



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

---

**Tuesday, February 28, 2017**

**7:00 PM**

**Council Chambers**

---

**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

**2.A** [17-0218](#) Special Recognition - Marshall Middle School Day of Service

**3. PUBLIC COMMUNICATION**

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

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

*Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.*

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

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

**4.A** [17-0216](#) Approval of February 14, 2017 Study Session Meeting Minutes

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

**4.B** [17-0217](#) Approval of February 14, 2017 City Council Meeting Minutes

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

**4.C** [17-0215](#) Bills and Payroll Certification

**Attachments:** [Bills and Payroll Certification](#)

- 4.D [17-0180](#) Approval of the 2017 Finance Committee Work Plan

**Attachments:** [2017 Work Plan](#)

- 4.E [17-0209](#) Approval of the 2017 General Government Committee Work Plan

**Attachments:** [2017 Work Plan](#)

- 4.F [17-0190](#) Approval of a Resolution Accepting Recommendations, Findings, and Conclusion of the Hearing Examiner and Granting Preliminary Approval of an Amendment to the Woodard Lane Co-Housing Planned Residential Development

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

[Hearing Examiner Decision](#)

[Site Plan](#)

[Staff Report for 9/26/2016 Hearing Examiner Meeting](#)

[Audio Recording of 9/26/2016 Hearing Examiner Meeting](#)

#### 4. SECOND READINGS

- 4.G [17-0152](#) Approval of Amendment to Ordinance 6983 - Development Fee Revenue Fund

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

#### 4. FIRST READINGS

### 5. PUBLIC HEARING

- 5.A [17-0020](#) Public Hearing on Consideration of a Street Vacation Petition for a Portion of Alley Adjacent to 1919 Harrison Ave NW

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

[Petition](#)

[Presentation](#)

[Vicinity Map](#)

- 5.B [17-0196](#) Public Hearing on Amending Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016

**Attachments:** [CDBG Program Year 2016 Proposed Amendments Matrix](#)

[Public Process Timeline Summary - Proposed CDBG Amendments](#)

[CDBG Program Annual Cycle](#)

### 6. OTHER BUSINESS

- 6.A [17-0122](#) Approval of 2017 Comprehensive Plan Amendment Docket

**Attachments:** [Ordinance](#)  
[City Bentrige application](#)  
[City Transportation application](#)  
[South Capitol Neighborhood application](#)  
[Tsuki Corner application](#)

**7. CONTINUED PUBLIC COMMUNICATION**

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

**8. REPORTS AND REFERRALS**

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

**8.B CITY MANAGER'S REPORT AND REFERRALS**

**9. ADJOURNMENT**

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



## City Council

### Special Recognition - Marshall Middle School Day of Service

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 2.A  
**File Number:** 17-0218

---

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

---

**Title**

Special Recognition - Marshall Middle School Day of Service

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee

**City Manager Recommendation:**

Recognize the students, staff and parents of Marshall Middle School for their commitment and participation in their recent Day of Service.

**Report**

**Issue:**

Whether to recognize the Marshall Middle School Day of Service

**Staff Contact:**

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

**Presenter(s):**

Jay Burney, Assistant City Manager  
Condee Wood, Principle, Marshall Middle School

**Background and Analysis:**

On Friday, January 13, 6<sup>th</sup>-8<sup>th</sup> grade students, staff, and parents at Marshall Middle School participated in a Day of Service, lending a helping hand to do a variety of projects across our community. The purpose of tonight's Special Recognition is to honor them for their efforts.

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

N/A

**Options:**

Special Recognition, no options provided.

**Financial Impact:**

---

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

---

N/A

**Attachments:**

N/A



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

## City Council

### Approval of February 14, 2017 Study Session Meeting Minutes

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-0216

---

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

---

**Title**

Approval of February 14, 2017 Study Session Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

---

**Tuesday, February 14, 2017**

**5:30 PM**

**Council Chambers**

---

### Study Session

#### 1. ROLL CALL

**Present:** 7 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Julie Hankins and Councilmember Jeannine Roe

#### OTHERS PRESENT

Paul Knox, Executive Director - United Way of Thurston County  
Phil Owen, Program Director -Sidewalk  
Chris Lowell, Executive Director - Housing Authority of Thurston County  
Schelli Slaughter, Chief Executive Officer - Family Support Center of South Sound  
TJ LaRocque, Psychiatric Services Inpatient Manager - Providence St. Peter Hospital  
Ramiro Chavez, County Manager - Thurston County  
John Doan, City Administrator - Tumwater

#### 2. BUSINESS ITEM

##### 2.A [17-0166](#) Briefing on Regional Housing Needs

Mayor Selby thanked everyone for attending the Study Session.

Paul Knox thanked Councilmembers for the opportunity to speak about housing needs in the community. He noted the issue of homelessness and affordable housing has many challenges, and the situation is challenging up and down the West Coast. The interjurisdictional Community Investment Partnership (CIP) and HOME Consortium funds are the main investor at the county level for homeless services and affordable housing support. Mr. Knox stated funds are designated for services and as a result, capital construction funds are scarce. He also noted United Way has increased focus on housing as the biggest gap right now is in supportive housing units.

Phil Owen shared his personal story of homelessness. He shared a chart that showed the number of homeless and the level of need. Mr. Owen stated he would like the system to use funds efficiently and wisely.

Chris Lowell noted the Housing Authority of Thurston County use a lottery approach

for households with Section 8 support. She stated the new crisis is Thurston County is desperately short of affordable housing. There is a voucher program, but families are not able to find units in the community to rent. The vacancy rate of housing is hovering at 2% and monthly rental rates are rising. Ms. Lowell feels in 2-3 years there will be no housing for vulnerable citizens at all.

Schelli Slaughter shared statistics regarding how many people are homeless in the community. She stated shelters are at maximum capacity and bursting at the seams. She shared stories about vulnerable families in the community.

TJ LaRocque noted federal support for mental health funding has been cut deeply in the last several years. The most vulnerable individuals who need the most services end up being served in the least efficient ways possible. He noted there needs to be direct funding for in home support to plug the gap.

Ms. Lowell stated housing should be thought of as a platform; once a vulnerable family or individuals are stabilized then you are able get them services. She noted there is a gap in funding.

Mr. Knox discussed the need for 500 units of affordable housing, to include services. He reviewed the amount of funding needed in order to leverage State and Federal resources for building and operation.

Councilmembers asked clarifying questions.

**The study session was completed.**

### **3. ADJOURNMENT**

The meeting adjourned at 6:45 p.m.



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

## City Council

### Approval of February 14, 2017 City Council Meeting Minutes

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 4.B  
**File Number:** 17-0217

---

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

---

**Title**

Approval of February 14, 2017 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

---

**Tuesday, February 14, 2017**

**7:00 PM**

**Council Chambers**

---

### 1. ROLL CALL

**Present:** 7 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Julie Hankins and Councilmember Jeannine Roe

#### 1.A ANNOUNCEMENTS

Mayor Selby announced the City Council met earlier in Study Session.

#### 1.B APPROVAL OF AGENDA

Item 6.A was moved from Other Business to Consent.

**The agenda was approved as amended.**

### 2. SPECIAL RECOGNITION

#### 2.A [17-0176](#) Special Recognition - McAllister Springs Transfer Signing Ceremony with Nisqually Indian Tribe

Public Works Director Rich Hoey discussed the recent transfer of the McAllister Springs to the Nisqually Tribe. The transfer was signed on February 2, 2017 at a special event to celebrate the transfer.

**The recognition was received.**

#### 2.B [17-0177](#) Special Recognition - USS Olympia

Councilmember Cooper read a proclamation honoring the recent visit of the USS Olympia and thanked all those who were involved in organizing the visit.

**The recognition was received.**

#### 2.C [17-0175](#) Special Recognition - Jane Kirkemo

Mayor Selby read a resolution regarding Jane Kirkemo's years of service to the City of Olympia. Ms. Kirkemo shared recollections of her time with the City.

Councilmembers thanked Ms. Kirkemo for the legacy she leaves with the City.

**The recognition was received.**

### 3. PUBLIC COMMUNICATION

Mayor Selby discussed the recent use of inflammatory language and intimidating actions in Council Chambers. Mayor Pro Tem Jones also discussed the expectation of civility and to protect against stigmatizing citizens.

The following people spoke:

Daniel Chermiske asked the Council to divest from U.S. Bank due to their offer of services to the Dakota Access Pipeline.

Tye Gundel discussed the criminalization of homelessness in Olympia.

Karma Reynoldson discussed homelessness in the community.

Jim Reeves discussed being forgiven for trespassing at the public library and for diplomatic immunity.

Kristine Woodall representing Providence St. Peter's staff and SEIU 1199 discussed bargaining issues - substandard pay and poor working conditions.

### COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

### 4. CONSENT CALENDAR

- 4.A [17-0158](#) Approval of February 2, 2017 City Council McAllister Springs Transfer Agreement Signing Ceremony Meeting Minutes

**The minutes were adopted.**

- 4.B [17-0173](#) Approval of February 7, 2017 Study Session Meeting Minutes

**The minutes were adopted.**

- 4.C [17-0174](#) Approval of February 7, 2017 City Council Meeting Minutes

**The minutes were adopted.**

- 4.D [17-0171](#) Approval of 2016 Amendments to City Council Guidebook

**The decision was adopted.**

- 4.E [17-0146](#) Approval of Interlocal Agreement with Olympia School District for Installation of School Speed Limit Zone Flashing Beacons

**The contract was adopted.**

- 4.F [17-0055](#) Approval of Resolution Regarding Development Review Fund Policies

**The resolution was adopted.**

- 6.A**     [17-0163](#)     Approval of Resolution Authorizing the Use of General Funds Towards the Acquisition of Real Property from the Dawley Trusts for Use for Future Multi-Residential/Commercial Use

**The resolution was adopted.**

**4. SECOND READINGS - None**

**4. FIRST READINGS**

- 4.G**     [17-0152](#)     Approval of Amendment to Ordinance 6983 - Development Fee Revenue Fund

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

**Approval of the Consent Agenda**

**Mayor Selby moved, seconded by Councilmember Hankins, to adopt the Consent Calendar. The motion carried by the following vote:**

**Aye:**            7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

**5. PUBLIC HEARING - None**

**6. OTHER BUSINESS - None**

**7. CONTINUED PUBLIC COMMUNICATION**

**8. REPORTS AND REFERRALS**

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

Councilmembers reported on meetings and events attended.

Councilmember Cooper made a referral for the three committee chairs (General Government, Finance, Land Use) meet to create a path forward to scope what an Ad Hoc Housing Committee could do.

**8.B CITY MANAGER'S REPORT AND REFERRALS**

City Manger Steve Hall thanked the Olympia Police Department and State Patrol bomb squad for responding to a possible bomb left during a bank robbery attempt

downtown last Friday.

**9. ADJOURNMENT**

The meeting adjourned at 8:16p.m.



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

## City Council

### Bills and Payroll Certification

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 4.C  
**File Number:** 17-0215

---

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

---

**Title**  
Bills and Payroll Certification

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

"I THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS"

FOR PERIOD	<u>1/15/2017</u>		<u>1/21/2017</u>
FOR A/P CHECK NUMBERS	<u>3683004</u>	THROUGH	<u>3683248</u>
FOR ELECTRONIC PAYMENTS	<u>12/1/2016</u>	THROUGH	<u>12/31/2016</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

January 24, 2017

Jane Kukumo

TOTAL APPROVED FOR PAYMENT

FUND		
\$1,721,586.46	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$12,373.51	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	
\$7,795.04	007	
\$1,606.12	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$0.00	029	EQUIP & FACIL REPLACE RES
\$1,130.43	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$1,861.33	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$3,903.15	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$12,668.50	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$12,898.95	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$37,845.84	401	WATER
\$18,733.92	402	SEWER
\$387,874.93	403	SOLID WASTE
\$7,178.59	404	STORM AND SURFACE WATER
\$0.00	434	STORM AND SURFACE WATER CIP
\$4,271.42	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$6,759.10	501	EQUIPMENT RENTAL
\$1,101,555.31	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$12.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$3,340,054.60 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

"I THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD	<u>1/22/2017</u>		<u>1/28/2017</u>
FOR A/P CHECK NUMBERS	<u>3683249</u>	THROUGH	<u>3683472</u>
FOR ELECTRONIC PAYMENTS	<u></u>	THROUGH	<u></u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

January 31, 2017

Jane Kirkemo

TOTAL APPROVED FOR PAYMENT

	FUND	
\$286,796.59	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$35,362.48	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$3,759.51	006	
\$2,288.57	007	
\$0.00	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$2,427.48	029	EQUIP & FACIL REPLACE RES
\$5,583.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$3,712.29	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$57,519.53	401	WATER
\$6,638.95	402	SEWER
\$8,492.59	403	SOLID WASTE
\$1,057.12	404	STORM AND SURFACE WATER
\$0.00	434	STORM AND SURFACE WATER CIP
\$8,587.28	461	WATER CIP FUND
\$77.00	462	SEWER CIP FUND
\$9,706.02	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$360.00	504	INS TRUST FUND
\$225.76	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$432,594.17 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD 1/29/2017 2/4/2017  
 FOR A/P CHECK NUMBERS 3683473 THROUGH 3683704  
 FOR ELECTRONIC PAYMENTS \_\_\_\_\_ THROUGH \_\_\_\_\_

INCLUSIVE IN THE AMOUNT TOTALING

DATED February 7, 2017 ADMINISTRATIVE SERVICES DIRECTOR Jane Kurkemo

TOTAL APPROVED FOR PAYMENT

FUND		
\$862,800.52	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$11,194.43	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$43,980.50	006	
\$2,019.31	007	
\$2,466.66	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$73,369.60	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$25,990.11	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$16,424.07	401	WATER
\$4,866.52	402	SEWER
\$5,052.46	403	SOLID WASTE
\$1,417.36	404	STORM AND SURFACE WATER
\$1,037.13	434	STORM AND SURFACE WATER CIP
\$32,035.09	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$455.27	501	EQUIPMENT RENTAL
\$0.00	502	C. R. EQUIPMENT RENTAL
\$250.00	503	UNEMPLOYMENT COMPENSATION
\$1,245.00	504	INS TRUST FUND
\$34,449.87	505	WORKERS COMPENSATION
\$500.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$5,747.93	720	SCHOOLS

\$1,125,301.83 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

"I THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD	<u>2/5/2017</u>		<u>2/11/2017</u>
FOR A/P CHECK NUMBERS	<u>3683705</u>	THROUGH	<u>3683894</u>
FOR ELECTRONIC PAYMENTS	<u>1/1/2017</u>	THROUGH	<u>1/31/2017</u>

INCLUSIVE IN THE AMOUNT TOTALING

DATED

ADMINISTRATIVE SERVICES DIRECTOR

February 14, 2017

Janet Kikemo

TOTAL APPROVED FOR PAYMENT

FUND		
\$827,318.85	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$235,272.14	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$44,287.69	006	
\$3,895.25	007	
\$26,516.66	025	WASHINGTON CENTER
\$81.60	026	MUNICIPAL ARTS FUND
\$271,460.82	029	EQUIP & FACIL REPLACE RES
\$0.00	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$0.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$120,089.88	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$46,489.60	401	WATER
\$979,078.10	402	SEWER
\$97,927.13	403	SOLID WASTE
\$30,898.11	404	STORM AND SURFACE WATER
\$14,000.00	434	STORM AND SURFACE WATER CIP
\$250.70	461	WATER CIP FUND
\$27,152.34	462	SEWER CIP FUND
\$10,128.63	501	EQUIPMENT RENTAL
\$23,081.59	502	C. R. EQUIPMENT RENTAL
\$28,286.66	503	UNEMPLOYMENT COMPENSATION
\$9,155.78	504	INS TRUST FUND
\$0.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$7,316.19	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$0.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$2,802,667.72 GRAND TOTAL FOR WEEK

CITY OF OLYMPIA  
EXPENDITURE SUMMARY

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS", AND,

"I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CLAIMS FOR EMPLOYEE AND OFFICER EXPENSES ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF OLYMPIA, AND THAT I AM AUTHORIZED TO CERTIFY SAID CLAIMS".

FOR PERIOD 2/12/2017 2/18/2017  
 FOR A/P CHECK NUMBERS 3683895 THROUGH 3684263  
 FOR ELECTRONIC PAYMENTS \_\_\_\_\_ THROUGH \_\_\_\_\_

INCLUSIVE IN THE AMOUNT TOTALING

DATED 2/21/2017

ADMINISTRATIVE SERVICES DIRECTOR, *Acting*  


TOTAL APPROVED FOR PAYMENT:  
FUND

\$909,759.08	001	GENERAL FUND
\$0.00	002	SHOP FACILITIES
\$26,238.83	003	REVOLVING ACCOUNT FUND
\$0.00	004	URBAN ARTERIAL FUND
\$0.00	006	
\$6,136.97	007	
\$544.42	025	WASHINGTON CENTER
\$0.00	026	MUNICIPAL ARTS FUND
\$3,818.80	029	EQUIP & FACIL REPLACE RES
\$70.67	107	HUD
\$0.00	108	HUD
\$0.00	127	IMPACT FEES
\$0.00	130	SEPA MITIGATION FUND
\$0.00	132	LODGING TAX FUND
\$0.00	133	ARTS AND CONFERENCE FUND
\$0.00	134	PARKS AND REC SIDEWALK UT TAX
\$2,150.00	135	PARKING BUSINESS IMP AREA
\$0.00	136	FARMERS MRKT REPAIR/REPLC
\$0.00	137	CHILDREN'S HANDS ON MUSEUM
\$0.00	138	TRANS BENEFIT DISTRICT
\$0.00	208	LID OBLIGATION CONTROL
\$0.00	216	4th/5th AVE PW TRST
\$0.00	223	LTGO BOND FUND '06-PARKS
\$0.00	224	UTGO BOND FUND 2009 FIRE
\$0.00	225	CITY HALL DEBT FUND
\$0.00	226	2010 LTGO BOND-STREETPROJ
\$0.00	227	LOCAL DEBT FUND
\$0.00	228	2010B LTGO BONDS-HOCM
\$12,675.70	317	CIP
\$0.00	322	4/5th AVE CORRIDOR/BRIDGE
\$0.00	323	CIP CONSTR FUND - PARKS
\$0.00	324	FIRE STATION 4 CONSTRUCT
\$0.00	325	CITY HALL CONST
\$0.00	326	TRANSPORTATION CONST
\$0.00	329	GO BOND PROJECT FUND
\$0.00	331	FIRE EQUIPMENT REPLACEMENT FUND
\$48,003.50	401	WATER
\$18,378.49	402	SEWER
\$736.89	403	SOLID WASTE
\$3,501.71	404	STORM AND SURFACE WATER
\$10,336.00	434	STORM AND SURFACE WATER CIP
\$5,588.76	461	WATER CIP FUND
\$0.00	462	SEWER CIP FUND
\$3,431.36	501	EQUIPMENT RENTAL
\$199,677.38	502	C. R. EQUIPMENT RENTAL
\$0.00	503	UNEMPLOYMENT COMPENSATION
\$0.00	504	INS TRUST FUND
\$1,400.00	505	WORKERS COMPENSATION
\$0.00	604	FIREMEN'S PENSION FUND
\$0.00	605	CUSTOMERS WATER RESERVE
\$0.00	614	
\$0.00	621	WASHINGTON CENTER ENDOW
\$0.00	631	PUBLIC FACILITIES
\$16,960.00	682	LAW ENFORCEMENT RECORD MGNTSYS
\$0.00	701	PARKS-NEIGHBORHOOD
\$0.00	702	PARKS-COMMUNITY
\$0.00	703	PARKS-OPEN SPACE
\$0.00	707	PARKS-SPECIAL USE
\$0.00	711	TRANSPORTATION
\$0.00	720	SCHOOLS

\$1,269,408.56 GRAND TOTAL FOR WEEK

**CITY OF OLYMPIA  
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending ~~1/15/2017~~ have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,339,895.82</u>
Fire Pension Net Pay:	<u>\$ -</u>
Employer Share of Benefits:	<u>\$ 699,221.44</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ -</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ -</u>
TOTAL	<u><u>\$ 2,039,117.26</u></u>

Payroll Check Numbers	<u>89758</u>	<u>89759</u>	Manual Checks
And	<u>-</u>	<u>-</u>	Fire Pension Checks
And	<u>-</u>	<u>-</u>	Manual Checks
And	<u>89760</u>	<u>89799</u>	Semi Payroll Checks

and Direct Deposit transmission.

JAN 30, 2017  
DATE

Jane Kirkemo  
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA  
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **1/31/2017** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,393,104.04</u>
Fire Pension Net Pay:	<u>\$ 27,157.83</u>
Employer Share of Benefits:	<u>\$ 699,507.98</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ 27,204.95</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ 23,449.25</u>
<b>TOTAL</b>	<u><u>\$ 2,170,424.05</u></u>

Payroll Check Numbers	<u>89800</u>	<u>89800</u>	Manual Checks
And	<u>89801</u>	<u>89805</u>	Fire Pension Checks
And	<u>89806</u>	<u>89809</u>	Manual Checks
And	<u>89810</u>	<u>89883</u>	Semi Payroll Checks

and Direct Deposit transmission.

February 6, 2017  
DATE

Jan Kikemo  
ADMINISTRATIVE SERVICES DIRECTOR

**CITY OF OLYMPIA  
PAYROLL CERTIFICATION**

The Administrative Services Director of the City of Olympia, Washington, hereby certifies that the payroll gross earnings, benefits, and LEOFF I post-retirement insurance benefits for the pay cycle ending **2/15/2017** have been examined and are approved as recommended for payment.

Employees Net Pay:	<u>\$ 1,308,376.15</u>
Fire Pension Net Pay:	<u>\$ -</u>
Employer Share of Benefits:	<u>\$ 692,693.51</u>
Employer Share of LEOFF I Police Post-Retirement Benefits:	<u>\$ -</u>
Employer Share of LEOFF I Fire Post-Retirement Benefits:	<u>\$ -</u>
<b>TOTAL</b>	<u><u>\$ 2,001,069.66</u></u>

Payroll Check Numbers	<u>89884</u>	<u>89885</u>	Manual Checks
And	<u>                    </u>	<u>                    </u>	Fire Pension Checks
And	<u>                    </u>	<u>                    </u>	Manual Checks
And	<u>89886</u>	<u>89911</u>	Semi Payroll Checks

and Direct Deposit transmission.

February 15, 2017  
DATE

*Jaakko Kemmo*  
ADMINISTRATIVE SERVICES DIRECTOR



## City Council

### Approval of the 2017 Finance Committee Work Plan

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 4.D  
**File Number:** 17-0180

---

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

---

**Title**

Approval of the 2017 Finance Committee Work Plan

**Recommended Action**

**Committee Recommendation:**

The Finance Committee recommends approval of the 2017 Finance Committee Work Plan.

**City Manager Recommendation:**

Move to approve the 2017 Finance Committee Work Plan.

**Report**

**Issue:**

Whether to approve the 2017 Finance Committee Work Plan.

**Staff Contact:**

Dean Walz, Fiscal Services Line of Business Director, 360.753.8465

**Presenter(s):**

None - Consent calendar item.

**Background and Analysis:**

Each year, all advisory committees submit a work plan to the City Council for review. The Finance Committee typically submits a "skeleton" for review, allowing time at each meeting to respond to emerging issues or Council referrals. Attached is the work plan approved by the Finance Committee at the February meeting. The Committee will meet at 5:00 p.m. on the second Wednesday of each month.

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

N/A

**Options:**

- 1) Approve the 2017 Finance Committee Work Plan
- 2) Amend the Work Plan by deleting or adding items

---

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

---

**Financial Impact:**  
N/A

**Attachments:**  
2017 Work Plan

# 2017 Finance Committee Work Plan

*In addition to scheduled agenda the work plan will absorb items referred from Council*

## March

- Discuss Washington Center audit/fundraising progress
- Discuss 2016 year-end financial position
- Arts and cultural history program scope of work
- Funding options voted and non-voted

## April

- Discuss process and funding strategy for public safety and housing
- Mental Health mobile outreach program
- Contract for banking services

## May

- Increase minimum wage consideration- employees and contractors
- Discuss predictable work schedule
- Long term budget sustainability
- Annual Review of investment policy

## June

- Criteria and process for 2018 budget
- Review B & O Tax Thresholds
- Maintenance Center feasibility study

## July

- Review draft Transportation Master Plan (Land Use Committee first)
- Review the 2018 - 2023 Preliminary Capital Facilities Plan

## August

- Recommendations to adequately fund fire equipment replacement

## September

- Study of college education funding/ regressive local tax structure

## October thru December

- Review the Preliminary Operating & Capital Budgets and forward recommendation to the full council
- Meet with OMPD board
- Council compensation



## City Council

### Approval of the 2017 General Government Committee Work Plan

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 4.E  
**File Number:** 17-0209

---

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

---

#### **Title**

Approval of the 2017 General Government Committee Work Plan

#### **Recommended Action**

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

General Government Committee unanimously recommends approval of its 2017 Work Plan with the understanding that topics and schedule may change throughout the year. to accommodate emerging issues.

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

Move to approve the General Government 2017 Work Plan with the understanding that topics and schedule may change throughout the year to accommodate emerging issue.

#### **Report**

##### **Issue:**

Whether to approve the General Government 2017 Work Plan.

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

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

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

General Government Committee finalized the attached Work Plan at its February 3 meeting. The committee's 2017 regular meetings will be the 4<sup>th</sup> Wednesday of each month at 4:30 p.m.

##### **Neighborhood/Community Interests:**

N/A

##### **Options:**

1. Approve the General Government 2017 Work Plan with the understanding that topics and schedule may change throughout the year to accommodate emerging issue.
2. Modify the General Government 2017 Work Plan and approve the modified work plan
3. Do not approve the work plan as submitted.

##### **Financial Impact:**

---

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

---

None

**Attachments:**

2017 General Government Work Plan

# 2017 General Government Work Plan

Note: Meeting dates and agenda items are subject to change.

Regular meeting: 4th Wednesday, 4:30 – 6:30 p.m., Olympia City Hall, Council Chambers

Committee Members: Councilmembers Jeannine Roe (Chair), Jessica Bateman, Clark Gilman

DATES	AGENDA ITEMS	LEAD STAFF
January 25 (rescheduled Feb. 3)	<ul style="list-style-type: none"> <li>•General Govt. 2016 Schedule &amp; Work Plan</li> <li>•Economic Development</li> <li>•CDBG Action Plan PY2017</li> <li>•Advisory Board Recruitment Update</li> </ul>	Kellie Braseth Renee Sundee Leonard Bauer Kellie Braseth
February 22	<ul style="list-style-type: none"> <li>•Public Safety/OPD Update</li> <li>•PBIA Briefing</li> <li>•Prepare for Annual Meeting with Committee Chairs</li> <li>•Review Advisory Committee applications /Prepare for Interviews/</li> </ul>	Ronnie Roberts Mark Rentfrow Kellie Braseth  Kellie Braseth
March 6 (Special Mtg)	Advisory Committee Interviews	Kellie Braseth
March 22	•Annual Work Plan Review/Meeting with Advisory Committee Chairs	Kellie Braseth
April 26	<ul style="list-style-type: none"> <li>•Economic Development Update</li> <li>•Community Development Block Grant (CDBG) – Program Year 2017 Action Plan</li> <li>•Mid-Year Council Retreat Agenda Scoping</li> <li>•Welcome Center/ DT Ambass. Update</li> </ul>	Renee Sundee Leonard Bauer  Steve Hall Mark Rentfrow
May 24	<ul style="list-style-type: none"> <li>•Public Safety/OPD Update</li> <li>•Community Policing --Options for Citizen Engagement</li> <li>•PBIA Briefing</li> </ul>	Paul Lower TBD  Mark Rentfrow
June 28	<ul style="list-style-type: none"> <li>• Municipal Art Plan Status Report</li> <li>•Temporary Art in City Hall</li> <li>• Scope of Work on College Affordability/Access Study</li> </ul>	S. Johnson S. Johnson TBD
July 26	<ul style="list-style-type: none"> <li>• Economic develop. Update</li> <li>• CDBG CAPER Report</li> <li>• CDBG Action Plan PY 2017</li> </ul>	Renee Sunde Anna Schlect Leonard Bauer
August 23	<ul style="list-style-type: none"> <li>•Public Engagement/Social Media</li> <li>•Public Safety/OPD Update</li> <li>•PBIA Briefing</li> </ul>	Kellie/Josh Linn Paul Lower Mark Rentfrow
September 27	•Scope of Work on Regressive Tax Structure Impact on Olympians	TBD
October 25	<ul style="list-style-type: none"> <li>• GGCommittee Work Plan for Next Year</li> <li>• Scoping Adv. Board Recruitment Process</li> <li>• CDBG Action Plan PY 2018</li> <li>• Welcome Center/ DT Ambassador Update</li> <li>• Economic Development</li> </ul>	Kellie Braseth Kellie Braseth Leonard Bauer Mark Rentfrow Renee Sundee
Nov.17 (Special Mtg.)	<ul style="list-style-type: none"> <li>• Public Safety/OPD Update</li> <li>• Council Retreat Agenda and Location</li> <li>•PBIA Briefing</li> </ul>	Paul Lower Steve Hall Mark Rentfrow
Dec. 4 (Special Mtg)	•Scoping Advisory Committee work plan process	Kellie Braseth



## City Council

### Approval of a Resolution Accepting Recommendations, Findings, and Conclusion of the Hearing Examiner and Granting Preliminary Approval of an Amendment to the Woodard Lane Co-Housing Planned Residential Development

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 4.F  
**File Number:** 17-0190

---

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

---

#### **Title**

Approval of a Resolution Accepting Recommendations, Findings, and Conclusion of the Hearing Examiner and Granting Preliminary Approval of an Amendment to the Woodard Lane Co-Housing Planned Residential Development

#### **Recommended Action**

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

Not referred to a committee. The Olympia Hearing Examiner recommends preliminary approval.

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

Move to approve a Resolution accepting the recommendations, findings, and conclusion of the Hearing Examiner and granting preliminary approval of the Woodard Lane Co-Housing Planned Residential Development (PRD) amendment.

#### **Report**

##### **Issue:**

Whether to approve the resolution accepting the Hearing Examiner's recommendations and granting preliminary approval of an amendment to the existing Planned Residential Development (PRD).

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

Catherine McCoy, Associate Planner, Community Planning & Development, 360.753.8649

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

None - Consent Calendar Item.

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

Members of the Woodard Lane Co-Housing Planned Residential Development seek preliminary approval of an amendment to the existing Planned Residential Development (PRD). If approved the amendment would increase the number of approved off-street parking spaces by 6, from 26 to thirty-

two 32 spaces, and add approximately 2,000 square feet of impervious asphalt pavement intended to be used for 3 of the new parking spaces and a bicycle path.

The Olympia City Council approved the Woodard Lane Co-Housing Planned Residential Development in 2008. The approved PRD limited construction to sixteen residential units in the co-housing project, which coincided with the density limits of the underlying R 4-8 zoning district. Construction of three of the residential buildings, on-site common areas, and the parking lot containing 29 stalls, were constructed.

In February 2013, the applicant(s) requested an increase in the number of approved residential units from sixteen to eighteen through the use of Transfer of Development Rights (TDRs) from a sending zone in Thurston County (OMC 18.04.080.(A)(4) and (5)). The applicants had obtained TDR certificates for each unit of density on the receiving parcels in the R 4-8 district, and provided a Document of Attachment of the development rights to the subject parcel(s) (OMC 18.90.020.(A) and (B)). Council approved the request in 2014, and adopted resolution No.1804.

Following construction of the northern-most residential building in the co-housing development, Unit D, a 2,000 sq.ft. area north of the building abutting Muirhead Avenue was graded and paved. This area, while on the private property of the co-housing development, created an off-street parking area and bicycle path not formally reviewed and approved through the Land Use Review and Approval process (OMC 18.60.180).

The asphalt work was brought to the attention of Community, Planning and Development staff. Staff concluded that the project was in violation of the PRD, as neither the parking area nor bicycle path was included in the 2008 approved PRD. The Department required the applicant to either remove the new asphalt or apply for an amendment to the PRD.

The applicant proposes to amend the PRD to recognize the use of three existing stalls in the main parking lot, effectively increasing the number of approved stalls from 26 to 29; approve 3 new stalls in the asphalt paved area north of Unit D; and allow the asphalt bicycle path and driveway apron.

The proposal makes no other changes to the existing site. The requirements of State Environmental Policy Act (SEPA) have been met (SEPA DNS 2007), and as conditioned, the proposal satisfies the requirements of the Planned Residential Development Ordinance, OMC Chapter 18.56. Impacts of the three new parking spaces include possible spill-over parking onto Muirhead Avenue NW and on Thomas Street. The Hearing Examiner identified the impacts and conditioned the preliminary approval as noted below.

The complete record of the project proposal and Hearing Examiner recommendation are available and on-file with the Community Planning & Development Department.

***Hearing Examiner Recommendations:***

The Hearing Examiner, in September, 2016, recommended approval of the proposed amendment, subject to the following key conditions:

- a. The total number of off-street vehicle parking spaces shall be limited to the number of stalls shown on the site plan - for a combined total of 32 vehicle parking spaces. Parking spaces 1 through 29 shall be located in the cohousing development parking lot, and stalls 30 through 32 shall be located north of Unit D with access to the parking lot from the driveway abutting

Muirhead Avenue.

- b. The applicant shall install signage in the asphalt area between parking spaces 30-32 and the east property line that clearly indicates the area as a “no parking zone.” The area shall be called out on the site plan and labeled as such.

Staff Comment: The site plan has been revised to show the location of parking stalls 26 through 29 in the main parking lot, and stalls 30 through 32 in the paved area behind Unit D. Signage that indicates “no parking” has been installed on the asphalt driveway.

- c. The site plan shall show scaled parking dimensions in compliance with the standards for standard and compact vehicle spaces, Design Standards - General, OMC 18.38.220.A.

Staff Comment: The site plan depicts parking space dimensions for the new compact and standard sized parking stalls.

- d. The areas associated with the new parking, specifically the area designated with no parking signs, shall be monitored by the property owner/s of the co-housing property. Any violations of the provisions related to no parking areas may be reported to the CPD Code Enforcement Officer for issuance of a violation notice or citation.

Staff Comment: All property owners in the co-housing development, Woodard Lane Co-housing, agree to monitor no-parking areas for full compliance.

- e. To ensure secondary Fire Department access, Muirhead Avenue NW shall be permanently free of parking from Thomas Street NW to the east property line.

Staff Comment: “No Parking” signs have been installed by the Public Works Department along the portion of Muirhead Avenue NW, west of Thomas Street.

- f. Submit an updated Level 2 Tree Report, developed by a qualified professional forester, addressing the following (OMC 16.60):
  - i. Identify and locate trees nearest the area impacted by the construction; provide a chart describing their size, species, and condition;
  - ii. Provide a description of the long term impacts to trees in the area impacted by the new construction.

Staff Comment: The Department has received a Level 2 Tree Plan in compliance with OMC 16.60.

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

City Staff facilitated a neighborhood meeting associated with the amendment request on June 7, 2016, at Olympia City Hall. Eighteen members of the public attended, and public comment has been received on the proposed amendment.

Adjacent property owners have participated in the review and approval process of this project proposal, as well as the original Woodard Lane Co-Housing Planned Residential Development

proposal. Neighbor concerns regarding this amendment proposal pertain to on-street parking along Thomas Street and along Muirhead Avenue NW. The Hearing Examiner addressed neighbor concerns by conditioning the proposal as indicated in items “a” - “f” above.

**Options:**

1. Adopt the attached resolution, accepting the recommendation, findings and conclusion of the Hearing Examiner as their own;
2. Remand the matter back to the Hearing Examiner for another hearing;
3. Modify the Hearing Examiner’s decision based on applicable criteria, adopt their own findings and conclusions, and approve the preliminary PRD Amendment;
4. Continue to a future date to allow for additional staff analysis desired by the Council; or
5. Deny the preliminary PRD Amendment application.

**Financial Impact:**

None

**Attachments:**

Resolution

Hearing Examiner Decision

Site Plan

[Link to Staff Report for 9/26/2016 Hearing Examiner Meeting](#)

[Link to Audio Recording of 9/26/2016 Hearing Examiner Meeting](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION OF THE CITY OF OLYMPIA HEARING EXAMINER, AND GRANTING PRELIMINARY APPROVAL OF AN AMENDMENT TO THE WOODARD LANE CO-HOUSING, PLANNED RESIDENTIAL DEVELOPMENT, CP&D FILE NO. 16-0061**

WHEREAS, on July 22, 2008, the City Council passed and approved Resolution No. M-1709 adopting findings of fact and conclusions of law approving the Woodard Lane Co-Housing Preliminary Planned Residential Development, CP&D File No. 05-0121; and

WHEREAS, the final binding site plan for the Woodard Lane Co-Housing PRD (BSP 4148171) was recorded with the Thurston County Auditor in April 2010; and

WHEREAS, on May 11, 2016, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved PRD to increase the number of total off-street vehicle parking spaces from 26 to 32 spaces and construct approximately 2,000 square feet of asphalt pavement area (the Proposed Amendment); and

WHEREAS, on September 26, 2016, the Olympia Hearing Examiner held a public hearing for the purpose of taking public testimony on the Proposed Amendment; and

WHEREAS, on October 3, 2016, the Hearing Examiner entered his findings of fact and conclusions of law and recommended to the City Council that the Proposed Amendment receive preliminary approval subject to certain conditions;

NOW, THEREFORE, the Olympia City Council, having considered the Proposed Amendment to the PRD and the recommendation of the Hearing Examiner, does hereby resolve as follows:

1. Adoption of Findings, Conclusions of Law and Recommendations. The Findings of Fact 1 through 22 and Conclusions of Law 1 through 12 of the City of Olympia Hearing Examiner dated October 3, 2016, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted.
2. Preliminary Approval of Amendment to PRD. The Woodard Lane Co-Housing Amendment to the Planned Residential Development is hereby granted preliminary approval as recommended by the Olympia Hearing Examiner on October 3, 2016, as follows:
  - A. The number of available off-street vehicle parking spaces will be increased from 26 to 32 spaces; and
  - B. Construction of approximately 2,000 square feet of additional asphalt pavement area shall be permitted subject to the conditions recommended by the Olympia Hearing Examiner on October 3, 2016.

3. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

**PASSED AND APPROVED** this \_\_\_\_\_ day of February 2017.

---

**MAYOR**

**ATTEST:**

---

CITY CLERK

**APPROVED AS TO FORM:**

*Darren Nienaber*

---

DEPUTY CITY ATTORNEY

1 BEFORE THE CITY OF OLYMPIA HEARINGS EXAMINER

2 IN RE: ) HEARING NO. 16-0061  
3 WOODARD LANE CO-HOUSING )  
TENANTS IN COMMON, ) FINDINGS OF FACT,  
4 Applicant. ) CONCLUSIONS OF LAW  
AND RECOMMENDATIONS

5  
6 **APPLICANT:** Woodard Lane Co-Housing Tenants in Common  
1620 Woodard Avenue N.W.  
7 Olympia, Washington 98502

8  
9 **REPRESENTATIVES:**  
10 Liv Monroe  
Woodard Lane Co-Housing Tenants in Common  
11 1620 Woodard Avenue N.W.  
Olympia, Washington 98502

12 **SUMMARY OF REQUEST:**  
13  
14 Amendment to the previously approved Planned Residential Development ("PRD") to increase  
the number of approved parking stalls from 26 to 32 along with associated asphalt  
15 improvements.

16 **LOCATION OF PROPOSAL:**  
17 1620 Woodard Avenue N.W., Olympia, Washington 98502

18 **SUMMARY OF DECISION:**  
19 The Planned Residential Development should be amended to allow 32 parking stalls along with  
associated asphalt improvements.  
20

21 **BACKGROUND**

22 The Woodard Lane Co-Housing Planned Residential Development ("Woodard Lane")  
23 was approved by the then Hearing Examiner, Thomas Bjorgen ("Mr. Bjorgen"), and City  
24 Council in 2008 (the "2008 Decision"). The approved Planned Residential Development ("PRD")  
25 allowed for the construction of up to 16 residential units in this co-housing project. As part of

*Findings of Fact, Conclusions of Law  
and Recommendations - 1*

**CITY OF OLYMPIA HEARING EXAMINER**  
299 N.W. CENTER ST. / P.O. BOX 939  
CHEHALIS, WASHINGTON 98532  
Phone: 360-748-3386/Fax: 748-9533

1 the 2008 approval, Mr. Bjorgen also approved a parking lot located at the south end of the PRD.  
2 In his Decision Mr. Bjorgen noted that the project design included 29 parking stalls<sup>1</sup>, but later in  
3 his Decision Mr. Bjorgen concluded that, based upon sixteen residential units, the project should  
4 be allowed 26 parking stalls unless a variance was obtained<sup>2</sup>. Based upon these Findings Mr.  
5 Bjorgen recommended to City Council that the project be constructed with a maximum of 26  
6 parking spaces<sup>3</sup>. At the same time, however, a copy of the Preliminary Site Plan was attached to  
7 the Decision. This Plan identifies 29 parking stalls. Mr. Bjorgen's Findings and  
8 Recommendations were thereafter accepted by City Council and the PRD was approved.

9       Following PRD approval the initial residential buildings and all of the site improvements  
10 were constructed, including the parking lot. The parking lot construction followed the site plan  
11 and contained 29 stalls.

12       In the years that followed the Applicant acquired two Transfer Development Rights, or  
13 TDR's, and asked to increase the number of allowed residential units from 16 to 18. The  
14 requested amendment came before this Hearing Examiner in 2013, Hearing No. 12-0024 (the  
15 "2013 Hearing").

16       In the course of the 2013 Hearing an issue arose as to whether the existing parking was  
17 adequate for the proposed increase in residential units from 16 to 18. During the hearing both  
18 City Staff and the Applicant acknowledged that the project had been constructed with 29 units.  
19 No party to that hearing questioned whether the existing 29 units were lawfully constructed.  
20 Thus, the only parking issue during the 2013 Hearing was whether the existing 29 parking stalls  
21

---

22 <sup>1</sup> The 2008 Decision, Finding of Fact No. 13

23 <sup>2</sup> The 2008 Decision, Finding of Fact No. 68

24 <sup>3</sup> The 2008 Decision, No. 13 Recommendation for Decision  
25

1 would be adequate for an increase in residential units to 18. The Applicant represented that the  
2 29 existing parking stalls would be adequate for the increased number of residential units<sup>4</sup>. The  
3 2013 Hearing resulted in this Hearing Examiner's approval to increase in the number of  
4 residential units to 18 with no change to the existing parking. These recommendations were  
5 subsequently adopted by the City Council.

6       Following the 2013 Hearing the Applicant completed construction of all of the approved  
7 18 residential units. During the course of final construction the area north of "Unit D" (the  
8 northern-most residential building), was graded to a level surface. Once the area north of this  
9 building was leveled the Applicant then installed asphalt north of the building. The asphalt  
10 effectively created a new parking area immediately north of Unit D. It also established a paved  
11 bicycle path leading from this parking area down to a lower level and a bike storage area. The  
12 asphalt also extended east of the parking area in the direction of the Thomas Avenue,/Muirhead  
13 Avenue interchange. The area where asphalt was installed is shown in the Applicant's map,  
14 Exhibit 21.

15       The asphaltting work was brought to the attention of City Staff. City Staff concluded that  
16 the asphaltting was in violation of the PRD as neither the parking area or asphalt bicycle path  
17 were included in the approved PRD. The Applicant was advised to either remove the new  
18 asphalt or apply for an amendment to the PRD. The Applicant did not wish to remove the new  
19 asphalt and so it submitted an application to amend the PRD in order to recognize 3 additional  
20 parking stalls north of Unit D in the newly asphalted area, as well as the associated asphalted  
21 bicycle path and driveway.

22  
23  
24  
25  

---

<sup>4</sup> 2013 Decision, Page 3, Line 17

1 At the time the Applicant sought this amendment it was the common belief that all  
2 existing 29 parking stalls in the primary parking lot were approved. The application and the  
3 resulting Staff Report therefore seek amendment to increase the number of allowed parking stalls  
4 from 29 to 32. Just prior to the public hearing, however, City Staff recognized that only 26 of  
5 the existing 29 units had been officially approved. The Applicant and City Staff now consider  
6 this application to be a proposed amendment of the PRD to increase the number of parking stalls  
7 from 26 (not 29) to 32: 3 of which are existing stalls in the primary parking lot and the  
8 additional 3 are the proposed new stalls north of Unit D.

9 As will be explained more fully below, I recommend to the City Council that the Planned  
10 Residential Development be amended to allow for all of the requested parking units, that is, to  
11 increase the number of parking units from 26 to 32, along with the additional requested  
12 asphaltting for a bike path and driveway north of Unit D.

### 13 **Public Hearing**

14 Prior to the public hearing I undertook an independent site visit to examine the existing  
15 primary parking area and the proposed new parking north of Unit D.

16 The public hearing commenced at 7:00 p.m. on September 26, 2016, in the in the Council  
17 Chambers in the City Hall. The City appeared through Catherine McCoy and Tim Smith of  
18 Planning Staff. Woodard Lane appeared through its representative, Liv Monroe. Testimony was  
19 received from the City through Ms. McCoy and Mr. Smith. Testimony from the Applicant was  
20 received from Liv Monroe. A verbatim recording was made of the public hearing and all  
21 testimony was taken under oath. The Staff Report (Exhibit 1) and its fourteen attachments were  
22 introduced as Exhibits 1 through 15. Additional Exhibits 16 through 27 were admitted during  
23 the course of the public hearing. A list of these additional Exhibits is attached hereto.

24 Catherine McCoy of Planning Staff provided a history of the project. She began her  
25 testimony with the submission of a list of amendments to the initial Staff Report (Exhibit 16).

1 The purpose of the amendments was to clarify that only 26 parking spaces have been approved to  
2 date and that the application therefore seeks approval of an additional 6, resulting in the total of  
3 32 parking spaces. Ms. McCoy also presented written comments from various departments of  
4 the City relating to the project (Exhibit 18) along with additional written comment from the  
5 public received just prior to the hearing, both for and against the requested amendment (Exhibit  
6 19).

7 Ms. McCoy noted that this co-housing project is the first of its kind in Olympia and does  
8 not easily fit within the City's Development Regulations. In particular, the City's parking  
9 regulations do not recognize co-housing, and so in the 2008 Hearing Mr. Bjorgen applied the  
10 parking requirements for "cottage housing". The cottage housing parking requirements have  
11 been relied upon ever since. These regulations allow 1.5 parking stalls per residential unit,  
12 together with an additional 20% if certain requirements are met. Assuming that these  
13 requirements are met, and based upon 18 residential units, the project could be granted up to 32  
14 parking stalls ( $18 \times 1.5 = 27$ .  $20\% \text{ of } 27 = 5.4$  additional units, rounded to 5.  $27 + 5 = 32$ ).

15 Realizing that only 26 stalls have been approved to date, City Staff recommends that the  
16 PRD be amended to recognize the use of the 3 additional, existing stalls in the primary lot,  
17 increasing the number of approved stalls in the primary lot to 29. City Staff also recommends  
18 amendment of the PRD to allow for the additional 3 proposed stalls north of Unit D, thus  
19 bringing the number of approved parking stalls to 32. Staff also recommends approval of the  
20 asphalt bicycle path and the driveway apron. City Staff conditions its approval on there being no  
21 additional parking along either the Applicant's driveway leading to Muirhead or on Muirhead  
22 itself.

23 Ms. McCoy adds that the small amount of asphaltting north of Unit D does not trigger any  
24 further review under the landscaping code; any further engineering review; or any building  
25 permit review. And, since all work is taking place on the Applicant's property, there is no need

1 to make any further improvements to the Muirhead Avenue right-of-way. Ms. McCoy  
2 concluded her testimony by noting that the area north of Unit D has, for many years, been used  
3 as a parking area. The proposed amendment to the PRD would not only recognize this  
4 longstanding use but would better organize the parking in this area and, at the same time, would  
5 prohibit any future parking along the driveway leading to Muirhead Avenue. The amendment  
6 would therefore be beneficial not only to the Applicant but to the surrounding neighbors.

7 Following Ms. McCoy's testimony Liv Monroe spoke on behalf of the Applicant,  
8 Woodard Lane. She began by presenting 2 diagrams identifying the proposed new parking stall  
9 and asphaltting north of Unit D:

10 Exhibit 20 is a diagram showing the proposed three new parking stalls north of Unit D  
11 within the area recently asphalted.

12 Exhibit 21 identifies both the area asphalted to date (the cross hatched area) as well as  
13 additional proposed asphaltting north and east (the diagonal lines).

14 Ms. Monroe confirms that 1,120 square feet of asphalt has been laid to date. The  
15 additional areas of asphalt sought by the City will increase the total area of asphalt to 2,000  
16 square feet. Ms. Monroe announced that the Applicant does not intend to seek approval for any  
17 more units beyond the currently approved 18 units. This project has therefore reached a mature  
18 stage and future amendments to the PRD are not expected.

19 There are currently 50 residents living in Woodard Lane. Collectively these individuals  
20 own 33 cars. This means that, even using all of the existing 29 stalls in the primary lot,  
21 additional cars are being parked elsewhere, either south of the project along Woodard or north of  
22 the project along the driveway leading out to Muirhead. Increasing the number of allowed  
23 parking stalls to 32 would alleviate this problem and reduce the number of cars being parked on  
24 public rights of way.

1 Ms. Monroe agrees with City Staff that, based upon 18 residential units, an allowance of  
2 1.5 cars per residence, and a 20% bonus, Woodard Lane qualifies for up to 32 parking stalls  
3 (assuming that all bonus requirements have been met). Ms. Monroe submitted a written report  
4 responding to the requirements for bonus parking, and how all of these requirements are satisfied  
5 (Exhibit 22).

6 Ms. Monroe acknowledges that during the 2013 Hearing she declared that the existing 29  
7 parking stalls would be sufficient even with an increase in residential units to 18. This  
8 declaration was based, in part, upon the longstanding practice of parking along the private drive  
9 north of the development in the area where the Applicant now seeks formal approval of 3  
10 parking stalls. Ms. Monroe confirms that it has long been the practice for residents to park in  
11 this area and that until just recently City Staff had not objected. Ms. Monroe asserts that  
12 approving the 3 additional stalls north of Unit D will simply recognize a longstanding practice  
13 and will also provide more organized parking while also approving the appearance of the north  
14 entrance into the development. She adds that all of the project's neighbors immediately to the  
15 north are in favor of the request and that they, too, will benefit from better organized parking in  
16 this area. The Applicant has no objection to these neighbors using Woodard Lane's new asphalt  
17 driveway to exit on to Thomas.

18 Ms. Monroe strongly urged that the asphalt bike path leading from the proposed new  
19 parking area down to the garage below Unit D be preserved. The development is heavily reliant  
20 upon the use of bicycles and they are stored in the garage below Unit D. By asphaltting the  
21 bicycle path the development enjoys safe, all weather access to the bicycle storage area.

22 The Applicant prefers not to add additional asphalt area to the north and east of the  
23 existing asphalted area, as requested by City Staff. The Applicant argues that this will only add  
24 additional impervious surface and that the existing gravel is adequate. The Applicant also mildly  
25

1 disagrees with the City's request that "no parking" signs be placed along the Applicant's  
2 driveway, as the driveway might provide additional parking for residents or guests.

3 Finally, Ms. Monroe provided evidence that the Applicant has already obtained the  
4 necessary Tree Protection and Replacement Plan requested by City Staff as a condition of  
5 approval (Exhibits 23 and 24).

6 Following Ms. Monroe's testimony Debra Van Tuinen testified in opposition to the  
7 amendment. Ms. Van Tuinen's residence is at the southwest corner of Thomas and Muirhead  
8 and is adjacent to the northeast corner of the development. The proposed parking north of Unit  
9 D would be accessed by first driving past Ms. Tuinen's property on Muirhead.

10 Ms. Van Tuinen and other neighbors along Thomas have had an uneasy history with the  
11 development. It was through Ms. Tuinen's efforts during the 2013 Hearing that several  
12 improvements were made to the development, including the relocation of trash receptacles to the  
13 southern portion of the site and the installation of privacy fencing between the development and  
14 its neighbors along Thomas. Ms. Van Tuinen and her neighbors along Thomas remain frustrated  
15 with the awkward relationship between Woodard Lane and its single-family neighbors. She and  
16 others remain of the belief that the project is out of scale and inconsistent with the City's  
17 Comprehensive Plan. She also feels frustrated by the number of applications for amendment to  
18 the PRD, and feels that the amendment process is being used to gain additional concessions from  
19 the surrounding neighborhood. Ms. Van Tuinen notes that the initial 2008 Decision did not  
20 recognize any parking on the north side of the development. Despite the informal parking that  
21 has occurred for several years, she would ask that hereafter no parking be allowed in this area.  
22 She adds that installation of the asphalt was unlawful and that the Applicant should not be given  
23 any advantage because of it, that is, the notion that it is "better to ask for forgiveness than  
24 permission" should not be encouraged. She requests that the asphalt be removed and that no  
25 parking be allowed on the north side of the project.

*Findings of Fact, Conclusions of Law  
and Recommendations - 8*

**CITY OF OLYMPIA HEARING EXAMINER  
299 N.W. CENTER ST. / P.O. BOX 939  
CHEHALIS, WASHINGTON 98532  
Phone: 360-748-3386/Fax: 748-9533**



1 objection to their use, and they are easily allowed under the parking regulations. I therefore  
2 recommend that the PRD be amended to approve existing stalls 27 through 29.

3 The additional three stalls proposed north of Unit D pose a more complicated question.  
4 These stalls are opposed by neighbors along Thomas (although they are supported by neighbors  
5 along Muirhead), and must undergo a more stringent regulatory analysis as they increase the  
6 number of parking stalls to 20% more than the required number of parking units. Nonetheless, I  
7 conclude that Woodard Lane - and its neighbors - are benefitted by the additional parking stalls  
8 and that it should also be approved.

9 The City regulates the number of required/allowed parking stalls through Chapter 18.38  
10 OMC. Woodard Lane has a required number of parking stalls of 27 (18 units x 1.5). This  
11 number may be increased by 20%, or an additional 5 units, if the requirements of OMC  
12 18.38.080 are satisfied:

13 "The director may allow a 10% to 20% increase above required parking after: (1)  
14 shared and combined parking opportunities are fully explored; and (2) onsite park  
15 and ride opportunities are fully explored; and (3) compliance with commute trip  
16 reduction measures as required by State law, if applicable; and (4) all design and  
17 facility requirements listed in step 5 below are met to the satisfaction of the  
18 director; and (5) a report is submitted which supports the need for more parking."

17 The required report has been submitted by the Applicant (Exhibit 22). City Staff  
18 concludes, and I agree, that the Applicant has satisfied the requirements of OMC 18.38.080 for  
19 an increase of 20% above the required parking, and should therefore be allowed a total of 32  
20 parking stalls. There are no other effective, suitable solutions for the development's parking. If  
21 the additional parking stalls are not approved then the resident's vehicles will simply be parked  
22 on adjoining public streets. This will be visually and practically burdensome to surrounding  
23 neighbors. In contrast, the proposed additional parking stalls will contain the development's  
24 parking onsite in areas not easily visible to the public. Moreover, approval of the 3 additional  
25

stalls north of Unit 5 will bring order to the use of this area for parking and in a manner in which  
*Findings of Fact, Conclusions of Law*  
*and Recommendations - 10*

**CITY OF OLYMPIA HEARING EXAMINER**  
**299 N.W. CENTER ST. / P.O. BOX 939**  
**CHEHALIS, WASHINGTON 98532**  
**Phone: 360-748-3386/Fax: 748-9533**

1 the adjoining neighbors along Muirhead find aesthetically pleasing. At the same time it will  
2 eliminate all other non-permitted parking on the property, thereby avoiding future disputes over  
3 what parking is allowed and what is not.

4 In reaching these conclusions I am mindful of Ms. Van Tuinen's warning that the  
5 Applicant should not enjoy a benefit from having constructed the parking area without proper  
6 approval. I agree with Ms. Van Tuinen. My analysis disregards the fact that the improvements  
7 have already been constructed, and is based solely on all other factors. The only exception to  
8 this is the recognition that the adjoining neighbors along Muirhead find the newly asphalted area  
9 to be visually appealing.

10 As earlier noted, since its initial development there has been an uneasy relationship  
11 between Woodard Lane and its adjoining neighbors along Thomas. It is certainly possible that  
12 this strained relationship has seeped into the discussion related to this proposed amendment, and  
13 that some of the neighbor's opposition is directed more at the development itself rather than the  
14 requested parking. Again, I believe that these neighbors will be benefitted by the additional  
15 parking as much as the residents of Woodard Lane.

16 Additionally, the requested asphalted bicycle path from the parking area down to the  
17 lower level of Unit D is a safe, practical idea which has no apparent detriment. I therefore  
18 recommend that this paved bicycle path be retained.

19 The City recommends that a small additional amount of asphalt be done to the north  
20 and east of the new asphalt. The Applicant respectfully disagrees and suggests that its addition  
21 will only add more impervious surface. While that may be true, it will provide a consistent  
22 asphalt surface and will further improve the aesthetics of the new parking area. I therefore  
23 recommend that the additionally requested asphalt be required.

24 City Staff recommends that the Applicant's private driveway leading eastward from the  
25 new parking area and continuing along Muirhead to its intersection with Thomas be collectively

1 maintained as a "no parking" area. The Applicant mildly disagrees and suggests that its  
2 driveway could be used for additional parking. I firmly agree with the City on keeping this  
3 entire area as a no parking zone. This will ensure easy exiting by Woodard Lane residents as well  
4 as the neighbors to the north while also eliminating any question as to where parking is allowed.

5 Accordingly, I make the following:

6 **FINDINGS OF FACT**

7 1. Woodard Lane requests an amendment to the previously approved Planned  
8 Residential Development to increase the number of approved parking stalls from 26 to 32. 3 of  
9 these additional stalls are existing stalls (stalls 27 through 29) in the existing primary lot located  
10 at the south end of the development. The remaining three stalls are to be located in a newly  
11 asphalted area immediately north of Unit D as shown on Exhibit 20.

12 2. The Applicant also requests approval of a recently asphalted bicycle path from the  
13 newly asphalted area north of Unit D, leading down to a bicycle storage area on the lower level  
14 of Unit D, as again identified on Exhibit 20.

15 3. City Staff recommends that the asphalt be extended to the north and east of the  
16 recently asphalted area as identified on Exhibit 21.

17 4. The PRD has 18 residential units. The required number of parking stalls is  
18 therefore 27.

19 5. The number of required parking stalls can be increased by 20%, or an additional 5  
20 stalls, pursuant to OMC 18.38.080.

21 6. The proposed site is zoned Single-Family Residential (R4-8).

22 7. Pursuant to the State Environmental Policy Act, a Determination of Non-  
23 Significance (DNS) was issued on December 28, 2007, as a component of project review for the  
24 Woodard Lane Co-Housing Planned Residential Development proposal, 05-0121. Further  
25 environmental review is not required for this proposed amendment.

*Findings of Fact, Conclusions of Law  
and Recommendations - 12*

**CITY OF OLYMPIA HEARING EXAMINER  
299 N.W. CENTER ST. / P.O. BOX 939  
CHEHALIS, WASHINGTON 98532  
Phone: 360-748-3386/Fax: 748-9533**

1           8.       Notification of public hearing was mailed to the parties of record, property  
2 owners within 300 feet, and recognized neighborhood associations, posted on the site and  
3 published in The Olympian in conformance with Olympia Municipal Code 18.78.020.

4           9.       Staff recommends that the City Council approve the proposed amendment subject  
5 to several conditions.

6           10.      Any Findings of Fact contained in the foregoing Background Section or Analysis  
7 Section are incorporated herein as the Hearing Examiner's Findings of Fact.

8           11.      The Staff Report, at page 2, contains Findings relating to background information  
9 for this project. The Hearing Examiner has reviewed those proposed Findings and adopts them  
10 as his own Findings of Fact to the extent not inconsistent with the Findings contained in the  
11 Hearing Examiner's Background Section.

12          12.      The Staff Report, at page 3, contains proposed Findings relating to the project  
13 description. The Hearing Examiner has reviewed those proposed Findings and adopts them as  
14 his own Findings of Fact with the following corrections:

15           •       The Applicant proposes an amendment to the approved PRD to increase the  
16 number of approved parking spaces from 26 to 32. 3 of these new parking spaces currently exist  
17 in the primary parking lot south of the development. The other 3 new parking spaces will be  
18 located behind Unit D, access via 26-foot wide driveway from the Muirhead Avenue N.W.  
19 frontage.

20           •       The PRD was approved for 26 parking spaces.

21           •       The Applicant has installed approximately 1,200 square feet of asphalt.

22           •       a neighborhood meeting for the current proposal was held on June 7, 2016, at City  
23 Hall.

24           Except as so corrected the Hearing Examiner adopts City Staff's Findings as his own  
25 Findings of Fact.

1           13.     The Staff Report, at page 4, contains proposed Findings relating to the project's  
2 compliance with Chapter 18.04 OMC - Residential Districts. The Hearing Examiner has  
3 reviewed those proposed Findings and adopts them as his own Findings of Fact.

4           14.     The Staff Report, at page 4, contains proposed Findings relating to the project's  
5 compliance with Chapter 18.38 OMC - Parking and Loading. The Hearing Examiner has  
6 reviewed those proposed Findings and adopts them as his own Findings of Fact, with the  
7 correction that the Applicant proposes to increase the total parking spaces by 6 spaces, not 3.

8           15.     The Staff Report, at page 5, contains proposed Findings relating to the project's  
9 compliance with OMC 18.38.100 - Vehicular and Bicycle Parking Standards. The Hearing  
10 Examiner has reviewed those proposed Findings and adopts them as his own Findings of Fact,  
11 except for the continuing correction that the Applicant seeks 6 additional parking spaces, not 3.  
12 The requested number of additional stalls would be an increase of 19% from the baseline  
13 requirement of 27 stalls for 18 dwelling units.

14           16.     The Staff Report, at page 5, contains proposed Findings relating to the project's  
15 compliance with OMC 18.38.200 - Parking Facility Location. The Hearing Examiner has  
16 reviewed those proposed Findings and adopts them as his own Findings of Fact.

17           17.     The Staff Report, at page 5, contains proposed Findings relating to the project's  
18 compliance with OMC 18.38.220 - Design Standards. The Hearing Examiner has reviewed  
19 those proposed Findings and adopts them as his own Findings of Fact.

20           18.     The Staff Report, at page 6, contains proposed Findings relating to the project's  
21 compliance with Chapter 18.40 OMC - Property Development and Protection Standards. The  
22 Hearing Examiner has reviewed those proposed Findings and adopts them as his own Findings of  
23 Fact.

24           19.     In order to be granted an increase of 20% in the number of parking stalls (to 32  
25 stalls) the Applicant must satisfy the requirements of OMC 18.38.080.

*Findings of Fact, Conclusions of Law  
and Recommendations - 14*

**CITY OF OLYMPIA HEARING EXAMINER  
299 N.W. CENTER ST. / P.O. BOX 939  
CHEHALIS, WASHINGTON 98532  
Phone: 360-748-3386/Fax: 748-9533**



1           12.     The addition of 3 additional parking stalls in the primary parking lot (stalls 27, 28  
2 and 29); and the 3 additional stalls to be located on the new asphalt immediately north of Unit D  
3 (stalls 30, 31 and 32) along with additional asphalt areas surrounding these new stalls as  
4 identified on Exhibit 21, should be approved subject to the conditions recommended by City  
5 Staff.

6           Having entered his Findings of Fact and Conclusions of Law, the Hearing Examiner  
7 recommends to the City Council that the proposed amendment be **APPROVED**; that the number  
8 of available parking stalls be increased from 26 to 32; and that construction of additional asphalt  
9 areas shall be permitted subject to the following conditions:

10           1.     Development shall be as shown on the site plan.

11           2.     The total number of off-street vehicle parking spaces shall be limited to the  
12 number of stalls shown on the site plan - for a combined total of 32 vehicle parking spaces.  
13 Parking spaces 1 through 29 are located in the cohousing development parking lot, and stalls 30  
14 through 32 shall be located north of Unit D with access to the parking lot from the driveway  
15 abutting Muirhead Avenue.

16           3.     In order to prevent parking in locations outside of designated parking spaces, the  
17 Applicant shall install signage, in the asphalt area between parking spaces 30-32 and the east  
18 property line, that clearly indicate the area as a "no parking zone". The area shall be called out  
19 on the site plan and labeled as such.

20           4.     Conditions 2 and 3 shall be reflected on the Binding Site Plan.

21           5.     The site plan shall show scaled parking dimensions in compliance with the  
22 standards for standard and compact vehicle spaces, Design Standards - General, OMC  
23 18.38.220.A.

24           6.     The areas associated with the new parking, specifically the area designated with  
25 no parking signs, shall be monitored by the property owner/s of the co-housing property. Any

1 violations of the provisions related to no parking areas may be reported to the CP&D Code  
2 Enforcement Officer for issuance of a violation notice or citation.

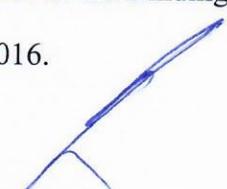
3 7. To ensure secondary Fire Department access, Muirhead Avenue NW shall be  
4 permanently free of parking from Thomas Street NW to the east property line.

5 8. Submit an updated Level 2 Tree Report, developed by a qualified professional  
6 forester, addressing the following (OMC 16.60):

- 7 a. Identify and located trees nearest the area impacted by the construction;  
8 provide a chart describing their size, species, and condition.
- 9 b. Provide a description of the long term impacts to trees in the area  
10 impacted by the new construction.

11 9. The final PRD shall be referenced on the official zoning map by adoption of an  
12 ordinance amending the map to include a reference to the Binding Site Plan.

13 DATED this 3 day of October, 2016.

14   
15 \_\_\_\_\_  
16 Mark C. Scheibmeir  
17 City of Olympia Hearing Examiner

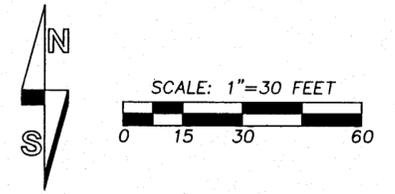
**EXHIBIT "A"**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

- Exhibit 1                      Staff Report
- Exhibits 2-15                Attachments to Staff Report
- Exhibit 16                    Amendment to Staff Report
- Exhibit 17                    Application for PRD Amendment
- Exhibit 18                    Written comments from various City Departments
- Exhibit 19                    Additional public comment received prior to the hearing
- Exhibit 20                    Map of proposed parking stalls
- Exhibit 21                    Diagram of new and proposed additional asphalt
- Exhibit 22                    Applicant's Parking Report
- Exhibit 23                    Tree Protection and Replacement Plan
- Exhibit 24                    Tree Map
- Exhibit 25                    Documents relating to asphalt improvements
- Exhibit 26                    Additional written comment from Applicant relating to co-housing classification
- Exhibit 27                    Written version of testimony of Debra Van Tuinen

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 5 of 5 Pages)



- Previously set 1/2" rebar with cap LS 36792 or found corner as noted
- ⊕ Calculated position
- Fence line
- <sub>S</sub> Sewer manhole
- <sub>CO</sub> Sewer cleanout
- SS— Sewer line
- ⊗ Water valve
- ⊠ Water meter
- ⊕ Hydrant
- W— Water line
- Storm manhole
- Storm cleanout
- ▭ Catch basin
- Storm line
- Retaining wall
- ▨ Walking path
- ▨ Proposed asphalt
- ▨ Existing gravel
- EOP Edge of pavement
- EOG Edge of gravel
- ROW Right of way

**LINE TABLE**

NO.	BEARING	DISTANCE
L1	N 87°31'00" W	32.00

**CURVE TABLE**

NO	DELTA	RADIUS	LENGTH	CHORD	CHORD BRG
C1	52°08'13"	45.00	40.95	39.55	S 65°42'02" W

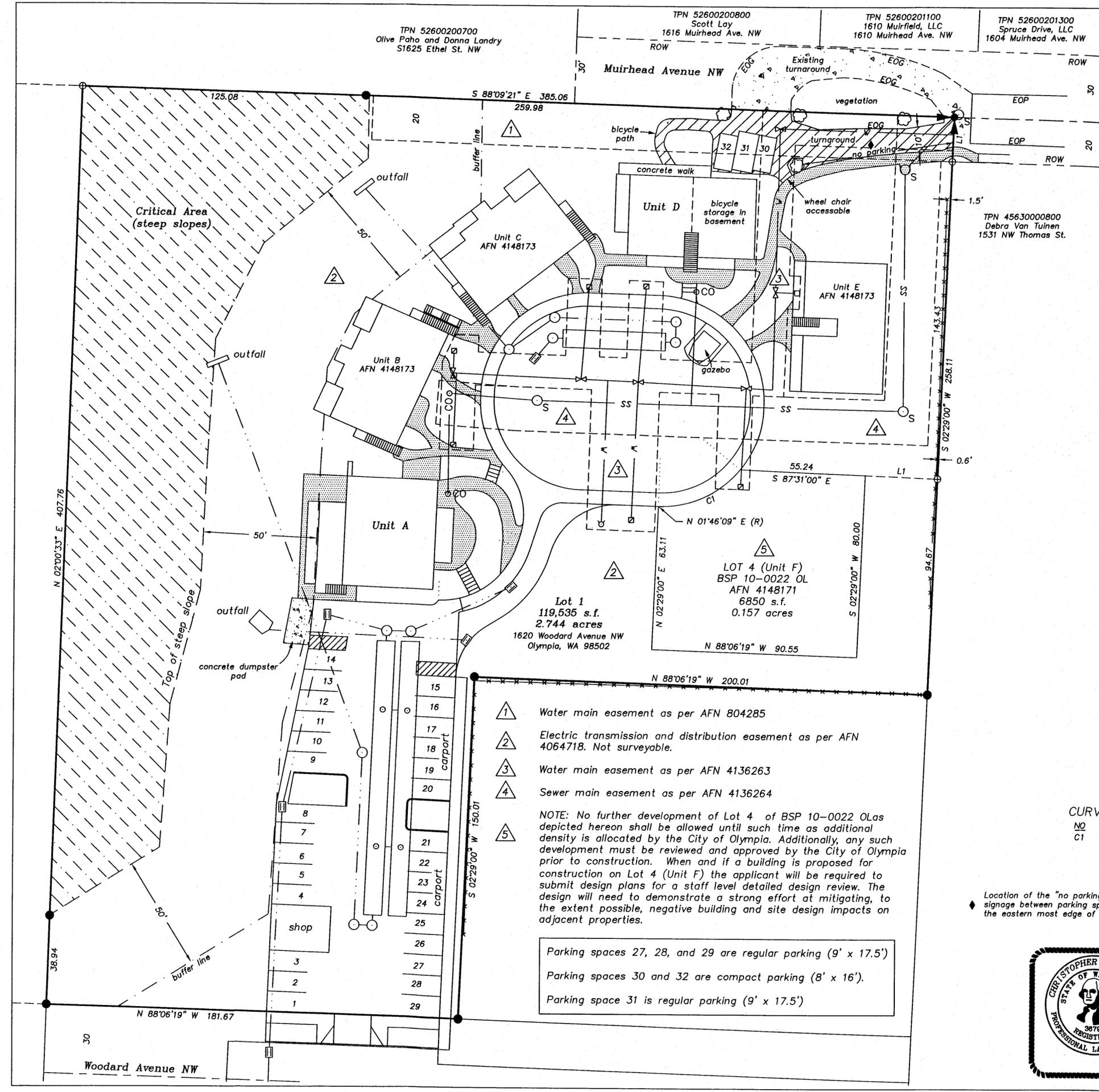
Location of the "no parking zone" signage between parking space 32 and the eastern most edge of the property.



City of Olympia Binding  
Site Plan No. 10-0022 OL  
and as amended per  
number 13-0024

**BUTLER SURVEYING INC.**  
475 NW CHEHALIS AVENUE  
P.O. BOX 149, CHEHALIS, WA 98532  
360/748-8803

Drawn S. Spiro	Date 11-07-16
Checked	Job No. 05-67A
Scale 1" = 30'	Sheet 5 of 5



- ① Water main easement as per AFN 804285
- ② Electric transmission and distribution easement as per AFN 4064718. Not surveyable.
- ③ Water main easement as per AFN 4136263
- ④ Sewer main easement as per AFN 4136264

NOTE: No further development of Lot 4 of BSP 10-0022 OL as depicted hereon shall be allowed until such time as additional density is allocated by the City of Olympia. Additionally, any such development must be reviewed and approved by the City of Olympia prior to construction. When and if a building is proposed for construction on Lot 4 (Unit F) the applicant will be required to submit design plans for a staff level detailed design review. The design will need to demonstrate a strong effort at mitigating, to the extent possible, negative building and site design impacts on adjacent properties.

Parking spaces 27, 28, and 29 are regular parking (9' x 17.5')  
 Parking spaces 30 and 32 are compact parking (8' x 16').  
 Parking space 31 is regular parking (9' x 17.5')



## Hearing Examiner

### **PUBLIC HEARING - Case: Woodard Lane Co-Housing PRD Amendment, 16-0061**

**Agenda Date:** 9/26/2016  
**Agenda Item Number:** 2.A  
**File Number:** 16-1035

---

**Type:** decision **Version:** 1 **Status:** Passed

---

#### **Title**

PUBLIC HEARING - Case: Woodard Lane Co-Housing PRD Amendment, 16-0061

#### **Report**

##### **Applicant:**

Liv Monroe  
Woodard Lane Co-Housing Tenants in Common  
1620 Woodard Ave NW  
Olympia WA 98502

##### **Representative(s):**

Jim Anest  
1620 Woodard Ave NW UnitC-1  
Olympia WA 98502

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

Catherine McCoy, Associate Planner, 360.570.3776

##### **Type of Action Request:**

The proposal is to increase the total off-street vehicle parking spaces from 29 to 32 spaces. The amendment includes construction of approximately 2,000 sq.ft. of asphalt pavement.

##### **Project Location:**

1620 Woodard Ave NW  
Olympia WA 98502



## City Council

### Approval of Amendment to Ordinance 6983 - Development Fee Revenue Fund

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 4.G  
**File Number:** 17-0152

---

**Type:** ordinance **Version:** 1 **Status:** 2d Reading-Consent

---

**Title**

Approval of Amendment to Ordinance 6983 - Development Fee Revenue Fund

**Recommended Action**

**Committee Recommendation:**

Not referred to Committee.

**City Manager Recommendation:**

Move to approve the ordinance amending Ordinance 6983 on first reading and move to second reading.

**Report**

**Issue:**

Whether to amend Ordinance 6983 which established the Development Fee Revenue Fund, which expand the authorized uses of the Fund beyond just reimbursing the General Fund for costs related to management of development.

**Staff Contact:**

Dean Walz, Fiscal Services Director, Administrative Services, 360.753.8465

**Presenter(s):**

None - Consent Calendar Item.

**Background and Analysis:**

In November 2015 the Council adopted Ordinance 6983 which established the Development Fee Revenue Fund.

The ordinance limited the use of the Fund to reimbursement of costs related to management of development within the General Fund. Costs within the General Fund which are reimbursed by the Fund are reimbursed at 85 percent of cost by policy. Since the adoption of the ordinance, staff members have determined that certain expenses related to development should be paid at 100 percent of costs. An example of this is contracted services in areas the City does not have expertise.

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

None.

**Options:**

1. Adopt the proposed ordinance.
2. Direct staff to make changes to the proposed ordinance.
3. Do not adopt the ordinance.

**Financial Impact:**

No additional costs.

**Attachments:**

Ordinance.

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING SECTIONS 2 AND 3 OF ORDINANCE NO. 6983, WHICH CREATED THE DEVELOPMENT FEE REVENUE FUND.**

WHEREAS, this ordinance and Ordinance No. 6983 are written to be consistent with RCW 82.02.020; and

WHEREAS, the City of Olympia collects development fees to pay for the costs of managing development, including but not limited to personnel, equipment, consulting services, direct and indirect support and overhead, and other costs attributable to management of development; and

WHEREAS, the costs of management of development often are not incurred in the same fiscal year in which the fees are collected; and

WHEREAS, the Development Fee Revenue Fund was created by Ordinance No. 6983 on November 24, 2015; and

WHEREAS, it is desirable that certain expenses be paid directly from the Fund; and

WHEREAS, the City Council concludes that Ordinance No. 6983 should be amended;

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

**Section 1. Section 2 of Ordinance No. 6983 is hereby amended as follows:**

**Section 2. Development Fee Revenue Fund - Sources.**

A. There shall be deposited into the Fund fees collected for management of development, including but not limited to: Building permits, electrical permits, plumbing permits, mechanical permits, engineering permits, zoning fees, subdivision fees, inspection fees, and plan check fees.

B. Fees deposited into the Fund shall be fees collected for management of development within the General Fund.

**Section 2. Section 3 of Ordinance No. 6983 is hereby amended as follows:**

**Section 3. Development Fee Revenue Fund - Uses.** Funds within the Fund shall be used to reimburse costs related to management of development including reimbursement of costs incurred within the General Fund, including but not limited to: personnel, equipment, consulting services, direct and indirect support and overhead, and other costs attributable to management of development.

**Section 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

**Section 4. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

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

---

CHERYL SELBY, MAYOR

**ATTEST:**

---

CITY CLERK

**APPROVED AS TO FORM:**

*Darren Nienaber DCA*

---

CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Public Hearing on Consideration of a Street Vacation Petition for a Portion of Alley Adjacent to 1919 Harrison Ave NW

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 5.A  
**File Number:** 17-0020

---

**Type:** public hearing **Version:** 1 **Status:** Public Hearing

---

#### **Title**

Public Hearing on Consideration of a Street Vacation Petition for a Portion of Alley Adjacent to 1919 Harrison Ave NW

#### **Recommended Action**

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

Not referred to a committee.

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

Conduct the Public Hearing. If, after closing the Hearing, Council finds sufficient information to take action, move to approve on first reading and forward to second reading an ordinance to vacate a portion of the Alley adjacent to 1919 Harrison Ave NW, reserve a perpetual utility easement to be recorded with a separate easement document over said Alley, require payment to the City of one-half the appraised value.

#### **Report**

##### **Issue:**

Whether the City Council should pass an ordinance vacating a portion of the Alley adjacent to 1919 Harrison Ave NW.

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

Ladd F. Cluff, PLS, City Surveyor, Public Works Engineering, 360.753.8389

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

Ladd F. Cluff, PLS, City Surveyor, Public Works.

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

The West Central Park Project, property owner of 1919 Harrison Ave NW, petitioned the City to vacate a twelve (12) foot wide alley right-of-way. On January 24, 2017 Council adopted a resolution to set the date of February 28, 2017 for a Public Hearing to hear public comment regarding the request.

In September 1999 Council passed Ordinance No. 5955, vacating the north-south alley adjacent to

1919 Harrison Ave NW. The vacation required that construction on the adjacent property begin within three years of passage of the Ordinance. The developer planned to dedicate a meandering alley located westerly of the north-south alley with the proposed development. The developer dedicated the meandering alley in July 2000. Development did not begin within three years. The north-south alley vacation was void September 2002, by operation of law.

Due to the voided ordinance, two alleys existed through the 1919 Harrison Ave NW parcel. Council passed Ordinance No. 6740 in December 2010, resolving the two alley issue and reserving an easement for a sanitary sewer.

In July 2015 Council passed Ordinance No. 6969, vacating the meandering alley in exchange for the rededication of the north-south alley. The West Central Park Project rededicated the north-south alley by Dedication Deed recorded June 17, 2015 under Auditor's File No. 445027.

West Central Park Project is now petitioning the City to vacate the north-south alley.

City staff and Franchise utilities reviewed and commented on the petition. City Waste ReSources, Water Resources, Puget Sound Energy and CenturyLink request that their rights be preserved for overhead and underground utilities. If the vacation is approved, reserving an easement will protect the utility company's rights and facilities.

City staff reviewed the request using the criteria outlined in Olympia Municipal Code Section 12.16.100.

Staff recommends approval of the vacation with the requirement to make payment of one-half appraised value to the City and grant a public utility easement over the existing Alley. Staff recommends granting the reserved easement to the City and private Utility Companies with a separate recorded document.

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

The public hearing will provide an opportunity for Council to hear from the community on the requested vacation.

**Options:**

Option 1: Conduct the Public Hearing. If, after closing the Hearing, Council finds sufficient information to take action, move to approve on first reading and forward to second reading an ordinance to vacate a portion of the Alley adjacent to 1919 Harrison Ave NW, reserve a perpetual utility easement to be recorded with a separate easement document over said Alley, require payment to the City of one-half the appraised value. This option allows the vacation to occur while addressing utility needs.

Option 2: Hold the Public Hearing, and continue to receive written testimony to a date certain. This option would delay the decision until Council has enough information to make their decision.

Option 3: Hold the Public Hearing, then reject the vacation request. This option would leave the alley right-of-way as is. The development of the West Central Park Project and the surrounding Block may require revision.

**Financial Impact:**

None

**Attachments:**

Ordinance

Petition with Exhibits

Presentation Exhibits

Vicinity Map

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON  
VACATING AS A PUBLIC THOROUGHFARE A PORTION OF THE  
NORTH-SOUTH ALLEY RIGHT-OF-WAY LOCATED AT 1919  
HARRISON AVE NW.**

**WHEREAS**, the Olympia City Council adopted Resolution No. 1859 on January 24, 2017 setting a public hearing date for February 28, 2017, at or after 7:00 p.m. to allow public comment for or against vacation of the following described public thoroughfare situated in the City of Olympia, Thurston County, State of Washington, to wit:

*That portion of the 12-foot wide alley in Block 37, Woodruff Addition to the City of Olympia, as recorded in Volume 3 of Plats, Page 40, records of Thurston County, Washington lying Northerly of the Easterly extension of the South line of Lot 5 in said Block 37.*

**WHEREAS**, the petitioner is requesting that a portion of the north-south alley in Block 37, Woodruff Addition to the City of Olympia be vacated; and

**WHEREAS**, notice of this proposed vacation was posted physically on site, and adjoining neighbors were mailed notice of the hearing; and

**WHEREAS**, a public hearing was held by the City Council of the City of Olympia on said petition on February 28, 2017, at 7:00 p.m. or thereafter in the evening; and

**WHEREAS**, the City has received comments from utility providers requesting the reservation of easements with regard to this vacation; and

**WHEREAS**, the Public Works Department has indicated that the property has no known current or foreseeable future use to the City as a right-of-way; and

**WHEREAS**, this vacation is deemed to be in the public interest and serve the public welfare;

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

**Section 1.** As recommended by the City of Olympia Public Works Department and as requested by the owner of the abutting parcels, the Olympia City Council, pursuant to RCW 35.79.010, hereby vacates as a public thoroughfare the herein above described property and RESERVES an easement over the above described property for public and private utilities, whether or not covered by a franchise agreement with the City of Olympia, including but not limited to, sanitary sewer, stormwater, water, solid waste collection, electrical, cable, telephone, and telecommunications.

**Section 2.** The vacation meets the criteria set forth in OMC 12.16.100.

**Section 3.** This Ordinance shall not become effective until the owners of the abutting property pay to the City of Olympia an amount equal to one-half the appraised value as required under OMC 12.16.030, .080, .090 and RCW 35.79.030 for the area so vacated and provide a copy of the executed standard City of Olympia utility easement as described in Section 1 above. Failure of the abutting property owners to remit this amount and the executed easement within ninety (90) days of the passage of this Ordinance shall automatically void the petition and this Ordinance without it being brought back before the City Council. The City Clerk/Treasurer shall certify on the face of this Ordinance whether or not the payment is received within the time limit referred to above.

**Section 4.** The City Manager is authorized to acknowledge and accept the utility easement described above.

**Section 5.** I, \_\_\_\_\_, City Clerk/Treasurer, hereby certify that an amount equal to one-half of the appraised value of property above vacated was \_\_\_ was not \_\_\_ received within the time referred to above.

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

*Darren Nienaber*

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

**PASSED:**

**APPROVED:**

**PUBLISHED:**



PETITION TO VACATE PUBLIC RIGHT-OF-WAY

16-6519

RECEIVED DEC 14 2016 COMMUNITY PLANNING AND DEVELOPMENT DEPT. Community Planning & Development 601 4th Avenue - PO Box 1967 Olympia WA 98507-1967 Phone: 360.753.8314 Fax: 360.753.8087 cpdinfo@ci.olympia.wa.us www.olympiawa.gov

OFFICIAL USE ONLY

Applicant: Alicia Elliott Address: 1919 Harrison Ave NW Phone: 360.489.7359 File #: 16-6519 Receipt #: Date:

HONORABLE MAYOR AND CITY COUNCIL:

We, the undersigned, do hereby petition the Olympia City Council to vacate the following described public right-of-way:

LEGAL DESCRIPTION OF AFFECTED RIGHT-OF-WAY: That portion of the 12' wide alley in block 37 of Woodruff's Addition to the City of Olympia, as recorded in volume 3 of plats, page 40, records of Thurston County, WA lying northerly of the easterly extension of the south line of lot 5 in said block 37. (attached A)

PURPOSE OF REQUEST & STATEMENT OF PUBLIC BENEFIT:\* To create a safe pedestrian and bike friendly access which restricts vehicle access through the north part of Block 37. (attached B) \*See criteria for approval on the reverse side of this form.

Table with 3 columns: Owner's Signature, Owner's Name (printed), Parcel Number. Rows include Parkside Cafe, LLC; Orchard House LLC, Marie B&B LLC; West Central Park.

I verify that each of the above signatures represents a legal and registered owner of the property abutting the above-described right-of-way:

Applicant's Signature: Alicia Elliott Date: 12/14/16 Phone # 360-489-7359

Right of Vacation, WCP et al; List of Attachments

A: Legal Description

B: Purpose of Request and Statement of Public Benefit

C: Vicinity Map

D: Site Plan

E: 300' Radius Report



RIGHT OF VACATION  
EXHIBIT "A"

RECEIVED  
DEC 14 2016  
COMMUNITY PLANNING  
AND DEVELOPMENT DEPT.

THAT PORTION OF THE 12-FOOT WIDE ALLEY IN BLOCK 37 OF WOODRUFF'S ADDITION TO THE CITY OF OLYMPIA, AS RECORDED IN VOLUME 3 OF PLATS, PAGE 40, RECORDS OF THURSTON COUNTY, WASHINGTON LYING NORTHERLY OF THE EASTERLY EXTENSION OF THE SOUTH LINE OF LOT 5 IN SAID BLOCK 37.



October 24, 2014

## Right of Vacation, WCP et al; Attachment B

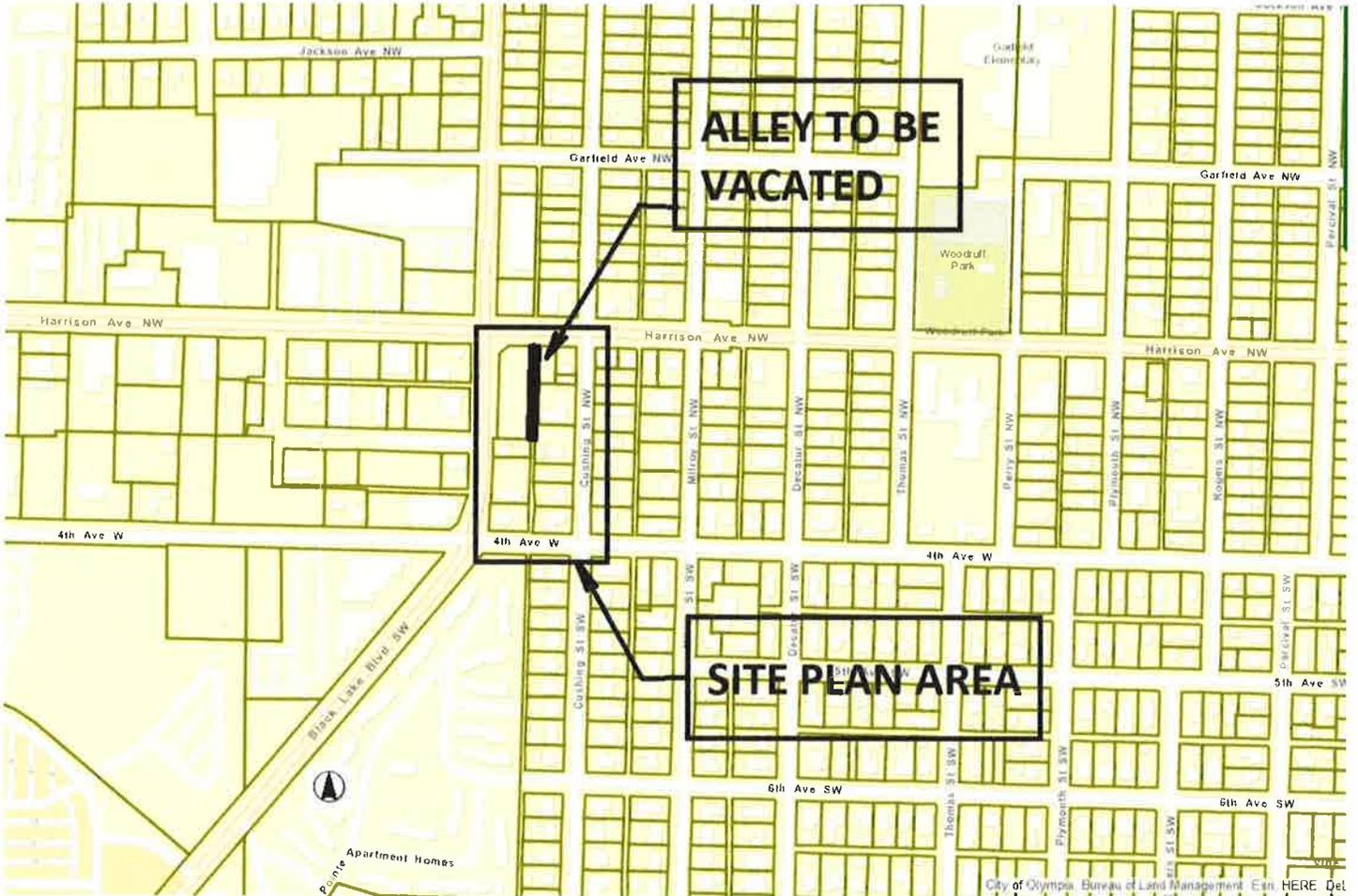
The West Central Park, The Parkside Cafe LLC, The Orchard House LLC, and the Marie B&B LLC, are requesting that the City vacate the north portion of the north-south alley, parallel to Division Street in Block 37 of Woodruff's Addition. The applicants own 100% of all property abutting the alley to be vacated, that portion of the north-south alley beginning at Harrison and ending at the southern boundary of the West Central Park. The applicants will dedicate easements to the City, the public and the Park for emergency, utility, pedestrian, bike and event access.

There are no properties abutting this section of the alley that have driveway access connected to the alley and vehicle access to residences abutting the south half of the alley will be preserved. The alley vacation will be providing and maintaining a safe pedestrian and bike access that will connect to services and transit nodes. The proposed vacation is consistent with the goals of the Olympia Comprehensive Plan and Development Standards by providing a safe, pedestrian friendly avenue through a key Westside community. The unique character of the West Central Park and the surrounding development offer an opportunity for neighbors to walk, bike, shop and gather. By restricting random vehicular traffic in the alley the applicants seek to increase the safety and walkability of the neighborhood and reduce harm to the environment. The alley vacation will also serve to decrease traffic feeding into the congested Harrison/Division intersection.

The applicants request that the Council grant a waiver of compensation for the alley vacation since they are not retaining the right-of-way solely for private use. The petitioners will grant easements for emergency, utility, public pedestrian and bike access as well as easements for community events at the West Central Park. The singular purpose of the vacation request is to eliminate random vehicle traffic, and thereby provide a safe bike and pedestrian lane for public use.



16 - 6519



**RECEIVED**  
DEC 14 2016  
COMMUNITY PLANNING  
AND DEVELOPMENT DEPT.

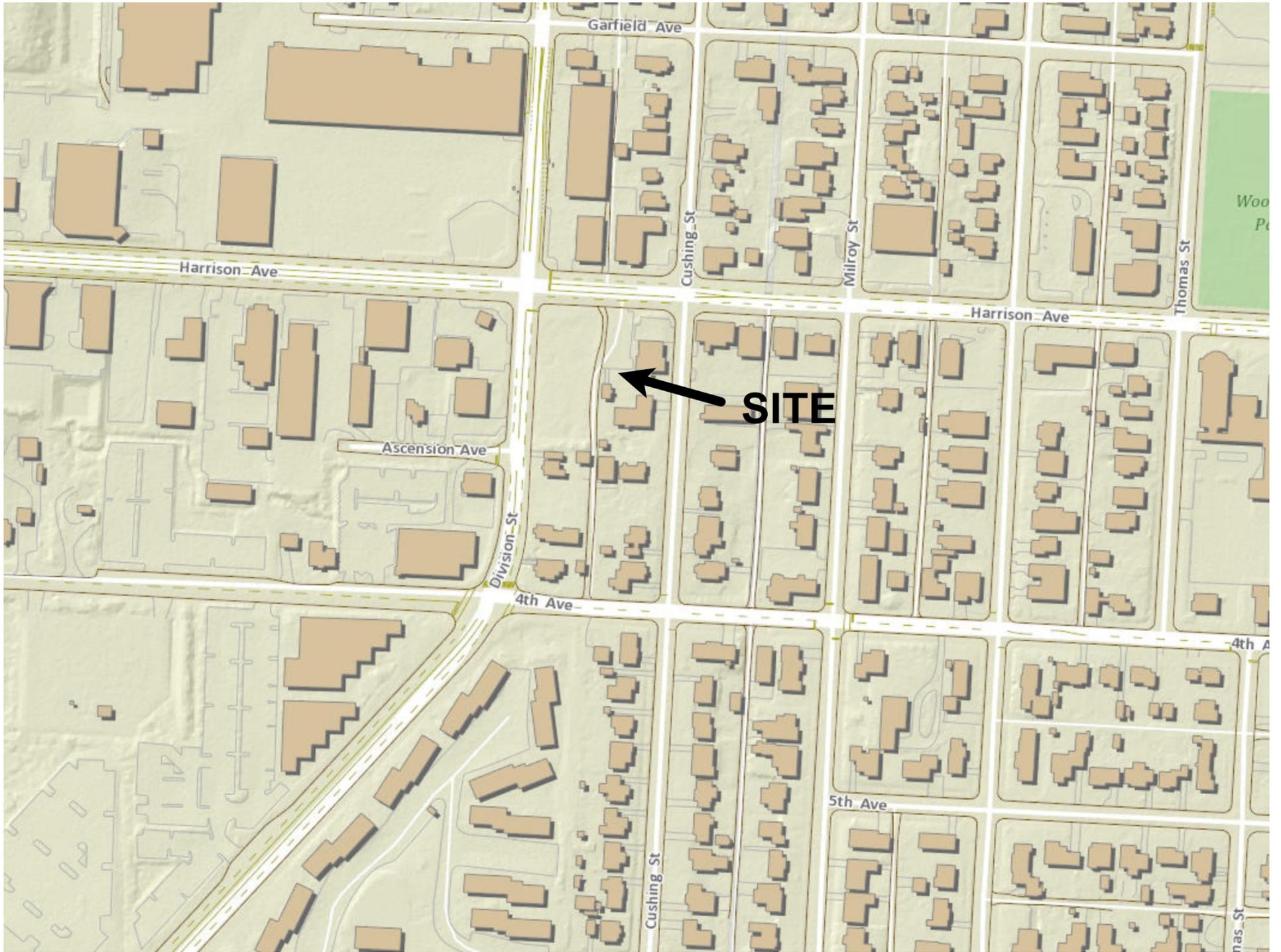
Vicinity Map

# PETITION TO VACATE PUBLIC RIGHT-OF-WAY

1919 Harrison Ave NW

FILE No. 16-6519

(WEST CENTRAL PARK PROJECT)





Harrison Ave Looking South



Alley Looking North





**2017 ALLEY VACATION PROPOSAL  
LEGEND**

- PARCEL LINE
- - - RIGHT-OF-WAY
- - - ALLEY TO BE VACATED
- ⊙ ⊙ ⊙ ALLEY TO BE VACATED

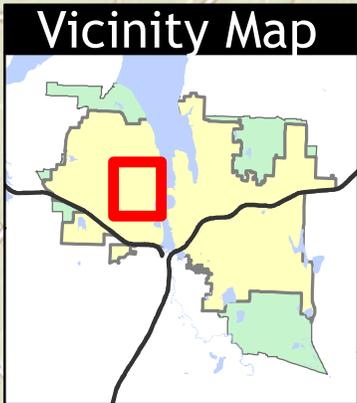
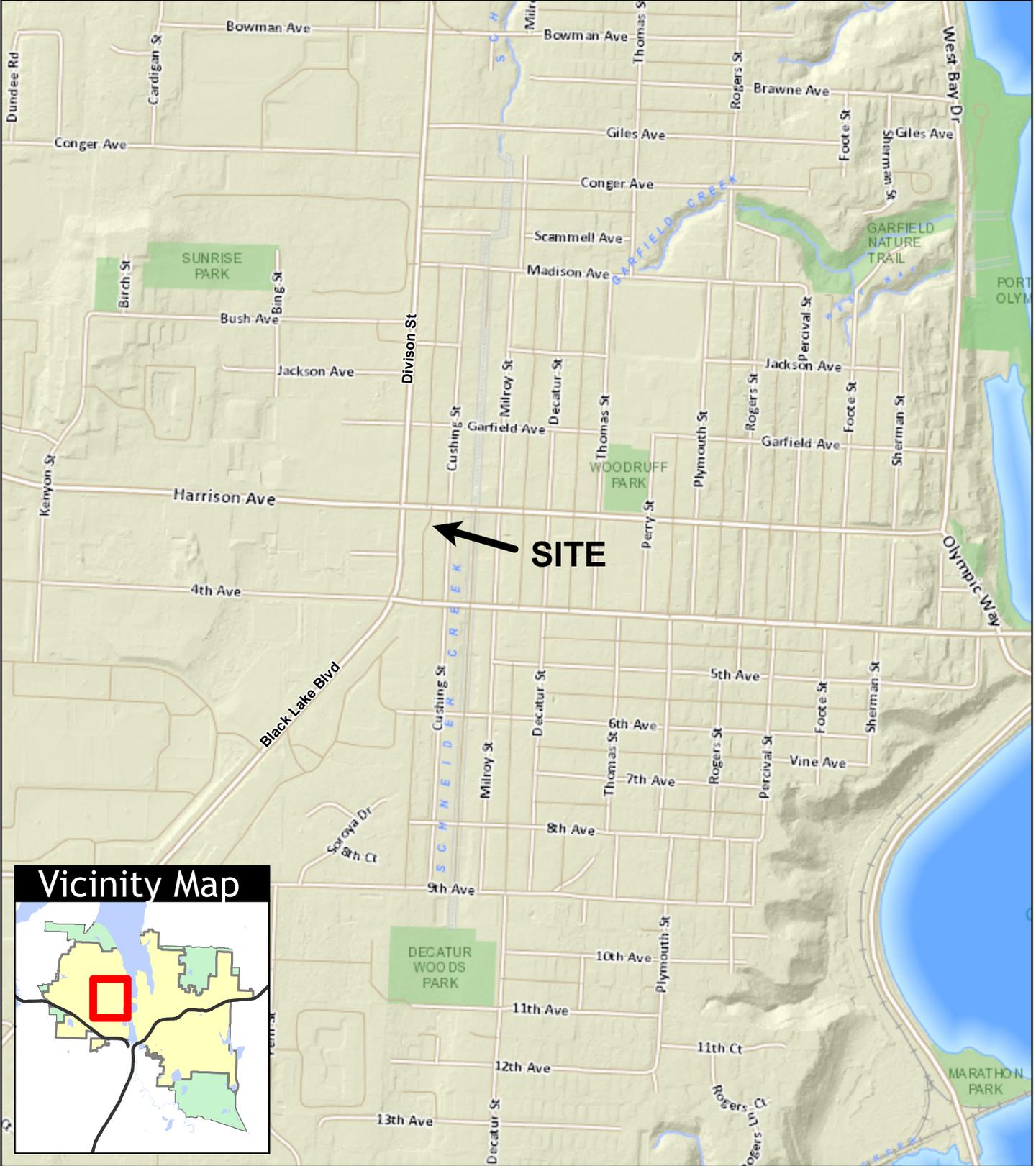
**FILE 16-6519 1919 HARRISON AVE ALLEY RIGHT-OF-WAY VACATION**

<b>PARCEL</b>	<b>VACATION AREA</b>	<b>VACATION S.F.</b>	<b>2017 ASSESSED VALUE (S.F.)</b>	<b>TOTAL VALUE</b>	<b>VACATION VALUE (50% PER STATUTE)</b>
85003700100	6' X 250' ALLEY	1,500	\$14.88	\$22,320.00	<b>\$18,880.98</b>
85003701901	6' X 100' ALLEY	600	\$14.39	\$8,634.00	
85003701700	6' X 108' ALLEY	648	\$7.99	\$5,177.52	
85003701500	6' X 42' ALLEY	252	\$6.47	\$1,630.44	



# 1919 Harrison Avenue

## Proposed Alley Vacation



0 300 600 Feet

1 inch = 800 feet

Map printed 5/4/2015

For more information, please contact:

Ladd Cluff, City Surveyor

(360) 753-8389

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-ways, utilities and structures depicted hereon are based on record 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 this information with respect to lost profits, lost savings or any other consequential damages.





## City Council

### Public Hearing on Amending Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 5.B  
**File Number:** 17-0196

---

**Type:** public hearing **Version:** 1 **Status:** Public Hearing

---

#### **Title**

Public Hearing on Amending Community Development Block Grant (CDBG) Funding - Program Year (PY) 2016

#### **Recommended Action**

##### **Committee Recommendation**

The General Government Committee recommended the proposed amendments at its Feb. 3 meeting and forwarded their recommendation to Council.

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

Hold a public hearing on the proposed amendments to the PY 2016 CDBG Annual Action Plan as part of the 30-day public comment period.

#### **Report**

##### **Issue:**

Whether to hear public comments on the proposed amendments to Program Year (PY) 2016 CDBG Action Plan to include an additional \$315,000 from unexpended CDBG funds for new activities that will ensure CDBG funds are spent down in a timely manner?

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

Anna Schlecht, Community Service Programs Manager, Community Planning & Development Department, 360.753.8183

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

Anna Schlecht, Community Service Programs Manager  
Leonard Bauer, Community Development Department Deputy Director

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

##### **Overview:**

On February 7, 2017 the Council accepted the proposed amendments (Attached) as recommended by the General Government Committee from their February 3, 2017 meeting. Tonight, Council will hear public comments during a public hearing as part of a 30-day public comment period as required

by our CDBG Citizen Participation Plan.

**Source of CDBG Funds:** The City has approximately \$210,000 from past CDBG program years that has not been expended as quickly as anticipated. Of this amount, \$149,000 comes from a PY 2014 activity - the NDC's Technical Assistance contract to support the Grow Olympia Fund (GOF). This funding has not been expended because it only becomes eligible when a GOF loan is fully executed. An additional \$60,100 comes from unexpended prior year program income. In addition, the City continues to receive program income from past housing rehabilitation loans in excess of projections. Staff now estimates an additional \$105,000 of additional program income could be received in PY2016 that can be allocated at this time.

These funds must be allocated by the City for new activities that will expend funds in a timely manner to ensure compliance with HUD regulations. HUD has advised the City to either expend or re-allocate unexpended funds by March 22, 2017.

**PY 2016 Amendment - Public Timeline and Public Process:** Because of the large amount of funding under consideration, the City must go through the full CDBG "**Substantial Amendment**" process as described in our CDBG Citizen Participation Plan to consult with the public on how these funds are invested. The attached "Public Process Timeline Summary - Public Proposed CDBG Proposed Amendments" describes these proposed amendments and offers ways for the public to offer their comments. This is part of the program year as presented in the attachment "Olympia CDBG Program - Annual Cycle." This public process is summarized as follows:

<b>February 7, 2017</b>	Council Action to Start Allocation Process
<b>Feb. 10 - March 13</b>	Public Comment Process (30-day review period of all proposed amendments)
<b>February 28</b>	CDBG Amendments Public Hearing
<b>March 21</b>	Council Approval - Consent Calendar
<b>March 22</b>	Report PY 2016 CDBG Amendments to HUD

**Program Income and Spend-down Deadlines:** HUD regulations require that the City spend down to 1.5 times its current grant. The regulatory intent is to ensure that tax-payers' money is used promptly to meet community needs. In PY 2016, the target amount is to spend down to \$511,338 by June 30, 2017. At this time, the City needs to spend at least \$310,000 additional funding to get down to the target amount.

Mid-year amendments are often necessitated for a number of reasons. First, it can be difficult to accurately estimate the amount CDBG Program Income to be received. Second, some activities in a given program year may not be expending funds in a timely manner and must be dropped in favor of new activities that that will expend funds more quickly in order to meet the spend down target.

## **CDBG Background**

**CDBG Purpose:** The Community Development Block Grant (CDBG) Program was created as a

“bundled” federal aid program intended to aid the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The program was designed with flexibility to allow communities to determine how to meet the specific local needs of low-moderate income individuals.

**CDBG Annual Action Plan Referral:** Every year the Council refers the initial review of the CDBG Program to General Government Committee for the purpose of developing recommendations on priorities and the public process for the coming program year.

**Options for CDBG-funded Activities:** The current CDBG Five-Year Consolidated Plan identifies the following five key strategies:

- **Housing Rehabilitation - *PRIORITY***  
Examples: Renovation of Smith Building to create housing units. Can include both acquisition and rehabilitation as conducted by Homes First!
- **Public Services - *PRIORITY***  
Examples: Capital Recovery Center Ambassador Program.
- **Economic Development**  
Examples: Business training programs; CPTED Safety projects.
- **Public Facilities**  
Examples: Providence Community Care Center.
- **Land Acquisition**  
Examples: Purchase of Griswold’s Building.

The above five priorities were identified in the City’s strategic plan, the Five-Year Consolidated Plan (2013 - 2017). While Housing Rehabilitation and Public Services were identified as the highest priorities for the current annual action plan, the other three identified strategy areas are also eligible. Additionally, the Council could decide to add other CDBG-eligible strategic goals based on current conditions not anticipated at the time of the Five-Year Consolidated Plan development.

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

The federal CDBG Program offers a flexible source of funding to meet a wide variety of affordable housing, social service, economic development and other community development needs. All neighborhoods and community stakeholders have an interest in how CDBG funds are invested in community development programs and projects.

**Options:**

1. Hold a public hearing on the proposed amendments to the PY 2016 CDBG Annual Action Plan as part of the 30-day public comment period.
  
2. Delay a public hearing on the proposed amendments to the PY 2016 CDBG Action Plan  
[Note: this option would risk a federal finding by missing the March 22, 2017 deadline.]

**Financial Impact:**

Staff estimates there will be approximately \$210,000 from unexpended CDBG funds to reallocate via

the CDBG Amendment process prior to March 2017. Staff also estimates up to \$105,000 additional program income may be received in PY2016 that can be included in a PY2016 CDBG Amendment process.

**Attachments:**

CDBG Program Year 2016 Proposed Amendments Matrix  
Public Process Timeline Summary - Proposed CDBG Amendments  
Olympia CDBG Program - Annual Cycle

# CDBG Program Year 2016 Proposed Amendments Matrix

Attachment #1

ACTIVITY	Options / Comments	Current PY 2016 Allocation	Proposed PY 2016 Amendments	TOTAL – Current & Proposed CDBG Activities
<b>Planning &amp; Administrative Costs</b>	Staffing required to run a compliant program	\$98,178	\$0.00	\$98,178
<b>Economic Development</b>	Economic Development Council – Business Training	\$25,864*	\$0.00	\$25,864*
<b>Micro Enterprise</b>	Enterprise for Equity – Micro Business Assistance	\$18,953*	\$0.00	\$18,953*
<b>Public Facility</b>	Providence - Community Care Center	\$200,000	\$0.00	\$200,000
<b>Social Services</b>	Capital Recovery – Downtown Ambassador Program	\$55,397*	\$0.00	\$55,397*
<b>Economic Development</b>	Crime Prevention Through Environmental Design	\$27,500*	\$0.00	\$27,500*
<b>Housing Rehabilitation*</b> <i>(Loan Program to rehab housing for low income tenants)</i>	<ul style="list-style-type: none"> <li>• <b>Candlewood Manor - Water supply:</b> 104 units, very low-income mobile home tenants <b>\$47,000</b></li> <li>• <b>Homes First! Oxford House repairs:</b> <b>\$68,000</b></li> <li>• <b>Sewer Connections - 1111 Lilly Rd NE:</b> 6 units, very low-income tenants <b>\$105,000</b></li> <li>• <b>Sewer Connections - 2620 5<sup>th</sup> Avenue NE:</b> 6 units, very low-income tenants <b>\$70,000</b></li> </ul>	\$65,000*	<b>\$225,000**</b> <i>(\$210,00 - unspent prior year funds, \$105,000 - anticipated Program Income)</i>	<b>\$290,000**</b> <i>(Includes newly allocated funds)</i>
<b>Portland Loo – Equipment Purchase</b> <i>(Purchase of stainless steel bathroom facility – part of the downtown 24/7 restroom project)</i>	City funding options include several fund sources; equipment purchase would be most timely for CDBG regulatory compliance.	\$0.00	<b>\$90,000*</b>	<b>\$90,000*</b> <i>(Newly allocated funds)</i>
	<b>TOTAL FOR AMENDMENT OPTIONS</b> <i>Please Note: Amendments allow the City to meet the spend-down target of \$315,000</i>	<b>\$490,892</b>	<b>\$315,000</b>	<b>\$805,892</b>

\*Allocated amounts include Activity Delivery (ADC) costs

\*\*Housing Rehab sub-total to be indexed to actual program income receipts

**PUBLIC PROCESS TIMELINE SUMMARY - PROPOSED CDBG AMENDMENTS  
Olympia Community Development Block Grant (CDBG) Program Year 2016  
(September 1, 2016 – August 31, 2017)**

**Public Process**

The public has the opportunity to review and comment on the proposed amendment, or changes, to the Olympia Community Development Block Grant (CDBG) Program Year 2016 (September 1, 2016 – August 31, 2017) Annual Action Plan. The attached chart presents the changes, described briefly as: 1) adding an additional \$225,000 to the Housing Rehabilitation Loan Fund Program which provides loan funds to rehabilitate housing occupied by very low-income tenants; and, 2) providing \$90,000 to purchase a stainless steel bathroom unit known as the “Portland Loo” for installation in the downtown Olympia Artesian Commons Park; to be made available 24/7 as part of the City’s downtown restroom project.

**Timeline:**

<b>February 10 – March 13</b>	Public Comment Period (See below for how to comment)
<b>February 28 (7:00 p.m.)</b>	Public Hearing at Olympia City Council Meeting
<b>March 21</b>	Council – Final Decision
<b>March 22</b>	Report to Housing & Urban Development (HUD)

Copies of this chart and one-page explanation are available at the following locations:

- [www.olympiawa.gov/city-services/housing-social-service/cdbg-program](http://www.olympiawa.gov/city-services/housing-social-service/cdbg-program)
- Community Planning & Development Department, Olympia City Hall, 601 4<sup>th</sup> Avenue East, Olympia
- Olympia Timberland Library, 313 8<sup>th</sup> Avenue SE, Olympia

The public may review these proposed changes during the 30-day public comment period, from February 10 to March 13, 2017 and provide comments as follows:

**Emails:** [citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us)

**Letters:** Olympia City Council, Olympia City Hall, 601 4<sup>th</sup> Avenue East, Olympia WA 98501

**Phone Calls:** 360-753-8266

**Testimony:** Tuesday at 7:00 pm, February 28, 2017 at the Olympia City Council Meeting

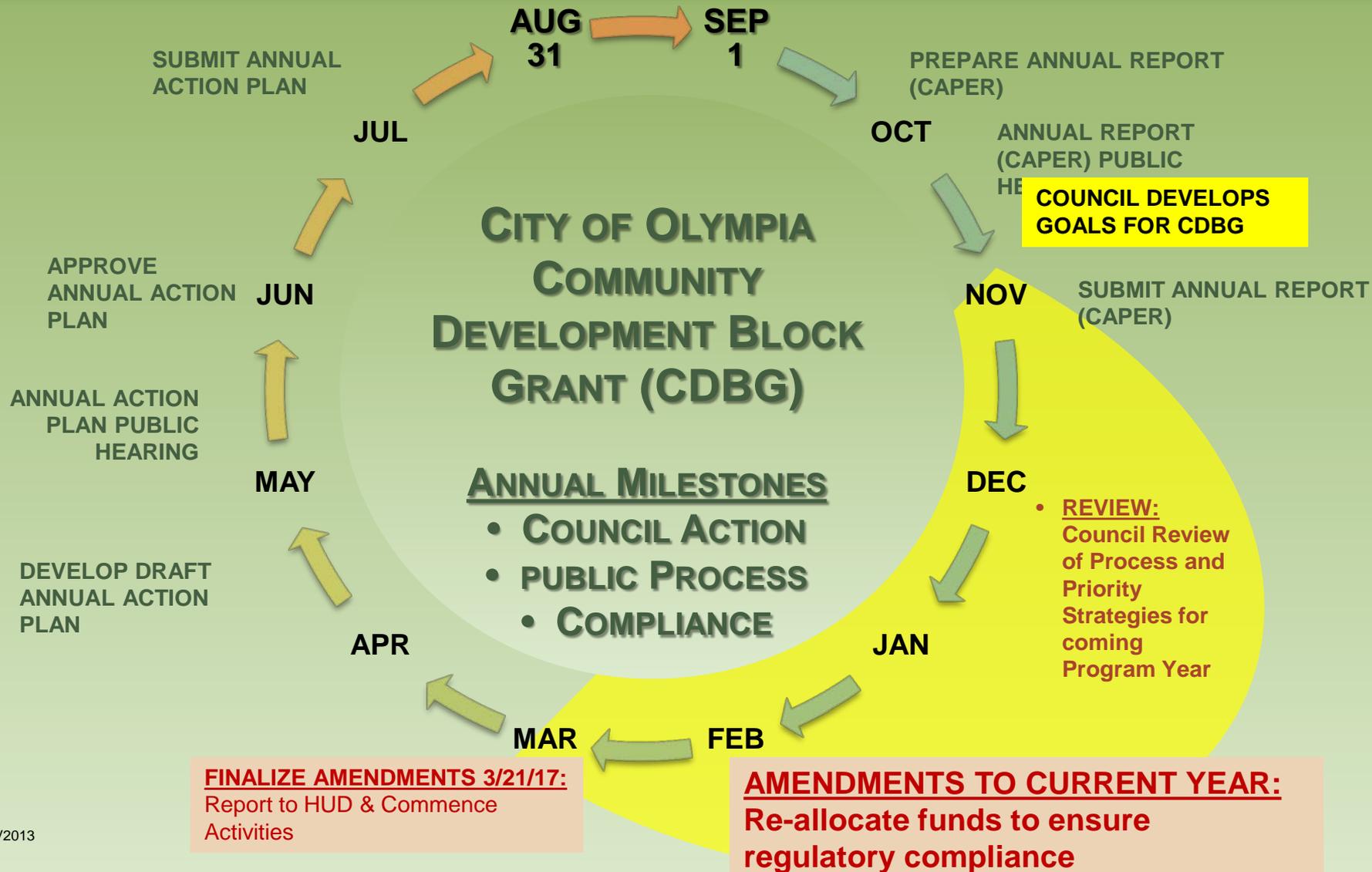
For more information email Anna Schlecht at [aschlech@ci.olympia.wa.us](mailto:aschlech@ci.olympia.wa.us)

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

Attachment #3

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS





## City Council

### Approval of 2017 Comprehensive Plan Amendment Docket

**Agenda Date:** 2/28/2017  
**Agenda Item Number:** 6.A  
**File Number:** 17-0122

---

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

---

#### **Title**

Approval of 2017 Comprehensive Plan Amendment Docket

#### **Recommended Action**

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

Not referred to a committee. The Land Use and Environment Committee was briefed on the proposals at its meeting on January 19, 2017.

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

Move to approve forwarding four Comprehensive Plan amendment proposals (Bentridge Neighborhood Village redesignation and rezone; Transportation 2030 and Bicycle Network map amendments; removing a Major Collector designation on a portion of Maple Park Drive SE; and to redesignate and rezone four parcels at the southeast corner of the intersection of Yelm Highway SE and Henderson Boulevard SE) to the Planning Commission for review and recommendations back to Council.

#### **Report**

##### **Issue:**

Whether the proposed Comprehensive Plan amendment proposals should be forwarded to the Planning Commission for review and recommendations and Council decision later in 2017.

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

Joyce Phillips, Senior Planner, Community Planning and Development Department (CPD),  
360.570.3722

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

Joyce Phillips, Senior Planner, CPD

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

The Washington State Growth Management Act provides that Olympia generally can amend its Comprehensive Plan only once each calendar year. Chapter 18.59 of the Olympia Municipal Code establishes a specific process for such annual amendments. It provides that:

- Proposals may be submitted by anyone at any time without charge.

- City Council is to set a deadline for proposals to be considered in a given year (November 14, 2016 for consideration in 2017), and
- City staff is to review and present all preliminary proposals to the Council (February 28 this year) to determine which should move forward for formal consideration. The staff's review and recommendation at this preliminary stage is to be based on specific criteria set forth in code section 18.59.020.

In brief, these criteria are:

- Whether the proposal is consistent with state and federal law
- Whether the proposal might lead to adverse environmental impacts, and if so whether there is time to analyze such
- Whether additional capital improvements and maintenance revenue would be needed, and if so whether there is time to analyze such
- Whether the proposal conflicts with other provisions of the Comprehensive Plan
- Whether other significant amendments would be needed and, if so, whether there is time for such
- If the proposal has previously been reviewed and, if so, whether the applicant has identified a reason to review it again

(A copy with full text of the criteria is attached for convenience.)

The City Council's role at this stage is to "review all such proposals, determine which are appropriate and worthy of further review and consideration, and move those to the Planning Commission for review and public hearing." (OMC 18.59.030). Note that at this stage the Council's role is **not** to decide whether or not a proposal should be approved. Instead the Council is to decide - without otherwise pre-judging the issue - which proposals should move to the next stage of review. Whether to consider a proposed Comprehensive Plan amendment is at the City Council's discretion - there is no requirement that the City consider any amendments in a given calendar year.

Amendments forwarded to the Planning Commission are deemed the 'final docket.' Prior to further consideration, private proponents of forwarded proposals are required to submit a detailed amendment application including appropriate fees. All forwarded amendment proposals will be subject to environmental review by City staff and appropriate public processes, including review and recommendations by the Planning Commission following a public hearing. Final decisions are scheduled to be made by the City Council late in 2017.

### Proposals

Five preliminary proposals were received this year. One of those applications was deemed as unnecessary, as the Future Land Use Map in the Comprehensive Plan already designated the property as the designation sought by the applicant. Therefore, staff brings four applications forward to the City Council. Each application, including related materials, is attached to this report. In summary, the proposals are:

1. City proposal to redesignate and rezone the Bentrige Neighborhood Village
2. City proposal to amend the Transportation 2030 and Bicycle Network Maps in the

comprehensive plan.

3. Proposal from the South Capitol Neighborhood Association to remove the Major Collector designation on Maple Park Drive between Capitol Way SE and Jefferson Street SE.
4. Proposal by Tom Schrader, on behalf of three property owners, to redesignate and rezone four parcels (totaling 7.48 areas) at the southeast corner of the intersection of Yelm Highway SE and Henderson Boulevard SE.

### Staff Recommendations

City staff has evaluated these proposals pursuant to the OMC criteria and recommends the Council conclude:

Each of the four proposals is consistent with the six criteria and should be placed on the final docket for 2017 by forwarding the proposals to the Planning for consideration.

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

There are stakeholders interested in each of the proposed items. All interested parties will have an opportunity to participate in the various public review processes.

### **Options:**

With respect to each of the four proposals the City Council may:

1. Direct that the Planning Commission review the proposal, hold a public hearing, and make recommendations to the Council consistent with the 2017 Comprehensive Plan amendment schedule.
2. Decline to consider the proposed amendment in 2017.
3. Direct consideration of the proposal as part of a different process, instead of as part of the 2017 Comprehensive Plan amendments.

### **Financial Impact:**

Consideration of the four proposed comprehensive plan amendments are within the base budget.

### **Attachments:**

OMC 18.59  
City Bentrige Application  
City Transportation Application  
South Capitol Neighborhood Application  
Tsuki Corner Application

Chapter 18.59  
OLYMPIA COMPREHENSIVE PLAN AMENDMENT PROCESS

18.59.000 Chapter Contents

Sections:

- [18.59.010](#) Plan amendment procedures.
- [18.59.020](#) Preliminary review and evaluation criteria.
- [18.59.030](#) Council approval of final docket.
- [18.59.040](#) Final review and evaluation.
- [18.59.050](#) Decision criteria for rezone requests.
- [18.59.055](#) Consistency between the zoning map and the future land use map.
- [18.59.060](#) Planning Commission and City Council review and adoption process.
- [18.59.070](#) Timing and exemptions.
- [18.59.080](#) Notification of comprehensive plan amendment process.

(Ord. 6952 §1, 2015).

**18.59.010 Plan Amendment Procedures**

Individual and agency initiated proposals to amend the Olympia Comprehensive Plan shall be submitted to the Department on forms provided by the City. Proposals may be submitted at any time; however, to be considered in the same calendar year, they must be submitted by the deadline set by the City Council, unless otherwise specifically authorized by the City Council. All proposals shall be considered collectively once each year except in the case of an emergency as determined by the City Council (see Timing and Exemptions). The Comprehensive Plan Amendment calendar shall be approved by the City Council. No fee shall be charged at this proposal stage. The Department shall maintain a log or docket of all such proposals including a summary of the proposal, the principal proponent's name and address, the date on which the proposal was submitted, and its review status.

(Ord. 5792 §1, 1998).

**18.59.020 Preliminary review and evaluation criteria**

A. Prior to City Council action, the Department shall conduct a preliminary review and evaluation of proposed amendments, including rezones, and assess the extent of review that would be required under the State Environmental Policy Act (SEPA). The preliminary review and evaluation shall also include any review by other departments deemed necessary by the Department, and except as provided in 18.58.080 shall be based on the following criteria:

1. Is the proposed amendment consistent with the county-wide planning policies, the Growth Management Act (GMA), other state or federal law, or the Washington Administrative Code?

2. Would the proposed amendment cause little or no adverse environmental impacts and, is the time required to analyze impacts available within the time frame of the standard annual review process?
3. Is sufficient analysis completed to determine any need for additional capital improvements and revenues to maintain level-of-service, and is the time required for this analysis available within the time frame for this annual review process?
4. Can the proposed amendment be considered now without conflicting with some other Comprehensive Plan established timeline?
5. Can the proposed amendment be acted on without significant other amendments or revisions not anticipated by the proponents and is the time required for processing those amendments or revisions available within the time frame of this annual review process?
6. If the proposed amendment was previously reviewed, ruled upon or rejected, has the applicant identified reasons to review the proposed amendment again?

B. If the Department determines that the answer to any of the above questions is no, it may recommend to the City Council that the proposed amendment or revision not be further processed in the current amendment review cycle. Upon direction from City Council, Department staff will inform those whose proposed amendments or revisions will not be considered because (a) impact analysis beyond the scope of the amendment process is needed; (b) the request does not meet preliminary criteria; or (c) likelihood of inclusion of the proposal in a department's work program. Proponents may resubmit proposals to the department at any time, subject to the timelines contained in this chapter.

(Ord. 5792 §1, 1998).

#### **18.59.030 Council approval of final docket**

A. The Department shall compile a list giving the status of all proposed amendments, including rezones, and forward the list to the City Council. The City Council shall review all such proposals, determine which are appropriate and worthy of further review and consideration, and move those to the Planning Commission for review and public hearing. (See Preliminary Review and Evaluation Criteria.)

B. The list approved by the City Council shall be known as the final docket. The Department shall notify proponents of the items on the docket that will be moved to the Planning Commission for review. Proponents shall be required to submit an application and shall pay such fee as may be established by the City Council. Proponents of the proposals not moved to the Planning Commission shall also be notified of the Council's decision. Department and City initiated proposals are exempt from application fees.

Information about the amendment process and the schedule shall be distributed with final application forms.

(Ord. 5792 §1, 1998).

#### **18.59.040 Final review and evaluation**

A. The Department shall distribute the final docket of proposed amendments, including rezones, to any state or local agency which is required by law to receive notice of proposed amendments and revisions to the Comprehensive Plan and implementing development regulations within the time required. In addition, the Department shall distribute the final docket of proposed amendments to recognized neighborhood associations and other affected interests identified by the City Council. The Department shall include issues identified in amendment proposal analyses and conduct any review required by SEPA of the proposed amendments, including rezones, listed on the final docket.

B. The Department shall prepare a report including any recommendations on each proposed amendment, including rezones, on the final docket and forward the report to the Planning Commission. At a minimum the Planning Commission recommendation and the Council decision should address the following:

1. Does the proposed amendment or revision maintain consistency with other plan elements or development regulations? If not, are amendments or revisions to other plan elements or regulations necessary to maintain consistency with the current final docket that will be considered by the Planning Commission and the City Council?
2. Is the proposed amendment or rezone consistent with the goals of the Comprehensive Plan?
3. Is the proposed amendment or revision consistent with the county-wide planning policies?
4. Does the proposed amendment or rezone comply with the requirements of the GMA?

(Ord. 5792 §1, 1998).

#### **18.59.050 Decision criteria for rezone requests**

The following criteria will be used to evaluate each rezone request. A zoning map amendment shall only be approved if the Council concludes that at minimum the proposal complies with subsections A through C. To be considered are whether:

A. The rezone is consistent with either the Comprehensive Plan including the Plan's Future Land Use map as described in OMC [18.59.055](#) or with a concurrently approved amendment to the Plan.

- B. The rezone will maintain the public health, safety, or welfare.
- C. The rezone is consistent with other development regulations that implement the comprehensive plan.
- D. The rezone will result in a district that is compatible with adjoining zoning districts; this may include providing a transition zone between potentially incompatible designations.
- E. Public facilities and services existing and planned for the area are adequate and likely to be available to serve potential development allowed by the proposed zone.

(Ord. 7013 §2, 2016; Ord. 6952 §2, 2015; Ord. 5792 §1, 1998).

**18.59.055 Consistency between the zoning map and the future land use map**

- A. Although the Future Land Use map is not specific with regard to the edges of Land Use designations, the zoning map boundaries should not vary more than 200 feet from the land use designation shown on the Future Land Map.
- B. Each Neighborhood Retail or Neighborhood Center district, if any, shall be no further than four blocks (approximately 1000 feet) from a Neighborhood Center location indicated on the Future Land Use Map or is at a location proposed pursuant to the Subarea Planning process described in the Comprehensive Plan.
- C. Districts on the zoning map shall correspond to categories of the Future Land Use Map in accordance with the following table and be consistent with the purposes of each designation. Only those districts listed below are deemed to be consistent with the corresponding Future Land Use map designation, provided that zoning districts in locations enacted prior to January 1, 2015, may remain.

<b>FUTURE LAND USE MAP DESIGNATION</b>	<b>ZONING DISTRICT(S)</b>
Low Density Neighborhoods	Residential – 1 Unit per 5 Acres Residential Low Impact Residential – 4 Units per Acre Residential – 4 to 8 Units per Acre Residential – 6 to 12 Units per Acre (only when adjacent to similar or higher density zoning district)
Medium Density Neighborhoods	Residential Multifamily – 18 Units per Acre Residential Multifamily – 24 Units per Acre
Mixed Residential	Mixed Residential 7 – 13 Units per Acre Mixed Residential 10 – 18 Units per Acre

<b>FUTURE LAND USE MAP DESIGNATION</b>	<b>ZONING DISTRICT(S)</b>
Neighborhood Centers	Neighborhood Retail Neighborhood Center District
Residential Mixed Use	Residential Mixed Use Urban Residential Urban Waterfront – Housing
Planned Developments	Planned Unit Developments Neighborhood Village District Community-Oriented Shopping Center Urban Village District
Professional Office & Multi-family Housing	Professional Office / Residential Multi-family
Urban Corridor	High-Density Corridor – 1 High-Density Corridor – 2 High-Density Corridor – 3 (only within area designated High Density Neighborhood Overlay) High-Density Corridor – 4 General Commercial Commercial Services – High Density Manufactured Housing Park Mixed Residential 10 to 18 Units per Acre Residential Multifamily 18 Units per Acre Residential Multifamily 24 Units per Acre
Urban Waterfront	Urban Waterfront Urban Waterfront – Housing
Central Business District	Downtown Business
General Commerce	General Commercial Commercial Services – High Density
Auto Services	Auto Services
Medical Services	Medical Services
Light Industry	Light Industrial / Commercial
Industry	Industrial

(Ord. 6952 §3, 2015).

**18.59.060 Planning Commission and City Council review and adoption process**

A. Following one or more public hearings the Planning Commission shall forward its written recommendation regarding each Comprehensive Plan amendment and any text amendments or rezones to the Council; provided that the Commission may forward any

recommendation regarding a site-specific rezone to the Hearing Examiner without holding a public hearing.

B. The Council shall review the recommendations of the Planning Commission, may hold a public hearing, and shall decide whether to adopt, modify and adopt, reject or defer to a later date, each proposed amendment.

C. Each proponent shall be notified by mail of all public hearings and of the Council's final decision.

(Ord. 7013 §3, 2016; Ord. 5792 §1, 1998).

### **18.59.070 Timing and exemptions**

A. The City will consider proposed amendments to the Comprehensive Plan only once each year, except when amendments are adopted as part of:

1. the adoption of a subarea plan;
2. the adoption or amendment of a shoreline master program under the procedures set forth in WAC [173-19](#) ;
3. the response to an existing emergency;
4. amendments necessitated by changes in state or federal laws;
5. the resolution of an appeal filed with the Growth Management Hearings Board or with a court; or
6. the amendment of a capital facilities element that occurs concurrently with the adoption or amendment of the city budget.

B. The Department will accept proposals for Comprehensive Plan amendments and revisions at any time; however, proposals or applications received after their established due dates will be considered in the next annual amendment review cycle.

However, Olympia and Thurston County have adopted a joint plan that includes goals, policies and regulations that they will jointly administer in Olympia's urban growth area. Proposals and applications for urban growth area amendments, including rezones, applications must also meet County process requirements.

(Ord. 5792 §1, 1998).

### **18.59.080 Notification of comprehensive plan amendment process**

Notification will be provided - See UDC Chapter [18.78](#).

(Ord. 5792 §1, 1998).



## 2017 COMPREHENSIVE PLAN AMENDMENT

### PRELIMINARY PROPOSAL

This preliminary application may be submitted at any time. Each year the City Council establishes a schedule for review of Comprehensive Plan amendments proposed by the public and City staff. Once established, this schedule is posted on the City website.

If you would like the City of Olympia to consider a specific amendment of its Comprehensive Plan, please complete this form and submit it as described below along with a "General Land Use Application" and any other attachments or maps. You will be notified when a review schedule for 2017 has been established.

Note that there is no charge for submitting a preliminary proposal. If the Council decides that the City should consider your proposal, then payment of a \$240 fee may be required. Additional fees may be charged if a development (zoning) code or map amendment is associated with the proposed Plan amendment. (All fees are subject to change without notice.)

**ATTACH TO "GENERAL LAND USE APPLICATION" AND MAIL OR DELIVER THIS COMPLETED FORM TO:**

**Mail: Olympia Community Planning and Development  
PO Box 1967, Olympia, WA 98507-1967**

**Email: [cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)**

**A. Type of proposed amendment**

1. Text amendment  Map amendment  Both

2. What issue is addressed or problem solved by the proposed amendment?

Amendments will reflect the City's purchase of BentrIDGE property for the intended use as a Park. Ten (10) Acres of the site will be set aside for commercial development.

**RECEIVED**  
NOV 07 2016

COMMUNITY PLANNING  
AND DEVELOPMENT DEPT.

**MAYOR:** Stephen H. Buxbaum, **MAYOR PRO TEM:** Nathaniel Jones, **CITY MANAGER:** Steven R. Hall

**COUNCILMEMBERS:** Jim Cooper, Julie Hankins, Steve Langer, Jeannine Roe, Cheryl Selby

**B. Proposed map amendment (if any)**

1. If any associated map amendments are proposed, please describe the purpose.

Comprehensive Plan Map and Zoning Map

2. Please describe the specific proposed map designation change(s) and related information.

Map(s) proposed to be amended	Acres or square feet	Current Designation(s)	Proposed Designation(s)
Comprehensive Plan Map(s):	71.86 Acres	Planned Developments w/Neighborhood Center	61.86 AC – Low Density Neighborhood 10 AC – Medium Density Neighborhood, that allows Neighborhood Retail Or similar zone
Zoning or other Development Code Map(s):	71.86 Acres	Neighborhood Village	61.86 AC – R4-8 10 AC – RM18 w/Neighborhood retail Or similar zone

3. Please submit with the specific site highlighted on the following maps or excerpts and a list of tax parcel numbers for all of the properties directly affected by the proposed map amendment(s):

- a. Comprehensive Plan Future Land Use Map
- b. Zoning Map
- c. Other relevant maps

**C. Other information (please feel free to attach any additional information)**

1. If a text amendment is proposed, please describe the proposed Comprehensive Plan amendment and provide any specific proposed wording. Please be as specific as possible regarding any text to be deleted, added, etc.

The following Comprehensive Plan updates may be needed:

- Map on Page 97

- Table at the End of the Land Use and Urban Design Chapter
  - Parks & Trails Map on Page 314
2. Please describe or explain any development code amendment that you believe might be appropriate to implement the proposed Comprehensive Plan amendment.

The City may consider an amendment to the Development Code to remove references to Bentrige Village.

The City may also consider a form of neighborhood retail that both encourages pedestrian and bicycle transportation and appropriately is oriented to serving the southeast of Olympia. The City may need to consider modifications to either its neighborhood retail zone or its neighborhood center zone in order to create a neighborhood area that is sized appropriately and allows supportive uses for the area. The City may need a neighborhood retail zone to allow larger sizes (larger than one acre) and also to consider whether to create, if needed, more viable uses of the land.

3. Are you aware of any other City of Olympia plans (e.g., water, sewer, transportation) affected by, or needing amending, to implement the proposed amendment? If so, please explain.

No.

**Note: City staff may contact you seeking additional information or clarification of your proposal.**



# GENERAL LAND USE APPLICATION

OFFICIAL USE ONLY

Case #: \_\_\_\_\_

Master File #: \_\_\_\_\_

Date: 11-7-2016

Received By: jmp

Project Planner: JOYCE

Related Cases: \_\_\_\_\_

**One or more of the following Supplements must be attached to this General Land Use Application:**

- |   |   |
|---|---|
| <input type="checkbox"/> Adjacent Property Owner List                 | <input type="checkbox"/> Large Lot Subdivision                                |
| <input type="checkbox"/> Annexation Notice of Intent                  | <input type="checkbox"/> Parking Variance                                     |
| <input type="checkbox"/> Annexation Petition (with BRB Form)          | <input type="checkbox"/> Preliminary Long Plat                                |
| <input type="checkbox"/> Binding Site Plan                            | <input type="checkbox"/> Preliminary PRD                                      |
| <input type="checkbox"/> Boundary Line Adjustment (Lot Consolidation) | <input type="checkbox"/> Reasonable Use Exception (Critical Areas)            |
| <input type="checkbox"/> Conditional Use Permit                       | <input type="checkbox"/> SEPA Checklist                                       |
| <input type="checkbox"/> Design Review – Concept (Major)              | <input type="checkbox"/> Shoreline Development Permit (JARPA Form)            |
| <input type="checkbox"/> Design Review – Detail                       | <input type="checkbox"/> Short Plat   |
| <input type="checkbox"/> Environmental Review (Critical Area)         | <input type="checkbox"/> Tree Plan  |
| <input type="checkbox"/> Final Long Plat                              | <input type="checkbox"/> Variance or Unusual Use (Zoning)                     |
| <input type="checkbox"/> Final PRD                                    | <input checked="" type="checkbox"/> Other <u>Comprehensive Plan Amendment</u> |
| <input type="checkbox"/> Land Use Review (Site Plan) Supplement       |   |

Project Name: LBA Woods – Bentridge Parcel

Project Address: 3900 Block of Boulevard Rd SE

Applicant: City of Olympia

Mailing Address: 601 4th Avenue E, Olympia WA 98501

Phone Number(s): (360) 753-8740

E-mail Address: jburney@ci.olympia.wa.us

Owner (if other than applicant): Dawley Family Trust (City holds purchase Option)

Mailing Address: PO Box 286, Rose CA 94957

Phone Number(s): \_\_\_\_\_

Other Authorized Representative (if any): Jay Burney, Assistant City Manager

Mailing Address: 601 4th Avenue E, Olympia WA 98501

Phone Number(s): (360) 753-8740

E-mail Address: jburney@ci.olympia.wa.us

Project Description: 71.86 Acre undeveloped property to be developed as 59 Acres of Park, with approximately 2.8 acres dedicated to the future extension of Log Cabin Rd from Boulevard Rd to Wiggins Rd, and 10 Acres set aside for commercial development.

Size of Project Site: 71.86 Acres

Assessor Tax Parcel Number(s): 11830330000

Section : 30 Township: 18N Range: 1W



COMMUNITY PLANNING AND DEVELOPMENT DEPT.

Full Legal Description of Subject Property (attached ):

The South half of the Southwest Quarter of Section 30, Township 18 North, Range 1 West, Willamette Meridian, Washington, EXCEPT the North 430 feet of the West 574.5 feet as conveyed to Thurston County and the City of Olympia by deeds recorded under Auditor's File Numbers 539316 and 638169 respectively and EXCEPT the West 30 feet of the remainder for the County Road known as Boulevard Road.

Zoning: Neighborhood Village

Shoreline Designation (if applicable): N/A

Special Areas on or near Site (show areas on site plan):

- |  |   |
|--|---|
| <input type="checkbox"/> Creek or Stream (name): <u>None</u>       |   |
| <input type="checkbox"/> Lake or Pond (name): <u>None</u>          |   |
| <input type="checkbox"/> Swamp/Bog/Wetland                         | <input type="checkbox"/> Historic Site or Structure                       |
| <input checked="" type="checkbox"/> Steep Slopes/Draw/Gully/Ravine | <input checked="" type="checkbox"/> Flood Hazard Area (show on site plan) |
| <input type="checkbox"/> Scenic Vistas                             | <input type="checkbox"/> None   |

Water Supply (name of utility if applicable): City of Olympia

Existing: None

Proposed: To be Determined

Sewage Disposal (name of utility if applicable): City of Olympia/LOTT

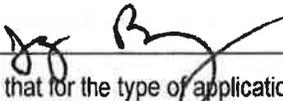
Existing: None

Proposed: To be Determined

Access (name of street(s) from which access will be gained): Boulevard Rd

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature



Date

11/7/16

JG  
Initials

I understand that for the type of application submitted, the applicant is required to pay actual Hearing Examiner costs, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.

*Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.*

Each complete General Land Use Application shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with typed and title-company certified list of property owners of record within 300 feet of the project site. (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)

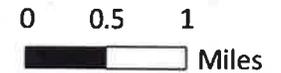
# Future Land Use

Publication Date: 8/25/2016

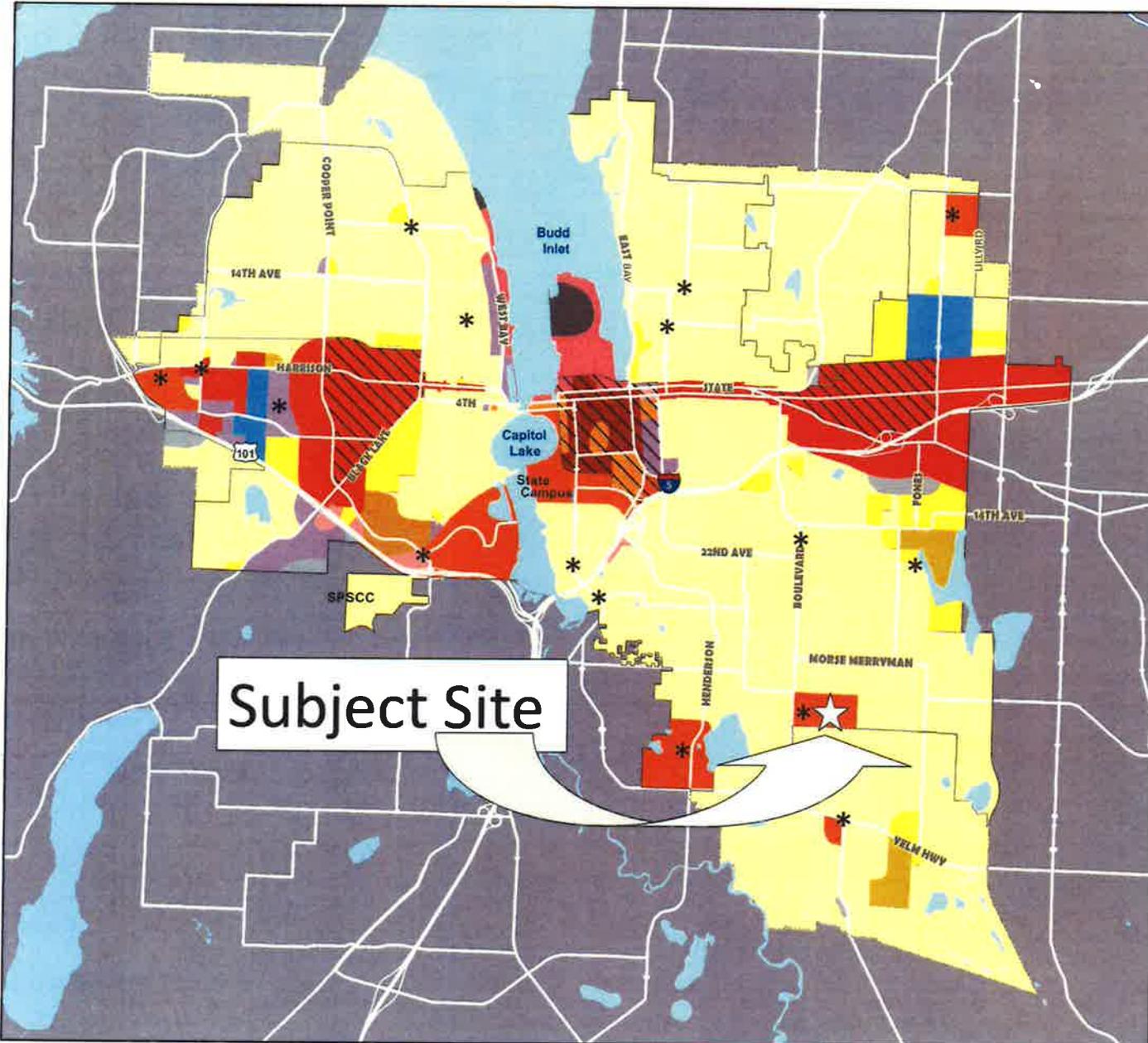
Effective Date: 8/30/2016

Ordinance #7032

-  High Density Neighborhoods Overlay
-  Low Density Neighborhoods
-  Medium Density Neighborhoods
-  Mixed Residential
-  Neighborhood Centers
-  Residential Mixed Use
-  Planned Developments
-  Professional Office & Multi-family Housing
-  Urban Corridor
-  Urban Waterfront
-  Central Business District
-  General Commerce
-  Auto Services
-  Medical Services
-  Light Industry
-  Industry
-  City Limits
-  Urban Growth Area



The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or usability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted herein are based on record 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 pose inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept nor assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.



**Subject Site**

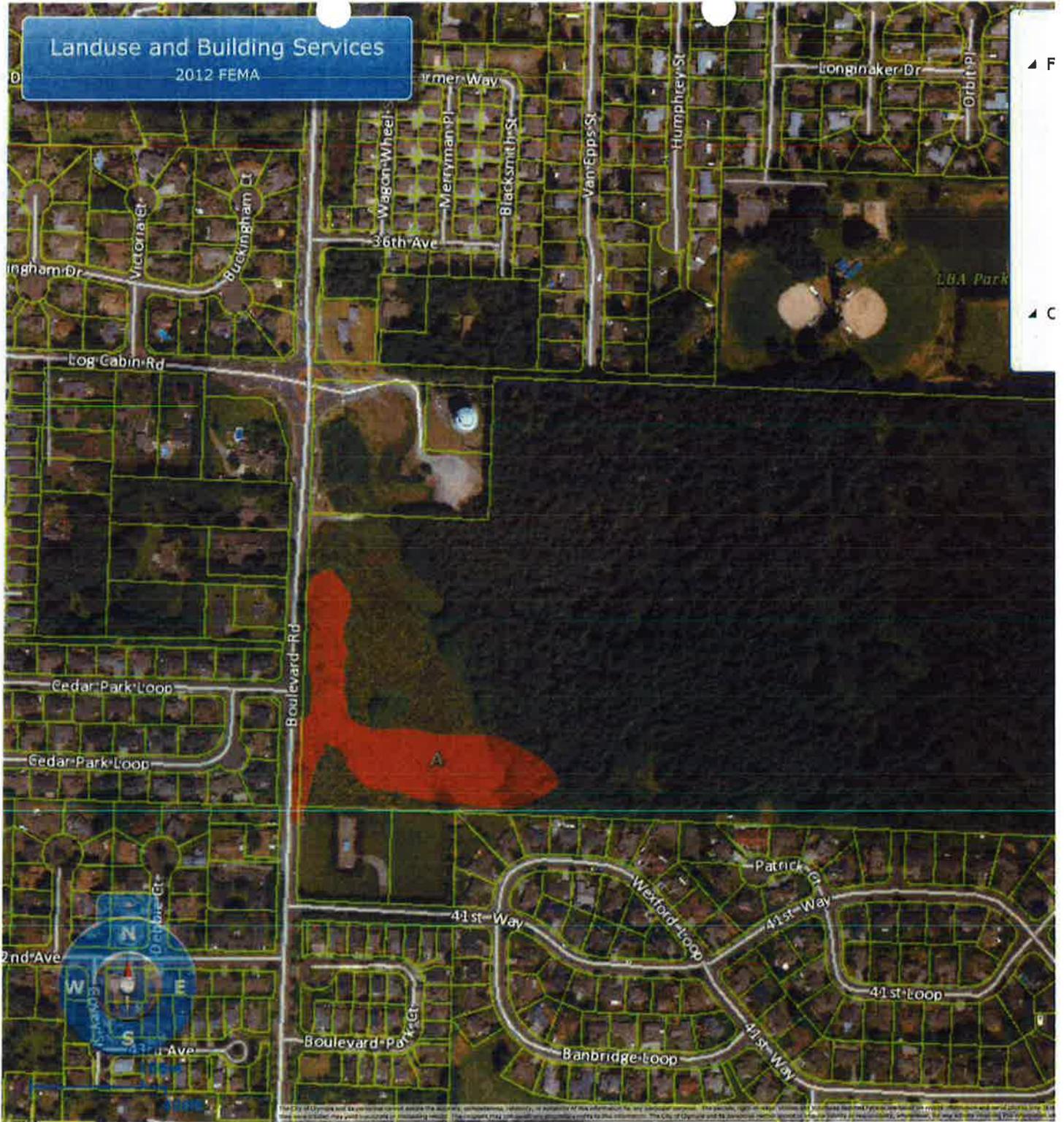
# Landuse and Building Services

Steep Slopes



# Landuse and Building Services

2012 FEMA



The City of Olympia and its personnel cannot accept the accuracy, completeness, reliability, or availability of this information for any particular purpose. The liability for any errors, omissions, or other inaccuracies in this information shall remain with the user. The City of Olympia and its personnel do not warrant the accuracy, completeness, reliability, or availability of this information for any particular purpose. The City of Olympia and its personnel do not warrant the accuracy, completeness, reliability, or availability of this information for any particular purpose. The City of Olympia and its personnel do not warrant the accuracy, completeness, reliability, or availability of this information for any particular purpose.

# LBA Park Expansion

City of Olympia | Capital of Washington State



0 325 650 Feet 1 inch = 625 feet

Map printed 9/21/2016  
For more information, please contact:  
Olympia Parks, Arts and Recreation Department  
olympiaparks@ci.olympia.wa.us  
(360) 753.8380

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-ways, utilities and structures depicted hereon are based on record 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 this information with respect to lost profits, lost savings or any other consequential damages.



Note: Location of the future Log Cabin Road Extension is not accurate on this map. See map date stamped 12-19-16 for alignment.

File name and path: \\calvin\parks\Planning and Design\ADMINISTRATION\GIS\Map\LBA Park Expansion - Showing road extension and commercial area.mxd





**Regional Transportation System**

Southeast Olympia/Southwest Lacey

Map printed 12/15/2016

**RECEIVED**  
 DEC 19 2016

COMMUNITY PLANNING  
 AND DEVELOPMENT DEPT.



# GENERAL LAND USE APPLICATION

OFFICIAL USE ONLY

Case #: \_\_\_\_\_ Master File #: \_\_\_\_\_ Date: \_\_\_\_\_  
Received By: \_\_\_\_\_ Project Planner: \_\_\_\_\_ Related Cases: \_\_\_\_\_

One or more of the following **Supplements** must be attached to this **General Land Use Application**:

- Adjacent Property Owner List
- Annexation Notice of Intent
- Annexation Petition (with BRB Form)
- Binding Site Plan
- Boundary Line Adjustment (Lot Consolidation)
- Conditional Use Permit
- Design Review – Concept (Major)
- Design Review – Detail
- Environmental Review (Critical Area)
- Final Long Plat
- Final PRD
- Land Use Review (Site Plan) Supplement
- Large Lot Subdivision
- Parking Variance
- Preliminary Long Plat
- Preliminary PRD
- Reasonable Use Exception (Critical Areas)
- SEPA Checklist
- Shoreline Development Permit (JARPA Form)
- Short Plat
- Tree Plan
- Variance or Unusual Use (Zoning)
- Other Preliminary Comprehensive Plan Amendment

Project Name: City of Olympia – Transportation 2030 and Bicycle Network Map Amendments

Project Address: Citywide

Applicant: City of Olympia, Public Works Department, Transportation

Mailing Address: PO Box 1967, Olympia, WA 98507-1967

Phone Number(s): 360.753.8333

E-mail Address: \_\_\_\_\_

Owner (if other than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Other Authorized Representative (if any): Sophie Stimson

Mailing Address: PO Box 1967, Olympia, WA 98507-1967

Phone Number(s): (360)753-8497

E-mail Address: sstimson@ci.olympia.wa.us

Project Description: Amend Transportation 2030 and Bicycle Network Maps in the Comprehensive Plan

Size of Project Site: Citywide

Assessor Tax Parcel Number(s): Citywide

Section : \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**RECEIVED**  
NOV 14 2016

COMMUNITY PLANNING  
AND DEVELOPMENT DEPT.

Full Legal Description of Subject Property (attached ):

Citywide

Zoning: Citywide

Shoreline Designation (if applicable): n/a

Special Areas on or near Site (show areas on site plan):

Creek or Stream (name): Citywide

Lake or Pond (name): Citywide

Swamp/Bog/Wetland

Historic Site or Structure

Steep Slopes/Draw/Gully/Ravine

Flood Hazard Area (show on site plan)

Scenic Vistas

None

Water Supply (name of utility if applicable): n/a

Existing: n/a

Proposed: n/a

Sewage Disposal (name of utility if applicable): n/a

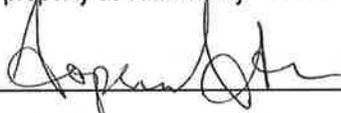
Existing: n/a

Proposed: n/a

Access (name of street(s) from which access will be gained): n/a

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature



Date

11/16/14

Initials

I understand that for the type of application submitted, the applicant is required to pay actual Hearing Examiner costs, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.

**Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.**

Each complete **General Land Use Application** shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with typed and title-company certified list of property owners of record within 300 feet of the project site. (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)



## 2017 COMPREHENSIVE PLAN AMENDMENT

**RECEIVED**  
NOV 14 2016

## PRELIMINARY PROPOSAL

COMMUNITY PLANNING  
AND DEVELOPMENT DEPT.

This preliminary application may be submitted at any time. Each year the City Council establishes a schedule for review of Comprehensive Plan amendments proposed by the public and City staff. Once established, this schedule is posted on the City website.

If you would like the City of Olympia to consider a specific amendment of its Comprehensive Plan, please complete this form and submit it as described below along with a "General Land Use Application" and any other attachments or maps. You will be notified when a review schedule for 2017 has been established.

Note that there is no charge for submitting a preliminary proposal. If the Council decides that the City should consider your proposal, then payment of a \$240 fee may be required. Additional fees may be charged if a development (zoning) code or map amendment is associated with the proposed Plan amendment. (All fees are subject to change without notice.)

**ATTACH TO "GENERAL LAND USE APPLICATION" AND MAIL OR DELIVER THIS COMPLETED FORM TO:**

**Mail: Olympia Community Planning and Development  
PO Box 1967, Olympia, WA 98507-1967**

**Email: [cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)**

**A. Type of proposed amendment**

1. Text amendment  Map amendment  Both
2. What issue is addressed or problem solved by the proposed amendment?

*Additional street connections are needed in response to growth and changing land uses. Changes to street classification are needed to accurately reflect the current or anticipated function of street. Some changes are needed for accuracy.*

**B. Proposed map amendment (if any)**

1. If any associated map amendments are proposed, please describe the purpose.

*Changes to street connections or street classifications are proposed to better achieve the multimodal function of the street system.*

2. Please describe the specific proposed map designation change(s) and related information.

Map(s) proposed to be amended	Acres or square feet	Current Designation(s)	Proposed Designation(s)
Comprehensive Plan Map(s): <i>Transportation 2030 Southeast, Northeast, Westside and Downtown (3 maps). In some cases these changes would result in changes to the Bicycle Network Map.</i>	NA	NA	NA
Zoning or other Development Code Map(s):			

*See attached table.*

3. Please submit with the specific site highlighted on the following maps or excerpts and a list of tax parcel numbers for all of the properties directly affected by the proposed map amendment(s):

a. Comprehensive Plan Future Land Use Map

b. Zoning Map

c. Other relevant maps: *All three Transportation 2030 maps are affected by this amendment. In some cases, the Bicycle Network map will also need to be changed.*

**C. Other information (please feel free to attach any additional information)**

1. If a text amendment is proposed, please describe the proposed Comprehensive Plan amendment and provide any specific proposed wording. Please be as specific as possible regarding any text to be deleted, added, etc.

2. Please describe or explain any development code amendment that you believe might be appropriate to implement the proposed Comprehensive Plan amendment.

*Changes to proposed street classifications will need to be reflected in the Engineering Design and Development Standards. The changes to street connections are consistent with the EDDS.*

3. Are you aware of any other City of Olympia plans (e.g., water, sewer, transportation) affected by, or needing amending, to implement the proposed amendment? If so, please explain.

*None.*

**Note: City staff may contact you seeking additional information or clarification of your proposal.**

**Comprehensive Plan Amendments  
Preliminary Proposal  
Transportation 2030 Maps (Southeast, Northeast, and Westside and Downtown) and Bicycle Network Map**

Number (see attached maps)	Type of Change	Street	Existing comp plan map	Change proposed	Reason
1	Proposed change to street classification	Harrison Kaiser . planning area (bounded by Harrison Avenue, McPhee Road, 7 <sup>th</sup> Avenue and Kaiser Road)	East/west street is a proposed neighborhood collector (an eastern extension along the general alignment of 5 <sup>th</sup> Way)  North/south street would be local access (a southern extension along the rough alignment of Flowers Street). Local access streets are not shown on maps.	East/west street is changed to a major collector  North/south street would be shown as a proposed major collector	Major collector streets are needed to support the anticipated land use changes in this area, and would allow for bicycle facilities to be included on these streets. Transportation 2030 maps and the Bicycle Network Map would be changed.
2	Proposed new street connection	9 <sup>th</sup> Avenue SW	Street is partially shown	A Major Collector extending east from Yauger Way, connecting with an existing segment of 9 <sup>th</sup> Avenue, and turning north to intersect with 7 <sup>th</sup> Avenue.	A Major Collector is needed to serve the anticipated land uses and would allow for bicycle facilities to be included on this street. Transportation 2030 maps and the Bicycle Network Map would be changed.
3	Proposed change to street	Pattison Street	Neighborhood Collector	Major Collector	Bike lanes are a required feature of Major Collectors. This change would

	classification				allow bike lanes to be built on Pattison. No other street connects Pacific Avenue to Martin Way for bicyclists in this vicinity. Transportation 2030 maps and the Bicycle Network Map would be changed.
4	Accuracy change: Strategy Corridor designation	14 <sup>th</sup> /Elizabeth/18 <sup>th</sup> Avenue	Shown as Strategy Corridor	Remove designation	The Strategy Corridor definition is no longer applicable. The designation has been removed from the Regional Transportation Plan. This is a map update for accuracy. The Strategy Corridor designation is intended for streets where level of service for vehicle capacity may fall below accepted standards. Widening and a roundabout has improved level of service on this corridor. Transportation 2030 maps would be changed.
5	Accuracy change: street connection alignment	Ensign Road	Alignment of future street is shown on east side of Chehalis Western trail.	Show alignment on west side of Chehalis Western trail.	Alignment on east side would require a crossing of the trail. Wetland on east side of trail would make street construction infeasible. Transportation 2030 maps would be changed.
6	Accuracy change: street connection exists	Springwood from Bethel to Miller	Proposed future neighborhood collector	Existing neighborhood collector	Update map for accuracy. Transportation 2030 maps would be changed.

Submitted by City of Olympia Public Works Department November 14, 2016

# Transportation 2030 Westside and Downtown

January 2016

Publication Date: 12/17/2015 Effective Date: 1/1/2016 Ord. #: 6987

- Add Signal or Roundabout
- Add Turn Lanes Only
- Add Roundabout
- Level of Service (LOS) F\*
- Existing Arterial
- Widening of Existing Arterial
- - - Future Arterial
- Existing Major Collector
- Widening of Existing Major Collector
- - - Future Major Collector
- Existing Neighborhood Collector
- - - Future Neighborhood Collector
- Strategy Corridor
- Urban Corridor
- Downtown
- Urban Growth Area
- City Limits

\* LOS will be allowed to fall below adopted levels of service at these sites. Some types of improvements are appropriate.

**Notes:**

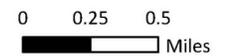
On Strategy Corridors, level of service may fall below adopted standards. Widening may not be a solution to congestion on these streets. Other improvements are needed for mobility.

In the downtown and along Urban Corridors LOS E will be acceptable on arterial and major collectors. In the rest of the City and Urban Growth Area LOS D is acceptable.

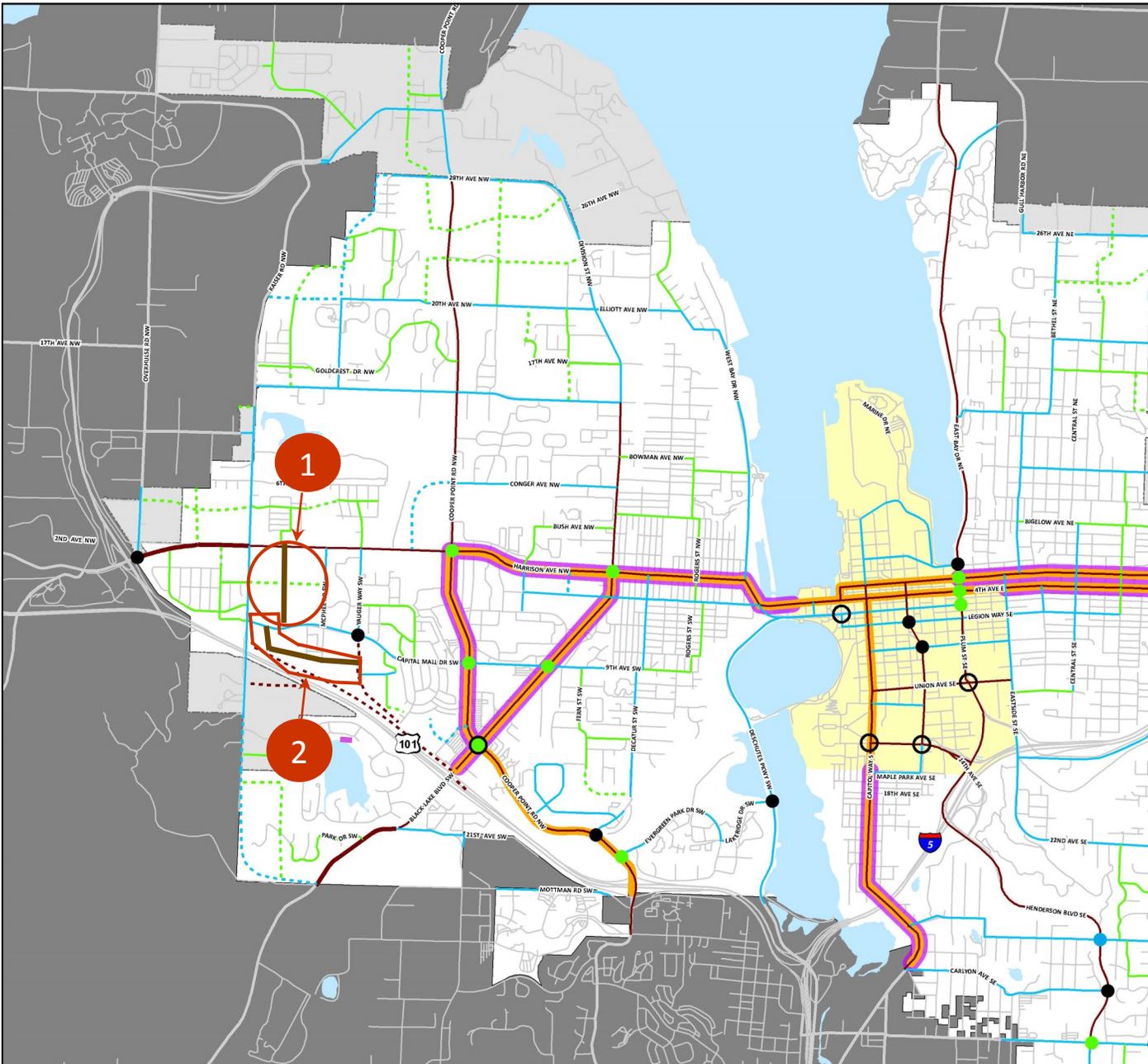
Future development will provide a street network and connections to adjacent streets and parcels consistent with the City of Olympia Engineering Design and Development Standards.

The specific alignment of the future streets shown will be determined based on more detailed analysis during development review or City alignment studies.

All widening projects will be built to current street standards.



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-ways, utilities and structures depicted herein are based on record 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 this information with respect to lost profits, lost savings or any other consequential damages.



**Proposed Amendments** See attached table for explanation

# Transportation 2030 Southeast January 2016

Publication Date: 12/17/2015 Effective Date: 1/1/2016 Ord. #: 6987

- Add Signal or Roundabout
- Add Turn Lanes Only
- Add Roundabout
- Level of Service (LOS) F\*
- Existing Arterial
- Widening of Existing Arterial
- - - Future Arterial
- Existing Major Collector
- Widening of Existing Major Collector
- - - Future Major Collector
- Existing Neighborhood Collector
- - - Future Neighborhood Collector
- Strategy Corridor
- Urban Corridor
- Downtown
- Urban Growth Area
- City Limits

\* LOS will be allowed to fall below adopted levels of service at these sites. Some types of improvements are appropriate.

**Notes:**

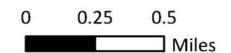
On Strategy Corridors, level of service may fall below adopted standards. Widening may not be a solution to congestion on these streets. Other improvements are needed for mobility.

In the downtown and along Urban Corridors LOS E will be acceptable on arterial and major collectors. In the rest of the City and Urban Growth Area LOS D is acceptable.

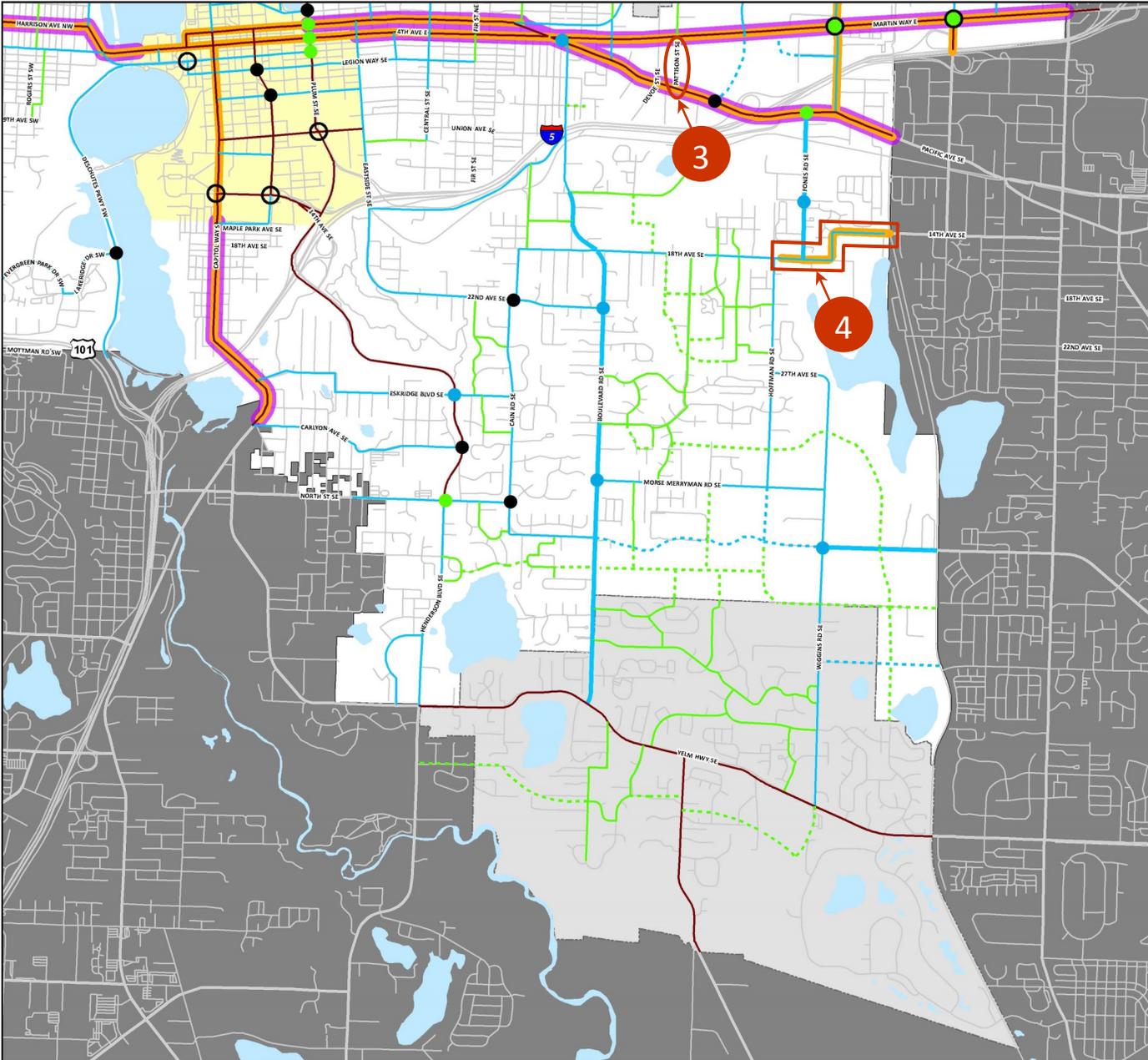
Future development will provide a street network and connections to adjacent streets and parcels consistent with the City of Olympia Engineering Design and Development Standards.

The specific alignment of the future streets shown will be determined based on more detailed analysis during development review or City alignment studies.

All widening projects will be built to current street standards.



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-ways, utilities and structures depicted hereon are based on record 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 this information with respect to lost profits, lost savings or any other consequential damages.



Proposed Amendments See attached table for explanation

# Transportation 2030 Northeast January 2016

Publication Date: 12/17/2015  
Ordinance #: 6987

Effective Date: 1/1/2016

- Add Signal or Roundabout
- Add Turn Lanes Only
- Add Roundabout
- Level of Service (LOS) F\*
- Existing Arterial
- Widening of Existing Arterial
- Future Arterial
- Existing Major Collector
- Widening of Existing Major Collector
- Future Major Collector
- Existing Neighborhood Collector
- Future Neighborhood Collector
- Strategy Corridor
- Urban Corridor
- Downtown
- Urban Growth Area
- City Limits

\* LOS will be allowed to fall below adopted levels of service at these sites. Some types of improvements are appropriate.

**Notes:**

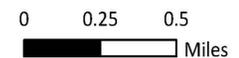
On Strategy Corridors, level of service may fall below adopted standards. Widening may not be a solution to congestion on these streets. Other improvements are needed for mobility.

In the downtown and along Urban Corridors LOS E will be acceptable on arterial and major collectors. In the rest of the City and Urban Growth Area LOS D is acceptable.

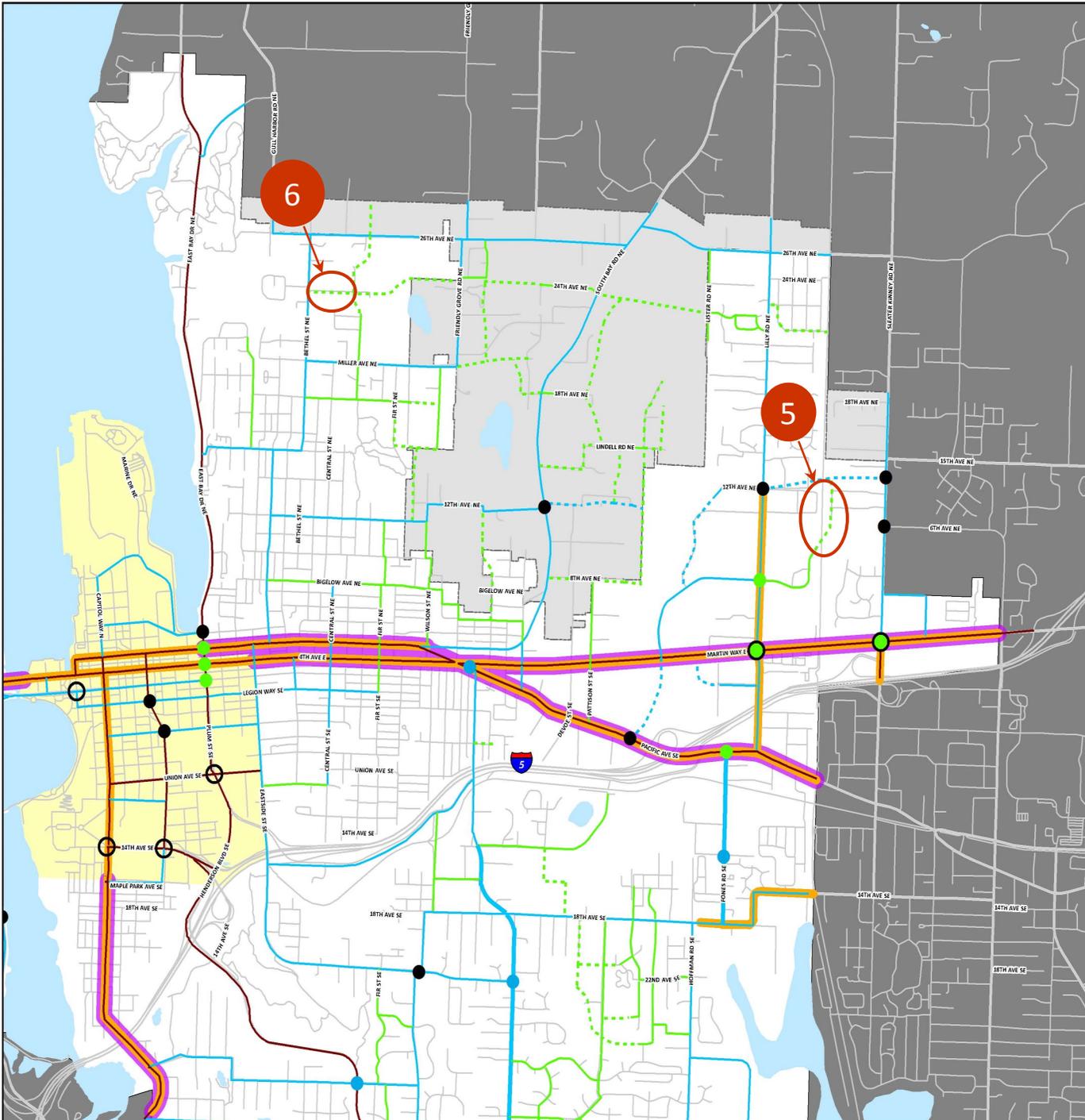
Future development will provide a street network and connections to adjacent streets and parcels consistent with the City of Olympia Engineering Design and Development Standards.

The specific alignment of the future streets shown will be determined based on more detailed analysis during development review or City alignment studies.

All widening projects will be built to current street standards.

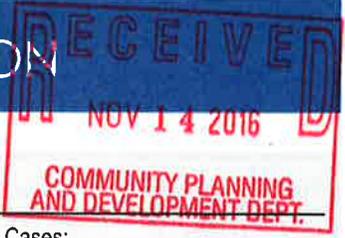


The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted herein are based on record information and aerial photos only. It is recommended the 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 this information with respect to lost profits, lost savings or any other consequential damages.





# GENERAL LAND USE APPLICATION



OFFICIAL USE ONLY

Case #: \_\_\_\_\_

Master File #: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Project Planner: \_\_\_\_\_

Related Cases: \_\_\_\_\_

One or more of the following **Supplements** must be attached to this **General Land Use Application**:

- Adjacent Property Owner List
- Annexation Notice of Intent
- Annexation Petition (with BRB Form)
- Binding Site Plan
- Boundary Line Adjustment (Lot Consolidation)
- Conditional Use Permit
- Design Review – Concept (Major)
- Design Review – Detail
- Environmental Review (Critical Area)
- Final Long Plat
- Final PRD
- Land Use Review (Site Plan) Supplement
- Large Lot Subdivision
- Parking Variance
- Preliminary Long Plat
- Preliminary PRD
- Reasonable Use Exception (Critical Areas)
- SEPA Checklist
- Shoreline Development Permit (JARPA Form)
- Short Plat
- Tree Plan
- Variance or Unusual Use (Zoning)
- Other Comp Plan Amendment Application

Project Name: Maple Park Avenue Transportation Map Amendment

Project Address: Maple Park Ave. SE, Olympia, WA 98501

Applicant: South Capitol Neighborhood Association

Mailing Address: 205 Maple Park Ave. SE, Olympia, WA 98501

Phone Number(s): 360-628-2882

E-mail Address: katie.knight@yahoo.com

Owner (if other than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Other Authorized Representative (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Description: See Comprehensive Plan Amendment Application

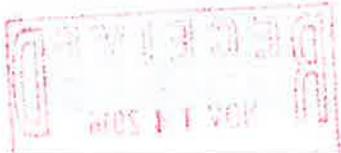
Size of Project Site: 1200 linear feet of street

Assessor Tax Parcel Number(s): See Comprehensive Plan Amendment Application

Section: 23

Township: 18

Range: 2w



Full Legal Description of Subject Property (attached ):

**Unknown - Maple Park Avenue, 1200 linear feet of street from Capitol Way SE to Jefferson St. SE**

Zoning: \_\_\_\_\_

Shoreline Designation (if applicable): \_\_\_\_\_

Special Areas on or near Site (show areas on site plan):

- Creek or Stream (name): \_\_\_\_\_
- Lake or Pond (name): \_\_\_\_\_
- Swamp/Bog/Wetland
- Historic Site or Structure
- Steep Slopes/Draw/Gully/Ravine
- Flood Hazard Area (show on site plan)
- Scenic Vistas
- None

Water Supply (name of utility if applicable): \_\_\_\_\_

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Sewage Disposal (name of utility if applicable): \_\_\_\_\_

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Access (name of street(s) from which access will be gained): \_\_\_\_\_

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature

**Kate Pruitt**

Date

**11/14/16**

**KP**

Initials

I understand that for the type of application submitted, **the applicant is required to pay actual Hearing Examiner costs**, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.

*Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.*

Each complete **General Land Use Application** shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with typed and title-company certified list of property owners of record within 300 feet of the project site. (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)

**CITY OF OLYMPIA  
2017 COMPREHENSIVE PLAN AMENDMENT  
PRELIMINARY PROPOSAL**



- A. Type of proposed amendment  
1. Text amendment Map amendment  
*Map*

2. What issue is addressed or problem solved by the proposed amendment?  
*Maple Park Avenue SE is not a Major Collector street as designated in the Comprehensive Plan Transportation Maps. Maple Park Avenue SE functions as a local access street that serves one entrance to the Plaza parking garage at the Capitol Campus. The Major Collector street designation requires standards that are inappropriate for this street because of its historic significance, function as a boulevard with a landscaped park between the Capitol Campus and an historic neighborhood, and low through traffic volumes, among other things.*

- B. Proposed map amendment (if any)  
*All three Transportation 2030 maps and any other associated comprehensive plan maps that include this street designation.*

1. If any associated map amendments are proposed, please describe the purpose.

*Maps should be amended to remove the Major Collector street designation of Maple Park Avenue.*

2. Please describe the specific proposed map designation change(s) and related information.

Map(s) proposed to be amended	Acres or square feet	Current Designation(s)	Proposed Designation(s)
Comprehensive Plan Map(s):	1200 linear feet of street	Major Collector	None
Zoning or other Development Code Map(s):	Unknown if needed.		

3. Please submit with the specific site highlighted on the following maps or excerpts and a list of tax parcel numbers for all of the properties directly affected by the proposed map amendment(s):

1. Comprehensive Plan Future Land Use Map

2. Zoning Map

3. Other relevant maps

A. See Maple Park Avenue on Transportation 2030 Maps<sup>1</sup>

B. Effected tax parcels are as follows:

1. 60800200100
2. 60800301100
3. 60800301000
4. 60800300900
5. 60800300800
6. 60800300700
7. 60800300600
8. 60800300500
9. 60800300400
10. 60800300300
11. 60800300200
12. 60800300101
13. 60800401000
14. 60800400800
15. 60800400700
16. 60800400600
17. 60800400500
18. 60800400400
19. 60800400200
20. 56300000700

**C. Other information (please feel free to attach any additional information)**

1. If a text amendment is proposed, please describe the proposed Comprehensive Plan amendment and provide any specific proposed wording. Please be as specific as possible regarding any text to be deleted, added, etc.

*Maple Park Avenue SE is about 1200 linear feet of street with a landscaped median that separates one lane of traffic flowing east from one lane of traffic flowing west. It is the entrance to the historic South Capitol neighborhood and a historic park. It is designated as a Major Collector on the City of Olympia Comprehensive Plan Transportation Maps.*

*Maple Park itself is historic and is wholly within a nationally recognized historic district. No other street with a Major Collector designation has this unique attribute. The Park is identified on the Olympia Streets Map<sup>1</sup> and provides the city of Olympia's most attractive boulevard. The Park platted by Hazard Stevens*

<sup>1</sup> <http://olympiawa.gov/city-government/departments/community-planning-and-development/maps-community-planning-and-development.aspx>

*at the turn of the century provides an attractive greenspace and buffer between the campus and the historic homes. Aesthetics have clearly influenced the development and care of Maple Park.*

*Our concern with a Major Collector street designation is that it determines standards the street is held to in the Olympia Municipal Code. For example, street lighting standards found in the Engineering Design and Development Standards include .6 foot candles on the street and 1 foot candles at intersections. We do not find Maple Park to have the traffic volume to justify this level of lighting. It currently has at most 0.1 foot candle lighting and is the most intensely lit street, aside from Capitol Way, within the South Capitol neighborhood.*

*The function of Major Collectors, based on language in the Comprehensive Plan, is to discourage heavy traffic on local access streets. (PT4.13, Transportation Chapter, Connectivity). However, Maple Park is not used to connect traffic between arterials, but rather primarily brings traffic during peak commute hours to the Franklin Street entrance of the Plaza garage for the Capitol Campus (see 2010 traffic volume study attached).*

*Unfortunately a traffic volume study completed in 2010, fails to identify that traffic does not flow through Maple Park because it only identified traffic as east of Capitol Way or west of Jefferson Street. The small amount of "rush hour" traffic early in the day occurs mainly on the north side of the boulevard moving cars from Jefferson to Franklin. Likewise, the end of the day "rush" of traffic moves cars one block from Franklin back to Jefferson Street. Outside of commute hours, Maple Park Avenue has very little traffic and operates as a local access for the neighborhood. Vehicles rarely drive speeds more than 20 mph as they are driving no more than 600 feet on the street.*

*We also reviewed the 2009 and 2030 peak volume maps and Maple Park does not appear to match the traffic volumes found on other Major Collector streets (Though this is difficult to determine because street names on not included on those maps.)*

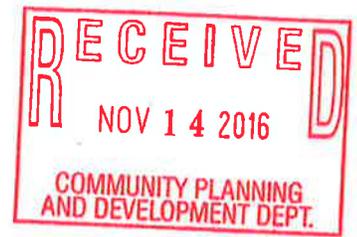
2. Please describe or explain any development code amendment that you believe might be appropriate to implement the proposed Comprehensive Plan amendment.

*A code amendment may be another option to address this issue. It appears West Bay Drive and Henderson Boulevard are two examples of streets that have been offered modified standards due to unique circumstances. Maple Park clearly provides a unique landscape and should be treated with special care and consideration and allowed to deviate from standard designations in the code.*

3. Are you aware of any other City of Olympia plans (e.g., water, sewer, transportation) affected by, or needing amending, to implement the proposed amendment? If so, please explain.

*No.*

**City of Olympia  
Transportation Division  
Public Works Department**



Maple Park Avenue east of  
Capitol Boulevard  
February, 2010

Maple Park Avenue west of  
Jefferson Street  
February, 2010

Date					Date				
Average of Tue, Wed, Thur - 2/23-2/25/2010					Average of Tue, Wed, Thur - 2/23-2/25/2010				
	Start Time	Eastbound	Westbound	Total		Start Time	Eastbound	Westbound	Total
AM	12:00:00	1	1	2	AM	12:00:00	0	4	4
	1:00:00	0	2	2		1:00:00	0	2	2
	2:00:00	1	1	2		2:00:00	0	0	0
	3:00:00	1	1	2		3:00:00	0	1	1
	4:00:00	6	2	8		4:00:00	5	5	10
	5:00:00	4	3	7		5:00:00	11	22	33
	6:00:00	38	16	54		6:00:00	39	126	165
	7:00:00	78	45	123		7:00:00	76	321	397
	8:00:00	87	55	142		8:00:00	83	156	239
	9:00:00	47	42	89		9:00:00	66	83	149
	10:00:00	34	41	75		10:00:00	62	73	135
	11:00:00	37	53	90		11:00:00	97	83	180
PM	12:00:00	70	88	158	PM	12:00:00	102	120	222
	1:00:00	76	44	120		1:00:00	79	95	174
	2:00:00	44	39	83		2:00:00	63	63	126
	3:00:00	43	47	90		3:00:00	137	100	237
	4:00:00	43	69	112		4:00:00	178	90	268
	5:00:00	59	145	204		5:00:00	190	100	290
	6:00:00	31	34	65		6:00:00	53	38	91
	7:00:00	21	18	39		7:00:00	31	19	50
	8:00:00	11	7	18		8:00:00	22	12	34
	9:00:00	10	7	17		9:00:00	14	10	24
	10:00:00	6	6	12		10:00:00	8	5	13
	11:00:00	5	3	8		11:00:00	2	5	7
<b>Day Totals</b>		<b>753</b>	<b>769</b>	<b>1522</b>			<b>1318</b>	<b>1533</b>	<b>2851</b>
Split %		0.49	0.51				0.46	0.54	

# GENERAL LAND USE APPLICATION



OFFICIAL USE ONLY

Case #: 17-0001-P

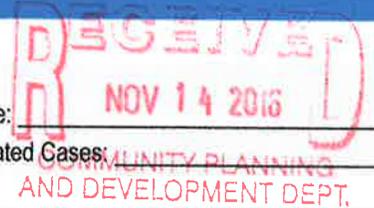
Master File #: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: [Signature]

Project Planner: \_\_\_\_\_

Related Cases: \_\_\_\_\_



One or more of the following **Supplements** must be attached to this **General Land Use Application**:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Adjacent Property Owner List      | <input type="checkbox"/> Large Lot Subdivision                     |
| <input type="checkbox"/> Annexation Notice of Intent                  | <input type="checkbox"/> Parking Variance                          |
| <input type="checkbox"/> Annexation Petition (with BRB Form)          | <input type="checkbox"/> Preliminary Long Plat                     |
| <input type="checkbox"/> Binding Site Plan                            | <input type="checkbox"/> Preliminary PRD                           |
| <input type="checkbox"/> Boundary Line Adjustment (Lot Consolidation) | <input type="checkbox"/> Reasonable Use Exception (Critical Areas) |
| <input type="checkbox"/> Conditional Use Permit                       | <input type="checkbox"/> SEPA Checklist                            |
| <input type="checkbox"/> Design Review – Concept (Major)              | <input type="checkbox"/> Shoreline Development Permit (JARPA Form) |
| <input type="checkbox"/> Design Review – Detail                       | <input type="checkbox"/> Short Plat                                |
| <input type="checkbox"/> Environmental Review (Critical Area)         | <input type="checkbox"/> Tree Plan                                 |
| <input type="checkbox"/> Final Long Plat                              | <input type="checkbox"/> Variance or Unusual Use (Zoning)          |
| <input type="checkbox"/> Final PRD                                    | <input checked="" type="checkbox"/> Other <u>SITE MAPS</u>         |
| <input type="checkbox"/> Land Use Review (Site Plan) Supplement       |  |

Project Name: TSUKI CORNER

Project Address: 4920 Henderson Blvd SE

Applicant: Tom Schrader

Mailing Address: 3744 Kinsale Lane SE Olympia, WA 98501

Phone Number(s): (360) 480-9387

E-mail Address: Schraderfour@gmail.com

Owner (if other than applicant): Phil & Therese Hulbert, Trong Hong & Bob & Marni Prandi

Mailing Address: SEE ATTACHED (P 3 of 3).

Phone Number(s): " " "

Other Authorized Representative (if any): Tom Schrader

Mailing Address: / /

Phone Number(s): SAME AS ABOVE

E-mail Address: / /

Project Description: REZONE FOR FOUR PARCELS TOTALING 7.48 ACRES.

Size of Project Site: 7.48 ACRES

Assessor Tax Parcel Number(s): 12836310600, 12836310500, 12836310300, 12836310400.

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

P113

Full Legal Description of Subject Property (attached 

Zoning: Current R4-8, Proposed PO/RM.

Shoreline Designation (if applicable): N/A

Special Areas on or near Site (show areas on site plan):

- |   |  |
|---|--|
| <input type="checkbox"/> Creek or Stream (name): _____  | <input type="checkbox"/> Historic Site or Structure            |
| <input type="checkbox"/> Lake or Pond (name): _____     | <input type="checkbox"/> Flood Hazard Area (show on site plan) |
| <input type="checkbox"/> Swamp/Bog/Wetland              | <input checked="" type="checkbox"/> None                       |
| <input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine |  |
| <input type="checkbox"/> Scenic Vistas                  |  |

Water Supply (name of utility if applicable): CITY OF OLYMPIA

Existing: "

Proposed: "

Sewage Disposal (name of utility if applicable): " (LOTT).

Existing: " "

Proposed: " "

Access (name of street(s) from which access will be gained): YELM HIGHWAY.

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature 

Date 11/14/2016

  
Initials

I understand that for the type of application submitted, the applicant is required to pay actual Hearing Examiner costs, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.

*Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.*

Each complete **General Land Use Application** shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles. ✓
2. Unless exempt, an environmental checklist with typed and title-company certified list of property owners of record within 300 feet of the project site. (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding exemptions.) ✓
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project. ✓
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.) NA
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.) NA

P213



# 2017 COMPREHENSIVE PLAN AMENDMENT

## PRELIMINARY PROPOSAL



This preliminary application may be submitted at any time. Each year the City Council establishes a schedule for review of Comprehensive Plan amendments proposed by the public and City staff. Once established, this schedule is posted on the City website.

If you would like the City of Olympia to consider a specific amendment of its Comprehensive Plan, please complete this form and submit it as described below along with a "General Land Use Application" and any other attachments or maps. You will be notified when a review schedule for 2017 has been established.

Note that there is no charge for submitting a preliminary proposal. If the Council decides that the City should consider your proposal, then payment of a \$240 fee may be required. Additional fees may be charged if a development (zoning) code or map amendment is associated with the proposed Plan amendment. (All fees are subject to change without notice.)

ATTACH TO "GENERAL LAND USE APPLICATION" AND MAIL OR DELIVER THIS COMPLETED FORM TO:

Mail: Olympia Community Planning and Development  
PO Box 1967, Olympia, WA 98507-1967

Email: [cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)

### A. Type of proposed amendment

1. Text amendment \_\_\_\_\_ Map amendment \_\_\_\_\_ Both X

2. What issue is addressed or problem solved by the proposed amendment?

REZONE FROM R4-8 TO PD/RM. BUSY CORNER WHICH ISN'T

### B. Proposed map amendment (if any) CONDUCTIVE TO ONLY RESIDENTIAL.

1. If any associated map amendments are proposed, please describe the purpose.

REZONE, AS DESCRIBED.

2. Please describe the specific proposed map designation change(s) and related information.

DITTO.

Map(s) proposed to be amended	Acres or square feet	Current Designation(s)	Proposed Designation(s)
Comprehensive Plan Map(s):	7.48 Acres	R 4-8	Rmu or PO/RM
Zoning or other Development Code Map(s):	7.48 Acres	R 4-8	Rmu or PO/RM

3. Please submit with the specific site highlighted on the following maps or excerpts and a list of tax parcel numbers for all of the properties directly affected by the proposed map amendment(s):

- a. Comprehensive Plan Future Land Use Map
- b. Zoning Map
- c. Other relevant maps

**C. Other information (please feel free to attach any additional information)**

- 1. If a text amendment is proposed, please describe the proposed Comprehensive Plan amendment and provide any specific proposed wording. Please be as specific as possible regarding any text to be deleted, added, etc. *N/A*
- 2. Please describe or explain any development code amendment that you believe might be appropriate to implement the proposed Comprehensive Plan amendment. *N/A*
- 3. Are you aware of any other City of Olympia plans (e.g., water, sewer, transportation) affected by, or needing amending, to implement the proposed amendment? If so, please explain. *N/A*

**Note: City staff may contact you seeking additional information or clarification of your proposal.**

**TSUKI NURSERY - REZONE REQUEST**

11/14/2016

<b>TAX I.D. #</b>	<b>OWNERS</b>	<b>PHONE</b>	<b>ACRES</b>
<b>12836310500</b>	HULBERT, PHILLIP & THERESE 1611 YELM HIGHWAY SE OLYMPIA, WA 98501	360-791-8091	<b>1.11</b>
<b>12836310500</b>	HULBERT, PHILLIP & THERESE 1611 YELM HIGHWAY SE OLYMPIA, WA 98501	360-791-8091	<b>3.92</b>
<b>12836316300</b>	TRON HONG 4440 VILLAGE DRIVE SE OLYMPIA, WA 98501	360-790-6571	<b>1.91</b>
<b>12836310400</b>	ROBERT PRANDI 1707 YELM HIGHWAY SE OLYMPIA, WA 98501	360-250-9503	<b>1.54</b>

# Thurston County Map



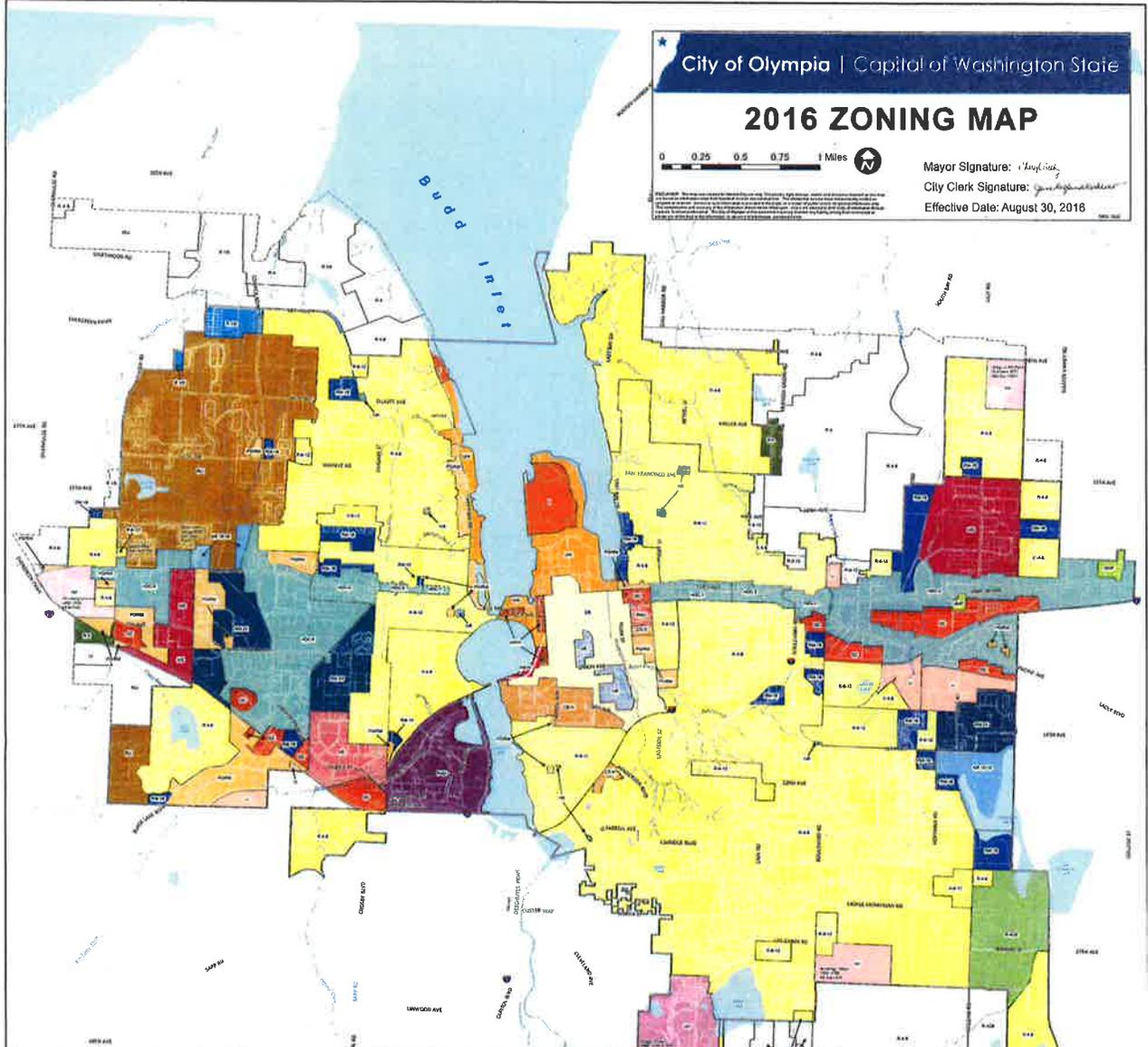
Disclaimer: Thurston County makes every effort to ensure that this map is a true and accurate representation of the work of County government. However, the County and all related personnel make no warranty, expressed or implied, regarding the accuracy, completeness or convenience of any information disclosed on this map. Nor does the County accept liability for any damage or injury caused by the use of this map.

To the fullest extent permissible pursuant to applicable law, Thurston County disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchant ability, data fitness for a particular purpose, and non-infringements of proprietary rights.

# 2016 ZONING MAP



Mayor Signature: *[Signature]*  
 City Clerk Signature: *[Signature]*  
 Effective Date: August 30, 2016



## Zoning Map Legend

Olympia City Limits	RESIDENTIAL 1 UNIT PER 5 ACRE
Urban Growth Area	MIXED RESIDENTIAL 7-13 UNITS
<b>Zone Name</b>	MIXED RESIDENTIAL 10-18 UNITS
HIGH DENSITY CORRIDOR 1	RESIDENTIAL MULTIFAMILY 18 UNITS
HIGH DENSITY CORRIDOR 2	RESIDENTIAL MULTIFAMILY 24 UNITS
HIGH DENSITY CORRIDOR 3	SINGLE-FAMILY RESIDENTIAL (CHAMBERS BASIN)
HIGH DENSITY CORRIDOR 4	SINGLE-FAMILY RESIDENTIAL 4
AUTO SERVICES	SINGLE-FAMILY RESIDENTIAL 4-8
COMMERCIAL SERVICE HIGH DENSITY	TWO FAMILY RESIDENTIAL 6-12
COMMUNITY ORIENTED SHOPPING CENTER	MANUFACTURED HOUSING PARK
DOWNTOWN BUSINESS	RESIDENTIAL LOW IMPACT
GENERAL COMMERCIAL	RESIDENTIAL MIXED USE
INDUSTRIAL	PLANNED UNIT DEVELOPMENT
LIGHT INDUSTRIAL	NEIGHBORHOOD VILLAGE
HIGH RISE MULTIFAMILY	URBAN RESIDENTIAL
MEDICAL SERVICE	URBAN VILLAGE
PROFESSIONAL OFFICE/RESIDENTIAL MULTIFAMILY	URBAN WATERFRONT
NEIGHBORHOOD RETAIL	URBAN WATERFRONT HOUSING

Map Prepared by: [Name]  
 Date: [Date]

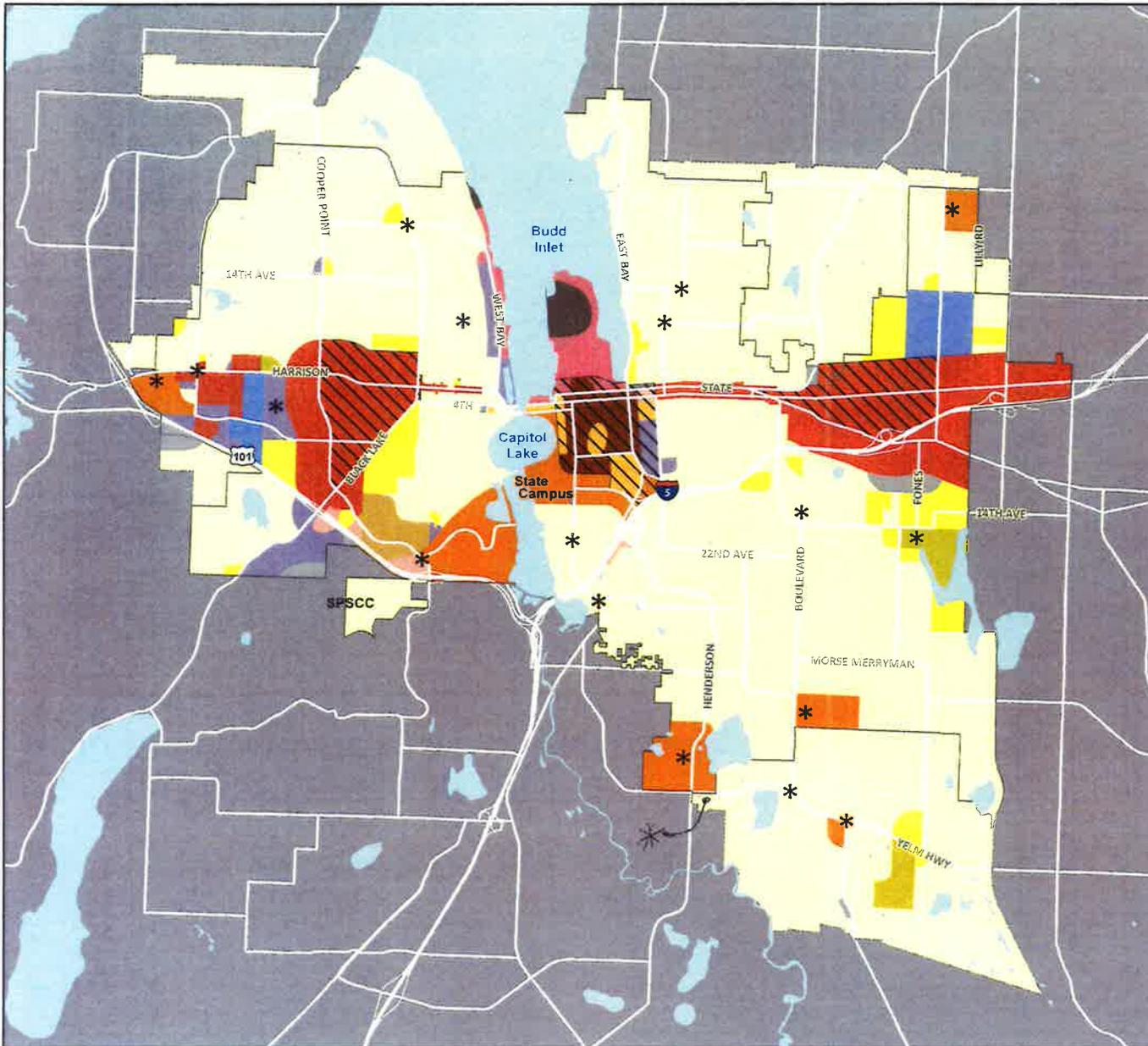
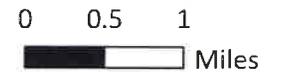
# Future Land Use

Publication Date: 8/25/2016

Effective Date: 8/30/2016

Ordinance #7032

-  High Density Neighborhoods Overlay
-  Low Density Neighborhoods
-  Medium Density Neighborhoods
-  Mixed Residential
-  Neighborhood Centers
-  Residential Mixed Use
-  Planned Developments
-  Professional Office & Multi-family Housing
-  Urban Corridor
-  Urban Waterfront
-  Central Business District
-  General Commerce
-  Auto Services
-  Medical Services
-  Light Industry
-  Industry
-  City Limits
-  Urban Growth Area



The City of Olympia and its personnel cannot ensure the accuracy, completeness, reliability, or suitability of the information for any particular purpose. The parks, right-of-ways, utilities and structures depicted herein are based on recent information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of the 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.