



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Agenda

Land Use & Environment Committee

Thursday, April 24, 2014

5:30 PM

Council Chambers

1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES - None

4. COMMITTEE BUSINESS

4.A [14-0375](#) Downtown Tree Pruning and Urban Forest Strategic Plan

Attachments: [PRAC Sub-Committee Urban Forestry Final Report](#)

4.B [14-0382](#) Comprehensive Plan / Action Plan

Attachments: [Action Area Summaries](#)

[Public Participation Objectives, Audiences & Messages](#)

[Public Participation Timeline and Tools](#)

4.C [14-0381](#) Engineering Design and Development Standards Update

Attachments: [Summary of Proposed Changes](#)

[Schedule of Updates](#)

5. ADJOURNMENT

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Land Use & Environment Committee

Downtown Tree Pruning and Urban Forest Strategic Plan

Agenda Date: 4/24/2014

Agenda Number: 4.A

File Number: 14-0375

File Type: report

Version: 1

Status: In Committee

..Title

Downtown Tree Pruning and Urban Forest Strategic Plan

..Recommended Action

City Manager Recommendation:

Receive a briefing on the status of the downtown street tree pruning initiative and the development of an Urban Forest Strategic Plan; and receive report from a Parks and Recreation Advisory Committee Sub-Committee on improving the Urban Forestry Program.

..Report

Issue: Staff will provide an update on the downtown street tree pruning initiative and the development of an Urban Forest Strategic Plan. Members of a Parks and Recreation Advisory Committee Sub-Committee on Urban Forestry will also deliver their report on improving the Urban Forestry Program.

Staff Contact:

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

Presenter(s):

Stacey Ray, Associate Planner, Community Planning and Development
Michelle Bentley, Assistant Planner, Urban Forestry Program, Community Planning and Development
Robert Dengel, Chair, Parks and Recreation Advisory Committee (PRAC) Sub-Committee on Urban Forestry
Thad Curtz, Member, Parks and Recreation Advisory Committee (PRAC) Sub-Committee on Urban Forestry

Background and Analysis:

Downtown Tree Pruning

In addition to directing CPD to develop a Strategic Plan for the Urban Forestry Program, as part of budget discussions City Council also approved additional funding to prune downtown street trees for enhanced safety. In March, the Parks, Arts and Recreation Department (Parks) hired an ISA-Certified arborist on a temporary, emergency basis to complete the work this spring. He is being assisted by one other Parks employee as a ground support person.

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Parks and CPD are collaborating to identify the trees downtown that need to be pruned. Once completed, the work being done will result in better downtown lighting conditions, safer pedestrian conditions, and improved overall tree health and longevity.

Urban Forest Strategic Plan

The Urban Forestry Program has experienced significant funding and staff reductions over the last four years, which have resulted in a decline in urban forestry community services and management activities. The program is currently staffed with a .5 FTE Associate Planner. An additional .25 FTE was approved to support downtown tree trimming and strategic planning.

Funding impacts to the Urban Forestry Program were also raised during 2014 budget discussions between CPD and the Council Land Use and Environment Committee (LUEC). As a result, LUEC directed CPD staff to develop options for how to structure, fund, and manage or improve the Urban Forestry Program and the City's urban forest. To accomplish this, CPD applied for and has been awarded a \$10,000 USDA Forest Service and Washington State Department of Natural Resources (WADNR) Urban and Community Forestry Program Community Forestry Assistance Grant. The grant funds will support development of an Urban Forest Strategic Plan.

Staff members from Parks, CPD, and Public Works are currently collaborating on developing a Statement of Work, which will be used to then issue a Request for Qualifications (RFQ) for a private consulting firm to develop the Strategic Plan. In addition to directing the consultant to coordinate with City staff from multiple departments, the consultant will also be asked to use the PRAC Sub-Committee, and their initial report and recommendations (Attachment A), as critical sources of input into the plan.

PRAC Sub-committee Report

In 2013, the Parks and Recreation Advisory Committee (PRAC) included in their work plan an item to discuss the Urban Forestry Program (including all departments' contributions to managing the urban forest), and make recommendations to the Council for how it could be improved, in particular the program structure, staff and department roles, new program initiatives, and ways in which to support volunteer involvement.

Once approved by the Council General Government Committee, a sub-committee was formed with PRAC member Robert Dengel serving as its Chair. Members included representatives from the Planning Commission, Utility Advisory Committee, Parks, and the local urban forestry professional community. In March 2014, the Sub-Committee completed their work, which culminated in a report for Council (see Attachment A). This report can be a valuable resource to the consultant's work on the Urban Forest Strategic Plan.

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Neighborhood/Community Interests (if known):

Pruning street trees will improve the downtown, and an Urban Forest Strategic Plan would potentially impact how the City administers the Urban Forestry Program citywide.

Options:

- A) Receive and discuss information.

Financial Impact:

None; downtown tree pruning is included in Community Planning and Development's approved 2014 budget. The Urban Forest Strategic Plan is funded by a USDA Forest Service and WADNR Community Forestry Assistance Grant.

**Parks and Recreation Advisory Committee's
Subcommittee on Urban Forestry
Final Report
March 26, 2014**

From: Robert Dengel (Chair); Judy Bardin, Thad Curtz, David Hanna, Micki McNaughton, and Jim Nieland

Vision Statement

**Build an urban forestry program that protects and multiplies Olympia's trees
to benefit our community, our environment and future generations.**

Introduction -

The Olympia Master Street Tree Plan adopted by Council in 2002 clearly articulated some of the reasons that trees are an important and valuable feature in the City's life, an important asset that the government should protect and develop:

Trees save energy and reduce noise pollution. They shade buildings, cool the air, provide protection from the wind and absorb unwanted noise.

Trees improve water and air quality. They reduce erosion and filter pollutants out of the air, water and soil.

Trees beautify our community, enhance property values and provide wildlife habitat.

Trees provide a connection to nature, healthy ecosystems, and places to recreate and rejuvenate.

Since then, other aspects of the benefits urban forests provide have come into sharper focus for us. Areas that attract people to get out and walk improve their physical and mental health. The City's trees (particularly its evergreens) provide a range of ecosystem services, playing a significant role in reducing stormwater levels, shading and helping to preserve asphalt in the summer, and reducing CO₂ levels by capturing and holding carbon as they grow. A wide variety of research about the ways in which urban forests benefit cities is available through:

Green Cities: Good Health (www.greenhealth.washington.edu)

Green Cities Research Alliance (<http://www.fs.fed.us/pnw/research/gcra/>)

Human Dimensions of Urban Forestry and Urban Greening (<http://www.naturewithin.info/>)

Comprehensive Plan Goals and Policies

The final draft of the update to the Comprehensive Plan emphasizes the importance our community attaches to its trees in a new section dedicated to the City's urban forest. The sections on the Natural Environment as well those on Land Use, Transportation, Utilities and even Economy contain policies related to trees.

In particular, a new section on the urban forest in the Natural Environment establishes a clear long term policy vision for this area:

GN3. A healthy and diverse urban forest is protected, expanded through planting new trees, and valued for its contribution to the environment and community residents.

PN3.1 Manage the urban forest to professional standards, and establish program goals and practices based on the best available science.

PN3.2 Measure the tree canopy and set a city-wide target for increasing it through tree preservation and planting.

PN3.3 Preserve existing mature, healthy, and safe trees first to meet site design requirements on new development, redevelopment and city improvement projects.

PN3.4 Evaluate the environmental, ecologic, health, social and economic benefits of the urban forest.

PN3.5 Provide new trees with the necessary soil, water, space, and nutrients to grow to maturity, and plant the right size tree where there are conflicts, such as overhead utility wires or sidewalks.

PN3.6 Protect the natural structure and growing condition of trees to minimize necessary maintenance and preserve the long-term health and safety of the urban forest.

Planning Commission Recommendation,
Introduction to the Comprehensive Plan

Brief History

As the final draft of the Comprehensive Plan points out, our citizens have expressed basically the same vision and desires since the beginning of comprehensive planning in the State:

...during community outreach for the 1994 plan, citizens expressed a desire for Olympia to become a "City of Trees." In response, the community developed several goals and policies to guide a new Olympia Urban Forestry Program. Since then, we've planted thousands of street trees, and been consistently recognized by the National Arbor Day Foundation as a Tree City USA.

Planning Commission Recommendation,
Natural Environment

However, since 2007, as one of the responses to its ongoing budget shortfall, the City has progressively reduced the staff and resources available to support this vision. The urban forestry program's budget has shrunk dramatically. Three FTE have been eliminated, leaving one half time City Forester to try to cope with ongoing needs and issues that kept several full time staff busy a few years ago. Currently, the Forester is so overworked than her voice mail warns callers that she may not be able to respond to questions about clearing, planting or removing hazardous trees for a couple of weeks, due to her backlog of calls, and that the City cannot provide any more ordinary support for questions about identifying or caring for trees. This is not an

acceptable level of service.

Over the last several years, the City has devoted a lot of time, money and energy to *Imagine Olympia!*, developing an updated Comprehensive Plan articulating the vision and policies to govern the City's growth over the next decades. Our budget has stabilized, and seems likely to grow stronger over the next few years. As part of the upcoming Action Plan to develop practical plans to realize the new Comprehensive Plan's goals, we need to take a number of steps to reestablish and strengthen our programs to protect and develop the City's urban forest.

1. Strengthen and improve our long-term planning for the urban forest.

a. Change the City's budget processes to treat the City's trees on the same basis as other infrastructure assets, and track its condition through the new asset management system (if that's a suitable tool).

According to the 2012-2017 Capital Facilities Plan, Council has established “Maintenance or general repair of existing infrastructure,” as the top priority in its general guidelines for prioritizing Capital projects. However, the pruning and replacement of the City's deteriorating urban forest, and the removal of invasive species which threaten large areas of trees is not currently a priority at anything like the same level as re-roofing or patching asphalt.

(Since 1994, Seattle has defined its trees as infrastructure, and funded a good deal of its ambitious urban forestry program from the City's Cumulative Replacement Fund.) We should adopt this practice, and include the City's trees in our regular budget processes for maintaining and developing the City's capital facilities.

b. Reestablish a citizen's advisory committee to make ongoing recommendations to the Council on urban forest issues.

This might be constituted by bringing together a representative from other relevant advisory committees, such as PRAC, the Heritage Commission, and the UAC, or might be a separate committee, like the Tree Advisory Committee which fulfilled this role for a number of years.

Over the next couple of years, this committee should be charged with reviewing and making recommendations to the Council on ongoing issues about the City's trees, including:

- i. Implementing the new comprehensive plan's policies relating to urban forestry, urban green space, and Gateways to the City. These policies all address increasing the number of trees and the extent of the tree canopy in Olympia.
- ii. Reducing the City's potential liability from hazard trees on City property.
- iii. Improving development regulations to maintain or provide trees close to new houses as well as in tree tracts somewhere on the margins of new developments.
- iv. Developing an easement program to create adequate growing space for really large trees in the right of way in residential neighborhoods by curving the sidewalk out into what would otherwise be private front yards.
- v. Exploring contained bamboo plantings as an evergreen tool for stormwater management.
- vi. Exploring tree plantings in combination with stormwater ponds, like the pond behind the school garden at Stevens Field.

- vii. Exploring the possible need for solar easements in the future.
- viii. Putting any future wires that are not undergrounded on the south side of the street, to reduce the chance that people will not want to plant larger trees where the wires allow it because they do not want the shade falling directly on their houses and front yards.
- ix. Exploring the extent to which the City's current arrangements for monitoring and enforcing the regulations on land clearing and tree removal, as well as the long term agreements for the maintenance and protection of tree tracts are (or are not) functioning effectively.
- x. Exploring ways to increase the percentage of evergreens in the City's tree tracts, neighborhoods, and urban forest over the long run, so as to increase the benefits canopy foliage provides for stormwater management during the periods of heavy rain when we need them the most.
- xi. Exploring changes in regulations and incentives to increase the number of spaces for really large trees in the city, such as requiring planting spaces in the corners of parking lots that are deeded to the City and used for planting and protecting such trees over time, and having areas in each City park and on school grounds dedicated to such trees.
- xii. Expanding the coverage requirements of the Green Cove Creek area to the basin of the City's next most healthy stream, probably Ellis Creek.
- xiii. Exploring collaborating with the Port to replace the parking lot at the mouth of Moxlie Creek with a short stretch in which the creek is open to the air and surrounded by trees.
- xiv. Exploring developing a pocket park program to maintain at least one lot every few blocks in forest cover.

c. Draw on these recommendations to create or revise an Urban Forestry Master Plan for the entire City through collaboration between staff, interested citizens, and other significant landowners, particularly the State.

The 2000-2011 Master Plan for Street Trees has expired. We need an updated, revised and expanded plan, one that also provides long-term planning for the health of the City's entire forest, considered as an ecosystem including the trees in the City's parks and open spaces and those on private land. (Ideally, we should include State and Port land in the City in our strategic thinking as well.) The new urban forestry plan should include quantified yearly performance targets for forestry needs such as street tree planting and replacement, invasive species control, and the identification and removal of diseased and hazard trees which pose risks to the public or the health of the ecosystem. The effort should also address the roles and responsibilities for how urban forestry is managed across the City's departments, in order to ensure better coordination and collaboration.

2. Reestablish our landmark tree program to protect and showcase historic and spectacular trees in the city.

See the website for Portland's Heritage Tree program,

<http://www.portlandoregon.gov/parks/40280>

for example. (It recognizes over 300 trees for their "unique size, age or historical or

horticultural significance,” and provides a number of resources for learning more about them, including a slideshow with handsome photographs.)

In fact, our Council established a program like this in 1991, which is codified in Chapter 16.56 of our Municipal Code. This landmark tree program called for the creation within a year of an inventory of trees of exceptional value to the community because of factors like their association with historic figures, events, or properties; their being examples of rare or unusual species, or their exceptional aesthetic quality. It also established a system for protecting them. Unfortunately, the program it set up has not yet been carried out.

3. Develop neighborhood teams of volunteers to support the City's urban forestry goals in a variety of ways.

For the foreseeable future, the City will not have anything like the resources it would need to have staff alone successfully deal with the maintenance and development of the City's trees. (In 2006, to take one example, the Street Tree Master Plan estimated that we had 28,497 spaces available for street trees in the City, a stocking level of 21%, compared to average levels of 60% to 80% around the country and the state.) We must find effective ways to leverage staff efforts through collaboration with neighborhood associations and volunteers. The dramatic results of the Plant One Thousand Trees Day some years ago suggest that a great deal can be achieved that way.

a. Recruit volunteers to update and expand the City's inventory of its trees, so it includes the rest of the City's street trees, trees in parks, trees on state land, and trees on private property. (The City's current inventory only includes data on the street trees downtown from several different surveys between 2002 and 2011, and a 2007 survey of street trees in two neighborhood areas.) In addition to providing the foundation for long term planning and maintenance, a complete inventory would necessary for FEMA damage reimbursement in the event of large scale tree losses.

See, for example, Portland's Tree Inventory Program, through which volunteers have mapped, measured and identified 40,000 street trees:

<http://www.portlandoregon.gov/parks/53181>

An impressive free open source program, OpenTreeMap, is being used by a number of cities, including San Francisco, Philadelphia, and Seattle, to support deep community engagement with those cities' forests.

<http://www.seattletreemap.org>

b. Recruit, train and support volunteers to plant and maintain neighborhood trees, and to keep City staff informed about needs for more professional maintenance.

See Portland's Neighborhood Tree Steward program as an example:

<http://www.portlandoregon.gov/parks/45124>

And Portland's Friends of Trees for another:

<http://www.friendsoftrees.org/plant/neighborhood-trees>

c. Create and support neighborhood fruit tree teams, on the model of Portland's Fruit Tree Project.

These volunteers cared for local trees, picked 70,000 pounds of fruit which might otherwise have ended up on sidewalks and in storm drains, and shared that harvest with over 9,000 families. The Project also maintains three community orchards. See:

<http://media.portland.indymedia.org/images/2013/11/425884.jpg>

Clarify Management of Urban Forestry

Currently the City of Olympia does not have clearly defined departmental roles for managing trees and urban forestry. With regard to street trees, for example - Community Planning and Development (CPD) is in charge of determining tree spacing and species, Public Works (PW) is in charge of overseeing tree maintenance as a whole, and Parks and Recreation (PR) undertakes major portions of the work involved in maintaining arterial street trees. This ambiguity is one result of budget reductions and staff from other departments doing their best to respond to the ongoing losses in urban forestry. However, at the outset of our subcommittee's meetings it was clear that communication between departments about urban forestry could be improved.

There seem to be some general rationales for the departments' different tasks and responsibilities. CPD has been in charge of code enforcement and developed the previous tree plan. PR appears to take on more of a land manager role, predominately managing trees on most of the City's major open and green spaces. PW performs a hybrid role, with responsibility for enforcing regulations about clearing and landmark trees, as well as managing the trees in the areas around city wells and stormwater facilities. A clearer definition of roles and better communication and coordination among the departments could be beneficial in urban forestry efforts.

This diagram illustrates the current roles and responsibilities of City departments:



4. Support tree planting and care on private property that contributes to the City's forestry goals.

- a. Provide ongoing professional development opportunities for local tree workers.**
- b. Create a voluntary City professional certification program for tree workers, and/or business license requirements for tree work.**

See Portland's Local Tree Care Providers' Workshop program:

<http://www.portlandoregon.gov/parks/article/424016>

- c. Incentivize adding and maintaining trees with public value on private property**

through purchase rebates, cost sharing for work by arborists, free City nursery stock for planting, property tax reductions, etc.

d. Create neighborhood tree plans that provide suggestions and advice for possible tree plantings and care that will contribute to the long term development and maintenance of a beautiful urban forest experience in each neighborhood. Promote equal distribution of trees among neighborhoods, with special attention to maintaining equity for dense urban neighborhoods, where finding good planting spaces and protecting trees is harder.

e. Based on the tree inventory process, clarify the ownership and maintenance responsibilities for the trees in the right of way on each property.

f. Provide public educational workshops and materials, like suggestions about appropriate local trees for particular situations, regardless of whether participants wish to commit to volunteer work.

5. Support acquisition of green space to help ensure that the City can maintain a healthy tree canopy cover as future development occurs.

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Land Use & Environment Committee

Comprehensive Plan / Action Plan

Agenda Date: 4/24/2014

Agenda Number: 4.B

File Number: 14-0382

File Type: report

Version: 1

Status: In Committee

..Title

Comprehensive Plan / Action Plan

..Recommended Action

City Manager Recommendation:

Receive briefing from staff; provide guidance on next steps.

..Report

Issue:

Staff has begun work on a Draft Action Plan to carry out the goals and policies in the Comprehensive Plan. The purpose of this agenda item is to provide LUEC members with an update and receive direction as needed on draft plan concepts, including a Public Participation Plan.

Staff Contact:

Stacey Ray, Associate Planner, 360.753.8046

Presenter(s):

Stacey Ray, Associate Planner, Community Planning and Development
Joshua Linn, Communications Specialist, Executive Services

Background and Analysis:

This year Olympia is adopting a new Comprehensive Plan with updated goals and policies that reflect our community's vision. Early in the *Imagine Olympia* process, the City Council identified a vital next step: ensure the goals and policies become reality and have real "on the ground" impact by creating an "Action Plan."

In November 2013, LUEC provided staff with direction to begin work on an Action Plan (Plan), and some initial draft concepts were reviewed and approved by the full City Council at their 2013 retreat in January. Staff returned to LUEC in February to introduce the interdepartmental staff team that was formed to develop the Plan and receive additional guidance and feedback on a new brand: "*Imagine Olympia | Take Action*".

Action Areas

Since the last meeting with LUEC, staff has continued work on refining a structure for the Plan designed around five key action areas: Downtown, Neighborhoods, Economy, Environment, and Community. For each Action Area, staff has drafted

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summaries of the language and concepts in the Comprehensive Plan that characterize the Action Area, and summaries of goals and policies for each Action Area that may serve as desired outcomes (Attachment A). The summaries will 'set the stage' for determining action items and performance measures for each Action Area.

Public Participation

Staff has developed a proposed Public Participation Plan that outlines key objectives, target audiences, and key messages. The Participation Plan also includes a chart outlining the timeframe for public participation, and the various tools proposed for engaging the community in reviewing and providing feedback on the Plan (Attachments B and C).

One of the outreach tools listed in the Public Participation Plan is Olyspeaks. Josh Linn, Communications Specialist, will share with LUEC an overview of Olyspeaks and how it offers a new and interactive way for community members to review City proposals, talk about them, and provide feedback.

Options:

1. Direct staff to move forward with the draft Action Area summaries and Public Participation Plan as presented.
2. Direct staff to move forward with the draft Action Area summaries and Public Participation Plan with revisions as determined by LUEC.
3. Direct staff to not move forward with the draft Action Area summaries and Public Participation Plan.



Action Plan—Draft Action Areas

Listed below are the five proposed Action Areas for the Action Plan: Neighborhoods, Environment, Community, Economy, and Downtown. For each Action Area, there are:

- A) Summaries of the language and concepts in the Comprehensive Plan that characterize the Action Area; and*
- B) Summaries of goals and policies for each Action Area, which may also serve as desired outcomes.*

The summaries below ‘set the stage’ for determining action items and performance measures for each Action Area.

Neighborhoods

Neighborhoods have their own unique sense of character and community. Neighbors have opportunities to meet and spend time with one another, and are invested in how their neighborhood grows and develops. Community members can walk or ride bikes to nearby places to shop, visit, and play.

- 1) The City plans collaboratively with neighborhoods, involving a broad spectrum of community members through a variety of outreach and public engagement methods.
- 2) Neighborhoods are recognizable places with unique identities; people feel safe and have a sense of pride in their neighborhood.
- 3) Neighborhoods have retail and community services within ten minutes, nearby places to spend time and gather together, and many different options for how to get around.
- 4) Development is focused in areas that enhance the community, have the space and infrastructure needed to support it, and that contribute to Olympia’s goals for growth and development.

Environment

The natural environment is integral to our daily lives. Everyone can experience and benefit from tree-lined streets, natural trails, healthy wetlands, and parks and open spaces. As our community continues to grow and develop, we strive to reduce our impact on the natural environment by planning for growth, protecting sensitive areas, making sustainable choices, and participating in long-term stewardship.

- 1) Everyone has the opportunity to experience the natural environment, and to participate and invest in its long-term stewardship.



- 2) As a community and as individuals, we make choices that lessen our impacts to the natural environment and reduce our carbon footprint.
- 3) We protect and restore natural areas to protect wildlife habitat, maintain or restore natural hydrologic processes, and preserve healthy ecosystems.
- 4) Olympia plans for and accepts population growth and denser development, preserving larger expanses of natural areas, such as forest, wetlands, and prairie in the rural area.

Community

Our community is vibrant, healthy and welcoming. Everyone can rely on predictable and reliable police, fire and other City-provided services. Community members have their basic needs met, and so can pursue a fulfilling and high quality life with opportunities to learn, play, and be involved in City programs and decision-making.

- 1) Community members engage in respectful and productive discussions on city issues; they feel that their opinions and ideas are heard, valued, and have impact on the City's decision-making processes.
- 2) Olympia's health, safety and public welfare are protected by predictable and reliable police, fire, and other vital services.
- 3) Residents have access to what they need to meet their basic needs, including a quality education, healthy food, a safe place to live, and clean water.
- 4) Olympia's neighborhoods and community programs offer opportunities for community members to choose healthy ways in which to live.

Economy

Olympia has a stable economy that provides meaningful work resulting in a strong revenue base. The community fosters an economic environment that encourages and promotes entrepreneurship, and that strongly supports local businesses and businesses that are invested in the Olympia community.

- 1) Olympia strives for a balance of diverse businesses, investments that support family-wage jobs, and opportunities for entrepreneurship.
- 2) Olympia has a stable economy with a strong revenue base that funds city services, healthy schools, social services, and other community goals.
- 3) The Olympia community produces and invests in the production of local food, goods, arts, and entertainment.
- 4) Olympia is a place that people choose to visit, and spend time and money.



Downtown

Downtown is safe and clean, and a desirable place to work, live, and visit. Public and private investments support a thriving mix of businesses and a variety of welcoming, attractive public spaces.

- 1) More people live, work, and shop downtown.
- 2) Downtown is a regional destination.
- 3) Downtown is safe and welcoming for all.
- 4) Downtown's unique character, historic buildings, and waterfront are protected and enhanced.



Action Plan—Draft Public Participation Plan

A significant focus of the Draft Comprehensive Plan is community participation in City decision-making. Goal GP3 states that “City decision processes are transparent and enable effective participation of the public.” Related policies call for public participation plans for major projects and for the City to “pursue creative methods to inform and engage community members and under-represented groups who may not ordinarily get involved in civic affairs.”

The following Draft Public Participation Plan for the Action Plan is intended to achieve the proposed Comprehensive Plan goals and policies and ensure that the Action Plan reflects the goals and priorities of the community.

Action Plan

The Action Plan is the next phase in the *Imagine Olympia* Comprehensive Plan Update. Comments received between 2009 and 2013 with ideas for how to implement the Comprehensive Plan were filed in a ‘parking lot’ until the City was ready to start developing the first Action Plan. This element of the Action Plan strongly influences the following key Public Participation Plan objectives, target audiences, and key messages.

Key Objectives

- Engage a wide range of people in reviewing the Draft Action Plan, including target audiences, members of City Advisory Committees and Commissions, and community members from under-represented groups who may not ordinarily get involved in civic affairs;
- Ensure the actions reflect the Comprehensive Plan’s goals and policies, and *Imagine Olympia* public feedback;
- Ensure the actions are correctly prioritized as short-term (1-2 years), mid-term (3-4 years), and long-term (4-6 years);
- Ensure the selected performance measures are meaningful, informative, and long-lasting;
- City partners understand and support the Action Plan initiative; and
- The City Council has the community input needed to make decisions regarding adopting a final Action Plan.



Target Audiences

- **Community Members.** All members of the community should be engaged in deciding what the City will do to implement the Comprehensive Plan in the next 6 years;
- **City Staff.** City staff will often be responsible for carrying out the selected actions and providing status updates. City staff will also need to reference the Plan to ensure alignment with other planning processes, budgeting, or other initiatives;
- **Potential Partners.** The City would like to invite other community partners to participate in carrying out actions. Potential partners need to be engaged in the development of the Plan, and continue to stay informed on what's adopted;
- **Potential Investors.** An Action Plan highlights clearly for potential investors the values and interests of the community and may highlight opportunities for future public or private investment;
- **City Council.** The Council will adopt the final Action Plan, confirming it as a guide for how the City prioritizes resources to implement the Comprehensive Plan.

Key Messages

- The Action Plan does not replicate the Comprehensive Plan; it summarizes the Plan and provides a 'road map' for how the goals and policies will be implemented;
- The Action Plan will align with City planning, budgeting, and goal-setting processes;
- The Action Plan is separate, but closely related to the Comprehensive Plan;
- The Action Plan reflects near-term focus areas and priorities on a 6-year time horizon;
- The Action Plan reflects strategic priorities that move us closer to accomplishing the goals and policies in the Plan;
- The Action Plan is intended to be a community plan—community partners are invited to collaborate with the City or take the lead in carrying out actions;
- Community feedback from the *Imagine Olympia* process was carefully reviewed and considered in the development of the Action Plan; and
- The selected performance measures are intended to be informative and demonstrate progress over a period of time.



Imagine Olympia | Take Action





Action Plan Communication Strategy - DRAFT

Last Updated April 14, 2014

Communication Tools	May - June - July				August (weeks)				Sept (weeks)				Oct (weeks)				
					1	2	3	4	1	2	3	4	1	2	3	4	5
Web Page(s)																	
Print Material																	
Email Blasts																	
Utility Bill																	
Facebook and Twitter																	
Launch Online Plan																	
TCTV Ads																	
City Building Displays																	
Design Charrettes (small groups)																	
Web Introductions Videos																	

Participation Opportunities	April (weeks)				August (weeks)				Sept (weeks)				Oct (weeks)				
					1	2	3	4	1	2	3	4	1	2	3	4	5
Partner Outreach																	
OlySpeaks																	
Public Meetings																	
Focus Groups																	
Advisory Committees																	

Check-Ins	April (weeks)				August (weeks)				Sept (weeks)				Oct (weeks)				
					1	2	3	4	1	2	3	4	1	2	3	4	5
Core Partners																	
Land Use & Envir. Commitee																	
City Council																	

Key   Implementation or major work effort started
  Ongoing work



Spectrum of Public Participation | Potential Tools

Increasing Level of Public Impact



Inform

Promise to the Public:

We will keep you informed.



Consult

Promise to the Public:

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



Involve

Promise to the Public:

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



Collaborate

Promise to the Public:

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



Empower

Promise to the Public:

We will implement what you decide.

- ★ Brochures/Fact Sheets
- ★ Displays
- ★ E-mail Blast
- ★ News Releases
- Newsletters
- Postcards
- Radio/Newspaper
- Signage
- ★ Social Media (Face-Book-Twitter)
- Street Banners
- ★ TCTV Messages
- Truck Talk Signs
- ★ Utility Inserts
- ★ Videos

- ★ Advisory Groups
- ★ Coffee Klatches
- ★ E-mail
- ★ OlySpeaks
- ★ One-on-One
- ★ Open House/Fairs
- Public Meetings/Hearings
- Surveys
- Walkabouts
- Workshops

- ★ Advisory Groups
- Design Charrettes
- ★ Focus Groups
- ★ OlySpeaks
- ★ One - On - One
- ★ Open House/Fair
- ★ Public Meetings
- Stakeholder Interviews
- ★ Surveys
- Web Meetings
- Workshops

- Design Charrettes
- ★ Focus Groups
- ★ OlySpeaks
- ★ One - On - One
- Web Meetings
- Workshops

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Potential Tools

City of Olympia

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

Land Use & Environment Committee

Engineering Design and Development Standards Update

Agenda Date: 4/24/2014

Agenda Number: 4.C

File Number: 14-0381

File Type: report

Version: 1

Status: In Committee

..Title

Engineering Design and Development Standards Update

..Recommended Action

City Manager Recommendation:

Briefing only; no action required.

..Report

Issue:

A briefing to the Land Use and Environment Committee on the status of the 2014 update to the Engineering Design and Development Standards.

Staff Contact:

Steve Sperr, P.E., Assistant City Engineer, Public Works Engineering, 360.753-8739

Presenter(s):

Steve Sperr, P.E. Assistant City Engineer, Public Works Engineering

Background and Analysis:

The Engineering Design and Development Standards (EDDS) are the technical standards used by the City and private developers to design and construct drinking water, reclaimed water, sewer, street, storm water, and solid waste collection systems. They are also the technical interpretation of the City's various Plans. The City Engineer is responsible for approving and administering the standards.

The EDDS are regularly reviewed and updated to address:

- changes in the Comprehensive Plan, Master Plans, Municipal Code or policy,
- changes in equipment and materials,
- improvements in technology, and
- correcting mistakes found in text and standard drawings

A comprehensive update to the EDDS was completed in 2013.

This year, the update will address changes in the Municipal Code, Sewer Master Plan and City policy already approved by City Council, as well as correct text and standard drawing notes, and update changes in equipment and materials. Highlights of this year's changes include;

- updates to bicycle facility requirements,
- requiring LED light standards instead of high pressure sodium (HPS), and

Agenda Date: 4/24/2014

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File Number: 14-0381

- updates to solid waste receptacle placement.

The attachments summarize all of the proposed changes that were compiled based on feedback from private development engineers as well as City staff. The attachments also outline the process for reviewing and finalizing the proposed changes.

More detailed changes to the EDDS are anticipated in 2015, addressing required Low Impact Development and transportation-related standards.

Neighborhood/Community Interests (if known):

The EDDS provide predictability and consistency in how the City's infrastructure is built. Making timely changes to the EDDS ensures that infrastructure installed meets the most current standards and builds the foundation for the City's vision. Information related to the proposed changes is available on the City webpage dedicated to the EDDS.

Options:

Not applicable at this time.

Financial Impact:

Other than the higher cost of LED street lights as compared to HPS, the proposed changes should not result in notable increases to project costs of private development or public work projects.

Attachments:

- Summary of proposed changes
- Schedule for Adoption of 2014 Updates to the Engineering Design and Development Standards

EDDS 2014 - SUMMARY OF PROPOSED CHANGES - as of April 7, 2014

EDDS #	Requested Change	Why?	Location in EDDS
2014-1	Change the Reclaimed Water definition in EDDS 2.020.	To be consistent with OMC 13.24.020.	2.02
2014-2	Restucture Chapter 2 contents to combine transportation elements; move Franchise Utilities (2.040C) to its own section, 2.060 - Make necessary changes to chapter contents.	Clarity	2.040 to 2.070
2014-3	Insert reference to Olympia GSP section 1-05.4 in EDDS 3.010, and change the relevant subsections in EDDS chapters regarding surveying and staking.	Ensure consistent wording for surveying and staking requirements in the relevant chapter subsections.	3.010, 6.150, 7A.030, 5.030 4B.190
2014-4	Revise sewer main Utility Extension requirements	For consistency with approved Wastewater Plan	3.110C
2014-5	Bike Facilities: a. Update Bikeway Classes in drawings b. Table 2 - change text to refer to exceptions, not map c. Table 3 - Change Bicycle Facilities text in table d. 4D.020 - List of exceptions to bicycle facilities e. Appendix - Remove bike map (replace w/list of exceptions to policy) f. Drawings 4-2A-D - Remove class III option from major street cross sections	BPAC approved changes	Chapter 4, including applicable drawings
2014-6	Remove HPS streetlight references, add LED; remove/revise Table 14 - remove table references and text as necessary	Consistent with council direction	4F.020, Table 14
2014-7	Alleys and commercial access - change language to be consistent with Ordinance 6195 passed in 2002	Consistency with Ordinance	4I.080
2014-8	Change 6" thickness of concrete driveway approaches to 9"	Standard is 9", but some drawings still indicate 6"	drawings 4-7A,7B
2014-9	Add suggested reference to drawing 5-12 in Section 5.28	Clarity	5.028 Solid Round Catch Basin Covers
2014-10	Add note to Catch Basin details regarding "drains to stream" button	Already required in the text, but should be emphasized on standards details as well	Chapter 5
2014-11	Revisions to Drawing 5-11	Add needed clarification on drawing	5-11 - Post Construction Soil Quality and Depth
2014-12	Insert "the most current version of the" before Water System Plan and remove date	Clarity	6.010/6.030
2014-13	Make consistent the toning wire installation requirements for mains and service lines; also for conduit for street lights and fiber optics	Consistency in requirements	6.030, 6.120, 7B.030E, 7B.080, 7C.030; other
2014-14	Remove 2nd sentence in 1st paragraph of 6.040: "See Olympia Standard Plans (Chapter 6 Drawings)."	Removes redundant sentence.	6.040

EDDS 2014 - SUMMARY OF PROPOSED CHANGES - as of April 7, 2014

EDDS #	Requested Change	Why?	Location in EDDS
2014-15	Change wording in 6.060H to say "Fire hydrants shall be abandoned per 6.200".	Removes redundant requirement.	6.060H
2014-16	Increase vertical clearance for water meters from 4-6" to 8" min.	AMR Project requires more clearance for water meters	Drawings 6-1A thru 6-7
2014-17	Modify Standard Plan (Drawing) 6-27 - See Email (DB-11-8-13)	Clarify what we already have as a standard, based on how most of our existing groundwater monitoring wells have been installed.	Drawing 6-27
2014-18	Move all of the force main section 7D.050 (and delete) to 7C.030.	Eliminates conflicting sections addressing force mains.	7C.030, 7D.050
2014-19	Change sewer flow meter location to "in the bypass pumping port vault".	To get more accurate flow readings; recommended by system manufacturer.	7D030P
2014-20	Revise grinder pump ownership description in 2nd paragraph of 7F.010.	Removes conflicting statements to accurately characterize current requirements.	7F.010
2014-21	Revise grinder pump tank volume required to be used in 3rd paragraph of 7F.020.	Reflects standard available pump/storage chamber sizes available from manufacturer.	7F.020
2014-22	Drawing 7-8A is listed in 7C.050 and List of Drawings, but is missing from drawings.	Adding drawing that was inadvertently omitted from 2013 version of EDDS.	Chapter 7
2014-23	Replace Air Release model number ARB15 with new model number AR21	Existing model number tends to leak	drawing 7-8
2014-24	Remove phrase "by 2013" in 8.010.	Phrase no longer relevant.	8.010
2014-25	Insert "roll-off" in several places in section 8.020 and 8.05	For clarity	8.020, 8.035
2014-26	Revise description of Drop Boxes/Compactors	For clarity	8.031C
2014-27	Revise 8.033 Site Enclosure section	For clarity	8.033
2014-28	Add "container size and" to note at bottom of 8.035.4	For clarity	8.035
2014-29	Drawing 8-4B is listed in the text, but not in the drawings.	Adding drawing that was inadvertently omitted from 2013 version of EDDS.	Chapter 8
2014-30	Drawing 10-12A is listed in the drawings index, but not in the text - please correct	For clarity	Drawing Appendix - Chapter 10
2014-31	Update text/standard drawing references per Code Publishing	For consistency with Code Publishing format	All



Engineering Design and Development Standards (EDDS) Update Process

The following outlines the process for updating the Engineering Design and Development Standards (EDDS).

1. Solicit Input from Internal Stakeholders – April 2014
 - a. Identify focus area(s) for necessary updates consistent with policy changes, master plan update(s), etc.
2. Land Use and Environment Committee (LUEC) – April 24, 2014
 - a. Share proposed process and focus of this update
3. Engage Stakeholders and Track Comments Received – May – July 2014
 - a. Communicate proposed changes to stakeholders
 - b. Solicit feedback from all potentially affected parties
4. Department of Commerce Review – May 2014
 - a. Required Department of Commerce 60-day review
 - b. Assistant City Engineer coordinates and prepares response
5. Utility Advisory Committee – June / July 2014
 - a. Communicate proposed changes
6. Land Use and Environment Committee – August 2014
 - a. Update LUEC on received feedback and purposed changes
7. Public Hearing and Council Adoption – September 2014
 - a. Purposed changes to external website
 - b. Public hearing
 - c. Council approves EDDS update, or

If NOT approved at this time, Council refers to staff for further update and continuation of Public Hearing, THEN

- 1. Complete any required updates***
 - 2. Council approval***
 - 3. Adopted ordinance***
8. Publish Updated EDDs – October 2014
 - a. EDDS effective date
 - b. General communication to stakeholders
 - c. Website, code publishing, direct mail, email, other