



# Meeting Agenda

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8447

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Thursday, February 26, 2015

5:30 PM

Council Chambers

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1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

- 3.A [15-0155](#) Approval of January 29, 2015 Land Use and Environment Committee Meeting Minutes

**Attachments:** [Minutes](#)

4. COMMITTEE BUSINESS

- 4.A [15-0162](#) Parks, Arts and Recreation Citizen Survey

- 4.B [15-0167](#) Status Report - Potential Code Amendments to Implement Olympia's Updated Comprehensive Plan

**Attachments:** [Potential Code Amendments for Comp Plan Consistency](#)

- 4.C [15-0172](#) Scope and Public Participation Recommendation for the Downtown Strategy

**Attachments:** [Draft Public Participation and Communication Plan](#)

[Communication Tools/Spectrum of Participation](#)

[Relationship to Other Planning Efforts \(Graphic\)](#)

[Draft Framework & Topics for Discussion](#)

[Options for SEPA Exemption in Olympia's Downtown](#)

[What is the Downtown Strategy?](#)

[Area Map](#)

[Scoping - Guiding Principles and Timeline, Roles](#)

[Examples of Illustrations from Other Cities 'Plans'](#)

- 4.D [15-0173](#) Review of Proposed Change to Historic Inventory Regulations

**Attachments:** [OMC 18.02.180 Definitions](#)

[OMC 18.12 Historic Preservation](#)

- 4.E [15-0197](#) Artesian Commons Leadership Team - Council Liaison

- 4.F [15-0191](#) Status Reports and Updates - Downtown Project and Related Topics

**5. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8447

**Land Use & Environment Committee**  
**Approval of January 29, 2015 Land Use and  
Environment Committee Meeting Minutes**

**Agenda Date:** 2/26/2015  
**Agenda Item Number:** 3.A  
**File Number:** 15-0155

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

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**Title**

Approval of January 29, 2015 Land Use and Environment Committee Meeting Minutes



# Meeting Minutes - Draft

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8447

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Thursday, January 29, 2015

5:30 PM

Room 207

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### 1. ROLL CALL

**Present:** 3 - Chair Steve Langer, Committee Member Julie Hankins and Committee Member Jeannine Roe

### OTHERS PRESENT

City Manager Steve Hall  
CP&D Director Keith Stahley  
CP&D Downtown Liaison Brian Wilson  
Police Lieutenant Paul Lower  
CP&D Associate Planner Stacey Ray  
CP&D Deputy Director Leonard Bauer  
CP&D Senior Planner Amy Buckler  
Parks, Arts and Recreation Director Paul Simmons

### 2. CALL TO ORDER

Chair Langer called the meeting to order at 5:34 p.m.

### 3. APPROVAL OF MINUTES

- 3.A [15-0104](#) Approval of December 11, 2014 Land Use and Environment Committee Meeting Minutes

**The minutes were approved.**

### 4. COMMITTEE BUSINESS

- 4.A [15-0092](#) Downtown Project IV Work Plan

Mr. Wilson gave a brief outline for newcomers and outlined goals of the plan to promote cleanliness, safety, economic development, and partnerships. The project has reached the end of its three-year planning period and is ready to reassess and create a new strategy. Existing and new programs will require support and ideally the resources generated will fuel future projects as things progress. Areas of future focus include the Community Renewal Area, including blighted properties and a downtown welcome center, which would require partnerships from several agencies. The work plan will be an upcoming Consent item on a future Council agenda. The Downtown Parking Strategy will soon be reviewed and plans for a public restroom area will be

reviewed in late March. Other plans include continued partnership with the Volunteers in Paint Program, improvements to facades, and improvements to wayfinding which includes utility box wraps. Social media and online forums will be utilized to gain better understanding of public opinions and ideas.

Mr. Wilson requested input on items to be added to the list and suggested additions include a Gant chart to establish a timeline with completion dates, bicycle and pedestrian wayfinding, and analyzing how people flow through downtown.

**The discussion was completed.**

**4.B**      [15-0086](#)      Downtown Strategy Scoping

Ms. Buckler began with a recount of progress so far, requesting questions and refinement. If they are ready to move forward, they will bring their plan in February. The City Council retreat discussed a firm approach and finalization of the scope. Once the scope is complete an RFP or RFQ will be released. A summary of the downtown strategy was provided, focusing on engaging the public and prioritizing the most impactful improvements, which will be decided upon with community input. The downtown strategy will be adopted next year in the summer or fall and will be improved and implemented each year across a five-year timeline. At the end of the five-year period, the project will be reviewed and updated to proceed with the next five-year plan. The project has already adopted a vision and goals, at this point being ready to communicate with the public and take action. The goal of these plans will improve the downtown area and encourage both community and private investors to be involved, as well as serving as an umbrella project to collaborate relevant projects. First-year goals include connecting and enhancing places and spaces through working to reduce instabilities, promote investment, and enhance the downtown space. A list of code amendments has been suggested and will be discussed at a later date. The draft framework is directed to be within purview, realistic, and what the Comprehensive Plan says it will do.

Concerns about views being blocked and development not achieving intended outcomes require the standards to be thoroughly discussed with the public. The design standards will be reviewed, changed, and improved to be more inclusive of desired outcomes and a consultant will likely be brought in. A coordinated strategy will be communicated to ensure community understanding of how jobs and businesses will be affected. A housing strategy will be generated and assessed along with the current market and what services are needed in the downtown area.

Mr. Bauer spoke on the State Environmental Policy Act (SEPA), which requires governments, including cities, to review action impacts. This pertains to projects of all levels and involves rules that dictate approaches. SEPA must be consulted as the Downtown Strategy proceeds. The amount to be reviewed may be a deterrent to investors, but the City could take on a larger portion of the analysis project, so that investors would have more information on their prospective projects up front. This would allow information to be provided on potential project impacts as well as what actions might be taken to mitigate these impacts. A change to the requirements has

been proposed as a list of options for the Council to review. The City may choose to increase the exemption level for minor construction, alter urban infill exemption levels, and/or adopt a more detailed environmental impact statement. These options could be implemented during the Downtown Strategy implementation.

Chair Langer opened the floor to discussion. The discussion focused on the housing and retail assessment of the downtown area by an outside consultant as well as community members, with an emphasis on viewing all individual topics together to gain a clear picture of what is needed and how it will work best. Some preliminary input included an annual performance review, an anchor store, and a need to increase the amount of market-rate housing to improve the balance between market-rate and subsidized housing downtown.

Chair Langer moved the discussion onto the topic of SEPA. The proposed options were discussed and it was explained that they do not have an expiration date, as they would be changes to the regulations themselves and the data surrounding the project(s) would be available to the public to prevent the same assessments being repeated. Other cities have done one or a combination of these options and had success due to their decisions being based on their own situations. More information on the three options will be provided at a later date by Mr. Bauer.

**The discussion was completed.**

**4.D**      [15-0106](#)      Artesian Commons - Immediate Actions and Long-Term Visioning Process

Mr. Simmons presented an approach that has been developed for managing the Artesian Commons. Aspects of the plan that require immediate action include improved safety and security, implementing 20 hours a week of programming from May to September involving the Olympia Workers League (OWL), hosting eight special events over the summer, increasing maintenance at the park, administering walk-throughs prior to events, putting up a basketball hoop, installing a fence (four feet is the current intended height), including gates and space for a storage unit, improving park signage, establishing park hours, improving and implementing new lighting, and adding additional cameras to the park. The fence project is the most urgent, due to the 4-5 month installation period.

The 2015 management strategy involves the development of the Artesian Commons Leadership Committee, which will meet to make minor decisions on the park and help to guide staff on park management. Structural or regulatory changes would still be brought before the Council. Candidates for the committee have been selected from various City departments and a youth liaison from the community will be included as well. The next step is to formally invite the candidates to join the committee. The 2015 plan also includes the formation of action teams, that will oversee various areas of the park's maintenance, help the community take ownership of the park, and implement the decisions of the Leadership Committee. The areas of focus are programs, partners, and events; maintenance; safety and security; evolving design; and public outreach and communications.

The visioning plan for the park will entail considerations for 2016 and beyond. Safety and security will continue to be important and community input will be highly influential in creating a scope and timeline. The current plan from February to April is to focus on assessing programming, design challenges, and reviewing data and input to produce a basis for future decisions. From May to August, the primary focus will be to develop the public outreach strategy, collect input from those using the park, and consider the information to decide how to proceed in the short- and long-term.

Chair Langer opened the floor for discussion. The smoking situation at the park was discussed and this will be discussed by the Leadership Committee that will be formed. Information on crime at the park was offered by Police Lieutenant Paul Lower and may be prioritized in the 2014 review. The effect of cameras, a crime map since the well's opening, specific problems facing the area, difficulties enforcing these problems, and some options for dealing with these were all requested. There were various mentions of the positive impact that youth presence has on the park.

Chair Langer directed the discussion to the fence options presented for consideration. The cost of the fence will not be known until a design is decided and vendors have provided quotes. Use of a community welding group was suggested and concerns were expressed for the effectiveness of the four foot height of the fence in regards to basketballs entering the roadway and people entering the park after hours. The use of the fence as a boundary line for regulation enforcement was noted. Suggestions were made to opt for a flat-topped fence as opposed to one with exposed bars and no sharp designs. The ability for plants to grow into the fence was supported and bamboo as a fence alternative was suggested. No vote was made on fence design.

**The discussion was completed.**

**4.C**      [15-0050](#)      Briefing on Action Plan Partners

Ms. Ray said the Action Plan aims to assist the Comprehensive Plan to gain traction. It allows for prioritization, collaboration, moving forward, and is community-wide. It provides an umbrella, including other plans and the community. The success of efforts assisted by the Action Plan will feed back into the Action Plan again. Public involvement is critical to the project's success and requires community input, ideas, and diversity. The Action Plan works to inform, consult, involve, and collaborate. The project plan is to kick off in mid-April in a community-wide event and work heavily with the public in the months following, closing with an event to celebrate the accomplishments and recognize partners in August to September. The plan to engage project partners includes presentations, mini workshops, and action plan partner work groups. Fifteen members will make up the group of partners, and although a list of candidates has been created, it is still open to change. This group would meet four times throughout the public involvement process, providing feedback to staff on draft material and updates to the Land Use and Environment Committee.

Ms. Ray asked for input from the Committee on what would be requested of the Action Plan group. Chair Langer opened the floor for discussion. The diversity of the

candidate group so far was discussed and it was suggested that it could be discussed with those who invested in this project and potentially pulling people in from other boards. The deadline for the solid list of candidates is as soon as possible and it may be taken to a higher Council if possible. More precise content will be available later and will be provided. The framing of the event was discussed and considered to be changed to a more “party”-oriented title. Scheduling of the full Council and availability will be discussed at a later date.

**The discussion was completed.**

- 4.E**     [15-0087](#)     Consider Land Use and Environment Committee Calendar and Work Plan

Mr. Stahley reviewed the Land Use and Environment Committee Draft Work Plan and Committee Calendar, listing the areas of focus, such as the Artesian Commons, the Shoreline Master Program, and the Urban Forestry Asset Management Plan. An endorsement was made to put the future calendar up for City Council approval.

**The decision was approved.**

- 4.F**     [15-0110](#)     Status Reports and Updates

**The item was closed with no discussion or action.**

**5.     ADJOURNMENT**

The meeting was adjourned at 8:43 p.m.





## Land Use & Environment Committee

### Parks, Arts and Recreation Citizen Survey

**Agenda Date:** 2/26/2015  
**Agenda Item Number:** 4.A  
**File Number:** 15-0162

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

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#### **Title**

Parks, Arts and Recreation Citizen Survey

#### **Recommended Action**

##### **Committee Recommendation:**

At its meeting on December 11, 2014, the Land Use and Environment Committee requested that staff give the committee an opportunity to review the park plan survey before it was administered.

##### **City Manager Recommendation:**

Receive briefing from staff and provide general guidance.

#### **Report**

##### **Issue:**

As part of the Parks, Arts and Recreation Plan update, staff has hired Elway Research Inc. to conduct a survey of random Olympia residents. This is the same firm that recently administered a citizen survey on Olympia government priorities and services.

##### **Staff Contact:**

Jonathon Turlove, Associate Planner, Olympia Parks, Arts and Recreation, 360.753.8068

##### **Presenter(s):**

Paul Simmons, Director, Olympia Parks, Arts and Recreation  
Jonathon Turlove, Associate Planner, Olympia Parks, Arts and Recreation  
Stuart Elway, President, Elway Research Inc.

##### **Background and Analysis:**

It has been 15 years since the City has conducted a statistically valid citizen survey related specifically to parks, arts and recreation projects, programs and services. Staff is currently in the process of updating the Parks, Arts and Recreation Plan. Statistically significant survey of residents of residents will be pivotal in helping determine not only capital projects, but the balance of services across the Department.

At the LUEC meeting, Stuart Elway will present the methodology and provide a general overview of survey questions. As with the recent City survey, we will rely on his professional expertise regarding questionnaire format and wording.

**Neighborhood/Community Interests (if known):**

Feedback from the eight neighborhood meetings staff have hosted and the OlySpeaks on-line questionnaire have given us many great ideas for parks, arts and recreation projects. Certain projects appear to have strong support, but it is difficult to tell what level of community support various projects have without a random survey of residents.

**Options:**

1. Receive briefing from staff and provide general guidance

**Financial Impact:**

Administering the survey is expected to cost \$20,750. Funds for this effort are in OPARD's budget for the parks plan update.



## Land Use & Environment Committee

### Status Report - Potential Code Amendments to Implement Olympia's Updated Comprehensive Plan

**Agenda Date:** 2/26/2015  
**Agenda Item Number:** 4.B  
**File Number:**15-0167

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

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#### **Title**

Status Report - Potential Code Amendments to Implement Olympia's Updated Comprehensive Plan

#### **Recommended Action**

##### **Committee Recommendation:**

No prior committee action.

##### **City Manager Recommendation:**

No action required; briefing only.

#### **Report**

##### **Issue:**

In 2014, while the City Council was holding hearings and deliberating regarding the Comprehensive Plan update approved by the Council in December, the City staff was working with the Planning Commission to identify and bring forward a variety of development code amendments to implement the updated Plan. The Commission's recommendations on many of these topics will reach the Council in 2015. This briefing will provide the Committee with a status report regarding this set of amendments in preparation for individualized consideration by the full Council.

##### **Staff Contact:**

Todd Stamm, Principal Planner, Community Planning and Development Department, 360.753.8597

##### **Presenter:**

Todd Stamm, Principal Planner

##### **Background and Analysis:**

Development regulations are one of the primary means by which the City of Olympia ensures that both private and public activities are consistent with the Olympia Comprehensive Plan. The city's development regulations are required by the state Growth Management Act (GMA) to be consistent with the Comprehensive Plan. Revisions to the city's development regulations deemed necessary to maintain consistency with the Comprehensive Plan are required by the GMA to be adopted no later than June 30, 2016.

Following the Planning Commission's recommendation of an updated Comprehensive Plan, the Commission began reviewing potential amendments to development regulations that may flow from the updated Plan. These development regulations fall into two categories:

1. A set of ten amendments to bring forward soon after adoption of the Comprehensive Plan, including five that staff recommend as necessary to maintain consistency with the updated Plan.
2. Amendments called for in the Comprehensive Plan, to be prioritized in the Action Plan (aka Comprehensive Plan Implementation Strategy) now being developed.

Included in the first set are changes in the City's rezone criteria, refinement of codes related to multi-family housing and commercial development along public streets, and rezones of the Capitol Campus and LOTT wastewater treatment plan. Some of these proposals have already been presented to the Planning Commission for public hearings and recommendations to the Council, while others are scheduled to be considered by the Commission in 2015. The attached document summarizes the status of all amendments in this first set. City staff will present more details at the Committee meeting.

The second set of potential code amendments is more extensive, and will be discussed during the public process of creating the Action Plan for implementing the Comprehensive Plan. Among these items are:

- A review of open space and tree canopy regulations
- Refinement of codes related to industry and home-based businesses
- An update of scenic view regulations
- Review of the City's design requirements
- Evaluation of locally-significant wildlife habitat
- A review of 'in-fill' standards, such as provisions for group homes and accessory dwelling units, neighborhood centers, and 'clustering' of housing

... and many others.

**Neighborhood/Community Interests (if known):**

Individual code amendments have received a variety of public interest.

**Options:**

Not applicable; no action required.

**Financial Impact:**

Included in base budget.

# DEVELOPMENT CODE AMENDMENTS FOR NEW COMPREHENSIVE PLAN

## *'THE FIRST SET'*

No.	AMENDMENT	SUMMARY	CODE SECTION	IMPLEMENTS	STATUS	CONSENT ITEM?
1*	REZONE CRITERIA	Update of criteria used to evaluate rezone requests	OMC 18.59.050-060	Land Use chapter	Council 'first reading' approved Feb. 10; final approval expected Feb. 24	Yes
2*	CAPITOL CAMPUS REZONE	To reflect new Plan and special status of State's Capitol Campus	Zoning map	Future Land Use map	Recommended by OPC; being reviewed by legal counsel; to be reviewed by State Capitol Committee	No
3*	LOTT REZONE	Change treatment plant site from Industrial to Urban Waterfront; plus clerical 'upkeep' of map	Zoning map	Future Land Use map	Recommended by OPC; soon to be placed on Council agenda	Yes
4	LONG-TERM 'CAMPUS' APPROVALS	Provision for longer (more than 4 years) approval of plans for development sites over 20 acres	To be determined	Land Use policy 15.6	Staff to present proposal to Planning Commission in 2015	Unknown
5	'CITY STREET' DESIGN REVIEW	Expansion of commercial design requirements to most sites along public streets	OMC 18.100.060	Land Use policy 6.1	To be presented to Design Review Board and Planning Commission in March	No
6*	MULTI-FAMILY 'BUFFERS'	Reduce housing-mix threshold to 5 acres (now 10) in RM-18 and RMU zones	OMC 18.40.060.N.1.a	Land Use policy 16.12	Recommended by OPC; to be scheduled at Council	Yes
7	REZONE HEARING BODY	Determine whether various types of rezone proposals are to be heard by Hearing Examiner or Planning Commission	Chapter 18.58	Not Plan implementing	Planning Commission recommended all to be heard by OPC; being reviewed by staff	No
8	REZONE REVIEW TIMING	Proposal to limit when rezone proposals are considered by collecting into annual sets	Chapter 18.58	Result of Plan update comments	OPC held public hearing and now deliberating	Maybe
9	BUS CORRIDOR PARKING	Reduction of on-site parking requirements along some streets	Chapter 18.38	Trans. policy 17.7	Proposed in OPC's 2015 work plan	No
10*	CRITICAL AREAS CODE	Review and update to comply with Growth Management Act (phase 1 of critical areas update)	Chapter 18.32	Natural Env. policy 1.2	To be scoped in 2015	Unknown

\*Final action no later than June 30, 2016, as required by RCW 36.70A.130(1)(a)



## Land Use & Environment Committee

### Scope and Public Participation Recommendation for the Downtown Strategy

**Agenda Date:** 2/26/2015  
**Agenda Item Number:** 4.C  
**File Number:** 15-0172

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

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#### **Title**

Scope and Public Participation Recommendation for the Downtown Strategy

#### **Recommendation**

##### **City Manager Recommendation:**

Provide guidance on the proposed public participation and communication plan, and the overall scope of the Downtown Strategy. Forward a recommended scope to the City Council.

#### **Report**

##### **Issue:**

Scoping discussion about the Downtown Strategy. Staff will provide an overview of the proposed public participation and communication plan, and review the previously discussed framework, including specific work items proposed to be completed during strategy development.

##### **Staff Contact:**

Amy Buckler, Senior Planner, Community Planning and Development (CP&D), 360.570.5847

##### **Presenter(s):**

Amy Buckler, Senior Planner, CP&D  
Leonard Bauer, Deputy Director, CP&D  
Keith Stahley, Director, CP&D

##### **Background and Analysis:**

The Comprehensive Plan directs the City to have a 'plan for downtown.' Now referred to as the 'Downtown Strategy,' this effort is of considerable interest to the community. Scoping for the downtown strategy is set to occur through May of 2015 (**attachment 8**).

At its December 11, 2014, meeting, the Land Use & Environment Committee (LUEC) received a staff briefing about downtown planning history and some associated myths, listened to the public and provided feedback on principles to shape the scoping process (**attachment 8**). The committee also recommended that excerpts from the old Comprehensive Plan known as the "Downtown Plan" be referred to as necessary during development of the Downtown Strategy, but not re-adopted at this time.

At its retreat on January 8, 2015, the City Council discussed what the downtown strategy is ( **attachment 6**), reviewed examples of the types of illustrations typically found in a downtown strategy (**attachment 9**) and expressed a preference for the following purpose and fundamental concept for the 2015-2020 Downtown Strategy:

- **The purpose:** A Downtown Strategy will help foster a rich diversity of downtown places and spaces that will attract and support the people who live, work and play in downtown Olympia, including 5,000 new residents.
  
- **Fundamental concept:** Connecting & enhancing downtown places and spaces, by:
  - reducing uncertainty related to development,
  - encouraging private investment,
  - enhancing the public realm, and
  - continuing to ensure the environment and historic resources are protected and reinforced by future development.

At its January 29 meeting, the Land Use & Environment Committee (LUEC) received a briefing from staff on a proposed strategy framework and priority topics, including work items for focus during strategy development in 2015-2016 and SEPA options (**attachment 5**). The Committee requested some small changes and directed staff to move forward with the proposal, and to return with a proposed public participation and communication plan (**attachment 1**) that identifies proposed tools and level of participation (**attachment 2**), and defines the relationship of the Downtown Strategy to other planning efforts (**attachment 3**).

**Attachment 4** outlines this proposed framework and priority topics for the Downtown Strategy. This proposal is based on previous public input from various efforts, including *Imagine Olympia*. It includes specific work items proposed to be completed immediately during strategy development in 2015-16. Work items proposed for completion during strategy development are proposed because they:

- Are within the City's purview,
- Directly implement the Comprehensive Plan,
- Are needed to provide a foundation on which to move forward,
- Require assistance from the consultant team, and
- Create potential to engage the public in interactive, visual ways.

The Comprehensive Plan adopted in December of 2014 includes this policy:

PL17.1: Adopt a Downtown Plan addressing - at minimum - housing, public spaces, parking management, rehabilitation and redevelopment, architecture and cultural resources, building skyline and views, and relationships to the Port peninsula and Capitol Campus.

Each of these topics will be addressed by the Downtown Strategy, either during strategy development or through initiatives identified for completion in 2016-2020. For example, staff will recommend an update to the City's parking strategy be completed in 2016, using information gathered during the planning stage. Also during the planning stage, staff will stay connected to the Capitol Campus Master and Port of Olympia Real Estate Development Plan processes and promote

the relationship to our Downtown Strategy.

### TONIGHT'S MEETING

This evening staff requests guidance from the Land Use Committee on the following three matters:

#### **1. Feedback on the proposed public participation and communication plan**

Staff will provide a briefing on the proposed public participation and communication plan (**attachment 1**), proposed tools and level of participation (**attachment 2**) and relationship to other planning efforts (**attachment 3**).

The proposal outlines roles and tasks for the City Council, Planning Commission, other advisory boards, staff, consultant team, a stakeholder group and public. Regarding the Planning Commission and stakeholder group, there are several objectives to be balanced:

- In terms of their roles as 'keepers of the Comprehensive Plan' and liaisons between the City and public, it is important for Planning Commission to have a key role in this process;
- Councilmembers have indicated support for the Planning Commission as the final recommending body, rather than a separate, ad hoc committee;
- Staff and the community would also benefit from involvement of other downtown stakeholders (i.e., representatives from PBIA, ODA) to provide advice and expertise toward strategy development.
- In conferring with other cities, it is clear advisory groups are more effective when kept to a maximum of 12-15 people.

In seeking to balance these objectives, staff has outlined potential roles and tasks for the Commission and a stakeholder group. Staff recommends these **tasks** be considered preliminary until chartered with input from the Commission and stakeholder representatives, as well as the consultant team. However, staff requests the Council provide clear guidance on the **roles** for each group, to guide the charters.

#### **2. Request any changes to the scope (including items discussed tonight and at the Land Use meeting in January.)**

See attachments. Staff can provide further information or clarifications.

#### **3. Forward a recommended scope for the Downtown Strategy to the City Council**

The scoping timeline calls for the Land Use Committee to finalize their recommendation to City Council this evening. Staff can then assist LUEC in presenting the recommended scope to the City Council in March, and host an Open House, with opportunity for the public to comment, in April. The timeline anticipates the City Council will adopt a final scope in May. Soon after a scope is adopted, staff plans to release an RFP/Q to hire an urban design firm, including other



consultants this firm may need to contract with in order to achieve the scope (“a consultant team”.) The Committee’s work plan holds a spot for review of the RFP/Q criteria in May.

**Neighborhood/Community Interests (if known):**

The attached proposal is based on previous public comment from various engagement efforts, including *Imagine Olympia*.

Over the past two months, staff has discussed ideas and concerns about the Downtown Strategy with various community members, in which the following issues were raised:

- Communication about and strategy itself should be clear that new development should enhance, and not erode, downtown’s natural environment
- Express what the connection is to the Sustainable Thurston Plan
- Hire an expert urban design consultant team with experience in other cities
- Need:
  - An inclusive, democratically-oriented public process to help shape the strategy
  - The Planning Commission’s role to be defined
  - Strong involvement of downtown stakeholders
- Do not allow a single interest group to take over the process

**Options:**

Receive a briefing from staff; and

1. Provide feedback on the proposed public participation and communication plan
2. Request any changes to the scope (including items discussed tonight and in at the Land Use meeting in January.)
3. Forward a recommended scope for the Downtown Strategy to the City Council

**Financial Impact:**

Scoping is included in base budget; \$250,000 of 2014 year end savings is anticipated for this process in 2015.

## **Public Involvement and Communication Strategy**

### ***Connecting Places & Spaces: Olympia's Downtown Strategy***

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#### **Background**

The Comprehensive Plan includes high level vision and goals for downtown, and directs the City to have a 'plan for downtown.' Intended to implement these vision and goals, this 'plan' is referred to as *Connecting Places and Spaces: Olympia's Downtown Strategy*.

The Downtown Strategy will be developed over a period of approximately 12 months, and will involve a high level of public and stakeholder participation. Staff anticipates hiring an urban design firm plus other consultant experts that may be contracted by that firm (consultant team) to assist with strategy development. The strategy will define a set of prioritized initiatives that will have the greatest strategic impact toward achieving our vision for downtown:

*People walk throughout downtown, shop at its **small businesses**, enjoy its **artistic offerings** and gather at its many **fine restaurants** and meeting places. The **historic Capitol Way** links the **waterfront** and downtown to the **Capitol Campus** invites and attracts **residents** to enjoy the City's **civic spaces**. **Plazas, expanded sidewalks, and art in public places** have stimulated **private investment in residential development**, which, in turn, has greatly increased downtown's **retail and commercial vitality**.*

*Downtown will continue to be an **attractive place to live, work and play**. Future office, retail and residential development will bolster downtown's role as a **regional center and home of state government, commerce, and industry**.*

#### **Downtown will be:**

- Home to **25% of the city's future residential growth**;
- The social, cultural and economic center of the region;
- An attractive and sustainable place to live, work and play;
- A mix of office, retail and residential uses;
- Full of public art, significant landscaping and public spaces;
- A pedestrian and bicycle friendly environment, and
- Protected from the effects of sea level rise.

Since 1994, the City and other public partners have invested over \$120m to construct major public spaces downtown, such as a City Hall, Hands On Children Museum and East Bay Plaza, Heritage Park and Fountain, Market District, and renovations to Percival Landing and the Washington Center for Performing Arts (map is attached.) These strategic investments have forwarded many of our downtown goals, including providing amenities and incentive to spur development of market-rate housing. Although housing goals were slow to materialize during the 1990's and 2000's, since 2012 downtown Olympia has added over 200 multi-family units. Current demographic and market trends provide a strategic opportunity to leverage previous investments to achieve multiple goals for downtown.

**Purpose for a Downtown Strategy:**

A Downtown Strategy will help foster a rich diversity of downtown places and spaces that will attract and support people who live, work and play in downtown Olympia, including 5,000 new downtown residents.

**Fundamental Concept for 2015-2020:**

*Connecting and enhancing downtown places and spaces*

**We will connect and enhance downtown places & spaces by:**

- Reducing uncertainty related to development (for the development community and public) (*i.e., uncertain standards or risks*)
- Encouraging private investment (in terms of both new construction and rehabilitation)
- Enhancing public spaces to create a more active, pedestrian-friendly environment (*sidewalks, art, landscaping, plazas, streets, etc.*)
- Continuing to ensure the environment and historic resources are protected and reinforced by future development

**Goals for the Public Process**

- Follow the public participation goals & policies in the Comprehensive Plan, including:
  - Provide a transparent process that enables open, meaningful and respectful dialogue among a broad array of stakeholders and opinions
  - Provide information and outreach materials through a variety of means
  - Use creative methods to engage under-represented groups and people
- Educate and enable dialogue that builds broader community understanding of current conditions and market opportunities in downtown
- Clearly articulate what is being asked of the public, how their input will be used, and report back about what was heard
- Use visually-oriented, data-driven information
- Build and maintain the momentum of public engagement
- Draw on previous planning efforts – complement them, do not recreate them
- Focus efforts on what is realistic, vital and impactful
- Manage expectations, address false assumptions and provide consistent messages
- Keep the City Council and Planning Commission regularly updated and involved

## Target Audiences

Downtown Olympia is an important destination for a broad spectrum of local and regional community members, as evidenced through multiple City engagement efforts. The following are considered target audiences for Downtown Strategy outreach:

- Olympia residents and outside visitors
- Local organizations, boards and committees
- Property Owners
- Business Owners
- Downtown Residents and Employees
- Developers and Investment Community
- Individual Stakeholders and Interest Groups
- Thurston County and the seven jurisdictions within, in particular the urban Cities of Lacey and Tumwater; Thurston Regional Planning Council
- Utilities and Service Providers (*Intercity Transit, Puget Sound Energy, etc.*)
- City Council, Advisory Boards and department staff

Hereafter, when this plan mentions “public” engagement, this implies all of the above.

## Communication Tools *(see attached Tools & Level of Public Participation document)*

- Open House in April
- Info Sheets
- Festival Booths
- Window displays
- Public workshops
- Website
- Social Media
- Utility Billing
- Street Banners
- E-Newsletter
- TCTV announcements
- Press Releases & E-Blasts
- City Council meetings
- Advisory Board briefings
- Presentations to community groups and other stakeholders
- Possible Surveys (perhaps through Olyspeaks)



## Communication and Outreach

### Points of Contact:

- Amy Buckler - Project Management, Day to Day contact
- Brian Wilson, Day to Day contact
- Leonard Bauer - Management Contact
- Urban Design Firm – Lead for consultant team

### Description of Public Engagement Activities:

#### April Open House

- This engagement opportunity is about the **scope** (actually developing the strategy kicks off in the Fall)
- Inform target audiences: What is *Connecting Places & Spaces*? How can people be involved and when? Share information about known existing conditions in downtown
- Opportunity for the public to comment on the draft scope, with targeted questions about how people want to be involved during strategy development
- Tentative Dates: Wed., April 29 and/or Thurs., April 30, 2015

#### Summer 2015 Engagement Activities

- Continue information campaign:
  - Outreach materials, such as E-Newsletter, utility inserts, website
  - Booths at downtown festivals
  - Downtown window displays
- Gather more information, including update the Inventory of Land Uses (aka, '2010 Economic Development map') and possible surveying of businesses, employees, residents and/or visitors

#### Public 'Workshops' Fall 2015-Spring 2016

*Following is a conceptual framework – details to be negotiated with the consultant team*

- This is where **public engagement in actual strategy development begins**
- Broad, open participation process that engages public/stakeholders in the evaluation of information and alternatives
- A series of public workshops hosted by the City - the first to be held in Fall of 2015
- Some workshop topics may entail more than one day/evening
- Workshops build on each other and inform development of the Downtown Strategy
- The workshops might focus on things like:
  1. **Understanding Downtown Dynamics**
    - Provide geographically-plotted data about current downtown conditions and market opportunities and engage in discussion about downtown dynamics and preferences
    - **Outcomes:** Identify initial market districts and some possible initiatives for further consideration as process moves forward

## 2. View Protection & Skyline Analysis

- Using visual tools, engage a broad array of stakeholders in evaluation of alternatives and preferences for downtown skyline and view protection
- **Outcomes:**
- View protection alternatives to be forwarded to the Planning Commission (OPC) for review, public hearing and recommendation to City Council
- Refined understanding of development and design potential in areas throughout downtown – to be considered as process moves forward.

## 3. Review of Design Standards

- Using illustrative tools, evaluate current and potential design and streetscape standards
- **Outcomes:**
  - Illustrations that graphically express preferred end-states, which can be incorporated into the Downtown Strategy
  - Ideas for alternative standards or approaches to downtown design and streetscape standards - to be considered for inclusion into strategy (*any code changes would be forwarded to OPC for review, public hearing and recommendation to Council*)

## 4. Greening Capitol Way – Phase 2

- Using illustrative tools, review and evaluate ideas from the 2014 Greening Capitol Way process
- **Outcomes:**
  - Understanding trade-offs and community/stakeholder priorities for improvements to Capitol Way

## Roles/Tasks

The following outlines roles and associated tasks for various groups that will be involved in the development of the Downtown Strategy. Examples of possible tasks for the Planning Commission and a 'Stakeholder Group' are identified and will be chartered with involvement of representatives from these groups and the consultant team.

### City Council

**Role:** Decision maker

**Tasks:**

- Define the scope of the strategy
- Members attend public workshops/meetings to listen and observe
- Receive input from all interested individuals and groups
- Provide final direction on the contents of the Strategy
- Adopt the Downtown Strategy

**Council Appointed Advisors:**

**Olympia Planning Commission**

**Role:** Ensure Strategy's consistency with the Comprehensive Plan

*Examples of possible tasks for the Planning Commission are identified and will be chartered with involvement of the Commission and consultant team.*

**Possible Tasks:**

- 1-2 members sit on consultant selection team
- Members attend public workshops/meetings to listen and observe
- 1-2 members participate in 'Stakeholder Group'
- Review final draft strategy and provide final recommendation to City Council regarding the Strategy's consistency with the Comprehensive Plan
- Hold a public hearing and make a recommendation to the City Council regarding any proposed development code changes resulting from strategy
- Receive monthly updates from staff

**Other City Advisory Boards & Commissions**

**Role:** Advise Council and staff on potential initiatives to include in the Strategy

**Tasks:**

- Receive an informational briefing from staff
- In line with scope, make recommendations for initiatives pertaining to expert purpose and role for consideration by staff and City Council
- Members may participate, listen and/or observe public workshops/meetings

**Staff/Consultant Team**

**Role:** Ensure the public process is carried out in accordance with the City's public participation goals and policies and the scope for the Downtown Strategy; research, analysis, writing, development of strategy drafts

**Staff Tasks:**

- Manage RFP/Q process and City's interaction with consultant team
- Creation and maintenance of public engagement materials (with help from consultant team)
- Provide information and presentations to community groups
- Communicate with the Port of Olympia and State Capitol Campus and seek to make connections between the Downtown Strategy and Port of Olympia Real Estate Development and State Capitol Master Plans
- Research, analysis and writing for the strategy (with help from consultant team)

**Consultant Team Tasks:**

*(This is not the RFP/Q, which will be more specific and drafted separately)*

- Prepare data, analysis, illustrations and visual/oral presentations, including:



- Sample text and graphics that can be incorporated into materials;
- Visualization tools for engaging public in evaluating alternatives for downtown view protection and skyline;
- Analyze and make any recommendations for changes to downtown design and streetscape standards, and prepare illustrations that express the desired end state;
- Other specific tasks as outlined in RFP/Q
- Support staff and Stakeholder Work Group in preparation of workshop materials

**Stakeholder Group:**

**Role:** Provide advice to staff & consultants during public process and drafting of strategy  
*Examples of possible tasks for a Stakeholder Group are identified - tasks and level of commitment will be chartered with involvement of stakeholder representatives and consultant team.*

**Possible Tasks:**

- Provide input to the consultant team and staff to bolster information and analysis
- Review presentation materials and provide comments and suggestions for refinements
- Endorse the strategy and engage other community members
- No formal recommendation or decision-making role
- When this group meets together it would occur in an open public meeting

**Group make-up:**

- Made up of key downtown stakeholders and community leaders with a high degree of respect and knowledge of the community and downtown issues
- A maximum of 12-15 people. This group will be more effective if kept to a manageable number of people. Other cities, including Lacey and Tumwater, recommend a maximum of 15 people.
- Suggested representation from:
  1. Olympia Planning Commission
  2. Parking Business & Improvement Area
  3. Olympia Downtown Association
  4. Downtown Neighborhood Association
  5. Visitors & Convention Bureau
  6. The Home Consortium
  7. Coalition of Neighborhoods
  8. Key property owner/developer
  9. A Financer
  10. An Architect
  11. Citizen at Large
  12. xxx

- Selection of individuals:
  - Individuals representing established groups (i.e., #'s 1-7) will be asked to appoint their representative to the stakeholder group
  - Other individuals (i.e., #'s 8-11) will be selected by staff based on their expertise, community perspective and ability to work well with others

Public/Target Audiences

**Role:** Participate and share perspective, ideas and preferences throughout the process

**Tasks - If interested:**

- Attend and comment at April Open House
- Put name on Downtown Strategy contact list to receive public notices and information
- Participate in public workshops, listen to other community members and share perspective and preferences
- Provide public hearing testimony to Planning Commission on any Code changes
- Host a staff presentation on the Downtown Strategy for your community group



# Downtown Strategy



## Communication Tools

We will use a variety of methods to inform and engage the public in the development of the Downtown Strategy.

**DRAFT - 2/26/15**

### Inform

- Website
- Info Sheets and maps
- Flyers, posters and displays
- Utility bill insert
- City E-Newsletter
- Social media – Facebook & Twitter
- TCTV announcements
- Street banner
- News Releases
- Media articles (hopefully)
- Email notices

### Consult

- April Open House
- Public comments
- Staff presentations for community groups
- Possible Survey (maybe Olyspeaks)

### Involve

- Public Workshops
- Advisory Boards
- Possible online discussion group on Olyspeaks

### Collaborate

- Planning Commission
- ‘Stakeholders’

# IAP2 Spectrum of Public Participation



International Association  
for Public Participation

*Increasing Level of Public Impact*

## Inform

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

## Consult

To obtain public feedback on analysis, alternatives and/or decisions.

## Involve

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

## Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

## Empower

To place final decision-making in the hands of the public.

### Public participation goal

### Promise to the public

We will keep you informed.

We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.

We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

We will implement what you decide.

### Example techniques

- Fact sheets
- Web sites
- Open houses

- Public comment
- Focus groups
- Surveys
- Public meetings

- Workshops
- Deliberative polling

- Citizen advisory committees
- Consensus-building
- Participatory decision-making

- Citizen juries
- Ballots
- Delegated decision

# Downtown Strategy Relationships



Last updated on 2/11/2015



**Key**



Collaborate



Inform



Consult



# Downtown Strategy

## Creating Places & Spaces



### Draft Framework | Strategy Development and Implementation

*A Downtown Strategy will help foster a rich diversity of downtown places and spaces that will attract and support the people who live, work and play in Downtown Olympia, including the 5,000 downtown residents.*

Olympia will connect/enhance places and spaces by...

#### 2015-2016 Work Items

reducing uncertainties related to development,

- Establish SEPA Infill Exemptions\*
- Develop View & Building Skyline Standards\*
- Review & Illustrate Urban Design Standards\*
- Review Existing Information and Consider Public Input to Identify Recommended Initiatives

encouraging private investment, and

- Generate an Economic Development Strategy With Recommended Initiatives
- Generate a Retail Strategy With Recommended Initiatives
- Generate a Housing Strategy with Recommended Initiatives
- Review Existing Information and Consider Public Input to Identify Recommended Initiatives

enhancing public spaces, AND protecting/reinforcing environmental and historical resources.

- Review Existing Conditions for Alignment with Downtown Vision and Consider Public Input to Identify Recommended Initiatives

#### Strategic Initiatives for 2016-2020

- Clear visual elements linking geography to actions, including possible identification of districts
- List of recommended Code Amendments
- List of prioritized streetscape and public space improvements
- Program enhancements
- Other recommended initiatives

#### Initiatives will be Incorporated Into

- Action Plan
- Capital Facilities Plan
- Advisory Committee Work Plans
- Downtown Project Work Plans
- Marketing Tools

\* Immediate Milestones  
Last Updated on 2/10/2015



## DRAFT Framework & Priority Topics for the Downtown Strategy

At their retreat on 1/8/15, the City Council expressed a preference for the following purpose and fundamental concept for the Downtown Strategy:

### **Purpose for a Downtown Strategy:**

A Downtown Strategy will help foster a rich diversity of downtown places and spaces that will attract and support the people who live, work and play in downtown Olympia, including 5,000 new downtown residents.

### **Fundamental Concept for 2015-2020:**

*Connecting and enhancing downtown places and spaces*

#### **We will connect and enhance downtown places & spaces by:**

- Reducing uncertainty related to development (for the development community and public)
- Encouraging private investment (both new construction & rehabilitation)
- Enhancing the public realm (streets, sidewalks, public spaces) to create a more active, pedestrian-friendly environment
- Continuing to ensure the environment and historic resources are protected and reinforced by future development

One of the Land Use & Environment Committee's (LUEC) expressed principles for downtown strategy scoping is to "Identify a broad set of issues that affect downtown, and then ... Prioritize – focus effort on what is realistic, vital to achieving goals and impactful." Over the past several years, many important issues related to downtown have been identified by the public, policy makers and staff through various efforts, including *Imagine Olympia*. Staff has attempted to capture these issues herein, though it is possible some issues were been missed.

The following issues are recommended for focused effort during strategy development (recommended 2015-2016 work items) because these:

- Are within the City's purview and realistic,
- Implement Comprehensive Plan vision/goals/policies,
- Are needed to provide a foundation on which to move forward,
- Require assistance from a consultant team,
- Create potential to engage the public in interactive, visual ways, and/or
- Would have an impact.

### Description of Recommended 2015-2016 Work Items

TOPIC	DESCRIPTION
<b>Reduce uncertainties related to development:</b>	
1 <b>State Environmental Policy Act (SEPA) -</b> Reduce unknowns regarding SEPA review at time of permit through earlier action.	See options in attachment 2 - Staff recommended option is to consider establishing SEPA infill exemption in downtown for residential, mixed-use and certain types of commercial. Outcome would be a SEPA code amendment.
2 <b>Views &amp; Building Skyline</b> - Develop a clear regulatory framework	Use visualization tools and engage the public to establish which views are protected from which observation points (related to downtown), as directed by the Comprehensive Plan GL8 and policies. Outcome would be a development code amendment.
3 <b>Urban Design Standards</b> - Review, Improve and Illustrate standards	Review existing design standards and processes and identify any code revisions needed to better implement our vision. Provide illustrations and engage public in illustrated discussion and review of potential revisions. This applies to existing and historic structures and new construction in downtown. Outcome would be illustrations and possibly a design code amendment.
4 <b>Identify other initiatives to reduce uncertainties related to development</b>	Review existing information and consider public input to identify recommended initiatives. This regards issues that cause uncertain risk (such as soil contamination) or turmoil due to lack of clear standard (such as design review.) Outcome is a priority list of initiatives to be completed in 2016-2020.
<b>Encourage private investment:</b>	
5 <b>Generate an Economic Development Strategy with recommended initiatives</b>	Identify downtown's relationship to the regional economy, the types of business/employment that might be attracted to downtown and the fundamental needs of these market segments. Outcome is priority list of initiatives to be completed in 2016-2020.
6 <b>Generate a Retail Strategy with recommended initiatives</b>	Gain a better understanding of the amount and types of retail businesses (includes stores, services, dining & entertainment) downtown is likely to attract, especially with a plan for 5,000 new residents. Where should this retail be concentrated, how can retail development contribute to a high-quality pedestrian environment, how can shopper-friendly parking be provided, and how could this be marketed in order to create a more active destination/experience? Outcome is priority list of initiatives to be completed in 2016-2020.
7 <b>Generate an updated Housing Strategy with recommended initiatives</b>	Much previous work regarding downtown housing has been done. Update and analyze this information to apply to existing markets. Within context of a city-wide goal to provide diverse and affordable housing types and a need for social equity, what types of affordable and market-rate housing are appropriate for downtown, what are the associated needs and what can the city do to encourage these markets? Outcome is priority list of initiatives to be completed in 2016-2020.
8 <b>Identify other initiatives to encourage private investment</b>	Review existing information and consider public input to identify other recommended initiatives that encourage private investment in downtown. Outcome is a priority list of initiatives to be completed in 2016-2020.



TOPIC (cont.)		DESCRIPTION
<b>Enhance the public realm:</b>		
9	<b>Identify initiatives to enhance the public realm</b>	Review existing conditions/information and consider public input to identify recommended initiatives. This includes actions, investments, priorities to improve sidewalks, streetscape, public parking lots, public spaces, landscaping/amenities, public art and to support PBIA and ODA Main Street efforts (clean, safe, placemaking, etc.) Also includes consideration of the Capitol Way repaving suggestions associated with "Greening Capitol Way." Outcome is a priority list of initiatives to be completed in 2016-2020.
<b>Continue to ensure environmental and historic resources are protected and reinforced by future development:</b>		
10	<b>Identify initiatives that protect and reinforce environmental and historical resources with future development</b>	Review existing information and consider public input to identify recommended initiatives that protect and reinforce environment and historic resources in the downtown. Outcome is a priority list of initiatives to be completed in 2016-2020.

DRAFT

<b>Other Important Issues, Plans and Potential Actions Related to Downtown</b>		
<i>Although not recommended for focused effort during 2015-2016, the relationship to each of these issues with the Downtown Strategy will be considered throughout the process and some issues may be a focus of initiatives during 2016-2020. Many of these issues are being more fully explored through a separate, complimentary planning or program effort.</i>		
<b>TOPIC</b>	<b>NOTES</b>	
Analyze possible street transformations	During “Greening Capitol Way” there was a suggestion to remove a lane on Capitol Way, and another idea suggested by community members is to change 4th and State Aves from 1- to 2-way couplets. If Council is interested in pursuing these options, the first step would be to scope and then complete a transportation analysis to identify impacts on downtown and the regional transportation network. Such analysis would cost over \$200,000 and up to a year - why it is not suggested for focus of resources during the planning stage.	
Artist Housing	The Olympia ArtSpace Alliance has moved into the second phase of steps toward its goal to build affordable apartments designed for artists, with their families, to both live and work in downtown Olympia. In future, could be considered for Action Plan Partnership.	
Bicycle Boulevards	The Bicycle & Pedestrian Advisory Committee (BPAC) is working on this project. Will be described as it relates to downtown.	
Colleges – establishing a presence downtown	Regional colleges are an economic asset that will be described, and could potentially be the subject of a later initiative.	
State Capitol Master Plan Update (through 2015)	City’s role is prescribed by State and includes staff involvement in workgroup discussions. That will happen outside of this process and City has no decision authority here. Relationship will be described.	
Community Renewal Area (CRA) Opportunities	CRA is being addressed by a parallel process – the relationship to the Downtown Strategy will be described and information shared.	
The Downtown Project	During 2015, resources of the City’s Downtown Project will mainly be devoted to developing the Downtown Strategy, with staff support continuing for the ODA Main Street Program and PBIA. The Downtown Strategy will inform future Downtown Project Work Plans.	
Earthquakes/Liquefaction	Downtown’s susceptibility to liquefaction is well documented and new building within this area must be designed in manner that addresses the potential impacts of liquefaction during earthquakes. Unreinforced masonry buildings built before the advent of building codes are very susceptible to damage from earthquakes and are required to be seismically upgraded as they undergo change of use or substantial renovations. This will be described in the existing conditions report.	
Homelessness	Since this issue cannot be solved by the Downtown Strategy, it is not recommended as a focus, but will be described and considered throughout. This specific issue is addressed through the Regional Consolidated Plan.	
Landscaped Gateways	As described in the Comprehensive Plan, specially landscaped entry/exit corridors to downtown may be considered when scoping a prioritized list of public realm enhancements during strategy development.	

Main Street Program, Olympia Downtown Assoc.	Program will be described, and later initiatives may guide how the Downtown Project will continue to support Main Street.
Parking Management Strategy	The City completed most objectives of its previous downtown parking strategy, and it now needs to be updated. Staff recommends this update be completed in 2016 as could be informed by information gathered during strategy development.
Parking & Business Improvement Area (PBIA)	PBIA efforts will be described, and later initiatives may guide how the Downtown Project will continue to support these.
Parks	Being addressed through Parks Master Plan update, taking place 2015-16.
Percival Landing	Being addressed through Parks Master Plan update, taking place 2015-16.
Port of Olympia Real Estate Development Plan (occurring 2015-16)	<p>The Port’s development activities must be consistent with City zoning and Shoreline regulations, but City has no decision-making authority over their plan.</p> <p>Port and City staff have identified possible opportunities to share in collection and analysis of data as it relates to both the Port’s Real Estate Development Plan and Olympia’s Downtown Strategy. Staff will continue to track this process and seek avenues for shared communication and info – to be considered by City Council and Port Commission.</p>
Safety	Issue will be considered throughout, including crime prevention through design. The walking patrol and other safety issues will be described.
Sea Level Rise	Being addressed through a separate, ongoing program and strategic planning effort - will be described
Shoreline/ Waterfront	Policies and Regulations are addressed through Shoreline Master Program and will be described. Waterfront parks and trails will be addressed through Parks Plan update. The value of the waterfront to downtown will be considered throughout process.
Soil Contamination	Comp Plan directs City to identify potential tools, partnerships and resources that can be used to create more economic certainty for developments by better characterizing contamination where doing so fulfills a public purpose. The Community Renewal Area (CRA) is one such tool. Other tools/ actions may arise during strategy development.
Stormwater/ Sewer Infrastructure	Being addressed through Low Impact Development Updates in 2015 and Stormwater Master Plan in 2016 – issues related to downtown will be described.
Thurston Thrives	This County-wide health collaboration initiative is a separate process, with some goals common to our downtown goals. The relationship will be described.
Transit	Addressed through Regional Transportation Planning and Intercity Transit Strategic Plan – existing conditions and ongoing program will be described.

## **Typical Contents of a Downtown Strategy:**

*The following, based on contents of other cities' downtown strategies, is provided for context. A consultant team, to be hired upon completion of Council adopted scope, will assist with the organization and completion of Olympia's strategy document*

### **1. Introduction**

- *Describes purpose of downtown strategy and its relationship to Comp Plan*
- *Outlines guiding principles established by the City Council*
- *Describes the public process used to develop the strategy*
- *Illustrates downtown boundary*

### **2. Vision for Downtown**

- *Summary of comprehensive plan vision for downtown*
- *Includes a clear visual element that links geography to strategic initiatives*
- *May illustrate and describe any districts (i.e., theatre district)*

### **3. Existing Conditions & Trends Summary**

- *Describes physical conditions through data and base maps: Land use, transportation, utilities, natural and built environment, cultural and historic resources*
- *Data & trends analysis: demographics, housing, employment, economics*
- *Describes regulatory framework and relationships (i.e., to Port peninsula and Capitol Campus)*

### **4. Implementation Strategy for 2015-2020**

- ***Largest and most important section***
- *Identifies needs and subsequent focus of strategy over next 5 years, lists actions, responsible party, when they will be carried out*
- *Describes complimentary planning efforts and ongoing programs that will contribute to the strategy (e.g., Port and Capitol Campus Plans)*

### **5. Appendices**

- *Summary of previous downtown planning and implementation efforts*
- *Glossary of terms*
- *Reference links to relevant, recent studies and plans*

## Options for SEPA Exemption in Olympia's Downtown

1. **Increased exemption levels for minor construction projects** (WAC 197-11-800(1)(c)) – The WA Department of Ecology has adopted rules to exempt permits for smaller-scale construction projects from SEPA review. Ecology recently amended those rules to provide cities and counties with the option to increase the exemption levels for certain types of projects that are consistent with an adopted comprehensive plan that underwent SEPA review.

For example, Olympia currently exempts projects that include construction of 9 dwelling units or less. The new rules allow the city to increase the exemption up to 30 single-family homes or 60 units of apartments or condominiums.

Example: Seattle has used this provision in five urban centers and urban villages, and in its downtown, to tailor SEPA review thresholds to infill for those specific areas.

2. **Urban infill exemption levels** (RCW 43.21C.229) – This provision of the statute is intended to encourage residential or mixed use development in urban areas where the density goals of the comprehensive plan are not being met. When an EIS has been prepared to analyze the development goals in the comprehensive plan (which is the case for Olympia), a city can exempt some or all of the following types of development from additional SEPA review:
  - Residential
  - Mixed Use
  - Stand-alone Commercial up to 65,000 square feet (excluding retail)

Example: Kent has adopted an urban infill exemption ordinance for a portion of its downtown to encourage residential and mixed use development.

3. **Planned Actions** (RCW 43.21C.440) – Cities and counties may prepare a detailed EIS in conjunction with a comprehensive plan or subarea plan that evaluates the environmental impacts of all the types of development proposed in the plan. Using the information in the EIS, the city/county adopts a “planned action” ordinance that identifies the conditions that each type of development must meet. When a project application is submitted that meets the conditions specified in the planned action ordinance, no additional SEPA review of that project is required.

Examples: A 2009 review of the results of ten cities’ planned actions: <http://www.mrsc.org/artdocmisc/munkberg.pdf>.

## Options for SEPA Exemption in Olympia’s Downtown: Factors to Consider

	<b>Increased Exemption Levels for Minor Construction Projects</b>	<b>Urban Infill Exemption Levels</b>	<b>Planned Action</b>
<b>City can designate geographic area</b>	Yes	Yes	Yes
<b>Additional EIS required of city</b>	No	No	Yes (typical cost \$150,000 - \$250,000)
<b>Additional SEPA review for project permits</b>	None for types of development designated by city, subject to state maximum thresholds	None for types of development designated by city	None, in most cases; city could define exceptions
<b>Development types eligible for SEPA exemption</b>	Residential, office, school, commercial, recreational, service, storage, parking; subject to state maximum thresholds	Residential, mixed-use, stand-alone commercial up to 65,000 square feet (retail excluded)	Defined by city in planned action ordinance; must have been analyzed in city’s EIS
<b>Results in pre-defined conditions for new development (i.e., predictability)</b>	In city codes and development standards	In city codes and development standards	Detailed in planned action ordinance, in addition to city codes and development standards
<b>Possibility of appeal of SEPA review</b>	None for exempted types of development	None for exempted types of development	For EIS only; none for development projects that are consistent with planned action
<b>Length of time remains in effect</b>	No end date; effective until City Council action to discontinue	No end date; effective until City Council action to discontinue	Defined in planned action ordinance; typically 10-20 years
<b>Reduced time and cost of permit process (for applicant and city)</b>	Yes, for exempted types of development	Yes, for exempted types of development	Yes, for nearly all development



# What is the Downtown Strategy?

## **Purpose for a Downtown Strategy:**

A Downtown Strategy will help foster a rich diversity of downtown places and spaces that will attract and support people who live, work and play in downtown Olympia, including 5,000 new downtown residents.

## **Fundamental Concept for 2015-2020:**

*Connecting and enhancing downtown places and spaces*

### **We will connect and enhance downtown places & spaces by:**

- Reducing uncertainty related to development (for the development community and public)
- Encouraging private investment (in terms of both new construction and rehabilitation)
- Enhancing public spaces (streets, sidewalks, public spaces) to create a more active, pedestrian-friendly environment
- Continuing to ensure the environment and historic resources are protected and reinforced by future development

**The Downtown Strategy will be the roadmap that defines what actions we will take to achieve our community vision for downtown as expressed in the Comprehensive Plan:**

*People walk throughout downtown, shop at its small businesses, enjoy its artistic offerings and gather at its many fine restaurants and meeting places. The historic Capitol Way links the waterfront and downtown to the Capitol Campus invites and attracts residents to enjoy the City's civic space. Plazas, expanded sidewalks, and art in public places have **stimulated private investment** in residential development, which, in turn, has **greatly increased downtown's retail and commercial vitality**.*

*Downtown will continue to be an attractive place to live, work and play. Future office, retail and residential development will bolster downtown's role as a regional center and home of state government, commerce, and industry.*

### **Downtown will be:**

- Home to **25% of the city's future residential growth**;
- The social, cultural and economic center of the region;
- An attractive and sustainable place to live, work and play;
- A mix of office, retail and residential uses;
- Full of public art, significant landscaping and public spaces;
- A pedestrian and bicycle friendly environment, and
- Protected from the effects of sea level rise.

### The Downtown Strategy is a:

- Strategic action plan to implement our Comp Plan’s vision and goals for downtown
- Process that:
  - Involves stakeholders
    - brings people together to interact, learn, share, evaluate alternatives
  - Achieves some immediate milestone(s) during the planning stage (June 2015-16)
  - Establishes priority actions for the subsequent 5 years
- A web-based ‘document’ that:
  - Guides/communicates what we are doing and why
  - Informs future decision making about capital facilities and other public investments
  - Includes text and visuals – illustrates a future condition
  - Provides the basis for an attractive summary document that can be used as a marketing and communication tool
  - Is annually reviewed
  - Is updated approximately every 5 years

**Stakeholders** are anyone with an interest in downtown, including general public, business owners, downtown employees and residents, developers, elected officials, etc.

### The Downtown Strategic Plan is NOT:

- A visioning process
- A master plan to determine how each and every parcel in downtown will develop
- A static document that sits on a shelf

### How is the Downtown Strategy updated?

- During the planning stage, existing conditions are reviewed and specific actions for the next 5 years are established. (Types of actions may include: needed code amendments, capital investments, programmatic changes (i.e., update parking strategy), etc.)
- After adoption in 2016, the City Council can annually review and, if needed, amend actions, through:
  - The Action Plan
  - The Capital Facilities Plan
  - The Downtown Project work plan
- As the 5 years comes to a close, the Downtown Strategy can be evaluated and more thoroughly updated, including:
  - Evaluating whether objectives were met
  - Updating existing and forecasted conditions
  - Establishing a new fundamental concept
  - Establishing new actions for the next 5 years





# Downtown Olympia

## Planning Area for Downtown Strategy

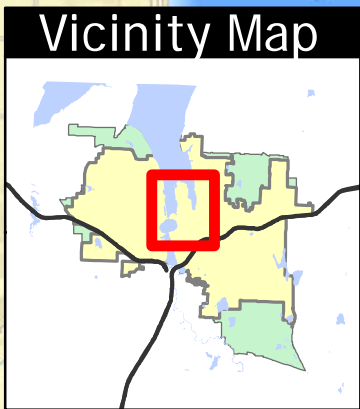
Although defined many ways, Olympia's Comprehensive Plan defines downtown as bounded generally by the State Capitol Campus, Capitol Lake, Budd Inlet and Plum Street - nearly 1 square mile

Downtown connections to West Bay, Capitol Campus and the mixed use area between Plum and Eastside Streets may also be considered as part of the Downtown Strategy.

West Bay

Plum to Eastside St.

Capitol Campus



0 0.125 0.25 Miles 1 inch = 1,250 feet

Map printed 2/18/2015  
For more information, please contact:  
Amy Buckler, Senior Planner  
abuckler@ci.olympia.wa.us  
(360) 570-5847

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**Scoping:** During this stage (January-May 2015) we are determining the work that needs to be done during the planning stage (June 2015-2016) to effectively engage the public and make well-informed decisions that will result in a downtown strategy.

## **Principles for the Scoping Process** *(includes input from staff meetings with individual Councilmembers and the 12/11/14 LUEC meeting):*

- Development of the scope is led by the Council’s Land Use & Environment Committee, with a final decision by the City Council
- Identify a clearly-articulated **purpose** that drives a focused scope and direction
- Maintain a planned timeline
- Identify a broad set of issues that affect downtown, and then ...
- Prioritize - Focus efforts on what is realistic, vital to achieving goals and impactful
- Establish a realistic and clear scope for the planning process that:
  - Outlines a tangible planning process that leads to action fairly quickly
  - Sets a path toward identified desired outcomes
  - Is explicit about City and partner roles, timelines and costs
- Draw on previous planning efforts – do not recreate them
- Develop a strong public participation/communication plan that:
  - Is consistent with the Comp Plan Public Participation & Partners chapter:
    - Clearly defines public participation goals and level of impact
    - Involves and builds public & stakeholder partnerships from the beginning
    - Uses a variety of creative methods to reach various stakeholders
    - Engages under-represented groups
    - Allows for meaningful dialogue
  - Uses clear, **consistent**, visual & data-driven information
  - Builds and maintains the momentum of public engagement
  - Articulates the relationship of downtown planning to other related efforts
  - Compliments other related efforts, and vice versa
  - Educates
  - Includes talking points for Council to share when Telling Our Story
- Consider lessons learned from previous planning efforts
- Manage expectations and address false assumptions
- Keep City Council regularly updated and involved

## Proposed Roles & Responsibilities for Scoping stage:

### Land Use & Environment Committee (LUEC):

- Develop a recommended scope and consultant RFQ criteria for City Council

### City Council:

- Identify any specific aspects that Council wants public input on during April (March)
- Make final decision on scope, consultant RFQ criteria and Planning Commission Charter (May)

### Advisory Boards:

- Receive information briefing from staff and share any concerns, aspirations (to be shared with City Council)

### Planning Commission:

- Establish charter with City Council regarding role in the planning stage
- Host 3 downtown briefings for the public

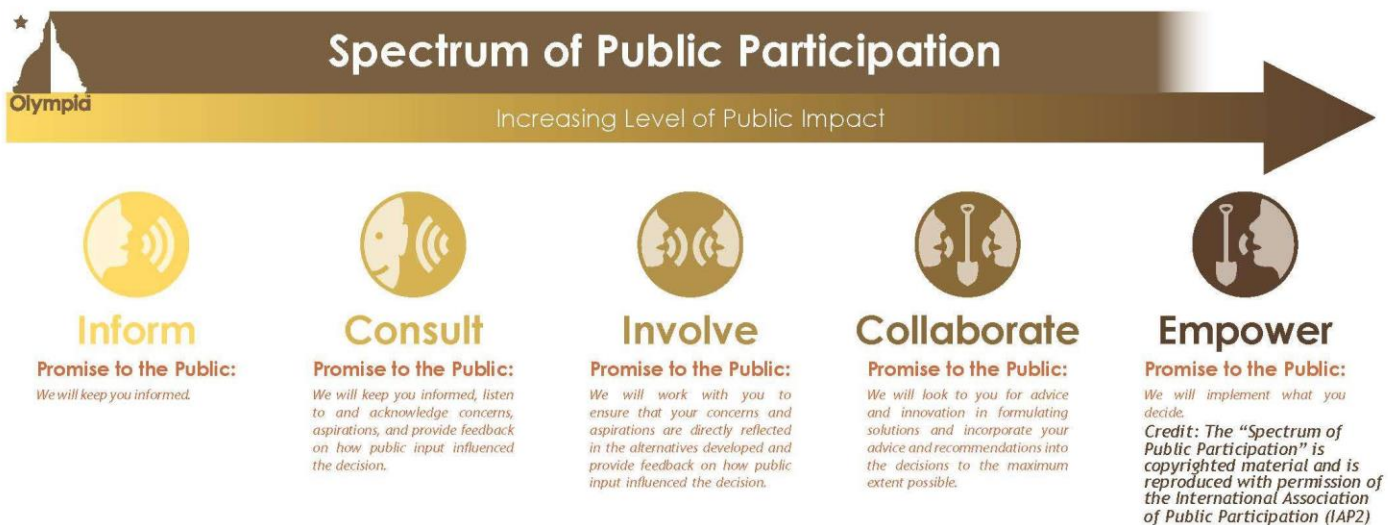
### Public/Stakeholders:

- Participate in LUEC meetings
- Host a “road show” briefing
- Contact staff with questions
- Attend open house and provide input in April

**Public Participation Goal:  
Inform & Consult**

### Staff:

- Support LUEC, City Council with research, options, briefings
- Go on “Road Show” to frame downtown strategy for the public, including advisory boards
- Support Planning Commission briefings
- Host open house and gather public input (April) – report back to Council on what was heard (May)
- Draft existing & forecast conditions report
- Develop web page and other public outreach materials



DRAFT Scoping Timeline - Rev. 1/5/15		2015 - Scoping					Planning	Implementation
Scoping Steps:		JAN	FEB	MAR	APR	MAY	June 2015-June 2016	July 2017-June 2020
1	Develop Proposed Scope (LUEC) Report out to City Council (LUEC)					RFQ Criteria		
2	Inform & Consult Advisory Boards (Staff)							
3	Present LUEC recommendations to City Council for feedback and direction			*				
4	"Road Show" to Inform clubs, civic groups & other stakeholders (Staff)							
5	Public Open House & Input Background Data/Information released							
6	Final Council Decision on Scope, Planning Commission Charter and Consultant RFQ Criteria					*		
7	Developing background and existing conditions report, public outreach materials (Staff)							

### Decisions that need to be made during scoping:

- A timeline, principles and roles for scoping;
- What is the downtown strategy, its purpose, geographic area, how is it updated?
- A framework for the strategy, priority topics to be addressed during the planning stage, and the generally desired outcome of the process;
- An approach to SEPA;
- Relationships and connections to other related planning efforts;
- A brand, communication and public involvement plan; including
  - Roles for City Council, the Land Use & Environment Committee, City Advisory Boards and Commissions, staff, and other stakeholders; and
- Criteria and a draft RFQ for a consultant team.



## Retail Revitalization Strategy

The retail revitalization strategy includes implementation actions designed to accelerate the revitalization of downtown Racine based on market analysis findings and design concepts. The strategy is detailed in the report entitled *Downtown Racine Retail and Entertainment Strategy*, prepared by Economics Research Associates.

The document includes:

- Conditions affecting retail success.
- Strategies for recruitment of retail anchor tenants.
- Strategies for recruitment of smaller storefront tenants.
- Tactical approaches to retail implementation.

The report notes that “One of Downtown Racine’s strengths is the number of local retailers,” and that “these businesses should be nurtured rather than displaced by chain stores that can be found anywhere in the country.”

Recommended actions include recruiting more restaurants, specialty shops and galleries as well as everyday neighborhood businesses such as a stationery store and laundromat. Downtown is expected to be able to support approximately 180,000 SF of new retail space by 2025.

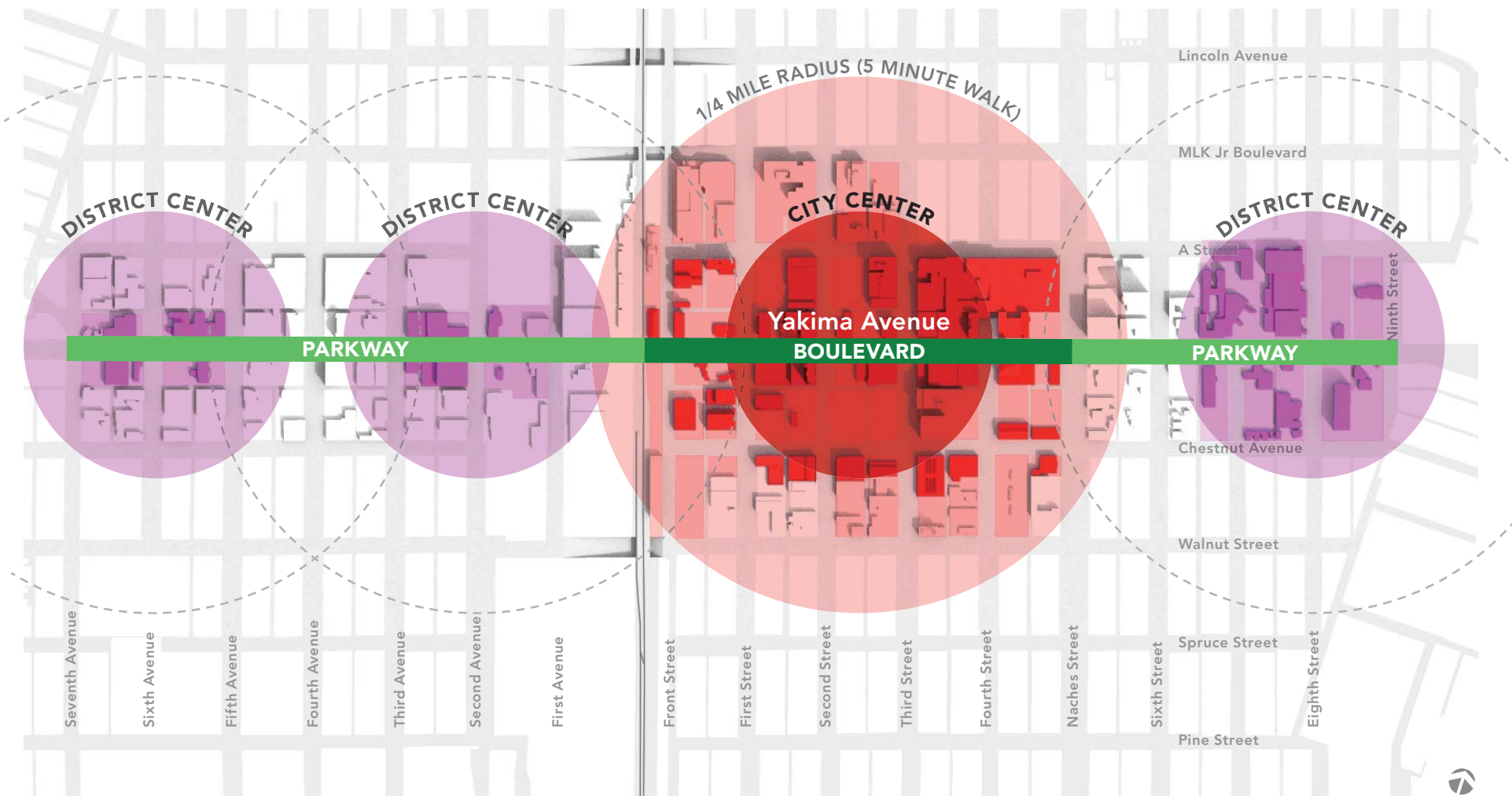
Key development projects identified include a new parking ramp at 5th Street and Wisconsin Avenue to serve retail in the downtown retail core, as well as a new “five- to six-screen specialty cinema theater.”

Creation of an organization offering development incentives is also suggested; its funding would be through philanthropic support, to catalyze private development in downtown through such means as revolving loans at lower-than-market rates and matching funds for downtown projects.



Main Street - Primary Retail Street

FUNDAMENTAL CONCEPT





## C. THE ENVISIONED FUTURE DOWNTOWN

This section provides an overview of the desired physical outcomes intended to result from implementing the combined regulations and planned public actions contained in this Plan.

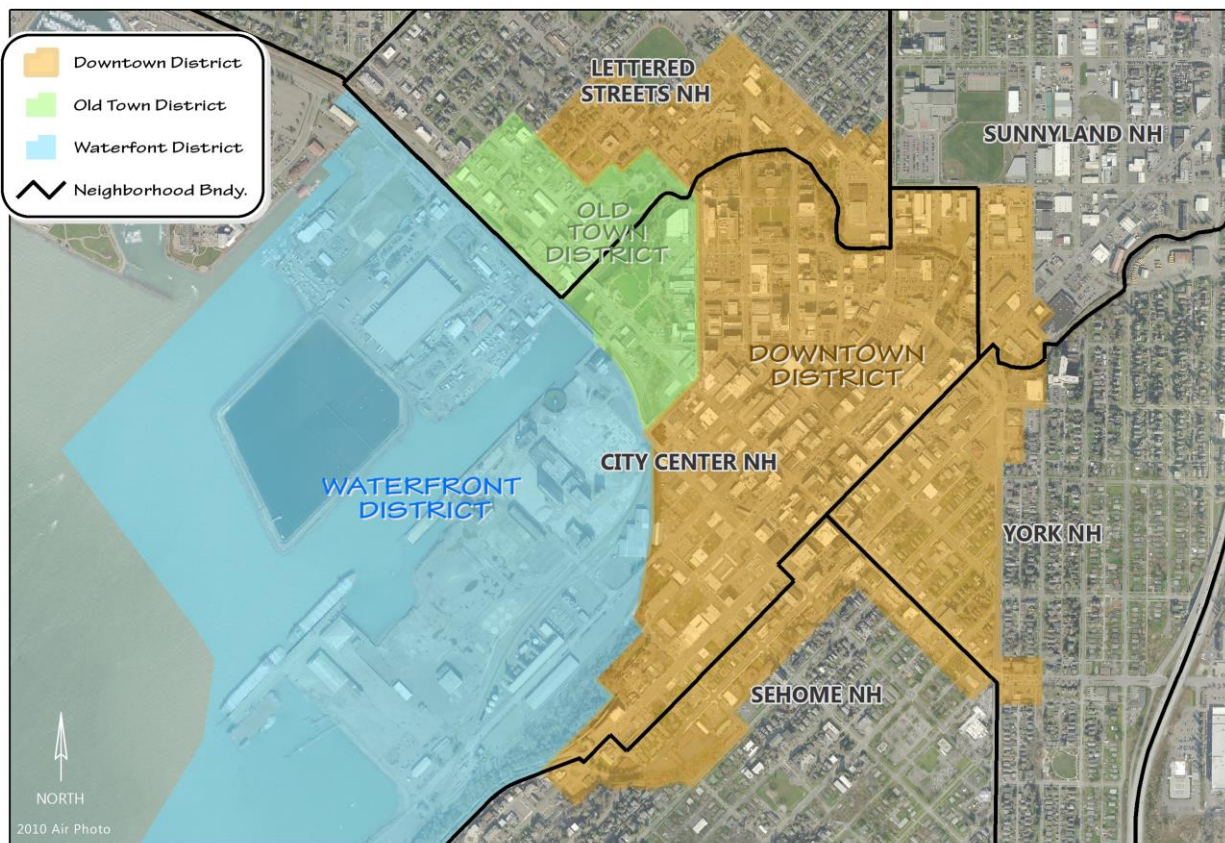
The Downtown Subarea is composed of a multitude of privately held properties and miles of public rights-of-way under public ownership. The overarching purpose of the Downtown Plan is to orchestrate investment in changes made to this multiplicity of properties to produce greater value than any separate development could achieve, by providing a common purpose that all investors can rely upon, contribute to, and derive value from. This section describes the common purpose to which all investments shall be directed: a vision of the future that is sufficiently specific to provide a common purpose, yet broad enough to respond to opportunities and to the changes in the marketplace that will inevitably arise.

Note: The specific outcomes described and illustrated in this section are not part of the formal regulating code, and new development proposals will not be required to mimic the specific designs presented in the illustrations.



FIG. 1.1 A VISION OF POTENTIAL FUTURE DEVELOPMENT IN DOWNTOWN BOTHELL SHOWING ONE SCENARIO FOCUSING ON REDEVELOPMENT IN THE CORE AREA





#### ***Downtown – Part of the “City Center Neighborhood”***

Downtown, along with portions of the Old Town and Waterfront Districts, comprise the City Center Neighborhood. The City Center Neighborhood Plan unites the three districts under a common planning umbrella, while the goals, policies, and regulations for each are contained within the plans and development codes for each individual area.

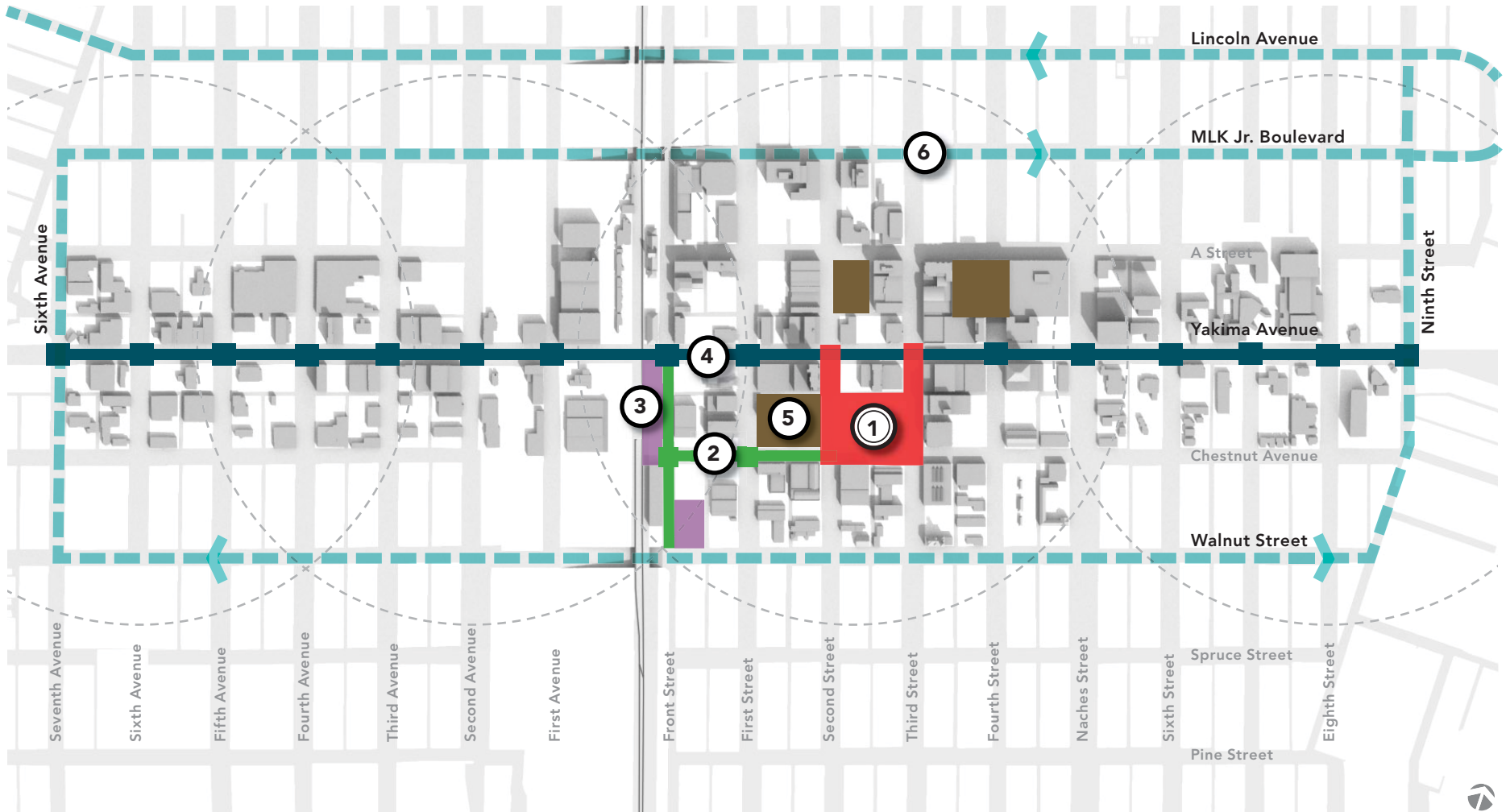
### **A Decade of Downtown Accomplishments**

Since adoption of the *City Center Master Plan* in 2002, considerable progress has been made on many of the community-identified goals for Downtown:

- **People want to live Downtown.** One of the most dramatic changes in Downtown Bellingham’s recent history has been its emergence as an urban residential neighborhood. More residents Downtown create a stronger sense of community and a larger pool of customers supporting Downtown business;
- **Habitat in the Whatcom Creek corridor has been restored** through cleanup efforts in Maritime Heritage Park and replacement of non-native with native species, and the creek corridor and trail system have become a natural urban sanctuary;



**GAME-CHANGER & ESSENTIAL PROJECTS**



**Game-Changer Project**

- 1 Yakima Plaza

**Essential Projects**

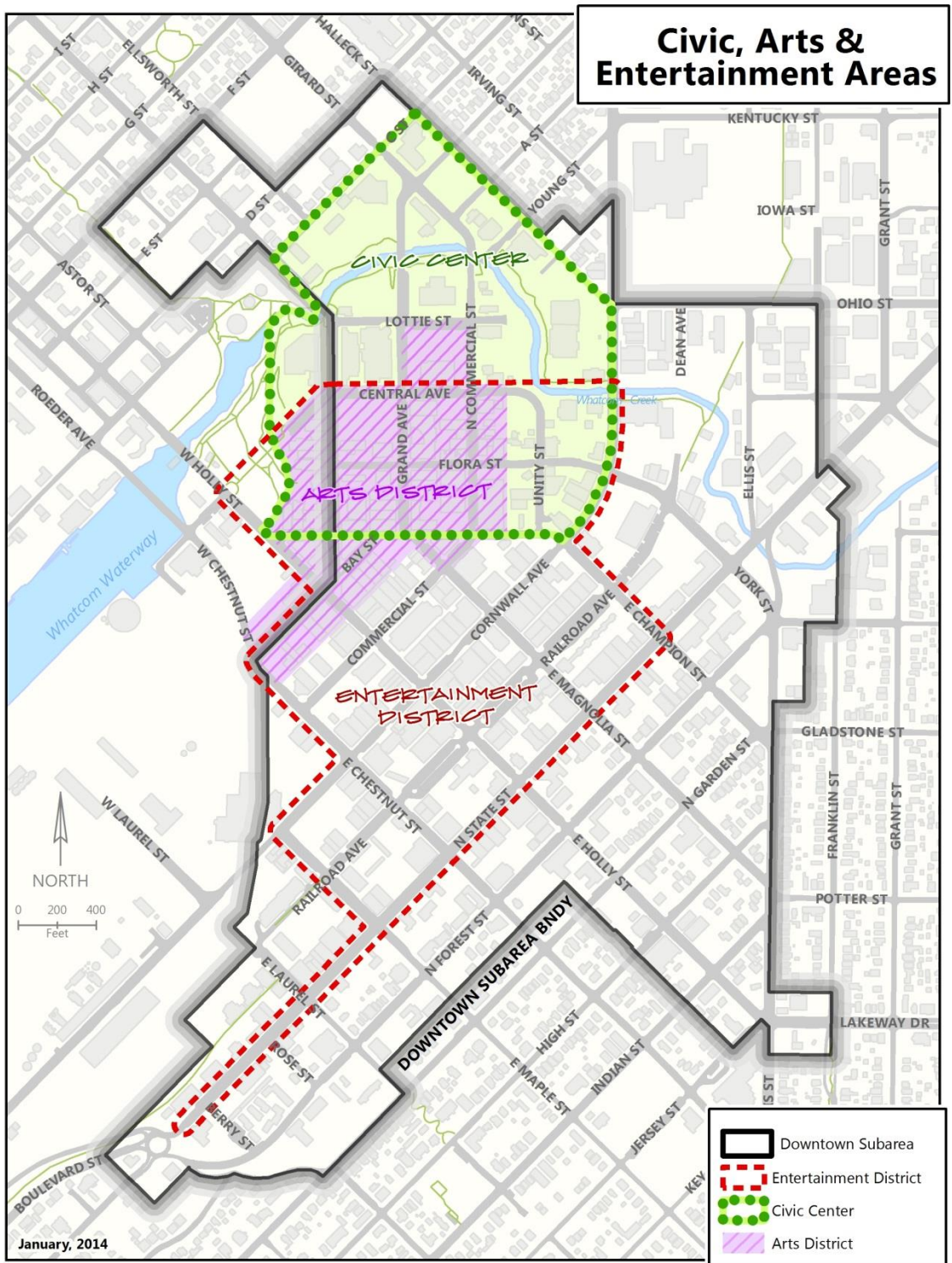
- 2 Retail Main Street (Front & Chestnut Streets)
- 3 Public Market (Mercado)
- 4 Yakima Avenue
- 5 Downtown Parking Strategy
- 6 Diversion Study
- 7 Policy Updates
- 8 Zoning Ordinance Update
- 9 Design Guidelines
- 10 Downtown Street Standards

CITY CENTER CONCEPT



- New Development
- A Yakima Plaza
- C Public Market
- Parking
- B Retail Parking Structure
- D 'Chestnut Main Street'







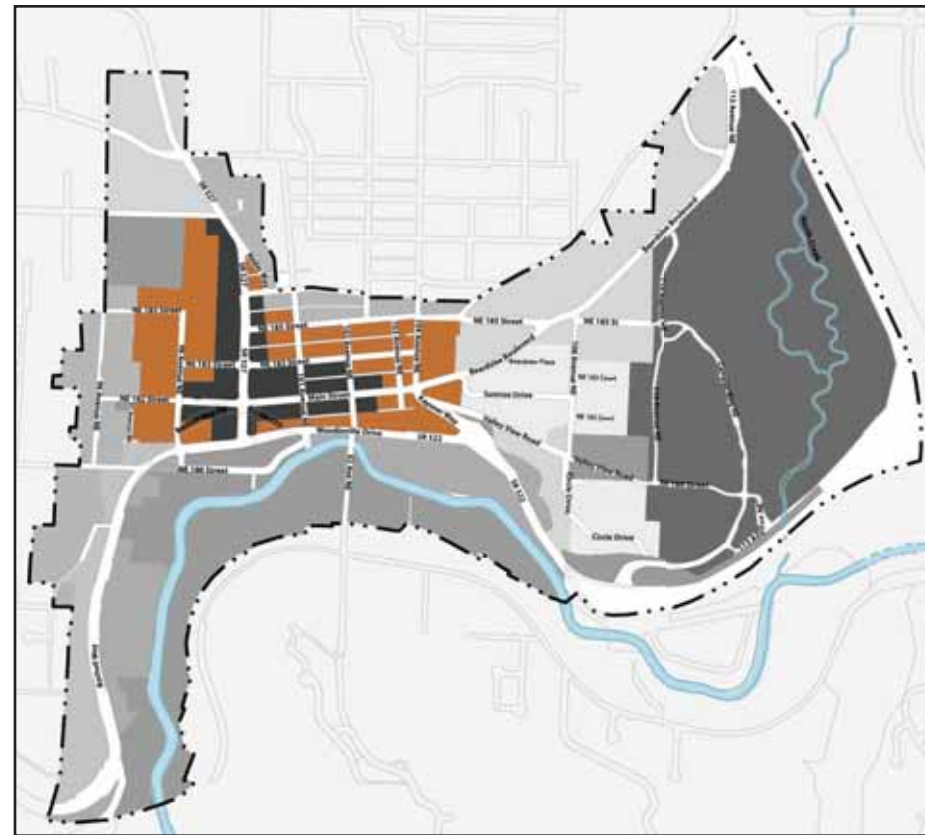
### 3. THE DOWNTOWN NEIGHBORHOOD DISTRICT

The Downtown Neighborhood District completes the part of the subarea that most people will primarily identify as “Downtown.” Figure 1.20 shows the boundaries of the Downtown Neighborhood District. Overall, downtown is distinguished from its surroundings by its urban character – by the obvious difference in development intensity. This is visible in the form of downtown buildings built significantly closer together, closer to the sidewalk, and with a greater mixture of uses. The Downtown Neighborhood shares all of these distinguishing physical characteristics with the Downtown Core, with two key differences. First, buildings in the Downtown Neighborhood will more typically (but not exclusively) be single-use. Rather than featuring ground level retail or restaurant uses at all frontages, the urban housing and offices in Downtown Neighborhood buildings will more often extend to the ground level. Second, the Downtown Neighborhood provides a transition between the Downtown Core and the characteristically less urban and more residential uses beyond in Downtown Transition districts. In another type of transition, the Downtown Neighborhood mediates in some instances between the Downtown Core and Downtown Corridor districts. Finally, the Downtown Neighborhood also creates a transition between the Downtown Core and the Riverfront Overlay and Park at Bothell Landing areas.

For those who would like to live or work in the center of the City, but who prefer not to do so directly “above the store,” the Downtown Neighborhood will provide a comfortable and attractive neighborhood for both living and working. It will offer a wide range of urban housing types not easily found elsewhere in town. Regulations governing the Downtown Neighborhood will result in artfully composed urban buildings built close to the sidewalk, and featuring richly articulated windows and doorways, building forecourts, terraced urban gardens, front stoops and bay windows. Enforcing design standards that ensure Downtown Neighborhood blocks will be composed of similar building types will allow a combination of uses – homes, offices, lodging – that contribute to the convivial character of the district. Guidelines will also shape new buildings to relate in scale to existing buildings within and next to the district. And of course, everyone in the Downtown Neighborhood will be just a few minutes’ walk from shops, restaurants, cafes, and various nightlife amenities of the Downtown Core, as well as improved transit facilities.

Figure 1.21 is a “bird’s-eye” illustration of a pattern of potential build-out of the Downtown Neighborhood west of the SR 527. Figure 1.22 is an illustration of how new buildings could relate in scale to existing buildings within the Downtown Neighborhood east of SR 527. Figures 1.23 through 1.27 show the intended character of streets and buildings in the Downtown Neighborhood. Figure 1.28 illustrates the character of architecture and streets within the Downtown Neighborhood District west of SR 527, showing the potential connection to Pop Keeney Stadium from the curve linking 98<sup>th</sup> Avenue NE to NE 185<sup>th</sup> Street.

See District Requirements in 12.64.102 and other Development Regulations in 12.64 for regulations governing design and development in this District.



**FIG. 1.20 DOWNTOWN NEIGHBORHOOD DISTRICT ZONE**



**FIG. 1.21 BIRD'S-EYE VIEW - WEST**

*Downtown Neighborhood area west of SR 527*



**FIG. 1.22 BIRD'S-EYE VIEW - EAST**

*Downtown Neighborhood area east of SR 527*



**FIG. 1.23 AND 1.24 PEDESTRIAN ENVIRONMENT**

*While still urban, sidewalk environments in the Downtown Neighborhood District Zone may include a planting strip with street trees and a narrow landscaped setback.*



**FIG. 1.25 AND 1.26 HOUSING TYPES**

*The Downtown Neighborhood will feature a variety of urban housing types with downtown services and amenities a few steps away.*



**FIG. 1.27 RESIDENTIAL CHARACTER**

*Residential Buildings in the Downtown Neighborhood Zone will be built close to the sidewalk.*



**d) Improve Main Street**

Main Street remains and is projected to continue as the historic heart of Bothell. All priority short-term catalyst projects are designed to capitalize on immediate opportunities while supporting Main Street businesses. Furthermore, many traffic and transit improvements will keep Main Street fully integrated with surrounding roads and development as downtown grows. Specific Main Street improvements include:

*1) Main Street Extension:*

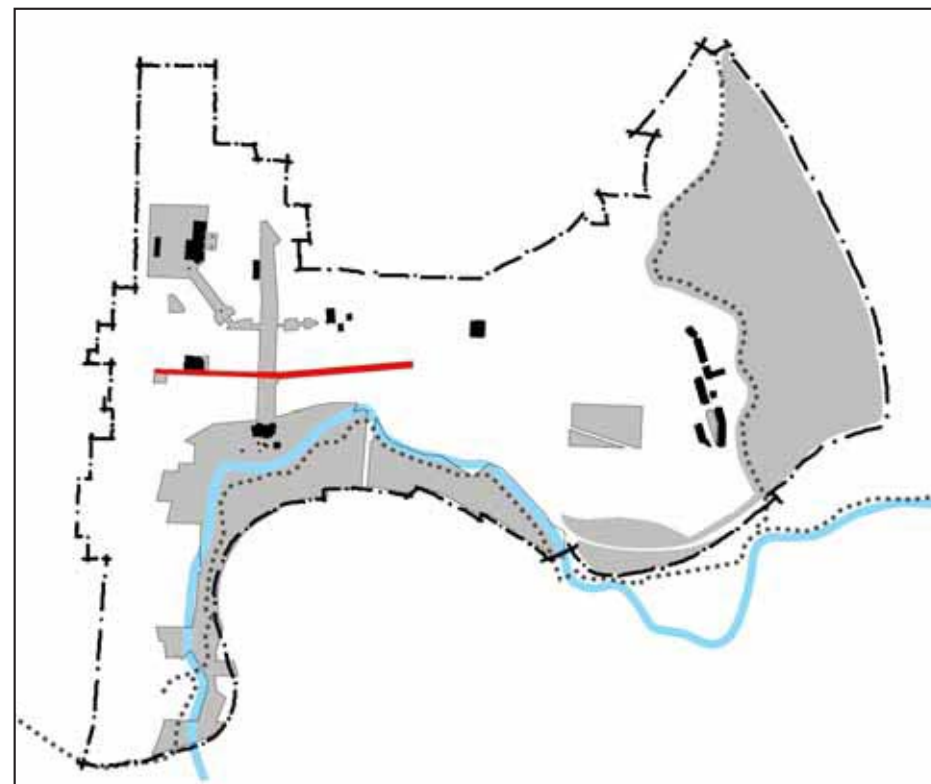
The Crossroads project described above will allow the extension of Main Street to the west across Bothell Way, linking it to the library and new development on the Northshore School District site. The Main Street extension may be planned in conjunction with the Main Street enhancements project below.



**FIG. 2.15 BIRD'S-EYE PERSPECTIVE RENDERING OF ENVISIONED MAIN STREET AREA**



**FIG. 2.16 ILLUSTRATIVE PLAN VIEW OF MAIN STREET AND ITS EXISTING AND NEW INFILL FRONTAGE DEVELOPMENT ON BOTH SIDES OF SR 527**



**FIG. 2.14 NETWORK OF PUBLIC PLACES - KEY MAP**  
*Main Street Improvements*

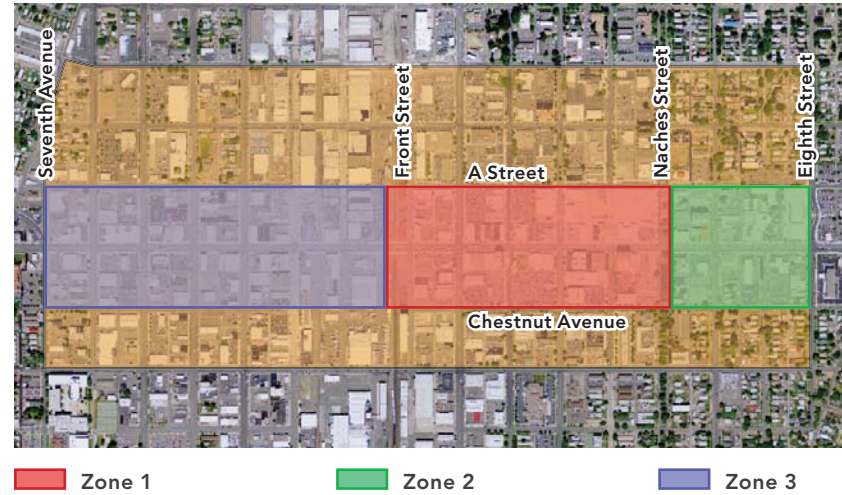


**FIG. 2.17 BUSES CURRENTLY OPERATE ON MAIN STREET PROVIDING ESSENTIAL SERVICE TO DOWNTOWN BOTHELL**  
*View east on existing Main Street as seen from 101<sup>st</sup> Avenue NE in 2006.*



The Retail Strategy for Downtown Yakima should be guided by a retail zoning framework that identifies three specific retail zones within the Downtown, each with different retail characteristics and priorities, as follows:

- **Zone 1**– should be positioned as a lifestyle zone, and encourage activity generating uses and retail that fosters a vibrant atmosphere. Retail focus should be on food and beverage, local products/retail businesses, convenience and entertainment and leisure.
- **Zone 2**– is intended for retail uses that support tourist retail needs, with a focus on food and beverage, convenience and comparison shopping, culture and arts.
- **Zone 3**– is a less vibrant area intended for general retail needs that serve the Yakima population, such as housewares, interiors, furniture, lighting, electronics, DIY, grocery and other comparison goods.



ACTION	MONTHS TO COMPLETE	PRIMARY RESPONSIBILITY
1) Set up a Retail Task Force	3	City & Council
2) Draft retail related zoning and design guidelines	3	City Planning Department
3) Establish policies and criteria that provide a framework for retail incentives	3	City Planning Department
4) Establish short-term and discounted leases for vacant or underutilized municipal property to encourage retail growth in the Downtown. (City should lead by example and encourage private developers/landlords to do similar)	Ongoing once policies are in place	City & Council
5) Develop a marketing strategy	3	City
6) City officials attend retail conferences or trade shows such as the annual Retail Convention (RECON) in Las Vegas	Ongoing	City & Council
7) Identify potential sponsors/sponsorship opportunities for catalyst projects (eg. expansion of Millennium Plaza park)	6	City



## Land Use & Environment Committee

### Review of Proposed Change to Historic Inventory Regulations

**Agenda Date:** 2/26/2015  
**Agenda Item Number:** 4.D  
**File Number:** 15-0173

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

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#### **Title**

Review of Proposed Change to Historic Inventory Regulations

#### **Recommended Action**

##### **Committee Recommendation:**

The Olympia Heritage Commission recommends the proposed change in Historic Inventory Regulations.

##### **City Manager Recommendation:**

The City Manager concurs with the Heritage Commission recommendation, and asked LUEC to recommend Council approval of the attached amendments to the Olympia Municipal Code, including removal of Section 18.12.100(B) related to Heritage Commission review of demolition permits for buildings that have been placed on the Olympia Historic Inventory (but not listed on a Heritage Register or within a historic district).

#### **Report**

##### **Issue:**

The Olympia Heritage Commission recommends the attached amendments to the Olympia Municipal Code, including removal of Section 18.12.100(B) related to Heritage Commission review of demolition permits for buildings that have been placed on the Olympia Historic Inventory (but not listed on a Heritage Register or within a historic district).

##### **Staff Contact:**

Michelle Sadlier, Historic Preservation Officer, Community Planning and Development, 360.753.8031

##### **Presenter(s):**

Michelle Sadlier, Historic Preservation Officer

##### **Background and Analysis:**

As part of the Heritage Commission's approved 2014 Work Plan, the Commission has been conducting heritage-related ordinance review. As a result of concerns identified in the regulation of Olympia Historic Inventory properties, the Commission recommends the removal of OMC 18.12.100 (B): Demolition of Property on the Historic Inventory from the Olympia Municipal Code. City staff will

provide a briefing to the Land Use and Environment Committee in preparation for presenting the recommendation to the full City Council at a future meeting.

Definitions:

As described in the code, the City maintains two lists of historic properties:

- the Olympia Historic Inventory (Inventory)
- the Olympia Heritage Register (Register)

The Inventory is the subject of this proposed code amendment. The Inventory is defined in OMC 18.02.180 as: *Buildings and property identified and listed by the Heritage Commission as having special historic significance and merit.*

This list of historic buildings is relatively informal. It typically results from information gained from a professional architectural survey of historic properties which is presented to the Heritage Commission for review. The Heritage Commission then determines which properties to place on the Inventory to note these properties as having historical significance to Olympia. There is minimal regulation associated with being on the Inventory (described below). There are also no preservation incentives, such as tax benefits, for Inventory properties.

The Olympia Heritage Register (Register) is defined in the code as: *The listing of properties having special historic significance and is listed on the Olympia Heritage Register, and including listings on the Washington Heritage Register, or National Register of Historic Places.*

In contrast to the Inventory, the Register has a formal application process that includes extensive historical research and documentation, assessment of the application by the Heritage Commission using pre-determined criteria, and a public process which includes a public hearing and consent by the owner of the property. Regulation of Register properties is addressed in the code through the heritage review process. Owners of Register properties have access to preservation tax incentives, such as Washington State's special valuation program, and receive a bronze plaque to mark their home as one of Olympia's designated historic properties.

Regulation of Inventory Properties:

The only regulation associated with Inventory properties relates to demolition. Current code requires that proposed demolition of a building on the Inventory go through a special review process with the Heritage Commission. This process considers whether the property is *eligible for the Register*, resulting in the following:

- 1) If the property is determined not to be eligible, the Heritage Commission documents the property and conveys a Waiver of Certificate of Appropriateness, the document submitted to the City of Olympia's Building Official to indicate the Heritage Commission's approval of an application on heritage grounds; or



- 2) If the property is determined eligible, the process of placing it on the Register begins.

However, in essence, whichever determination is made is unlikely to have a direct impact on the application to demolish. This is because a building cannot be placed on the Register without the owner's consent unless decided by City Council (OMC 18.12.085(B)(10), and the applicant-owner is unlikely to give consent to place a building they intend to demolish on the Register.

Olympia Heritage Commission Recommendation:

Following consideration of these factors, the Heritage Commission recommended at their May 28, 2014 meeting that regulation of Inventory properties be removed from the code. Doing so removes any regulation of these properties but retains the Inventory as an informational list of historically significant places.

The sections of the code which would be impacted by this proposed change (Attachments 1 and 2) are:

- 1) OMC 18.02.180 Definitions; and
- 2) OMC 18.12 Historic Preservation.

These proposed code amendments have completed the following formal review processes:

- 1) Planning Commission Public Hearing on October 6, 2014 - No comments made by the public;
- 2) Planning Commission Deliberation on October 20, 2014 - Motion to accept the Heritage Commission's recommendation passed unanimously;
- 3) City of Olympia SEPA Official Review - Notice of Exemption from SEPA Review received on October 27, 2014; and
- 4) Department of Commerce 60-Day Notice - Submitted on November 20, 2014; no comments received to date.

**Neighborhood/Community Interests (if known):**

General public interest in Olympia's historic character. No public comments were made at or following the Olympia Planning Commission's public hearing on October 6, 2014.

**Options:**

- 1) Recommend the attached amendments to the Olympia Municipal Code, including removal of Section 18.12.100(B) related to Heritage Commission review of demolition permits for buildings that have been placed on the Olympia Historic Inventory (but not listed on a Heritage Register or within a historic district).
- 2) Do not recommend the attached code amendments.
- 3) Recommend revised code amendments to OMC 18.02.180 Definitions and

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

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OMC 18.12 Historic Preservation.

**Financial Impact:**

Staff time included in base budget.

## 18.02.180 Definitions

(cont'd)

**Heritage Commission.** A commission charged with historic planning and preservation, consisting of members appointed by the City Council.

**Heritage Register or Register.** The listing of properties having special historic significance and is listed on the Olympia Heritage Register, and including listings on the Washington Heritage Register, or National Register of Historic Places.

**Heritage Review Committee.** A sub-committee of the Heritage Commission charged with reviewing proposed changes to properties on the Heritage Register or within a historic district, and with making recommendations on permit approval to the Building Official.

**Historic Building.** A building listed on the ~~Historic Property Inventory,~~ Olympia Heritage Register, the National Register of Historic Places and/or the Washington Heritage Register.

**Historic District.** A geographically defined area containing buildings, structures, sites, objects and spaces linked historically through location, design, setting, materials, workmanship, feeling, and/or association. The significance of a district is the product of the sense of time and place in history that its individual components collectively convey. This sense may relate to developments during one period or through several periods in history.

**Historic House Museum.** A home owned by a public or registered nonprofit organization that has been placed on the National, local or State Register of Historic Places, and which is open to the public.

**Historic Preservation Officer, Preservation Officer.** The person designated by the Director to respond to requests for review and information relating to historic preservation and to be the primary staff liaison to work with the Heritage Commission.

~~Historic Property Inventory. Buildings and property identified and listed by the Heritage Commission as having special historic significance and merit.~~

**Historic Resources.** Any building, structure, object, district, area, or site that is significant in the history, architecture, archaeology or culture of this city, state, or nation, as identified by the Olympia Heritage Register, Washington Heritage Register, or the National Register of Historic Places.

**Historic Site.** A place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or the site may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of a ruined or now nonexistent building, structure, or object if the location itself possesses historic, cultural, or archaeological significance.

**Historic Sites (Registered).** Those buildings, structures, districts, sites and objects which are on the City Heritage Register or the State or National Register of Historic Places. (See also Archaeological Sites.)

(cont'd)

## Chapter 18.12 HISTORIC PRESERVATION

### 18.12.000 Chapter Contents

#### Sections:

- 18.12.020 General Purpose and Intent
- 18.12.040 Heritage Commission Creation and Size
- 18.12.045 Heritage Commission Composition
- 18.12.050 Heritage Commission Term of Appointment
- 18.12.055 Heritage Commission Powers and Duties
- 18.12.065 Heritage Commission Compensation
- 18.12.070 Heritage Commission Rules and Officers
- 18.12.075 Heritage Commission Staff
- 18.12.080 Heritage Register - Criteria to Designate Property
- 18.12.085 Heritage Register - Process to Designate Property to the Heritage Register or Historic District
- 18.12.090 Heritage Register - Alteration and Construction
- 18.12.100 Demolition of a Historic Buildings, or a Contributing Historic District Property ~~or Historic Inventory Property~~
- 18.12.110 Removal of Designation
- 18.12.120 Archaeological Sites

(Ord. 6491 §8, 2007, repealed Chapter 18.12 and replaced with new Chapter 18.12).

### 18.12.020 General Purpose and Intent

The purpose and intent of this chapter is to provide for the identification, enhancement, perpetuation and use of historic resources within the City in order to:

- A. Safeguard the heritage of the City as represented by those sites, buildings, districts, structures and objects which reflect significant elements of the City's history.
- B. Strengthen the economic vitality of the City by promoting the stabilization and improvement of property values in historic areas, and by encouraging new buildings and developments that will be harmonious with existing historic buildings and areas.
- C. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the City's history.
- D. Protect and enhance the City's ability to attract tourists and visitors, thereby stimulating the local economy.
- E. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, neighborhoods, streets, structures, objects and sites.
- F. Promote and facilitate the early identification and resolution of conflicts between the preservation of historic resources and alternative land uses.
- G. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

(Ord. 6491 §8, 2007).

**18.12.040 Heritage Commission Creation and Size**

The Olympia Heritage Commission, consists of up to eleven (11) members. Members of the Heritage Commission shall be appointed by the City Council, and shall be residents of the City unless otherwise provided.

(Ord. 6491 §8, 2007).

**18.12.045 Heritage Commission Composition**

A. In making appointments, the City Council may consider names submitted from any source, but the Council shall notify local history and development-related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.

B. The Heritage Commission shall always include at least four (4) professionals who have experience in identifying, evaluating and protecting historic resources and are selected from among the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archeology, cultural geography, American studies, law, and real estate. Heritage Commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the Heritage Commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the City of Olympia and the State Department of Archaeology and Historic Preservation, in which case Heritage Commission action may only be taken if in compliance with said agreements. Exception to the residency requirement of Heritage Commission members may be granted by the City Council in order to obtain representatives from these disciplines.

C. All members of the Heritage Commission must have a demonstrated interest in and knowledge of historic preservation.

(Ord. 6491 §8, 2007).

**18.12.050 Heritage Commission Term of Appointment**

Appointment of members to the Heritage Commission shall be made for a three (3) year term and may be extended by City Council reappointment. The City Council shall appoint members to fill any vacancies for the unexpired term.

(Ord. 6491 §8, 2007).

**18.12.055 Heritage Commission Powers and Duties**

A. The major responsibilities of the Heritage Commission are: to identify and actively encourage the preservation of the City's Olympia's historic resources by maintaining, updating, and expanding ~~an inventory of historic resources, a the Olympia Heritage Register of Historic Places,~~ and reviewing proposed changes to Heritage Register properties; to raise community awareness of the City's Olympia's history and historic resources; and to serve as the City's primary resource in matters of history, historic planning and preservation.

In carrying out these responsibilities the Heritage Commission shall engage in the following:

1. Educate property owners about the importance of rehabilitating, preserving, and maintaining the properties or objects.

2. ~~Conduct-Initiate and review a- periodiccomprehensive inventory surveys of historic properties within the boundaries of the Cityin Olympia; publicize and periodically update inventory results. The Heritage Commission may evaluate buildings in the inventory for their degree of historic significance to the City through a rating system as defined in the City of Olympia Rating System to help identify buildings of historical significance to the community.~~

3. Maintain a Heritage Register according to criteria and procedures stated in Sections 18.12.080 and 18.12.085. This Heritage Register shall list buildings, structures, districts, sites and objects identified by the Heritage Commission as having historic significance worthy of recognition and protection by the City.

4. Consider the establishment or expansion of Historic Districts (see OMC 18.12.085.C).

5. Review and make recommendations to the City Council on applications for Special Valuation Tax (see OMC 3.60).

6. Review proposals and applications to construct, change, alter, modify, remodel, remove or significantly affect properties or districts on the Heritage Register properties, as provided OMC 18.12.090 and 18.12.100. Such review shall be for the purpose of providing recommendations on the impacts of the proposed action to the identified historic resource. All recommendations shall be consistent with the Design Review Criteria and SEPA Mitigation. The City agency or body charged with acting on such a permit or document shall forward a copy of the final decision to the Heritage Commission.

7. Make recommendations to the City Council to be used in the land use and permitting process to guide this review.

8. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic and archaeological resources.

9. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops or similar activities.

10. Recognize excellence in the rehabilitation of historic objects, buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.

11. Be informed about and provide information to the public on incentives for preservation of historic resources, including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.

12. Make recommendations to the City Council on nominations to the Washington Heritage Register and National Register of Historic Places.

13. Investigate and report to the City Council on the use of various federal, state, local or private funding sources available to promote historic, archaeological, and cultural resources in the City.

14. Provide liaison support, communication, and cooperation with federal, state and other local governmental entities which will further historic preservation objectives, including public education, within the Olympia area.

15. Review and provide recommendations to the City Council on the conduct of land use, housing and redevelopment, municipal improvement, and other types of planning and programs undertaken by any agency of the City, other neighboring cities

and towns, the County, the state or federal governments, as they relate to historic and archaeological resources within the City.

16. Conduct all Heritage Commission meetings in compliance with RCW Chapter 42.30, the Open Public Meetings Act, to provide for public participation and adopt standards to guide this action.

17. Coordinate as appropriate with City departments and other heritage organizations.

18. Perform any other functions designated to the Commission by the City Council.

(Ord. 6491 §8, 2007).

#### **18.12.065 Heritage Commission Compensation**

All members of the Heritage Commission shall serve without compensation except for out-of-pocket expenses incurred in connection with Heritage Commission meetings or programs, and which are in accordance with City policy for reimbursement of expenses.

(Ord. 6491 §8, 2007).

#### **18.12.070 Heritage Commission Rules and Officers**

The Commission shall establish and adopt its own bylaws that are consistent with federal, state, and local laws to implement this Chapter. The Heritage Commission shall select from among its membership a chairperson and such other officers and committees, such as the Joint Review Committee and Heritage Review Committee, as may be necessary to conduct the Heritage Commission's business.

(Ord. 6491 §8, 2007).

#### **18.12.075 Heritage Commission Staff**

The City shall provide professional staff and clerical support to the Heritage Commission. Additional assistance and information will be provided by other City departments as may be necessary to aid the Heritage Commission in carrying out its duties and responsibilities under this Chapter.

(Ord. 6491 §8, 2007).

#### **18.12.080 Heritage Register - Criteria to Designate Property**

Any building, structure, object, site or district may be designated for inclusion in the City Heritage Register if it has significant character, interest or value as part of the development, heritage or cultural characteristics of the City, state or nation; is at least fifty (50) years old, or is of lesser age and has exceptional importance; possesses at least two (2) elements of integrity of location, design, setting, materials, workmanship; is well-maintained; and if it falls into at least one (1) of the following categories:

A. Is significantly or substantially a part of or connected with events that have made a significant contribution to the broad patterns of national, state or local history.

B. Embodies the distinctive architectural characteristics of a type, period, style or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction.

C. Is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.

- D. Exemplifies or reflects special elements of the City's cultural, social, economic, political, aesthetic, engineering or architectural history.
- E. Is significantly or substantially a part of or connected with the lives of persons significant in national, state or local history.
- F. Has yielded or may be likely to yield archaeological information important in pre-history or history.
- G. Is a religious property deriving primary significance from architectural or artistic distinction or historical importance.
- H. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event.
- I. Is a birthplace or grave of a historical figure of outstanding importance.
- J. Is a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events, or cultural patterns.
- K. Is a reconstructed building that has been executed in a historically accurate manner on the original site.
- L. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.  
(Ord. 6491 §8, 2007).

### **18.12.085 Heritage Register - Process to Designate Property to the Heritage Register or Historic District**

Listing on the Heritage Register is an honor that denotes significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as a Historic District.

- A. Any person, including members of the Heritage Commission, may nominate a building, structure, object, site or district for inclusion on the City Heritage Register.
- B. Individual Properties:
  - 1. Applications shall be on forms provided by the city and include information and documentation supporting the historic significance of the building, structure, object, site or district.
  - 2. The application shall specify the exterior features, outbuildings, and other characteristics of the site and the building interior (if any) that contribute to its designation.
  - 3. Notification of nomination will be sent to the property owner.
  - 4. If someone other than the property owner makes a nomination the Heritage Review Committee may deny an application for placement on the Heritage Register based on a determination of ineligibility during a preliminary review. Applicants may appeal this denial to the Heritage Commission.
  - 5. If an application advances to the full Heritage Commission, notification of nomination will be sent to the property owner and posted on the site.
  - 6. Notification of a public hearing will be mailed to the property owner and the applicant(s), posted on the site, and published in a newspaper of general circulation in Olympia, not less than ten (10) days prior to the hearing.



7. The Heritage Commission shall consider the merits of the nomination according to the criteria in OMC 18.12.080 following a public hearing.

8. If the Heritage Commission finds that the nominated property meets the designation criteria in OMC 18.12.080 and has the property owner's consent, the property shall be listed on the Heritage Register and owner(s) and lessee(s), if any, notified of the listing.

9. A marker for register properties with information about the property and its significance must be approved by the Heritage Commission or staff. The City may provide this marker.

10. If the owner does not consent to placement of his or her property on the Olympia Heritage Register, after following process set forth in OMC 18.12.085.B above, the Heritage Commission may recommend that the City Council approve designation without property owner consent. Notice will be given to the property owner at least 10 (ten) days prior to the City Council review. A person who is adversely aggrieved by a decision of the City Council under this subsection may appeal the City Council decision to Thurston County Superior Court as provided by law.

C. Districts:

1. Signatures must be obtained from the owners of a majority of the properties within the proposed district.

2. Applications shall be on forms and include information and documentation supporting the historic significance of the district.

3. The application shall specify the exterior features, outbuildings, and other characteristics of the sites within the district and the overall character defining elements that contribute to its designation, and identify the contributing and non-contributing status of the properties within the district.

4. The Heritage Review Committee or staff may deny an application for Historic District status based on a determination of a ineligibility during a preliminary review. Applicants may appeal this denial to the Heritage Commission.

5. The Heritage Commission shall consider the merits of the nomination according to the criteria in OMC 18.12.080 following a public hearing. If the Heritage Commission finds that the nominated district meets the designation criteria in OMC Section 18.12.080, the district may be listed on the Heritage Register with the owner's consent and the owner(s) and lessee(s), if any, notified of the listing.

6. If a majority of property owners within the proposed district boundaries do not consent to District designation, after following process set forth above, the Heritage Commission may recommend that the City Council approve designation without property owner consent. Notice will be given to the property owners at least 10 (ten) days prior to the City Council review. A person who is adversely affected or aggrieved by a decision of the City Council under this subsection may be appeal the City Council decision to Thurston County Superior Court pursuant to the procedures set forth in RCW Chapter.

D. The decision of the Heritage Commission designating objects, properties and districts to the City Register may be appealed by the owner(s) of the affected property in writing on forms provided by the City within thirty (30) days to the City Council. Decisions of the City Council may be appealed to Thurston County Superior Court.

E. Properties listed within a Historic District shall be noted on the official records of the City. Such properties shall be subject to the provisions set forth in this Chapter, as well as the bulk, use, setback, and other controls of the zoning district in which they are located. Nothing contained in this Chapter shall be construed to be repealing, modifying or waiving any zoning or building code provisions.

F. Markers noting the boundaries of the Historic District must be approved by the Heritage Commission or staff. The City may provided these markers.

(Ord. 6491 §8, 2007).

### **18.12.090 Heritage Register - Alteration and Construction**

A. Applicability. (See Design Guidelines, Sections 18.105.020 and 18.105.030, Remodeled Historic Buildings.) No person shall construct any new building or structure, or reconstruct, alter, restore, remodel, repair or demolish any existing building or structure which is on the Heritage Register or within a Historic District without review by the Heritage Commission, the Heritage Review Committee, or Joint Design Review, as required by OMC 18.12.070 and 18.76 180. The review shall apply only to exterior or interior features designated as significant and relating to the designation of the property to the Heritage Register and interior features for historically significant interior spaces of public buildings, including privately owned buildings open to the public; provided, that this section shall have no application to ordinary repair and maintenance, including painting, or Emergency Repair measures as defined in Chapter 18.02, Definitions. Violation of this rule shall be grounds for the Heritage Commission to review the property for removal from the Heritage Register. The review shall be based upon OMC 18.105.020 and 18.105.030.

#### **B. Review Process**

1. Whenever applications are made for alterations, changes, construction on any properties within a Historic District or on the Heritage Register, the Building Official shall notify the Preservation Officer so that the proposed change may be reviewed under the provisions of Sections 18.105.020 and 18.105.030. The Building Official or Preservation Officer shall also notify the applicant of the special review that is required. The Building Official shall continue to process such application and shall work with the Historic Preservation Officer in considering Building and Fire Code requirements and consider the Historic Building Code 16.04.020 but shall not issue any such permit, except as provided by law, until review and recommendations have been completed by the Heritage Commission, its Committee, the Joint Design Review Committee or the Preservation Officer. Consistent with law, any recommendations by the Heritage Commission, the Preservation Officer, or the Heritage Review Committee that are incorporated into the permit official's decision, shall become binding conditions of approval of any permits granted.

2. If no permit is required to pursue work on a designated property or within a designated Heritage Register District, whoever is responsible for the work is encouraged to consult with the Preservation Officer prior to commencement of the work for consistence with The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended).

3. Such applications shall be accompanied by such information as is required by the Heritage Commission and which is reasonably necessary for the proper review of the proposed project.

4. The Preservation Officer may review and approve minor work requiring a permit that does not involve substantial alterations, additions or removals that only alter the features identified when the property was listed on the Heritage Register, or District.

5. Unless legally required elsewhere, there shall be no notice, posting or publication requirements for action on the application, but all such actions shall be made at a regular meeting of the Heritage Commission or at a meeting of the Heritage Review Committee. The Heritage Commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. These findings of fact and reasons shall be based on the factors to consider in reviewing changes as cited in Section 18.12.120(C), Additional Factors to Consider.

6. The Heritage Commission's recommendations shall be transmitted to the Building Official. The recommendations of the Heritage Commission shall be given substantial weight by the Building Official in establishing conditions for the permit.

C. Standards for Review.

1. For a property individually listed on a Heritage Register, the proposed work should not detrimentally alter, destroy or adversely affect any exterior feature or interior feature relating to the designation of the property to the Heritage Register. In the case of construction of a new improvement, building or structure on the site of a Heritage Register property, the exterior of such construction will not adversely affect and will be compatible with the external appearance of existing designated improvements, buildings and structures on the site. The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended) shall be the standards which guide the review of Heritage Register properties.

2. For any property located within a Historic District, the proposed construction, removal, rehabilitation, alteration, remodeling, excavation or exterior alteration shall conform to the standards in OMC 18.110.210, 18.105.020, and 18.105.030 and preserve the historic context and merit of the district, consistent with The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended).

3. Proposed alterations or significant changes necessary or appropriate in order to meet the requirements of any other law, statute, ordinance, regulation, code or ordinance shall be coordinated with, and given consideration along with historic preservation concerns, in reviewing proposed changes to Heritage Register properties.

(Ord. 6886 §22, 2013; Ord. 6491 §8, 2007).

**18.12.100 Demolition of a Historic Building, ~~or~~ a Contributing Historic District Property, ~~and Historic Inventory Property~~**

A.—Demolition of a Historic Building or a Contributing Historic District Property. Findings and a recommendation to the Building Official made by the Heritage Commission or Historic Preservation Officer is required before a permit may be issued to allow whole or partial demolition of a designated structure or facility of recognized historical significance, which for the purposes of WAC 197-11-800 (2)(f) is one listed on the Olympia Heritage Register, Washington Heritage Register or National Register of Historic Places. The owner or his/her agent shall apply to the building official who will request a review of the proposed demolition by the Heritage Commission. The Heritage Commission shall recommend to the Building Official the approval or denial of the proposed demolition. Recommendations may also include steps to mitigate the loss of

the property through, but not limited to, the procedures described in the SEPA Mitigation Policy for Olympia Historic Resources. The Building Official shall give substantial weight to these recommendations in establishing conditions of approval of the permits granted. If the structure is demolished, the Heritage Commission shall initiate the procedure for removal of the structure from the Heritage Register and may recommend designation as a historic site.

~~B. Demolition of a Property on the Historic Inventory. If an application is made for the demolition of a property that is on the Inventory of Historic Places but is not listed on a Heritage Register or within a historic district, the Director shall notify the Preservation Officer. The Commission shall make a determination if the property is eligible for the Register. If it is not determined eligible, the Commission will document the property as outlined in its Rules and convey a Waiver of Certificate of Appropriateness to the Director. If the property is determined to be eligible for the Register pursuant to 18.12.080, the process outlined in 18.12.085 shall be followed.~~

(Ord. 6491 §8, 2007).

#### **18.12.110 Removal of Designation**

In the event that any property is no longer deemed appropriate for designation to the Heritage Register, the Heritage Commission may remove such designation by the same procedure as provided for in establishing the designation, particularly Section 18.12.100(D), (E) and (F). A property may be removed from the Olympia Heritage Register without the owners consent.

(Ord. 6491 §8, 2007).

#### **18.12.120 Archaeological Sites**

A. Whenever in the course of excavation or development, archaeological materials (e.g. bones, shell, stone tools, beads, ceramics, old bottles, hearths, etc.) or human remains are observed during project activities, all work in the immediate vicinity shall stop. The Department of Archaeology and Historic Preservation, the Building Official, the Preservation Officer, any the affected tribe(s) and the county coroner (if applicable) shall be contacted immediately by the property owner or the City in order to help assess the situation and determine how to preserve the resource(s).

B. The property owner shall arrange for an inspection of the site within seven (7) calendar days by one or more archaeology professionals at the expense of the property owner. The Department of Archaeology and Historic Preservation (DAHP) maintains a list of archaeology professionals. The archaeology professionals (s) shall make recommendations as to site restoration, site protection or removal of artifacts. The DAHP, Building Official, property owner, affected tribes, and archaeologist will consult on the treatment of the archaeological resources.

C. If the archaeological inspection indicates the site is significant, or if the site has previously been recorded by the State Department of Archaeology and Historic Preservation, the Building Official and the Preservation Officer shall consult that agency for its recommendation. The Building Official may revoke or temporarily suspend the permit based on the site's archaeological importance. Or, the Building Official shall add mitigating conditions to the project approval in order to protect these sites or artifacts. For sites that are not determined significant but are of local interest, the Building Official may add appropriate mitigating conditions. In any case, the discovery of archaeological

materials requires that the property owner must comply with all applicable laws pertaining to archaeological resources (RCW 27.53, 27.44 and WAC 25-48). Failure to comply with this requirement could constitute a Class C Felony. If federal funds or permits are involved in the project, notification to the appropriate federal agency and the Advisory Council shall occur in addition to the above-listed parties, per 36 CFR Sec. 800.12.

D. Where known archeological sites, as identified by Department of Archaeology and Historic Preservation (DAHP), are proposed for development, the Review Authority shall consult DAHP for their recommendations, and may deny or condition the permit where the archaeological value of the site outweighs the development value, if compensation is available or require recovery of the archaeological materials or other appropriate mitigation measures.

E. The City of Olympia, through an agreement with the DAHP and the appropriate tribes, will reference identified archaeological sites in reviewing land use actions.

(Ord. 6491 §8, 2007).



## Land Use & Environment Committee

### Artesian Commons Leadership Team - Council Liaison

**Agenda Date:** 2/26/2015  
**Agenda Item Number:** 4.E  
**File Number:** 15-0197

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

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#### **Title**

Artesian Commons Leadership Team - Council Liaison

#### **Recommended Action**

##### **City Manager Recommendation:**

Provide guidance on whether City Council should appoint a Councilmember liaison to the Artesian Leadership Committee to provide broad policy perspective.

#### **Report**

##### **Issue:**

To confirm a need for a City Council liaison to the Artesian Leadership Committee, and to recommend who the City Council liaison would be.

#### **Staff Contact:**

Paul Simmons, Director, Parks, Arts and Recreation, 360.753.8462

#### **Presenter(s):**

Paul Simmons, Director, Parks, Arts and Recreation, 360.753.8462

#### **Background and Analysis:**

The Artesian Commons is highly visible park in downtown Olympia unlike any other in the Olympia Parks system. Due to the urbanized setting and the Artesian Well located on site, this park attracts a diverse group of community users. The Artesian Leadership Committee will be comprised of a broad group of stakeholders who will be charged with transforming the Artesian Commons into a safe and welcoming place for all.

#### **Scope & Objectives**

The Artesian Commons Leadership Committee will:

- Provide oversight and guidance in the evolving management of the Artesian Commons
- Provide feedback and support to the five supporting Action Teams
- Recommend and evaluate future design opportunities and management strategies
- Provide guidance to staff regarding implementation of changes

- Serve as community ambassadors for the Artesian Commons

### **Membership**

The Artesian Commons Leadership Committee will be facilitated by the Olympia Parks, Arts, and Recreation Director. Representatives from the following agencies will be invited to voluntarily participate on the Artesian Leadership Committee:

- Behavioral Health Resources
- Community Planning & Development
- Community Youth Services (CYS)
- Downtown Ambassadors
- H2Oly
- Mobile Food Vendor (Must be active at the Artesian Commons)
- Nearby Business Owner
- Nearby Building Owner/Landlord
- Olympia Downtown Association (ODA)
- Olympia Police Department
- Olympia Public Works Department
- Partners in Prevention Education (PIPE)
- Parking & Business Improvement Area
- Parks, Arts, & Recreation Department
- Parks & Recreation Advisory Committee (PRAC)
- Thurston County Health Department
- Youth Liaison - Appointed in Coordination w/ CYS

\*In addition, the City Council may wish to designate a Councilmember liaison to provide a broad policy perspective.

Additional stakeholders who demonstrate interest and may add value to the group may be suggested by Committee members and will be considered at the discretion of the Parks, Arts, and Recreation Director.

### **Action Teams**

The City of Olympia has developed five Action Teams designed to focus on the “on the ground” implementation of management strategies, while receiving guidance and support from Artesian Leadership Committee. These community oriented groups listed below will be facilitated by the Parks, Arts and Recreation Department:

- Programs, Partners, & Events
- Maintenance
- Safety & Security
- Evolving Design
- Public Outreach & Communications

Action Teams will provide status updates at each of the Artesian Leadership Committee meetings to

receive feedback, guidance, and support. The Action Teams will also work to evaluate, develop, and implement recommended strategies from the Artesian Leadership Committee.

It is expected that each Action Team will develop and utilize data points to evaluate progress and measure success. It is also expected that each Action Team provide opportunities for park users, partner agencies, and community stakeholders to help guide the management of the park.

### **Decision Making**

The Action Teams will work under the direction of the Parks, Arts, & Recreation Director. The Artesian Leadership Committee will serve in an advisory role to the Parks, Arts, & Recreation Director, who reports to the City Manager and ultimately the City Council. The Committee's work plan and activities will be coordinated and developed with Parks, Arts, and Recreation Director; and approved by the City Manager.

\*All major physical changes and major regulatory decisions will continue to be approved by the City Council.

### **Meeting Frequency**

Action Teams will develop a meeting schedule based on the nature of their work and the individual needs of their committee.

The Artesian Leadership Committee will meet on the first Thursday of every month from 3:00-4:30pm. Meeting times may be changed and/or additional meetings may be added at the discretion of the Committee.

### **Communication**

The Parks, Arts, and Recreation Department will establish and maintain a page on the City Website that will provide up-to-date information regarding the management of the Artesian Commons.

### **Neighborhood/Community Interests (if known):**

Several community stakeholders have provided general comments regarding the Artesian Commons at previous Land Use and Environment Committee and City Council meetings.

### **Options:**

1. Recommend that Council appoint a Councilmember liaison to the Artesian Leadership Committee and identify a representative, recognizing that all major structural and regulatory changes still require the approval of the full City Council.
2. Move forward without a City Council liaison to the Artesian Leadership Committee, recognizing that all major structural and regulatory changes still require the approval of the full City Council.

### **Financial Impact:**

None





**Land Use & Environment Committee**  
**Status Reports and Updates - Downtown**  
**Project and Related Topics**

**Agenda Date:** 2/26/2015  
**Agenda Item Number:** 4.F  
**File Number:** 15-0191

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

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**Title**

Status Reports and Updates - Downtown Project and Related Topics

**Recommended Action**

Receive and discuss report.

**Report**

**Issue:**

Provide the Land Use and Environment Committee with a status report and update on the Downtown Project IV. Subjects include MOUs for the Downtown Welcome Center, Alcohol Impact Area, the Downtown Ambassador Program, and other Downtown Project IV programs.

**Staff Contact:**

Brian Wilson, Downtown Liaison, Community Planning & Development, 360.570.3798

**Presenter(s):**

Brian Wilson, Downtown Liaison, Community Planning & Development, 360.570.3798

**Background and Analysis:**

The Downtown Project is a multi-pronged approach to achieving City Council's goal of creating a safe and welcoming downtown for all.

**Neighborhood/Community Interests (if known):**

The Downtown Project involves partnering with several local stakeholder groups.

**Options:**

Hear report and provide feedback and direction

**Financial Impact:**

Existing resources.