



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, June 13, 2019

5:30 PM

Council Chambers

Special Meeting

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

(Estimated Time: 0-15 Minutes)

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

5. **APPROVAL OF MINUTES**

5.A [19-0557](#) Approval of May 16, 2019 Land Use and Environment Committee Meeting Minutes

Attachments: [Minutes](#)

6. **COMMITTEE BUSINESS**

6.A [19-0545](#) Boulevard Road Surplus Property Discussion

6.B [19-0496](#) Consideration of Proposed 2019 Annual Comprehensive Plan Amendment

Attachments: [Application Packet](#)

[Public Comment](#)

[City Response](#)

[Planning Commission recommendation](#)

[State Agency Comment](#)

6.C [19-0546](#) Community Planning and Development Department Organization Structure Update

Attachments: [Summary of Changes](#)

[Revised Org Structure](#)

6.D [19-0430](#) Mid-Year Review of Land Use and Environment Committee Work Plan

Attachments: [Work Plan](#)

7. REPORTS AND UPDATES

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

Land Use & Environment Committee
**Approval of May 16, 2019 Land Use and
Environment Committee Meeting Minutes**

Agenda Date: 6/13/2019
Agenda Item Number: 5.A
File Number: 19-0557

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

Title

Approval of May 16, 2019 Land Use and Environment Committee Meeting Minutes



Meeting Minutes - Draft
Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, May 16, 2019

5:30 PM

Council Chambers

1. CALL TO ORDER

Chair Gilman called the meeting to order at 5:30 p.m.

2. ROLL CALL

Present: 3 - Chair Clark Gilman, Committee member Nathaniel Jones and Committee member Lisa Parshley

2.A OTHERS PRESENT

City of Olympia Community Planning and Development staff:
Director Keith Stahley
Principal Planner Tim Smith
Senior Planner Joyce Phillips
Parking Program Analyst Max DeJarnatt

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

The following people spoke:
Larry Dzieza and Walt Jorgensen.

5. APPROVAL OF MINUTES

- 5.A** [19-0462](#) Approval of April 25, 2019 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

- 6.A** [19-0432](#) Amended Parking Municipal Code Updates

Mr. DeJarnatt presented proposed changes to the Parking Municipal Code.

Commissioner Parshley moved, seconded by Commissioner Jones to approve proposed changes to the Parking Municipal Code subject to legal review.

6.B [19-0448](#) Discussion on Missing Middle Metrics

Ms. Phillips reviewed a handout that detailed possible Missing Middle Metrics. She also reviewed a Building Permit Report that illustrated permit activity for ADUs and other Missing Middle housing types.

The discussion was completed.

6.C [19-0248](#) Discussion of the Public Process for Input on the Development Review Process

Mr. Smith reviewed the Land Use Process flow chart and overview of the RCW.

The discussion was completed.

6.D [19-0430](#) Mid-Year Review of Land Use & Environment Committee Work Plan

Mr. Stahley discussed the Land Use and Environment Committee 2019 work plan. Following the discussion, Chair Gilman agreed to write up notes and the next steps.

The discussion was completed.

7. REPORTS AND UPDATES - NONE**8. ADJOURNMENT**

The meeting adjourned at 8:05 p.m.



Land Use & Environment Committee

Boulevard Road Surplus Property Discussion

Agenda Date: 6/13/2019
Agenda Item Number: 6.A
File Number: 19-0545

Type: discussion **Version:** 2 **Status:** In Committee

Title

Boulevard Road Surplus Property Discussion

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a follow-up briefing on the City-owned, 10-acre parcel on Boulevard Road and discuss surplus and development options. Briefing only; No action requested.

Report

Issue:

Whether to receive a briefing on the background and context to the City-owned 10-acre parcel on Boulevard Road and discuss surplus and development options.

Staff Contact:

Mike Reid, Economic Development Director, Community Planning and Development, 360.753.8591

Presenter(s):

Mike Reid, Economic Development Director

Background and Analysis:

In 2016, the City acquired approximately 72 acres on Boulevard Road. Approximately 59 acres are dedicated to City park land, approximately 2.8 acres are dedicated to the future extension of the Log Cabin Road from Boulevard Road to Wiggins Road. The remaining portion of the property (approximately 10 acres) is located adjacent to Boulevard Road and was designated to be set aside for development of multi-family housing, and potentially some neighborhood-oriented commercial uses. Subject has been discussed at Council Study Session on November 27, 2018, and was referred back to the Land Use and Environment Committee for discussion on January 24, 2019. Staff has initiated pre-work on project and will provide an update.

Neighborhood/Community Interests (if known):

The property has been of significant neighborhood interest. The acquisition of the 72 acre property was spurred by community response to a proposed housing development.

Options:

Discussion only at this time.

Financial Impact:

N/A

Attachments:

None



Land Use & Environment Committee

Consideration of Proposed 2019 Annual Comprehensive Plan Amendment

Agenda Date: 6/13/2019
Agenda Item Number: 6.B
File Number: 19-0496

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

Title

Consideration of Proposed 2019 Annual Comprehensive Plan Amendment

Recommended Action

Committee Recommendation:

The Planning Commission recommends amending Policy PN8.1 of the Comprehensive Plan and forwarding to Council for consideration.

City Manager Recommendation:

Move to recommend amending Policy PN8.1 of the Comprehensive Plan and forward to Council for consideration.

Report

Issue:

Whether to recommend amending Policy PN8.1 of the Natural Environment Chapter of the Olympia Comprehensive Plan. If approved by full Council, the City's greenhouse gas emissions reduction goal would be updated to reflect the regionally agreed upon language passed by City Council on October 16, 2018, in Resolution M-1976.

Staff Contact:

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722
Susan Clark, Senior Planner, Public Works Water Resources, 360.753.8321

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

The City of Olympia adopted a greenhouse gas (GHG) emission reduction goal in its 2014 Comprehensive Plan. The City's goal was developed to reflect the GHG emission reduction goal of the *Sustainable Thurston* plan, which was approved in late 2013. Other jurisdictions in Thurston County adopted similar but different goals.

Sustainable Thurston recommended that a Climate Action Plan be developed. In 2018 the City entered into an Interlocal Agreement with the Thurston Regional Planning Council (TRPC), Thurston

County, and the cities of Lacey and Tumwater to develop a regional climate mitigation plan. Phase 1 of the project included a review of each participating jurisdiction's varying climate policies and emission targets. As a result, a recommendation to adopt a common region-wide emissions reduction target, using 2015 as the base year instead of 1990, was made.

At the end of the Phase 1 work, each of the partnering jurisdictions agreed to the shared GHG emissions reduction goal. On October 16, 2018, the Olympia City Council passed Resolution M-1976 adopting the common targets to reduce community-wide GHG emissions and committing to continuing the work to develop the regional climate mitigation plan. Phase 2 of the regional mitigation planning process, which is the development of the Thurston Regional Climate Mitigation Plan, began in January.

The application materials (attached, last page) include a "bill format" proposal of the changes to Policy PN8.1 of the Natural Environment Chapter of the Comprehensive Plan.

Neighborhood/Community Interests (if known):

The City of Olympia has a diverse population, with many who care deeply about climate change and other environmental issues. The City of Olympia has a longer history than most jurisdictions when it comes to addressing issues like environmental protection, sustainability, climate change and sea level rise. More opportunity for public involvement and participation will occur as the climate mitigation plan is developed. In regard to the proposal to amend the policy text in the Comprehensive Plan, only one public comment was been received.

Options:

1. Recommend the proposed amendment, consistent with Planning Commission recommendation, and forward the proposed amendment to City Council.
2. Propose modifications of the proposed amendment and forward the proposal to City Council for final action.
3. Recommend denial of the proposed amendment and forward the proposal to City Council for final action.

Financial Impact:

None. Processing annual comprehensive plan amendments is included in the Department's base budget.

Attachments:

- Application Packet
- Public Comment
- City Response
- Planning Commission recommendation
- State Agency Comment



Final Comprehensive Plan Amendment

OFFICIAL USE ONLY

Case #: _____ Master File #: _____ Date: _____

Received By: _____ Related Cases: _____ Project Planner: _____

Please print or type and FILL OUT COMPLETELY (Electronic Submittal Required)

(Attach separate sheets if necessary)

In order to submit a Final Comprehensive Plan Amendment application, the preliminary Comprehensive Plan Amendment application must have been approved by the City Council through the screening process and advanced to the final docket for detailed review and further consideration.

Applications shall be submitted in person at City Hall or submitted via the City's online permit portal. Application fees are due at the time of application.

Project Name: Climate Mitigation Plan
Project Address: N/A
Project Description: Incorporation of revised emission reduction goals and revised baseline into the City of Olympia Comprehensive Plan by revising Comprehensive Plan policy PN8.1 to read as follows: "Participate with local and state partners in the development of a regional climate action plan aimed at reducing greenhouse gases by 45 percent below 2015 levels by 2030 and by 85 percent below 2015 levels by 2050."

The City of Olympia is participating in a regional climate mitigation plan with the City of Lacey, the City of Tumwater, Thurston County and the Thurston Regional Planning Council to reduce greenhouse gas emissions. As part of the effort, all participating jurisdictions agreed to adopt common greenhouse gas emission reduction targets and a common baseline. Adopting common emission reduction targets puts all participating jurisdictions on the same reduction path. Establishing 2015 as the baseline provides better data from which to manage emissions. The Olympia City Council approved Resolution No. M-1976 on October 16, 2018 approving the regional community-wide greenhouse reduction targets.

Size of Project Site: N/A
Assessor's Parcel Number(s): N/A

NAME OF APPLICANT: City Of Olympia, C/O Susan Clark, Public Works, Water Resources
Mailing Address: P.O. Box 1967, Olympia WA 98507-1967
Area Code and Phone #: 360.753.8321
E-mail Address: sclark@ci.olympia.wa.us

NAME OF OWNER(S): Same as above
Mailing Address: _____
Area Code and Phone #: _____
Email Address: _____

NAME OF AUTHORIZED REPRESENTATIVE (if different from above) _____
Mailing Address: _____
Area Code and Phone #: _____
E-mail Address: _____

PROPERTY INFORMATION

Full Legal Description(s): Does not apply

Existing Comprehensive Plan Designation: Does not apply
Proposed Comprehensive Plan Designation: Does not apply

Existing Zoning: Does not apply
Proposed Zoning: Does not apply

Shoreline Designation (if applicable): Does not apply

Special areas on or near site (show areas on site plan): Does not apply

- None
- Creek or Stream (name): _____
- Lake or Pond (name): _____
- Swamp/Bog/Wetland
- Scenic Vistas
- Flood Hazard Area
- Steep Slopes/Draw/Gully/Ravine
- Historic Site or Structure

Water Supply (name of utility, if applicable):
Existing: _____
Proposed: _____

Sewage Disposal (name of utility, if applicable):
Existing: _____
Proposed: _____

Access (name of street):
Existing: _____
Proposed: _____

SECTION 2: Fill out this section if the proposal includes a Rezone or Text Amendment to the Olympia Municipal Code

Rezone

Text Amendment

Current land use zone: N/A

Proposed zone: N/A

Answer the following questions (attach separate sheet):

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?
- B. How would the proposed change in zoning maintain the public health, safety and welfare?
- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?
- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?
- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

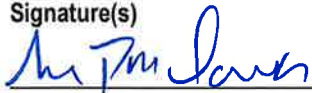
A Rezone Or Code Text Amendment Application shall include:

- 1. Specific text amendments proposed in "bill-format." (See example.)
 - 4. A statement justifying or explaining reasons for the amendment or rezone.
 - 5. Reproducible maps (8½" x 17" or 11" x 17") to include a vicinity map with highlighted area to be rezoned and any nearby city limits, and a map showing physical features of the site such as lakes, ravines, streams, flood plains, railroad lines, public roads, and commercial agriculture lands.
 - 6. A site plan of any associated project.
 - 7. A site sketch 8½" x 11" or 11" x 17" (reproducible).
 - 8. A typed and certified list, prepared by title company, of all property owners of record within 300 feet of the proposed rezone. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained. Submit the list on a flash drive or memory stick in Excel worksheet format. The list shall include the following for each property: 1) Property owner's complete mailing address; 2) Property complete mailing address (Situs Address); 3) Tax parcel number(s) for each property. The cover sheet and list shall be submitted to the city in electronic format and hard copy.
 - 9. A copy of the Assessor's Map showing specific parcels proposed for rezone and the immediate vicinity.
-

SECTION 3: ADDITIONAL INFORMATION TO BE SUBMITTED - REQUIRED

- Maps showing the site and surrounding area
- Environmental Checklist, including Section D, Supplemental Sheet for Non-Project Actions. The checklist must be signed and dated in Section C.
- If the proposal includes a Rezone or Text Amendment to the Olympia Municipal Code, Section 2 of this application must be completed.
- Proposed text amendments, either for the Comprehensive Plan or Municipal Code, must be included in "bill format" with proposed additions shown in underlined text and proposed deletions shown in strikethrough text. Example: Proposed new text. ~~Proposed deleted text.~~
- Application Fees are due at the time of submittal.

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm /do not affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application (in the case of a rezone application). Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application.

Print Name	Signature(s)	Date
SUSAN CLARK		02/13/2019

Sample of Bill Formatting

1. Fence height is measured to the top of the fence, excluding posts. Point of ground measurement shall be the high point of the adjacent final grade. ~~the average grade five (5) feet on either side of the fence.~~
2. Fences, walls, and hedges are permitted within all yard areas provided that regardless of yard requirements, no closed gate, garage door, bollard or other feature shall obstruct a driveway or other motor vehicle private ingress within twenty (2) feet of a street right-of-way nor they do not obstruct automobile views exiting driveways and alleys (see clear vision triangle). This 20-foot requirement is not applicable within the downtown exempt parking area as illustrated at Figure 38-2. Additional exceptions may be granted in accordance with OMC 18.38.220(A)(2).
3. ~~Solid fences or walls higher than two (2) feet within the front yard area are prohibited; this does not include hedges.~~ Front yard fences, of common areas, such as tree, open space, park, and stormwater tracts, must be a minimum of ~~fifty (50)~~ twenty-five (25) percent unobstructed, i.e., must provide for visibility through the fence. See ~~Figure 40-2.~~

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

9/28/2017

Date

Community Planning & Development | 601 4th Ave E, 2nd Floor, Olympia, WA 98501 | Ph 360-753-8314 | Fax 360-753-8087 | olympiawa.gov

Y:\FORMS\2017 LID Changes and Misc 2017 Form Chgs\Final CPA Application 09282017.docx

Final Comprehensive Plan Amendment Application – Climate Mitigation Plan

Attachment – Section 2

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?

Response: Not applicable, no zoning changes are proposed.

- B. How would the proposed change in zoning maintain the public health, safety and welfare?

Response: While a zoning change is not proposed, the proposed amendment to the current Comprehensive Plan greenhouse gas emissions goal is intended to maintain, or improve, the public health, safety and welfare through collaboration to reduce greenhouse gas emissions within the city and the greater Thurston County region.

- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?

Response: While a zoning change is not proposed, the proposed amendment to the current Comprehensive Plan greenhouse gas emissions goal is consistent with other Comprehensive Plan policies and development regulations associated with reducing development's impact on the natural environment including preserving tree canopy, increasing transit use, minimizing parking, and constructing mixed use development to allow people to live close to employment opportunities.

- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?

Response: Not applicable, no zoning changes are proposed.

- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

Response: While a zoning change is not proposed, the actions recommended as necessary to meet the proposed new greenhouse gas emissions goals may result in the identification of new public facilities and infrastructure, such as electric vehicle charging stations and solar panel installations, which will be required throughout the region to reduce emissions.

The proposed text amendment is as follows:

Goal 8 of the Natural Environment Chapter

GN8

Community sources of emissions of carbon dioxide and other climate-changing greenhouse gases are identified, monitored and reduced.

Policies for Goal 8 of the Natural Environment Chapter

PN8.1

Participate with local and state partners in the development of a regional climate action plan aimed at reducing greenhouse gases by ~~25 percent of 1990 levels by 2020, 45 percent below 2015 of 1990~~ levels by ~~2030~~2035 and ~~80 by 85~~ percent ~~below 2015 of 1990~~ levels by 2050.

PN8.2

Monitor the greenhouse gas emissions from City operations, and implement new conservation measures, technologies and alternative energy sources to reach established reduction goals.

PN8.3

Reduce the use of fossil fuels and creation of greenhouse gases through planning, education, conservation, and development and implementation of renewable sources of energy (see also GL2).

PN8.4

Encourage the conservation and reuse of existing natural resources and building materials.

PN8.5

Reduce the pollution and energy consumption of transportation by promoting the use of electric vehicles and expanding accessible and inviting alternatives that reduce vehicle miles traveled, including transit, walking and cycling (see also GT25).

PN8.6

Plan to adapt, mitigate, and maintain resiliency for changing environmental conditions due to climate change, such as longer periods of drought and increased flooding related to changing weather patterns and sea level rise (see also GU11).

PN8.7

Reduce energy use and the environmental impact of our food system by encouraging local food production (see also GL25).

For sea level rise, see the [Utilities](#) chapter GU11.

From: [Bingaman, Mark C Mr CTR USA USASOC-SOAR](#)
To: [Susan Clark](#); [Joyce Phillips](#)
Subject: Greenhouse Gas Emission Reduction Policy Language
Date: Tuesday, March 05, 2019 11:30:55 AM
Attachments: [19-0712 Application Packet.pdf](#)
[CPA Notice of Application Form.pdf](#)

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

So this proposal is to " Amend the City's Greenhouse Gas Emission Reduction Policy Language in PN8.1 (policy 8.1 of the Natural Environment Chapter of the Comprehensive Plan) to align with the regional greenhouse gas emission goal." I'm sorry but you aren't doing anything. It looks like the regional goal either was not aligned with the City or the other way. Either case you aren't going to meet the 2020 goal of 25% less than 1990 levels and your pushing an unrealistic goal of 85% below 2015 by 2050. How far off are we from the original objective. What actions were in place to meet that objective, which action failed? Something was planned 29 years ago, I know of nothing that has been done for 29 years, almost 1 1/3 careers, that's a lot of time at the water cooler.

I think you are using resources that are not aligned with obtaining the stated objective. With this process of aligning goals nothing gets accomplished. Stick with the original goal, check progress towards that goal, make adjustments to processes of reducing greenhouse gas. If that were done you would exceed the regional goal - set the pace.

I would like to know what you have done and how well it worked. Are we looking at: requiring emission checks on vehicles, increasing bus service, trollies downtown, bicycle taxis downtown, increased green space, reducing tree removal, limiting paper use in Government.

I'm also not sure where City Of Olympia, Public Works, Water Resources fits into this, I don't link water works with greenhouse emissions.

29 years and now we are aligning with regional goal - sure why not, nothing else to do anyway.

COMMENT RECEIVED VIA MARCH 5, 2019 EMAIL

So this proposal is to " Amend the City's Greenhouse Gas Emission Reduction Policy Language in PN8.1 (policy 8.1 of the Natural Environment Chapter of the Comprehensive Plan) to align with the regional greenhouse gas emission goal." I'm sorry but you aren't doing anything. It looks like the regional goal either was not aligned with the City or the other way. Either case you aren't going to meet the 2020 goal of 25% less than 1990 levels and your pushing an unrealistic goal of 85% below 2015 by 2050. How far off are we from the original objective. What actions were in place to meet that objective, which action failed? Something was planned 29 years ago, I know of nothing that has been done for 29 years, almost 1 1/3 careers, that's a lot of time at the water cooler.

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I would like to know what you have done and how well it worked. Are we looking at: requiring emission checks on vehicles, increasing bus service, trollies downtown, bicycle taxis downtown, increased green space, reducing tree removal, limiting paper use in Government.

I'm also not sure where City Of Olympia, Public Works, Water Resources fits into this, I don't link water works with greenhouse emissions.

29 years and now we are aligning with regional goal - sure why not, nothing else to do anyway.

STAFF RESPONSE

The City's original policy PN8.1 (*achieve a 25 percent reduction of 1990 levels by 2020...*) was incorporated into the City's Comprehensive Plan in March 2014. In other words, despite the use of the year 1990 as the base-year, the goal was not adopted by the City until 2014.

The source of the City's original policy language is a regional planning process termed "Sustainable Thurston". The Sustainable Thurston project began in early 2011 under the leadership of the Thurston Regional Planning Council and resulted in the document *Creating Places – Preserving Spaces: A Sustainable Development Plan for the Thurston Region*, which was approved in late 2013.

At the time the Sustainable Thurston project was occurring, 1990 was chosen as the base-year for the emissions reduction goal in order to be consistent with Washington State's involvement in the North America 2050 coalition which used 1990 as its base-year emission target. The Sustainable Thurston project also recommended the development of a climate action plan. (*Note: While the City chose to adopt the Sustainable Thurston emission reductions goals, Thurston County and the cities of Lacey and Tumwater chose to adopt different emission goals.*)

Information regarding the Sustainable Thurston project can be found here:

<https://www.trpc.org/260/Sustainable-Thurston-Plan>

In 2018, the City entered into an Interlocal Agreement with the Thurston Regional Planning Council, Thurston County and the cities of Lacey and Tumwater to develop a regional climate mitigation plan. Phase I of the project included a review of the participating jurisdictions' varying climate policies and emission targets and a recommendation to adopt a common region wide emissions target using 2015 as the base-year. The City's current policy change proposal is to incorporate the recommended common region wide emissions target into the City's Comprehensive Plan. (The other participating jurisdictions have also adopted the recommended common region wide emissions target.)

Key to the recommendation to use 2015 as the revised base-year, rather than 1990, is that inventories of greenhouse gas emissions developed after 1990 provide a more accurate accounting of emissions than the original 1990 estimate. (Note: A 2007 statewide average per person emission rate factor was multiplied by regional population projections to calculate the 1990 greenhouse emissions estimates included in the Sustainable Thurston planning process. Later greenhouse gas emissions inventories better account for region specific emissions.)

While the base-year was recommended for revision in the Phase I regional climate mitigation work, the recommended region wide emissions goal – the City's current policy change proposal – still aims to achieve the emissions level associated with the Sustainable Thurston's 2050 target – the City's original PN8.1. In other words, the end goal – the 2050 target - remains consistent.

See *TRPC Memorandum: Thurston Climate Mitigation Plan Policy Benchmarks Recommendation* for additional information: <https://www.trpc.org/910/Project-Documents>

The City of Olympia has taken measures to reduce its municipal greenhouse gas emissions. For example, actions taken in recent years include:

- Converting all streetlights and traffic signals to LED
- Energy and water conservation retrofits in City Buildings
- Solar panels have been placed on City Hall, Farmer's Market and the Library
- Electric vehicles have been added to the City fleet
- The City purchases Green Power from Puget Sound Energy for all of its electricity use
- Use of biodiesel in City trucks

The Thurston Climate Action Team (TCAT) has developed estimates of greenhouse gas emissions for the cities of Olympia, Lacey and Tumwater and unincorporated areas of Thurston County for the 2010-2016 time period. According to this work, Olympia's per capita emissions have declined by 8 percent between 2010 - 2016. See *Attachment 2: Emissions Inventory and Analysis for additional information*: <https://www.trpc.org/910/Project-Documents>

The City has also developed estimates of greenhouse gas emissions, using a different methodology than TCAT. City information can be found here: <http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan/community-indicators.aspx#environment>

Phase II of the regional mitigation planning process – development of the Thurston Regional Climate Mitigation Plan – began in January 2019. Phase II will focus on developing and analyzing the strategies necessary to ensure that each partner jurisdiction hits the shared emission targets. An analysis of the TCAT emission inventory referenced above, recommendations for improvement and a recommended standardized methodology, are additional project deliverables. Information on the regional mitigation planning process, including how you can get involved, can be found here:

<https://www.trpc.org/909/Thurston-Climate-Mitigation-Plan>

Staff from the City's Public Works Department is serving in the lead role for the City's participation in the regional mitigation planning process. However, the City recognizes that in order to be successful, representation from all areas of the City will be required. Therefore, an internal "Climate Action" work group has recently been developed to assist Public Works staff.

Olympia Planning Commission

May 6, 2019

Olympia City Council
601 – 4th Avenue East
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and City Councilmembers:

The Olympia Planning Commission (OPC) is pleased to provide its recommendation on the proposed Comprehensive Plan Amendment to amend Policy PN8.1 of the Natural Environment Chapter, regarding the reduction of greenhouse gas emissions (File # 19-0712).

The Planning Commission held a public hearing and completed its deliberations on May 6, 2019. The Commission finds the proposed Comprehensive Plan Amendment is consistent with the goals and policies of the Comprehensive Plan. The Commission recommends approval of the proposal, as requested.

Sincerely,

A handwritten signature in black ink, appearing to read "Carole Richmond", written in a cursive style.

Carole Richmond, CHAIR
Olympia Planning Commission



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

May 29, 2019

Ms. Joyce Phillips
Senior Planner
601 4th Avenue E
Post Office Box 1967
Olympia, Washington 98507-1967

RE: Proposed amendment to Goal PN8.1 in the Olympia Comprehensive Plan. Goal PN8.1 addresses the City's policy to reduce greenhouse gas emissions. The proposed change is to reflect the agreed upon regional greenhouse gas emission goal for the Cities of Olympia, Lacey, and Tumwater, Thurston County, and the Thurston Regional Planning Council.

Dear Ms. Phillips:

Thank you for sending Growth Management Services the proposed amendments to Olympia's comprehensive plan and development regulations that we received on February 22, 2019, and processed with Material ID No. 25814

We encourage and support your efforts to address climate change through greenhouse gas emission reduction policy in the venue of your comprehensive plan, especially in conjunction with the Cities of Lacey and Tumwater.

If you have any questions or concerns about our comments or any other growth management issues, please contact me at (360) 725.3045. We extend our continued support to the City of Olympia in achieving the goals of growth management.

Sincerely,

Gary Idleburg
Senior Planner
Growth Management Services

GI:lw

cc: Mark McCaskill, AICP, Managing Director, Growth Management Services
David Andersen, AICP, Eastern Region Manager, Growth Management Services
Ike Nwankwo, Western Region Manager, Growth Management Services



Land Use & Environment Committee
Community Planning and Development
Department Organization Structure Update

Agenda Date: 6/13/2019
Agenda Item Number: 6.C
File Number: 19-0546

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

Title

Community Planning and Development Department Organization Structure Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive report on changes to the Community Planning and Development Department organization structure and provide feedback to staff and the consultant. Briefing only; No action requested.

Report

Issue:

Receive report on Community Planning and Development Department organization structure changes.

Staff Contact:

Keith Stahley, Director Community Planning and Development Department 360.753.8227

Presenter(s):

Keith Stahley, Director Community Planning and Development Department
Kurt Latimore, Process Improvement Consultant

Background and Analysis:

The Community Planning and Development Department has been in a period of rapid expansion and transition over the past year. During this time, CPD has taken on new responsibilities related to housing and homeless response, while also responding to a high level of development activity.

CPD entered into a contract with Kurt Latimore to support a multiple phased evaluation of the Department's organization structure and job designs to better accommodate the department's changing responsibilities, balance workloads and facilitate efficient delivery of services. Mr. Latimore will provide an overview of his report and recommendations.

Neighborhood/Community Interests:

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

No impacts on neighborhood or community interests are anticipated.

Options:

Receive report and provide feedback to the staff and the consult.

Financial Impact:

None at this time.

Attachments:

Summary of changes to CPD's organization structure

Revised organization structure

Organizational Design - CP&D

As we reflected on last December during our holiday party, 2018 was a very difficult year. The *Downtown Strategy*, set into motion in 2017 to boost economic development and community use of downtown, was soon overwhelmed by hundreds living homeless on downtown streets, alleys, alcoves, and parking lots. Our response quickly added new responsibilities and staff positions and drew several in the organization away from traditional functions.

So, we launched an effort this year to examine the widespread effects of homelessness response across CP&D to recommend organizational design improvements to better balance workload and create efficiencies.

This work is complete. Kurt Latimore presented an analysis and recommended paths forward to the CP&D Leadership Team. Then, over the last month, the Leadership Team carefully discussed, refined, and arrived at this organizational design. It is effective Monday, June 10.

These changes are not dramatic. Most programs remain as they were. Some programs move intact to different branches of the organization to create new synergies. A few programs shift focus somewhat:

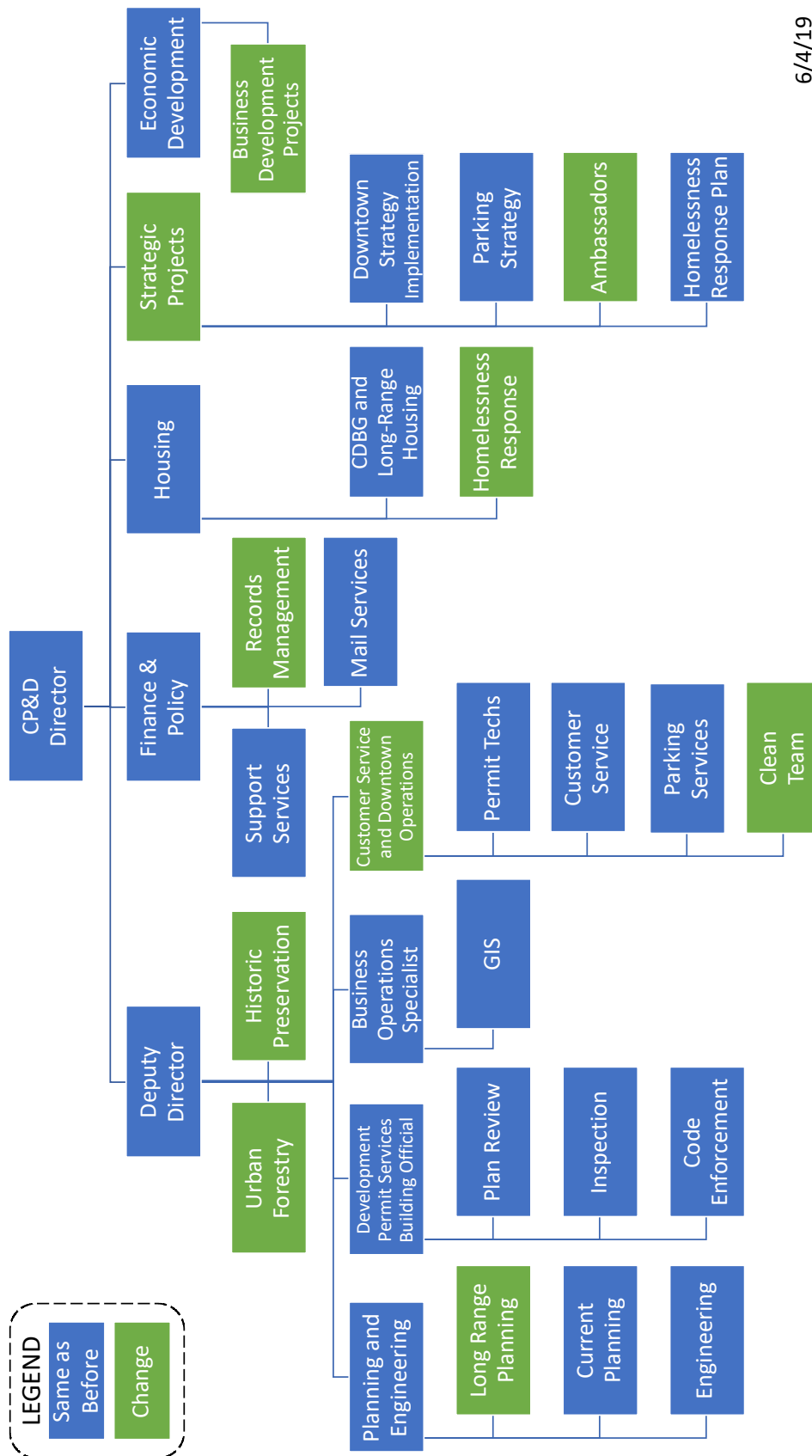
- Tim adds Long Range Planning.
- Leonard adds Urban Forestry and Historic Preservation.
- Pam adds the Clean Team and an expanded role in Downtown Program operations.
- Suki adds Records Management.
- Cary adds Homelessness Response.
- Amy adds an expanding range of strategic projects for CP&D.
- Mike adds a new Business Development position to his Economic Development team.
- The Ambassadors program begins a shift towards more downtown business focus.

These changes provide many benefits. Samples include:

- Integration of long-range and current planning. This strengthens code drafts through greater exposure to current planners to validate practical application and fill gaps in existing code, adds flexibility to balance workload, and enhances career path options.
- Much of CP&D's work is project-oriented (like development review). Other services are operational in nature (like customer service) or strategic (like parking strategy). This new org structure creates synergy by combining more like services together.

June 4, 2019

- The three teams central to Downtown Strategy, Housing, and Economic Development work together toward an integrated plan to address downtown homelessness, business development, and housing holistically.
- Each CP&D line of business takes on a new challenge, providing growth opportunities, and leveling out the concentrated workload we've been experiencing from our homelessness response efforts.
- Positions us for refocus on traditional CP&D functions to restore performance in these areas that was displaced by homelessness response.

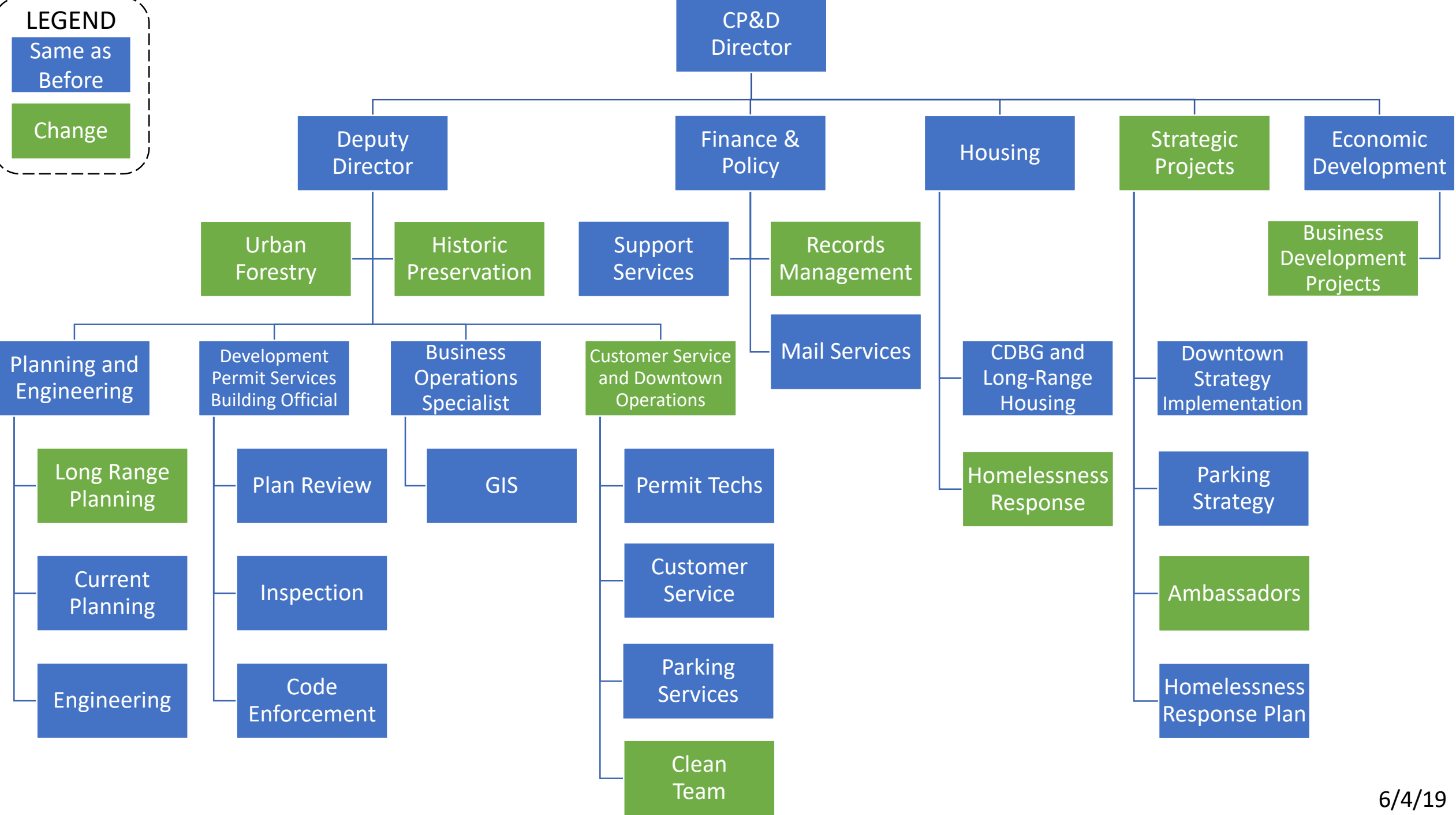


6/4/19

LEGEND

Same as Before

Change





Land Use & Environment Committee

Mid-Year Review of Land Use and Environment Committee Work Plan

Agenda Date: 6/13/2019
Agenda Item Number: 6.D
File Number: 19-0430

Type: discussion **Version:** 2 **Status:** In Committee

Title

Mid-Year Review of Land Use and Environment Committee Work Plan

Recommended Action

Committee Recommendation:

No referred to a committee.

City Manager Recommendation:

Review Committee 2019 Work Plan and provide feedback and direction to staff.

Report

Issue:

Whether to review the 2019 Work Plan and provide feedback and direction to staff.

Staff Contact:

Keith Stahley, Director Community Planning and Development Department 360.753.8227

Presenter(s):

Keith Stahley, Director Community Planning and Development Department

Background and Analysis:

At the Land Use and Environment Committee's April 25, 2019, meeting, the committee directed staff to place the 2019 Land Use and Environment Committee Work Plan on the agenda for mid-year review. The committee discussed several issues they were interested in exploring and wanted to be clear what was on the 2019 Work Plan. The plan was discussed at the May 16 Land Use and Environment Meeting, and this will be a continuation of that discussion.

Some of the items that the committee touched on included annexations, fire sprinkler experience, adjusting the neighborhood grants program to be better aligned with comp plan and other master plans. The committee also discussed exploring the role that the Capital Facilities Plan could play in encouraging comp plan implementation. They also discussed examining the role impact fees, frontage improvements and other city costs play in housing costs and production. They also discussed how these costs and our capital facilities investments could be used to encourage implementation of the comp plan objectives, like high-density nodes and neighborhood centers.

Neighborhood/Community Interests:

The Land Use and Environment Committee's 2019 Work Plan has a citywide impact and focus.

Options:

1. Review the 2019 Land Use and Environment Committee Work Plan and provide feedback and direction to staff on amendments to the work plan.
2. Do not review the 2019 Land Use and Environment Committee Work Plan.

Financial Impact:

None.

Attachments:

Work Plan

**LAND USE AND ENVIRONMENT COMMITTEE 2018 DRAFT WORK PLAN
(Last Updated 4/30/2019)**

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

Agenda Item	Staff Responsible	Summary
January 24, 2019		
1. Review Draft 2019 Work Plan	Keith Stahley	
2. County Court House Siting	Keith Stahley	
3. Annual Code Enforcement Status Report	JW Mahone	
4. Boulevard Road Property	Mike Reid	
February 21, 2019		
5. Parking Strategy Status Report and Phase II Implementation Plan	Max DeJarnatt	
6. TESC Eco-district	Keith Stahley	Work with the TESC to continue discussion of an ECO-District near the Fertile Ground property.
March 21, 2019		
7. MFTE Options	Leonard Bauer	
8. Design Guideline Update	Joyce Phillips	
April 25, 2019		
9. <u>Downtown Design Guidelines</u>	<u>Joyce</u>	
10. <u>Public Process for Input on Development Review</u>	<u>Leonard/Tim</u>	
11. Vulnerable Renter Protections	Cary Retlin	
May 16, 2019		
12. Parking Strategy Implementation	Max DeJarnatt	Next steps in implementing the Parking Strategy
13. Missing Middle Metrics	Joyce Phillips	
14. Public Process for Input on Development Review	Leonard/Tim	Continued discussion from April
15. Review Committee Work Plan	Keith Stahley	Mid-year review of the 2019 committee work plan
June 20, 2019		
16. CPD Organization Structure	Keith Stahley	CPD has engaged Kurt Latimore to assist in review of work flow, organization structure and job design in response to changing responsibilities
17. Downtown Strategy Status Report	Amy Buckler	

18. Annual Comp Plan Amendments	Joyce Phillips	
19. Boulevard Road Property	Mike Reid	
20. Annual Comp Plan Amendments	Joyce Phillips	
July 18, 2019		
21. Regional Climate Action Plan	Rich Hoey	
22. Annual Annexation Report	Tim Smith	
23. EDDS Update	Steve Sperr	
24. Short-term Rental Status Report	Leonard Bauer	
August 15, 2019		
25. <u>Restroom Inclusivity</u>	<u>Mark Rentfrow</u>	<u>Consider how to make restrooms constructed in the future (both public and private) more inclusive, safe and welcoming for all thru City regulations and existing restrooms.</u>
26. Shoreline Master Program Update	Leonard Bauer	
September 19, 2019		
27. Draft of the Eastside Subarea Plan	Leonard Bauer	
28. Waste Water Master Plan	Andy Haub	
29. Homeless Response Plan Status Reports	Amy Buckler /Stacey Ray	
30. Joint Plan Update	Joyce Phillips	
October 17, 2019		
31. Eco-districts	Keith Stahley	
32. Downtown Zoning Recommendations	Leonard Bauer	
33. Regional Climate Action Plan	Rich Hoey	
34. Neighborhood Centers	Leonard	
35. Reuse of 108 State Avenue (Old Fire Station)	Mike Reid	
November 21, 2019		
36. Missing Middle Status and metrics	Leonard Bauer	
37. EDDS Update	Steve Sperr	
38. Draft of the Eastside Subarea Plan	Marygrace Goddu	
December 19, 2019		
39. CPD Work Plan Update 2020	Leonard Bauer	

40. Review LUEC 2020 Work Plan	Keith Stahley	
41. Homeless Response Plan Status Reports	Amy Buckler /Stacey Ray	
TBD		
42. Transportation Master Plan	Sophie Stimson	
43. Regional Climate Action Plan	Rich Hoey	
44. Develop language for inclusion in all RFPs to address the regional climate mitigation/adaption recommendations	Mike Reid	
45. Regional Climate Action Plan	Rich Hoey	
46. Homeless Response Plan Status Reports	Amy Buckler /Stacey Ray	
47. Reuse of 108 State Avenue (Old Fire Station)	Mike Reid	

January 24, 2019
1. Recycling Update
2. Review Draft 2019 Work Plan
3. County Court House Siting
4. Annual Code Enforcement Status Report
5. Boulevard Road Property
February 21, 2019
6. Parking Strategy Status Report and Phase II Implementation Plan
7. TESC Eco-district
March 21, 2019
8. MFTE Options
9. Design Guideline Update
10. Homeless Response Plan Status Reports
11. Draft of the Eastside Subarea Plan
April 18, 2019
12. Vulnerable Renter Protections
13. Regional Climate Action Plan
14. Reuse of 108 State Avenue (Old Fire Station)
May 16, 2019
15. Missing Middle Metrics
16. Public Restroom Status Report
17. Short-term Rental Status Report
June 20, 2019
18. Downtown Strategy Status Report
19. Annual Comp Plan Amendments
20. Annual Annexation Report
21. Boulevard Road Property
July 18, 2019
22. EDDS Update
23. Joint Plan Update
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25. Shoreline Master Program Update
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