



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joyce Phillips
360.570.3722

Monday, November 20, 2017

6:30 PM

Room 207

1. CALL TO ORDER

Estimated time for items 1 through 4: 15 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. 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.

4. STAFF ANNOUNCEMENTS

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

5. BUSINESS ITEMS

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

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

Estimated time: 45 minutes

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

Attachments: [Link to Downtown Strategy](#)

Estimated time: 30 minutes

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

Attachments: [2017 Draft Storm and Surface Water Plan Summary Booklet](#)
[Storm and Surface Water Plan Strategies Table](#)
[Core Services Enhancement Strategies Table](#)

Estimated time: 30 minutes

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

Attachments: [Proposal Submittal Form](#)
[Draft 2018 Work Plan](#)

Estimated time: 20 minutes

6. **REPORTS**

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

7. **OTHER TOPICS**

8. **ADJOURNMENT**

Approximately 9:30 p.m.

Upcoming Meetings

Next regular Commission meeting is December 4, 2017. 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.



Planning Commission

Missing Middle Housing Analysis Update

Agenda Date: 11/20/2017
Agenda Item Number: 5.A
File Number: 17-1183

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

Title

Missing Middle Housing Analysis Update

Recommended Action

Receive the information. Briefing only; 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

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. This implements Comprehensive Plan goals and policies regarding providing a variety of housing types and affordability levels, including:

Goal GL 16: The range of housing types and densities are consistent with the community's changing population needs and preferences.

PL 16.2: Adopt zoning that allows a wide variety of compatible housing types and densities.

PL 16.5: Support affordable housing throughout the community by minimizing regulatory review risks, time and costs and removing unnecessary barriers to housing, by permitting small dwelling units accessory to single-family housing, and by allowing a mix of housing types.

Goal GS 3: Affordable housing is available for all income levels throughout the community.

PS 3.1: Promote a variety of residential densities and housing types so that housing can be available in a broad range of costs.

Progress Report

The Land Use and Environment Committee approved the scope and schedule for public involvement and outreach for this project. The Committee also approved a charter for a Missing Middle Work Group which included diverse perspectives on housing and neighborhood issues. The Work Group met eight times from March - October 2017. The City Council also held a study session on the Missing Middle project September 19, 2017.

Two Missing Middle open houses were held in conjunction with Land Use and Environment Committee meetings on May 18 and 30. At these open houses, members of the public received information about the project and provided input on key issues they feel should be considered. 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.

The Work Group discussed specific issues for each type of Missing Middle housing. Staff developed issue papers for each of these issues, which served as the basis for Work Group's in-depth discussions and feedback. The issues papers are posted on the Missing Middle web page on the City web site. Based on input from the Work Group, public open houses, and other comments and research, staff developed a set of draft recommendations for revisions to existing codes, fees and standards that would better align with the City comprehensive plan policies above. The draft recommendations were reviewed and commented on by the Work Group. They are posted on the Missing Middle web page on the City web site (see attached).

Another public open house was held November 15, 5:30 - 7:00 p.m. at Olympia City Hall to gather public input on the draft recommendations. A public survey is available November 15 - 30, to gather additional comment. Comments received through the open house and survey will be reviewed by the Planning Commission at a future briefing as it considers its recommendation to City Council on the draft recommendations.

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 from its two members on the Missing Middle Work Group. Several individual neighborhood associations have also requested briefings at their meeting.

Options:

Discussion only.

Financial Impact:

The 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

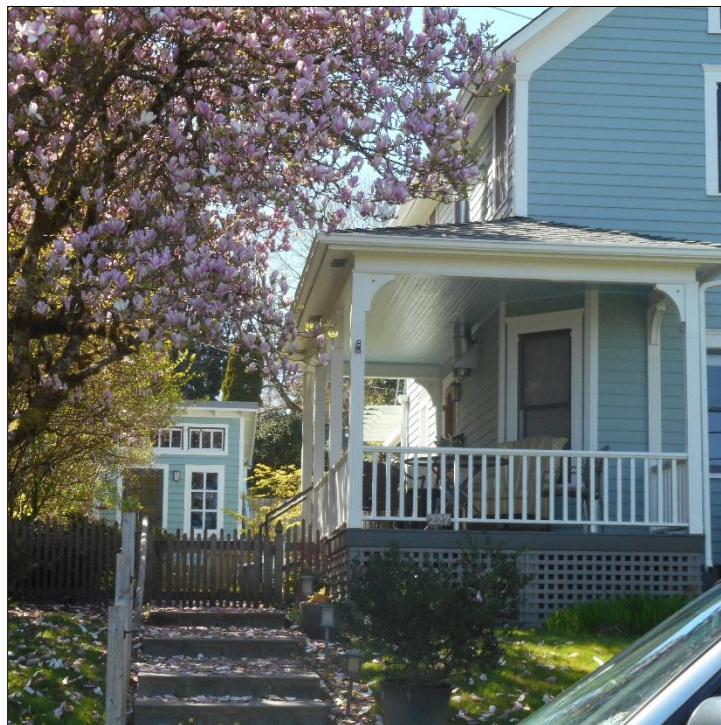
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Accessory Dwelling Units - DRAFT

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. Accessory Dwelling Unit (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"> 40% of the primary residence and ADU combined; or 66 2/3% of primary residence alone 	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.

Accessory Dwelling Units - DRAFT

<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 2nd parking space for primary residence, allow requirement for 2nd 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>

Cottage Housing - DRAFT

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. 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 - DRAFT

<p>Cottage housing developments = 20% density bonus</p>	<p>Allow 50% density bonus</p>	<p>Provides greater consistency with neighboring cities; increased opportunities for this housing type</p>
<p>Frontage improvements and common areas constructed before buildings.</p>	<p>With approval of a master plan, allow phased construction of common areas, frontage improvements, and payment of impact fees and general facilities charges.</p>	<p>Provides greater flexibility in financing cottage developments, which may increase availability of this housing type</p>
<p>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.</p>	<p>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.</p>	<p>Provides greater flexibility in site design and layout.</p>
<p>May allow a single connection to sewer main in street, with lateral connections to each cottage on-site.</p>	<p>Clearly allow a single connection to sewer main in street is allowed, with lateral connections to each cottage on-site.</p>	<p>Clarifies requirement. Provides decreased cost for sewer connections in some cases, which may increase availability of this housing type.</p>

Courtyard Apartments - DRAFT

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. 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.

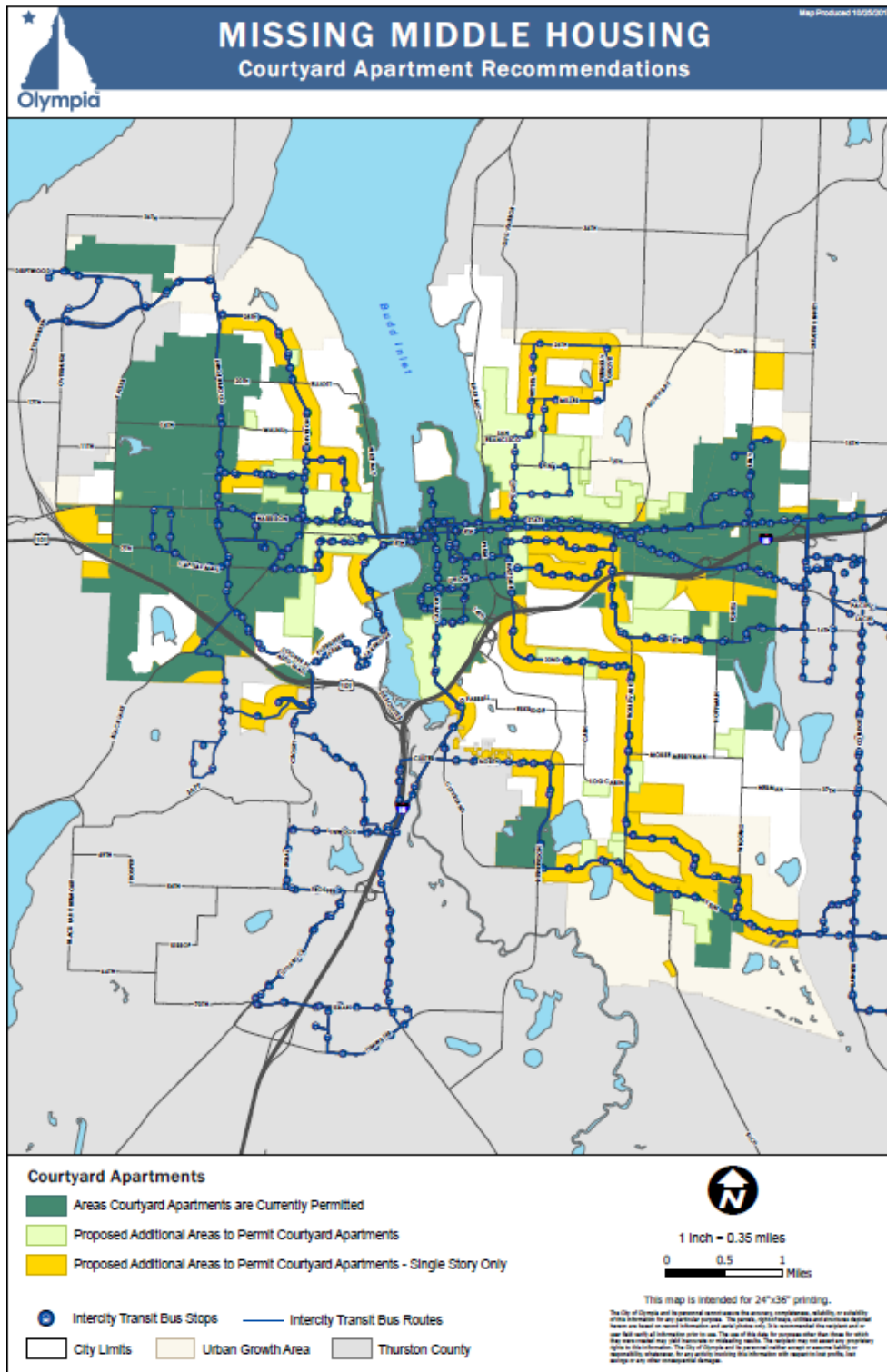
What Are Proposed Changes Regarding Courtyard Apartments?

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 to 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.

Courtyard Apartments - DRAFT

<p>Apartment developments are subject to multi-family residential design guidelines.</p>	<p>Apply Infill Residential design guidelines to courtyard apartments in R4-8 and R6-12 zoning districts.</p>	<p>Infill guidelines focus on neighborhood compatibility; multi-family guidelines focus on larger-scale site issues.</p>
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Duplexes - DRAFT

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?

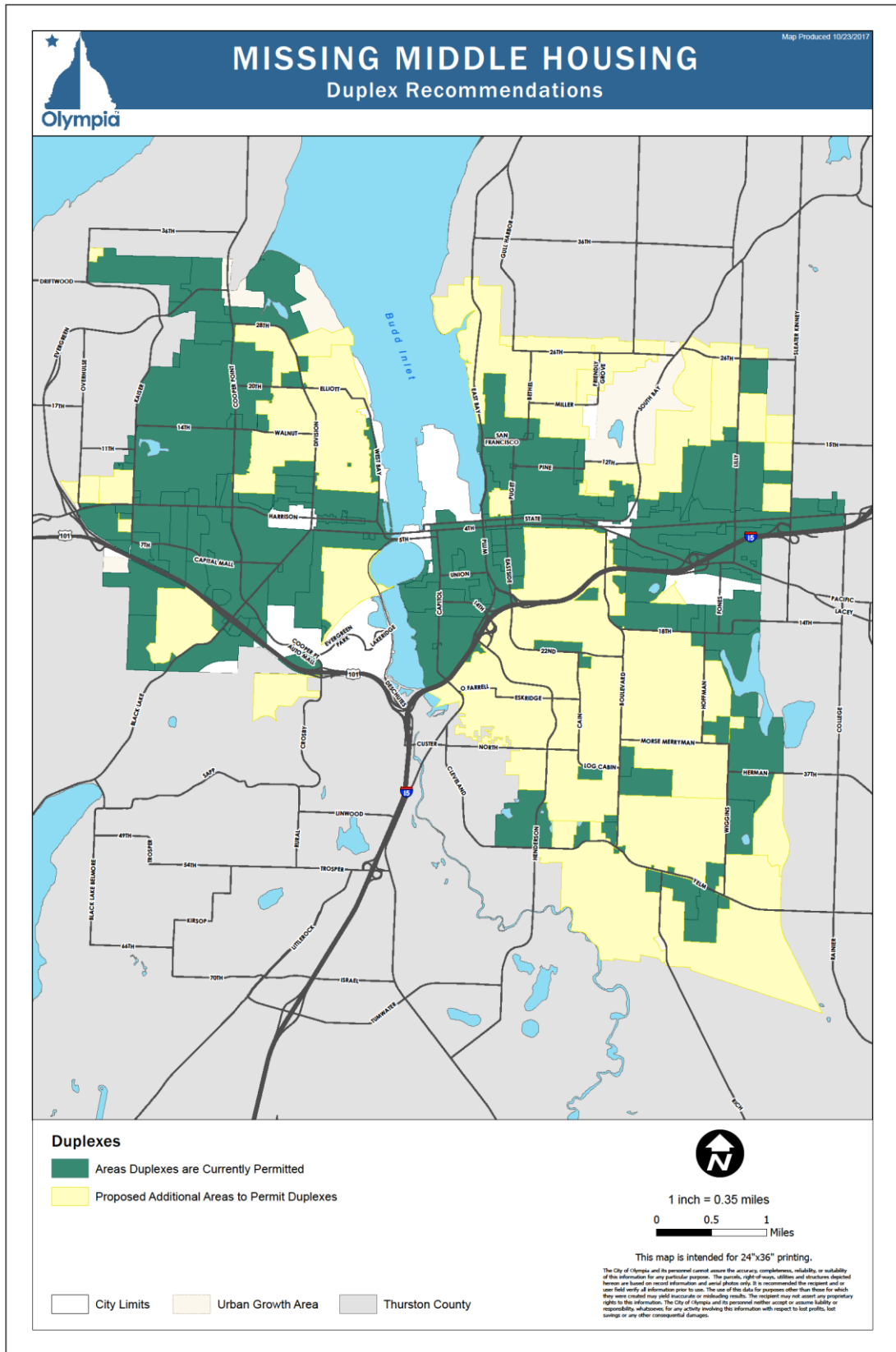
In Olympia’s Municipal Code, a duplex is a single building containing two dwelling units. Duplexes differ from townhouses in that an entire duplex building is on a single piece of property.

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

Duplexes - DRAFT



General Provisions - DRAFT

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.

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.

Manufactured Homes

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. 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"> • be comprised of at least two sections, each at least 12’ wide by 36’ long; • have pitched roof of shake, shingle, coated metal, or similar material • have exterior siding commonly used on site-built houses 	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.

Single-Room Occupancies - DRAFT

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. 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)?

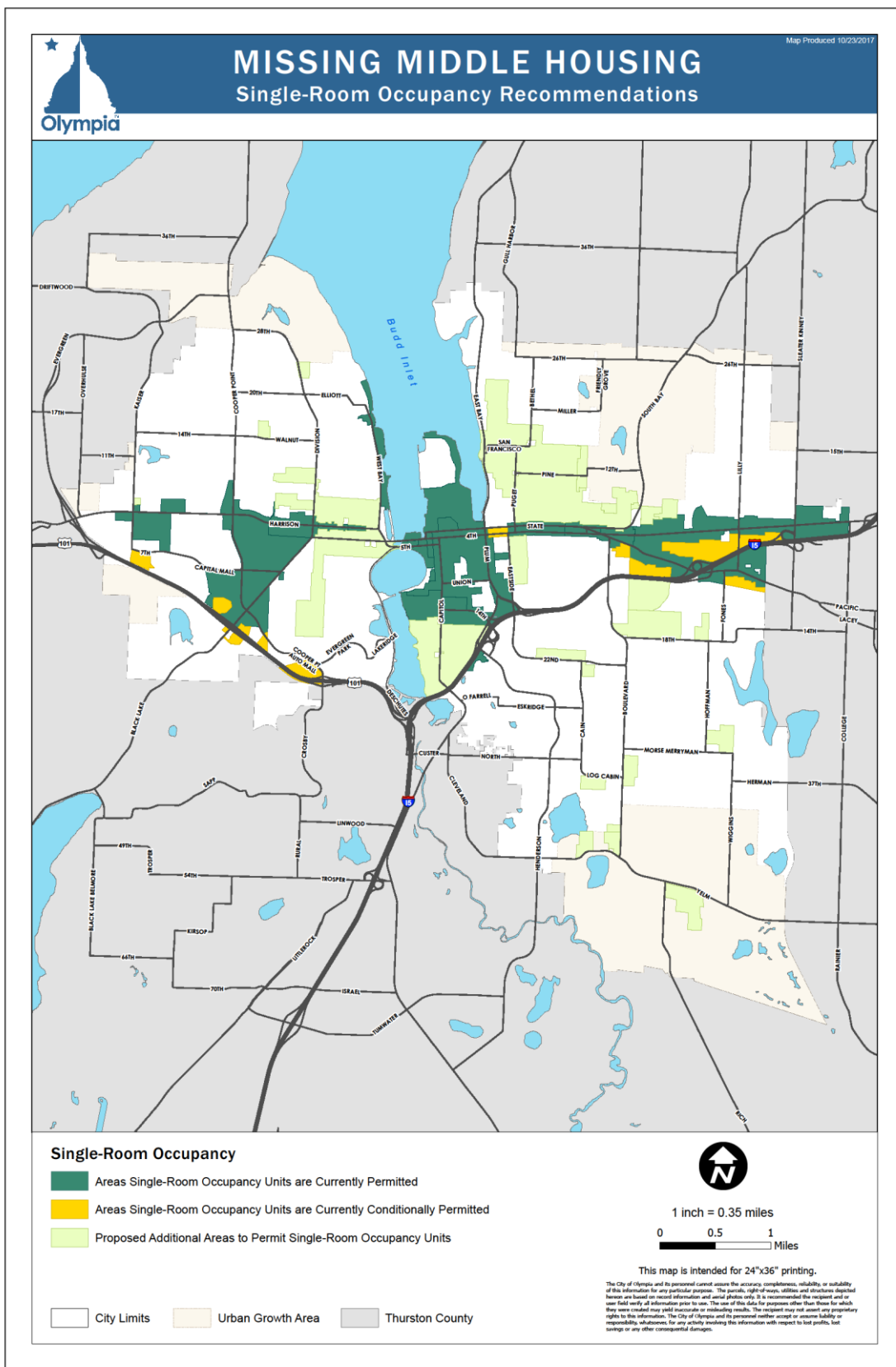
Olympia’s Municipal Code currently defines a SRO as “a housing type consisting of one room with cooking facilities and with shared bathroom facilities.”

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 nearby services.
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.

Single-Room Occupancies - DRAFT



Tiny Houses - DRAFT

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.

Townhouses - DRAFT

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. 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

Triplexes and Fourplexes - DRAFT

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. Triplexes and fourplexes are types of Missing Middle housing.



What Are Triplexes and Fourplexes?

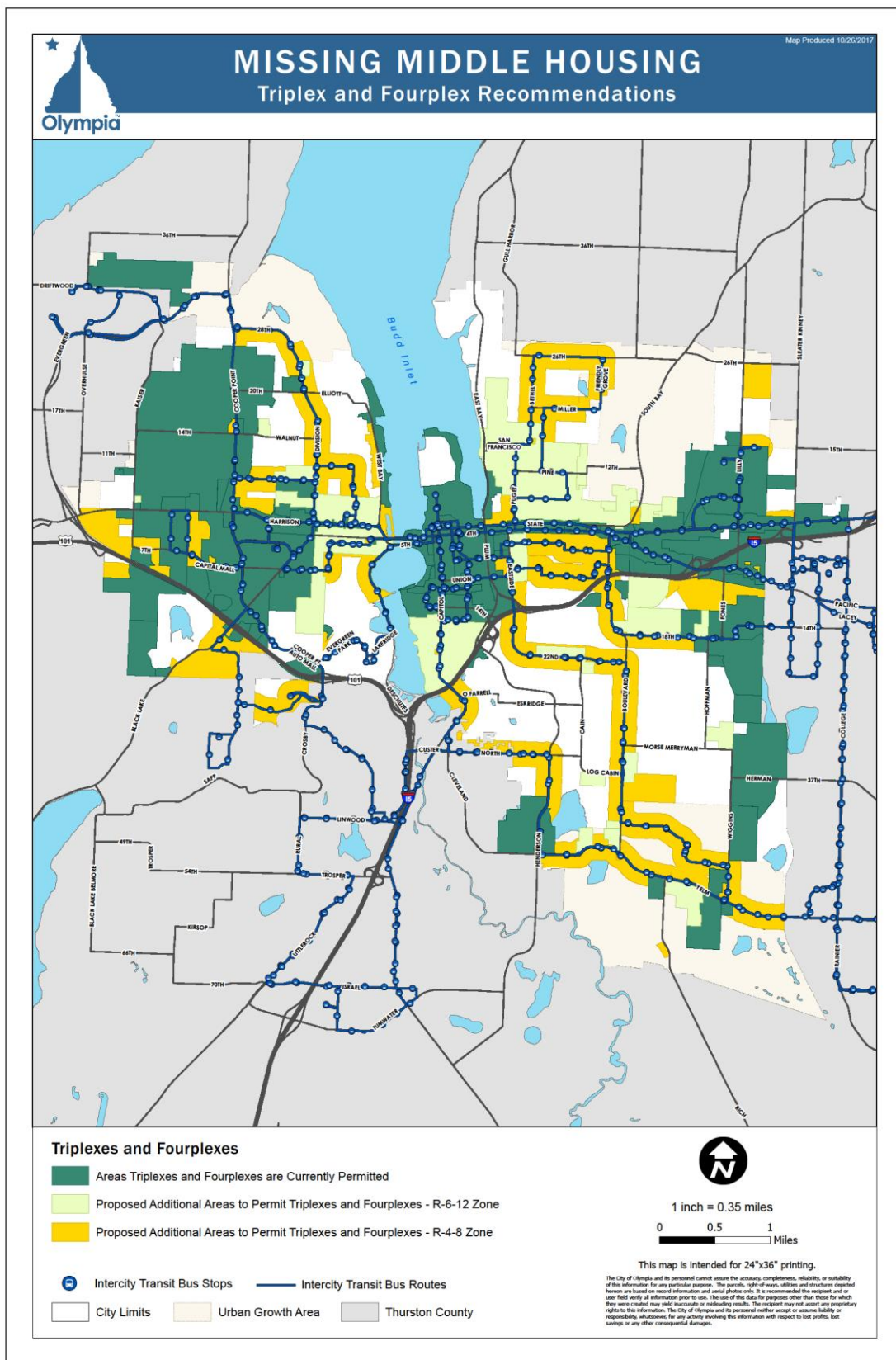
In Olympia’s Municipal Code, triplexes and fourplexes are considered apartment buildings containing three and four dwelling units, respectively. They differ from townhouses in that the entire triplex or fourplex building is on a single piece of property.

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

Triplexes and Fourplexes - DRAFT





Planning Commission

Downtown Street Improvements Update

Agenda Date: 11/20/2017
Agenda Item Number: 5.B
File Number: 17-1184

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

Title

Downtown Street Improvements Update

Recommended Action

Information only. No action requested.

Report

Issue:

Briefing on upcoming downtown street improvement projects.

Staff Contact:

Sophie Stimson, Senior Planner, Public Works Transportation, 360.753.8497

Presenter(s):

Sophie Stimson

Background and Analysis:

The *Olympia Downtown Strategy*, accepted by the City Council earlier this year, guides the near-term development of downtown, including transportation. As part of the City's Pavement Management Program, we will repave four downtown streets. To be consistent with the *Downtown Strategy*, we will also go beyond paving on those projects to including some place-making elements and improvements to walking, biking, and transit.

Options:

None - discussion only

Financial Impact:

None from this briefing

Attachments:

[Link to Downtown Strategy](#)



Planning Commission

Draft Storm and Surface Water Plan and Habitat Program

Agenda Date: 11/20/2017
Agenda Item Number: 5.C
File Number: 17-1180

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

Title

Draft Storm and Surface Water Plan and Habitat Program

Recommended Action

Information only. No action requested.

Report

Issue:

Briefing on Draft Storm and Surface Water Plan and Habitat Program.

Staff Contact:

Susan Clark, Senior Planner, Public Works Water Resources, 360.753.8321
Jesse Barham, Associate Planner, Public Works Water Resources, 360.753.8164

Presenter(s):

Jesse Barham, Associate Planner, Public Works Water Resources, 360.753.8164

Background and Analysis:

A team of Storm and Surface Water Utility (Utility) staff members from Planning and Engineering, Environmental Services and Operations have worked collaboratively to update the current Storm and Surface Water Plan. There is no regulatory requirement for the Utility to have a master plan. An update is necessary to inform of Utility programs and projects, ensure efficient and effective management, and comply with new regulations and development.

The Utility's mission is to prevent flooding, improve water quality, and protect and enhance aquatic habitat. The Draft Plan contains the policy and financial direction to guide the Utility in operating, maintaining, and improving its built infrastructure and city-wide aquatic and associated habitats. The Draft Plan also explains the challenges the Utility faces and current responsibilities, core services, specific strategies and programs.

The Utility Advisory Committee (UAC) and Land Use and Environment Committee (LUEC) are involved in the plan update process. The Draft Plan is available for a public comment period from November 17 to December 20th, 2017. Public comments will be addressed by the UAC in January 2018 and a recommendation will be sought. LUEC will also be asked for a recommendation in

January 2018. A public hearing is planned in February 2018.

The aquatic habitat mission of the Utility is a renewed focus in the plan. These refined habitat efforts are based on combination of the findings of the 2014 Habitat and Stewardship Strategy, Habitat Pilot Project (fall 2014- 2017) and public and staff input over the development of the updated plan. A number of enhanced strategies are proposed that will increase the scope and effectiveness of Utility and other City habitat stewardship efforts.

Current Utility habitat related staff and resources include an associate planner focused on habitat, an environmental education and outreach biologist (senior program specialist), a half time habitat biologist (program specialist), a six person Washington Conservation Corps (WCC) Crew, and an AmeriCorps member focused on volunteer coordination, outreach and supporting habitat assessments. Utility staff participate in local salmon recovery planning and South Puget Sound recovery planning with regional partners as well as providing technical assistance on habitat related issues across various city departments.

Neighborhood/Community Interests (if known):

The Utility conducted a survey, open house, and hosted an aquatic habitat stakeholder focus group during the development of the plan update. The Draft Plan will be available for public comment between November 17 and December 20, 2017. Over the last three years the Pilot Project and ongoing Habitat Program have partnered with other City departments, neighborhoods, local schools, and community groups to further habitat stewardship efforts in many locations across the community.

Options:

Information only

Financial Impact:

The Draft Plan enhancement strategies will have utility rate implications.

Attachments:

2017 Draft Storm and Surface Water Plan Summary Booklet
Storm and Surface Water Plan Strategies Table
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What are the Draft 2017 Plan Strategies?

The Utility's success at resolving flooding problems during the last 30 years has created an opportunity to focus increasingly on water quality improvement, habitat protection, and scheduled replacement of aging pipe systems. Community expectations and regulations for managing stormwater have improved considerably, resulting in a more holistic look at stormwater management and aquatic systems.

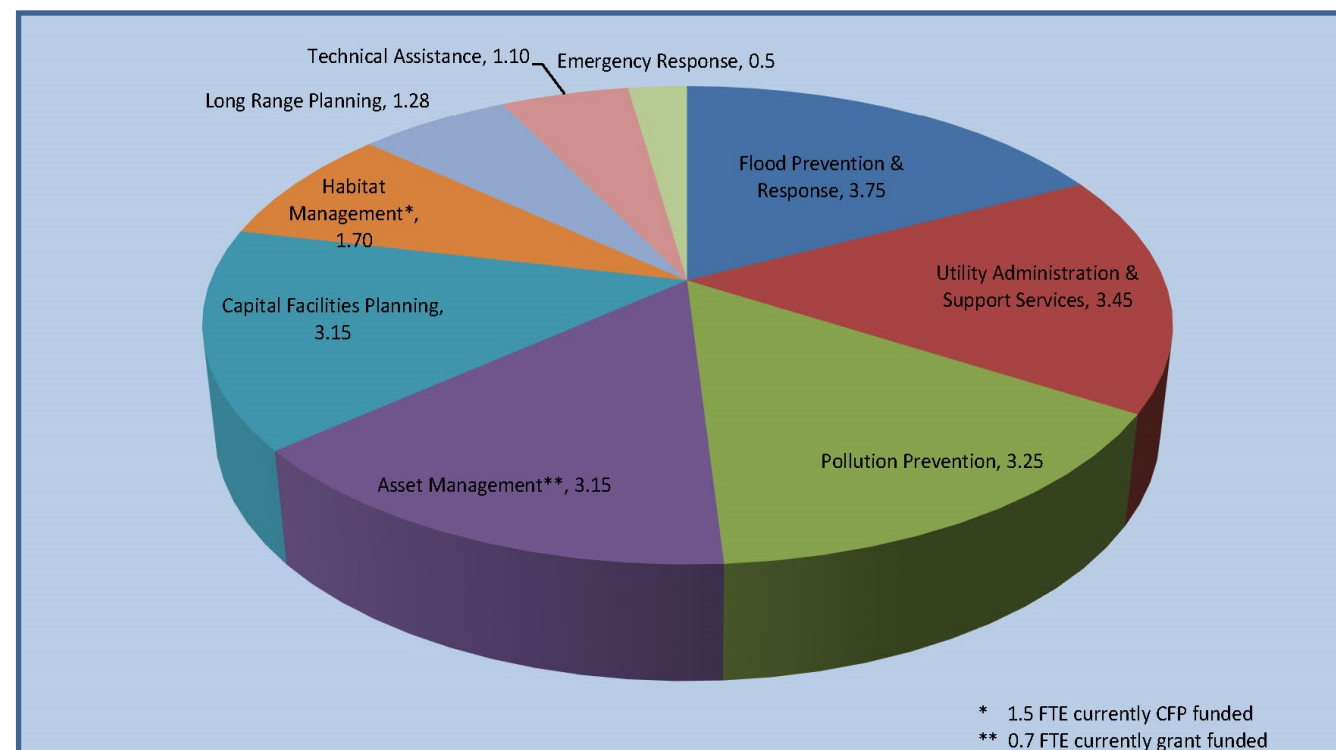
The Utility proposes two types of strategies: those that continue the Utility's core services and those that enhance the Utility's core services.

Key recommendations include:

- Permanently funding the pilot habitat program
- Expanding education and outreach efforts
- Integrating low impact development into inspection and maintenance programs
- Formalizing operating and planning procedures
- Responding to requirements resulting from the Deschutes Total Maximum Daily Load (TMDL) process
- Planning for anticipated impacts of sea level rise
- Improving the asset management program
- Modifying the street sweeping program to have a water quality focus

What are the Utility's Core Services?

The Utility has a total of 21.3 Full Time Equivalent staff organized into the following nine core services.



How is the 2017 Draft Storm and Surface Water Plan Organized?

The Draft 2017 Plan is organized in three parts, describing the What, Why, and How of the Plan.

What

The first four chapters describe the Plan, the natural and historical context for planning, the Utility's responsibilities, and the natural and built infrastructure for managing storm and surface water.

- **Chapter 1 Introduction** gives a brief introduction to the Utility's purpose, service area, infrastructure, core services and customers; and Plan purpose, planning process, and organization.
- **Chapter 2 Context & Trends** provides the context for the Plan by describing the physical setting of the service area, and its population and land use; and tracing the history of stormwater management in Olympia and the Utility's evolving priorities.
- **Chapter 3 Surface Water Management** outlines the Utility's responsibilities, internal organization, and relationships with other agencies and jurisdictions.
- **Chapter 4 Built and Natural Infrastructure** is an overview of the built and natural infrastructure that, in combination, form the Utility's stormwater system.

Why

Chapters 5 through 8 describe the reasons motivating the need for this Plan and its direction, including the regulatory environment and the challenges of flood mitigation, improving water quality, and protecting aquatic habitat.

- **Chapter 5 Legal and Planning Framework** outlines the complex set of laws and regulations which increasingly define the Utility's operations.
- **Chapter 6 Flooding** reports on the considerable reductions in the severity and frequency of flooding, impacts of flooding, the role of the Utility in enforcing requirements of the *Drainage Design and Erosion Control Manual*, and remaining challenges the Utility faces in mitigating flooding impacts.
- **Chapter 7 Water Quality** describes activities that impact water quality, the current quality of Olympia's water bodies, the Utility's role in implementing Clean Water Act regulations, and remaining challenges the Utility faces in improving surface water quality.
- **Chapter 8 Aquatic Habitat** details existing conditions of Olympia's aquatic environment and habitat, the Utility's role in implementing and supporting habitat stewardship efforts, and remaining challenges the Utility faces in protecting and enhancing aquatic habitat.

How

The last four chapters describe the Utility's recommended approach, including its funding strategy, to address a changing regulatory environment and the challenges of flood mitigation, improving water quality, and protecting aquatic habitat.

- **Chapter 9 Core Services** explains in detail how the Utility is addressing challenges of flood mitigation, pollution prevention, and habitat protection through its nine Core Services.
- **Chapter 10 Strategies** details the strategies proposed, in response to current challenges, to effectively address Utility goals and objectives during the next 10 years.
- **Chapter 11 Capital Improvement Program** presents the Utility's capital projects planned for implementation between 2017 and 2036.
- **Chapter 12 Financial Program** describes the Utility's multi-year strategy for ensuring the revenue required to meet total operating and capital costs of providing storm and surface water management services to its customers.

What are the Draft 2017 Plan Goals?

The following goals are proposed to drive the activities of the Utility for the next 10 years.

- Reduce the frequency and severity of flooding so hazards are eliminated.
- Improve surface water quality.
- Protect, enhance, and restore aquatic habitat functions provided by wetlands, streams, lakes, marine shorelines, and riparian areas.
- Ensure reliable functioning of the built and natural stormwater infrastructure.
- Manage Utility finances responsibly and recover costs equitably.

What are the Utility's Key Challenges?

The Utility has made considerable progress in its first 30 years. As it embarks on its next phase, the Utility will face the following challenges.

General Challenges

- **Equitable and Predictable Rates and Fees.** Creating predictability for customers and developers is difficult in a complex and changing regulatory environment, with fluctuations in the amount of grant money available to fund Utility programs.
- **Legacy Development.** Most of Olympia's stormwater infrastructure was constructed prior to current rigorous storm drainage design regulations. In older developed areas, subdivisions and infrastructure were constructed without stormwater treatment or wetland and stream protection and often lack the capacity to handle the increased runoff resulting from growth. Retrofits of older neighborhoods with modern stormwater control and treatment systems are a logistical and financial challenge, but are often necessary to improve flooding, water quality, and aquatic habitat conditions. The worst remaining legacy flooding problems are on Black Lake Boulevard, the Lakemoor subdivision and along Division Street.
- **Reliance on Choices by Individuals.** The Utility's work is highly influenced by the cumulative impact of individual behaviors. Decisions about the extent of impervious surfaces on a property and care in keeping storm drains clear of debris can impact flooding. Decisions about yard care practices, onsite sewage system maintenance, car care, and driving habits all can impact water quality. Decisions about landscaping, tree planting or removal, and weed control can impact aquatic habitat. This dynamic adds to the complexity of the Utility's work.
- **Land Development Pressure.** To protect agriculture and natural resources, including habitat, Washington's Growth Management Act (GMA) requires population growth to be focused in urban growth areas like Olympia. Urban development continues to increase impervious surfaces, threatening further loss of forests and wetlands, curtailing the functioning of natural systems and impacting surface water quality. Increasing population densities will both create challenges for water quality and provide opportunities to retrofit and concentrate treatment.
- **Climate Change and Sea Level Rise.** Changing climate in the Pacific Northwest likely will influence aquatic habitats due to warmer temperatures, reduced precipitation in the summer, increased precipitation in other seasons, and a rising sea level. Older stormwater infrastructure will be the most vulnerable to overflows associated with more frequent and intense storm events, which could result in more localized flooding. Current science indicates that sea levels in Puget Sound may rise between 20 and 55 inches by 2100. The need for community awareness, education, and response regarding sea level rise will increase in the years to come. In order to make timely long-term decisions, City government and the public need to understand the dynamics of climate change and sea level rise. The Utility has a key role in undertaking the necessary research and strategic planning.

Flooding Challenges

- **Asset Management.** Properly functioning stormwater treatment and conveyance systems help to mitigate the negative impacts of stormwater by moderating flows and removing sediments and pollutants before the stormwater enters water bodies. As facilities age, their functioning can be impacted. Understanding the condition of the Utility's stormwater infrastructure (both built and natural) informs replacement and maintenance decisions and is referred to as "asset management." Although significant staff effort has been dedicated to improving the Utility's understanding of the stormwater infrastructure, additional work is required to fully implement a robust asset management program.
- **Limitations of Low Impact Development (LID).** LID is a land planning and engineering design strategy that uses on-site natural features like bioswales and rain gardens to lessen the impact of development on stormwater quality and quantity, thereby mimicking pre-development conditions. LID practices may benefit water quality, but these are secondary to controlling the flow of stormwater. LID facilities are designed to be smaller and more numerous than centralized stormwater ponds to increase infiltration of rainwater over a larger area. The City's 2016 Drainage Manual requires LID in all new development. The sheer number of such facilities and the intensive maintenance required will likely make LID facilities more complex to manage than past stormwater facility designs.

Water Quality Challenges

- **Increasing Permit Requirements.** Many aspects of the Utility's work are mandated by the federal Clean Water Act. To discharge stormwater into "waters of the United States," the City must maintain compliance with current a National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Discharge Permit. Permit requirements are continually being revised and expanded. Because more and more of the Utility's resources are needed to implement the Permit, significantly less discretionary staff time and budget is available for other aspects of the Utility's work.
- **Reliance on Public for Nonpoint Pollution Prevention.** The Utility is challenged in helping people understand their contribution to nonpoint sources of pollutants and the impact individuals have on water quality. The actions of the individual citizen through daily living activities like vehicle maintenance, lawn care, chemical management and pet care can contribute to either improving or degrading water quality.

Aquatic Habitat Challenges

- **Multiple Public/Private Ownership.** Habitat is located within a complex landscape of many large and small parcels, public and private ownership, and developed and redeveloping neighborhoods, commercial districts, and industrial areas. The Utility has limited authority on private property and must rely on voluntary programs, education and outreach, and incentives to encourage stewardship on private properties.
- **Habitat Fragmentation.** Large intact habitat areas are important for both wildlife and protection of aquatic resources. These core areas provide nesting/breeding, foraging, and resting habitat for wildlife, and protect water quality and hydrologic functions. Large habitat areas in Olympia are primarily located on public lands. Maintaining and improving the habitat quality of these areas requires tools and strategies that work across the landscape.
- **Habitat Impacts of Legacy Urban Development.** The changes brought by development of Olympia over the last 100 plus years have had a large impact on aquatic habitat. Budd Inlet was filled and dredged, shoreline armored, sections of streams placed in pipes, wetlands drained, and forests and natural vegetation converted to homes, businesses, roads and other infrastructure. These changes have vastly altered the landscape and hydrology of Olympia. Development is encouraged in cities and urban growth areas rather than rural areas of the State by the Growth Management Act. Working to maintain functional habitat in an urban landscape is challenging and requires creativity and flexibility to protect remaining habitat areas and maintain their health, while working to enhance and restore key habitats where possible.

Table 10.2 Storm and Surface Water Plan Strategies

Storm and Surface Water Utility Core Services Key					
AM	Asset Management	FP	Flood Prevention	PP	Pollution Prevention
CFP	Capital Facility Program	HM	Habitat Management	TR	Technical Review
ER	Emergency Response	LRP	Long Range Planning	UA	Utility Admin

Strategies		Enhance	Continue
Goal 1 – Reduce the frequency and severity of flooding so hazards are eliminated			
1-1	Identify conveyance capacity problems in the City system. Develop a priority ranking procedure for correcting flooding issues.	CFP	FP
1-2	Evaluate possibilities for regional, City-owned detention facilities and support design and construction where determined feasible through basin planning.	CFP FP	
1-3	Evaluate existing public stormwater detention facilities for effectiveness and potential improvements.	CFP FP	
1-4	Provide information to customers to help investigate and solve drainage issues at their homes or businesses.		TR
1-5	Ensure public and private development complies with the City of Olympia Drainage Design and Erosion Control Manual.		TR
1-6	Provide public education and outreach on how to reduce stormwater runoff.		FP
1-7	Develop post-construction inspection and maintenance capabilities for public stormwater facilities. Focus should be on LID implementation, staffing, and training.	FP	
1-8	Map impervious and pervious surfaces and track implementation of LID stormwater facility installations.		AM
1-9	Encourage use of permeable paving materials and native vegetation in Public Works construction projects.		TR
1-10	Consolidate downtown outfalls to improve manageability.	FP CFP	
1-11	Install tide gates on downtown outfalls to reduce flood risks.	FP CFP	
1-12	Consider separation of storm drainage from combined sewers to protect wastewater treatment plant (LOTT).	FP CFP	
1-13	Develop structural alternatives to mitigate long-term or projected sea level rise impacts.	FP CFP	
1-14	Provide emergency response training to staff.		FP ER
1-15	Respond in a timely manner to emergencies with adequate resources.		FP ER
1-16	Coordinate with other City departments, agencies and local entities to be prepared for emergencies.		FP ER
1-17	Partner with Planning & Engineering, Olympia Fire Department, State and local agencies to develop and implement emergency response plans in the downtown core.		FP ER
1-18	Perform inspections, maintenance, repairs, and installations of Utility infrastructure in anticipation of sea level rise.		PP
Goal 2 – Improve surface water quality			
2-1	Provide education and outreach about water quality with emphasis on how to reduce or eliminate behaviors and practices that contribute to negative stormwater impacts.		TR PP
2-2	Support the City's temporary erosion and sediment control inspection and enforcement program.	TR	PP LRP
2-3	Maintain and improve the program to address illicit discharges, including spills and illicit connections.	PP	
2-4	Adopt regulations that expand and simplify enforcement of illicit discharges.	LRP	
2-5	Develop a street sweeping program focused on improving water quality. (See also Strategy 4-26.)	PP	
2-6	Develop a business pollution prevention program that includes coordination with adjacent jurisdictions.	PP	

Strategies		Enhance	Continue
2-7	Map and evaluate drainage sub-basins to determine their level of water quality treatment and help prioritize projects that will provide higher levels of water quality treatment.		AM
2-8	Develop a program to evaluate and prioritize retrofits of existing untreated pollution generating infrastructure.	CFP	PP
2-9	Develop a rate structure to incentivize retrofitting private stormwater systems to provide higher levels of water quality treatment.	UA	AM LRP
2-10	Continue to monitor the health and water quality of City streams and lakes.		PP
2-11	Ensure stormwater pollution prevention plans (SWPPPs) are developed and implemented for all heavy equipment and/or material storage facilities owned or operated by the City.	PP	AM LRP
2-12	Develop and implement a plan to identify and evaluate onsite septic systems in priority watersheds (Indian, Moxlie, and Mission).	PP	
2-13	Coordinate with the LOTT Clean Water Alliance to evaluate options for providing higher levels of water quality treatment, particularly in coordination with consolidation of the stormwater conveyance system associated with sea level rise.	LRP	
2-14	Develop and implement an integrated pest management plan in coordination with other City departments.	LRP HM	
2-15	Update annually Olympia's Stormwater Management Program (SWMP) to document the City's plan for ongoing compliance with the Western Washington Phase II Municipal Stormwater Permit.		PP
2-16	Enforce Olympia's Drainage Design and Erosion Control Manual.	TR	
2-17	Provide technical assistance to other City departments to ensure ongoing permit compliance.		TR
2-18	Participate in development of Total Maximum Daily Loading (TMDL) plans and implement resulting required actions.	PP	LRP
2-19	Ensure inspection and maintenance standards for private and public stormwater treatment facilities are being met.	AM PP	TR
2-20	Develop sediment tracking program for management of sources through maintenance activities (street sweeping, ponds, catch basin, ditch maintenance, etc.)	PP	
2-21	Investigate sources of pollutants of concern citywide.		PP
2-22	Respond, document and report spills in a timely manner.		TR PP
2-23	Develop a pollution prevention training and tracking program for field staff with responsibilities in Illicit Discharge Detention and Elimination (IDDE)/Spills, Erosion Control, and O&M.	PP	
Goal 3 – Protect, enhance, and restore aquatic habitat functions provided by wetlands, streams, lakes, marine shorelines, and riparian areas			
3-1	Collaborate with other agencies, tribes, and community organizations to support stream, riparian, wetland, and shoreline enhancement and restoration, fish passage, and adaptation to climate change/sea level rise.	HM LRP CFP	
3-2	Collaborate with other departments to develop a comprehensive integrated pest management strategy to guide noxious weed control and vegetation management efforts.	HM LRP	
3-3	Develop and implement vegetation and habitat management plans for City-owned properties containing aquatic and associated habitat to improve habitat, protect water quality, and support native species.	HM LRP	
3-4	Identify and acquire important habitat areas or easements (collaborating with internal and external partners).	HM LRP	CFP
3-5	Identify and manage invasive species in aquatic and associated habitats to protect habitat and water quality functions.	HM LRP	AM
3-6	Identify important corridors and support efforts linking important habitats across the City and adjacent jurisdictions.	AM LRP	
3-7	Identify, prioritize, and implement aquatic habitat protection and enhancement opportunities by watershed to enhance and restore ecosystem function (i.e. implement the Habitat Stewardship Strategy).	LRP	HM

Strategies		Enhance	Continue
3-8	Influence and assess effectiveness of City regulations that protect aquatic resources (e.g. Critical Areas Ordinance and Shoreline Master Program).	LRP	
3-9	Manage beaver activity to provide habitat and water quality benefits while mitigating flooding risk.	LRP FP	HM
3-10	Manage vegetation in riparian areas in order to improve habitat and water quality functions.	HM	AM
3-11	Monitor aquatic habitat quality and quantity based on the best scientific information, methods, and tools available.	LRP HM AM	
3-12	Participate in regional planning to support salmon and Puget Sound recovery (e.g. WRIA 13 and Alliance for a Healthy South Sound).		LRP
3-13	Provide outreach and education to the community around aquatic habitat, wildlife and ecosystem function (wetlands, streams, marine shoreline, lakes, buffers and associated wildlife).	HM	
3-14	Provide focused outreach, technical assistance and incentives to private properties containing aquatic and associated habitats, while promoting voluntary stewardship.	HM LRP TR	
3-15	Provide technical support to City projects with aquatic permitting requirements (e.g. CWA 401/404 and HPA) or that are specifically habitat related.		TR LRP
3-16	Support partners and community efforts to protect, steward, and restore aquatic and associated habitats.	LRP HM TR CFP	
Goal 4 – Ensure reliable functioning of the built and natural stormwater infrastructure			
4-1	Continue to maintain and improve mapping/geodatabase.		AM
4-2	Continue pipe condition rating program.		AM FP
4-3	Continue catch basin and manhole inspection and cleaning program.		AM PP
4-4	Develop a natural infrastructure asset management program	AM HM	
4-5	Provide operational support and feedback to engineering staff regarding location, function, constructability and maintenance of Utility infrastructure improvements.		CFP
4-6	Require development to construct stormwater infrastructure in compliance with the Olympia Drainage Design and Erosion Control Manual and the Engineering Design and Development Standards.		TR
4-7	Design and plan the Utility's capital improvements to complement natural infrastructure.	CFP HM	
4-8	Comply with NPDES permit requirements.		PP
4-9	Develop SOPs for inspections preventive maintenance and correction programs	LRP	
4-10	Enhance public outreach and education for stormwater system functions, operations and maintenance.		PP FP
4-11	Develop enforcement capabilities (facilities to be maintained for the design purpose) in Olympia Municipal Code (OMC).	LRP	
4-12	Develop level of service standards for public stormwater facilities.	AM	
4-13	Monitor resources through work order system and identify any additional needs.	AM	
4-14	Expand inspections beyond NPDES permit requirements.	PP TR	AM
4-15	Keep current with training as new technologies and techniques emerge.		UA
4-16	Update emergency response processes and procedures regularly.		ER
4-17	Develop and implement a sea level rise response plan. <ul style="list-style-type: none"> Use the best available science and the experiences of other communities in formulating plans for sea level rise. Partner with government entities and key stakeholders. Engage the community in a discussion of various sea level rise scenarios, how the City will respond to lessen the impact and costs. 	LRP FP	

Strategies		Enhance	Continue
4-18	Annually update the Storm and Surface Water component of the City's Capital Facilities Plan.		CFP
4-19	Develop a priority ranking system for proposed capital projects.	CFP	
4-20	Integrate data-based decision making processes into section programs.		AM
4-21	Develop CCTV program to provide long term condition rating, investigation, and emergency response.	AM	
4-22	Continue cleaning and inspection program.		AM FP
4-23	Transition vegetation and LID maintenance programs from Environmental Services to Stormwater Operations.	HM FP	
4-24	Develop and implement field-based data collection tools for public and private stormwater utility infrastructure.	AM	FP PP
4-25	Implement basin approach to utility infrastructure maintenance with an emphasis on sediment management.	AM	FP PP
4-26	Implement a street sweeping program to remove sediment before it enters the stormwater system. (See also Strategy 2-5.)	AM	
4-27	Perform stormwater system repairs and maintenance based on utility wide priorities.		AM FP
4-28	Manage sediment in a manner that complies with applicable regulations and is done in a cost-efficient manner.		PP
4-29	Identify essential training and safety benchmarks by job classification.		UA
4-30	Develop employee training program to meet training and safety benchmarks by job classification.		UA
Goal 5 – Manage Utility finances responsibly and recover costs equitably			
5-1	Continue the capital funding strategy that utilizes existing resources from reserves and general facility charges first before relying on debt financing.		UA
5-2	Pursue grants and state low-interest loans when available.		UA
5-3	Perform operations and maintenance of utility infrastructure in a fiscally thoughtful and strategic manner which reflects positively on the utility.		UA
5-4	Evaluate alternative rate structures and pursue implementation if found beneficial.		UA
5-5	Develop incentives for stormwater retrofit.		UA
5-6	Coordinate regular rate studies with the City's other water resources utilities, so that the full impact of rate increases on customers is considered and rates are equitably distributed to customers		UA
5-7	Review general facilities charges regularly to ensure that they accurately and equitably distribute system costs to new development and are adjusted for inflation.		UA

Storm and Surface Water Utility Core Services Key					
AM	Asset Management	FP	Flood Prevention	PP	Pollution Prevention
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Core Services Enhancement Strategies Table*

Core Service: Long Range Planning		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Storm and Surface Water Plan	The Storm and Surface Water Plan provides policy, program and financial guidance to the Utility. The plan update process, projected to occur on a ten-year cycle, brings together staff from throughout the Utility. Public review is a key component of the update process.	<ul style="list-style-type: none"> • The Utility proposes to permanently fund the pilot habitat program. Many long range planning efforts are currently performed by habitat management staff brought on with the pilot program. <ul style="list-style-type: none"> ○ Increase Utility staff time devoted to collaborating with others on habitat and climate change related activities (3-1) ○ Analyze land for possible protection through acquisition or easements (3-4) ○ Identify and manage invasive species by increasing both removal in city-managed aquatic habitats and landowner education activities (3-5) ○ Identify important habitat corridors crossing public and private properties (3-6) ○ Participate in City-wide revisions of environmental protection regulations (3-8) ○ Identify and manage vegetation in riparian areas by increasing both removal in city-managed riparian areas and landowner education activities (3-10) ○ Identify aquatic habitat on private properties for focused outreach and technical assistance (3-14) ○ Increase Utility staff time devoted to collaborating with internal and external partners on large-scale habitat projects (3-16) • Develop and adopt new City regulations to expand enforcement of illicit discharges (2-4) • Coordinate with LOTT Clean Water Alliance to evaluate options for providing higher levels of water quality treatment (2-13) • Update the City's integrated pest management plan in coordination with other departments (2-14). • Collaborate with City departments to develop a coordinated City-wide integrated pest management strategy (3-2) • Develop and implement vegetation and habitat management plans for City-owned properties (3-3) • Refine and prioritize the Utility's 2013 inventory of and actions to improve remaining habitat (3-7) • Develop beaver management strategy that recognizes environmental benefits while managing flood risk (3-9) • Monitor aquatic habitat quality and quantity using the best available science (3-11) • Create (or update) standard operating procedures for inspections, preventative maintenance and correction programs (4-9) • Develop and adopt new City regulations to expand enforcement capabilities (4-11) • Develop and implement and sea level rise response plan (4-17)
Citywide Planning	Utility staff participates in Citywide planning efforts, including Comprehensive Plan, Shoreline Management Plan and development regulation updates. A significant work effort is currently being devoted to sea level rise response planning with Utility staff serving as the lead in the City-wide effort.	
Water Quality Coordination	Utility staff is responsible for coordinating the City's compliance with its National Pollution Discharge Elimination System (NPDES) permit and Total Maximum Daily Load (TMDL) requirements. Program tasks include: monitoring NPDES program requirements; annually updating the City's Stormwater Management Program; coordinating ongoing training requirements; and participating in the Deschutes TMDL Advisory Group.	
Habitat Coordination	Collaborating with internal and external partners is critical to efforts to restore and enhance aquatic habitat and adapt to climate change. Program tasks include: assessing priorities for restoring and enhancing habitat; assessing potential land acquisition; planning restoration projects; ensuring the Utility's outreach program is efficient and effective; overseeing the City's noxious weed control efforts; and assessing and monitoring habitat quality and quantity.	
Standard Operating Procedures	The Utility develops and maintains standard operating procedures that enable Operations and Maintenance staff to perform tasks properly and safely.	

Core Service: Asset Management		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Mapping	Mapping aids in infrastructure maintenance, repairs and upgrades decisions. Stormwater infrastructure mapping is also a NPDES permit requirement. Mapping tasks include developing and maintaining an accurate inventory of assets, impervious surfaces and geonetwork connectivity of connections to the stormwater system.	<ul style="list-style-type: none"> • Ensure inspection and maintenance standards for private and public stormwater treatment facilities are being met (2-19) • Expand efforts to identify important habitat corridors crossing public and private properties (3-6) • Expand efforts to monitor the quantity and quality of aquatic habitat (3-11) • Develop a natural infrastructure asset management program (4-4) • Develop public stormwater infrastructure maintenance plans that include level of service standards (4-12) • Monitor resources through work order system and identify any additional needs (4-13) • Research, map, analyze and inspect private stormwater treatment facilities built prior to 2005 (4-14) • Develop an in-house CCTV program to provide long term condition rating of stormwater pipes (4-21) • Develop field-based data collection tools for inspection and maintenance of public and private stormwater utility infrastructure (4-24) • Implement a basin approach to utility infrastructure maintenance with an emphasis on sediment management (4-25) • Modify the street sweeping program to have an emphasis on water quality (4-26)
Condition Rating & Assessment	The Utility uses condition rating and assessment tools to identify needed maintenance, repair, or replacement of deteriorating infrastructure. Private contractors document the condition of stormwater gravity mains through use of closed circuit television technology while Utility crews perform condition rating and assessment of other stormwater infrastructure via field inspections.	
Public Infrastructure Management	Operations and maintenance related deficiencies identified through an asset condition rating assessment are addressed by Utility crews.	
Private Infrastructure Management	The key work effort is developing a comprehensive database of all private stormwater facilities. The database will be used to enhance the private stormwater maintenance inspection program which is currently limited to facilities built after 2005 as required by the NPDES permit.	
Water Quality Monitoring and Evaluation	The Utility collaborates with Thurston County to sample local streams and contributes funds to a regional monitoring collective that tracks water quality throughout Puget Sound.	
Habitat Monitoring and Evaluation	Utility staff determines priorities for aquatic habitat strategies and capital projects through monitoring and data evaluation. Monitoring tools include mapping, remote sensing, and sampling of aquatic macroinvertebrates.	
Data Management	Because collecting asset data is key to implementing a robust asset management program, managing collected data must occur. Utility crews use ESRI's Collector apps to keep track of inspections, collect field data, signal work orders and organize emergency responses. The Utility is investigating the use of new asset management software.	

Core Service: Technical Review and Support		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Development Review	Utility staff develops the City's stormwater regulations and works with private developers during the development application plan review process to ensure compliance with the City's regulations.	<ul style="list-style-type: none"> • Improve inter-departmental coordination for implementation of the City's temporary erosion and sediment control inspection and enforcement program (2-2) • Increase Utility staff time devoted to providing development review, technical support and inspections to address low impact development standards (2-16) • Provide focused outreach and technical assistance to private properties containing aquatic and associated habitats (3-14) • Permanently fund staff dedicated to efforts to protect, steward, and restore aquatic and associated habitats (3-16) • Expand inspections beyond NPDES requirements and provide technical assistance to private system managers (4-14)
Internal/External Technical Support	Utility staff frequently provides technical expertise for permitting and regulatory support of City-sponsored projects, including assisting with stormwater infrastructure design, stormwater modeling and temporary erosion and sediment control and environmental permitting requirements.	
Stormwater Operations Problem Solving Team	The STOPS team investigates, evaluates, and prioritizes storm and surface water problems identified by City staff or citizens. Utility staff facilitates the STOPS team which is a collaborative effort of staff from Utility Engineering & Planning, Operations, Environmental Services and Street Operations. All investigations and recommendations originating from the STOPS team are maintained in a database that spans more than a decade.	

Core Service: Flood Prevention		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Education and Outreach	The Utility's "rake a drain" program encourages residents to keep grates and catch basins clear of leaves and debris. Owners of private stormwater facilities are trained on proper facility maintenance and repairs.	<ul style="list-style-type: none"> • Evaluate possibilities for regional, City-owned detention facilities and support design and construction where determined feasible through basin planning (1-2) • Evaluate the design of legacy stormwater detention facilities to determine whether flow control improvements can be made (1-3) • Expand staffing and equipment within the O&M Division to meet the operational demands created by new LID facilities. (1-7) • Participate in a city-wide sea level rise adaptation program <ul style="list-style-type: none"> ○ Consolidate downtown outfalls to improve manageability (1-10) ○ Install tide gates on downtown outfalls to reduce flood risks (1-11) ○ Consider separation of storm drainage from combined sewers to protect wastewater treatment plant (LOTT) (1-12) ○ Develop structural alternatives to mitigate long-term or projected sea level rise impacts (1-13) ○ Develop and implement a sea level rise response plan (4-17) • Improve management of beaver activity to mitigate flooding risk (3-9) • Transition vegetation and LID maintenance to Operations (4-23)
Stormwater Facility Maintenance	Maintenance of the Utility's infrastructure is important to prevent flooding. Program tasks include maintenance and repair of pipes, structures, ponds and treatment facilities with a focus on managing sediment.	
Storm Event Preparation	Standard operating procedures are in place to respond to storms in flood-prone areas and are reviewed and update frequently. The Utility maintains a "Hot Spot" list of areas prone to localized flooding. Utility crews use a Collector application to help manage these locations. To ensure readiness for emergencies, Utility staff maintains the equipment, materials and skills required to respond to storm events.	

Core Service: Emergency Response		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Storm Event Response	Once a major storm or other emergency occurs, Utility staff are among the first to responder. Response tasks often include leaf litter and debris removal, pumping of floodwaters, sandbagging and sealing catch basins and manholes.	<ul style="list-style-type: none"> No enhancements for this Core Service
Emergency Response Plan	Utility staff provides key organizational support to the Public Works All Hazards Plan – Public Work’s approach to emergency operations. The goal is to provide for public life, health and safety and to restore essential services to the community.	

Core Service: Pollution Prevention		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Education and Outreach	The Utility engages the public to prevent non-point pollution, spills and illicit discharges through general and focused educational activities such as storm drain marking, lawn-care seminars and direct outreach to businesses.	<ul style="list-style-type: none"> Expand the Utility’s illicit discharge prevention and investigation programs to ensure consistency with new regulations (2-3) Increase the Utility’s role in managing the current street sweeping program with an emphasis on water quality (2-5) Develop and implement a business pollution prevention program targeted to businesses with the greatest pollution potential (2-6) Ensure pollution prevention plans are developed for all city facilities (2-11) Improve the existing protocol for illicit discharge detection and elimination fecal coliform investigations (2-12) Implement requirements resulting from the second phase of the Deschutes TMDL (2-18) Increase inspection and maintenance of facilities to address low impact development standards (2-19) Develop and implement a sediment tracking system to record sediment removed by type of maintenance activity (2-20) Develop and implement pollution prevention training tailored to field staff (2-23) Expand inspections beyond NPDES requirements (4-14)
Illicit Discharge Prevention	The Utility provides illicit discharge prevention training to other City staff. Training includes spill identification and response, Certified Erosion and Sediment Control Lead training, Road Maintenance training, and field application of best management practices.	
Illicit Discharge Investigation	Illicit discharges and connections to the stormwater system are identified through citizen reporting, inspections and observations reported by City staff. Once identified, the Utility responds within 15 minutes during business hours and within one hour during non-business hours.	
Spill Response	Utility crews respond, clean up, document and report spills of contaminants that enter the stormwater system. The Utility’s spill hotline operates 24 hours per day, seven days a week.	
Stormwater Facility Inspection and Maintenance	Utility stormwater ponds are inspected annually. Those identified as not functioning to as-built conditions are placed on a priority maintenance schedule. Utility catch basins are inspected at least once every two years. During each catch basin inspection, sediment is removed. Private stormwater systems constructed after 2005 are inspected annually.	
Street Sweeping	The Utility’s current street sweeper schedule is designed to target downtown and arterials with bike lanes. Other streets are swept by zone on a rotating basis. The Utility splits funding of the program with the City’s Transportation line-of-business.	
Solids Management	The Utility collects, removes and disposes of more than 400 tons of sediment annually through its stormwater facility maintenance work. The material is stored and dried at the City’s central maintenance facility then hauled to solid waste facility for final disposal.	

Core Service: Habitat Management		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Education and Outreach	Utility staff provides information, technical assistance, and incentives to private landowners with aquatic habitats on their property. Program activities include workshops on habitat enhancement techniques, citizen science monitoring and other volunteer opportunities and free native trees and shrubs.	<ul style="list-style-type: none"> • Update the City’s integrated pest management plan in coordination with other departments (2-14). • The habitat management program is currently a pilot program. The Utility proposes to make the pilot program permanent <ul style="list-style-type: none"> ○ Increase Utility staff time devoted to collaborating with others on habitat and climate change related activities (3-1) ○ Collaborate with other departments to update the City’s integrated pest management strategy to guide noxious weed control (3-2) ○ Develop and implement vegetation and habitat management plans specific to City-owned properties (3-3) ○ Analyze land for possible protection through acquisition or easements (3-4) ○ Identify and manage invasive species by increasing both removal in city-managed aquatic habitats and landowner education activities (3-5) ○ Identify and manage vegetation in riparian areas by increasing both removal in city-managed riparian areas and landowner education activities (3-10) ○ Expand efforts to monitor the quantity and quality of aquatic habitat (3-11) ○ Increase public education activities related to the important functions provided by aquatic habitat (3-13) ○ Increase efforts to provide technical assistance and incentives to private properties containing aquatic and associated habitats (3-14) ○ Increase Utility staff time devoted to collaborating with internal and external partners on large-scale habitat projects (3-16) • Develop a natural infrastructure asset management program (4-4) • Design and plan capital improvements to complement natural infrastructure (4-7) • Transition vegetation and LID maintenance programs to Stormwater Operations (4-23)
Stewardship Planning	To inform stewardship efforts, the Utility uses remote sensing, on-the-ground surveys, reference sites and historical information to assess the condition of vulnerable habitats on City-managed property, other publicly managed sites. Such data informs stewardship plans prepared to protect, enhance, and restore key habitat areas.	
Restoration and Enhancement	Utility staff works with public (and at times private) landowners on restoration and enhancement projects including managing invasive species and planting appropriate native species in wetlands, placing logs in streams and tree planting. Intensive structural projects such as culvert replacements are budgeted as capital projects.	
Aquatic Habitat Monitoring	Tracking the quantity and quality of aquatic and upland habitats is a key stewardship task. Utility staff uses best available science, methods, and tools to collect data relevant to water quality, flood management, and natural hydrologic function.	
Noxious Weed Coordination	Utility staff coordinates city-wide efforts to comply with County weed board requirements, including managing site weed data and tracking treatments.	
Collaboration with Partners	Utility staff collaborates with other city departments, community groups, outside agencies, and tribes on habitat protection, stewardship, enhancement, and restoration efforts.	

Core Service: Capital Improvements Program		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Flooding	Capital facilities are publicly funded construction projects. Utility funds support hydrologic evaluation, engineering design, construction management, stormwater planning, and administration. Flooding is typically associated with under capacity stormwater conveyance systems. Flooding problems are addressed by either increasing the conveyance capacity or constructing regional ponds to control peak runoff flows. Capital projects to address flooding associated with rising sea levels will be required in the future.	<ul style="list-style-type: none"> • Model key sub-basins to identify existing and future flow capacity problems (1-1) • Take a basin planning approach when planning for regional detention facilities (1-2) • Evaluate older public stormwater detention facilities to optimize effectiveness(1-3) • Consolidate downtown outfalls (1-10) • Install tide gates on downtown outfalls (1-11) • Protect the LOTT wastewater treatment plant from marine water (1-12) • Develop structural alternatives to mitigate sea level rise (1-13) • Evaluate existing untreated pollution generating infrastructure and prioritize areas to retrofit for treatment (2-8) • Collaborate with other agencies, tribes, and community organizations to support environmental goals (3-1) • Support partners and community efforts to protect, steward, and restore aquatic and associated habitats (3-16) • Align capital project investments to complement and protect the function and condition of remaining aquatic habitat and natural infrastructure (4-7) • Develop a formal protocol for evaluating and ranking capital projects (4-19)
Water Quality	Capital facilities are publicly funded construction projects. Utility funds support hydrologic evaluation, engineering design, construction management, stormwater planning, and administration. The Utility strives to construct at least one capital project each year to provide water quality treatment where none currently exists.	
Aquatic Habitat	Capital facilities are publicly funded construction projects. Utility funds support hydrologic evaluation, engineering design, construction management, stormwater planning, and administration. Capital projects address a variety of habitat issues, including fish passage and access through the construction of culverts and the purchase of land to protect key aquatic habitat.	

Core Service: Utility Administration and Support Services		
Program	Current Program Description	Proposed Core Services Enhancements (Applicable Strategies)
Budgeting	Budgets and rates are developed annually by Utility staff for review and approval by the Utility Advisory Committee and City Council.	<ul style="list-style-type: none"> • Develop a rate structure that provides an incentive to retrofit private stormwater systems to provide higher levels of treatment (2-9) • Annually review the plan's implementation, specifically: <ul style="list-style-type: none"> ○ Roles and responsibilities between sections ○ Program plans' performance against performance measures ○ Resource and budgetary needs ○ New regulatory requirements
Staff Management	Staff management tasks include developing programs and work plans, providing staff training and hiring new staff.	
Support Services	Key support services include providing assistance with the following: annual budget establishment, communications and outreach; legal request processing; meeting setup; correspondence; recruiting and training new staff.	



Planning Commission

Suggestions for the Preliminary 2018 - 2019 Planning Commission Work Plan

Agenda Date: 11/6/2017
Agenda Item Number: 5.D
File Number: 17-0984

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

Title

Suggestions for the Preliminary 2018 - 2019 Planning Commission Work Plan

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion of potential items to be considered in the Planning Commission 2018 - 2019 Work Program.

Staff Contact:

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

Each year the Planning Commission proposes an annual work plan. It is reviewed by the Council General Government Committee and ultimately approved by City Council.

Items considered for inclusion can come from individual Commissioners or city staff. Last year, staff recommendations included items in the previous year's program that were not completed, items included in the upcoming work program of the Community Planning and Development Department, and related work of other Advisory Boards and Commissions.

Later this year staff will bring a proposed work plan to the Commission for review and consideration. Staff requests the Commissioners begin thinking about potential work items to be included.

Neighborhood/Community Interests (if known):

Much of the work of the Planning Commission is of interest to Neighborhoods and community members. However, to date there has not been specific comment about what should be included in the Commission's work plan for 2018 - 2019.

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

Options:

None. Discussion Only.

Financial Impact:

None. This work is included in the base budget.

Attachments:

Proposal Submittal Form



City of Olympia Planning Commission

Planning Commission Work Plan -- Member Proposals April 2018 – March 2019

Date: _____ Proposal Submitted By: _____

Title of Proposal: _____

Brief Description of Proposal:

OPC's Role or Deliverable:

- Review and provide feedback to _____
- Recommendation to Council
- Briefing/Update from _____

Subject or Topic:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Public Participation | <input type="checkbox"/> Natural Environment | <input type="checkbox"/> Land Use and Urban Design | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Health, Arts, Parks & Rec. | <input type="checkbox"/> Economy | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Capital Facilities Plan | <input type="checkbox"/> Special Area _____ | <input type="checkbox"/> Other _____ | |

Estimated amount of time on OPC agenda (30, 60, 90 minutes, etc.): _____

Budget Implications? Yes No Don't know

Suggested month to schedule on agenda (specific or approximate): _____

Item is flexible

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ATTACHMENT 1

Olympia Planning Commission - 2017 Work Plan (April 1, 2018 to March 31, 2019)

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one optional “retreat” during this period. In addition, a “Finance” subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC will be Senior Planner Stacey Ray of the Community Planning and Development Department (sray@ci.olympia.wa.us; 360.753.8046).

Section 1. 2018 Policy Issues – Recommendations to City Council						
Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2017. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% percent of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<p>1.1 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx</p> <p>Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>2 hours; plus 6 or more hours of subcommittee meeting time</p>	<p>CP&D staff: 14-18 hours</p> <p>Other citywide administrative and planning staff: 10 hours</p>	<p>Subcommittee formed in Spring; Commission to conclude review in September.</p>	<p>Included in base budget.</p>	<p>Detailed review and recommendation</p>	<p>City Staff – an annual update is customary for Olympia</p>
<p>1.2 Annual Comprehensive Plan Amendments http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx</p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission.</p> <p>Deliverables: Public Hearing and recommendation to City Council.</p>	<p>12 hours - dependent on scope, nature and controversy of proposals</p>	<p>CP&D staff: 24 to 40 hours</p> <p>Other department support: 24 to 40 hours</p>	<p>June</p>	<p>Included in base budget</p>	<p>Detailed review and recommendation</p>	

<p>1.3 Downtown design criteria update http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code consistent with downtown strategy.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>4 hours</p>	<p>CP&D staff: 10 hours - may include consultant</p>	<p>To Be Determined</p>	<p>Dependent on scope</p>	<p>General review and recommendation</p>	<p>City staff</p>
<p>1.4 Zoning Code Amendments – downtown area http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Amendment of development code relative to views to, from and over downtown area and other zoning changes related to the downtown strategy.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>3 hours</p>	<p>CP&D staff: 10 hours plus consultant</p>	<p>To Be Determined</p>	<p>Funded as part of downtown strategy scope Included in base budget</p>	<p>Detailed review and recommendation</p>	<p>City staff</p>
<p>1.5 Zoning map and development code text amendments</p> <p>Review of any privately proposed or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2018.</p> <p>Deliverables: Public Hearing and recommendation to City Council.</p>	<p>2 hours per proposal</p>	<p>CP&D staff: 4 to 10 hours per proposal</p>	<p>Dependent on timing of proposals</p>	<p>Included in base budget; private applicants pay a \$3200 fee.</p>	<p>Detailed review and recommendation</p>	<p>Placeholder for new proposals.</p>
<p>1.6 Sign code amendment www.olympiawa.gov/signcode</p> <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>4 hours</p>	<p>CP&D staff: 10 hours plus consultant</p>	<p>To Be Determined</p>	<p>Consultant contract from 2016 and 2017 funds</p>	<p>General review and recommendation</p>	<p>City staff</p>

<p>1.7 Low density neighborhood “in-fill” code amendments (aka Missing Middle Housing/Infill) http://olympiawa.gov/city-government/codes-plans-and-standards/missing-middle.aspx</p> <p>Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>6 hours</p>	<p>CP&D staff: 10 hours</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>Detailed review and recommendation</p>	<p>City Staff</p>
<p>1.8 Short Term Rental Policies</p> <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>4 hours</p>	<p>CP&D staff: 10 hours</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>General review and recommendation</p>	<p>City Staff</p>
<p>1.9 Drive Through Code Amendments</p> <p>Review existing code for consideration of areas appropriate to remove prohibition of drive-through uses.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	<p>2-4 hours</p>	<p>CP&D staff: 10 hours</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>General review and recommendation</p>	<p>City Staff</p>

SECTION 2.

2018 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated 11 meeting hours; about 15% percent of overall commission effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
<p>2.1 Neighborhood Center Code: A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.</p> <p>Deliverable: Proposed development code update for consideration by City in 2018</p>	<p>1 hour; plus substantial work group time</p>	<p>CP&D: 8 to 12 hours</p>	<p>To Be Determined</p>	<p>Included in base budget.</p>	<p>Led by Commission</p>	<p>Planning Commission -- continued item begun in 2014</p>
<p>2.2 Action Plan for comprehensive plan implementation. http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx</p> <p>An implementation strategy is called for in the Comprehensive Plan. Commission will review the Action Plan including performance measures (or 'community indicators') and provide comments on the actions, priorities and performance measures.</p> <p>Deliverable: Recommendation and comments to City staff.</p>	<p>2 hours</p>	<p>5 to 7 hours</p>	<p>April</p>	<p>Included in base budget.</p>	<p>As directed by Council's Land Use and Environment Committee</p>	<p>Comprehensive Plan</p>
<p>2.3 Subarea/Neighborhood Plan Review of draft Subarea Plan</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p>	<p>2 hours</p>	<p>CP&D staff: 4 hours</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>Optional advisor to staff, citizens and Council</p>	<p>CP&D staff</p>

SECTION 3. 2018 Administrative Activities and Informational Briefings In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal. Estimated 5 meeting hours plus retreat; about 10% percent of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat. Annual event focused on improving Commission functions and procedures. Deliverable. None - internal only.	1 hour of regular meeting time to prepare; 4 to 6 hours of retreat meeting time	CP&D Staff: 8 to 10 hours Facilitator at OPC option.	To Be Determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
3.2 Check-In with the Land Use and Environment Committee Potential joint meeting with the Land Use and Environment Committee Deliverable: None	1-2 hours		To Be Determined	Included in base budget	Led by LUEC	Planning Commission
3.3 Preparation of 2019 Work Plan Time allotted for proposing work items for following year. Deliverable: Recommendation to Council	2 hours	CP&D: 6 hours Other staff: Variable	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.4 Meet with Coalition of Neighborhood Association Meeting to share issues and coordinate; an alternative joint meeting may be substituted.	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA

Deliverable: None						
3.5 Parking Strategy Briefing http://olympiawa.gov/city-services/parking/parking-strategy.aspx Briefing regarding Parking Strategy Deliverable: None	4-6 hours	Variable depending on range and scope of topics prioritized for first year of implementation	To Be Determined	Included in base budget	Informational Briefing	City Staff
3.6 Sea Level Rise Response Plan Briefing http://olympiawa.gov/city-utilities/storm-and-surface-water/sea-level-rise.aspx Briefing regarding SLR Response Planning Process Deliverable: None			To Be Determined			City Staff & Planning Commission
3.7 Economic Development Briefing Briefing regarding economic development opportunities and actions in the City of Olympia Deliverable: None	1 hour	CP&D: 2 hours	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.8 West Bay Restoration & Parks Plan Briefing http://olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx Briefing regarding progress on the West Bay restoration and parks master planning efforts Deliverable: None	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission
3.9 Transportation Master Plan Briefing Briefing regarding progress on the Transportation Master Plan Deliverable: None	1 hour	CP&D: 1 hour	To Be Determined	Included in base budget	Informational Briefing	Planning Commission

<p>3.10 Development Activity Briefing Briefing regarding annual development activity within the City and UGA</p> <p>Deliverable: None</p>	<p>1 hour</p>	<p>CP&D: 1 hour</p>	<p>Nov/Dec</p>	<p>Included in base budget</p>	<p>Informational Briefing</p>	<p>Planning Commission</p>
<p>3.11 Affordable Housing Briefing A briefing regarding the status of affordable housing issues in Olympia and Thurston County</p> <p>Deliverable: None</p>	<p>1 hour</p>	<p>CP&D: 1 hour</p>	<p>Nov/Dec</p>	<p>Included in base budget</p>	<p>Informational Briefing</p>	<p>Planning Commission</p>
<p>3.12 Public Safety Briefing http://olympiawa.gov/city-services/police-department.aspx http://olympiawa.gov/city-services/fire-department.aspx</p> <p>A briefing by the Police and Fire Departments regarding public safety in Olympia</p> <p>Deliverable: None</p>	<p>1 hour</p>	<p>OPD: 1 hour OFD: 1 hour</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>Informational Briefing</p>	<p>Planning Commission</p>
<p>3.13 Thurston County Joint Plan Briefing</p> <p>A briefing about the city and county efforts to update the Joint Plan for the Urban Growth Area of Olympia.</p> <p>Deliverable: None</p>	<p>1 hour</p>	<p>CP&D: 1 hour</p>	<p>To Be Determined</p>	<p>Included in base budget</p>	<p>Informational Briefing</p>	<p>City Staff</p>

May be added – Depending on CP&D Work Program for 2018
 Urban Forestry Management Plan
 SMP Restoration Plan
 Commercial Design Review code amendment (commercial projects fronting on all streets)

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ATTACHMENT 2