public disclosure.*

**Joyce Phillips**

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**From:** missingmiddle  
**Sent:** Monday, December 18, 2017 2:54 PM  
**To:** Joyce Phillips  
**Subject:** FW: Working on building an RV park

Another comment to add to OPC packet. Thanks!

-----Original Message-----

From: Tierra Petersen [mailto:tierrarainy22@gmail.com]  
Sent: Tuesday, December 12, 2017 11:49 PM  
To: missingmiddle <missingmiddle@ci.olympia.wa.us>  
Subject: Working on building an RV park

Hello, my teacher at enterprise for equity recommended your site. I will be attending your open house session tomorrow. I'm not sure it appeals to me. Myself and my disabled mother live on almost five acres of land that just sits vacant. I decided to build an RV park there. So now I'm in the planning stages where I'm gathering as much info as I can about what the state is looking for. If you have any info for me. I think full-time rv living is a great alternative for seniors, students, people who like to travel, vet and disabled people. I'd also like to buy used rv and fix them up and rent them out. All the full-time rv spaces in my area are full, so I see a huge need for them. I honestly don't know how many people on fixed incomes are able to pay rent in Olympia since they're disability checks aren't keeping up with inflation. So my plan is to provide enough space and grass for the rv spaces that people can garden if they want to. I'm not cutting corners or doing the bare minimum. I want it to be a nice community for people. My fiancé is working on starting his own tiny home company, so maybe some of the rvers will have the opportunity to own their own home. We've been blessed with a house and property that was handed down to me from my great grandparents and now I'd like to share my property with other people. I know nothing about land development at all, so I'm having to learn and research as I go.  
-Tierra