



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Joyce Phillips
360.570.3722

Monday, January 22, 2018

6:30 PM

Room 207

1. CALL TO ORDER

Estimated time for items 1 through 5: 15 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT

During this portion of the meeting, citizens may address the Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days or for quasi-judicial review items for which there can be only one public hearing, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

4. STAFF ANNOUNCEMENTS

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

5. BUSINESS ITEMS

5.A [18-0069](#) Action Plan Briefing

Attachments: [Action Plan \(website link\)](#)
[Annual Cycle](#)
[Citizen Survey Report](#)
[Indicator Dashboard \(website link\)](#)

Estimated time: 45 minutes

5.B [18-0070](#) Missing Middle Housing Analysis Update

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

Estimated time: 45 minutes

5.C [18-0071](#) Intercity Transit Briefing

Estimated time: 60 minutes

6. REPORTS

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

7. OTHER TOPICS**8. ADJOURNMENT**

Approximately 9:30 p.m.

Upcoming Meetings

Next regular Commission meeting is February 5, 2018. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



Planning Commission

Action Plan Briefing

Agenda Date: 1/22/2018
Agenda Item Number: 5.A
File Number: 18-0069

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

Title

Action Plan Briefing

Recommended Action

No action requested.

Report

Issue:

Planning Commissioners will receive a briefing on the Action Plan, including the results of a citizen survey conducted by Elway Research and an update on the Community Indicator Dashboard.

Staff Contact:

Stacey Ray, Senior Planner, Community Planning and Development, 360.753.8046

Presenter(s):

Stacey Ray, Senior Planner, Community Planning and Development

Background and Analysis:

In 2014, City Council (Council) adopted a broad and ambitious Comprehensive Plan vision for our community, and shortly after accepted a new and strategic approach to achieving that vision, called the Action Plan (Attachment 1).

The Action Plan identifies strategies and actions for achieving the vision, organizing them into five different action areas: Community, Safety & Health; Downtown; Economy; Environment; and Neighborhoods. It also establishes 31 community indicators to help us track, share, and evaluate our progress in each of these action areas. All but two measures have data. The two measures not included don't have current data readily available. They are: *number of historic and cultural sites* and *percent of business owners rating Olympia as a good place to do business*.

2018 will be the first year in which the City can now use data from these indicators to inform its priorities, work plans, and the capital facilities plan and budget. Attachment 2 shows how this can be accomplished through an annual cycle that emphasizes performance, priorities, and investments. This cycle combines the Action Plan annual cycle with our City's annual budget and capital facilities planning processes. It establishes a consistent and predictable pattern for the City to engage key

stakeholders, partners, and community members each year in carrying out the Action Plan strategies and actions.

As highlighted in the cycle, the first quarter of each year is primarily dedicated to learning and engaging - reflecting on recent accomplishments and what the dashboard indicators tell us about progress toward the Comprehensive Plan's vision. It's also an opportunity to share what we learn, and use it to guide a broader community conversation about citizen interests and priorities.

This agenda item will include taking a closer look at the two tools that will contribute significantly to our learning in the first quarter of 2018: a recently completed citizen survey and the Action Plan Community Indicator Dashboard.

Citizen Survey

City staff contracted with Stuart Elway, Elway Research, Inc., and Larisa Benson, The Athena Group, to assist in designing, distributing, and analyzing the results of a citizen survey. The survey questions were designed to inform City outreach and engagement methods, City investment and budgeting priorities, and four dashboard indicators.

The survey included four different focus areas: overall satisfaction; city services and prioritization; communication, information, and engagement; and demographic questions. Staff will highlight several examples from the final report (Attachment 3) of how the survey results can inform work planning and community engagement efforts.

Community Indicator Dashboard

The Action Plan includes a Community Indicator dashboard with 31 indicators (Attachment 4). Like the dashboard on a car, indicators serve as "check engine" lights, in that they call our attention to areas of our community's vision that may need to be looked at closer.

Indicators are different than performance measures. Indicators help us understand how the community is progressing toward the vision described in the Comprehensive Plan. Data for the indicators may be influenced by City initiatives or actions, but are also influenced by the broader community. Performance measures, on the other hand, measure how well a specific program, agency, or service system is working.

Like a "check engine" light, our indicators can alert us to an area of our vision that needs greater attention by examining specific City performance measures that contribute to that indicator, and by working with partners that also play a significant role.

Lastly, staff will provide Commissioners an update on the upcoming *Performance, Priorities, and Investments* community conversation in March, including what the City Council Finance Committee has confirmed are the purpose and objectives for the conversation.

Neighborhood/Community Interests (if known):

This topic has widespread impact and interest among community members.

Options:

None; briefing only.

Financial Impact:

The citizen survey was funded with \$25,000 in 2016 end-of-year funds; the goal is to continue surveying citizens at least every two years.

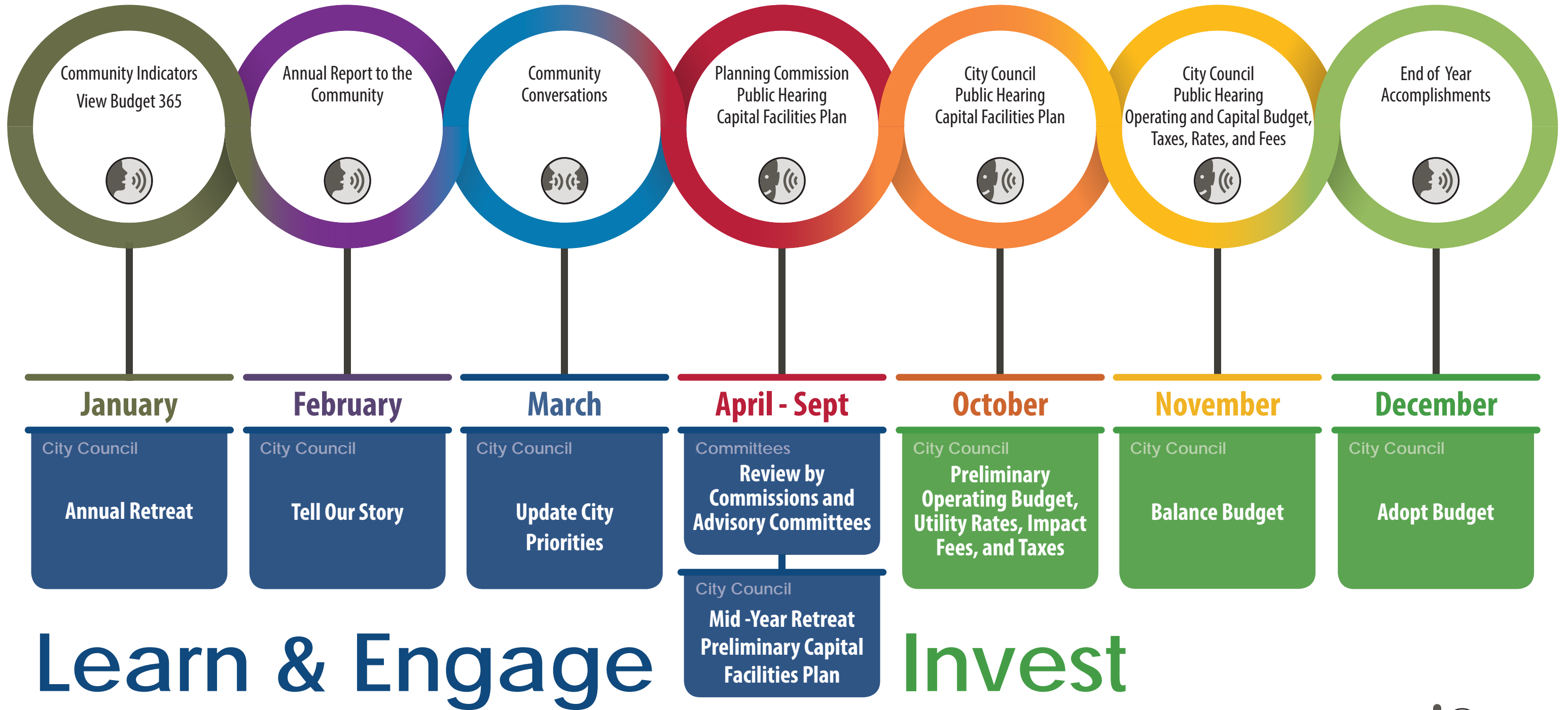
Attachments:

Action Plan (website link)

Annual Cycle

Citizen Survey Report

Community Indicator Dashboard (website link)



Learn & Engage

Invest

Key

- Inform
- Involve
- Consult

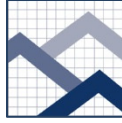


City of Olympia

**Citizen Survey:
City Government Priorities & Performance**

DECEMBER 2017





City of Olympia
**Citizen Survey:
City Government Priorities and Performance**

December 2017

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City of Olympia

Citizen Survey: City Government Priorities and Performance

December 2017

INTRODUCTION

This report summarizes the results of a public opinion survey conducted on behalf of the Olympia city government to assess Olympia residents' attitudes about city services and programs.

A total of 548 residents were interviewed for this survey between November 27 and December 9, 2017; 201 were interviewed by telephone and 347 completed the same questionnaire online.

Survey respondents were asked about the quality of life in Olympia and their assessment of city government programs and services. Specifically, the following subjects were addressed:

- The desirability of Olympia as a place to live and the factors that contribute to residents' assessment of desirability;
- The importance and expectations for specified city programs and services;
- The performance of city government for the same city programs and services;
- Satisfaction with communication with city government, including information sources, and citizens involvement in planning and decision-making.

Demographic information was also collected to compare answers between categories of residents.

The survey was designed, administered and analyzed by Elway Research, Inc. The questionnaire was designed in collaboration with City of Olympia staff and consultants from The Athena Group.

The report includes Key Findings, followed by annotated graphs summarizing the results to each question.

METHODS

- SAMPLE:** 548 Olympia residents over the age of 18.
Sample was drawn from a list of households in which at least one member is registered to vote, and supplemented by a commercial list of non-voter households.
- FIELD DATES:** November 27 – December 9, 2017.
- TECHNIQUE:** Mixed mode:
201 residents were interviewed by telephone by live interviewers; 47 (23%) were completed via cell phone. 347 people completed the same questionnaire on-line.
- MARGIN OF ERROR:** $\pm 4.2\%$ at the 95% confidence interval. That is, in theory, had this same survey been repeated 100 times the results would be within $\pm 4.2\%$ of these results 95 times.
- DATA COLLECTION:** Multi-mode: landline, cell phone and online. A systematic sample of Olympia households was drawn. Households for which telephone numbers were available were called. Households for which no telephone number was available were invited to take the survey online.
- TELEPHONE: calls were made during weekday evenings and weekend days by trained, professional interviewers under supervision. The telephone interviews were conducted by McGuire Research Services in Las Vegas, Nevada.
- ON-LINE: Invitation letters, signed by the mayor, were mailed to 3000 households asking them to log on to the survey website and complete the questionnaire. A reminder post card was mailed one week later.
- WEIGHTING:** Surveys sometimes result in the sample of respondents not matching the population. In this case, the raw sample resulted in more residents over 65 and fewer residents under 35 than was needed to match the population. Weighting is the statistical process used to achieve the desired balance. These results were adjusted to give slightly less weight to the older respondents and more weight to the younger respondents. The results of this weighting are presented in the table on the following page.

It must be kept in mind that survey research cannot predict the future. Although great care and rigorous methods were employed in the design, execution, and analysis of this survey, these results can be interpreted only as representing the answers given by these respondents to these questions at the time they were interviewed.



RESPONDENT PROFILE

In interpreting these findings, it is important to keep in mind the characteristics of the people interviewed. The analysis of these findings is based on a combination sample from the telephone and on-line surveys. The samples were combined and statistically adjusted to more closely match the age categories of the population.

This sample is older, more established and more highly educated than the general population of Olympia. This was expected, given that the sample was geared toward heads of household. Most recent census estimates indicate that people over age 65 comprise 17% of Olympia's adult population, but 23% of the heads of households. The combined sample was weighted by age to reflect the head of household proportions.

The table below displays the sample from each mode of data collection, the raw total, and the weighted sample. The weighted sample (shaded column) was used in the analysis of these findings.

NOTE: Percentages throughout this report may not add to 100% due to rounding;

SAMPLE DEMOGRAPHICS		PHONE	ON-LINE	COMBO	WEIGHTED
GENDER	Male	48%	47%	47%	47%
	Female	52%	50%	51%	51%
	NA		3%	2%	2%
AREA	Northwest	17%	19%	19%	19%
	Northeast	28%	28%	24%	26%
	Southwest	12%	21%	18%	19%
	Southeast	36%	34%	35%	34%
	NA	3%	6%	3%	2%
LENGTH OF RESIDENCE	0-5 years	6%	27%	19%	23%
	6-15 years	19%	27%	24%	26%
	16-25 years	29%	16%	21%	20%
	26+ years	46%	30%	36%	30%
AGE	18-35	5%	15%	12%	23%
	36-50	24%	25%	25%	27%
	51-64	45%	28%	34%	27%
	65+	25%	30%	28%	23%
	NA	4%		1%	1%

CONTINUED



		PHONE	ON-LINE	COMBO	WEIGHTED
EDUCATION	High School/ Voc-Tech	9%	9%	9%	8%
	Some College	17%	15%	16%	15%
	College Degree	40%	46%	43%	46%
	Graduate School	35%	30%	32%	31%
	NA	1%			
HOME OWNER	Own	83%	73%	77%	71%
	Rent	16%	27%	23%	28%
	NA	1%	1%	1%	1%
RACE/ETHNICITY	Caucasian/White	89%	89%	89%	87%
	People of Color	8%	8%	8%	10%
	NA	3%	3%	3%	3%
INCOME	\$50,000 or less	18%	28%	24%	27%
	\$50 to \$75,000	22%	18%	20%	20%
	\$75 to 100,000	17%	22%	20%	20%
	Over \$100,000	34%	27%	30%	28%
	NA	9%	5%	6%	6%
EMPLOYMENT:	Self-employed/Owner	16%	12%	14%	13%
	Private Business	18%	20%	19%	23%
	Public Sector	31%	32%	31%	32%
	Not Employed	4%	5%	4%	6%
	Retired	31%	29%	29%	25%
	NA	1%	2%	1%	3%
WORK LOCATION	In Olympia	66%	32%	64%	62%
	Elsewhere in County	19%	23%	21%	21%
	Outside Thurston Co	14%	13%	14%	15%



SUMMARY

OLYMPIA AS A PLACE TO LIVE

- ◆ **Olympia seen as a desirable place to live.**
 - 3 in 4 rated Olympia as an "excellent" (22%) or "very good" (53%) place to live;
 - 9 in 10 rated it as "satisfactory" or better;
- ◆ **Respondents cited the small-town atmosphere, the beautiful setting and the civic culture as its most positive attributes**
 - Homelessness and concerns about downtown were the primary reasons cited by those who rated the city's livability as "only fair" or "poor"

CITY SERVICES, PRIORITIES

- ◆ **20 city services were tested. All 20 were rated as important and being delivered satisfactorily.**
- ◆ **Each of the 20 city services rated as at least a "medium priority" by large majorities of respondents.**
 - 12 of the 20 were rated as a "top" or "high" priority by majorities.
 - Drinking water was rated as the city's highest priority, with 87% naming it a top priority (39%) or high priority (48%).
 - The lowest priority – parking services – was rated a top or high priority by 27%.
- ◆ **All 20 services and programs were graded as "satisfactory" or better.**
 - Solid waste services had the highest performance grade: 98% graded them a "C" (satisfactory) or higher, including 40% who gave them an "A" (excellent).
 - Even the lowest-graded service – parking services – was graded as satisfactory or better by 72%.
- ◆ **Six services were rated above average for both importance and performance, indicating a significant positive influence on opinions of city government:**
 - Drinking water;
 - Emergency Medical Response;
 - Fire Suppression;
 - Garbage, Recycling & Organics;
 - Stormwater & Sewer Services;
 - Parks & Recreation Facilities.



◆ **Five services were rated above average for importance but below average for performance, suggesting a need for attention; they may be depressing opinion about city government:**

- Emergency Preparedness;
- Police Patrols;
- Street Maintenance;
- Land Use and Zoning;
- Community and Neighborhood Planning.

SAFETY

◆ **Nearly all respondents reported feeling safe around Olympia, including in their neighborhood and downtown. The exception was downtown at night.**

- 92% felt generally safe in Olympia; but
- 61% felt unsafe downtown at night.

COMMUNICATION & ENGAGEMENT

◆ **No single source stood out as the “most useful” way to learn about city government programs and services.**

- No source was named by a majority of respondents as “most useful”;
- 9 different sources were named by more than 1 in 5 respondents.

◆ **City government got a C grade (satisfactory) for citizen engagement:**

- Respondents gave the City a C (GPA= 2.04) for keeping citizens informed; and
- Almost exactly the same grade (2.03) for providing citizens opportunities to be involved in city decisions.

◆ **1 in 4 (25%) had participated in city planning or decision-making.**

- Half had attended a meeting;
- One-third each has sent an email or responded to an online survey;
- One-quarter had made a personal visit to City Hall.
- 75% of those were satisfied with the experience.
- Of those who had not participated, 37% said they did not think it would make any difference.

◆ **Most were open to participating in a range of engagement events.**

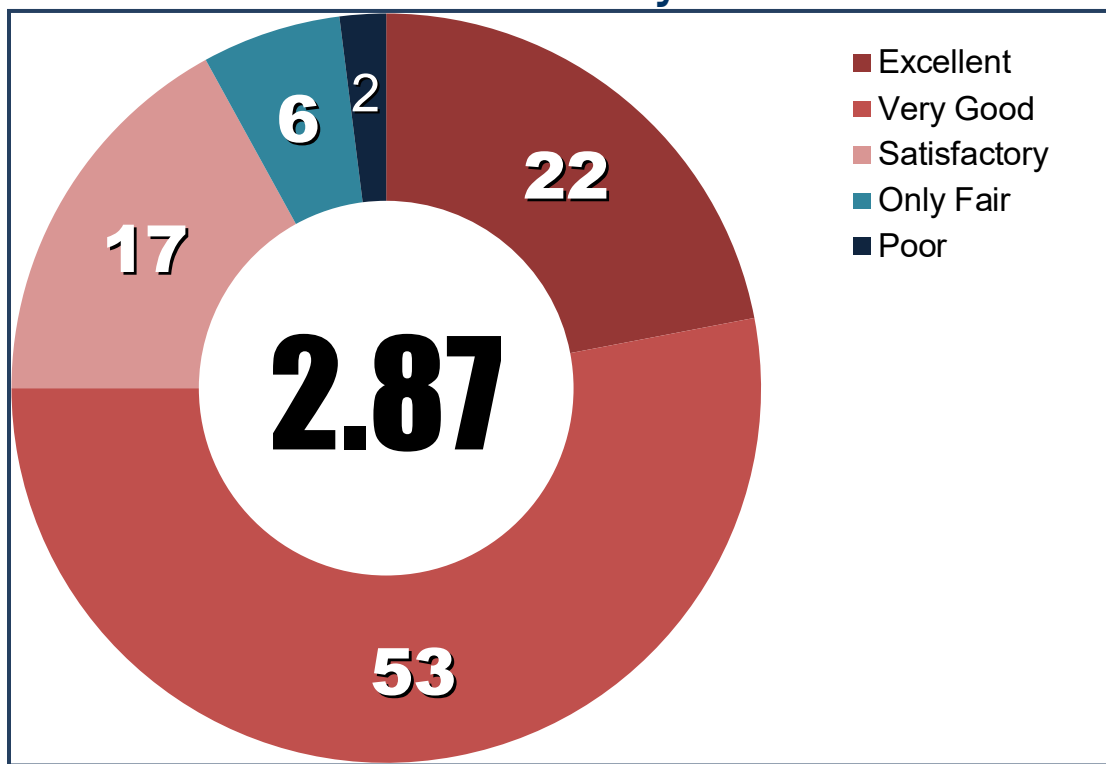
- Given a list of 4 types of events, majorities for each said they were likely to attend or “maybe” would attend each type.
- For each type of event, most respondents who had not previously participated in City engagement said they might attend.



FINDINGS

Major findings are presented in the following section in the form of annotated graphs and bullets.

Olympia as a Place to Live: B- (2.87); 9 in 10 Rated it as "Satisfactory" or Better



Q2: How would you rate Olympia as a place to live? Would you say: Excellent; Very Good; Satisfactory; Fair; Poor?
Q3: What is the main reason you rate Olympia as a [rating] place to live?

Residents who rated the city positively cited the small-town atmosphere, the physical beauty of the setting, civic culture, and amenities as the main reasons they like Olympia.

Those with less positive views focused on the downtown and homeless people on the streets, which makes the downtown feel unsafe. People in the middle generally liked the same things as their more positive neighbors, but their rating was inhibited by their negative opinions of homelessness and downtown.

EXCELLENT		VERY GOOD		SATISFACTORY		FAIR		POOR	
Small Town	35%	Small Town	31%	Homeless	25%	Downtown	37%	Homeless	63%
Setting	32%	Setting	23%	Amenities	19%	Homeless	30%	Safety	44%
Civic Culture	20%	Civic Culture	16%	Downtown	15%	City Govt	21%	Downtown	22%
Amenities	10%	Accessible	14%	Safety	15%	Safety	20%	Civic Culture	8%
Schools	9%	Parks /Events	13%	Small Town	15%	Amenities	10%		
Safe	9%	Safe	10%	Setting	11%	Schools	7%		
Accessible	9%	Amenities	9%	Accessibility	10%				
Qual of Life	8%	Schools	9%	Cleanliness	7%				
Parks/Events	7%	Affordable	8%	Affordability	6%				
Fam Friendly	6%	Fam. Friendly	6%	City Govt	6%				

A more detailed explanation of these categories is presented on the following page.



Reasons for Ratings

Respondents were asked why they gave the ratings they did for "Olympia as a place to live". Their answers were recorded verbatim and a content analysis was performed resulting in the categories below. All the responses were then coded into the categories to enable tabulation.

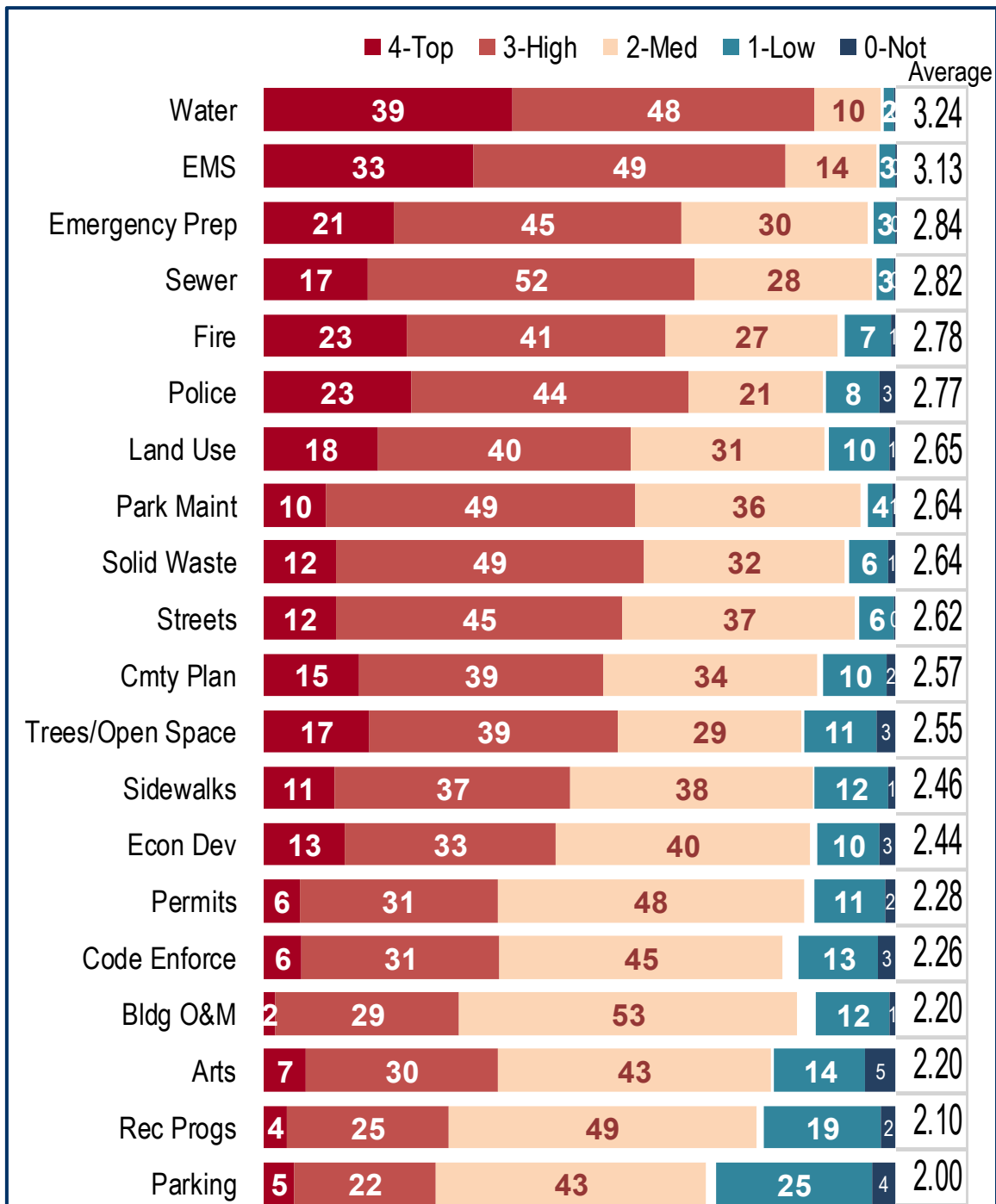
Several of the categories work both positively and negatively depending on the context. For example, "Amenities" under an "Excellent" rating indicates that the respondent said there were lots of amenities, which they appreciated. "Amenities" under a "Only Fair" rating indicates that the respondent was referring to a lack of amenities.

The table below lists the category labels and typical answers included in each category.

CATEGORY	EXPANDED
ACCESSIBILITY	Easy to get around / Good streets / Traffic / Walkability
AFFORDABILITY	Affordable housing / Expensive
AMENITIES	Shopping / Restaurants / Cultural opportunities
CITY GOVT	Services / Leadership
CIVIC CULTURE	Friendly People / Diversity / Culture / Liberal
CLEANLINESS	Clean / Dirty
DOWNTOWN	Condition of downtown / Atmosphere
FAMILY FRIENDLY	Good place to raise kids, Family
HOMELESS	Street people / Homelessness
PARKS/ EVENTS	City Parks / Community Events
PROXIMITY	Proximity to Seattle / Mountains / Ocean
QUALITY OF LIFE	Good quality of life / Good place to live
SAFETY	Safe / Not safe (referring to downtown)
SCHOOLS	Good schools / Education
SETTING	Beauty / Scenery / Location / Climate/ Trees
SMALL TOWN	Sense of Community/ Small town atmosphere
OTHER	Misc. other reasons

- **Large majorities (65%+) rated Olympia as “Excellent” or “Very Good” in every demographic category.**
- **“Excellent” ratings varied by area:**
 - 27% among residents of Southeast
 - 24% in Northeast
 - 19% in Southwest
 - 15% in Northwest.
- **Ratings varied slightly by length of residence:**
 - “Excellent” ratings were lowest among residents of 15 years or less (17%);
 - Peaked with residents who had lived here 16-25 years (33%); then
 - Slipped among longest-term residents (24% of those here 25+ years).

City Priorities: Every Service Rated as at Least a "Medium Priority"



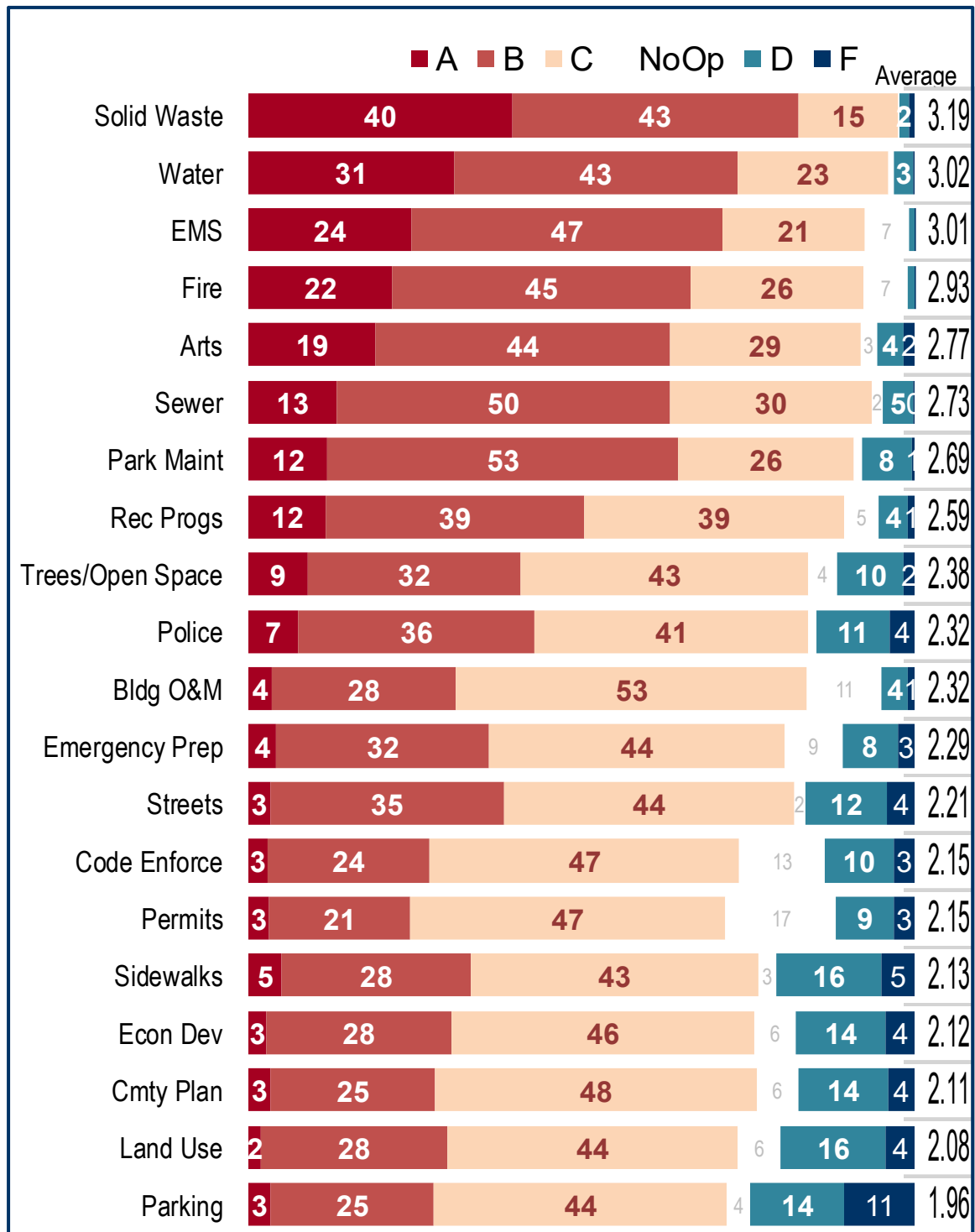
Q5 I am going to read a list of services and programs currently provided by Olympia city government. As I read each one, tell me how important it is to you. In your opinion, should that be a LOW Priority for of Olympia City Government... a MEDIUM Priority ... a HIGH Priority ... a TOP Priority ... or should this NOT be a City of Olympia program. The first one is....



Respondents were asked to rate the importance they attached to each of 20 city programs and services, indicating the priority of each service on a 4-point scale from "Top Priority" (4) to "Should not be a city program" (0).

- Each of the 20 city services tested was rated as at least a medium priority by 70% or more of respondents.
- 12 were rated as a top or high priority by a majority of respondents.
- Drinking water topped the list with 87% naming it a top priority (39%) or high priority (48%).
- Drinking water was rated #1 in every area of the city.
- EMS was rated #2 in every area of the city, with 82% overall naming it a top priority (33%) or high priority (49%).

City Government Performance: All 20 Services Rated as “Satisfactory” or Better



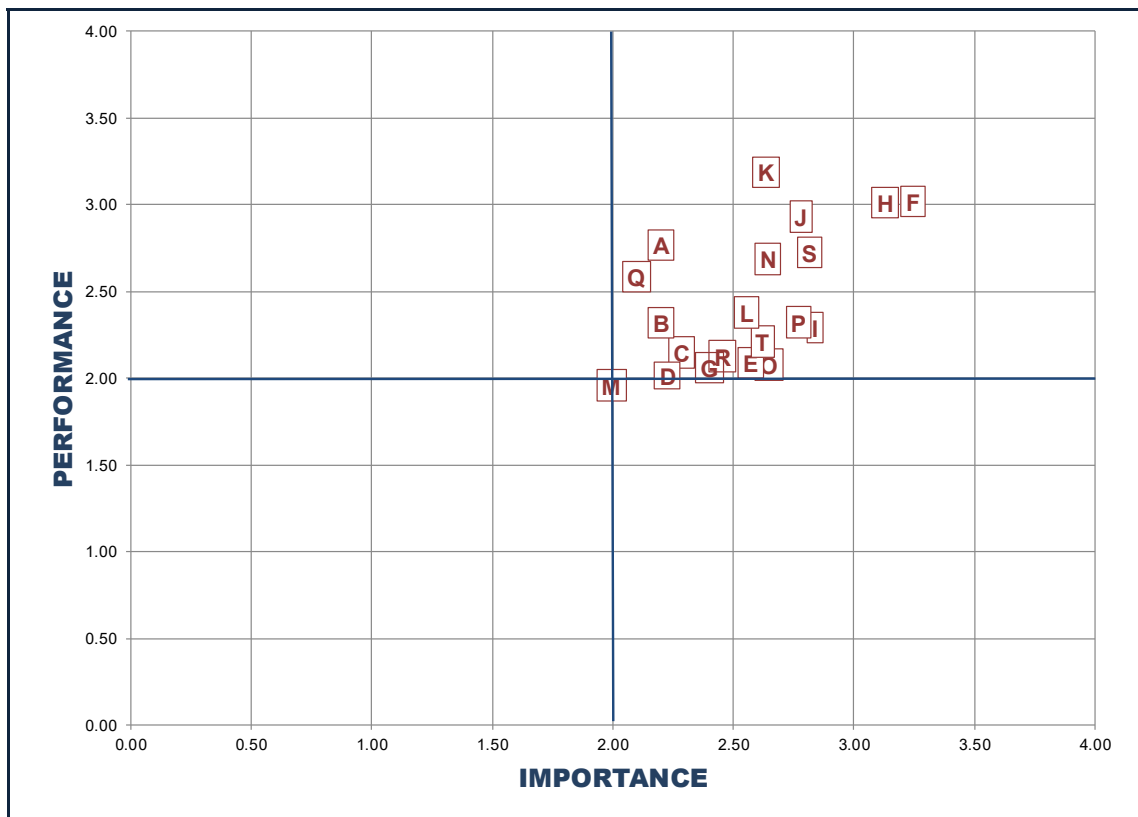
Q6 I am going to read through that list again. This time, I would like you to tell me how well you think the City of Olympias doing in that area. We'll use a letter grade, like they use in school: A for Excellent, B for Good, C for Satisfactory, D for Unsatisfactory, F for Poor. The first one is...



Presented with the same list of programs and services, respondents rated "how well the city is doing" for each one, using a grading scale from A (excellent) to F (poor).

- All 20 services or programs were graded as “satisfactory” (“C”) or better.
- Solid waste was the highest-rated service, with a 3.19 “grade point average (“B”), and 83% of respondents grading it an “A” or “B”.
- Drinking water, rated as the most important city service, received the second highest grade for performance, with a 3.02 "GPA" and 74% of respondents grading it an A or B.
- Even the lowest-rated service – parking services – was graded “satisfactory” or better by 72% of respondents.

All 20 City Services Rated as Important and Delivered Satisfactorily



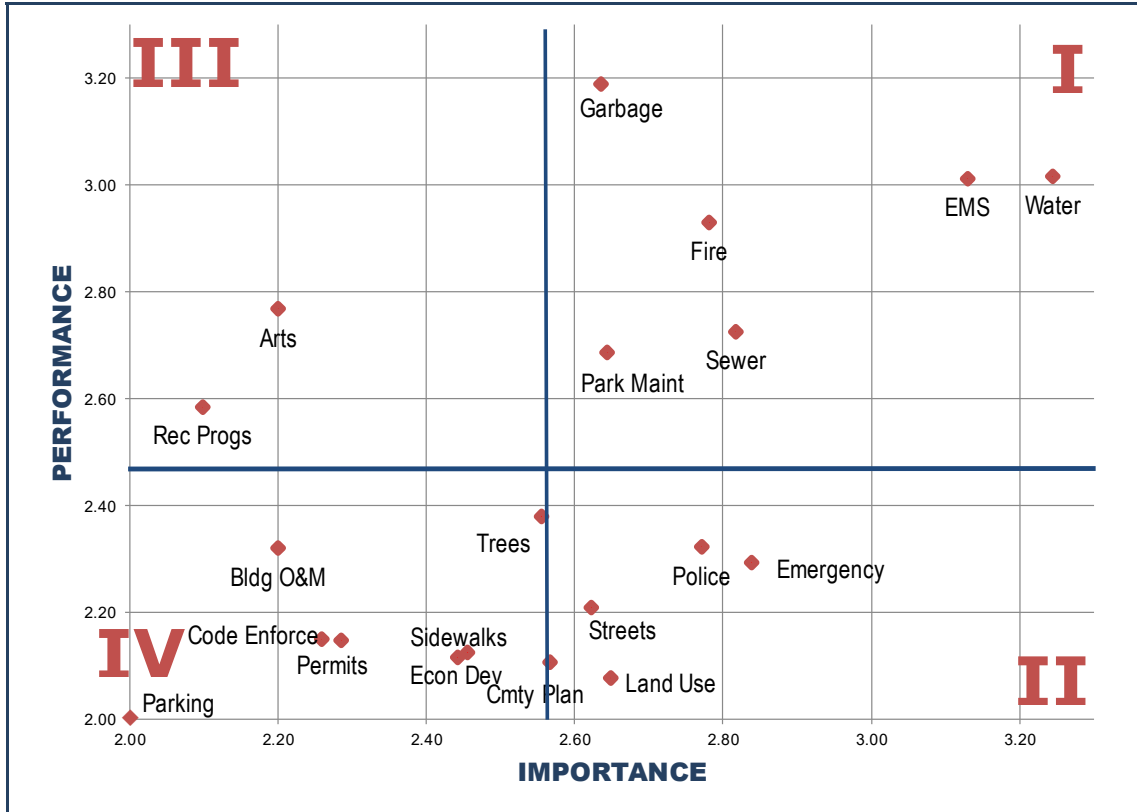
QUADRANT ANALYSIS: This graph plots the average scores for both importance and performance for each of the 14 programs and services rated. The bold lines indicate the scale mid-points for both criteria (2.00).

All 20 services were rated on the positive half of the scales for both importance and performance.

The graph on the following page analyzes these results in more detail.

- | | |
|---|--|
| A. Arts & Community Events | L. Open Space & Tree Preservation |
| B. Building Operation & Maintenance | M. Parking Services |
| C. Building Permits & Inspections | N. Parks Maintenance |
| D. Code Enforcement | O. Planning, Zoning & Land Use |
| E. Community & Neighborhood Planning | P. Police Patrols |
| F. Drinking Water | Q. Recreation Programs & Classes |
| G. Economic Development | R. Sidewalk & Bike Path Construction & Maintenance |
| H. Emergency Medical Response | S. Storm Water & Sewer Services |
| I. Emergency Preparedness | T. Street Construction & Maintenance |
| J. Fire Prevention | |
| K. Garbage, Recycling & Organics Collection | |

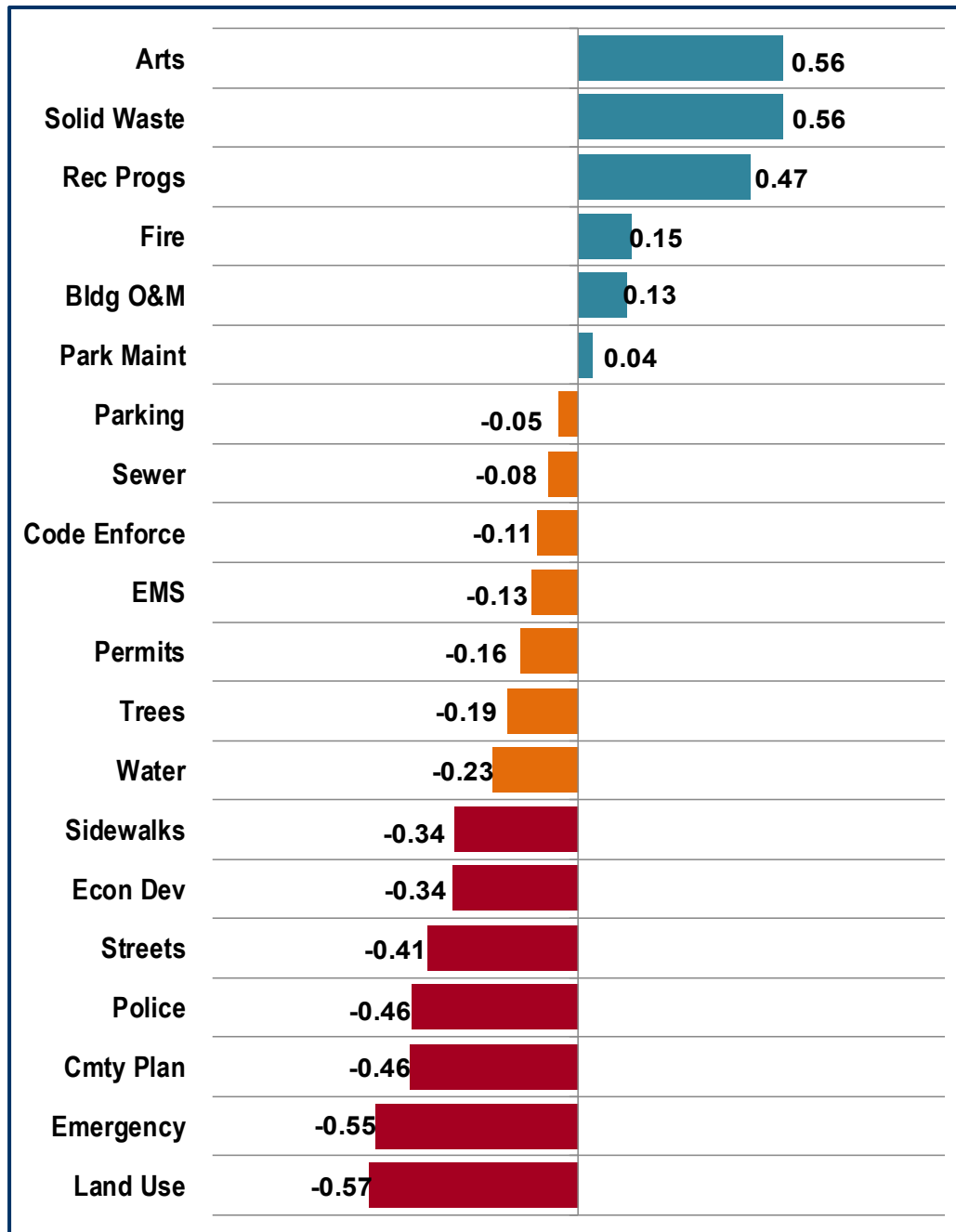
Quadrant Analysis: Prioritizing City Attention



This graph plots the same scores as on the previous page, but "zoomed in" to show the scores relative to the average ratings. The bold lines indicate the average rating score across all 20 services for importance (2.56) and performance (2.46).

- I.** Six of the services were rated above average for both importance and performance. These are significant positive influences on opinion about city government.
 - Drinking Water;
 - Emergency Medical Response;
 - Fire Suppression;
 - Garbage, Recycling & Organics;
 - Stormwater & Sewer Services;
 - Parks & Recreation Facilities.
- II.** Five were rated above average for importance but below average for performance, indicating a need for attention; they may be depressing opinion about city government:
 - Emergency Preparedness;
 - Police Patrols;
 - Street Maintenance;
 - Land Use and Zoning;
 - Community and Neighborhood Planning.
- III.** Only two programs – Arts and Community Events / Recreation Programs – scored above average for performance and below average for importance.
- IV.** The other 7 services were below average importance and performance to citizens.

Gap Analysis: 6 City Services Out-performing Importance; 13 Services Lagging



GAP SCORE The gap score for each service is derived by first calculating the difference between each respondent's rating of that service's *importance* and his/her rating of the city's *performance* in delivering that service. The "Gap Score" for each service is then computed by taking the average of each respondent's gap score for each item. This score does not correspond exactly to the subtraction of the average of the performance score minus the average of the importance score because only those respondents who provided both importance and performance ratings for a service were included in the calculation of the gap score for that service.

CONTINUED >

Gap analysis is another way to analyze importance and performance scores by measuring the distance between the two ratings for each service. A negative Gap Score indicates that the city's performance on that service is not meeting citizen expectations and thus invites city attention. A positive Gap Score indicates that the city's performance is exceeding expectations, likely contributing to a higher opinion of city government.

In this survey, six services were rated higher for performance than for importance: Arts programs; Recreation programs and Garbage/Recycling; Fire Suppression; Building Operations & Maintenance; and Parks Maintenance.

Fourteen programs had performance scores lower than their importance scores. Land Use Planning & Zoning had the lowest performance score relative to its importance, followed by Emergency Preparedness, Community Planning, Police Patrols and Street Maintenance.

Gap Scores by Area of the City

Overall performance grades were relatively uniform from one section of the city to the next. There was some variation in Gap Scores however, as indicated in the table below. This table displays the Gap Scores for each service by area of the city. The **BLUE** shaded cells indicate a positive score – performance was rated higher than importance. The **RED** cells indicate a negative score – performance lagged importance.

All four sections of the city registered positive scores on the top five services. Northeast residents registered positive scores on seven of the 20 services.

For several services, the Gap Scores varied in intensity, but not direction. For example, Police patrols were -.30 in Northeast and -.65 in Southeast. There were only three services for which scores went in the opposite direction across the city: parks maintenance, parking services, and code enforcement had Gap Scores in opposite directions in different sections of the city.

Gap Scores by Area of the City

	CITY	NW	NE	SW	SE
ARTS & EVENTS	.56	.50	.54	.56	.63
SOLID WASTE	.56	.53	.70	.49	.56
REC PROGS	.47	.40	.53	.31	.52
FIRE PREVENT	.15	.26	.11	.13	.14
BLDG O&M	.13	.09	.25	.12	.11
PARKS MAINT	.04	-.04	.25	-.02	-.07
PARKING	-.05	-.05	.01	.00	-.13
STORM WATER	-.08	-.11	-.10	-.12	-.03
CODE ENFORCE	-.11	.13	-.19	.08	-.27
EMS	-.13	-.01	-.14	-.21	-.11
BLDG PERMITS	-.16	-.20	-.16	-.08	-.16
OPEN SPACE	-.19	-.30	-.03	-.39	-.14
DRINKING WATER	-.23	-.20	-.24	-.38	-.16
ECON DEVEL	-.34	-.33	-.37	-.14	-.43
SIDEWALKS	-.34	-.41	-.30	-.50	-.29
STREETS	-.41	-.30	-.48	-.31	-.47
COMTY PLANNING	-.46	-.43	-.46	-.62	-.41
POLICE	-.46	-.30	-.38	-.38	-.65
EMERGENCY PREP	-.55	-.58	-.44	-.62	-.62
PLANNING & ZONING	-.57	-.57	-.69	-.67	-.48

Gap Scores by Overall Desirability

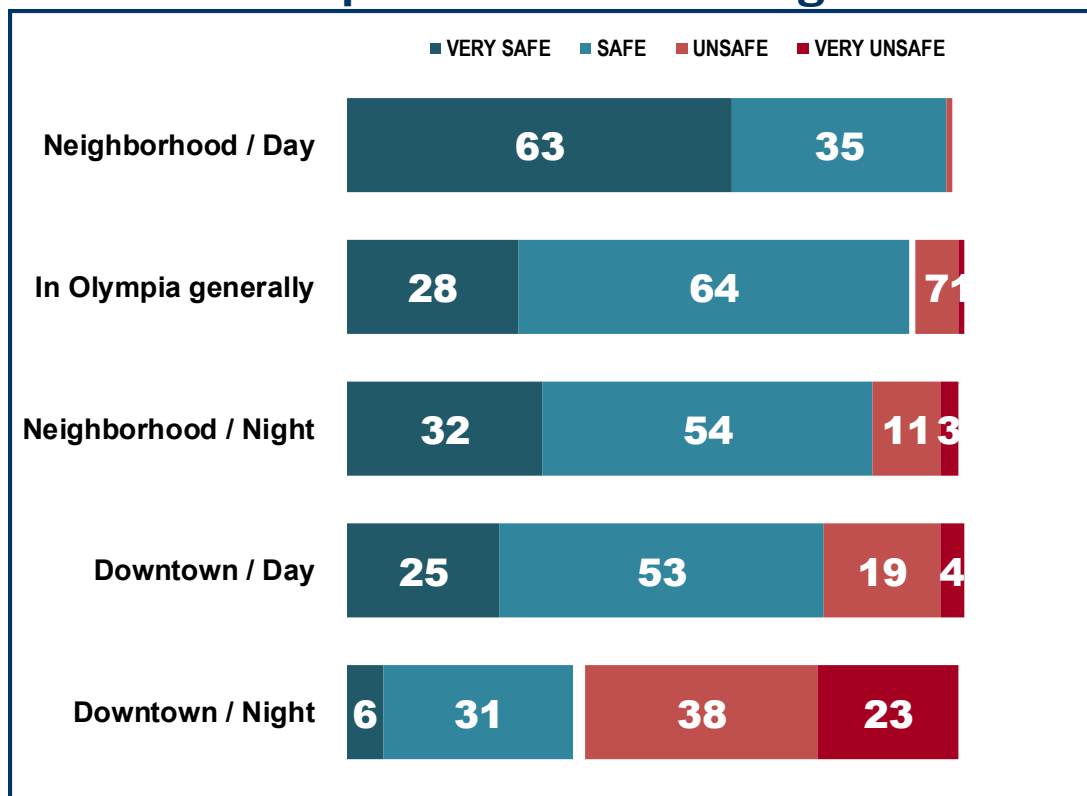
Gap Scores varied somewhat by rating of Olympia’s livability, but few differences were stark, indicating that city government services, per se, were not major drivers of residents’ evaluation of Olympia’s livability.

- The average rating for respondents who rated Olympia as an “excellent” or “good” place to live was -.06. Seven of the city government services had positive Gap Scores.
- The average rating for those who rated Olympia as a “satisfactory” place to live was -0.22; six services had a positive Gap Score.
- The average rating for those who rated Olympia as “only fair” or a “poor” place to live was -0.66; with only four of the 20 services having a positive Gap Score.
- The largest gaps were from those who rated Olympia’s livability as “only fair” or “poor” for Police Patrols, Sidewalk Maintenance and Economic Development.

Gap Scores by Overall Desirability of the City

	Total	POS	SATIS	NEG
ARTS & EVENTS	.56	.58	.41	.68
SOLID WASTE	.56	.58	.38	.78
REC PROGS	.47	.53	.28	.20
FIRE PREVENT	.15	.18	.06	-.06
BLDG O&M	.13	.16	.09	-.17
PARKS MAINT	.04	.10	-.17	-.09
PARKING	-.05	.02	-.02	-.79
STORM WATER	-.08	-.04	-.21	-.30
CODE ENFORCE	-.11	-.11	.14	-.68
EMS	-.13	-.03	-.41	-.52
BLDG PERMITS	-.16	-.14	-.01	-.63
OPEN SPACE	-.19	-.25	-.16	.38
DRINKING WATER	-.23	-.14	-.64	-.19
ECON DEVEL	-.34	-.19	-.66	-1.01
SIDEWALKS	-.34	-.37	-.21	-.39
STREETS	-.41	-.30	-.65	-1.00
COMTY PLANNING	-.46	-.43	-.59	-.43
POLICE	-.46	-.33	-.68	-1.30
EMERGENCY PREP	-.55	-.53	-.63	-.75
PLANNING & ZONING	-.57	-.52	-.66	-.88

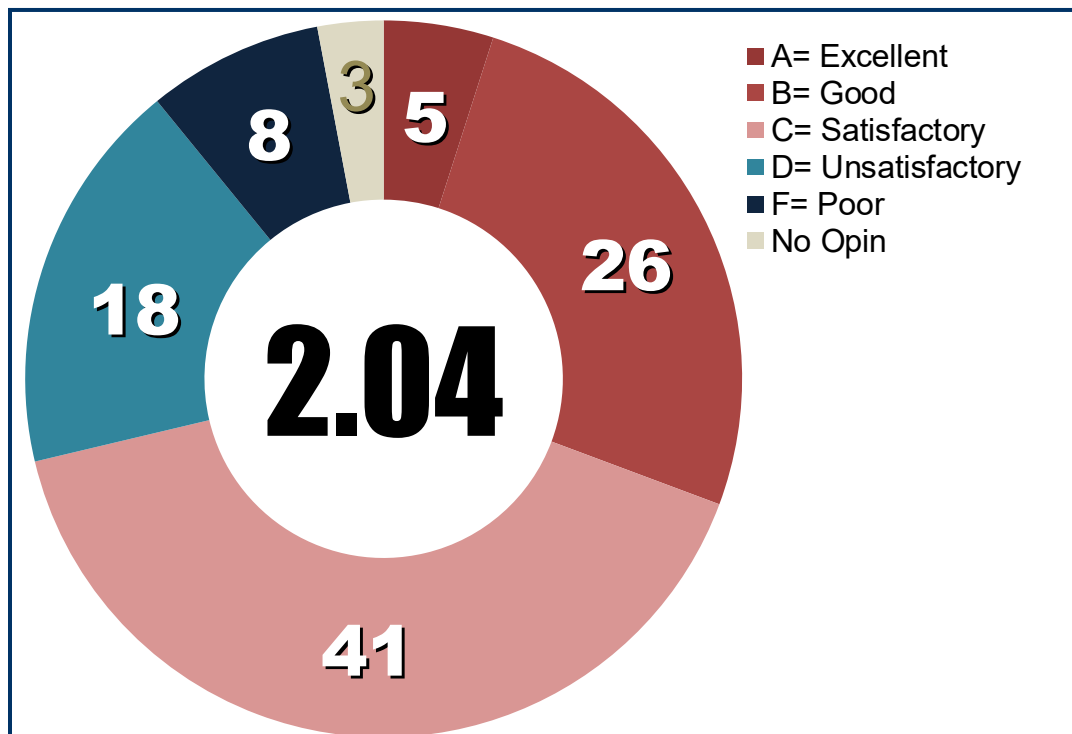
Most Felt Safe in Olympia – Except for Downtown at Night.



Q6 These next questions are about personal safety. For each place I mention, tell me how safe you feel there: Very Unsafe, Unsafe, Safe or Very Safe.

- **Most respondents reported feeling safe around Olympia, including in their neighborhood and downtown. The exception was downtown at night.**
 - 92% generally felt safe in Olympia, including 28% who said “very safe”;
 - 98% felt safe in their neighborhood during the day; and 86% even at night.
 - 78% felt safe in downtown during the day; but 61% felt *unsafe* in downtown at night.
- **Response patterns were similar across categories of respondent. Most likely to feel unsafe downtown at night (61% overall) were:**
 - Those who rated Olympia’s livability as “only fair” or “poor (87%);
 - Northwest residents (79%);
 - Those with only a high school education (73%);
 - People whose job was outside Thurston county (72%).
- **Most likely to feel safe downtown at night (37%) were:**
 - People of color (50%);
 - Men (45% vs. 31% of women);
 - Under age 35 (45%);
 - People who work in Olympia (44%).

Keeping Citizens Informed: 7 in 10 Rated City Gov't as "Satisfactory" or Better

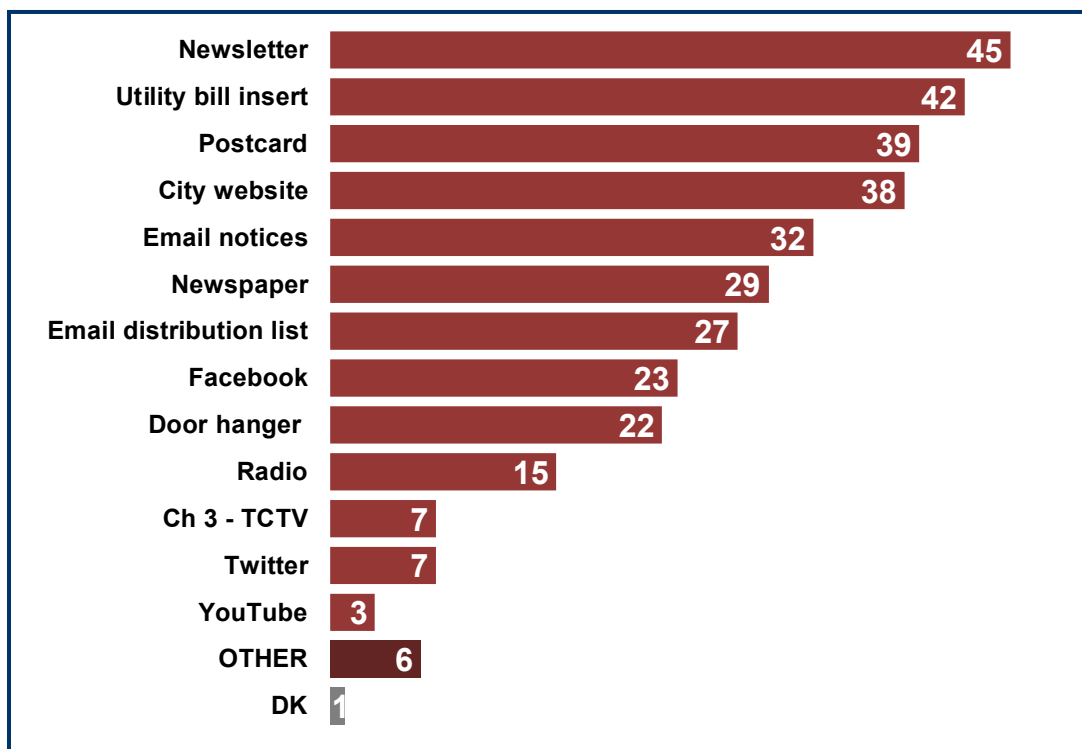


Q7 In terms of keeping citizens informed about what is happening in City government – What grade would you give Olympia for at that? Using the letter grades would you say...

Respondents gave the city a "C" (2.04 GPA) for "keeping citizens informed about what is happening in city government."

- 31% gave the city a grade of "A" (5%) or "B" (26%); while 26% said "Unsatisfactory" (18%) or "Poor" (8%).
- Those who gave the city positive grades for overall livability were twice as likely to say the City did an "excellent" or "good" job of keeping them informed as those who rated livability "only fair" or "poor":
 - Among those who rated Olympia's livability "excellent" or "very good" 35% gave the city a "A" or "B" for keeping them informed;
 - Among those who rated Olympia's livability "unsatisfactory" or "poor" 50% gave an "D" or "F" grade for keeping them informed.
- The highest ratings came from:
 - Those with only a high school education (47% "A" or "B");
 - Those with incomes over \$100,000 (40% "A" or "B").
- The lowest ratings came from:
 - Those whose job is outside Thurston county (40% "D" or "F");
 - Those under age 35 (40% "D" or "F");
 - Renters (32% "D" or "F").

Variety of Information Sources Named as “Most Useful,” but No Source Named by Majority

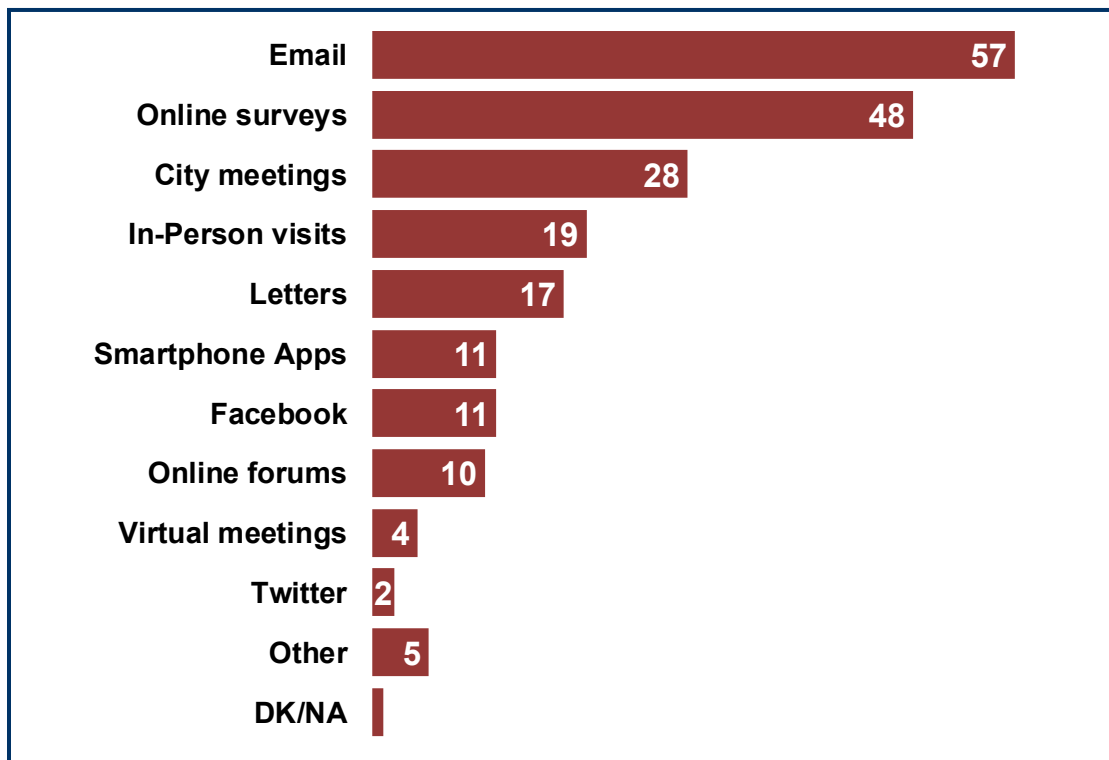


Q8 When it comes to getting information about Olympia programs and services, which of the following are most useful to you?

No source was named by a majority of respondents as “most useful” when it comes to getting information about city government programs and services.

- Nine different sources were named by at least 1 in 5 respondents.
- **Direct, paper media were still the most-preferred modes for residents to receive information about Olympia programs and services. In response to an open-ended question about which modes were most useful to them, the top 3 – and 4 of the top 6 – modes mentioned were paper:**
 - a mailed newsletter (45%);
 - the utility bill insert "5 Things" (42% said that was most useful);
 - a postcard (39%).
- **Electronic modes – the City Website and email notices and an opt-in email distribution list – rounded out the top half of the list.**
- **Response varied somewhat by age, but not as much as might be expected. Targeting channels by age is not indicated as an efficient communications strategy.**

Most Would be Most Likely to Use Email to Make Their Views Known to the City

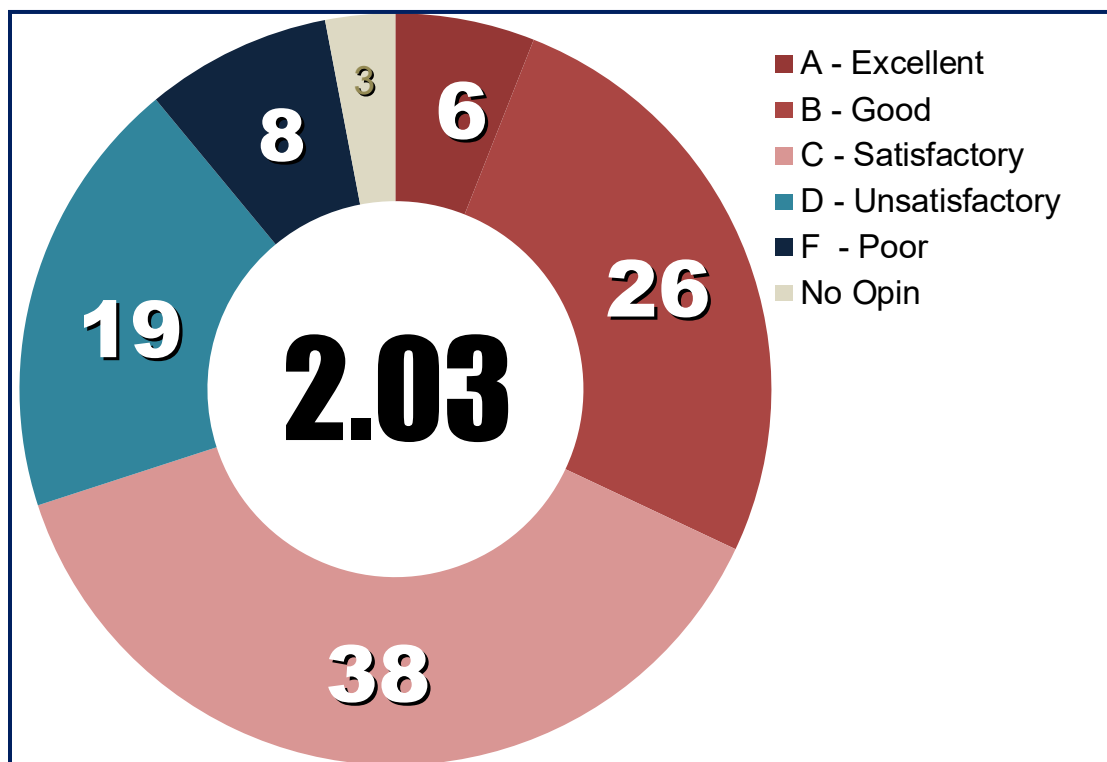


Q9 If you want to make your views on City issues known, which of these methods would you be most likely to use?

Residents would use a variety of methods to make their views known to City Hall, including electronic, in-person, snail mail and social media.

- **Email was by far the most popular means for respondents to make their views known to City hall.**
 - A 57% majority said they would be most likely to send an email if they wanted to make their views known to city government;
 - A near majority (48%) said they would respond to online surveys (that included 64% of those who were taking an online survey at the time);
 - Nearly 1 in 3 (28%) said they would be most likely to attend a city meeting.
- **There were some differences by age, but again, not always in the expected direction:**
 - A majority in all age categories said they would use email;
 - People over 65 were more likely than younger people to write letters (25%), but most seniors (57%) were likely to use email;
 - People under 35 were more likely than those older to: attend a city meeting (36%); use Facebook (26%); visit City Hall (24%) and use smartphone apps (24%).

Providing Opportunities for Citizen Involvement: 7 in 10 rated the City “Satisfactory” or Better.

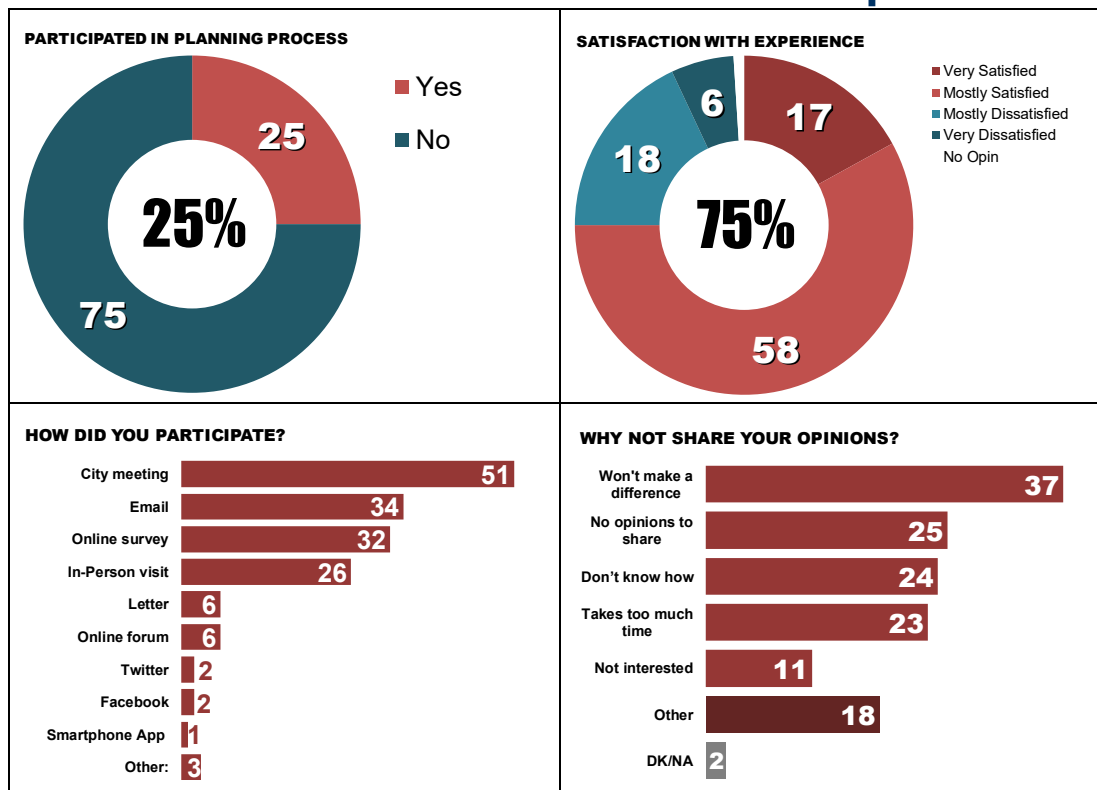


Q10 How would you grade the city's performance in providing residents the opportunity to be involved in decisions that affect city government? Using the letter grades, would you say...

Survey respondents gave the City a “C” (2.03) for providing opportunities to be involved in decisions that affect city government.

- Slightly more gave the City an “A” or “B” (32%) than a “D” or “F” (27%).
- The highest grades came from:
 - Those with incomes over \$100,000 (43% “A” or “B”);
 - Public sector employees (41%);
 - Those with graduate degrees (40%).
- The lowest grades came from:
 - Those who rated Olympia’s livability as Only Fair or Poor (59% “D” or “F”);
 - Those who work outside Thurston County (36% “D” or “F”);
 - Self-employed or business owners (34% “D” or “F”).

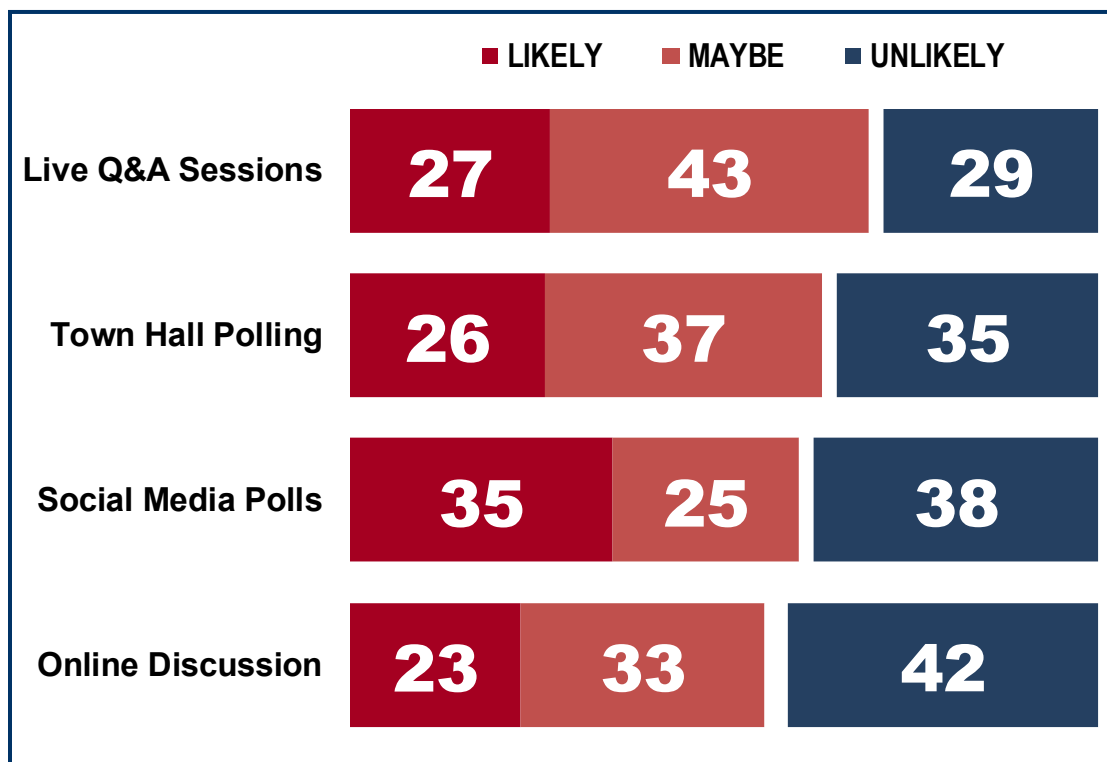
1 in 4 Participated in City Planning Process; 3 in 4 of Them were Satisfied with the Experience



Q11 During the past 12 months, have you participated in any City of Olympia planning or decision-making process? This could include submitting a written comment, providing testimony at a City Council meeting, or attending a focus meeting or discussion group hosted by the City

- **One in four respondents had participated in some way in a City planning or decision-making process in the last year.**
 - Half had attended a meeting (51%);
 - One-third each has sent an email (34%) or responded to an online survey (32%);
 - One-quarter had made a personal visit to City Hall (26%).
- **A substantial majority of them (75%) were satisfied with their experience.**
 - The act of participating was more important than the mode:
 - 82% of those who came in to City Hall were mostly or very satisfied; as were
 - 79% of those who responded to an online survey;
 - 77% of those who attended a meeting;
 - 73% of those who send an email.
 - (numbers using other modes were too small to calculate meaningful percentages).

Most Open to Participating in a Range of Engagement Events



Q12 The city uses several methods to allow citizens to interact with city officials.
How likely would you be to participate in the following events?

When asked how likely they would be to participate in events to interact with city officials, most were at least open to each of the 4 types of events listed.

- These events had the possibility of involving people who had not previously participated in a city engagement event.
 - **Live Question & Answer Sessions**
66% of those who had never participated said they might attend, including 20% who were likely to do so;
 - **Live Polling at a Town Hall Meeting**
65% of those who had never participated said they might attend, including 22% who were likely to do so;
 - **Social Media Polls**
59% of those who had never participated said they might attend, including 34% who were likely to do so;
 - **Online Discussion Groups**
55% of those who had never participated said they might attend, including 22% who were likely to do so.



APPENDIX



Planning Commission

Missing Middle Housing Analysis Update

Agenda Date: 1/22/2018
Agenda Item Number: 5.B
File Number: 18-0070

Type: discussion Version: 1 Status: In Committee

Title

Missing Middle Housing Analysis Update

Recommended Action

Briefing and discussion; no action requested.

Report

Issue:

Whether to receive a status update on the Missing Middle Housing Analysis.

Staff Contact:

Leonard Bauer, Deputy Director, CP&D, 360.753.8206

Presenter(s):

Leonard Bauer, Deputy Director, CP&D

Joyce Phillips, Senior Planner, CP&D

Background and Analysis:

The term 'Missing Middle' refers to a range of multi-unit housing types that are compatible in scale with single-family homes. In other words, they provide 'middle' density housing. There have been little of these types of housing constructed in Olympia (and nationwide) over the past 40 years - thus, they are referred to as 'missing.' Some examples of missing middle housing types include tiny houses, modular units, cottage homes, townhouses, duplexes, triplexes, fourplexes, small multi-family apartments, and accessory dwelling units.

The Missing Middle Housing Analysis is reviewing existing city regulations - such as zoning, permit fees, development standards, utility connection charges, etc. - for potentially disproportionate effects on the ability to provide for a variety of housing types in the City's low-density, residentially zoned areas. The Planning Commission received a briefing at its last meeting December 4, 2017, on the public process, Missing Middle Work Group discussions, draft staff recommendations and public comments received (including preliminary results from a public survey).

A Missing Middle web page has been updated regularly to provide updated information and offer an on-going opportunity to provide comments. The City's planning e-newsletter also provides regular updates on the project.

City staff hosted two public Question & Answer sessions December 11 and 13, 2017. Questions were recorded in writing and are included with written responses in a Frequently Asked Questions document on the Missing Middle web page.

As a result of continued analysis and review of the proposed recommendations in light of other city standards, such as the maximum amount of impervious surface per lot coverage, staff has proposed amendments to the recommendations for minimum lot sizes for duplexes, triplexes, and fourplexes. The recommendations attachment (attachment #2) include these updated recommendations.

Staff recommends the Commission continue to discuss the recommendations for each Missing Middle housing type in more detail during its January 22 and February 5 meetings, as follows:

January 22

Triplexes & Fourplexes

Courtyard Apartments

Single-Room Occupancies

General Recommendations (that apply to multiple housing types)

At its February 5 meeting, a capacity analysis being conducted by the Thurston Regional Planning Council will be available for the Commission's review, along with additional information gathered for the environmental review of the recommendations.

The Commission is tentatively scheduled to conduct a public hearing on the Missing Middle recommendations at its February 26 meeting.

Neighborhood/Community Interests (if known):

The Missing Middle Housing Analysis has garnered significant community and neighborhood interest. There is a large e-mail list of interested parties, and the Coalition of Neighborhood Associations has had regular briefings and discussions. Several individual neighborhood associations have also requested briefings at their meetings.

Written comments received since the last Planning Commission meeting are included in the attachments.

Options:

Discussion only.

Financial Impact:

The Missing Middle analysis is included as part of the adopted City budget. Draft recommendations may have long-term impacts to property tax revenues for the City.

Attachments:

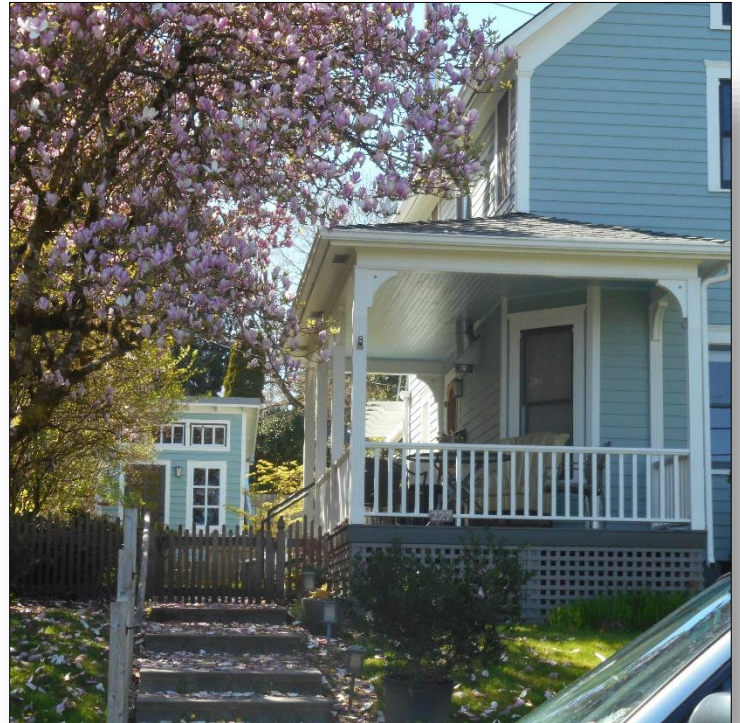
Missing Middle web page

Recommendations

Written public comments

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Accessory Dwelling Units (ADUs) are one type of Missing Middle housing.



What Are Accessory Dwelling Units (ADUs)?

ADUs are a second, smaller dwelling located on the same lot as a single-family house. They may be an internal conversion of a portion of the existing house or garage, added onto the existing house, or a separate detached structure (sometimes called backyard cottages).

What Are Proposed Changes Regarding ADUs?

State law requires that ADUs be permitted in single-family residential zoning districts. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
One ADU allowed per residential lot	No change	NA
Maximum height for all accessory structures (other than the primary house) = 16’	Maximum height for all accessory structures = 24’ (includes detached ADUs)	Allows for ADU to be located above a garage, shed or other accessory structure
Maximum size of ADU = 800 sq. ft., and: <ul style="list-style-type: none"> • 40% of the primary residence and ADU combined; or • 66 2/3% of primary residence alone 	Maintain maximum ADU size of 800 sq. ft. Remove additional size requirements related to primary residence	Allows up to 800 sq. ft. ADU when primary structure is less than 1200 sq. ft. Clarifies requirement.

<p>Property owner must live on-site as his/her primary residence.</p>	<p>Remove requirement</p>	<p>Difficult to enforce. Provides greater flexibility for property owners to construct ADUs, which may increase availability of this housing type</p>
<p>Primary single-family residence must provide two off-street parking spaces. One additional space is required for an ADU.</p>	<p>Remove requirement of additional parking space for ADU. If a garage is converted to an ADU, and the garage had provided the 2nd parking space for primary residence, allow requirement for 2nd parking space to be waived with consideration of on-street parking availability.</p>	<p>Provides greater flexibility and potentially decreased cost for property owners to construct ADUs, which may increase availability of this housing type</p>
<p>Minimum size requirement for a manufactured home = 860 sq. ft.</p>	<p>Remove minimum size requirement for a manufactured home</p>	<p>Allows manufactured homes to be used as ADUs if less than 800 sq. ft., potentially decreasing cost and increasing availability of ADUs.</p>

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Cottage housing is one type of Missing Middle housing.



What Is Cottage Housing?

Olympia’s city code defines cottage housing as “four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area.” Cottage housing differs from co-housing because it does not also include shared community structures.

What Are Proposed Changes Regarding Cottage Housing?

Cottage housing is permitted in most single-family residential zoning districts. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
A cottage housing development must include at least one courtyard or common open space area. Between 4 and 12 detached dwelling units shall be located on each courtyard, occupying at least two sides of the courtyard.	No change, except any two dwelling units may be attached	Provides increased flexibility in site layout
First story of each cottage, including a garage = 800 sq. ft. Maximum size each cottage = 1600 sq. ft.	First story maximum 1,000 sq. ft.; Maximum size each cottage = 1250 sq. ft. Garage or carport not included in size calculation.	Provides greater consistency with neighboring cities; larger size for one-story cottages; less boxy appearance for 2-story cottages; smaller overall size visually more appealing in combination with increased density bonus below.

Cottage housing developments = 20% density bonus	Allow 50% density bonus	Provides greater consistency with neighboring cities; increased opportunities for this housing type
Frontage improvements and common areas constructed before buildings.	With approval of a site plan, allow phased construction of common areas, frontage improvements, and payment of impact fees and general facilities charges.	Provides greater flexibility in financing cottage developments, which may increase availability of this housing type
Provide one off-street parking space per cottage, or 1.5 spaces per cottage if no on-street parking is available. 50% of parking must be in a shared parking lot.	No change to number of parking spaces required. Parking may be provided anywhere on-site. Allow one off-street parking space per cottage to be provided in a garage or carport.	Provides greater flexibility in site design and layout.
May allow a single connection to sewer main in street, with lateral connections to each cottage on-site.	Clearly allow a single connection to sewer main in street is allowed, with lateral connections to each cottage on-site.	Clarifies requirement. Provides decreased cost for sewer connections in some cases, which may increase availability of this housing type.

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Courtyard apartments are one type of Missing Middle housing.



What Are Courtyard Apartments?

Olympia’s Municipal Code currently includes a general definition of apartments, and does not define courtyard apartments separately. Typically, courtyard apartments are characterized by several attached apartment units arranged on two or three sides of a central courtyard or lawn area.

What Are Proposed Changes Regarding Courtyard Apartments?

The table below summarizes the primary regulations of apartments in Olympia’s low-density zoning districts, and proposed changes to address courtyard apartments.

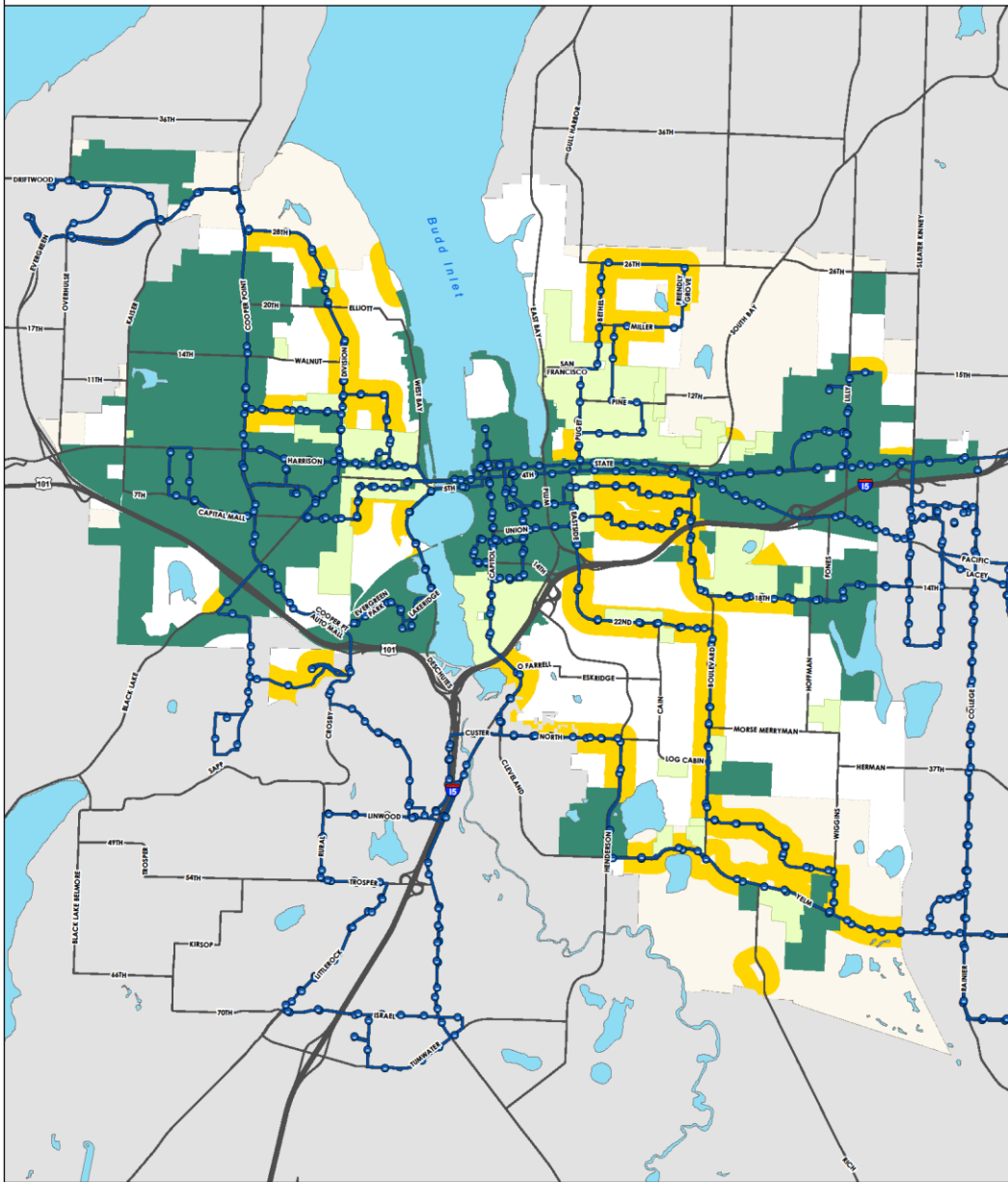
Current Regulation	Proposed Change	Purpose of Change
Courtyard apartments not defined.	Create a specific definition of courtyard apartments. Include limitation of no more than 12 units around a single courtyard.	Create the opportunity to locate small courtyard apartments in larger areas of the City while limiting impact on neighborhoods.
Apartments not currently permitted in R4-8 or R6-12 zoning districts (except triplexes and fourplexes in limited areas of R6-12).	Permit courtyard apartments in R6-12 zoning district, and in R4-8 zoning district if within 600’ of transit route or commercial zoning district.	Create the opportunity to locate courtyard apartments in larger areas of the City, particularly where nearby access to services.
Structures in R4-8 zoning district limited to two stories; R6-12 limited to two stories, except three stories for triplexes and fourplexes.	Limit courtyard apartments in R4-8 zoning district to one story. In R6-12 district, limit to two stories.	Ensure visual impact to neighboring properties from courtyard apartment buildings is limited.
Apartment developments are subject to multi-family residential design guidelines.	Apply Infill Residential design guidelines to courtyard apartments in R4-8 and R6-12 zoning districts.	Infill guidelines focus on neighborhood compatibility; multi-family guidelines focus on larger-scale site issues.



MISSING MIDDLE HOUSING

Courtyard Apartment Recommendations

Map Produced 11/14/2017



Courtyard Apartments

- Areas Courtyard Apartments are Currently Permitted
 - Proposed Additional Areas to Permit Courtyard Apartments - R-6-12 and NR Zones
 - Proposed Additional Areas to Permit Courtyard Apartments - Single Story Only
- *R-4-8 Zones within 600 feet of a transit route, commercial, industrial or mixed use zoning (COSG, CSH, DB, GC, HDC-1, HDC-2, HDC-3, HDC-4, I, LI, MS, NR, NV, PDRM, PUB, U)

- Intercity Transit Bus Stops
- Intercity Transit Bus Routes
- City Limits
- Urban Growth Area
- Thurston County



1 inch = 0.35 miles
0 0.5 1 Miles

This map is intended for 24"x36" printing.

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-way, utilities and structures depicted herein are based on aerial information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving the information with respect to lost profits, lost savings or any other consequential damages.

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Duplexes are one type of Missing Middle housing.



What Are Duplexes?

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

What Are Proposed Changes Regarding Duplexes?

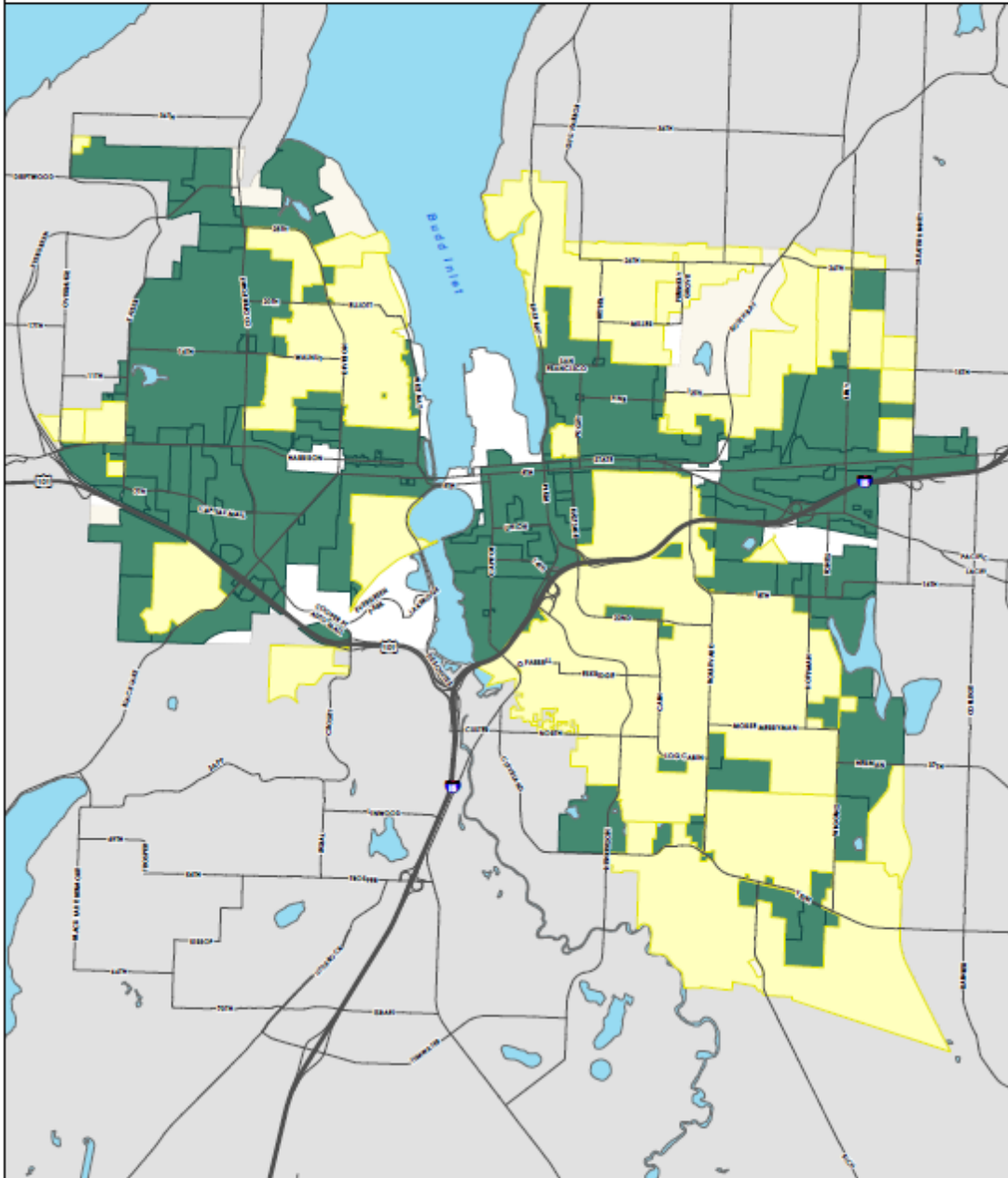
Existing duplexes are currently permitted in most residential zoning districts in Olympia, but new duplexes are not permitted in much of the city. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
New duplexes not permitted in R4-8 zoning district.	Permit new duplexes in R4-8 zoning district.	Increase opportunity for this housing option in larger area of the city.
Minimum lot size in R6-12 zoning district: Duplex = 7,200 sq. ft. Minimum lot width in R6-12 zoning district: duplex = 80'	Minimum lot size & widths: R4-8: <ul style="list-style-type: none"> • Minimum lot width = 45 ft. • Duplex = 7,200 sq. ft. R6-12: <ul style="list-style-type: none"> • Minimum lot width = 40 ft. • Duplex = 6,000 sq. ft. 	Allow more flexibility in site design and increase opportunity for this housing option on more lots
Connection to sewer main required for each unit in a duplex	Allow one connection to sewer main for duplex building	Reduces cost of sewer connections, which can provide more opportunities to build duplexes
Provide 2 off-street parking spaces per unit	No change	NA



MISSING MIDDLE HOUSING Duplex Recommendations

Map Produced 10/25/2017



Duplexes

- Areas Duplexes are Currently Permitted
- Proposed Additional Areas to Permit Duplexes



1 Inch = 0.35 miles

0 0.5 1 Miles

City Limits Urban Growth Area Thurston County

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What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all.

What Are Proposed Changes Affecting Missing Middle Housing?

There are a number of provisions in Olympia’s Municipal Code that affect numerous types of Missing Middle housing. The table below summarizes some of these existing regulations, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
In the R4-8 zoning district, a transferred development right must be purchased to build at a density above 7 units/acre, or between 4 and 4.99 units/acre.	Remove requirement. Allow a density bonus of up to one unit/acre if a transferred development right (TDR) is purchased.	Removing the cost to purchase a TDR to meet permitted density, and additional density bonus, provides slightly increased opportunities for building housing units.
Impact fees for transportation, parks and schools are calculated based on single-family houses, ADUs or multi-family buildings (2 or more units).	Conduct impact fee study to determine if there is a different impact of different-sized single-family houses.	If impact of smaller houses is less, decreased cost of impact fees may provide more of this type of housing.
General Facilities Charge (GFC) for sewer connection is based on an Equivalent Residential Unit (ERU). One ERU generally = a single-family house, regardless of its size. Townhouse, duplex and cottage units are charged as 1 ERU per unit; 3+ unit apartments are charged at 0.7 ERU per unit.	Conduct study to determine impact of different-sized single-family houses, townhouses, duplexes, and cottage units.	If impact is less, decreased cost of GFC may provide more of these types of housing.
A portion of stormwater GFC is based on vehicular trips generated. Duplex units charged at same number of trips as single-family houses.	Conduct study to determine if duplex units have lesser impact that is closer to the lower impact of apartment, ADU or townhouse units.	If impact is less, decreased cost of GFC may provide more of this type of housing.

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Manufactured homes can be a single home on a lot, or as a smaller Accessory Dwelling Unit (ADU) on a lot that already has a single-family house on it.



What Are Manufactured Homes?

Manufactured homes are constructed at a manufacturer’s facility and shipped by truck to be located on a property. They must meet state and federal construction requirements.

What Are Proposed Changes Regarding Manufactured Homes?

State law requires that manufactured homes be permitted in same zoning districts as other single-family homes. The table below summarizes Olympia’s primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Manufactured homes must: <ul style="list-style-type: none"> • be comprised of at least two sections, each at least 12’ wide by 36’ long; • have pitched roof of shake, shingle, coated metal, or similar material • have exterior siding commonly used on site-built houses 	Remove size requirement; Retain requirements for roof and siding	Allows for smaller manufactured homes to be used as accessory dwelling units (ADUs); increases flexibility for this housing option to be used on more lots in the city.
Design standards for Infill Residential apply to manufactured homes located on lots of less than 5,000 sq. ft.	When a small manufactured homes is used as an ADU, apply ADU design standards rather than Infill design standards	Provides consistency, so that same design standards are applied to all ADUs.

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Single-room occupancies, in which residents share bathroom facilities and possibly kitchen facilities, are one type of Missing Middle housing.



What Are Single-Room Occupancies (SROs)?

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

What Are Proposed Changes Regarding SROs?

The table below summarizes the primary existing regulations of SROs in Olympia, and proposed changes.

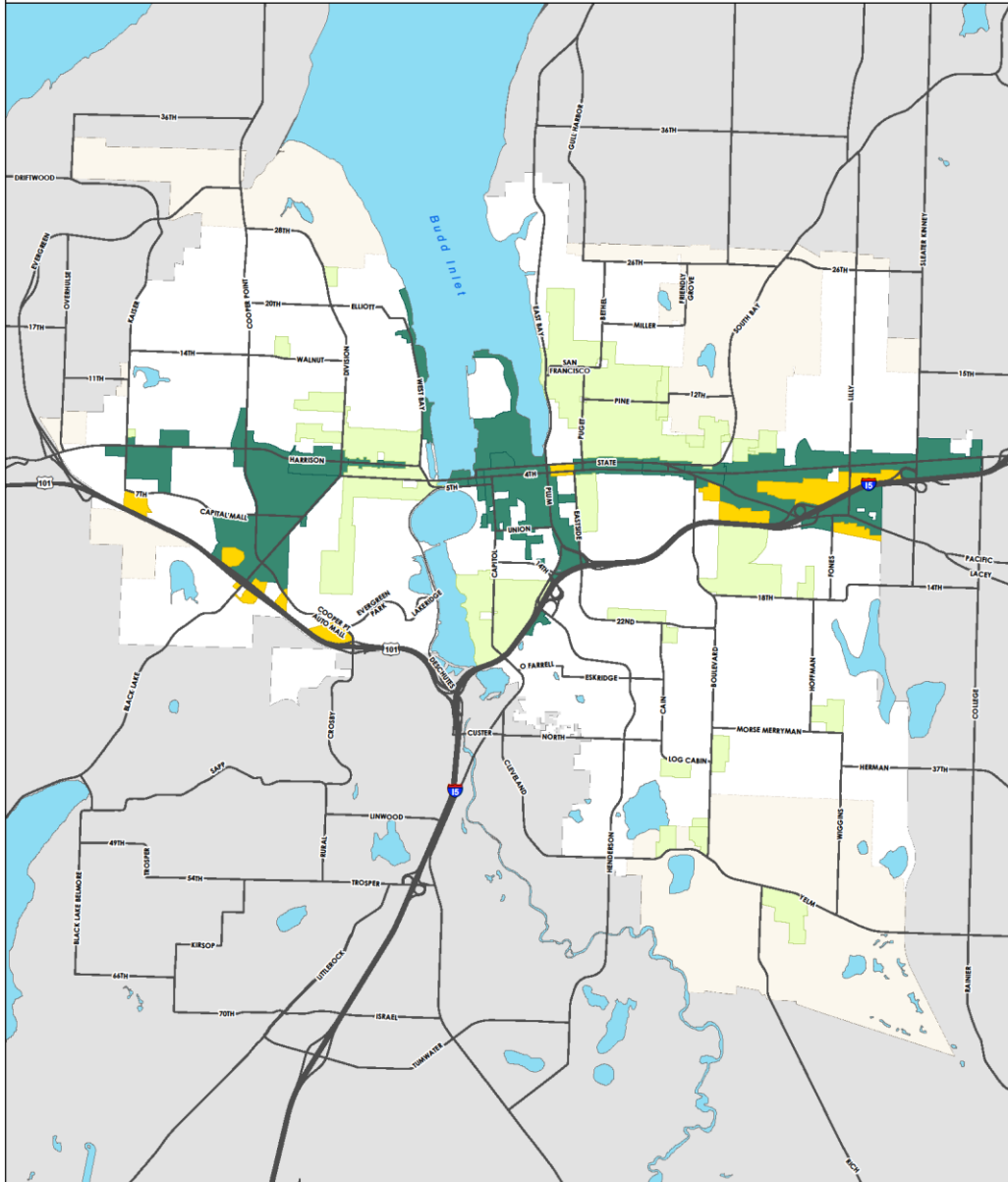
Current Regulation	Proposed Change	Purpose of Change
SROs defined as having cooking facilities in room, with shared bathroom facilities.	Define SROs as having shared cooking or bathroom facilities, or shared bathroom and cooking facilities.	Clarify definition and provide flexibility in design for this type of housing.
SROs permitted in downtown zoning districts, or as conditional uses in higher-intensity commercial districts.	Add SROs as a permitted use in R6-12 and higher-density residential zones.	Create the opportunity to locate SROs in larger areas of the City, particularly in areas where services are nearby.
Where permitted, SROs must meet height restrictions within zoning district.	Limit SROs in R6-12 zoning district to two stories. Apply existing building height limits in other residential districts.	Limit visual impact to neighboring properties from SRO buildings.
SROs are subject to multi-family residential design guidelines, as well as any other applicable design guidelines.	Apply Infill Residential design guidelines to SROs in R6-12 zoning districts.	Infill Residential design guidelines are focused on compatibility within a neighborhood.
SROs don’t have specific parking requirements stated.	Clarify SRO units require one off-street parking space.	Clarifies SROs require same parking as studio apartments.



MISSING MIDDLE HOUSING

Single-Room Occupancy Recommendations

Map Produced 11/14/2017



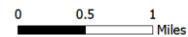
Single-Room Occupancy

- Areas Single-Room Occupancy Units are Currently Permitted
- Areas Single-Room Occupancy Units are Currently Conditionally Permitted
- Proposed Additional Areas to Permit Single-Room Occupancy Units*
*MR-7-13, R-6-12, RM-18, RM-24, RM-1, UFI

- City Limits
- Urban Growth Area
- Thurston County



1 inch = 0.35 miles



This map is intended for 24"x36" printing.

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What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Tiny Houses can be used as one type of Missing Middle housing.



What Are Tiny Houses?

Olympia’s Municipal Code currently does not have a separate definition of tiny houses; neither does the International Building Codes (IBC). The State of Washington permits tiny houses built on trailers with wheels as recreational vehicles. Olympia permits permanently-located tiny houses as single-family houses.

What Are Proposed Changes Regarding Tiny Houses?

The table below summarizes the primary existing regulations as currently applied to tiny houses in Olympia, and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Tiny houses on trailers with wheels permitted by the State as recreational vehicles. Permanent occupancy is not permitted.	No change. Regulation is under the authority of the State of Washington.	NA
Tiny houses may be permitted as single-family houses, accessory dwelling units or cottage housing if meet all applicable codes, including parking requirements.	No change. Urge State Building Code Council to adopt Appendix V of new 2018 IBC for application to tiny houses. Single-family houses <800 sq. ft. require one off-street parking space rather than two spaces.	Appendix V would increase flexibility in design of tiny houses, particularly with regard to sleeping lofts. Reduced parking requirement decreases cost and may provide more of this housing.
A group of tiny houses allowed as conditional use in light industrial zoning district with shared community building.	Clarify group of tiny houses permitted as co-housing development in most residential zoning districts.	Provides clear option for tiny house communities.

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Townhouses are one type of Missing Middle housing.



What Are Townhouses?

In Olympia’s Municipal Code, townhouses are considered a group of two or more units that are each connected by a structural wall. In single-family zoning districts, a property line runs underneath the structural wall, separating each townhouse unit onto a different lot. Townhouses differ from duplexes or apartments because each townhouse unit is located on a separate property.

What Are Proposed Changes Regarding Townhouses?

Townhouses are currently permitted in most residential zoning districts in Olympia, but are subject to several restrictions. The table below summarizes the primary regulations and proposed changes.

Current Regulation	Proposed Change	Purpose of Change
Maximum site area = 4 acres	No change	NA
Maximum townhouse units per structure = 4	Remove, allowing size of structure to be limited by zoning limits on location, lot coverage, building height	Allowing the option of more units per structure reduces cost vs. multiple smaller buildings; provides more flexibility in site layout
Buildings with 1-2 units = 5’ side yard setback; 3 or more units = 10’ side yard setback	5’ side yard setback for all townhouse buildings; except 10’ on flanking streets	Matches side yard setbacks for other allowed uses; provides flexibility in site layout
Provide 2 off-street parking spaces per unit	No change	NA

What Is Missing Middle Housing?

For the past several decades, housing has primarily consisted of single-family homes and apartment buildings. “Missing Middle” is a term used to describe a range of housing between those two types. Allowing for a variety of housing options is essential to help ensure housing availability for all. Triplexes and fourplexes are types of Missing Middle housing.



What Are Triplexes and Fourplexes?

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

What Are Proposed Changes Regarding Triplexes and Fourplexes?

Triplexes and fourplexes are currently permitted only in limited areas near portions of State and Harrison Avenues. The table below summarizes the primary regulations and proposed changes.

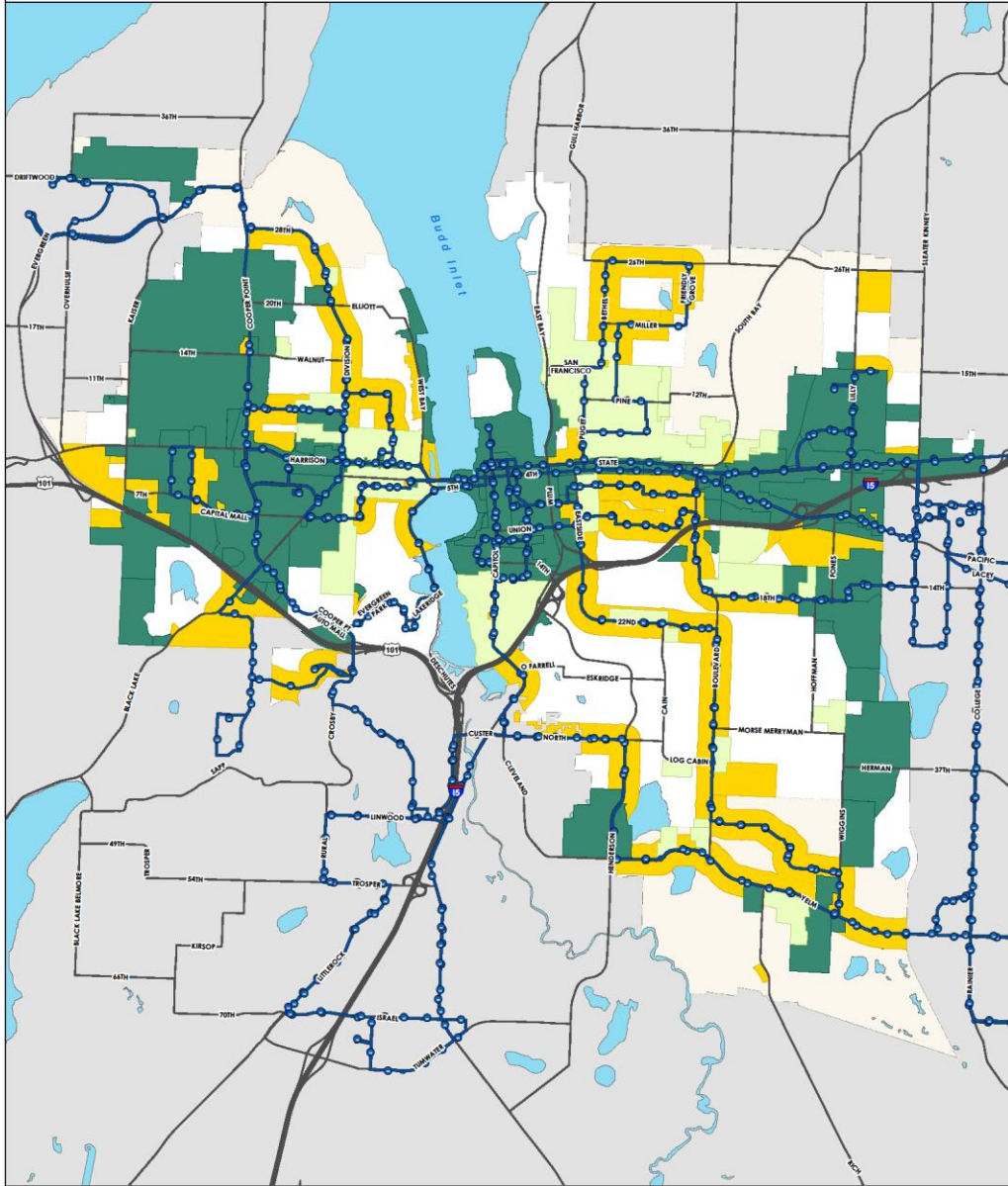
Current Regulation	Proposed Change	Purpose of Change
Triplexes and fourplexes permitted in limited portions of R6-12 zoning district.	Permit triplexes and fourplexes throughout R6-12, and in R4-8 zoning district if within 600 feet of transit route or commercial zoning district.	Increase opportunity for this housing option in larger area of the city.
Minimum lot size in R6-12 zoning district: Triplexes = 7,200 sq. ft. Fourplexes = 9,600 sq. ft. Minimum lot width in R6-12 zoning district: Triplexes & fourplexes = 80’	Minimum lot size & widths: R4-8: • Minimum lot width = 45 ft. • Triplex = 9,600 sq. ft. • Fourplex = 13,000 sq. ft. R6-12: • Minimum lot width = 40 ft. • Triplex = 7,200 sq. ft. • Fourplex = 9,600 sq. ft.	Allow more flexibility in site design and increase opportunity for this housing option on more lots



MISSING MIDDLE HOUSING

Triplex and Fourplex Recommendations

Map Produced 10/26/2017



Triplexes and Fourplexes

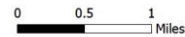
- Areas Triplexes and Fourplexes are Currently Permitted
- Proposed Additional Areas to Permit Triplexes and Fourplexes - R-6-12 Zone
- Proposed Additional Areas to Permit Triplexes and Fourplexes - R-4-8 Zone

Intercity Transit Bus Stops Intercity Transit Bus Routes

City Limits Urban Growth Area Thurston County



1 inch = 0.35 miles



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Joyce Phillips

From: Nibler-keoghs <nibler-keogh@comcast.net>
Sent: Tuesday, January 09, 2018 1:35 PM
To: missingmiddle
Subject: Missing middle comments

I did not expect to speak last evening at the Planning Commission meeting on this topic and three minutes is a short period of time to address some of the concerns I have about the details of the missing middle proposal, so I would like to expand upon my comments of last evening.

First of all, I agree with the general goals of the missing middle proposal. I recognize that increased city density is necessary to avoid sprawl and encourage efficient use of transit and other public infrastructure. I also have two young adult sons, one of whom is going to be looking for affordable housing in a few months when he gets his Master's degree.

However, the devil is in the details. There are several aspects of the missing middle proposal where I am concerned that either critical details are being overlooked or insufficient weight is being given to necessary supportive spending to make the proposal work as intended. My key concerns are in the areas of adequate physical and program infrastructure, inequitable impact, unintended potentials for density above the declared densities in the zoning code, the conversion of housing to short term rentals, and parking:

- A) Physical infrastructure. I'm most familiar with the Eastside (upper and lower) because my wife and I walk this area regularly. These neighborhoods (likely to be the most highly impacted by this proposal) suffer from inadequate or crumbling sidewalks, crowded to overcrowded schools, insufficient park space (especially the lower Eastside), and older water systems (it took several efforts by the city to upgrade our water pressure to near normal due to the weakened state of the water pipes in the area—and there's a leak in the city right of way in front of our home that's being investigated right now).

While the city can hope to save money by increasing density in areas currently served by public infrastructure, it should not increase density in areas with inadequate infrastructure without also incorporating a spending plan to improve the physical infrastructure in the intended higher density areas. I have not seen any specific discussion of such necessary spending. The city and school district have recently invested significant monies in schools, parks and traffic infrastructure in the SE portion of the city—but the missing middle proposal appears highly unlikely to take advantage of that new investment to increase density. Instead, as a result of the park investment the planned density in that area will be lowered—which was the intent of its proponents.

- B) Program infrastructure. This proposal does not address the necessary investments needed for code enforcement and landlord tenant training/negotiations. Increased code enforcement will be necessary to make sure that the hoped for conversions of structures to duplexes and ADUs will be safe and meet code (and not just done on the "weekend permit" basis). If the intent is to encourage existing owning residents to develop rentable units, then those residents must be trained in screening tenants, developing leases, setting procedures for both rent collection and making repairs, and handling problem tenants. One of our neighbors who does own a duplex has ceased to rent out his extra space because of the problem tenants he has had.

If these investments are not made then such conversions of single family homes will either be few and far between or poorly done. Relying on absentee owners to make such conversions will significantly reduce the both the level of local ownership in areas like the Eastside neighborhoods and will increase the potential for short term rentals.

- C) Inequitable impact. By using the bus lines as the primary basis for such zoning adjustments this proposal will result in potentially better use of Intercity Transit. The downside is that this primary focus on bus transit will result in almost all such increased density falling in the lower to lower middle income neighborhoods along the bus lines. Last night's discussion further amplified this—the less dense, higher income neighborhoods with fewer bus lines will be even less affected due to their HOA provisions and covenants. I'll add one further consideration, to be addressed in greater depth next, which is that the greatest increase in density will occur in older developed areas zoned 4-8 where the lots are not evenly split and in similarly zoned but undeveloped areas where the lot splits can be gamed to increase actual development.
- D) Unintended potentials for higher than projected density. As it is currently constructed, the proposal for duplexes and triplexes has the potential to produce densities that are higher than the nominal zoning limits.

In a 4-8 unit/acre zone, if the allowable number of units is determined on a lot by lot basis, then one can split an acre into two 0.188 acre lots (8200 sq. ft.) and six 0.104 acre (4500 sq. ft.) lots and the result is an allowable 10 units. This is because the two 8200 sq. ft. lots would each, by rounding, qualify for a duplex development. While this may seem theoretical, I've reviewed the lot splits shown by the assessor's office for some of the blocks my wife and I regularly walk and several would produce at least 9 units per acre—precisely because the blocks have a mix of small parcels and larger parcels. Even without counting ADUs this represents a potential 22-50% increase in the current actual housing density on a block by block basis.

Similarly in an 8-12 zone, if you split an acre into 8 lots of 5445 sq. ft., you could place 8 duplexes and thereby get to 16 units in that zone. I haven't looked at the assessor's website for a similar evaluation of the actual impact in the neighborhood just north of our home but, given these calculations and my walking observations I suspect that the proposed changes currently on the city website could readily result in densities of 13-15 units per acre if all allowed conversions were made.

I understand from the discussion last night that this portion of the proposal may be changed but it is worth recognizing how such proposals can be gamed.

- E) Conversion of housing to short term rentals. By looking at both short term rental websites and talking with our neighbors we easily have identified 4 short term rentals of homes (and one rental RV on city right of way) in an 8 block stretch of Central Street SE that we walk regularly. These all represent houses taken out of "missing middle" housing stock. We know that further such conversions are under consideration.
- F) Parking. Our home is located right in between two bus stops—each a block away. Our observation of the neighborhood, including those rental homes closest to us, is that there are approximately 0.9 cars for each adult in those homes. The only thing lowering this ratio from 1.0+ to 0.9 is not young adults; it is seniors who no longer drive. The point of this comment is that you cannot assume less parking will be needed as density increases—the Eastside is already one of the most densely developed neighborhoods in the city and parking is already at a premium. Businesses located on the arterials add significantly to this load during the day (we typically have 3-4 cars parked in front of our home during the day on weekdays). Rentals increase the parking load per unit because each person (typically a young adult) comes with a car. As the state government has diversified its office locations to Lacey and Tumwater (and moves staff between locations) it has increasingly become harder for state employees to rely on bus transportation. And our neighborhood has a significant number of college students who rent in it (due to affordability) and then travel by car to the colleges (which are not centrally located). A major part of the problem with parking (and lack of use of the public transportation) is the structural location of the offices and colleges in this vicinity; although based on bus line availability, this proposal will not significantly change the per person ownership of cars and the related need for adequate parking.

From: Karen Messmer <karen@karenmessmer.com>
Sent: Tuesday, January 09, 2018 9:29 AM
To: missingmiddle
Subject: code language that could be confusing 'trailer camp'

Under the lodging tax section of the municipal code (see below) the phrase 'trailer camp' is used. I don't think I recall seeing this phrase used in the zoning part of the code. This could be a clean up that is needed to clarify definitions and application of code.

Karen Messmer

Chapter 3.40 LODGING TAX

3.40.000 Chapter Contents

Sections:

3.40.010 Levied.

3.40.020 Definitions.

3.40.030 Tax imposed additional to others.





3.40.040 Special fund created.

3.40.050 Contract with The Washington Center.

3.40.060 Administration and collection.

3.40.070 Penalty for violation or noncompliance.

3.40.010 Levied

There is levied a special excise tax of four percent (4%) on the sale of or charge made for the furnishing of lodging that is subject to tax under Chapter 82.08   RCW. The tax imposed under Chapter 82.08   RCW applies to the sale of or charge made for the furnishing of lodging by a hotel, rooming house, tourist court, motel, **or trailer camp**, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property. It shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the sam

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'It has been said that democracy is the worst form of government

except all the others that have been tried.' ~ Sir Winston Churchill ~



Planning Commission
Intercity Transit Briefing

Agenda Date: 1/22/2018
Agenda Item Number: 5.C
File Number: 18-0071

Type: information Version: 1 Status: In Committee

Title
Intercity Transit Briefing

Recommended Action
Information only. No action requested.

Report
Issue:
Discussion of Intercity Transit's current services, plans, and projects.

Staff Contact:
Joyce Phillips, Senior Planner, Community Planning & Development, 360-570-3722

Presenter(s):
Eric Phillips, Development Director, Intercity Transit

Background and Analysis:
The Intercity Transit Authority initiated a short and long range planning process in 2017. The initial phase of the overall project includes development of a short-term plan. The short-term transit plan looks first at how current services are performing and identifies opportunities for adjustments to meet adopted service standards and assumes a base level of service based on current funding constraints. Parallel to this first phase Intercity Transit planned an extensive community outreach effort. Last Fall Intercity wrapped up the first phase of the "IT Road Trip". The survey work resulted in over 3500 individual responses and over 10,000 unique comments from the public. Intercity transit is now using the themes tabulated from the 10,000 comments to develop a series of long-range service options that incorporate the community's big ideas into a set of services, facilities and strategies. These service alternatives will be presented for further public review and discussion this spring. The update to the Planning Commission is an opportunity to provide a summary of current Intercity Transit services and projects as background to the discussion and update on the Short and Long Range Plan update and community outreach currently underway.

Neighborhood/Community Interests (if known):
Public transportation is part of our transportation network and plays an important role in the county's economic health by:

- Providing transportation to jobs, schools, and community activities;

- Reducing congestion on local roads allowing private automobiles and freight to travel more efficiently;
- Helping seniors and people with disabilities remain independent;
- Providing both commuter and lifeline services for citizens; and
- Protecting the environment by reducing the number of vehicles on the road.

Options:

None. Discussion only.

Financial Impact:

None. Discussion only.

Attachments:

None.