



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, September 20, 2022**

**7:00 PM**

**Online and Via Phone**

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**Register to Attend:**

**[https://us02web.zoom.us/webinar/register/WN\\_iF4QCgyiQnSRCp5QPOyRHg](https://us02web.zoom.us/webinar/register/WN_iF4QCgyiQnSRCp5QPOyRHg)**

**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

**2.A** [22-0863](#) Special Recognition - Proclamation Recognizing National Voter Registration Day

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

**2.B** [22-0844](#) Special Recognition - City of Olympia SolSmart Gold Designation

**Attachments:** [Solar Resource Webpage](#)  
[Permitting Checklist Webpage](#)

**3. PUBLIC COMMENT**

*(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)*

*During this portion of the meeting, community members may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

*Individual comments are limited to two (2) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.*

**COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)**

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

- 4.A [22-0862](#) Approval of September 13, 2022, City Council Study Session Meeting Minutes  
**Attachments:** [Minutes](#)
- 4.B [22-0861](#) Approval of the September 13, 2022 City Council Meeting Minutes  
**Attachments:** [Minutes](#)
- 4.C [22-0864](#) Approval of a Resolution Authorizing Procurement through the US General Services Administration Master Contracts  
**Attachments:** [Resolution](#)
- 4.D [22-0865](#) Approval of a Resolution Authorizing Participation in the Keystone Purchasing Network  
**Attachments:** [Resolution](#)

#### **4. SECOND READINGS (Ordinances)**

- 4.E [22-0815](#) Approval of an Ordinance Amending the Boundary and Standards of the Downtown Exempt Parking Area  
**Attachments:** [Ordinance](#)  
[Public Comments](#)
- 4.F [22-0828](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 12.60 Relating to Compliance with Signs in Public Parks  
**Attachments:** [Ordinance](#)

#### **4. FIRST READINGS (Ordinances) - NONE**

#### **5. PUBLIC HEARING - NONE**

#### **6. OTHER BUSINESS**

- 6.A [22-0849](#) Storm and Surface Water Utility Briefing - Protecting Urban Salmon  
**Attachments:** [Link to Storm and Surface Water Plan](#)  
[Link to Storm and Surface Water Utility Storymap](#)

#### **7. CONTINUED PUBLIC COMMENT**

*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)*

#### **8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

- 8.A [22-0866](#) Consider a Referral to the Community Livability & Public Safety Committee Regarding Sister City Relationships

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

- 8.B**     [22-0871](#)     Consider a Referral to Staff and the Finance Committee Regarding Climate Revenue

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

**9.        CITY MANAGER'S REPORT AND REFERRALS**

**10.      ADJOURNMENT**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



## City Council

### Special Recognition - Proclamation Recognizing National Voter Registration Day

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 2.A  
**File Number:**22-0863

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**Type:** recognition **Version:** 1 **Status:** Recognition

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**Title**

Special Recognition - Proclamation Recognizing National Voter Registration Day

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Proclaim September 20, 2022 as National Voter Registration Day in the City of Olympia.

**Report**

**Issue:**

Whether to proclaim September 20, 2022 as National Voter Registration Day in the City of Olympia.

**Staff Contact:**

Susan Grisham, Assistant to the City Manager, 360.753.8244

**Presenter(s):**

Mary Hall, Thurston County Auditor

**Background and Analysis:**

Thurston County and its cities annually participate in National Voter Registration Day, a nationwide effort to encourage community members to register to vote. Thurston County Auditor Mary Hall will accept the proclamation and speak to the importance of voting.

**Attachments:**

Proclamation

**PROCLAMATION**

***WHEREAS, registering to vote empowers eligible community members to exercise their right to vote on Election Day; and***

***WHEREAS, the City of Olympia is committed to strengthening democracy by encouraging voter registration and increasing participation in all elections; and***

***WHEREAS, civic-minded people and organizations have collaborated to establish September 20, 2022 as NATIONAL VOTER REGISTRATION DAY; and***

***WHEREAS, the goal for the 2022 National Voter Registration Day is to create awareness of elections and motivate eligible citizens to vote in coming months; and***

***WHEREAS, the strength of our democracy depends on the willingness of our community members to participate by choosing the people who will lead us and by voicing their opinions on important matters that will come before the voters on Election Day; and***

***NOW, THEREFORE, BE IT RESOLVED, that the Olympia City Council hereby recognizes September 20, 2022 as***

***NATIONAL VOTER REGISTRATION DAY***

***in Olympia and encourages all eligible city residents to register to vote.***

***SIGNED IN THE CITY OF OLYMPIA, WASHINGTON, THIS 20<sup>TH</sup> DAY OF SEPTEMBER 2022.***

***OLYMPIA CITY COUNCIL***

***Cheryl Selby  
Mayor***



## City Council

### Special Recognition - City of Olympia SolSmart Gold Designation

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 2.B  
**File Number:**22-0844

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**Type:** recognition **Version:** 1 **Status:** Recognition

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#### **Title**

Special Recognition - City of Olympia SolSmart Gold Designation

#### **Recommended Action**

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

Not referred to a committee.

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

Recognize Olympia's "SolSmart Gold" designation for advancing solar energy growth.

#### **Report**

##### **Issue:**

Whether to recognize Olympia's SolSmart Gold designation.

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

Pamela Braff, PhD, Climate Program Manager, City Manager's Office, 360.753.8249

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

Pamela Braff, PhD, Climate Program Manager

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

In June 2022, the City of Olympia received a Gold designation from the national SolSmart program for advancing the growth of solar energy across Olympia. Funded by the U.S. Department of Energy Solar Energy Technologies Office, SolSmart recognizes cities and counties for cutting red tape and making solar more affordable and accessible for homes and businesses.

The city took several actions to achieve the SolSmart Gold designation, including:

- Created a solar resource webpage with answers to frequently asked questions about going solar
- Created an online permitting checklist for rooftop solar installations to increase transparency for community members and solar installers
- Streamlined the permit process timeline. Most residential rooftop solar applications are reviewed within two days of submission.

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**Type:** recognition **Version:** 1 **Status:** Recognition

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- Reviewed local codes and identified restrictions that intentionally or unintentionally prohibit solar PV development.
- Installed solar PV at city facilities.
- Supported a community-wide group purchase program and community solar program.

**Attachments:**

Presentation

# Solar

Solar Tour



## We're making it easier to go solar!

The City of Olympia is committed to going solar. Thanks to a streamlined permitting process, Olympia residents can quickly have solar panels installed on homes and businesses and begin seeing the benefits of clean, renewable energy.

For statistics and information regarding solar energy go to [Washington State Solar Energy Industries Association page](#).

Thinking about going solar? View our frequently asked questions below to learn more about installing solar panels on your home or business.

I'm ready now. How do I get a permit?

## Frequently asked questions

> [Is my roof suitable for solar?](#)

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> [What if my roof isn't suitable for solar?](#)

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> [How do I get started? \(Local installer list\)](#)

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> [Can I finance my solar installation? \(Local lender list\)](#)

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> [What about funding for business and commercial properties?](#)

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> [What incentives are available?](#)

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> How do I get a permit?

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> What are my solar rights?

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# Residential Rooftop Solar Permits

## How do I get a permit?

All residential solar PV installations require a permit before starting any work. **Most solar contractors will apply for any permits on your behalf.**

Most residential, rooftop mounted systems are eligible for an expedited Residential Rooftop Solar Permit. Please consult the [Residential Rooftop Solar Expedited Self Certification Form](#) to determine if your system qualifies for expedited permitting.

Solar installations on commercial properties require separate building and electrical permits. Please contact the Community Planning and Development Department for help with building and site plans.

## Permit process

Step 1: Prepare application materials

Step 2: Submit permit application

Step 3: City permit review

Step 4: Permit issuance

Step 5: Inspection

Historic building considerations

### Step 1: Prepare application materials

The following information will be needed at the time of application for all residential rooftop-mounted solar systems:

#### Submittal documents due at time of application

- [Residential Rooftop Solar Expedited Self Certification Form](#)
- One-line diagram prepared by an electrician ([requirements](#))
- Additional documentation may be requested for historic properties

#### General information needed for online application

- Site address or parcel number
- Project title
- Proposed project description
- Current property owner
- Primary contact name
- Primary contact phone
- Primary contact email
- Contractor name
- Contractor unified business identifier (UBI) or license #
- PV system description (include manufacturer and model # of PV modules and inverters)

#### Contractors providing service in the City of Olympia must meet the following requirements:

- Registered/licensed Washington state electrical contractor
- City of Olympia business license





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

## City Council

### Approval of September 13, 2022, City Council Study Session Meeting Minutes

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 4.A  
**File Number:**22-0862

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**Type:** minutes **Version:** 1 **Status:** Consent Calendar

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**Title**

Approval of September 13, 2022, City Council Study Session Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, September 13, 2022**      **5:30 PM**      **Council Chambers, Online and Via Phone**

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### Study Session

**Attend:** <https://us02web.zoom.us/j/86270080979?pwd=bTY3NnpaTmNkWWdsUkcxbmppSWpCdz09>

#### 1. ROLL CALL

**Present:** 7 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Jim Cooper, Councilmember Yến Huỳnh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Dontae Payne

#### 2. BUSINESS ITEM

##### 2.A [22-0826](#) Multi-Family Tax Exemption Study Recommendations

Community Planning and Development Director Leonard Bauer and Housing Program Manager Darian Lightfoot introduced the topic and EcoNorthwest consultants Morgan Shook and Michelle Anderson.

Mr. Shook and Ms. Anderson gave an overview of recommendations of the Multi-Family Tax Exemption Study.

Councilmembers asked clarifying questions.

**The study session was completed.**

#### 3. ADJOURNMENT

The meeting adjourned at 6:44 p.m.



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

## City Council

### Approval of the September 13, 2022 City Council Meeting Minutes

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 4.B  
**File Number:**22-0861

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**Type:** minutes   **Version:** 1   **Status:** Consent Calendar

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**Title**

Approval of the September 13, 2022 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, September 13, 2022**

**7:00 PM**

**Online and Via Phone**

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**Register to**

**Attend:** [https://us02web.zoom.us/webinar/register/WN\\_QvOC-QjRQRKfIETLYTQLhQ](https://us02web.zoom.us/webinar/register/WN_QvOC-QjRQRKfIETLYTQLhQ)

### 1. ROLL CALL

**Present:** 7 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Jim Cooper, Councilmember Yén Huỳnh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Dontae Payne

### 1.A ANNOUNCEMENTS - NONE

### 1.B APPROVAL OF AGENDA

The agenda was approved.

### 2. SPECIAL RECOGNITION

#### 2.A [22-0837](#) Special Recognition - Proclamation Recognizing Suicide Prevention Month

Councilmember Parshley and Councilmember Huỳnh read a proclamation recognizing Suicide Prevention Month. They each shared resources for suicide prevention.

**The recognition was received.**

### 3. PUBLIC COMMENT

The following people spoke: Derek Ball, Philip Harjew, Robert Vanderpool, Alice Rosewater, Talauna Reed, and Sarah Destasio.

### 4. CONSENT CALENDAR

#### 4.A [22-0800](#) Approval of the August 23, 2022 City Council Meeting Minutes

**The minutes were adopted.**

#### 4.B [22-0834](#) Approval of Bills and Payroll Certification

Payroll check numbers 93725 through 93805 and Direct Deposit transmissions: Total: \$5,703,256.20; Claim check numbers 3748789 through 3650273: Total:

\$13,805,615.30.

**The decision was adopted.**

- 4.C [22-0818](#) Approval of a Resolution Authorizing a Lease Agreement between the City of Olympia and the Olympia School District for Office and Classroom Space at the Armory During Renovations to Avanti High School

**The resolution was adopted.**

- 4.D [22-0825](#) Approval of a Resolution Authorizing a Program Participation Agreement Between the City of Olympia and the Snohomish County Regional Training Consortium for the Firefighter Recruit Training Academy

**The resolution was adopted.**

**4. SECOND READINGS (Ordinances)**

- 4.E [22-0780](#) Approval of an Ordinance Adopting a Vacant Properties Registration Program

**The ordinance was adopted on second reading.**

**4. FIRST READINGS (Ordinances)**

- 4.F [22-0815](#) Approval of an Ordinance Amending the Boundary and Standards of the Downtown Exempt Parking Area

**The ordinance was approved on first reading and moved to second reading.**

- 4.G [22-0828](#) Approval of an Ordinance Amending Olympia Municipal Code Chapter 12.60 Relating to Compliance with Signs in Public Parks

**The ordinance was approved on first reading and moved to second reading.**

**Approval of the Consent Agenda**

**Councilmember Parshley moved, seconded by Councilmember Huynh, to adopt the Consent Calendar. The motion carried by the following vote:**

**Aye:** 7 - Mayor Selby, Mayor Pro Tem Gilman, Councilmember Cooper, Councilmember Huynh, Councilmember Madrone, Councilmember Parshley and Councilmember Payne

**5. PUBLIC HEARING - NONE**

**6. OTHER BUSINESS**

- 6.A**     [22-0832](#)     Olympia Fire Department Basic Life Support Transport and CARES Programs Feasibility Study Overview and Basic Life Support Transport Provided by Private Ambulance Services in Olympia Availability and Response Briefing

Interim Fire Chief Todd Carson gave a briefing on the Basic Life Support transport provided by private ambulance services in Olympia.

FCS Group Consultant Martin Chaw gave an overview of the Basic Life Support and CARES program feasibility

Councilmembers asked clarifying questions.

**The information was provided.**

- 6.B**     [22-0836](#)     Review and Approve the Draft 2023 Legislative Agenda

Legislative Liaison Susan Grisham gave an overview of the proposed 2023 Legislative Agenda.

Councilmembers asked clarifying questions and made suggestions for edits.

**The discussion was completed.**

**7. CONTINUED PUBLIC COMMENT - NONE**

**8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Mayor Selby discussed a future referral regarding joining the Sister City International organization. She also asked that Councilmember Payne be the City's representative to the South Sound Military Partnership.

**9. CITY MANAGER'S REPORT AND REFERRALS - NONE**

**10. EXECUTIVE SESSION**

- 10.A**     [22-0827](#)     Executive Session Pursuant to RCW 42.30.110(1)(b); RCW 42.30.110 (1)(c) - Real Estate Matter

Mayor Selby recessed the meeting at 9:11 p.m. She asked the Council to reconvene in 5 minutes for an Executive Session Pursuant to RCW 42.30.110(1)(b) and RCW 42.30.110 (1) (c) to discuss a real estate matter.

Mayor Selby reconvened the meeting at 9:19 p.m. She announced no decisions would be made, the meeting was expected to last no longer than 60 minutes, and the Council would adjourn immediately following the Executive Session. The City Attorney was present at the Executive Session.



**The executive session was held and no decisions were made.**

**10. ADJOURNMENT**

The meeting adjourned at 10:09 p.m.



## City Council

### Approval of a Resolution Authorizing Procurement through the US General Services Administration Master Contracts

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 4.C  
**File Number:**22-0864

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**Type:** resolution **Version:** 1 **Status:** Consent Calendar

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#### **Title**

Approval of a Resolution Authorizing Procurement through the US General Services Administration Master Contracts

#### **Recommended Action**

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

Not referred to a committee

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

Move to approve a resolution authorizing procurement through the US General Services Administration master contracts

#### **Report**

##### **Issue:**

Whether to approve a resolution authorizing City staff to procure goods and services from or through the US General Services Administration.

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

Sean Krier, City Clerk, Office of Strategic Initiatives, City Clerk Services, 360.753.8110

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

None - Consent Calendar Item.

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

RCW 39.32.090 permits local government entities to purchase goods and services from or through the U.S. General Services Administration (GSA) when authorized by the entity's legislative authority.

This resolution provides that authorization from the City Council. The GSA is able to negotiate lower prices for goods and services than the City due to its purchasing power. This allows staff to streamline the purchasing of goods that cannot be sourced locally. For example, this agreement will be used to procure the needed software to process public records requests more quickly for Body Worn Camera recordings.

GSA also identifies women and minority owned businesses it has established contracts with, making it easier for City staff to identify and procure goods from businesses owned by disadvantaged groups.

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

Requests from community members for copies of Body Worn Camera recordings can be processed more quickly through use of advanced software purchased through GSA.

**Options:**

1. Approve the resolution permitting City staff to procure goods and services from or through the US General Services Administration.
2. Direct staff to modify the resolution permitting City staff to procure goods and services from or through the US General Services Administration.
3. Move to take no action.

**Financial Impact:**

Using contracts negotiated by the US General Services Administration will reduce the amount of City staff time spent procuring goods and services while also realizing cost savings by taking advantage of the lower prices the GSA is able to negotiate with vendors.

**Attachments:**

Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
AUTHORIZING PROCUREMENT FROM OR THROUGH THE UNITED STATES GENERAL  
SERVICES ADMINISTRATION**

**WHEREAS**, periodically, City staff reviews processes and procedures to identify and evaluate opportunities for greater efficiency and cost-savings; and

**WHEREAS**, as the federal government's purchasing agent, the United States General Services Administration (GSA) provides centralized procurement for the federal government, offering billions of dollars' worth of products, services, and facilities that federal agencies need to serve the public, and

**WHEREAS**, through the GSA, state, local, tribal governments and educational institutions may utilize specific GSA programs to buy goods and services, and

**WHEREAS**, the City is seeking ways to increase its purchasing from women and minority owned businesses and GSA strives to make it easy to find and procure goods and services from these types of businesses; and

**WHEREAS**, pursuant to RCW 39.32.070 through 39.32.090, whenever authorized by ordinance or resolution of its legislative authority any political subdivision of the state shall have power to purchase goods and services from or through the GSA without calling for bids, notwithstanding any law or charter provision to the contrary; and

**WHEREAS**, the City of Olympia desires to purchase goods and services from or through the GSA for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs, and functions, including the purchase of technology, supplies, materials and other items and services; and

**WHEREAS**, based on review of the benefits of purchasing from or through the GSA, City staff have concluded the program will provide the best value to the residents of the City through anticipated cost savings and by increasing the amount of purchasing the City does with women and minority owned businesses;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

**Section 1.** The Olympia City Council, pursuant to the authority provided under RCW 39.32.070 through RCW 39.32.090, hereby approves the purchase of goods and services from or through the United States General Services Administration (GSA) without calling for bids.

**Section 2.** The City Manager or their designee is authorized to register with GSA on behalf of the City of Olympia for the purpose of utilizing purchasing contracts that have been competitively bid by the GSA.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY



## City Council

### Approval of a Resolution Authorizing Participation in the Keystone Purchasing Network

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 4.D  
**File Number:**22-0865

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**Type:** resolution **Version:** 1 **Status:** Consent Calendar

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#### **Title**

Approval of a Resolution Authorizing Participation in the Keystone Purchasing Network

#### **Recommended Action**

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

Not referred to a committee

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

Move to authorize the City Manager to register for participation in the Keystone Purchasing Network on behalf of the City of Olympia.

#### **Report**

##### **Issue:**

Whether to authorize the City Manager to register for participation in the Keystone Purchasing Network on behalf of the City of Olympia.

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

Sean Krier, City Clerk, Office of Strategic Initiatives, City Clerk Services, 360.753.8110

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

None - Consent Calendar Item.

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

The City of Olympia wants to procure goods and services through cooperative contracts managed by the Keystone Purchasing Network (KPN). By using these cooperative contracts, City Staff can streamline the purchasing of goods that cannot be sourced locally. These goods include playground and ballfield equipment and software that city departments are currently looking to purchase.

By using KPN contracts, the City can also take advantage of the lower prices KPN is able to negotiate with its collective purchasing power. Additionally, the City is able to more easily purchase from minority and women owned businesses that have established cooperative contracts with KPN.

Staff have reviewed the benefits of participating in the KPN and based on this review have concluded

that membership in the KPN will provide the best value to the residents of the City through the anticipated cost savings.

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

Support the City's goal of creating more parks in the community.

**Options:**

1. Approve the resolution authorizing the City Manager to register for participation in the Keystone Purchasing Network on behalf of the City of Olympia.
2. Direct staff to modify the resolution authorize the City Manager to register for participation in the Keystone Purchasing Network on behalf of the City of Olympia.
3. Take no action.

**Financial Impact:**

Using contracts negotiated by the KPN will reduce the amount of City staff time spent procuring goods and services while also realizing cost savings by taking advantage of the lower prices the KPN is able to negotiate with vendors.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
AUTHORIZING PARTICIPATION IN THE KEYSTONE PURCHASING NETWORK**

**WHEREAS**, periodically, City staff reviews processes and procedures to identify and evaluate opportunities for greater efficiency and cost-savings; and

**WHEREAS**, the Keystone Purchasing Network (KPN) is a government purchasing cooperative created to reduce the cost of goods and services by leveraging the purchasing power of public agencies; and

**WHEREAS**, KPN issues competitive, transparent, and impartial solicitations for products and services on behalf of all public agencies; the solicitations are advertised nationally; and the solicitations contain language that allows them to be accessible nationally to public agencies in states whose laws allow for intergovernmental contract use; and

**WHEREAS**, Chapter 39.34 RCW, the Interlocal Cooperation Act, allows for intergovernmental agreement contract use in the State of Washington; and

**WHEREAS**, the City of Olympia desires to participate in the KPN for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs, and functions, including the purchase of technology, supplies, materials and other items and services; and

**WHEREAS**, based on review of the benefits of participating in KPN, City staff have concluded the program will provide the best value to the residents of the City through the anticipated savings to be realized;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

**Section 1.** The Olympia City Council, pursuant to RCW 39.34, hereby approves the purchase of goods and services from or through the KPN without independently calling for bids.

**Section 2.** The City Manager or their designee is authorized to register for the KPN program on behalf of the City of Olympia for the purpose of utilizing purchasing contracts that have been competitively bid by the KPN.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY





## City Council

### Approval of an Ordinance Amending the Boundary and Standards of the Downtown Exempt Parking Area

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 4.E  
**File Number:**22-0815

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**Type:** ordinance **Version:** 2 **Status:** 2d Reading-Consent

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#### **Title**

Approval of an Ordinance Amending the Boundary and Standards of the Downtown Exempt Parking Area

#### **Recommended Action**

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

The Land Use and Environment Committee recommends moving to approve on first reading, and forward to second reading, an ordinance amending the boundary and standards of the Downtown Exempt Parking Area.

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

Move to approve on second reading an ordinance amending the boundary and standards of the Downtown Exempt Parking Area.

#### **Report**

##### **Issue:**

Whether to approve on second reading, an ordinance amending the boundary and standards of the Downtown Exempt Parking Area.

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

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

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

None - Consent Calendar Item.

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

Background and Analysis did not change from first to second reading.

At its February 17, 2022, meeting, the Land Use and Environment Committee (LUEC) referred to the Planning Commission a potential revision to the Downtown Exempt Parking Area map and requirements. The proposal, if approved, would make the entire area within the boundary exempt from automobile parking requirements for residential development.

Approximately two years ago, Community Planning and Development staff noted that some housing projects that had gone through the presubmission conference stage of review were not proceeding to the application stage. Upon inquiry, it was noted that the parking requirements were one of the reasons some of these projects were not moving forward.

In March 2021, the LUEC discussed potential revisions to the Downtown Exempt Parking Area boundary. The proposal was to keep the outer boundary the same, as shown in Figure 38-2 of Chapter 18.38 of the Olympia Code, but to make the entire area exempt from minimum automobile parking requirements for residential development rather than having a portion of the boundary limited to a 10% reduction in residential parking requirements.

This proposal is specifically called out in the Olympia Housing Action Plan (HAP) as consistent with HAP action 3.i:

*3.i Reduce parking requirements for residential uses, including for multifamily developments near frequent transit routes.*

The Committee referred the issue to the Planning Commission but asked staff to first compile data to help inform the Commission about parking demands in the area of newly constructed apartment buildings, and the impact any changes would potentially have on the Downtown and surrounding neighborhoods.

Staff have been surveying the downtown core periodically since 2019 and regularly since 2021. Staff contacted and spoke with property managers of five of the newer Downtown apartment developments, who shared that their parking is consistently leased to capacity. This is off-street parking that has been provided, even though it was not required by City codes.

It should be noted that the parking exemption does not apply to new commercial development over 3,000 square feet in size. Additionally, most residential projects do provide off-street parking even when not required by the City. In those cases, parking is typically provided at 0.7-0.8 spaces per unit. Staff anticipates that most developers will continue to provide parking at a similar amount based on market demand and financing requirements.

Additionally, changes in state law (RCW 36.70A.620) were made related to parking, which were recently adopted by the City. Those changes have specific maximums for certain housing types (market rate, housing for seniors and persons with disabilities, and housing affordable to very low-income or extremely low-income individuals) when located within a quarter mile of a transit stop with certain levels of frequency.

It should be noted that while off-street automobile parking would not be required for new residential development within the Downtown Parking Exempt Area, bicycle parking would still be required at the existing ratios.

#### Planning Commission

The Planning Commission conducted a public hearing on July 18, 2022. One person testified in support of the proposal and some written comments (see Attachment 2) were submitted. Upon completing its deliberations, the Planning Commission recommended approval of the proposed amendments to the Downtown Exempt Parking Area standards.

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

The proposal was routed to Recognized Neighborhood Associations, adjacent jurisdictions, Tribes, State agencies, and other governmental entities. Staff also reached out to the Downtown Neighborhood Association, the Parking and Business Improvement Area (PBIA), and members of the development community that had shared their experiences in deciding whether or not to proceed after presubmission conferences for residential development projects. All comments received are attached.

**Options:**

1. Approve on second reading an ordinance amending
2. Approve on second reading an ordinance amending the boundary and standards of the Downtown Exempt Parking Area, with specific modifications.
3. Do not adopt amendments to the Downtown Exempt Parking Area boundary or standards.

**Financial Impact:**

There is no specific fiscal impact of the proposal to the City budget. Resources associated with processing this proposal are covered by the Community Planning and Development Department's base budget.

**Attachments:**

Ordinance  
Public Comments

**Ordinance No. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING TITLE 18, UNIFIED DEVELOPMENT CODE, CHAPTER 18.38 PARKING AND LOADING, OF THE OLYMPIA MUNICIPAL CODE**

**WHEREAS**, on February 17, 2022, the City of Olympia Land Use and Environment Committee referred to the Planning Commission a proposal to amend the residential parking standards within the Downtown Exempt Parking Area; and

**WHEREAS**, on May 23, 2022, the Community Planning and Development Department proposed amendments to OMC 18.38.160 and Figure 38-2 of Title 18, Unified Development Code, of the Olympia Municipal Code (OMC) (the Proposed Amendments); and

**WHEREAS**, on May 23, 2022, the Proposed Amendments were sent to the Washington State Department of Commerce Growth Management Services with the Notice of Intent to Adopt Development Regulation amendments as required by RCW 36.70A.106 and no comments were received from state agencies during the comment period; and

**WHEREAS**, Notice of Application for the Proposed Amendments was routed to all Recognized Neighborhood Associations within the City of Olympia and to the Council of Neighborhoods Association on May 27, 2022, pursuant to Chapter 18.78 OMC, Public Notification, and Chapter 18.86 OMC, Neighborhood Association Recognition and Notification; and

**WHEREAS**, on May 31, 2022, a legal notice was published in The Olympian newspaper providing notice of the Proposed Amendments; and

**WHEREAS**, on June 17, 2022, the City of Olympia issued a Determination of Non-Significance pursuant to the State Environmental Policy Act (SEPA) on the Proposed Amendments; and

**WHEREAS**, on June 27, 2022, the Olympia Planning Commission received a briefing on the Proposed Amendments; and

**WHEREAS**, on July 7, 2022, notice of the public hearing for the Proposed Amendments was provided to all Parties of Record pursuant to Chapter 18.78 OMC, Public Notification; and

**WHEREAS**, on July 8, 2022, notice of the public hearing for the Proposed Amendments was provided to all Recognized Neighborhood Associations with the City of Olympia pursuant to Chapter 18.78 OMC, Public Notification, and Chapter 18.86 OMC, Neighborhood Association Recognition and Notification; and

**WHEREAS**, on July 8, 2022, a legal notice was published in The Olympian newspaper regarding the date of the Olympia Planning Commission's public hearing on the Proposed Amendments; and

**WHEREAS**, on July 18, 2022, the Olympia Planning Commission held a public hearing and deliberated the Proposed Amendments; and

**WHEREAS**, following the public hearing and deliberations, on July 18, 2022, the Planning Commission provided to the City Council its recommendation to amend Title 18, Unified Development Code, Section 18.38.160 and Figure 38-2 of the Olympia Municipal Code (OMC), as proposed; and

**WHEREAS**, the Proposed Amendments are consistent with the Olympia Comprehensive Plan and other chapters of Title 18 OMC; and

**WHEREAS**, the Proposed Amendments have been reviewed pursuant to the Rezones and Text Amendments process outlined in chapter 18.58 OMC; and

**WHEREAS**, chapters 35A.63 and 36.70A RCW and Article 11, section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1. Amendment of OMC 18.38.160. Olympia Municipal Code Subsection 18.38.160 is hereby amended to read as follows:**

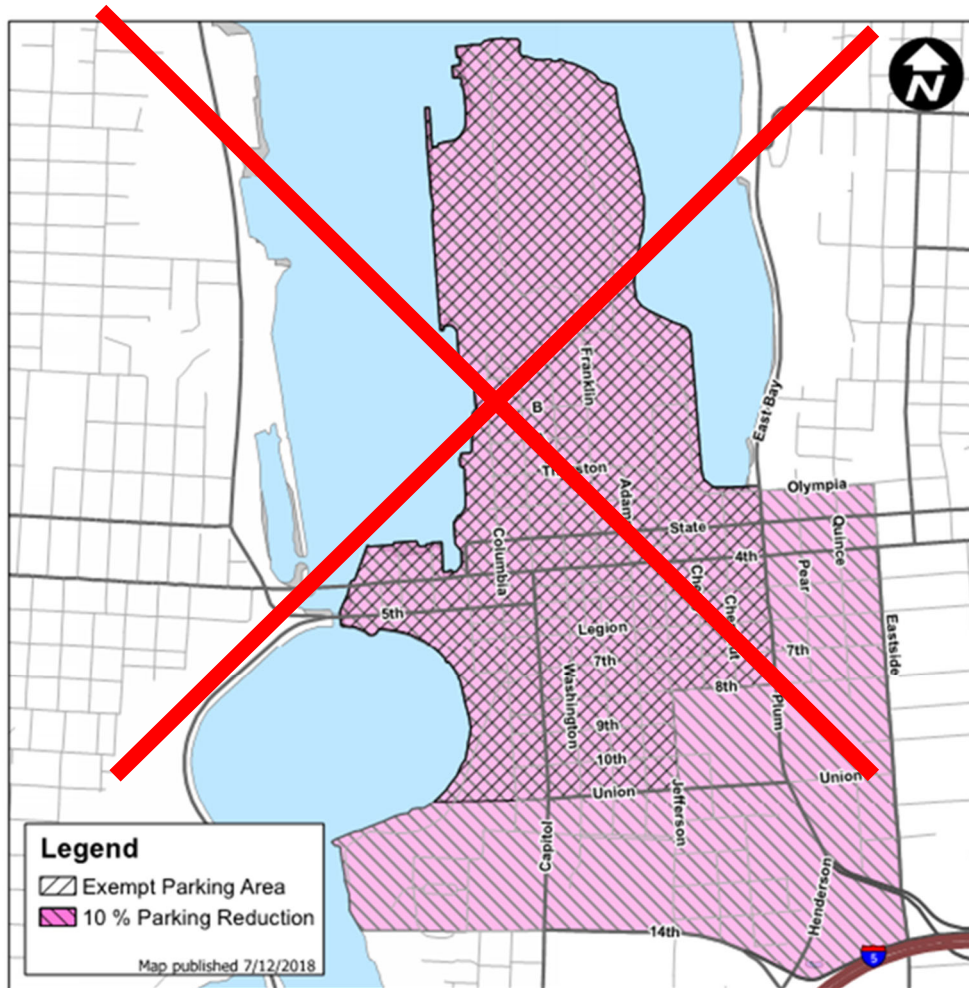
**18.38.160 Specific zone district requirements**

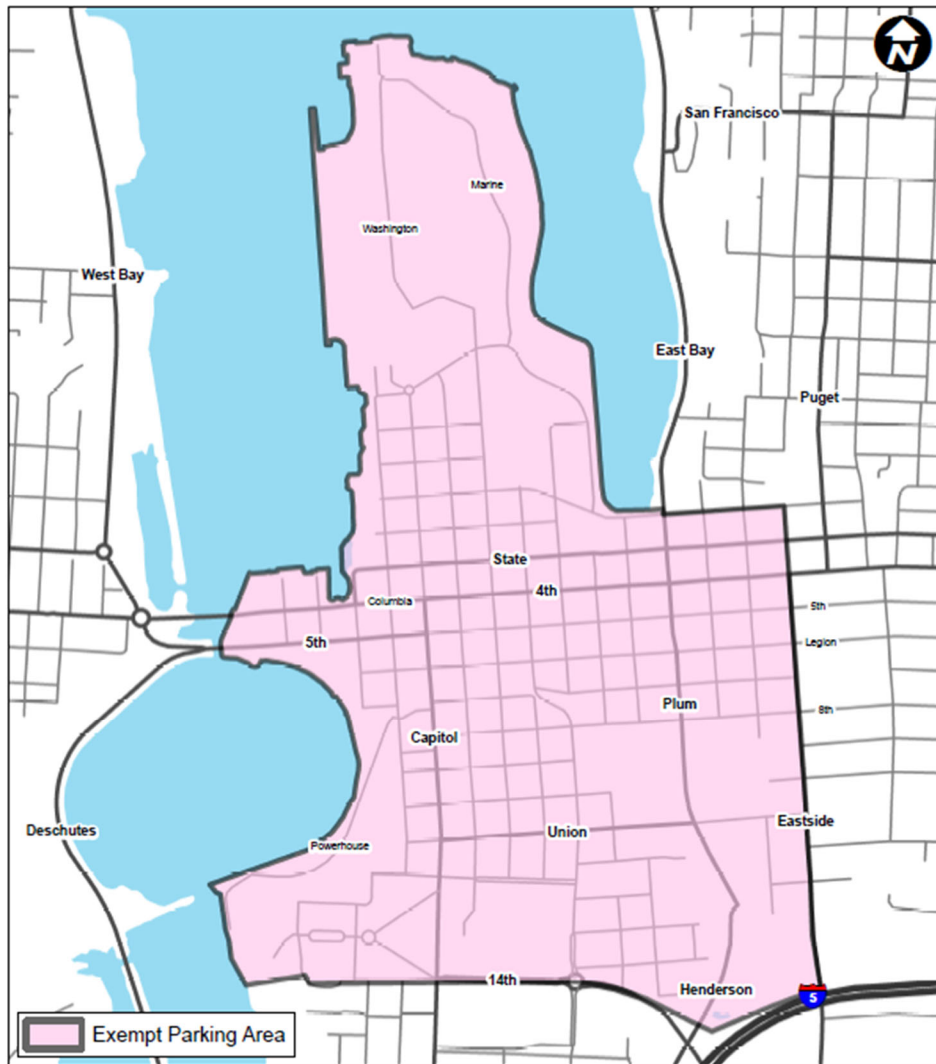
- A. Ten (10) Percent Required Reduction in Parking Requirements.  
The median motor vehicle parking requirements contained in Section 18.38.100 shall be reduced by an additional ten (10) percent for uses in the High Density Corridor 1, 2, 3, and 4 Districts (see High Density Corridor Map), Neighborhood and Urban Villages, and for nonresidential uses within the Downtown (see Figure 38-2).
- B. Urban Residential (UR), High Rise Multifamily (RM-H) Residential Mixed Use (RMU) and Commercial Services - High Density (CS-H) Zones.

Residential uses shall be provided with one (1) motor vehicle parking space per unit unless otherwise exempted elsewhere in this chapter.

- C. Downtown Exempt Parking Area (See Figure 38-2).
  - 1. Existing buildings constructed prior to January 1, 2002, which are located within the Downtown Exempt Parking Area (See Figure 38-2), shall be exempt from the vehicle parking standards. However, a change of use within such existing structures shall comply with the long-term and short-term bicycle parking standards pursuant to Table 38.01;
  - 2. All new residential buildings and uses located within the Downtown Exempt Parking Area (See Figure 38-2) shall be exempt from vehicle parking standards. However, if any new residential parking is constructed, the parking facility shall meet the Parking Design, ~~Pedestrian Street~~ and Design Review Criteria in OMC 18.38.180 through 18.38.240 and applicable criteria in OMC Chapters 18.04, - or - 18.06, and 18.2018.120). All new residential buildings and uses shall comply with the long-term and short-term bicycle parking standards pursuant to Table 38.01; and
  - 3. All new commercial buildings or expansions totaling over 3,000 square feet of gross leasable area, constructed after January 1, 2002, which are located within the Downtown Exempt Parking Area (See Figure 38-2) shall be required to meet vehicle parking and bicycle standards (OMC 18.38.020 through 18.38.240).
  - 4. When not covered by C.1 or C.2 above, ÷ bBicycle parking is not required for those buildings and uses located within the Downtown Exempt Parking Area (see Figure 38-2) that do not provide on-site motor vehicle parking.
- D. High Density Corridor 1 and 2, and Urban Residential (UR).
  - 1. Townhouse units shall provide one and one-half (1.5) parking spaces per unit;

2. Multifamily units shall provide one (1) parking space per unit;
3. Small restaurants (up to 750 square feet of service area) shall provide two (2) parking spaces/1,000 square feet; and
4. Small retail including food stores and laundries (up to 3,000 square feet) shall provide two (2) parking spaces per 1,000 square feet. (The first 350 square feet are exempt from parking requirements.) Small retail may provide additional parking up to three and one-half (3.5) parking spaces per 1,000 square feet.





**FIGURE 38-2**

**Section 2. Olympia Municipal Code.** Copies of the Olympia Municipal Code are and shall be retained on file with the office of the City Clerk.

**Section 3. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

**Section 5. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 6. Effective Date.** This Ordinance shall take effect five (5) days after publication, as provided by law.

---

MAYOR

**ATTEST:**

---

CITY CLERK

**APPROVED AS TO FORM:**



---

DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**





November 3, 2020

Clark Gillman,  
City Council Member  
Land Use Committee Chair  
City of Olympia

CC: Olympia City Council, Tim Smith, Leonard Bauer

Dear Council Member Gillman,

I am writing to request an amendment to the current parking exempt boundary as described in Olympia's Municipal Code (OMC) section 18.38.160 section C. Downtown Exempt Parking Area and illustrated in Figure 38-2. This request is to align the parking exempt boundary with Olympia's Comprehensive Plan and updated Downtown Strategy. These documents provide a framework for a denser, walkable downtown with increased multifamily and mixed-use housing. Many of the developable lots within the Downtown Strategy planning area are located outside the current parking exempt boundary and are confined by physical constraints. Meeting the current parking requirements for multifamily is often difficult and is resulting in a reduced number of residential units allowable on existing sites due to parking constraints.

The allowable density and height requirements encourage larger multifamily buildings; however, we are finding needed housing units being eliminated due to parking constraints. Realigning the parking exempt Boundary with the updated Downtown Strategy will allow for more units being developed helping to meet the housing demand and create the desired housing density in our downtown as outlined in our comprehensive plan, encouraged by zoning areas such as Downtown Business, Urban Housing, Urban Waterfront, and Urban Waterfront Housing, as well as the character areas in the Downtown Strategy.

Please see the attached exhibit which overlays the current and proposed parking exempt boundaries for new multifamily residential development. Thank you in advance for considering this amendment.

Respectfully,

Ron Thomas, AIA  
President  
Thomas Architecture Studios Inc.

Josh Gobel, AIA, LEED AP  
Project Manager  
Thomas Architecture Studios Inc.

Attachment A – Revised Parking Exempt Boundary  
Attachment B – OMC Figure 38-2 existing parking exempt map  
Attachment C – Downtown Character Areas

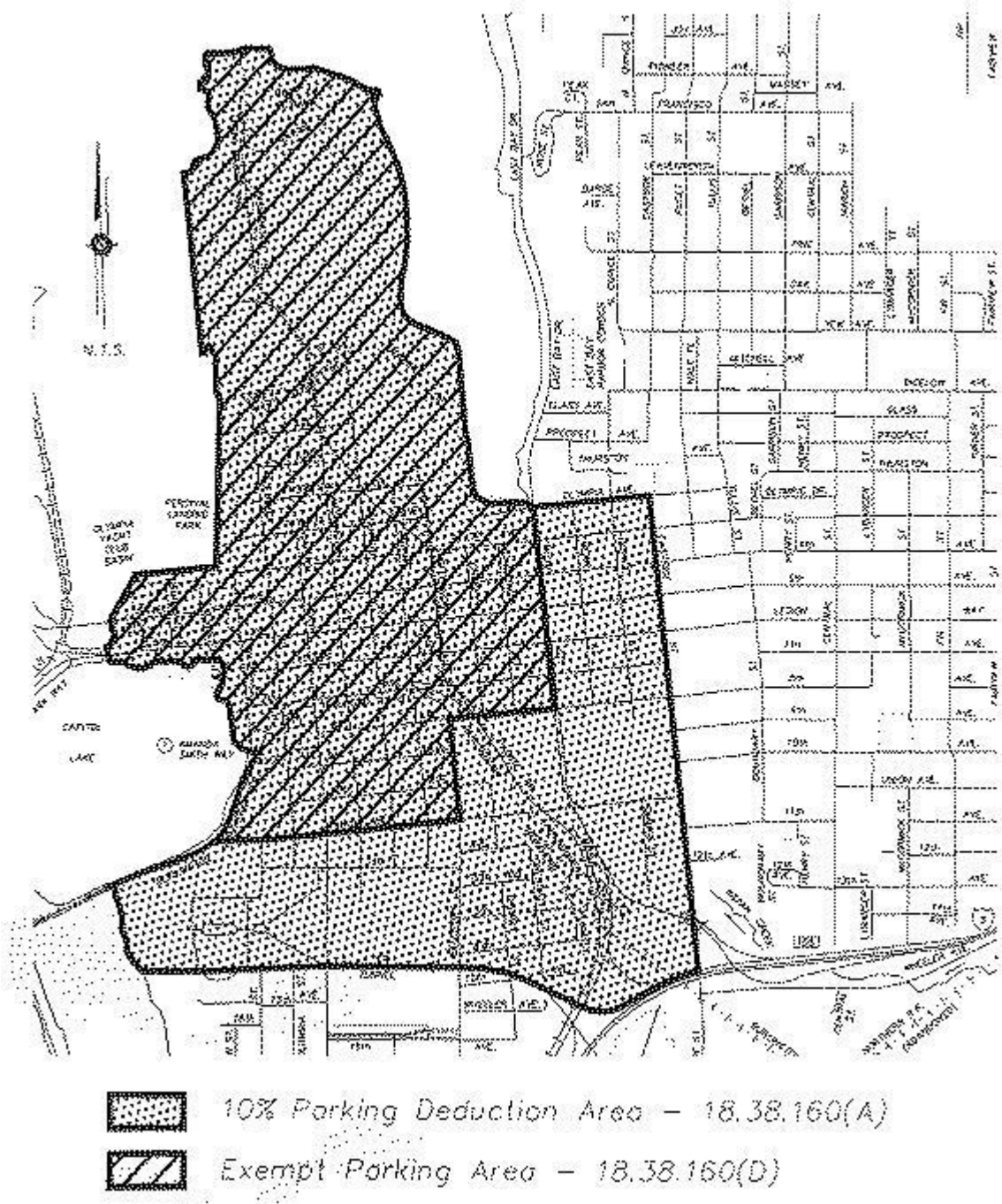
# ATTACHMENT A



- Existing parking exempt boundary
- Proposed parking exempt boundary



# ATTACHMENT B



OMC FIG. 38-2

## CONCEPT MAP

### CHARACTER AREAS

- WATERFRONT**  
Enhance and connect to waterfront attractions.
- CAPITOL TO MARKET**  
Encourage a high activity mix of uses from the Capitol to the Farmers Market.
- ARTISAN/TECH**  
Encourage an eclectic mix of commercial activities and residences to support a creative neighborhood.
- ENTERTAINMENT**  
Continue the core's energy eastward in a safe and lively entertainment district.
- SE NEIGHBORHOOD**  
Build a holistic neighborhood with services and amenities.

### KEY PHYSICAL IMPROVEMENTS

- Short-term investments
- Long-term investment opportunities (looking for funding and partnerships)
- Olympia Waterfront Route trail planning and completion (immediate and long-term actions)

### NOTE

Updated street standards and transportation master planning may lead to additional long-term street improvements.



**From:** [Leonard Bauer](#)  
**To:** [Dani Madrone](#); [Clark Gilman](#); [Yến Huỳnh](#)  
**Cc:** [Kenneth Haner](#); [Joyce Phillips](#)  
**Subject:** Public comment on March 18 LUEC agenda item  
**Date:** Wednesday, March 17, 2021 3:38:10 PM

---

Please see below a written comment to the Land Use and Environment Committee regarding your consideration of Downtown Residential Parking Exemption Boundary at your March 18 meeting. Mr. Kosturos wanted me to tell you he is unable to attend the meeting but wanted me to forward these written comments to you.

***Leonard Bauer, FAICP***

Community Planning & Development Director  
City of Olympia  
PO Box 1967  
Olympia, WA 98501  
(360) 753-8206  
[www.olympiawa.gov](http://www.olympiawa.gov)

*Remember: City e-mails are public records.*

""To whom it may concern,

I am writing in support of the potential expansion of the City's downtown residential parking exemption area. As a current owner of multi-family property in the downtown area, outside the current exemption area, I would be able to provide another 14-20 units of housing if the parking exemption were expanded. This would be the case for many property owners in the area and with the extreme need for more housing stock of all kinds, having another tool in the toolbelt, especially one that doesn't result in a net expense for the City, is a win/win.

As you know, our area has invested heavily in the bolstering of our public transportation and will likely continue to do so. As such, it makes perfect sense to lessen the parking requirements for housing in areas supported by transit and in areas where walkability is high. Additionally, with the increase in other alternative transportation sources and the eventual widespread adoption of self driving cars, we have a chance to be ahead of the curve with land use policy and I think that is a great idea.

Please let me know if I can be of any assistance in the process of vetting the viability of the proposed policy. I would be happy to do so.

Thank you. """"

**Zach Kosturos**

Prime Locations, Inc. | President & Designated Broker  
321 Cleveland Ave SE, Suite 209 | Tumwater, WA 98501  
P: 360.943.9922 | F: 360.943.4016

E: [zach@primelocations.com](mailto:zach@primelocations.com) | [www.primelocations.com](http://www.primelocations.com)



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**From:** [Josh Gobel](#)  
**To:** [Leonard Bauer](#)  
**Cc:** [Joyce Phillips](#)  
**Subject:** RE: Downtown Residential Parking Requirements  
**Date:** Tuesday, May 10, 2022 2:02:36 PM  
**Attachments:** [image001.png](#)

---

Thanks Leonard,

Extending to Eastside Street and capturing those parcels between there and Plum is great. This is a big help for a few sites that are being considered for multifamily/mixed use development.

Cheers-



**Josh Gobel**, AIA, Associate Principal  
*pronouns: him/he/his*  
THOMAS ARCHITECTURE STUDIOS

---

**From:** Leonard Bauer <[lbauer@ci.olympia.wa.us](mailto:lbauer@ci.olympia.wa.us)>  
**Sent:** Tuesday, May 10, 2022 1:26 PM  
**To:** Josh Gobel <[josh@tasolympia.com](mailto:josh@tasolympia.com)>  
**Cc:** Joyce Phillips <[jphillip@ci.olympia.wa.us](mailto:jphillip@ci.olympia.wa.us)>  
**Subject:** FW: Downtown Residential Parking Requirements

Hi Josh,

Because of your past interest in a potential expansion of the downtown residential parking exemption, I wanted to give you an update. In February, the City Council's Land Use and Environment Committee referred the matter to the Planning Commission to review and discuss expanding the exemption area. The attached summarizes the proposed change, including a map of the proposed new exemption area. The Commission will be considering whether to recommend expanding this exemption to include additional portions of downtown, primarily south of Union Avenue and between Plum and Eastside Streets (see the attached maps).

The Planning Commission will soon be scheduling its discussion of this proposal. Please feel free to contact me or Joyce Phillips (360.570.3722) if you have questions.

***Leonard Bauer, FAICP***

Community Planning & Development Director  
City of Olympia  
PO Box 1967  
Olympia, WA 98501  
(360) 753-8206

[www.olympiawa.gov](http://www.olympiawa.gov)

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**Working Together To Make A Difference**



**From:** [Erik Jensen](#)  
**To:** [Joyce Phillips](#)  
**Subject:** RE: City of Olympia - Notice of Proposal (#22-3429)  
**Date:** Friday, May 27, 2022 11:03:33 AM

---

I have reviewed the changes and have no change to the comments.

Erik Jensen CBO, CFM  
City of Olympia CP&D – Building Official  
PO Box 1967, Olympia WA 98507-1967 (mail)  
601 4th Avenue E, Olympia WA 98501  
(360) 753-8280 - Office  
ejensen@ci.olympia.wa.us - email

---

**From:** Joyce Phillips <jphillip@ci.olympia.wa.us>  
**Sent:** Friday, May 27, 2022 10:47 AM  
**To:** Erik Jensen <ejensen@ci.olympia.wa.us>; Mike Reid <mreid@ci.olympia.wa.us>; Lydia Moorehead <lmoorehe@ci.olympia.wa.us>; City Hall Customer Service Center <CityHallCustomerServiceCenter@ci.olympia.wa.us>; Steve Sperr <ssperr@ci.olympia.wa.us>; Sophie Stimson <sstimson@ci.olympia.wa.us>; durdend@co.thurston.wa.us; craig.sisson@co.thurston.wa.us; todd.mason@co.thurston.wa.us; Burlina Lucas <lucasb@trpc.org>; Eric Phillips <ephillips@intercitytransit.com>; Rob LaFontaine <rlafontaine@intercitytransit.com>; Lisa Parks <LisaP@portolympia.com>; Rick Walk <rwalk@ci.lacey.wa.us>; randrews@ci.lacey.wa.us; City of Tumwater (mmatlock@ci.tumwater.wa.us) <mmatlock@ci.tumwater.wa.us>; 'dschaffert@thurstonchamber.com' <dschaffert@thurstonchamber.com>; mcade@thurstonedc.com; Todd Cutts (tcutts@downtownolympia.org) <tcutts@downtownolympia.org>; walter.george@nisqually-nsn.gov; choke.ken@nisqually-nsn.gov; Brad Beach (beach.brad@nisqually-nsn.gov) <beach.brad@nisqually-nsn.gov>; bullchild.annette@nisqually-nsn.gov; jdickison@squaxin.us; 70a Tribe, Squaxin Island (sdinubilo@squaxin.us) <sdinubilo@squaxin.us>; info@southsoundseniors.org; Chester Allen <news@theolympian.com>; Rick Crawford <seniornews@integra.net>; Editors <editors@lawleypublications.com>; Cooper Point Journal KAOS <kaos@evergreen.edu>; KGY Radio (NEWS@KGYRADIO.COM) <NEWS@KGYRADIO.COM>; KXXO <psa@mixx96.com>; Lacey Chamber of Commerce <Blaine@laceysschamber.com>; Ja9gates@aol.com; olympiapowerandlight@gmail.com  
**Subject:** City of Olympia - Notice of Proposal (#22-3429)

Greetings.

The City of Olympia is considering text and graphic amendments to the Parking Code (OMC 18.38.160 and Figure 38-2) for residential development in the Downtown Parking Exempt Area. Please review the attached draft language and let me know by June 24, 2022, if you have comments you would like the city to consider. The Planning Commission briefing on this proposal is tentatively scheduled for Monday, June 27, 2022 at 6:30 p.m.

Please contact me with any comments or questions.  
Thank you.  
Joyce

Joyce Phillips, AICP, Principal Planner  
City of Olympia | Community Planning and Development  
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967  
360.570.3722 | [olympiawa.gov](http://olympiawa.gov)

***Note: Emails are public records and are eligible for release.***

**From:** [ausman-nw@comcast.net](mailto:ausman-nw@comcast.net)  
**To:** [Joyce Phillips](#)  
**Subject:** RE: City of Olympia - Notice of Proposal (#22-3429)  
**Date:** Friday, May 27, 2022 6:40:29 PM

---

Hi, Joyce. Thanks for the info. If this proceeds as planned, it appears all on-street parking will eventually disappear. Not a good idea, I think.

Mark Ausman

---

**From:** Joyce Phillips <jphillip@ci.olympia.wa.us>  
**Sent:** Friday, May 27, 2022 10:06 AM  
**To:** Joyce Phillips <jphillip@ci.olympia.wa.us>  
**Subject:** City of Olympia - Notice of Proposal (#22-3429)

**You are receiving this notice as an identified contact person for your *Recognized Neighborhood Association*. Please share this information with your neighbors.**

The City of Olympia is considering amendments to the parking standards for new residential development in the Downtown. This proposal was referred to the Planning Commission by the Council's Land Use and Environment Committee for consideration.

Summary: There is an area of the City, identified in OMC 18.38.160, Figure 38-2, where residential development is not required to provide automobile parking or where a 10% reduction in automobile parking requirements applies. The proposal under consideration is to keep the outer boundary in its current location but to make all of the area within the boundary exempt from automobile parking requirements for residential development.

More information is provided in the attachment, including a graphic showing the boundary of the Downtown Parking Exempt Area. The Planning Commission briefing on this proposal is tentatively scheduled for 6:30 p.m. on Monday, June 27, 2022, if you would like to learn more about it.

Please contact me if you have any questions or would like to discuss the proposal. I would be happy to talk with you about it.

Joyce

Joyce Phillips, AICP, Principal Planner  
City of Olympia | Community Planning and Development  
601 4th Avenue East | PO Box 1967, Olympia WA 98507-1967  
360.570.3722 | olympiawa.gov

**Note: Emails are public records and are eligible for release.**



**Nisqually Indian Tribe  
Tribal Historic Preservation Office  
4820 She-Nah-Num Dr. S.E.  
Olympia, WA 98513  
(360) 456-5221**

May 31, 2022

To: Joyce Phillips, AICP, Principal Planner  
City of Olympia  
Community Planning and Development  
601 4th Avenue  
Olympia WA 98507

**Re: Notice of Proposal (#22-3429)**

The Nisqually Indian Tribe's THPO has reviewed the routing packet that you provided for the above-named project and has no specific comments or concerns at this time. Please keep us informed if there are any Inadvertent Discoveries of Archaeological Resources/Human Burials.

Although the Nisqually Indian Tribe has no specific concerns at this time, we respect the traditional cultural knowledge of affected tribes and support their opinions on this matter as well.

Sincerely,

Brad Beach, THPO  
Nisqually Indian Tribe  
360-456-5221 ext 1277

cc: Annette Bullchild, Director, Nisqually Indian Tribe

**From:** [Mike McCormick](#)  
**To:** [David Ginther](#)  
**Cc:** [Leonard Bauer](#); [Joyce Phillips](#)  
**Subject:** Comments for tonight's Planning Commission public hearing  
**Date:** Monday, July 18, 2022 2:13:25 PM

---

Olympia Planning Commission members,

I will not be able to testify this evening due to a prior commitment.

As a longtime Olympia resident and retired planner, I want to encourage you to adopt the proposed changes to the Downtown Exempt Parking Area. Making these changes will support both our housing and sustainability goals. A number of studies have documented the increased number of units that can be achieved by reducing or eliminating parking requirements. This can produce a measurable reduction in the cost of individual units in a project. We should be doing everything we can to meet the challenges of housing affordability.

Thank you for your willingness to serve. It takes time and dedication which is sincerely appreciated.

Michael J. McCormick, FAICP  
2420 Columbia St. SW  
Olympia, WA 98501  
360.754.2916

July 18, 2022

Dear Chair Nejati and Members of the Olympia Planning Commission,

I am writing to support the amendments to OCC 18.38.100. Reducing parking requirements in the High Density Corridors (HDC) is a step in the right direction. The HDCs are places, other than Olympia's Downtown, where development will most likely allow its residents to live without cars. Residents there will be close to transit service and other services as well as being in walking distance of many of them. These incentives to reducing the use of the automobile will also help the City reduce greenhouse gas emissions and assist it in its goals for addressing climate change. Reducing parking requirements also reduces polluted stormwater runoff.

In addition to the environmental advantages, reducing parking lowers the cost for development and could make housing more affordable.

Thank you for considering my comments.

Sincerely,

Holly Gadbow

1625 Sylvester Street SW

Olympia, WA 98501

(360)789-3616

[hollygadbow@comcast.net](mailto:hollygadbow@comcast.net)



## City Council

### Approval of an Ordinance Amending Olympia Municipal Code Chapter 12.60 Relating to Compliance with Signs in Public Parks

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 4.F  
**File Number:**22-0828

---

**Type:** ordinance **Version:** 2 **Status:** 2d Reading-Consent

---

#### **Title**

Approval of an Ordinance Amending Olympia Municipal Code Chapter 12.60 Relating to Compliance with Signs in Public Parks

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve on second reading, an Ordinance amending Olympia Municipal Code Chapter 12.60 relating to compliance with signs in public parks.

#### **Report**

##### **Issue:**

Whether to approve on second reading, an Ordinance amending Olympia Municipal Code Chapter 12.60 relating to compliance with signs in public parks.

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

Amy Stull, Park Stewardship Supervisor, Parks, Arts and Recreation, 360.753.8258

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

Consent Calendar Item

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

Background and Analysis did not change from first to second reading.

Park Rangers are responsible for enforcing park rules, which they are very successful in achieving using education and voluntary compliance. Even so, it is preferable to have the park rules reflected in the OMC should someone have questions about their legal authority.

Modeled after the Washington State Parks Washington Administration Code 352-32-215 (Compliance with Signs), this Ordinance will add compliance with posted signs to OMC Chapter 12.60. As specialty parks, such as off leash dog and mountain biking, are developed now and in the future,

rules specifically for those areas will be legally addressed without having to further modify the OMC. In addition, temporary signage regarding closures due to safety or other unique situations will also have legal standing.

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

There are no known concerns related to this item.

**Options:**

1. Move to approve an Ordinance amending Olympia Municipal Code Chapter 12.60 relating to compliance with signs in public parks.
2. Do not approve an Ordinance amending Olympia Municipal Code Chapter 12.60 relating to compliance with signs in public parks, which would require modification to the OMC for multiple specialty uses and situations to provide Park Rangers with appropriate legal authority to meet public expectations.
3. Take other action.

**Financial Impact:**

There is no financial impact related to this item.

**Attachments:**

Ordinance



**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 12.60 RELATING TO COMPLIANCE WITH SIGNS**

**WHEREAS**, the public’s enjoyment of City of Olympia parks is enhanced when all park users comply with posted signs that restrict access to or activity in park property; and

**WHEREAS**, currently, there is no legal mechanism to enforce posted restrictions on access to or activity in park property and Parks, Arts and Recreation staff have identified a need to be able to enforce such restrictions; and

**WHEREAS**, the City Council intends that signs restricting access to or activity in park property will be clearly written and conspicuously posted, so that park users are clearly informed of restricted uses of park property; and

**WHEREAS**, the City Council intends that Park, Arts and Recreation staff will utilize education and warnings as an initial method to enforce posted restrictions, but will have issuance of a civil infraction, along with trespass authority, available as a tools when necessary to enforce a violation or violations of posted restrictions on access to or activities in park property;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1. Amendment of OMC 12.60.000.** Olympia Municipal Code Section 12.60.000 is hereby amended to read as follows:

12.60.000 Chapter Contents

Sections:

- 12.60.001 Enforcement.
- 12.60.010 Advertising signs and posters--Structures of any kind.
- 12.60.030 Regulations and Violations Relating to Pet Animals.
- 12.60.040 Feeding, Harassing, Injuring animals unlawful.
- 12.60.050 Fireworks Prohibited in City Parks.
- 12.60.060 Soliciting or peddling unlawful.
- 12.60.080 Sales unlawful without concession contract.
- 12.60.090 Groups or Assemblies - Reservations.
- 12.60.100 Bicycles--Horses--Motor vehicles in Designated Areas Only.
- 12.60.110 Camping or parking unlawful except where designated.
- 12.60.120 Ball games and other sports.
- 12.60.130 Smoking or Vaping Prohibited in City Parks and Trails.
- 12.60.160 Building fires permitted only in designated areas.
- 12.30.170 Compliance with posted signs
- 12.60.300 Violation--Penalty.

**Section 2. Amendment of OMC 12.60.** Olympia Municipal Code Chapter 12.60 is hereby amended to add a new section as follows:

12.60.170 Compliance with posted signs

Persons shall comply with all posted signs restricting access to or activities in park property and it is unlawful to fail to comply with a posted sign restricting access to or activities in park property. Failure to comply with a posted sign restricting access to or activities in park property is a civil infraction.

**Section 3. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

**Section 5. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 6. Effective Date.** This Ordinance shall take effect thirty (30) after passage and publication, as provided by law.

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MAYOR

**ATTEST:**

---

CITY CLERK

**APPROVED AS TO FORM:**

*Michael M. Young*  

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DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Storm and Surface Water Utility Briefing - Protecting Urban Salmon

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 6.A  
**File Number:**22-0849

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**Type:** information **Version:** 1 **Status:** Other Business

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#### **Title**

Storm and Surface Water Utility Briefing - Protecting Urban Salmon

#### **Recommended Action**

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

Not referred to a committee.

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

Receive a briefing from the Storm and Surface Water Utility regarding Utility programs with an emphasis on protecting urban salmon.

#### **Report**

##### **Issue:**

Whether to receive a briefing from the Storm and Surface Water Utility regarding Utility programs with an emphasis on protecting urban salmon.

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

Eric Christensen, Water Resources Director, Public Works Department, 360.570.3741

##### **Presenters:**

Eric Christensen, Water Resources Director  
Marcus Goodman, Wastewater/Stormwater Operations Supervisor  
Joe Roush, Vegetation and Habitat Management Supervisor  
Jesse Barham, Environmental Services Supervisor  
Susan Clark, Engineering and Planning Supervisor  
Kym Foley, Environmental Habitat Planner  
Susan McCleary, Senior Program Specialist

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

The Storm and Surface Water Utility (the Utility) was created in 1986. Over the years, the Utility's focus has shifted from primarily reducing flooding to improving water quality, and protecting and enhancing aquatic habitat for our community and future generations.

Utility staff will provide City Council with an overview of the Utility's programmatic work efforts with an

emphasis on protecting urban salmon.

For more information on Olympia's Storm and Surface Water Utility, visit the Storm and Surface Water Plan and the Utility's online storymap (links listed in attachments).

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

All developed properties within Olympia city limits pay a Storm and Surface Water Utility bill. Much of the Utility's work is guided by community expectations.

**Options:**

1. Receive the briefing
2. Do not receive the briefing.
3. Receive the briefing at another time.

**Financial Impact:**

None at this time.

**Attachments:**

City of Olympia's Storm and Surface Water Plan  
Storm and Surface Water Utility Online Storymap



## **1.1 Overall Vision**

## **1.2 Important Aspects of the Utility**

## **1.3 Challenges**

[General Challenges](#)

[Flooding Challenges](#)

[Water Quality Challenges](#)

[Aquatic Habitat Challenges](#)

## **1.4 Summary of Goals, Objectives, and Strategies**

## **1.5 Summary of Capital Projects**

### **Tables**

[Table ES-1](#) Strategies

[Table ES-2](#) 20 Year Capital Improvement Program

Every day Olympia's Storm and Surface Water Utility activities help to prevent flooding of homes, businesses, and roads; minimize the amount of contaminants such as [sediments](#) and petroleum that enter water bodies; and protect and restore valuable aquatic [habitat](#). The Utility's activities include [stormwater](#) system maintenance, public education and outreach, and capital project design and construction.

The Utility's mission is to reduce flooding, improve [water quality](#), and protect and enhance aquatic [habitat](#) in Olympia.

The Utility's built [stormwater](#) system consists of 160 miles of underground pipe, 7,400 catch basins, 1,400 manholes, 167 flow control structures, and 129 [stormwater](#) treatment facilities. This system carries [stormwater](#) runoff from roads and hard surfaces to [streams](#) and Budd Inlet. An additional 20.7 miles of combined sewer pipe, maintained by the City's Wastewater Utility, conveys [stormwater](#) to the LOTT Clean Water Alliance Budd Inlet Treatment Plant. The natural elements of the [stormwater](#) system include swales and small drainage courses, [streams](#), rivers, lakes, [wetlands](#), and Puget Sound.

The Storm and Surface Water Plan contains policy and financial guidance for the Utility in constructing, operating, maintaining, and improving its built infrastructure and natural elements for the next ten years.

## **1.1 Overall Vision**

The City of Olympia Comprehensive Plan contains the vision residents share for Olympia's future. This vision is organized around the following topics:

- Public Participation and Partners
- Natural Environment

- Land Use and Urban Design
- Transportation
- Utilities
- Public Health, Parks, Arts and Recreation
- Economy
- Public Services
- Capital Facilities

The Utility's activities work toward achieving the Comprehensive Plan vision, including these statements:

- Natural Environment. "Though our population will increase, our air and water will be cleaner and wildlife [habitat](#) will be preserved to maintain a biologically healthy diversity of species. Salmon will return and spawn in the [streams](#) where they were born. Seals, sea lions, orcas, and otters will roam the waters of southern Puget Sound."
- Utilities. "Our improved water treatment and reduced wastewater and storm water discharge will support abundant aquatic life in Budd Inlet and our local [streams](#). A majority of Olympia households will be using urban organic compost on their landscapes. Artificial fertilizers no longer contaminate local water bodies."

## 1.2 Important Aspects of the Utility

The purpose of Olympia's Storm and Surface Water Utility is to protect public and environmental health by ensuring that surface water [runoff](#) is collected and infiltrated or conveyed to [streams](#), rivers, and Puget Sound with the aim of reducing the frequency and severity of flooding, improving [water quality](#), and protecting, enhancing, and restoring aquatic [habitat](#).

The Utility provides storm and surface water services to residents and businesses within Olympia City limits. Properties located in Olympia's Urban Growth Area (UGA) are served by the Thurston County [Stormwater](#) Management Utility.

Utility systems and services are designed and managed with the basic understanding that surface water flows through the natural environment. The built infrastructure is designed to [channel](#) the water in such a way as to maintain and protect the natural systems, including swales and small drainage courses, [streams](#), rivers, lakes, [wetlands](#), and Puget Sound.

The Utility has a total of 21.6 Full Time Equivalent (FTE) staff in Planning and Engineering, Operations, and Environmental Services. Their work is organized into nine core services:

- Long-Range Planning
- Asset Management
- Technical Review and Support
- [Flood](#) Prevention
- Emergency Response
- [Pollution](#) Prevention
- [Habitat](#) Management
- Capital Facility Program
- Utility Administration and Support

The Utility's success at resolving flooding problems has created an opportunity to focus increasingly on [water quality](#) improvement, [habitat](#) protection, and scheduled replacement of aging pipe systems.

Community education is essential to accomplishing the Utility's goals. Activities for citizens, landowners, and businesses are aimed at increasing awareness and changing behaviors to prevent flooding, and improve [water quality](#) and aquatic [habitat](#). In its educational activities, the Utility collaborates with other utilities, neighboring jurisdictions, and organizations.

## 1.3 Challenges

The Utility has made considerable progress in its first 30 years. As it embarks on its next phase, the Utility faces numerous challenges. The key challenges are described below.

### General Challenges

- **Equitable and Predictable Rates and Fees.** Creating predictability for customers and developers is difficult in a complex and changing regulatory environment.
- **Legacy Development.** Most of Olympia's [stormwater](#) infrastructure was constructed prior to the current rigorous storm drainage design regulations. Retrofits of older neighborhoods without modern [stormwater](#) control and treatment systems are a logistical and financial challenge, but are often necessary to improve flooding, [water quality](#), and aquatic [habitat](#).
- **Reliance on Choices by Individuals.** The Utility's work is highly influenced by the cumulative impact of individual behaviors.
- **Land Development Pressure.** Increasing population density will both create challenges for [water quality](#) and provide opportunities to retrofit and concentrate treatment.
- **Climate Change and Sea Level Rise.** Changing climate in the Pacific Northwest likely will influence aquatic [habitats](#) due to warmer temperatures, reduced precipitation in the summer, increased precipitation in other seasons, and a rising sea level. Older [stormwater](#) infrastructure will be the most vulnerable to overflows associated with more frequent and intense storm events, which could result in more localized flooding.

### Flooding Challenges

- **Asset Management.** Understanding the condition of the Utility's [stormwater](#) infrastructure (both built and natural) informs replacement and maintenance decisions and is referred to as "asset management." Although significant staff effort has been dedicated to improving the Utility's understanding of the [stormwater](#) infrastructure, additional work is required to fully implement a robust asset management program.
- **Low Impact Development (LID).** The City's 2016 Drainage and [Erosion](#) Control Manual requires [LID](#) in all new development. The sheer number of such facilities and the intensive maintenance required will likely make [LID](#) facilities more complex to manage than more traditional [stormwater](#) facilities.

### Water Quality Challenges

- **Increasing Permit Requirements.** To discharge [stormwater](#) into "waters of the United States," the City must obtain and keep current a National Pollutant Discharge Elimination System (NPDES) Municipal [Stormwater](#) Discharge Permit. Permit requirements are continually being revised and expanded.
- **Reliance on the Public for Nonpoint [Pollution](#) Prevention.** The Utility is challenged in helping people understand their contribution to nonpoint sources of pollutants and the impact individuals have on [water quality](#).

### Aquatic Habitat Challenges

- **Multiple Public/Private Ownership.** [Habitat](#) is located within a complex landscape of many large and small parcels under public and private ownership. The Utility has limited authority on private property and must rely on voluntary programs, education and outreach, and incentives to encourage stewardship on private properties.
- **Habitat Fragmentation.** Large intact [habitat](#) areas are important for both wildlife and protection of aquatic resources. Maintaining and improving the [habitat](#) quality of these areas requires tools and strategies that work across the landscape.
- **Legacy Impacts of Urban Development.** Maintaining functional [habitat](#) in an urban landscape is challenging and requires creativity and flexibility to protect remaining [habitat](#) areas and maintain their health, while working to enhance and restore key [habitats](#) where possible.



## 1.4 Summary of Goals, Objectives, and Strategies

In this Plan, “goal”, “objective”, and “strategy” have the following meanings:

- **Goal:** Broad, qualitative statement of what the Storm and Surface Water Utility intends to achieve.
- **Objective:** Specific, measurable statement of what will be done to achieve the goals within a particular time period.
- **Strategy:** General approach or method for achieving objectives and resolving specific issues. A strategy speaks to the question: “How will we go about accomplishing our objectives?”

The Utility will focus on achieving the following goals and objectives during the next ten years:

**Goal 1** Reduce the frequency and severity of flooding so hazards are eliminated.

**Objective 1A** Improve the [stormwater](#) system in areas that are vulnerable to flooding.

**Objective 1B** Prepare for emergency response during storm events.

**Objective 1C** Mitigate the effects of urban [stormwater](#) runoff by implementing [low impact development](#) techniques.

**Objective 1D** Plan for the anticipated impacts of sea level rise.

**Goal 2** Improve surface [water quality](#).

**Objective 2A** Prioritize source control of [pollution](#) citywide.

**Objective 2B** Retrofit [stormwater](#) treatment in areas of the City with little or no [water quality](#) treatment.

**Objective 2C** Educate the community about [water quality](#) with emphasis on how people can be a part of the solution.

**Objective 2D** Partner with other agencies, jurisdictions, and organizations in order to leverage [water quality](#) planning projects.

**Objective 2E** Comply with all federal and state permits and regulations.

**Goal 3** Protect, enhance, and restore aquatic [habitat](#) functions provided by [wetlands](#), [streams](#), lakes, marine shorelines, and [riparian](#) areas.

**Objective 3A** Protect intact aquatic [habitat](#) from degradation.

**Objective 3B** Enhance aquatic [habitat](#) that is already impaired.

**Objective 3C** Restore degraded aquatic [habitat](#) to increase [ecosystem](#) function.

**Objective 3D** Participate in and give technical support to City and regional environmental planning efforts and implementation projects.

**Objective 3E** Increase community awareness of aquatic [habitat](#) function and benefits through outreach, education, and volunteer activities.

**Goal 4** Ensure reliable functioning of the built and natural [stormwater](#) infrastructure.



- Objective 4A**    Develop and implement an asset management program for the built and natural infrastructure.
- Objective 4B**    Design and construct infrastructure to ensure reliable, cost effective function.
- Objective 4C**    Further develop and implement the Utility’s private and public [stormwater](#) system inspection programs.
- Objective 4D**    Continue to improve maintenance management, including preventive maintenance, repairs, and replacements.

**Goal 5    Manage Utility finances responsibly and recover costs equitably.**

- Objective 5A**    Set rates that reflect financial policies and recover the cost of providing services to customers in each category.
- Objective 5B**    Manage Utility rates and connection fees consistent with the City’s guiding principle of growth paying for growth.
- Objective 5C**    Use debt financing responsibly to support needed capital facility investments and “smooth” rate impacts.

After analyzing existing conditions (Chapters 6-8) and developing goals and objectives, Utility staff crafted strategies to achieve Plan objectives and meet key challenges. The Utility proposes two types of strategies: those that continue the Utility’s existing core services (Chapter 9) and those that enhance existing services. Table ES-1 is an index of Plan strategies, identifying whether they are continuations and/or enhancements of the Utility’s nine core services.

Taken together, the goals, objectives and strategies presented here offer a roadmap for the Utility’s direction over the next ten years.

**Table ES-1 Strategies**

<b>Storm and Surface Water Utility Core Services Key</b>			
<b>AM</b>	Asset Management	<b>FP</b>	<a href="#">Flood</a> Prevention
<b>PP</b>	<a href="#">Pollution</a> Prevention	<b>HM</b>	<a href="#">Habitat</a> Management
<b>CFP</b>	Capital Facility Program	<b>TR</b>	Technical Review
<b>ER</b>	Emergency Response	<b>LRP</b>	Long Range Planning
<b>UA</b>	Utility Admin		

<b>Strategies</b>		<b>Enhance</b>	<b>Continue</b>
<b>Goal 1 – Reduce the frequency and severity of flooding so hazards are eliminated</b>			
1-1	Identify <a href="#">conveyance</a> capacity problems in the City system. Develop a priority ranking procedure for correcting flooding issues.	CFP	FP
1-2	Evaluate possibilities for regional, City-owned <a href="#">detention</a> facilities and support design and construction where determined feasible through basin planning.	CFP FP	
1-3	Evaluate existing public <a href="#">stormwater</a> detention facilities for effectiveness and potential improvements.	CFP FP	
1-4	Provide information to customers to help investigate and solve drainage issues at their homes or businesses.		TR

Strategies		Enhance	Continue
1-5	Ensure public and private development complies with the City of Olympia Drainage Design and <a href="#">Erosion</a> Control Manual.		TR
1-6	Provide public education and outreach on how to reduce <a href="#">stormwater</a> runoff.		FP
1-7	Develop post-construction inspection and maintenance capabilities for public <a href="#">stormwater</a> facilities. Focus should be on <a href="#">LID</a> implementation, staffing, and training.	FP	
1-8	Map <a href="#">impervious</a> and pervious surfaces and track implementation of <a href="#">LID</a> stormwater facility installations.		AM
1-9	Encourage use of permeable paving materials and <a href="#">native vegetation</a> in Public Works construction projects.		TR
1-10	Consolidate downtown outfalls to improve manageability.	FP CFP	
1-11	Install tide gates on downtown outfalls to reduce <a href="#">flood</a> risks.	FP CFP	
1-12	Consider separation of storm drainage from combined sewers to protect wastewater treatment plant (LOTT).	FP CFP	
1-13	Develop structural alternatives to mitigate long-term or projected sea level rise impacts.	FP CFP	
1-14	Provide emergency response training to staff.		FP ER
1-15	Respond in a timely manner to emergencies with adequate resources.		FP ER
1-16	Coordinate with other City departments, agencies and local entities to be prepared for emergencies.		FP ER
1-17	Partner with Planning & Engineering, Olympia Fire Department, State and local agencies to develop and implement emergency response plans in the downtown core.		FP ER
1-18	Perform inspections, maintenance, repairs, and installations of Utility infrastructure in anticipation of sea level rise.		PP
<b>Goal 2 – Improve surface <a href="#">water quality</a></b>			
2-1	Provide education and outreach about <a href="#">water quality</a> with emphasis on how to reduce or eliminate behaviors and practices that contribute to negative <a href="#">stormwater</a> impacts.		TR PP
2-2	Support the City's temporary <a href="#">erosion</a> and <a href="#">sediment</a> control inspection and enforcement program.	TR	PP LRP
2-3	Maintain and improve the program to address <a href="#">illicit discharges</a> , including spills and illicit connections.	PP	

Strategies		Enhance	Continue
2-4	Adopt regulations that expand and simplify enforcement of <a href="#">illicit discharges</a> .	LRP	
2-5	Develop a street sweeping program focused on improving <a href="#">water quality</a> . (See also Strategy 4-26.)	PP	
2-6	Develop a business <a href="#">pollution</a> prevention program that includes coordination with adjacent jurisdictions.	PP	
2-7	Map and evaluate drainage sub-basins to determine their level of <a href="#">water quality</a> treatment and help prioritize projects that will provide higher levels of <a href="#">water quality</a> treatment.		AM
2-8	Develop a program to evaluate and prioritize retrofits of existing untreated <a href="#">pollution</a> generating infrastructure.	CFP	PP
2-9	Develop a rate structure to incentivize <a href="#">retrofitting</a> private <a href="#">stormwater</a> systems to provide higher levels of <a href="#">water quality</a> treatment.	UA	AM LRP
2-10	Continue to monitor the health and <a href="#">water quality</a> of City <a href="#">streams</a> and lakes.		PP
2-11	Ensure <a href="#">stormwater</a> pollution prevention plans (SWPPPs) are developed and implemented for all heavy equipment and/or material storage facilities owned or operated by the City.	PP	AM LRP
2-12	Develop and implement a plan to identify and evaluate onsite septic systems in priority <a href="#">watersheds</a> (Indian, Moxlie, and Mission).	PP	
2-13	Coordinate with the LOTT Clean Water Alliance to evaluate options for providing higher levels of <a href="#">water quality</a> treatment, particularly in coordination with consolidation of the <a href="#">stormwater</a> conveyance system associated with sea level rise.	LRP	
2-14	Develop and implement an integrated pest management plan in coordination with other City departments.	LRP HM	
2-15	Update annually Olympia's <a href="#">Stormwater</a> Management Program (SWMP) to document the City's plan for ongoing compliance with the Western Washington Phase II Municipal <a href="#">Stormwater</a> Permit.		PP
2-16	Enforce Olympia's Drainage Design and <a href="#">Erosion</a> Control Manual.	TR	
2-17	Provide technical assistance to other City departments to ensure ongoing permit compliance.		TR
2-18	Participate in development of Total Maximum Daily Loading (TMDL) plans and implement resulting required actions.	PP	LRP
2-19	Ensure inspection and maintenance standards for private and public <a href="#">stormwater</a> treatment facilities are being met.	AM PP	TR

Strategies		Enhance	Continue
2-20	Develop <a href="#">sediment</a> tracking program for management of sources through maintenance activities (street sweeping, ponds, catch basin, ditch maintenance, etc.)	PP	
2-21	Investigate sources of pollutants of concern citywide.		PP
2-22	Respond, document and report spills in a timely manner.		TR PP
2-23	Develop a <a href="#">pollution</a> prevention training and tracking program for field staff with responsibilities in <a href="#">Illicit Discharge</a> Detention and Elimination (IDDE)/Spills, <a href="#">Erosion</a> Control, and O&M.	PP	
<b>Goal 3 – Protect, enhance, and restore aquatic <a href="#">habitat</a> functions provided by <a href="#">wetlands</a>, <a href="#">streams</a>, <a href="#">lakes</a>, <a href="#">marine shorelines</a>, and <a href="#">riparian</a> areas (Chapter 8).</b>			
3-1	Collaborate with other agencies, tribes, and community organizations to support stream, <a href="#">riparian</a> , wetland, and shoreline enhancement and <a href="#">restoration</a> , fish passage, and adaptation to climate change/sea level rise.	HM LRP CFP	
3-2	Collaborate with other departments to develop a comprehensive integrated pest management strategy to guide noxious weed control and vegetation management efforts.	HM LRP	
3-3	Develop and implement vegetation and <a href="#">habitat</a> management plans for City-owned properties containing aquatic and associated <a href="#">habitat</a> to improve <a href="#">habitat</a> , protect <a href="#">water quality</a> , and support native species.	HM LRP	
3-4	Identify and acquire important <a href="#">habitat</a> areas or easements (collaborating with internal and external partners).	HM LRP	CFP
3-5	Identify and manage invasive species in aquatic and associated <a href="#">habitats</a> to protect <a href="#">habitat</a> and <a href="#">water quality</a> functions.	HM LRP	AM
3-6	Identify important corridors and support efforts linking important <a href="#">habitats</a> across the City and adjacent jurisdictions.	AM LRP	
3-7	Identify, prioritize, and implement aquatic <a href="#">habitat</a> protection and enhancement opportunities by <a href="#">watershed</a> to enhance and restore <a href="#">ecosystem</a> function (i.e. implement the <a href="#">Habitat Stewardship Strategy</a> ).	LRP	HM
3-8	Influence and assess effectiveness of City regulations that protect aquatic resources (e.g. <a href="#">Critical Areas</a> Ordinance and Shoreline Master Program).	LRP	

Strategies		Enhance	Continue
3-9	Manage beaver activity to provide <a href="#">habitat</a> and <a href="#">water quality</a> benefits while mitigating flooding risk.	LRP FP	HM
3-10	Manage vegetation in <a href="#">riparian</a> areas in order to improve <a href="#">habitat</a> and <a href="#">water quality</a> functions.	HM	AM
3-11	Monitor aquatic <a href="#">habitat</a> quality and quantity based on the best scientific information, methods, and tools available.	LRP HM AM	
3-12	Participate in regional planning to support salmon and Puget Sound recovery (e.g. WRIA 13 and Alliance for a Healthy South Sound).		LRP
3-13	Provide outreach and education to the community around aquatic <a href="#">habitat</a> , wildlife and <a href="#">ecosystem</a> function (wetlands, <a href="#">streams</a> , marine shoreline, lakes, <a href="#">buffers</a> and associated wildlife).	HM	
3-14	Provide focused outreach, technical assistance and incentives to private properties containing aquatic and associated <a href="#">habitats</a> , while promoting voluntary stewardship.	HM LRP TR	
3-15	Provide technical support to City projects with aquatic permitting requirements (e.g. CWA 401/404 and HPA) or that are specifically <a href="#">habitat</a> related.		TR LRP
3-16	Support partners and community efforts to protect, steward, and restore aquatic and associated <a href="#">habitats</a> .	LRP HM TR CFP	
<b>Goal 4 – Ensure reliable functioning of the built and natural <a href="#">stormwater</a> infrastructure.</b>			
4-1	Continue to maintain and improve mapping/geodatabase.		AM
4-2	Continue pipe condition rating program.		AM FP
4-3	Continue catch basin and manhole inspection and cleaning program.		AM PP
4-4	Develop a natural infrastructure asset management program	AM HM	
4-5	Provide operational support and feedback to engineering staff regarding location, function, constructability and maintenance of Utility infrastructure improvements.		CFP
4-6	Require development to construct <a href="#">stormwater</a> infrastructure in compliance with the Olympia Drainage Design and <a href="#">Erosion</a> Control Manual and the Engineering Design and Development Standards.		TR

Strategies		Enhance	Continue
4-7	Design and plan the Utility's capital improvements to complement natural infrastructure.	CFP HM	
4-8	Comply with <a href="#">NPDES</a> permit requirements.		PP
4-9	Develop SOPs for inspections preventive maintenance and correction programs	LRP	
4-10	Enhance public outreach and education for <a href="#">stormwater</a> system functions, operations and maintenance.		PP FP
4-11	Develop enforcement capabilities (facilities to be maintained for the design purpose) in Olympia Municipal Code (OMC).	LRP	
4-12	Develop level of service standards for public <a href="#">stormwater</a> facilities.	AM	
4-13	Monitor resources through work order system and identify any additional needs.	AM	
4-14	Expand inspections beyond <a href="#">NPDES</a> permit requirements.	PP TR	AM
4-15	Keep current with training as new technologies and techniques emerge.		UA
4-16	Update emergency response processes and procedures regularly.		ER
4-17	Develop and implement a sea level rise response plan. Use the best available science and the experiences of other communities in formulating plans for sea level rise. Partner with government entities and key stakeholders. Engage the community in a discussion of various sea level rise scenarios, how the City will respond to lessen the impact and costs.	LRP FP	
4-18	Annually update the Storm and Surface Water component of the City's Capital Facilities Plan.		CFP
4-19	Develop a priority ranking system for proposed capital projects.	CFP	
4-20	Integrate data-based decision making processes into section programs.		AM
4-21	Develop CCTV program to provide long term condition rating, investigation, and emergency response.	AM	
4-22	Continue cleaning and inspection program.		AM FP
4-23	Transition vegetation and <a href="#">LID</a> maintenance programs from Environmental Services to <a href="#">Stormwater</a> Operations.	HM FP	

Strategies		Enhance	Continue
4-24	Develop and implement field-based data collection tools for public and private <a href="#">stormwater</a> utility infrastructure.	AM	FP PP
4-25	Implement basin approach to utility infrastructure maintenance with an emphasis on <a href="#">sediment</a> management.	AM	FP PP
4-26	Implement a street sweeping program to remove <a href="#">sediment</a> before it enters the <a href="#">stormwater</a> system. (See also Strategy 2-5.)	AM	
4-27	Perform <a href="#">stormwater</a> system repairs and maintenance based on utility wide priorities.		AM FP
4-28	Manage <a href="#">sediment</a> in a manner that complies with applicable regulations and is done in a cost-efficient manner.		PP
4-29	Identify essential training and safety benchmarks by job classification.		UA
4-30	Develop employee training program to meet training and safety benchmarks by job classification.		UA
<b>Goal 5 – Manage Utility finances responsibly and recover costs equitably</b>			
5-1	Continue the capital funding strategy that utilizes existing resources from reserves and general facility charges first before relying on debt financing.		UA
5-2	Pursue grants and state low-interest loans when available.		UA
5-3	Perform operations and maintenance of utility infrastructure in a fiscally thoughtful and strategic manner which reflects positively on the utility.		UA
5-4	Evaluate alternative rate structures and pursue implementation if found beneficial.		UA
5-5	Develop incentives for <a href="#">stormwater</a> retrofit.		UA
5-6	Coordinate regular rate studies with the City's other water resources utilities, so that the full impact of rate increases on customers is considered and rates are equitably distributed to customers		UA
5-7	Review general facilities charges regularly to ensure that they accurately and equitably distribute system costs to new development and are adjusted for inflation.		UA

## 1.5 Summary of Capital Projects

Table ES-2 lists the Capital Projects recommended for construction during the next twenty years.

**View Table ES-2 20 Year Capital Improvement Program**

**The City of Olympia Storm and Surface Water Plan was Adopted by  
Olympia City Council in April 2018.**

**City of Olympia Storm and Surface Water Plan contact information:**

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Code Publishing Company

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Olympia's Storm and Surface Water Utility



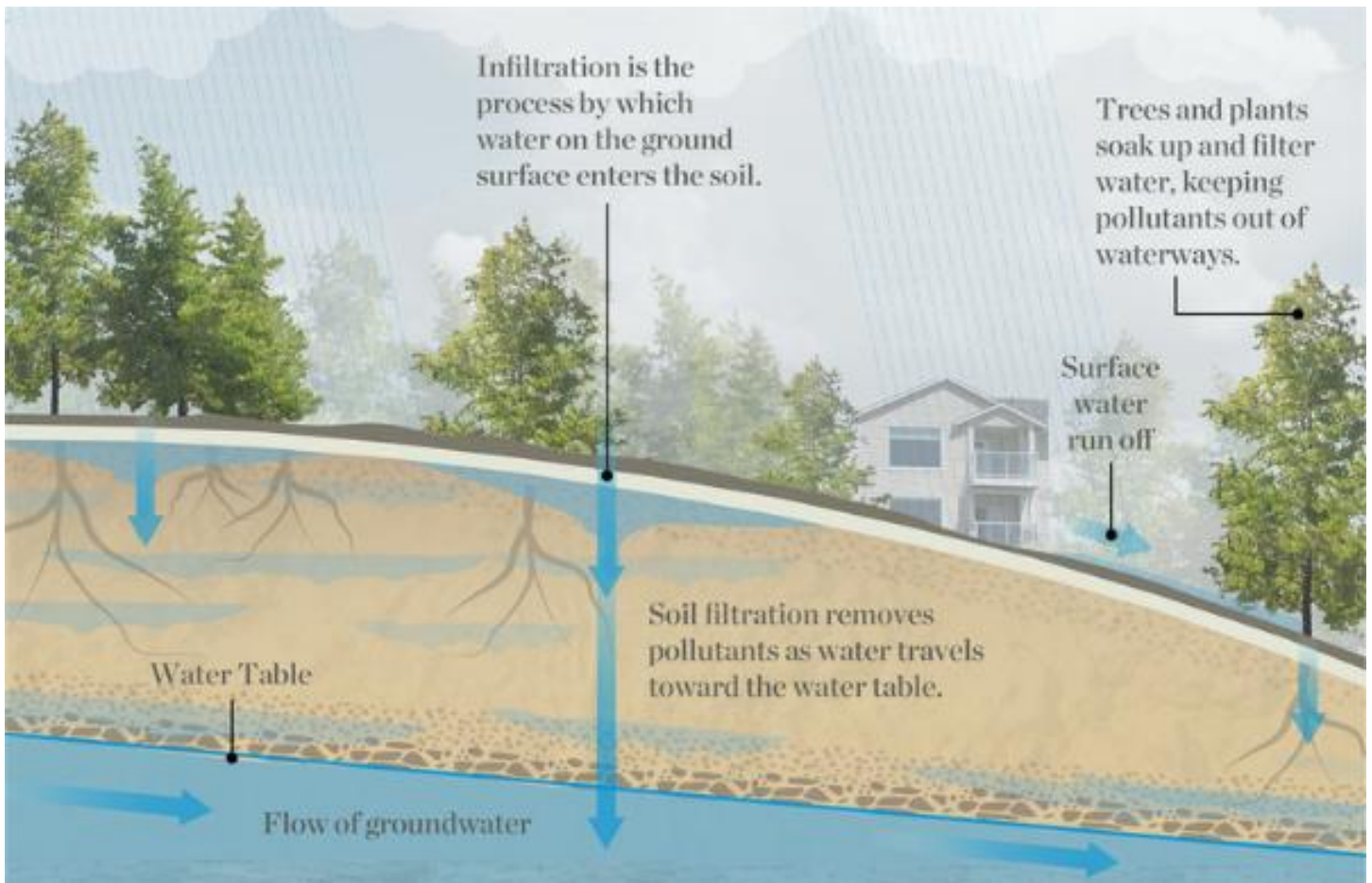
# Olympia's Storm and Surface Water Utility

Clean Water for Healthy Communities, Fish and Wildlife, and Puget Sound

**City of Olympia Storm and Surface Water Utility**

**January 27, 2021**

**What is Stormwater?**



**Stormwater is part of the altered water cycle in cities and other developed areas.**

In natural areas most rain soaks into the ground or is caught and absorbed by vegetation. The process of rain soaking through the ground and into the soil is called *infiltration*.

For a short explanation of infiltration read [this definition by the Nature Conservancy](#).

Infiltrated water moves slowly through the ground for months or years until it reaches wetlands, waterways and groundwater. This natural water cycle helps maintain healthy water levels in streams, rivers and lakes during dry weather.

( scroll down for more... )

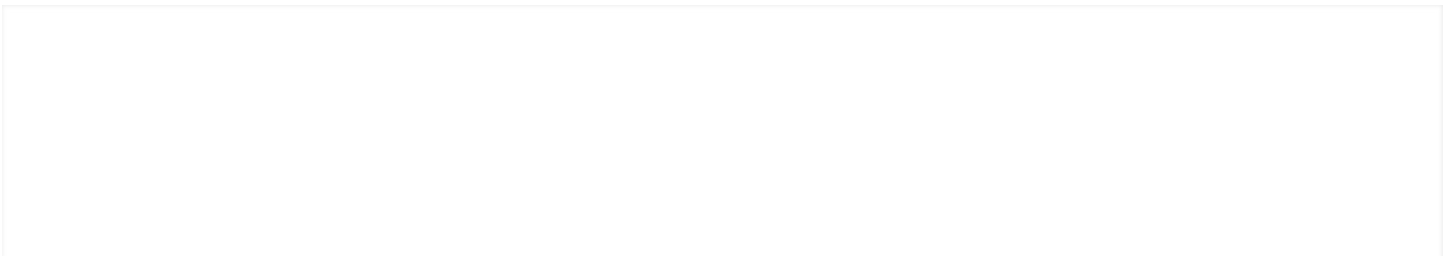


### **Impervious surface creates stormwater.**

When urban and suburban development covers the land with buildings, houses, streets and parking lots, much of the native topsoil, trees, shrubs and grass that allowed rain to infiltrate are replaced by asphalt and concrete.

Asphalt, concrete, compacted gravel and dirt, pavement and other hard surfaces are considered *impervious surfaces*. Impervious means they do not allow water to pass through them - like a rain jacket spread over the ground.

*( scroll down for more... )*





Rain that would have filtered through soil instead stays on the surface and becomes *stormwater runoff*. As it runs across impervious surfaces it picks up trash and pollutants before entering our stormwater system and being conveyed to Puget Sound.

Stormwater is increased when we change our landscape in ways that make it impossible for water to soak into the ground.

*( scroll down for more... )*



**Olympia has over 3,000 acres of impervious surface. In a normal year that can generate 4 billion gallons of stormwater!**

*( scroll down for more... )*



### **Did you know?**

Olympia has a Storm and Surface Water Utility that helps our city address stormwater issues. The work of the Utility is guided by a management plan which is updated every six years.

Find the latest plan with the Utility's goals and objectives [HERE](#).

### **What is the Storm and Surface Water Utility?**

Olympia's Storm and Surface Water Utility was formed in 1986 in response to community concerns over property damage from flooding. It addressed the need for better regulations and designs to minimize flood damage.





Pull the slider back and forth across the image to see impervious coverage on Olympia's west side in 2018 and 1966.

As the City Olympia has grown and expanded so have the stormwater issues the Utility addresses. Current challenges include more intense rain storms, increasing impervious coverage, inspection and replacement of aging infrastructure and higher tides.

The Utility also meets the requirements of the National Pollutant Discharge Elimination System (NPDES) program created in 1972 by the Clean Water Act. In Washington, the Department of Ecology administers the NPDES program including the Municipal Stormwater Permit, which requires the city to implement a diverse array of programs and practices to prevent polluted stormwater from being released into local waterways.



The Utility works to mitigate harmful stormwater impacts on our regional waters.

The Utility provides services like flood and pollution prevention, habitat management, water quality treatment and emergency response. A storm drainage service charge (also known as the *Stormwater Utility Fee*) funds the services the Utility provides.

While there may not be City stormwater infrastructure immediately associated with your property, the stormwater fee



pays to maintain the drainage system associated with roadways and public properties city-wide.

For more information see [Olympia's Municipal Code section 13.16.050](#).



The Olympia Storm and Surface Water Utility's mission is to reduce flooding, improve water quality, and protect and enhance aquatic habitat for our community and future generations.

Stormwater carries toxins and pollutants from our streets and sidewalks into our local waterbodies.

## Our Stormwater Network

All stormwater runoff in Olympia eventually goes into Puget Sound. A network of natural and built infrastructure collects stormwater from low points and carries it downhill into local waterbodies and aquatic habitats.



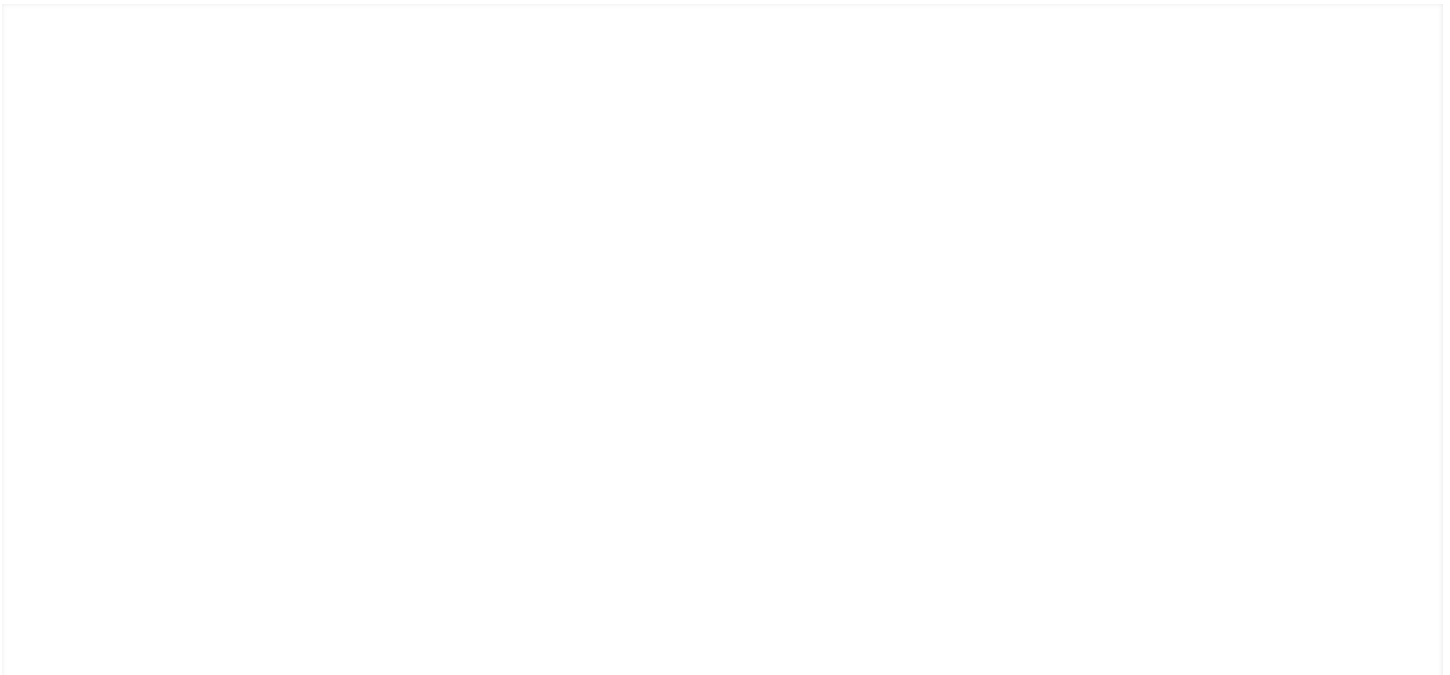
State, federal and local laws and regulations protect these waterbodies.

In older areas of town, some stormwater runoff is treated in the LOTT Clean Water Alliance's Budd Inlet Treatment Plant, but the majority of stormwater runoff receives minimal or no treatment before entering Puget Sound. New development and redeveloped areas are more likely to have higher levels of stormwater management, including structures that slow runoff or filter it to remove pollutants and trash. Newer treatment facilities are designed to mimic the flood management and filtration functions of wetlands and forests.

## Common Stormwater Structures

The structures shown below help manage stormwater by reducing flooding, pollution and erosion. You may have seen them around town. Infiltrating stormwater before it can cause problems is the easiest way to lessen its impact.

Click the black arrows to the left and right of the images to move forward and backward between the structure descriptions. You can also use your arrow keys.



## Catch Basins

Also called storm drains, these structures collect water from streets and other areas and channel it into underground pipes. If you see large puddles, check that your storm drain isn't blocked!



## Outfalls

Where water leaves our piped system and enters a natural waterbody. It's important to protect the areas around outfalls from erosion.



## Wet Ponds

Open basins that hold water year-round. Wetponds allow sediment to settle out as stormwater runs in. Wetland vegetation can be planted to provide additional treatment by removing nutrients such as phosphorus and nitrogen.





## Control Structures

Flow control structures (restrictors) release stormwater from ponds and other structures at a slow and controlled rate. It is important to ensure they do not become plugged or damaged or the facility could release water too quickly (causing flooding downstream) or too slowly (causing flooding upstream).



## Dry/Infiltration Ponds

These ponds usually look like grassy depressions, but when it rains they collect water and release it slowly - either by infiltration into the soil or downstream through specially designed control structures.





## **Bioretention**

Sometimes called rain gardens, these specially engineered facilities use plants and soil to remove pollutants and infiltrate water into the ground. It's important to keep plants healthy and not compress the soil.





## Biofiltration Swales

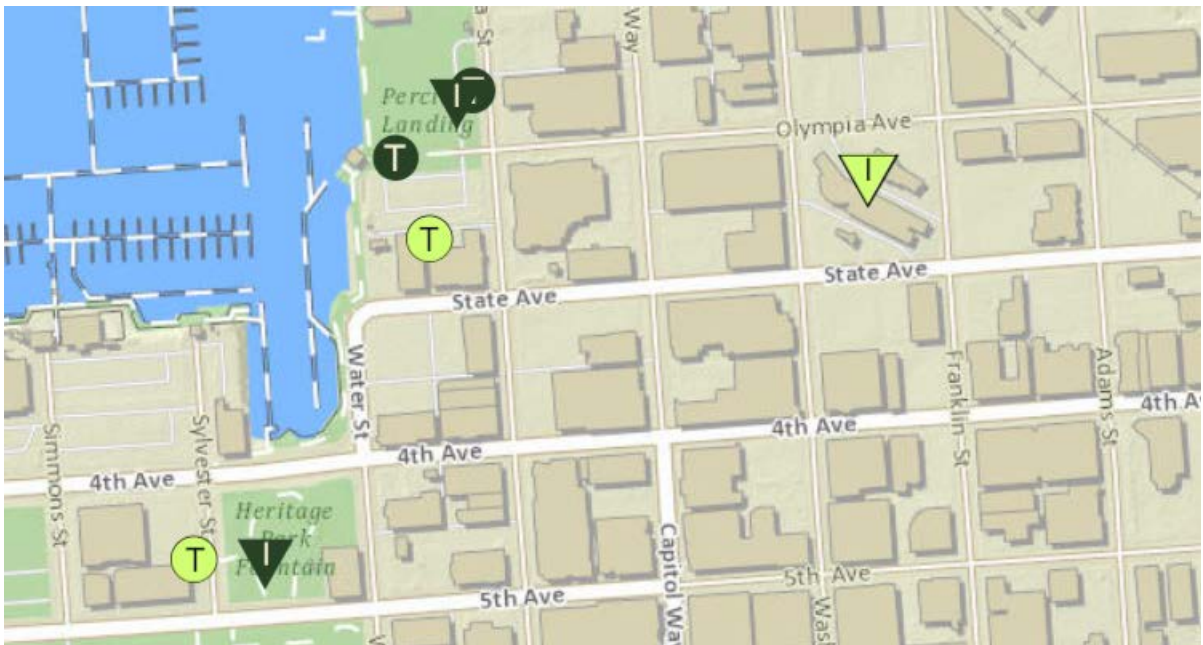
Biofiltration swales are channels that use grass or other dense plants to filter out sediment and oily materials. As stormwater passes through the plants, pollutants are removed by the combined effects of filtration, infiltration, and settling. Swales should be kept free of invasive plants, mown to a height of 4 to 6 inches and free of fertilizers, chemicals and herbicides. If there is bare soil or other erosion, reseed the grass or replace the plants.

These stormwater structures work together to drain rainfall away from our homes and businesses and transport it downstream.



Use the map below to see if there are catch basins or ponds near you.

- Enter your address in the search bar in the upper left, or use your mouse to pan and find your location.
- The round button in the bottom left will show the map's legend.
- The plus and minus buttons in the bottom right corner can be used to zoom in and out.



City of Olympia, TComm911

Powered by Esri

Search for stormwater infrastructure near you.





Maintaining, enhancing and expanding this complex system of natural aquatic habitat and built stormwater infrastructure is paid for by Stormwater Utility fees.

## **Stormwater affects the health of our environment, economy, wildlife and humans**



Aquatic wildlife such as salmon, Orca and forage fish populations are all in decline in the Puget Sound region. Scientist attribute much of this decline to stormwater pollution and habitat degradation. In fact, stormwater is the number one water pollution problem in urban areas of our state.

Unmanaged stormwater runoff damages salmon habitat, can contribute to flooding and drought, and can contaminate the groundwater we drink. Shellfish harvesting and recreational beaches can also be closed to our community as a result of stormwater pollution.

### **Some of the contaminants found in stormwater...**

- Tire and brake particles, motor oil, antifreeze, and other vehicle fluids from our streets, driveways and parking lots
- Unburned hydrocarbons and soot particles from our cars' exhaust
- Fertilizers and pesticides from our lawns and gardens
- Fecal bacteria from our pets' waste
- Zinc, tar and copper from our rooftops
- Sediment and soil erosion from construction projects





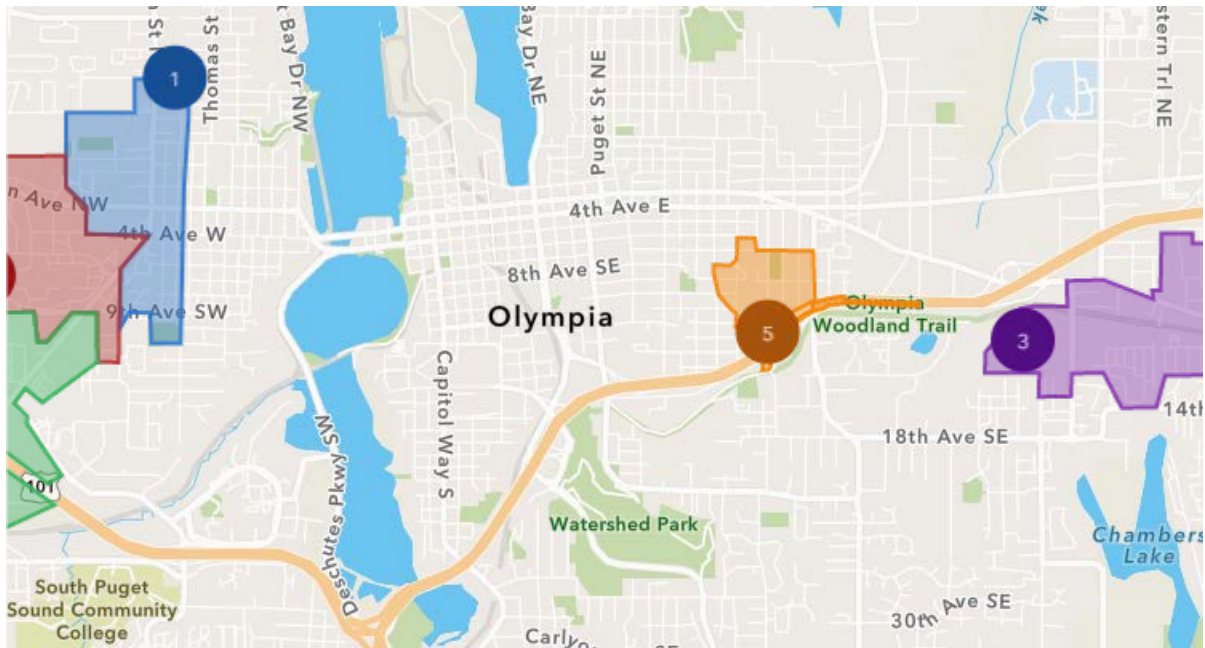
## **What are Aquatic Habitats?**

Aquatic habitats provide many important functions that manage flooding, contribute to clean water, and house fish and wildlife species. They include local streams, rivers, lakes, wetlands, shoreline and tidal areas. Maintaining healthy forests and other natural areas adjacent to aquatic habitats ensures these areas remain healthy and continue to provide these functions. The health of these areas is key to protecting local water quality, quantity and the unique Salish Sea ecosystem.

## **Regional Treatment Facilities Maintained by the City of Olympia**

Stormwater fees pay for the maintenance of more than a dozen regional facilities that treat runoff from private property and our community's roads, sidewalks, playgrounds and public spaces. The map below shows our largest facilities. Click within the five areas to read more about each location. Pan and zoom the map to explore in more detail.

In addition to these regional facilities, the City also maintains more than 280 smaller flow control facilities, 140 treatment facilities, 7,600 Catch basins and 160 miles of pipe.



## What do my Storm and Surface Water Utility fees pay for?

Since the Storm and Surface Water Utility was first formed in 1986, its mission and services have evolved in response to increasing community expectations regarding environmental protection, the resolution of many regional scale flooding problems, and rigorous stormwater management regulations.



Flooding incidents can be minimized with proper design and maintenance of stormwater infrastructure.

The Utility's success resolving flooding problems created an opportunity to focus increasingly on water quality improvements, habitat protection and enhancement, and scheduled replacement of aging pipe systems.

Community expectations and regulations for managing stormwater have increased dramatically resulting in a more holistic look at stormwater management and aquatic systems.

## **Services Provided by the Stormwater Utility**



## Build, Manage and Maintain Public Stormwater Infrastructure

- Annual stormwater system inspections to ensure facilities are working as designed and to identify maintenance tasks
- A street sweeping program focused on removing sediment from streets before it enters the stormwater system
- Upgrading outdated stormwater facilities to provide water quality treatment and repairing aging pipes and systems
- Review public and private construction projects for compliance with current stormwater regulations
- Maintenance activities to collect sediment from catch basins and replace filters





## Emergency Management

- Site visits to known flooding "Hot Spots" during rain events
- Coordination with the LOTT Clean Water Alliance to prevent combined sewer overflows and impacts to the Budd Inlet Wastewater Treatment Plant
- Coordination with the State on its operation of the Capitol Lake Dam
- Emergency response training and preparation for staff
- Flood event and King Tide response and dispatch, including response to customer concerns
- Operation of a spills hotline
- Spill response clean-up, containment and coordination with the Department of Ecology



## Preserve and Restore Aquatic Habitats

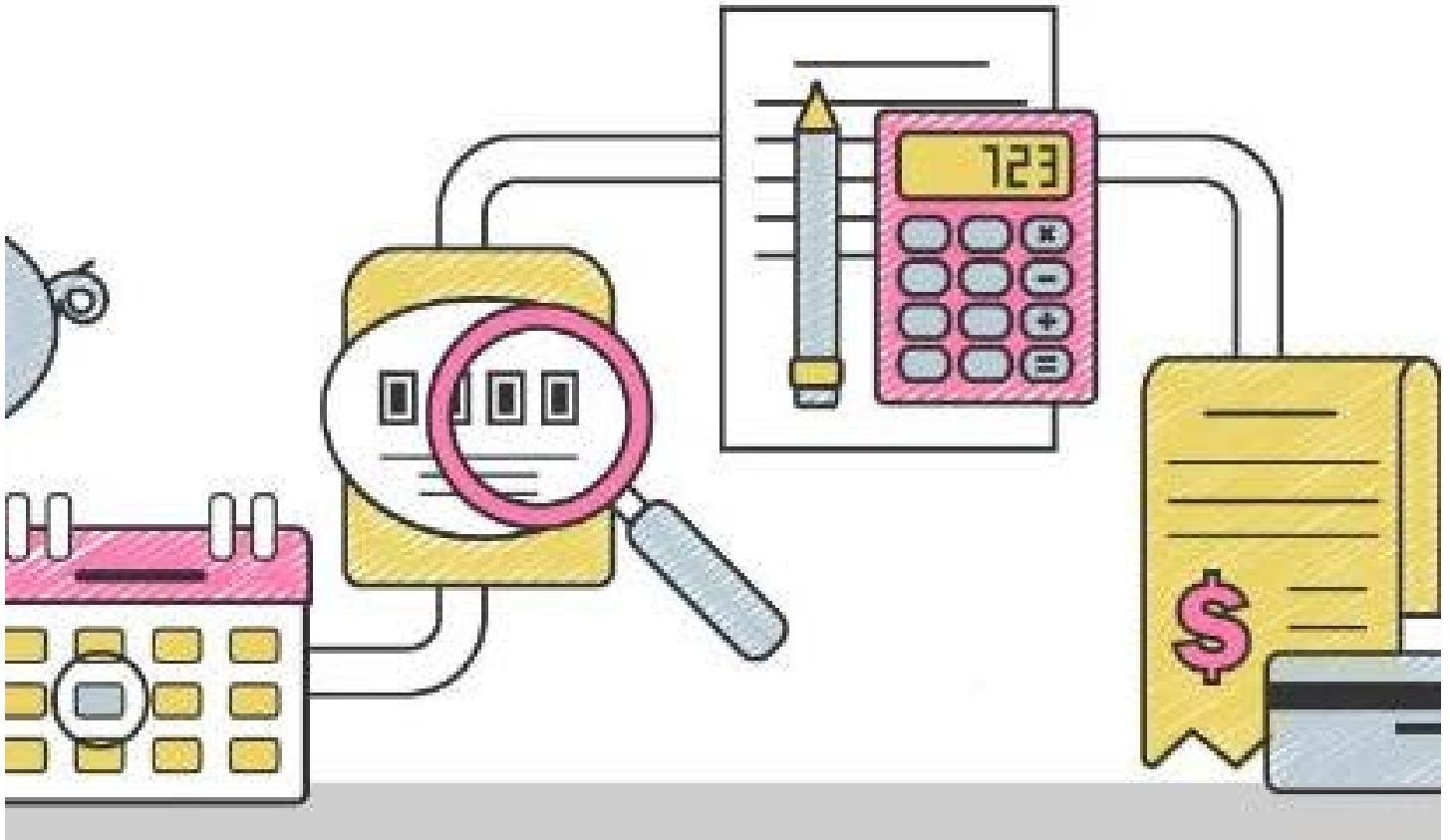
- Prioritize stormwater management and aquatic habitat enhancements across high priority watersheds
- Remove invasive species and replant native vegetation on City-managed properties
- Provide technical assistance to enhance key aquatic habitats on private property
- Develop and implement habitat restoration and enhancement plans on public property
- Support community groups and residents to protect and enhance aquatic and associated habitats
- Noxious weed control on City-managed properties





## Prevent Pollution

- Sponsor educational outreach and volunteer events through Stream Team of Thurston County
- Outreach to the business community to prevent pollution
- Sponsor South Sound Green K-12 environmental education programs
- Natural yard care incentives and resources
- Neighborhood pet waste incentives and resources
- Rain Garden incentives and resources
- Annual inspections of commercial and residential private stormwater systems to ensure good working condition
- Workshops and resources for private stormwater facility maintenance
- Pollution prevention plans for public facilities
- Illicit discharge detection and illicit connection detection



### **Did you know?**

**The Utility Advisory Committee meets monthly to advise Water Resources on matters related to the Storm and Surface Water Utility.**

**Join us [HERE](#).**

**Stormwater has big impacts on our region.**

Keep in mind...

Runoff from public and private property, the roads we drive on and the public places we visit all contribute to stormwater pollution.

Maintaining clean water is a priority for our community and is also a requirement under the Clean Water Act. Utility programs and services help us meet our community's goals and obligations to protect the health of our local waterways.

## **You can help!**

As a community we contribute to the City's Stormwater Utility. We can also choose to take individual action such as clearing clogged catch basins, picking up after our pets, creating rain gardens in our yards or fixing leaks from our cars.

Working together, we can make a positive difference for the people and animals that call Olympia and the Salish Sea home.



## City Council

### Consider a Referral to the Community Livability & Public Safety Committee Regarding Sister City Relationships

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 8.A  
**File Number:**22-0866

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**Type:** referral **Version:** 1 **Status:** Referral

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#### **Title**

Consider a Referral to the Community Livability & Public Safety Committee Regarding Sister City Relationships

#### **Recommended Action**

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

Not referred to a committee.

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

Consider a Referral to the Community Livability & Public Safety Committee regarding Sister City relationships

#### **Report**

##### **Issue:**

Whether to consider a Referral to the Community Livability & Public Safety Committee regarding Sister City relationships

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

Susan Grisham, Assistant to the City Manager, 360.753.8244

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

Mayor Cheryl Selby

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

Olympia is an outlier to the Sister Cities International (SCI) in that the city government does not host visiting delegations, but instead rely on community volunteers.

The referral requests:

The request is to put forward a Resolution updating Resolution M-1234, passed in 1987, to allow for City resources to help with maintaining and expanding our Sister City Relationships.

Specifically, to restore our annual membership (approx. \$800) to SCI that has lapsed since the Olympia-Kato Sister City Association (OKSCA) discontinued payments during the pandemic. To

maintain our current sister city relationship with Kato City, we need to be a member of SCI.

Additionally, the request is to allow use of staff resources to assist with planning events during bi-annual exchanges. Currently Olympia has a 40+ year sister city relationship with Kato City, Japan (formerly Yashiro City.) Exchanges to Kato have always been hosted by their city government which is traditional among members of SCI.

To be considered in this request is the new knowledge that Olympia has created a staff team to guide activities related to Arts, Cultures, and Heritage (the ARCH department). Voters also recently passed the "Inspire Olympia" ballot measure that created a dedicated revenue stream for non-profits to access grants related to arts, cultures, heritage, and science public programming. There is a clear nexus to our sister city relationships with our ARCH work plan and our community's support for cultural programming.

The referral is sponsored by Mayor Selby, with support from Councilmember Yến Huỳnh and Councilmember Jim Cooper.

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

The Community has an interest in cultural exchange.

**Options:**

1. Approve the referral to the Community Livability and Public Safety Committee.
2. Approve the referral, with amendments, to the Community Livability and Public Safety Committee.
3. Do not approve the referral to the Community Livability and Public Safety Committee.

**Financial Impact:**

The fee for membership to the Sister City International Organization is \$800.

**Attachments:**

Referral



# City Council Referral Request

Tracking Number 2022-0050 Date of Referral 9/20/22 Requester Cheryl Selby  
(Provided by Susan)

- Referral To
- Study Session
  - Staff
  - Community Livability & Public Safety Committee
  - Land Use & Environment Committee
  - Work Session
  - Ad Hoc Committee on Public Safety
  - Finance Committee
  - Advisory Committee *Choose from Dropdown*

## Problem Statement

*Resolution # M-1234 dated 10/6/1987 outlined a process for the city to manage new and existing sister city relationships. The resolution needs to be updated to allow for the use of nominal city resources to help maintain and expand Sister City Relationships.*

## Request

*The request is to put forward a Resolution updating Resolution M-1234, passed in 1987, to allow for City resources to help with maintaining and expanding our Sister City Relationships.*

*Specifically, the ask is to restore our annual membership (approx. \$800) to Sister Cities International (SCI) that has lapsed since the Olympia-Kato Sister City Association (OKSCA) discontinued payments during the pandemic. To maintain our current sister city relationship with Kato City, we need to be a member of SCI.*

*Additionally, the request is to allow use of staff resources to assist with planning events during bi-annual exchanges. Currently Olympia has a 40+ year sister city relationship with Kato City, Japan (formerly Yashiro City.) Exchanges to Kato have always been hosted by their city government which is traditional among members of SCI.*

*Olympia is an SCI outlier in that the city government does not host the visiting delegations, but instead rely on community volunteers. To be considered in this request is the new knowledge that Olympia has created a staff team to guide activities related to Arts, Cultures, and Heritage (the ARCH department). Voters also recently passed the "Inspire Olympia" ballot measure that created a dedicated revenue stream for non-profits to access grants related to arts, cultures, heritage, and science public programming. There is a clear nexus to our sister city relationships with our ARCH work plan and our community's support for cultural programming.*

*\*There is also an opportunity to re-establish our sister city relationship with Ancient Olympia, Greece. A trip to Ancient Olympia was made in March of 2020 to receive their proposal, though the visit was interrupted by the pandemic and a formal document for council consideration was not obtained.*

## Relationship to City Business or Proposed City Business/Services

*Diplomacy is essential as the United States strives to maintain its place as a global leader in areas that can stabilize international relations. Exchanges help to further international understanding at all levels of a community. As we grapple with multiple crises related to climate and equity, visiting another culture to learn new approaches to dealing with these challenges is a unique opportunity. As well, we have plenty of our own ideas to share.*

## Connection to Comprehensive Plan

*Choose all that apply.*

- Public Health and Safety**  
*A safe and welcoming Community; reliable and responsive emergency services; a safe and reliable water supply; public Infrastructure in the City is well-maintained; adequate food and shelter*
- Community Livability**  
*A commitment to a diverse, equitable, and inclusive community; access to affordable and stable housing; a safe transportation system with options for everyone; recreation opportunities for everyone; Connections to our culture and history*
- Downtown**  
*Vibrant, attractive urban destination; a safe and welcoming downtown for all; a mix of urban housing options; a variety of businesses; connections to our cultural & historic fabric; engaging arts & entertainment experience*

**Economy**

*Abundant local products and services; a thriving arts and entertainment industry; sustainable quality infrastructure; a stable thriving economy*

**Environment**

*Clean water & air; a daily connection to nature; preserved quality natural areas; a toxin-free community; a waste free culture*

**Neighborhoods**

*Distinctive places & gathering spaces; nearby goods & services; neighborhoods that are engaged in community decision making; safe and welcoming places to live*

**Options**

**Next Steps:**

**1. Direct staff to make the minor edits to the existing resolution to allow the city to join SCI and allow staff to assist as needed with exchanges. Exchanges are planned every two years and 6-12 months in advance to allow time for staff to adapt their work plans.**

**2022 Fiscal note - \$800 needed for SCI membership this fall.**

**2. Direct appropriate staff to build time in their 2023 work plans to assist with future exchange events (Spring 2023 trip to Kato, summer 2023 receive delegation from Kato.)**

**2023 Fiscal note - \$800 for SCI membership, \$6000 travel stipend for sending city delegation to Kato in spring. \$5000 for programming events for Kato delegation in summer.**

**Timing**

**We need to move quickly on part one so we can start working with SCI on our exchanges in 2023.**

**Supporting Documentation (Work Plan, Transportation Master Plan, Parks Plan, etc)**

**<https://sistercities.org/about-us/>**

**Councilmember Signatures**

**Two Councilmembers must support the request including the Chair of the Committee of referral. (Cannot be a committee quorum unless discussed at an open public meeting of the committee.)**

\_\_\_\_\_  
Cheryl Selby, Mayor  
Sponsoring Councilmember

1. \_\_\_\_\_  
Yen Huynh  
Councilmember

2. \_\_\_\_\_  
Jim Cooper  
Councilmember

**Staff Supplement**

**Staff will review the request to generate administrative impacts to be considered as part of proposal (staff to initial after their review):**

Budget Impacts: Click or tap here to enter text.

Legal Review (to include regulatory authority): Click or tap here to enter text.

Policy implications: Click or tap here to enter text.

Implementation Considerations: Click or tap here to enter text.

Staff Liaison: Click or tap here to enter text.







## City Council

### Consider a Referral to Staff and the Finance Committee Regarding Climate Revenue

**Agenda Date:** 9/20/2022  
**Agenda Item Number:** 8.B  
**File Number:**22-0871

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**Type:** referral **Version:** 1 **Status:** Referral

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#### **Title**

Consider a Referral to Staff and the Finance Committee Regarding Climate Revenue

#### **Recommended Action**

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

Not referred to a committee.

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

Consider a Referral to Staff and the Finance Committee Regarding Climate Revenue.

#### **Report**

##### **Issue:**

Whether to Consider a Referral to Staff and the Finance Committee Regarding Climate Revenue.

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

Susan Grisham, Assistant to the City Manager, 360-753-8244

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

Councilmember Lisa Parshley

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

In February 2021, Olympia City Council passed a Resolution Declaring a Climate Emergency (Resolution No. M-2194); signaling that the City council believes climate change has reached a critical point that will require more than simple actions and lack luster response to address our rapidly pending climate crisis.

The referral requests:

- Staff to research and provide the best legal and viable option to provide a revenue stream dedicated to achieving our adopted Climate Goals and to address our stated Climate Emergency. During this process staff should ensure that this revenue stream is fenced off from the rest of the general and capital budgets except in exigent circumstances.
- Finance staff to work with the Climate Program Manager to develop a budget that will provide effective administration and funding of climate actions for the coming 1-5 years, including staffing, pilot studies, grant writing, and monies for incentives, revolving loans, and grants for

climate work. Importance of this specific request is that it will inform what is the best the type and scope of revenue required to achieve effective climate action.

- Finance Committee add to their future work plans (2023 and 2024) these topics and report out to the entire council in 2023

The referral is sponsored by Councilmember Parshley, with support from Mayor Selby and Mayor Pro Tem Gilman.

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

The Community has an interest in actions by the City to address the climate crisis.

**Options:**

1. Approve the referral to staff and the Finance Committee.
2. Approve the referral, with amendments, to staff and the Finance Committee.
3. Do not approve the referral to staff and the Finance Committee.

**Financial Impact:**

There are no financial impacts related to consideration of the referral.

**Attachments:**

Referral



# City Council Referral Request

Tracking Number 2022-0051 Date of Referral 9/20/2022 Requester Lisa Parshley  
(Provided by Susan) \_\_\_\_\_

- Referral To
- Study Session
  - Staff
  - General Government Committee
  - Land Use & Environment Committee
  - Work Session
  - Ad Hoc Committee on Public Safety
  - Finance Committee
  - Advisory Committee *Choose from Dropdown*

## Problem Statement

*A clear concise description of the issue(s) that need(s) to be addressed.*

*Climate change is an existential crisis posing one of the most serious threats to the existence of humanity and all species on the planet; a threat that intersects and compounds all other crises facing humanity and our earth. The most recent report from the Intergovernmental Panel on Climate Change (IPCC; AR6) warns that the window to limit global warming to 1.5°C is rapidly closing, and that without drastic action, limiting warming to 2°C might also be impossible.*

*In February 2021, Olympia City Council passed a Resolution Declaring a Climate Emergency (Resolution No. M-2194); signaling that city council believes climate change has reached a critical point that will require more than simple actions and lack luster response to address our rapidly pending climate crisis.*

*Olympia has been a leader in climate mitigation and adaptation, with a long history of legislating actions and commitments towards being part of the solution. For example, in 2021 city council adopted the regional Thurston Climate Mitigation Plan (Resolution No. M-2192), and in 2019 passed a Resolution expressing a commitment to protect the youth of this Community from the Risks of Climate Destruction (Resolution No. M-2045). In January 2022 Olympia City Council passed an Electrification Resolution addressing construction of new buildings and city buildings/fleet. In April 2022 City Council adjusted our climate goals to limiting global warming to 1.5 degrees Celsius by the end of the century, pledged to reach net-zero by 2040 through establishing interim 2030 target that reflects Olympia’s fair share of a 50% reduction in global emissions, and pledges to reduce emissions 59% below 2019 levels by 2030.*

*To achieve the high-impact actions necessary to accomplish these self-imposed targets including decarbonizing the electric grid, reducing vehicle miles travelled and shifting to electric vehicles, and decarbonizing existing and new buildings through electrification and energy efficiency the city will need a dedicated revenue stream. A dedicated revenue stream will ensure we have enough budgetary capacity to fund these actions as well as the staff to implement them and to seek out grant monies and state/federal programs available to cities and counties.*

## Request

*What is being requested to assist in addressing the issue described in the problem statement?*

- *We request that staff research and provide the best legal and viable option to provide a revenue stream dedicated to achieving our adopted Climate Goals and to address our stated Climate Emergency. During this process staff should ensure that this revenue stream is fenced off from the rest of the general and capital budgets except in exigent circumstances.
 
  - *Evaluate state law for the possibility of an excise tax, a property tax, or a sales tax devoted to climate actions*
  - *If no specific Washington State option exists, work to develop and write legislation that could be potentially sponsored by LD 22 representatives in the 2024 session.**
- *We request that finance staff work with our Climate Program Manager to develop a budget that will provide effective administration and funding of climate actions for the coming 1-5 years, including staffing, pilot studies, grant writing, and monies for incentives, revolving loans, and grants for climate work. Importance of this specific request is that it will inform what is the best the type and scope of revenue required to achieve effective climate action.*
- *Recommend that the Finance Committee will add to their future work plans (2023 and 2024) these topics and report out to the entire council in 2023*

## Relationship to City Business or Proposed City Business/Services

**Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Why is this the City's issue to address? How will this create a more adaptive and resilient organization? How will this enhance the City's work to further equity, climate, and social justice?**

Currently there is not enough budgetary capacity to fully fund our declared climate emergency as a great deal of the disposable general fund, yearend, one-time monies, and capital budget has been dedicated to our declared homelessness emergency, working on our housing crisis, work on reimaging public safety, and the necessary work on diversity and equity work. All these actions are important to our community and cannot be interrupted. Therefore, to fulfill our own declaration of climate emergency and our state goals we must provide a new revenue stream that does not involve reducing these important actions by the city.

## Connection to Comprehensive Plan

**Community, Safety and Health**

*Inclusive, respectful, civic participation; a safe & prepared community; health and wellness; adequate food and shelter; a quality education*

**Downtown**

*Vibrant, attractive urban destination; a safe and welcoming downtown for all; a mix of urban housing options; a variety of businesses; connections to our cultural & historic fabric; engaging arts & entertainment experience*

**Economy**

*Abundant local products and services; a thriving arts and entertainment industry; sustainable quality infrastructure; a stable thriving economy*

**Environment**

*Clean water & air; a daily connection to nature; preserved quality natural areas; a toxin-free community; a waste free culture*

**Neighborhoods**

*Distinctive places & gathering spaces; nearby goods & services; neighborhoods that are engaged in community decision making; safe and welcoming places to live*

## Options

**Describe proposed options for moving the idea or issue forward for the meeting body to consider.**

Have staff develop options for timely actions during 2023 to be enacted directly by council or if further process or considerations are recommended have the Finance Committees work with staff to guide progress of developing a revenue stream.

## Timing

**Is this issue time sensitive, are there other timing factors to consider?**

Start staff work in the first and second quarter of 2023 with a report out to Finance Committee by end of the first quarter and a report to the entire Council by end of the second quarter. Ultimate, goal would be to have a recommended course of action (whether sending a bill to state legislature or via action directly by Council) by first quarter 2024

## Supporting Documentation (Work Plan, Transportation Master Plan, Parks Plan, etc)

**Are there documents that support your request or that should be considered?**

In our Comprehensive plan under "Our Natural Environment" values it clearly states: "Olympians value our role as stewards of the water, air, land, vegetation, and animals around us, and believe it is our responsibility to our children and grandchildren to restore, protect, and enhance the exceptional natural environment that surrounds us."

*Comprehensive plan – subsection “Natural Environment Section” Clean Air and Cool Climate: It is stated that “...if we do not rein in local sources of carbon dioxide and other greenhouse gas emissions and limit nighttime light, we will jeopardize the quality of this invisible but critical resource. As a community, we can commit to developing and adopting new and renewable solutions for commuting, heating our homes, powering our economy, fueling our vehicles, and lighting our streets, sidewalks, and businesses.”*

*(Yet only three goals and policies (GN7-9) are designed to address climate change – we need to make sure our upcoming comprehensive plan updates includes Thurston Climate Mitigation and adaptation Plans, Sea Level Rise Plan, Inheritance and electrification resolutions, our ICLEI Race to Zero commitments, our new stated goals (April 2022), and our declaration of a climate emergency)*

### Councilmember Signatures

**Two Councilmembers must support the request including the Chair of the Committee of referral. (Cannot be a committee quorum unless discussed at an open public meeting of the committee.)**

\_\_\_\_\_  
Lisa Parshley  
Sponsoring Councilmember

1. \_\_\_\_\_  
Clark Gilman  
Councilmember
  
2. \_\_\_\_\_  
Cheryl Selby  
Councilmember

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**Staff will review the request to generate administrative impacts to be considered as part of proposal (staff to initial after their review):**

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