



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, May 16, 2019

5:30 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

(Estimated Time: 0-15 Minutes)

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

5. APPROVAL OF MINUTES

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

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

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

Attachments: [Amended OMC updates table](#)
[Barnacle Immobilization Device Link](#)

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

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

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

Attachments: [Work Plan](#)

7. REPORTS AND UPDATES

8. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington

State Relay Service at 7-1-1 or 1.800.833.6384.



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

Land Use & Environment Committee
**Approval of April 25, 2019 Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 5/16/2019
Agenda Item Number:
File Number: 19-0462

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

Title

Approval of April 25, 2019 Land Use & Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, April 25, 2019

5:30 PM

Council Chambers

Special Meeting

1. CALL TO ORDER

Councilmember Parshley called the meeting to order at 5:32 p.m.

2. ROLL CALL

Present: 2 - Committee member Nathaniel Jones and Committee member Lisa Parshley

Excused: 1 - Chair Clark Gilman

2.A OTHERS PRESENT

City of Olympia Community Planning and Development staff:

Director Keith Stahley

Deputy Director Leonard Bauer

Principal Planner Tim Smith

Senior Planner Joyce Phillips

Home Fund Program Manager Cary Retlin

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

The following people spoke:

Vicky Porter and Sarah Stockholm.

5. APPROVAL OF MINUTES

5.A [19-0393](#) Approval of March 21, 2019 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [19-0237](#) Downtown Design Guidelines Update Briefing

Ms. Phillips provided a summary and next steps.

The information was received.

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

Mr. Bauer summarized the Local Project Review Act. Mr. Smith reviewed the Land Use Application Process and provided two handouts.

The discussion was continued to the May 16, 2019 Land Use & Environment Committee meeting.

- 6.C** [19-0389](#) Approval of Next Steps on Renter Protections

Mr. Retlin presented information about renter protection programs and provided two handouts. Committee members asked staff to provide more information in the future in order to further consider the recommendations.

The recommendation was received.

7. REPORTS AND UPDATES

8. ADJOURNMENT

The meeting adjourned at 7:50 p.m.



Land Use & Environment Committee

Amended Parking Municipal Code Updates

Agenda Date: 5/16/2019
Agenda Item Number: 6.A
File Number: 19-0432

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

Title

Amended Parking Municipal Code Updates

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to recommend amended parking ordinance updates and forward to City Council for consideration.

Report

Issue:

Whether to recommend proposed parking ordinance changes and amendments to full Council for consideration.

Staff Contact:

Max DeJarnatt, Parking Program Analyst, Community Planning & Development, 360.570.3723

Presenter(s):

Max DeJarnatt, Parking Program Analyst

Background and Analysis:

In August 2018, the Land Use and Environment Committee forwarded recommended updates to Olympia's Municipal Code Title 10 to City Council for consideration. Since that time staff have made additional recommendations.

Among the August updates was a recommendation to increase residential parking permit fees. This item was subsequently removed from this round of ordinance updates, pending engagement with the South Capitol Neighborhood. This process will involve six to eight facilitated meetings with representatives of the neighborhood and the Department of Enterprise Services. Staff expects to have a recommendation for ordinance 10.16.055 in late summer/early fall.

Other significant amendments address how the City responds to unpaid citations. By lowering the cap of citations and number of days required before immobilizing and/or impounding, staff hope to

prevent the accumulation of excessive fines. “Immobilization” now includes the use of a “Barnacle” (**see attached** link for video), which is simpler and safer to install than a “boot”, removable by the customer after payment, and can be impounded with the vehicle.

Finally, staff have changed language in the chapter to replace “parking meters” with “metered parking,” to allow for other payment devices (e.g. mobile payments).
A table listing ordinance changes, including highlighted amendments, is attached.

Neighborhood/Community Interests (if known):

South Capitol Neighborhood and City Staff are beginning process to address 10.16.055 and solutions to parking in that area. A 2015 survey of downtown businesses revealed that parking is a top concern for businesses and customers.

Options:

1. Move to forward the proposed OMC updates to City Council for consideration.
2. Alter the proposed OMC updates
3. Do not forward the proposed OMC updates to City Council for consideration.

Financial Impact:

N/A

Attachments:

Table of proposed ordinance changes and amendments
[Link to Barnacle Immobilization Device Website](#)

Summary of Parking Ordinance Changes

Chapter	Section	Item	Suggested Change	Explanation
10.16	<i>Throughout</i>		<i>Referencing tables 10.16.330 & 10.16.340 for fees and penalties</i>	<i>Listing fees and penalties in a table makes look up more convenient for customer and updating more streamlined for parking services.</i>
10.16.020	Parking prohibited at all times on certain streets	B & C	Additional penalties and option to impound vehicle	Increase disincentives for illegal parking
10.16.055	<i>Residential Parking Program</i>		<i>4 Change fee from \$10/year to \$5/month</i>	<i>Per strategy, need to transition residential permit holders to monthly fee, with the intent to a) move vehicles off street in downtown core and b) provide appropriate revenue for adequate enforcement in South Capital neighborhood.</i>
10.16.030	Recreational vehicle parking on city streets over 24 hours or between the hours of 3:00 a.m. and 6:00 a.m. prohibited without permit	B.1	Adding 'conversion vans' to list	New type of vehicle not currently covered in OMC
10.16.070	Free parking areas	Section header, A, & B	Changing 'area' to 'zone', adding 'one hour' to list of zones	The term 'zone' is industry standard. 'Area' comes across as amorphous.
10.16.110	Parking of motorcycles, motor-driven cycles and mopeds within metered parking spaces	C.1 & C.2	Restricting parking to motor driven cycles only and adding penalty.	This prohibits small cars from using motorcycle stalls
10.16.120	Tampering with parking enforcement process is a violation	B & C	Specifying meter hoods and signs as enforcement process and replacing "boot" with "immobilization device"	Needed explicit prohibition on tampering with signs and meter hoods, and boots may be joined by 'barnacles', which affix to the windshield.
10.16.130	<i>Parking Meters - Methods of fee payment: coins, prepaid cards, credit or debit cards, and permits</i>	<i>D & E</i>	<i>changing 'parking meters' to 'metered parking'</i>	<i>Allows for broader use of payment devices, including mobile pay-by-phone options.</i>
10.16.140	<i>City parking lots -- Regulations</i>		<i>Specifying that Senior permits are required for parking at the Olympia Center on-site lot</i>	<i>clears up confusion about who is allowed to park at lot</i>
10.16.150	<i>City parking lots and meters - Fee schedules</i>		<i>changing 'parking meters' to 'metered parking'</i>	<i>Allows for broader use of payment devices, including mobile pay-by-phone options.</i>
10.16.210	Prohibited parking	C	Add city-vehicle designated spaces to prohibited parking	Need explicit prohibition on parking in spaces reserved for city vehicles

Chapter	Section	Item	Suggested Change	Explanation
10.16.220	General parking prohibitions	A.21, A.22, B, C and D	Add meter hoods, cones, and barricades to list of prohibited parking, remove exception to subsection A14 (fire hydrant), specifying "one hour" as period between citations, and allowing for impoundment for hazardous vehicles after 3 citations or 24 hours after a meter was hooded	Need explicit prohibition on parking at barricades and meter hoods, clarifying fee for parking at a fire hydrant, and enabling parking services to move hazardous vehicles
10.16.230	Disabled parking	New Ordinance	Add ordinance establishing time limits for disabled parking at meters and in timed zones	Without a time limit, disabled placards function as a universal parking permit, encouraging misuse. The 4-hour limit is consistent with State Law.
10.16.270	Penalties		shortening timeframe for latefees	This relates to shortening timeframe for immobilization and impoundment (10.16.280-300)
10.16.280	Parking Services' Scofflaw List (vehicles involved in eight or such greater number of parking tickets unpaid more than sixty days after their issuance)	G	Remove "and OMC Section 10.16.290, Immobilization,"	A hearing for an immobilized vehicle would prevent vehicle from being impounded, leaving it on the street for days, if not weeks.
10.16.280	Parking Services' Scofflaw List	A.	Reducing number of tickets from eight to three, and time period from sixty to thirty	constraining the number of tickets and days prevents the excessive accumulation of citations which often leads to fine amounts greater than the value of the vehicle, leading to abandonment.
10.16.290	Immobilization	A, B, C, and D	Change "boot" to "immobilization device" and describe barnacle	Immobilization technology changing to include other methods of immobilizing vehicles
10.16.290	Immobilization	B	Reducing number of tickets from eight to three, and time period from sixty to thirty	constraining the number of tickets and days prevents the excessive accumulation of citations which often leads to fine amounts greater than the value of the vehicle, leading to abandonment.
10.16.300	Impoundment	A.7, A.8, A.9	Adding hazardous vehicles with 3 consecutive restricted citations, 12 hour hooded meters, and vehicles in load zones with 3 consecutive citations over 24 hours	Having the authority to impound allows business to continue, reduces chaos.
10.16.300	Impoundment	A.1	Reducing number of tickets from twelve to five, and time period from sixty to thirty	constraining the number of tickets and days prevents the excessive accumulation of citations which often leads to fine amounts greater than the value of the vehicle, leading to abandonment.

Chapter	Section	Item	Suggested Change	Explanation
10.16.310	Downtown Carpool Parking Program	A, D.1.a.vii.	Changing "free of" to "without" and requiring permit renewal by first of following month.	"free" can give the false impression that the permit is free, and the code needed specificity pertaining to the renewal deadline.
10.16.320	Expired or improper license plates	New Ordinance	Prohibits parking in right-of-way with improperly displayed plates	RCW requires valid registration to operate vehicle, but it is often difficult to catch operators in the act. \$30 penalty encourages responsible vehicle ownership
10.16.330	Fee Schedule	New Ordinance	Add table to list fees associated with parking	Linking ordinances to a fee table streamlines the updating process.
10.16.340	Penalty schedule	New Ordinance	Add table to list penalties associated with parking	Linking ordinances to a penalty table streamlines the updating process.
10.20.040	Curb-loading zone designation taxi zones- passenger and freight	Header, B, D, and E	Adding "with permit", removing "bus stops", adding chain violations, and option to impound	Loading zones are important to the movement of products and services. Restricting access via permits, increasing the penalties, and adding the option to impound an offending vehicle will return the flow of commerce back to normal faster.
10.20.070	RCW parking enforcement - Administrative fees	New Ordinance	Specify administration fees added to enforcement of RCW 46.19.050 and RCW 46.08.185	Enforcing RCW costs the City money that is not recouped by the citation.
10.20.090	Civil Authority	adding/updating RCW	Add 46.55.113 - Removal by police officer - definition	RCW authorizes police to impound vehicles on the right of way with expired tabs over 45 days.



BARNACLE™



BENEFITS

MOTORIST RELEASE

SAFE CURBSIDE DEPLOYMENT

NON-DAMAGING TO VEHICLE

TOWABLE WHEN DEPLOYED

INCREASED PROFITABILITY

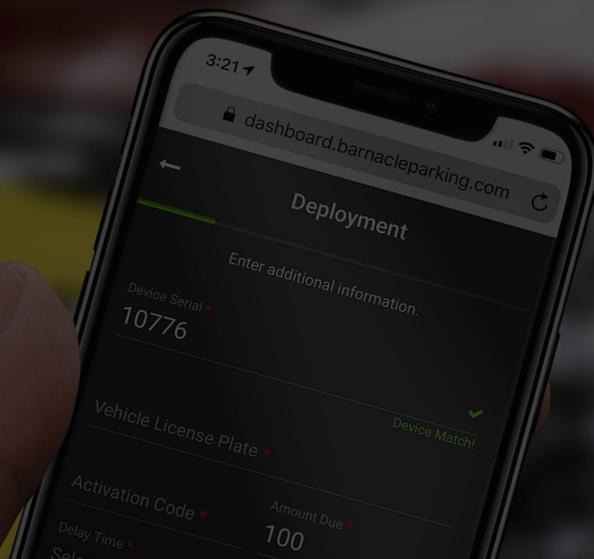
A PROVEN SOLUTION FOR

TOW COMPANIES



The Barnacle® provides a profitable solution that can complement any existing towing or booting operation.

- Towable when deployed
- Does not damage vehicle
- Can be released by the motorist





[HOW IT WORKS](#)

[PRODUCTS](#)

[CUSTOMERS](#)

[PRESS](#)

[SALES](#)

[CAREERS](#)

[PAY](#)

[TERMS AND CONDITIONS](#)

[PRIVACY POLICY](#)

[FACEBOOK](#)

[LINKEDIN](#)

© Copyright. 2018 ITSA Solutions, LLC. THE BARNACLE mark, logo and product design are the intellectual property of ITSA Solutions LLC.



Land Use & Environment Committee

Discussion on Missing Middle Metrics

Agenda Date: 5/16/2019
Agenda Item Number: 6.B
File Number: 19-0448

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

Title

Discussion on Missing Middle Metrics

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss potential metrics for missing middle housing and any future reporting on metrics desired by the Committee.

Report

Issue:

Whether to discuss potential metrics for missing middle housing.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development, 360.725.8206

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

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

In November 2018, after an extensive two-year public process, the City Council adopted an ordinance to increase opportunities for 'missing middle' housing throughout most of the city. The ordinance amended the City's zoning code and directed examination of impact fees and sewer hook-up costs/requirements.

There were three primary purposes for adoption of the missing middle ordinance:

1. Increase the variety of housing types throughout the community
2. Provide more affordable choices of housing types throughout the community
3. Accommodate new population growth within the city and its urban growth area

The Committee requested potential metrics to measure outcomes of the missing middle ordinance changes. Staff will present options based on the three primary purposes above. Due to design and

construction timelines, staff recommends at least an annual reporting cycle to reflect actual effects of the ordinance.

Neighborhood/Community Interests (if known):

Consideration of the missing middle housing ordinance drew significant interest and participation throughout the community. Metrics of its effects will likely also receive significant interest.

Options:

Staff will present options for missing middle metrics for consideration.

Financial Impact:

Tracking and reporting on missing middle metrics can be accomplished within existing budget resources.

Attachments:

None



Land Use & Environment Committee

Discussion of the Public Process for Input on the Development Review Process

Agenda Date: 5/16/2019
Agenda Item Number: 6.C
File Number: 19-0248

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

Title

Discussion of the Public Process for Input on the Development Review Process

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss the public process for input on the development review process, and provide staff with feedback and direction.

Report

Issue:

Whether to discuss and provide staff with feedback and direction regarding the public process for input on development review projects.

Staff Contact:

Leonard Bauer, Deputy Director, Community Planning and Development Department 360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director, Community Planning and Development Department
Tim Smith, Planning Manager, Community Planning and Development Department

Background and Analysis:

Provide staff with feedback and direction regarding the development review process and how the public is able to provide input into the process.

Neighborhood/Community Interests:

Development review process effect the entire City.

Options:

Discussion only.

Financial Impact:

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

N/A

Attachments:

None



Land Use & Environment Committee

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

Agenda Date: 5/16/2019
Agenda Item Number: 6.D
File Number: 19-0430

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

Title

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

Recommended Action

Committee Recommendation:

No referred to a committee.

City Manager Recommendation:

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

Report

Issue:

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

Staff Contact:

Keith Stahley, Director Community Planning and Development Department 360.753.8227

Presenter(s):

Keith Stahley, Director Community Planning and Development Department

Background and Analysis:

At the Land Use and Environment Committee's April 25, 2019, meeting, the committee directed staff to place the 2019 Land Use and Environment Committee Work Plan on the agenda for mid-year review. The committee discussed several issues they were interested in exploring and wanted to be clear what was on the 2019 Work Plan.

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

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

Neighborhood/Community Interests:

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

Options:

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

Financial Impact:

None.

Attachments:

Work Plan

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

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

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

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

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

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

December 19, 2019
36. CPD Work Plan Update 2020
37. Review LUEC 2020 Work Plan
38. Homeless Response Plan Status Reports
TBD
39. Transportation Master Plan
40. Regional Climate Action Plan
41. Develop language for inclusion in all RFPs to address the regional climate mitigation/adaption recommendations
42. Recycling Update