



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, April 18, 2023

6:00 PM

Council Chambers, Online and
Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_CI-3D6PoQ72nHQFkxGt_6g

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A [23-0335](#) Special Recognition - Proclamation Recognizing Earth Month

Attachments: [Proclamation](#)

2.B [23-0350](#) Special Recognition - Proclamation Recognizing the 50th Anniversary of the Friends of the Olympia Library

Attachments: [Proclamation](#)

2.C [23-0307](#) Special Recognition - Approval of a Resolution Honoring Olympia Firehouse 5 and its Members with the City of Olympia Fire Department's Station 5 Designation

Attachments: [Resolution](#)

3. PUBLIC COMMENT

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

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

Individual comments are limited to two (2) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the

meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [23-0345](#) Approval of the April 11, 2023 City Council Meeting Minutes

 Attachments: [Minutes](#)
- 4.B** [23-0334](#) Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Jacob Kon for Aquatic Habitat Protection and Flood Management Purposes

 Attachments: [Resolution](#)
 [Agreement](#)
 [Property Location Map](#)
- 4.C** [23-0349](#) Approval of a Resolution Adopting the Waste ReSources Management Plan 2023-2030

 Attachments: [Resolution](#)
 [Waste ReSources Management Plan 2023-2030](#)
 [Utility Advisory Committee Recommendation](#)

4. SECOND READINGS (Ordinances)

- 4.D** [23-0315](#) Approval of an Ordinance Amending Olympia Municipal Code Title 16, Adding Compost Procurement Chapter 16.90

 Attachments: [Ordinance](#)

4. FIRST READINGS (Ordinances)

- 4.E** [23-0316](#) Approval of Zoning Code Text Amendments Related to Reasonable Use Exceptions

 Attachments: [Ordinance](#)
 [Planning Commission Minority Report](#)
 [Public Comments](#)

5. PUBLIC HEARING

- 5.A** [23-0337](#) Public Hearing to Consider an Ordinance Declaring a Continuing State of a Public Health Emergency Related to Houselessness - First and Final Reading

 Attachments: [Ordinance](#)

6. OTHER BUSINESS

- 6.A** [23-0319](#) Cultural Access Ad Hoc Committee Recommendations and Program Planning Briefing
Attachments: [Recommendations Report](#)
- 6.B** [23-0323](#) Olympia Joint Plan - The Comprehensive Plan for the Urban Growth Area
Attachments: [Thurston County Joint Plan Webpage](#)
 [Draft Comment Letter](#)

7. CONTINUED PUBLIC COMMENT

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

8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

9. CITY MANAGER'S REPORT AND REFERRALS

10. ADJOURNMENT

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



City Council

Special Recognition - Proclamation Recognizing Earth Month

Agenda Date: 4/18/2023
Agenda Item Number: 2.A
File Number: 23-0335

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

Title

Special Recognition - Proclamation Recognizing Earth Month

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize April as Earth Month in the City of Olympia.

Report

Issue:

Whether to recognize April as Earth Month in the City of Olympia.

Staff Contact:

Pamela Braff, PhD, Director of Climate Programs, City Manager's Office, 360.753.8249

Presenter(s):

Councilmembers

Background and Analysis:

The first Earth Day on April 22, 1970, included an environmental teach-in that educated Americans about environmental and conservation issues.

20 million Americans took to the streets, parks, and auditoriums to call for a healthy, sustainable environment in massive coast-to-coast rallies. Thousands of colleges and universities organized demonstrations and teach-ins against the deterioration of the environment.

Earth Day 1970 activated a bipartisan spirit that motivated the passing of the Clean Air, Clean Water, and Endangered Species Acts. Many other groundbreaking environmental laws soon followed.

Earth Day had reached into its status as the largest secular observance in the world, celebrated by more than a billion people every year, and a day of action that changes human behavior and provokes policy changes.

In Olympia, the Procession of the Species was created in 1995 to commemorate the 25th anniversary of Earth Day. Local businesses, schools, environmental organizations and others have raised over 100 Earth flags in Olympia to unite those working in the interest of the planet, inspire participation, and build action through local activism and global environmental consciousness.

The Olympia community recognizes the entire month of April as Earth Month and urges other to do the same.

Attachments:

Proclamation

PROCLAMATION

WHEREAS, Earth Day was created 53 years ago, recognizing the importance for everyone to participate in preserving our natural resources, and on that first Earth Day 20 million Americans rallied for a healthy, sustainable environment; and

WHEREAS, the global community now faces extraordinary challenges such as global health issues, food and water shortages, and economic struggles; and

WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment; and

WHEREAS, Jay Inslee, the Governor of Washington State has proclaimed the month of April to be Earth Month in Washington State, in recognition of the urgency of enlisting all people to protect and sustain life on the planet; and

WHEREAS, Olympia has followed suit and declared an entire Earth Month and urges others to do the same; and

WHEREAS, the Procession of the Species was created in 1995 to commemorate the 25th Anniversary of Earth Day and to support Congressional renewal of the Endangered Species Act, inspiring thousands, young and old, to deepen their understanding, appreciation, and protection of the natural world; and

WHEREAS, all of us, as caretakers of our planet, have an obligation to change the human behaviors that contribute to climate change and environmental degradation to preserve the Earth's beauty as well as its resources; and

WHEREAS, our local citizens, schools, environmental organizations and businesses have raised over 100 Earth Flags to unite those during the entire month working in the interest of the planet, and to build intergenerational action through local activism and global environmental consciousness; and

NOW THEREFORE, BE IT RESOLVED, that the Olympia City Council does hereby proclaim April as

EARTH MONTH

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 18th DAY OF APRIL, 2023.

OLYMPIA CITY COUNCIL

*Cheryl Selby
Mayor*



City Council

Special Recognition - Proclamation Recognizing the 50th Anniversary of the Friends of the Olympia Library

Agenda Date: 4/18/2023
Agenda Item Number: 2.B
File Number: 23-0350

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

Title

Special Recognition - Proclamation Recognizing the 50th Anniversary of the Friends of the Olympia Library

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Recognize the 50th Anniversary of the Friends of the Olympia Library.

Report

Issue:

Whether to recognize the 50th Anniversary of the Friends of the Olympia Library.

Staff Contact:

Kellie Purce Braseth, Strategic Communications Director, City Manager Office, 360.753.8361

Presenter(s):

Kellie Purce Braseth, Strategic Communications Director

Background and Analysis:

The Friends of the Olympia Library was established in 1973 in the belief that excellent library service is important and adds to the quality of life in the community. Their stated mission is "to support, promote and augment the operations of the Olympia Library." And over the course of its existence, the volunteers that make up this organization have helped to put books in numerous classrooms and in the hands of families and individual across the Olympia community.

April marks the 50th Anniversary of the Friends of the Olympia Library organization.

Climate Analysis:

No climate impacts were evident.

Equity Analysis:

Public libraries are an open and accessible source of books and other resources for the interest, information, and enlightenment of all people of the community. The American Library Association holds that “It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.”

Attachments:

Proclamation

PROCLAMATION

WHEREAS, the Friends of the Olympia Library was established in 1973 in the belief that excellent library service is important and adds to the quality of life in the community, and;

WHEREAS, the City of Olympia recognizes the tremendous impact the Friends of the Olympia Library has made in our community through their mission “To support, promote and augment the operations of the Olympia Library”, and

WHEREAS, the City of Olympia acknowledges that countless classrooms, families and individuals have had the books they need due to the diligent and consistent volunteer work of the Friends of the Olympia Library, and

WHEREAS, Olympia, as a community, has benefitted from the dozens of programs across many interests, which have all been made possible through the work of the Friends of the Olympia Library; and

WHEREAS, the City of Olympia understands that despite challenges and changes, the Friends of the Olympia Library have rallied and maintained their focus and grew their goals to provide community programming and well-stocked shelves for the local libraries; and

WHEREAS, April marks the 50th Anniversary of the Friends of the Olympia Library organization; and

WHEREAS, the City of Olympia encourages the community to visit the Friends of the Olympia Library’s historic and informational display at the downtown Olympia library; and

NOW, THEREFORE, BE IT PROCLAIMED, that in honor of their 50th Anniversary, the City of Olympia, declares Tuesday, April 18, 2023, as

FRIENDS OF THE OLYMPIA LIBRARY DAY

in the city of Olympia and urges the community to visit the downtown Olympia Timberland Library to show your appreciation and support for the integral role they play in our Community.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 18th DAY OF April 2023.

OLYMPIA CITY COUNCIL

Cheryl Selby, Mayor



City Council

Special Recognition - Approval of a Resolution Honoring Olympia Firehouse 5 and its Members with the City of Olympia Fire Department's Station 5 Designation

Agenda Date: 4/18/2023
Agenda Item Number: 2.C
File Number: 23-0307

Type: resolution **Version:** 2 **Status:** Recognition

Title

Special Recognition - Approval of a Resolution Honoring Olympia Firehouse 5 and its Members with the City of Olympia Fire Department's Station 5 Designation

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution designating Olympia Firehouse 5 and its members with to honor retirees of the Fire department for their continued contribution to the community.

Report

Issue:

Whether to approve a Resolution designating Olympia Firehouse 5 and its members with to honor retirees of the Fire department for their continued contribution to the community.

Staff Contact:

Mike Buchanan, Interim Deputy Chief, 360.753.8459

Presenter(s):

Todd Carson, Interim Fire Chief

Mike Buchanan, Interim Deputy Chief

Background and Analysis:

Olympia Firehouse 5 was created on February 1, 1998, and serves as the group's name for our retired members of the Olympia Fire Department. The membership of Olympia Firehouse 5 is primarily made up of retired OFD Firefighters but also includes retirees from Tumwater Fire Department. Fire House 5 serves as a place where retired Firefighters and their families can share in fellowship while carrying on the traditions and history of the Olympia Fire Department.

Olympia Firehouse 5 serves as a second home for current and retired OFD members and their families. Olympia Firehouse 5 provides a space where retirees can receive and provide support, exchange ideas and nurture their spirits. Olympia Firehouse 5 has a physical location that serves as a historic preservation museum for antique fire engines, equipment, and memorabilia. Olympia Firehouse 5 continues its service to the community by showcasing its antique fire engines, sharing its space with the community, and providing historical knowledge of the fire service and its culture.

OFD wishes to honor and recognize Firehouse 5's place in the Olympia Fire Department's legacy, foregoing any future use of the name "Station 5". Should the City of Olympia build a new fire station, that station would be designated Station 6.

Climate Analysis:

This topic is not expected to have an impact on greenhouse gas emissions.

Equity Analysis:

This topic is not expected to have an impact on equity issues.

Neighborhood/Community Interests (if known):

There are no known community concerns regarding Firehouse 5.

Financial Impact:

There is no financial impact related to this item.

Options:

1. Move to approve the Resolution honoring Olympia Firehouse 5 and its members with the City of Olympia Fire Department's Station O5 designation.
2. Do not approve the Resolution honoring Olympia Firehouse 5 and its members with the City of Olympia Fire Department's Station O5 designation and send back to staff.
3. Take another action.

Attachments:

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
HONORING OLYMPIA FIREHOUSE 5 AND ITS MEMBERS WITH THE CITY OF
OLYMPIA FIRE DEPARTMENT'S STATION 5 DESIGNATION**

WHEREAS, Olympia Firehouse 5 is a non-profit corporation created on February 1, 1998, as an organization of and representing retired members of the Olympia Fire Department; and

WHEREAS, the Membership of Olympia Firehouse 5 is made up of mostly retired Olympia Firefighters who are carrying on the traditions and history of the Olympia Fire Department; and

WHEREAS, Olympia Firehouse 5 has a physical location that serves as a historic preservation museum for antique fire engines, equipment, and memorabilia; and

WHEREAS, Olympia Firehouse 5 provides a second home for current and retired members, along with their families, to receive and provide support, exchange ideas, and nurture the spirit; and

WHEREAS, Olympia Firehouse 5 continues its service to the community by showcasing its antique fire engines, sharing its space with the community, and providing historical knowledge of the fire service and its culture; and

WHEREAS, the City of Olympia Council recognizes and appreciates the value of Olympia Firehouse 5 and its members, now and into the future; and

WHEREAS, the City of Olympia wishes to honor and recognize Olympia Firehouse 5's place in Olympia Fire Department's legacy by foregoing any future use of the name "Station 5"; and

WHEREAS, when the City of Olympia builds a new fire station, the station will be designated "Station 6";

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

1. Olympia Firehouse 5 is recognized and appreciated for its contributions to the Olympia community; and
2. In honor of Olympia Firehouse 5, and all retired members of the Olympia Fire Department, the designation "Station 5" is to be reserved and used to refer to Olympia Firehouse 5 and retired members of the Olympia Fire Department; and

3. A future fire station, which would have been designated Station 5, is to be designated "Station 6"; the City Manager and the Olympia Fire Department shall so designate a future fire station.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY



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

City Council

Approval of the April 11, 2023 City Council Meeting Minutes

Agenda Date: 4/18/2023
Agenda Item Number: 4.A
File Number:23-0345

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

Title

Approval of the April 11, 2023 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, April 11, 2023 6:00 PM Council Chambers, Online and Via Phone

**Register to Attend: [https://us02web.zoom.us/j/82923164441?](https://us02web.zoom.us/j/82923164441?pwd=aXN4Ykp5YIRjV3hjbHhqR0JyRUVPQT09)
[pwd=aXN4Ykp5YIRjV3hjbHhqR0JyRUVPQT09](https://us02web.zoom.us/j/82923164441?pwd=aXN4Ykp5YIRjV3hjbHhqR0JyRUVPQT09)**

1. ROLL CALL

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

1.A ANNOUNCEMENTS - NONE

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION - NONE

3. PUBLIC COMMENT - NONE

4. CONSENT CALENDAR

4.A [23-0311](#) Approval of the March 28, 2023 City Council Meeting Minutes

The minutes were adopted.

4.B [23-0320](#) Approval of 2023 Advisory Committee Work Plans

The decision was adopted.

4.C [23-0321](#) Approval of a Resolution Ratifying and Confirming the Authorization and Signature by the City Manager of a Memorandum of Understanding with Catholic Community Services of Western Washington Related to an Application for Federal Grant Funding

The resolution was adopted.

4. SECOND READINGS (Ordinances) - NONE

4. FIRST READINGS (Ordinances)

- 4.D** [23-0315](#) Approval of an Ordinance Amending Olympia Municipal Code Title 16, Adding Compost Procurement Chapter 16.90

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

Approval of the Consent Agenda

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

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

5. PUBLIC HEARING

- 5.A** [23-0318](#) Public Hearing on the Draft 2023-2030 Waste ReSources Management Plan

Senior Planner Ron Jones gave an overview of the draft 2023 - 2030 Waste Resources Management Plan.

Councilmembers asked clarifying questions.

Mayor Selby opened the public hearing at 6:25 p.m. No one spoke. The public hearing was closed at 6:25 p.m.

The public hearing was held and closed.

6. OTHER BUSINESS

- 6.A** [23-0246](#) Briefing on the Olympia Regional Clean Air Agency's (ORCAA) Rule Change on Outdoor Recreational Fires

Fire Marshal Randy Haines gave a briefing on the Olympia Regional Clean Air Agency's (ORCAA) rule change allowing outdoor recreational fires within the cities of Olympia, Lacey and Tumwater.

Councilmembers asked clarifying questions.

The information was received.

- 6.B** [23-0261](#) Briefing on the Olympia Police Department Gun Buy-Back Program

Police Chief Allen provided an update on the Olympia Police Department Buy- Back Program.

Councilmembers asked clarifying questions.

The information was received.

- 6.C** [23-0329](#) Update on the Experience Olympia and Beyond 2022 360 Degree Sentiment Survey Results and 2023 Business and Marketing Plan

Economic Development Director Mike Reid and Experience Olympia and Beyond CEO Annette Pitts gave an update and overview of the Experience Olympia and Beyond 2022 360 Degree Sentiment Survey Results and 2023 Business and Marketing Plan.

Councilmembers asked clarifying questions.

The information was received.

7. CONTINUED PUBLIC COMMENT - NONE

8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

9. CITY MANAGER'S REPORT AND REFERRALS - NONE

10. CLOSED SESSION

- 10.A** [23-0310](#) Closed Session Pursuant to RCW 42.30.140 (4)(b) - Labor Negotiations

Mayor Selby recessed the meeting to 8:04 p.m. and asked the Council to convene in 5 minutes in a Closed Session pursuant to RCW 42.30.140(4)(b) to discuss labor negotiations. She announced the Council would meet no more than 60 minutes and no decisions will be made. The City Attorney was present at the Closed Session.

The closed session was held and no decisions were made.

10. ADJOURNMENT

The meeting adjourned at 8:40 p.m



City Council

Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Jacob Kon for Aquatic Habitat Protection and Flood Management Purposes

Agenda Date: 4/18/2023
Agenda Item Number: 4.B
File Number: 23-0334

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

Title

Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Jacob Kon for Aquatic Habitat Protection and Flood Management Purposes

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the Resolution authorizing the purchase of real estate owned by Jacob Kon for aquatic habitat protection, flood management and water quality purposes and authorize the City Manager to execute all documents necessary to acquire 1.22 acres of real estate from Jacob Kon for these purposes.

Report

Issue:

Whether to approve the purchase of real estate from Jacob Kon for habitat protection, flood management and water quality purposes.

Staff Contacts:

Jesse Barham, Water Resources Director, Public Works Department, 360.753.8164
Mark Barber, City Attorney, 360.753.8338

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Jacob Kon owns a 1.22-acre parcel of undeveloped real property located at 1501 Wheeler Avenue SE, Assessor's Parcel Number 83200300100 (see attached Property Location Map).

The City intends to purchase the property to protect a portion of Indian Creek and adjacent wetlands

and better manage ongoing flooding across Central Street SE right-of-way. The property provides aquatic habitat, flood management and water quality functions that have potential benefits for the City and community. The parcel is adjacent to other City owned properties to the south and east along the Karen Fraser Olympia Woodland Trail.

Staff has concluded negotiations with the Seller and has prepared the Real Estate Purchase and Sale Agreement that is attached to the Staff Report. The purchase price is \$20,000.

Climate Analysis:

The purchase of this property and subsequent management actions are not anticipated to impact (neither increase nor reduce) carbon emissions. This undeveloped property contains both forests and wetlands. The eastern forested portion of the site will provide both storage and continued uptake of carbon over time. The wetlands present also have the potential to store carbon in anerobic sediments as well as provide climate resilience and water storage to reduce flooding during increasingly intense rainfall events.

Equity Analysis:

Neighboring property owners along Central Street will benefit from this action. Under City ownership the parcel will be more consistently monitored and managed to prevent flooding of the roadway. This flooding has been a growing concern impacting nearby property owners whose access to their homes is impeded during heavy rain events. Similarly, people living in or otherwise accessing the nearby encampments along Wheeler Ave will benefit from reduced flood-related hazards with City management of the parcel. Presence of City workers or contractors may put encampment residents on alert or create tension when work is being done to improve drainage and habitat conditions on the property. If there are still community member living in encampments in the area, Public Works should coordinate with the Homelessness Response Team to notify people ahead of time that City workers (or other contracted entities) will be working in the area.

Neighborhood/Community Interests (if known):

Protection of aquatic habitat that also provides water quality and flood management functions has been a priority for the community over many years. The community members that live at the end of Central Street SE have also been supportive of this acquisition and having the City directly manage the flooding concerns that originate on this parcel.

Financial Impact:

Stormwater Utility funds are available and will be used to acquire this parcel. The purchase price is \$20,000.

Options:

1. Move to approve the Resolution authorizing the purchase of real estate owned by Jacob Kon for aquatic habitat protection, flood management and water quality purposes and authorize the City Manager to execute all documents necessary to acquire 1.22 acres of real estate from Jacob Kon for these purposes.
2. Do not move to approve the resolution authorizing the purchase of real estate from Jacob Kon. City staff will need to require the property owner to manage flooding originating from their property, which may be financially burdensome to them and have limited long-term success.
3. Direct staff to seek other options to satisfy the City's need to protect aquatic habitat, flood management, and water quality functions. Flooding in the area will continue for a longer

period of time.

Attachments:

Resolution

Agreement

Property Location Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
AUTHORIZING THE PURCHASE OF REAL ESTATE OWNED BY JACOB KON FOR THE CITY
OF OLYMPIA FOR THE PROTECTION OF AQUATIC HABITAT VALUES**

WHEREAS, Jacob Kon owns real property located at 1501 Wheeler Avenue, SE, Olympia, Washington consisting of 1.22 acres, more or less (the Kon Property); and

WHEREAS, Public Works Water Resources staff have determined that the Kon Property contains a portion of Indian Creek and associated wetlands, and has flooding that has affected Central Street SE and impacted the right-of-way; and

WHEREAS, the Kon Property is suitable for the City to manage the site for the protection of aquatic habitat values that have potential benefits for the City of Olympia; and

WHEREAS, the City and Jacob Kon have negotiated terms and conditions for the City's purchase of the Kon Property; and

WHEREAS, the Olympia City Council hereby accepts terms, among others, to purchase the Kon Property for Twenty Thousand Dollars and No Cents (\$20,000.00) U.S.;

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

1. The Olympia City Council hereby accepts the terms and conditions negotiated with Jacob Kon to purchase the real property located at 1501 Wheeler Avenue SE, in Olympia, Washington, from Jacob Kon for the protection of aquatic habitat values upon the agreed terms within the real estate purchase and sale agreement.
2. The City Manager is directed and authorized to execute all documents necessary to purchase the aforesaid real property from Jacob Kon, upon the terms and conditions negotiated in the real estate purchase and sale agreement, and to make any amendments or minor modifications consistent with the intent of the real estate purchase and sale agreement as may be necessary, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT ("Agreement") is between the City of Olympia, a municipality organized under the laws of the State of Washington ("Buyer"), and Jacob Kon, as his separate estate ("Seller"), jointly referred to as "the Parties." This Agreement shall not be effective until the "Effective Date" (as defined in Paragraph 17.16 below).

RECITALS

Seller is the owner of certain real property located in **Thurston County, Washington**, consisting of approximately 1.22 acres, more or less, and more particularly described on **Exhibit "A"** (legal description) and **Exhibit "B"** (sketch) attached hereto and by this reference incorporated herein.

Buyer has determined that the Property contains a portion of Indian Creek and associated wetlands and has flooding that has affected Central Street SE and impacted the right-of-way. The Property is suitable for Buyer to manage the site for the protection of aquatic habitat values that have potential benefits for the City of Olympia.

The signatories to this Agreement acknowledge they are authorized to execute associated documents, to correct legal descriptions if need be, and to correct scrivener's errors and other errors or omissions that are otherwise in substantial conformance with this Agreement.

The Parties now enter into this Agreement to memorialize the terms and conditions under which Seller will sell the Property to Buyer.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Property. Subject to the terms and conditions of this Agreement, Seller agrees to sell and convey to Buyer, and Buyer agrees to purchase from Seller, the following:

1.1 Land. The approximately 1.22 acres, more or less, constituting the Property legally described on **Exhibit "A"** to this Agreement and generally shown on a sketch attached as **Exhibit "B"** to this Agreement.

1.2 Appurtenances. All rights, privileges, and easements appurtenant to the Property owned by Seller, including without limitation any and all leases, subleases, easements, rights-of-way and other appurtenances, including any buildings, structures or fixtures used in connection with the beneficial use and enjoyment of the Property (the "Appurtenances").

The Property and Appurtenances described in Paragraph 1 above are collectively referred to in this Agreement as the "Property."

2. Escrow. Within three (3) business days of the Effective Date of this Agreement, the Parties shall confirm that an escrow account is opened for the transaction contemplated by this Agreement with Thurston County Title Company (in such capacity, "Escrow Company"). Jen Dempsey or another designee of Escrow Company will serve as escrow agent for Closing of this Agreement ("Escrow Agent"). The Parties shall deliver a fully executed copy of this Agreement to Escrow Agent.

3. Purchase Price. The purchase price to be paid by Buyer to Seller for the Property (the "Purchase Price") is **Twenty Thousand Dollars and 00/100 Cents (\$20,000.00)** U.S.

4. Payment of Purchase Price. On the Closing Date, Buyer shall deposit with Escrow Agent the amount of the Purchase Price, less any amounts to be credited against the Purchase Price pursuant to this Agreement.

5. Closing Date. The Closing (the "Closing") of the purchase and sale of the Property under this Agreement shall be held at the offices of the Escrow Company, and shall occur on a date no later than thirty (30) days after the Effective Date of this Agreement (the "Closing Date"), unless an earlier time is agreed between the Parties. Closing shall occur when the Deed (as hereinafter defined) to Buyer is executed and recorded, and the Purchase Price is delivered to the Escrow Company for delivery to Seller. Notwithstanding anything above to the contrary, in all events, the Closing must occur on or before May 31, 2023.

6. Title and Survey Matters.

6.1 Title Binder. Buyer shall order a preliminary commitment for an ALTA owner's standard coverage title insurance policy provided by Thurston County Title Insurance Company ("Title Company") describing the Property, showing all matters of record pertaining to the Property and listing Buyer as the prospective named insured. Following the mutual execution of this Agreement, Buyer shall obtain from Title Company a written supplemental report to such preliminary commitment in a form acceptable to Buyer, updating the preliminary commitment to the execution date of the Agreement. Such preliminary commitment, supplemental reports and true, correct and legible copies of all documents referred to in such preliminary commitment and supplemental reports as conditions or exceptions to title to the Property are collectively referred to herein as the "Title Binder."

6.2 Title Review. Within seven (7) business days after Buyer's receipt of the updated Title Binder, Buyer shall review the Title Binder and any surveys of the Property, and shall notify Seller what exceptions to title, if any, affect the marketability or insurability of the title to the Property or which adversely affect the use of the Property (the "Title Review Period"). If no title matters appear in the updated Title Binder since the initial preliminary commitments, then the Parties shall proceed to Closing as set forth in this Agreement. If any title matters appear and Buyer objects to any of the same during the Title Review Period, then Seller shall have ten (10) business days after receiving Buyer's objections to notify Buyer if Seller will remove any of the exceptions objected to prior to the Closing Date or if Seller elects not to remove such objected to

exceptions. If Seller shall fail to remove any such exceptions objected to by Buyer from title prior to the Closing Date, and Buyer is unwilling to take title subject thereto, Buyer may elect to either terminate this Agreement, or take title despite the existence of such exception. If Buyer elects to terminate, neither Buyer nor Seller shall have any further liabilities, obligations or rights with regard to this Agreement which shall then become null and void and of no further force or effect.

6.3 **Title Policy.** At Closing, Seller and Buyer shall cause Title Company to issue a standard ALTA owner's policy ("Title Policy") to Buyer, at Seller's cost. The Title Policy shall (a) be satisfactory to Buyer, (b) be issued in the amount of the total Purchase Price and (c) insure fee simple, indefeasible title to the Property in Buyer. The Title Policy shall contain endorsements as Buyer may require. Buyer's obligation to close this transaction shall be contingent on Buyer's approval, in its sole and absolute discretion of the Title Policy required under this Paragraph 6.

7. Conditions and/or Contingencies to Buyer's Obligations.

7.1 **Documents and Reports.** Within ten (10) business days after the execution and delivery of this Agreement (the "Document Delivery Date"), Seller shall deliver to Buyer copies of the documents and reports listed on attached **Exhibit "C"** to this Agreement and in Seller's possession. Seller shall certify to Buyer, as of the Document Delivery Date, as to any documents listed on **Exhibit "C"** not in Seller's possession.

7.2 **Inspection of the Property.** Buyer shall have the right and permission from the date Seller signs this Agreement through the Closing Date (or earlier termination of this Agreement) to enter upon the Property or any part thereof at all reasonable times and from time to time for the purpose, at Buyer's cost and expense, of making all tests and/or studies of the Property that Buyer may wish to undertake, including, without limitation, soils tests (including borings), toxic and hazardous waste studies, surveys, structural studies and review of zoning, fire, safety and other compliance matters; provided, however, Buyer shall indemnify and hold harmless Seller from and against any mechanic's or other liens or claims that may be filed or asserted against the Property or Seller as a direct result of any actions taken by Buyer in connection with the Property, including but not limited to permitting Seller to review a written description of Buyer's proposed testing and work to ensure same is properly done and will not exacerbate any existing condition of contamination on the property. Buyer shall also provide Seller with a copy of all soil or environmental test results for the property upon Seller's request. Buyer shall reasonably restore the Property to its condition immediately prior to any invasive testing. The effect of the representations and warranties made by Seller in this Agreement shall not be diminished or deemed to be waived by any inspections, tests or investigations made by Buyer or its agents.

7.3 **Appraisal of the Property.** Buyer shall have the right to obtain an appraisal. Buyer's appraiser may enter onto the property as is necessary to appraise the Property.

7.4 **Approval of Property/Feasibility Contingency.** Buyer's obligation to purchase the Property shall be subject to and contingent upon Buyer's approval, in its sole and absolute discretion, prior to the expiration of the Contingency Period, of all aspects of the

Property, including, without limitation, the physical condition of the Property and documents delivered by Seller pursuant to Paragraph 7.1 above, or otherwise obtained by Buyer regarding the Property. Buyer's approval and obligation to purchase the Property under this paragraph shall be twenty-one (21) business days from the last date this Agreement was executed by a Party to sign same.

7.5 Contingency/Feasibility Period. As used herein, the term "Contingency or Feasibility Period" shall be fifteen (15) business days from the last date this Agreement was executed by a Party to sign same.

7.6 Buyer's Right to Terminate. If Buyer's conditions set forth in Paragraph 7.4 above are not satisfied in Buyer's sole and absolute discretion, Buyer shall have the right to terminate this Agreement by sending written notice to Sellers and Escrow Agent (such notice referred to as a "Termination Notice") prior to the expiration of the Contingency/Feasibility Period. If Buyer gives its Termination Notice to Seller, this Agreement shall terminate and neither Buyer nor Seller shall have any further liability to the other under this Agreement.

7.7 Additional Closing Conditions. Buyer's obligation to purchase the Property shall also be subject to the following conditions that must be satisfied as of Closing.

(i) Prior to Closing, all Contracts (whether written or oral), with respect to the Property shall be terminated in writing, except for any Assumed Contracts. Seller shall provide Buyer, prior to Closing, with written termination agreements with respect to all Contracts, in a form acceptable to Buyer;

(ii) All representations and warranties of Seller contained herein, to the best of Seller's knowledge, shall be true, accurate and complete at the time of the Closing as if made again at such time;

(iii) Seller shall have performed all obligations to be performed by it hereunder on or before Closing (or, if earlier, on or before the date set forth in this Agreement for such performance);

(iv) At Closing, title to the Property shall be in the condition required by Paragraph 6 of this Agreement and Escrow Agent shall deliver the Title Policy to Buyer; and

(v) At Closing, the forest and ground cover shall be substantially the same as on the date hereof, ordinary wear and tear excepted.

If the conditions set forth in this Paragraph 7 are not satisfied as of Closing and Buyer does not waive the same, Buyer may terminate this Agreement, and thereafter neither Buyer nor Seller shall have any further liability to the other under this Agreement.

8. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties, to the best of Seller's knowledge, which representations and warranties shall be deemed made by Seller to Buyer also as of the Closing Date:

8.1 **Title.** Seller is the sole owner of the Property, except for reservations of record. At Closing, Seller shall convey the entire fee simple estate and right, title and interest in and to the Property by statutory warranty deed to Buyer, free and clear of unapproved encumbrances of record.

8.2 **Compliance with Law; Compliance with Property Restrictions.** The Property complies in all material respects (both as to condition and use) with all applicable statutes, ordinances, codes, rules and regulations of any governmental authority having jurisdiction over the Property related to zoning, building, subdivision, and engineering.

8.3 **Bankruptcy, etc.** No bankruptcy, insolvency, rearrangement or similar action involving Seller or the Property, whether voluntary or involuntary, is pending, threatened, by a third party, or contemplated by Seller.

8.4 **Taxes and Assessments.** Other than amounts disclosed by the Title Binder, no other property taxes have been or will be assessed against the Property for the current tax year, and there are no general or special assessments or charges that have been levied, assessed or imposed on or against the Property.

8.5 **Foreign Person.** Seller is not a foreign person and is a "United States Person" as such term is defined in Section 7701(a) (30) of the Internal Revenue Code of 1986, as amended (the "Code") and shall deliver to Buyer prior to the Closing an affidavit evidencing such fact and such other documents as may be required under the Code.

8.6 **Mechanics' Liens.** No labor, material or services have been furnished in, on or about the Property or any part thereof as a result of which any mechanics', laborer's or materialmen's liens or claims might arise.

8.7 **Underground Storage Tanks.** Seller has no knowledge of (a) subterranean storage or underground storage tanks that exist on the Property, and (b) any previously existing underground storage tanks that have been removed or filled in compliance with applicable law. If there had been an underground storage tank on the site, to the best of Seller's knowledge, the tank was decommissioned in compliance with applicable law.

8.8 **Leases and Other Agreements.** Seller represents that there are no leases, occupancy agreements, service agreements, licenses, easements, or option agreements with regard to the Property, except those of record or disclosed pursuant to Paragraph 7.1.

8.9 **Assumption of Liabilities.** Buyer, by virtue of the purchase of the Property, will not be required to satisfy any obligation of Seller arising prior to the Closing Date.

8.10 **Defaults.** Seller is not in default and there has occurred no uncured event which, with notice, the passage of time or both would be a default, under any contract, agreement, lease, encumbrance, or instrument pertaining to the Property.

8.11 **Utilities.** The Property may or may not be served by water, storm and sanitary or septic sewer, electricity, and telephone supplied directly to the Property by facilities of public utilities. All such utilities are located within the boundaries of the Property or within lands dedicated to public use or within recorded easements for the same.

8.12 **Public Improvements.** Seller has no knowledge of any federal, state, county, municipal or other governmental plans to change the road system in the vicinity of the Property.

8.13 **Subdivision.** The conveyance of the Property will not constitute a violation of any subdivision ordinance. The improvements on the Property comply in all material respects with all applicable subdivision ordinances and statutes.

8.14 **Due Authority.** Seller and Buyer have all requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder and the transactions contemplated hereby. This Agreement has been, and the documents contemplated hereby will be, duly executed and delivered by Seller and Buyer and constitute their legal, valid and binding obligation enforceable against Seller and Buyer in accordance with its terms.

8.15 **No Omissions.** The copies of any documents furnished to Buyer in connection with this transaction are true and complete copies of the documents they purport to be and contain no untrue statement of material fact and do not omit to state any material facts necessary to make the statements contained therein not misleading.

9. Covenants of Seller. Seller covenants and agrees as follows:

9.1 **Perform Obligations.** From the date of this Agreement to the Closing Date, Seller will perform any monetary and non-monetary obligations it has regarding the Property.

9.2 **No Liens.** From the date of this Agreement to the Closing Date, Seller will not allow any lien to attach to the Property, nor will Seller grant, create, or voluntarily allow the creating of, or amend, extend, modify or change, any easement, right-of-way, encumbrance, restriction, covenant, lease, license, option or other right affecting the Property or any part thereof without Buyer's written consent first having been obtained.

9.3 **Provide Further Information.** From the date of this Agreement to the Closing Date, Seller will notify Buyer of each event of which Seller becomes aware affecting the Property or any part thereof immediately upon learning of the occurrence of such event.

10. Closing.

10.1 Time and Place. Provided that all the contingencies set forth in this Agreement have been previously fulfilled, the Closing shall take place at the place and time determined as set forth in Paragraph 5 of this Agreement.

10.2 Documents to be Delivered by Seller. For and in consideration of, and as a condition precedent to the payment to Seller of the Purchase Price, Seller shall obtain and deliver to Buyer at Closing the following documents (all of which shall be duly executed and acknowledged where required):

(i) **Title Documents.** Such other documents, including, without limitation, lien waivers, indemnity bonds, indemnification agreements, and certificates of good standing as shall be required by Buyer, or by the Title Company as a condition to its insuring Buyer's good and marketable fee simple title to the Property.

(ii) **Authority.** Such evidence as the Title Company shall require as to authority of Seller to convey the Property to Buyer.

(iii) **Surveys and Drawings.** All surveys, site plans and plans and specifications relating to the Property as are in the possession or control of Seller, if any.

(iv) **Assignment.** Seller and Buyer agree any assignment of Buyer's rights under this Agreement shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied.

(v) **Warranty Deed.** A statutory warranty deed ("Deed") conveying to Buyer a good, marketable and indefeasible title in fee simple absolute to the Property in the form set forth in **Exhibit "D"** attached hereto.

10.3 Payment of Costs. At Closing, Seller shall pay all charges for title insurance for a standard ALTA owner's title policy insuring Buyer's title, one-half of the escrow fee, the recording fee, the technology fee, and real property excise taxes. Buyer shall pay one-half of the escrow fee.

10.4 Taxes. Buyer is exempt from payment of real property excise taxes for the Property pursuant to WAC 458-61A-205(3).

10.5 Monetary Liens. Seller shall pay or cause to be satisfied at or prior to Closing all monetary liens on or with respect to all or any portion of the Property, including, but not limited to, mortgages, deeds of trust, security agreements, assignments of leases, rents and/or easements, judgment liens, tax liens (other than those for taxes not yet due and payable) and financing statements, except where Seller is exempt by statute or administrative rule or regulation.

10.6 Possession. Possession of the Property shall be delivered to Buyer at Closing. The Property, including without limitation the improvements, if any, shall be delivered to Buyer in good order.

10.7 Proration. All amounts required to be prorated hereunder as of Closing, shall be calculated as if Buyer were in possession of the Property as of the date of Closing.

11. Environmental.

11.1 Notwithstanding anything to the contrary in this Agreement or otherwise, the Parties agree that Seller shall have no obligation to defend, indemnify, or hold Buyer harmless with respect to any loss, liability, claim, demand, damage, or expense of any kind, including attorneys' fees, costs, and expenses (collectively, "Loss") arising (a) out of the release or threatened release of Hazardous Substances on, under, above, or about the Property after Closing, or (b) out of the past release or threatened release of any Hazardous Substance on, under, above, or about the Property caused or contributed to by Buyer, or any employee, agent, tenant, or contractor of Buyer.

11.2 Definitions. The term "Hazardous Substance" includes without limitation (a) those substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," "hazardous wastes," or "solid wastes" in any Environmental Law; (b) petroleum products and petroleum byproducts; (c) polychlorinated biphenyls; (d) chlorinated solvents; and (e) asbestos. The term "Environmental Law" includes any federal, state, municipal or local law, statute, ordinance, regulation, order or rule pertaining to health, industrial hygiene, environmental conditions, or hazardous substances.

12. Indemnification. Seller shall pay, protect, pay the defense costs of, indemnify and hold Buyer and their successors and assigns harmless from and against any and all loss, liability, claim, damage and expense suffered or incurred by reason of (a) the breach of any representation, warranty or agreement of Seller set forth in this Agreement, (b) the failure of Seller to perform any obligation required by this Agreement to be performed by Seller, (c) the ownership, maintenance, and/or operation of the Property by Seller prior to the Closing not in conformance with this Agreement, or (d) any injuries to persons or property from any cause occasioned in whole or in part by any acts or omissions of the Seller, its representatives, employees, contractors or suppliers that occurred before Closing; provided, however, that nothing in this Paragraph 12 applies to Losses arising out of the presence of Hazardous Substances on, under, above, or about the Property, including Hazardous Substances that migrate or migrated to or from the Property except as specifically provided in Paragraph 11 above.

13. Condemnation. In the event of any commenced, to be commenced or consummated proceedings in eminent domain or condemnation (collectively "Condemnation") respecting the Property or any portion thereof, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller shall have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, there shall be no reduction in the Purchase

Price, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, Seller's entire right, title and interest in and to any condemnation award or settlement made or to be made in connection with such Condemnation proceeding. Buyer shall have the right at all times to participate in all negotiations and dealings with the condemning authority and approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such Condemnation respecting the Property.

14. Casualty. If any fire, windstorm or casualty occurs and materially affects all or any portion of the Property on or after the date of this Agreement and prior to the Closing, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller, has any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, the Purchase Price shall be reduced by the amount of loss or damage occasioned by such casualty not covered by insurance, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, its entire right, title and interest in and to all insurance claims and proceeds to which Seller may be entitled in connection with such casualty. Buyer shall have the right at all times to participate in all negotiations and other dealings with the insurance carrier providing such coverage and to approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such casualty respecting the Property.

15. Notices. Unless applicable law requires a different method of giving notice, any and all notices, demands or other communications required or desired to be given hereunder by any party (collectively, "Notices") shall be in writing and shall be validly given or made to another party if delivered either personally or by Federal Express, UPS, USPS or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it shall be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express or other overnight delivery service of recognized standing, it shall be deemed given twenty-four (24) hours after the deposit thereof with such delivery service. If such Notice is mailed as provided herein, such shall be deemed given five (5) days after the deposit thereof in the United States mail. Alternatively, notice may be given by email directed to the email address for the Party set forth below. Each such Notice shall be deemed given only if properly addressed to the party to whom such notice is to be given as follows:

To Buyer:	Steven J. Burney, City Manager City of Olympia 601 4 th Ave E PO Box 1967 Olympia, WA 98507-1967 Email: jburney@ci.olympia.wa.us
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With a copy to: Mark Barber, City Attorney
City of Olympia
601 4th Ave E
PO Box 1967
Olympia, WA 98507-1967
Email: mbarber@ci.olympia.wa.us

To Seller: Jacob Kon
410 S 11th St
Mount Vernon, WA 98274
Email: b-17bombor@protonmail.com

Any party hereto may change its address for receiving notices as herein provided by a written notice given in the manner aforesaid to the other party hereto.

16. Event of Default. In the event of a default under this Agreement by Seller (including a breach of any representation, warranty or covenant set forth herein), Buyer shall be entitled, in addition to all other remedies, to seek monetary damages and specific performance of Seller's obligations hereunder.

17. Miscellaneous.

17.1 Applicable Law. This Agreement shall in all respects, be governed by the laws of the State of Washington.

17.2 Further Assurances. Each of the Parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, to carry out the intent of the Parties hereto.

17.3 Modification or Amendment, Waivers. No amendment, change or modification of this Agreement shall be valid, unless in writing and signed by all of the Parties hereto. No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

17.4 Successors and Assigns. All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the Parties hereto and their respective heirs, legal representatives, successors and assigns. Any assignment shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied. Buyer must notify and, if required, request approval by Seller of any such assignment prior to the Closing. Any such assignee shall for all purposes be regarded as Buyer under this Agreement.

17.5 Entire Agreement and No Third Party Beneficiaries. This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject

matter and any and all prior agreements, understandings or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this Agreement to any person, firm or corporation other than the Parties.

17.6 **Attorneys' Fees.** Should either party bring suit to enforce this Agreement, the prevailing party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

17.7 **Construction.** Captions are solely for the convenience of the Parties and are not a part of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. If the date on which Buyer or Seller is required to take any action under the terms of this Agreement is not a business day, the action shall be taken on the next succeeding business day.

17.8 **Partial Invalidity.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

17.9 **Survival.** The covenants, agreements, obligations to indemnify, representations and warranties made in this Agreement shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

17.10 **Finders' or Brokers' Fees.** Seller represents and warrants that if it has engaged the services of any broker or finder to which a commission or other fee is due in connection with any of the transactions contemplated by this Agreement, that Seller shall pay such fee in connection with the transactions contemplated by this Agreement. Seller agrees to indemnify, defend and hold harmless Buyer against any loss, liability, damage, cost, claim or expense, including interest, penalties and reasonable attorneys' fees that Buyer shall incur or suffer by reason of a breach by Seller of the representation and warranty set forth above.

17.11 **Time.** Time is of the essence of every provision of this Agreement.

17.12 **Risk of Loss.** All of Seller's personal property, of any kind or description whatsoever that is on the Property after Closing, shall be at Seller's sole risk of loss.

17.13 **Force Majeure.** Performance by Seller or Buyer of their obligations under this Agreement shall be extended by the period of delay caused by force majeure. Force majeure is war, natural catastrophe, strikes, walkouts or other labor industrial disturbance, order of any government, court or regulatory body having jurisdiction, shortages, blockade, embargo, riot, civil disorder, or any similar cause beyond the reasonable control of the party who is obligated to render performance (but excluding financial inability to perform, however caused).

17.14 **Recitals.** The Recitals set forth above are incorporated by this reference into this Agreement and are made a part hereof.

17.15 **Counterparts.** This Agreement may be executed in a number of identical counterparts which, taken together, shall constitute collectively one Agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. Additionally, (i) the signature pages taken from separate individually executed counterparts of this Agreement may be combined to form multiple fully executed counterparts; and (ii) a facsimile signature or an electronically scanned or digital signature, where permitted by law, shall be deemed to be an original signature for all purposes. All executed counterparts of this Agreement shall be deemed to be originals, but all such counterparts, when taken together, shall constitute one and the same Agreement. Digital signatures will be deemed to be an original signature where permitted by law.

17.16 **Effective Date.** The term “date of this Agreement” or “date hereof” or “Effective Date,” as used in this Agreement, shall mean the later of the following dates: (1) the date of Buyer’s signature on this Agreement; or (2) the date of Seller’s signature on this Agreement.

18. Expiration. This offer will expire if not executed by Seller and Buyer on or before 5:00 p.m. on May 15, 2023.

[Signatures appear on the following page]

SELLER:

JACOB KON, as his separate estate



Signature

Print name: Jacob Kon

Date: 04/06/2023

BUYER:

CITY OF OLYMPIA, a Washington
municipal corporation

Signature

Steven J. Burney, City Manager

Date: _____

APPROVED AS TO FORM:

Mark Barber

Mark Barber, City Attorney

Date: 04/06/2023

EXHIBIT "A"
LEGAL DESCRIPTION

Block 3 of Wheeler's Subdivision of Block 11 of Ayer's Addition to the City of Olympia, as recorded in Volume 3 of Plats, Page 48; except that portion conveyed to the State of Washington by deed recorded March 2, 1956 under Auditor's File No. 557968.

Situated in Thurston County, Washington.

EXHIBIT "B" PROPERTY SKETCH

P:\Pacific Krest Survey\10-04-05\SEEMAN.dwg, 10/05/2005 09:22:18 AM, FINELINE Technical Services, Inc. (360) 956-0885

SUR 3774731

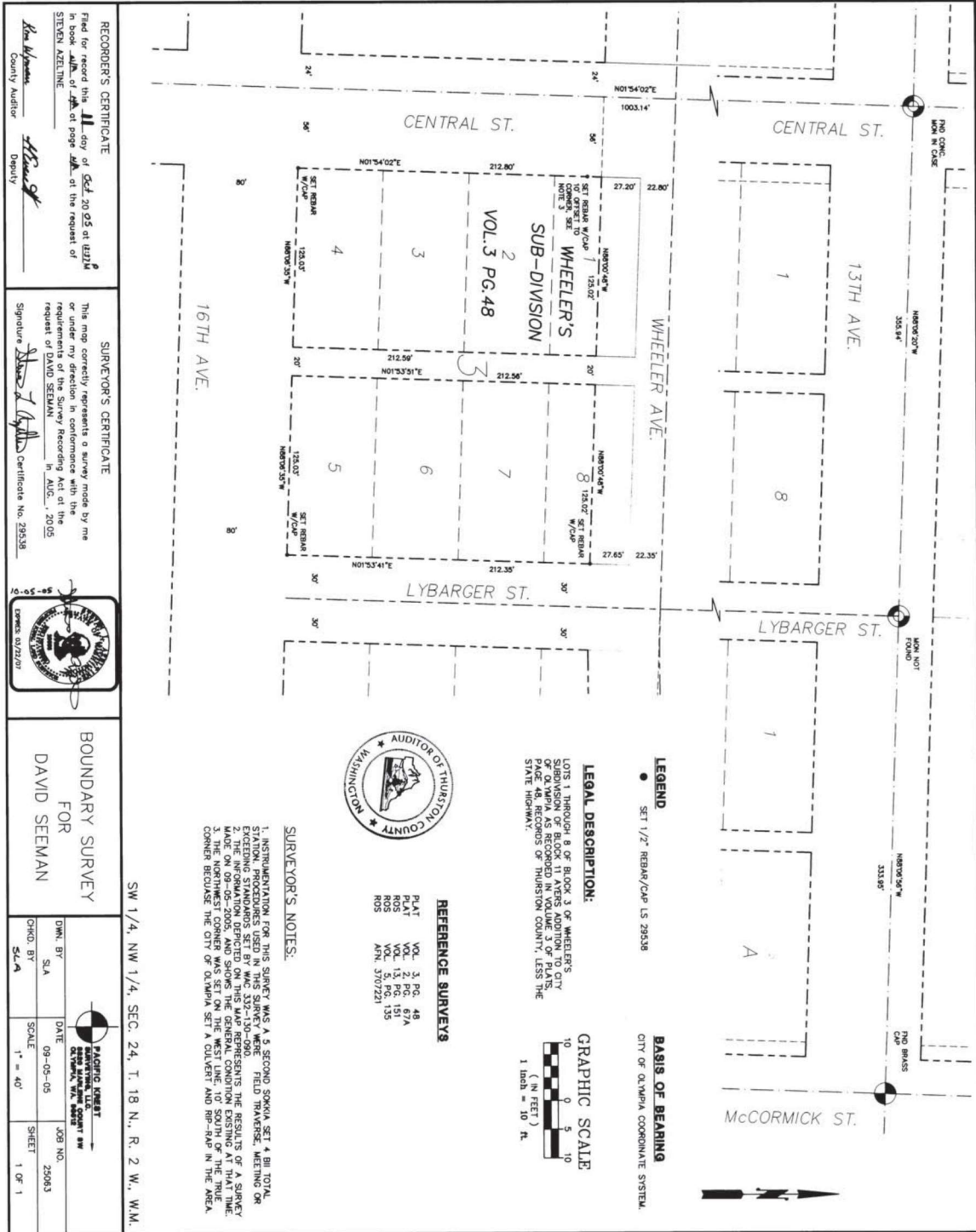


EXHIBIT "C"
DOCUMENTS AND REPORTS

1. Copies of all of leases or other occupancy agreements relating to the Property, if any, with originals to be delivered at Closing.
2. Copies of all licenses, permits and approvals, if any, issued by governmental authorities for the use and occupancy of the Property or any facility located thereon.
3. Any other information about the Property reasonably requested by Buyer if in the possession or control of Seller.
4. Any service contracts or other similar agreements related to the Property.
5. Reports of environmental conditions related to the Property, if any.
6. Surveys, if any.
7. Soils reports, if any.

EXHIBIT “D”
FORM OF STATUTORY WARRANTY DEED

AFTER RECORDING MAIL TO:

City of Olympia
Attn: Legal Department
P.O. Box 1967
Olympia WA 98507-1967

Document Title:	Statutory Warranty Deed
Grantor:	Jacob Kon, as his separate estate
Grantee:	City of Olympia, a Washington municipal corporation
Abbreviated Legal Description:	PTN BLK 3 WHEELER’S SUB
Assessor’s Tax Parcel Numbers:	83200300100

The Grantor, **JACOB KON**, as his separate estate, for and in consideration of the sum of TEN and NO/100---(\$10.00) Dollars, and other valuable considerations, in hand paid, hereby conveys and warrants to the Grantee, **CITY OF OLYMPIA**, a Washington municipal corporation, the following described real estate and all rights thereto, situated in the City of Olympia, County of Thurston, in the State of Washington, including all after acquired title:

Block 3 of Wheeler’s Subdivision of Block 11 of Ayer’s Addition to the City of Olympia, as recorded in Volume 3 of Plats, Page 48; except that portion conveyed to the State of Washington by deed recorded March 2, 1956 under Auditor’s File No. 557968.

Situated in Thurston County, Washington.

Subject to reservations, easements, conditions, and restrictions of record.

DATED this ____ day of _____, 2023.

GRANTOR:

Jacob Kon, as his separate estate

Signature: _____
Print Name: _____

[illegible]

I certify that I know or have satisfactory evidence that JACOB KON, as his separate estate, appeared before me, and that said person acknowledged that he signed this instrument, and on oath and stated that he is authorized to execute this instrument, and acknowledged his signature as his/her free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____ 2023.

Signature

Print Name

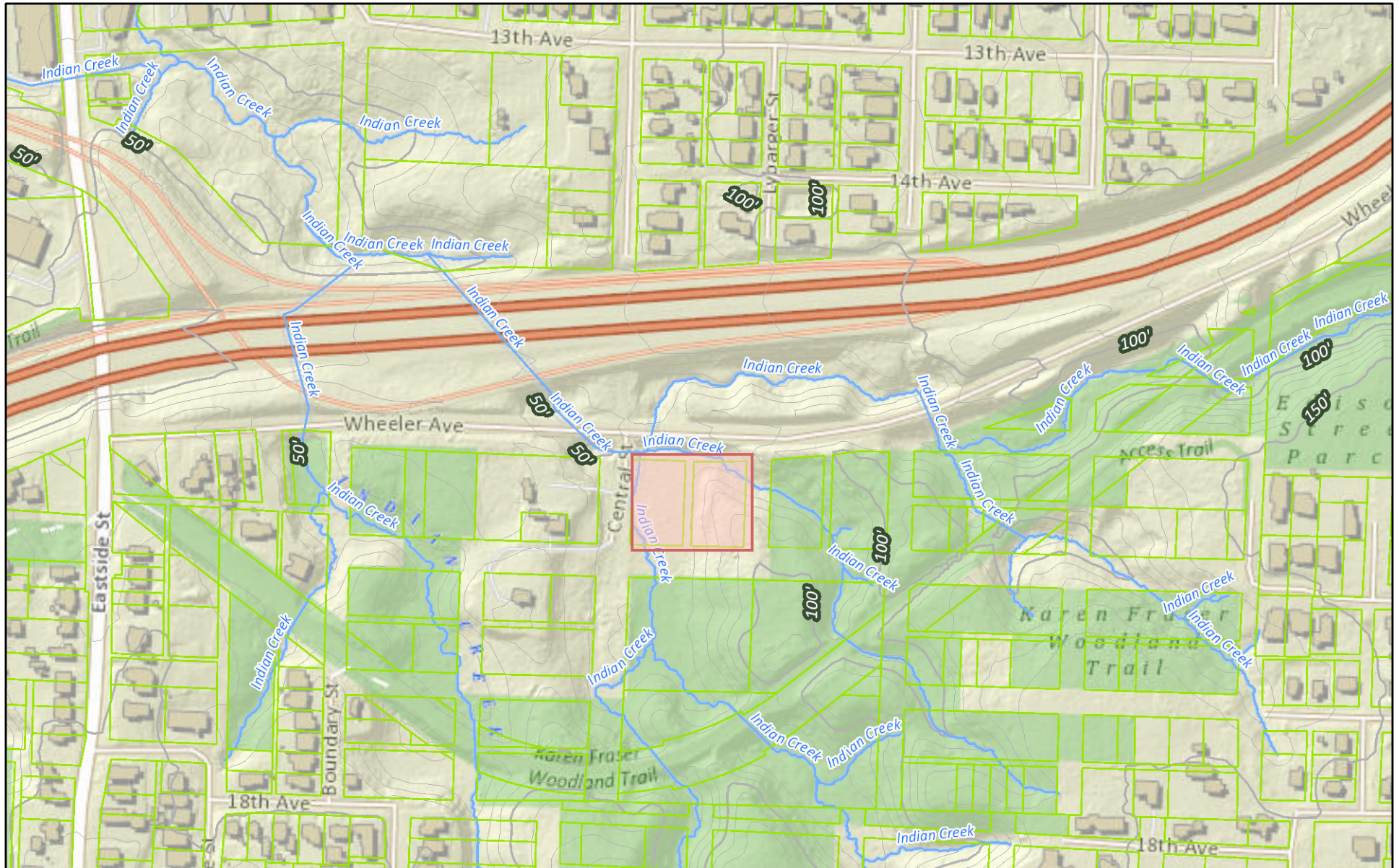
NOTARY PUBLIC in and for the State of

Washington

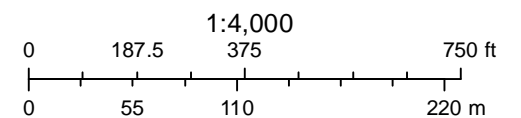
Residing at

My appointment expires:

Kon Acquisition Location Map



4/7/2023, 2:12:29 PM



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 right to this information. The City of Olympia and its personnel neither accept or assume any liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.



City Council

Approval of a Resolution Adopting the Waste ReSources Management Plan 2023-2030

Agenda Date: 4/18/2023
Agenda Item Number: 4.C
File Number: 23-0349

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

Title

Approval of a Resolution Adopting the Waste ReSources Management Plan 2023-2030

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee (LUEC) recommend moving to approve a Resolution adopting the Waste ReSources Management Plan 2023-2030.

City Manager Recommendation:

Move to approve a Resolution adopting the Waste ReSources Management Plan 2023-2030.

Report

Issue:

Whether to approve a Resolution adopting the Waste ReSources Management Plan 2023-2030.

Staff Contact:

Ron Jones, Senior Planner, Public Works Waste ReSources, 360.753.8509

Presenter(s):

None - Consent Item Only.

Background and Analysis:

On April 11, 2023, staff gave a presentation to the Olympia City Council on the Waste ReSources Management Plan 2023-2030 (Plan). Following the presentation, a public hearing was held and no comments were received.

The Plan will provide strategic direction for the Utility's solid waste collection, education, and outreach programs. It presents four goals along with subsequent strategies and actions toward reducing the total amount of waste produced, increased diversion through recycling and composting, maintaining safe, equitable, and efficient operations, and ensuring responsible and equitable financial management.

The Plan was reviewed on the following occasions:

- May 6, 2021 - Utility Advisory Committee (UAC) - (Plan Scoping)

- November 4, 2021 - UAC - (Draft Goals, Key Initiatives)
- February 2022 - Council of Neighborhood Associations (CNA) - (Draft Goals, Key Initiatives)
- May 5, 2022 - UAC - (Policy Recommendations)
- December 1, 2022 - UAC - (Draft Plan Presentation and Input)
- December 14, 2022 - Draft Plan posted to City website for public comment. Sent to CNA.
- February 2, 2023 - UAC - (Draft Plan Recommendation)
- February 3-24 - State Environmental Policy Act (SEPA) Process. Determination of non-significance. No comments or appeals.
- February 23, 2023 - LUEC - (Draft Plan Recommendation)
- April 11, 2023 - City Council Public Hearing

Plan development began before the City's diversity, equity, and inclusion (DEI), and climate programs were launched. However, staff worked on a parallel track with the consultant to incorporate these important issues into its goals, strategies, and actions. The equity and climate frameworks were completed and launched around the same time the draft Plan was completed. The frameworks will be useful in future updates.

Climate Analysis:

The Plan will contribute to the City's overall climate goals through its waste prevention and recycling strategies and actions, such as waste prevention messaging, supporting legislative initiatives, and improving recycling capture at multi-family and mixed-use buildings. The Plan also supports reduced greenhouse gas emissions by coordinating with the City's Fleet Operations to electrify the City's fleet. It is an easier conversion for light duty trucks, however electric solid waste trucks are not yet capable of operating even one-half day on a full charge and cost at least 50 percent more. A study showed that certain types of solid waste trucks may never be electrified due to their demanding function. It will be necessary to have the charging infrastructure in place also.

Equity Analysis:

The Plan supports the City's overall equity initiatives through its strategies and actions. Data was incomplete for all groups and additional outreach during implementation will be useful. The Plan is focused toward benefiting groups that are burdened, such as low income, through rate equity work, and diverse populations through improved education and outreach programs.

Neighborhood/Community Interests (if known):

Community members, businesses and organizations are customers of the Waste ReSources Utility. They will be interested in the services and waste reduction and recycling opportunities put forth in the Plan, which will guide the utility's work over the next seven years.

Financial Impact:

Implementing the 2023-2030 Waste ReSources Management Plan will have future service and utility rate implications.

Options:

1. Approve a Resolution adopting the Waste ReSources Management Plan 2023-2030. The Utility will begin implementing the strategies included in the Plan.
2. Request staff to revise the draft Plan based upon Council recommendations and return with a

Resolution to adopt the Plan at a later date. This would delay implementation of the Plan and subsequent goals, strategies, and actions.

3. Do not approve a Resolution to adopt the Plan at this time. This would result in the Utility not having strategic direction for making informed decisions about services, waste prevention, and utility rates.

Attachments:

Waste ReSources Management Plan 2023-2030

Resolution Adopting 2023-2030 Waste Resources Management Plan

UAC Recommendation to Adopt Plan

Resolution No. _____

**AN RESOLUTION OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE
UPDATED CITY OF OLYMPIA WASTE RESOURCES MANAGEMENT PLAN**

WHEREAS, in 2008, the Olympia City Council adopted its first utility masterplan, the Toward Zero Waste, Olympia's Waste ReSources Master Plan; and

WHEREAS, this Plan was updated in 2015 as the Waste ReSources Management Plan, which the Olympia City Council adopted; and

WHEREAS, a draft of a second update to the Waste ReSources Management Plan has been completed; this plan is for the period 2023 to 2030.

WHEREAS, this second update to the Waste ReSources Management Plan has been reviewed by both the City's Utility Advisory Committee and the Land-use and Environment Committee and is supported by both bodies; and

WHEREAS, the Waste ReSources Management Plan provides strategic direction for the Utility's solid waste collection, education, and outreach programs. The Plan presents four goals along with subsequent strategies and actions toward reducing the total amount of waste produced, increased diversion through recycling and composting, maintaining safe, equitable, and efficient operations, and ensuring responsible and equitable financial management; and

WHEREAS, the Plan honors prior commitments and builds upon past accomplishments; and

WHEREAS, the final draft of Waste ReSources Management Plan was presented to the public for final review and comment at a public hearing held on April 11, 2023; and

WHEREAS, the draft updated Waste ReSources Management Plan was submitted to the City of Olympia SEPA Official who, upon review, subsequently issued a Determination of Non-Significance; and

WHEREAS, adopting the Plan will provide Waste ReSources with strategic direction toward meeting the goals, strategies, and actions in the plan; and

WHEREAS, staff from the Waste ReSources utility have presented the draft updated Waste ReSources Management Plan to this Council for approval;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL RESOLVES that the updated Waste ReSources Management Plan is hereby adopted.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY



Waste ReSources Management Plan

Toward Zero Waste

2023-2030



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Chapter 1 – Introduction

Doing its part to help move Olympia towards its vision of “Sustainable Community,” the Waste ReSources Utility (Utility) provides municipally operated solid waste collection and disposal and diversion services, including education and outreach to residents, businesses, and visitors.



Mission

“To lead and inspire our community toward a waste-free future.”

Strategic Role

“To create opportunities to eliminate waste.”

In June 2006, the Olympia City Council adopted a Zero Waste Resolution. The resolution set a new direction for the Utility and guided the development of the *Toward Zero Waste: Olympia’s Waste ReSources Plan (Plan), 2008-2013* – a six-year strategic and operational plan. The *2008-2013 Plan* created the framework for a more focused approach toward zero waste, with two primary goals: reduce waste generation and increase recovery.

The *2015-2020 Plan* continued in this direction while aligning with key goals of the *Olympia’s 2014 Comprehensive Plan* to manage solid waste as a resource that provides environmental, economic, and social benefits (GU12) in a responsible and cost-effective manner (GU13) and minimize the environmental impacts caused by solid waste management (GU14).

Program Highlights Since 2015

Since 2015, the Waste ReSources Utility has continued to lead waste reduction and recycling programs as well as operational efficiency efforts. Program highlights since 2015 include:

- **Reducing contamination** in recycling and compost by conducting award-winning customer feedback campaigns.
- **Increasing collection efficiency** and supporting contamination reduction efforts by using GIS routing, onboard tablets, and additional customer information.
- **Increasing organics recovery** through expanding the commercial organics collection program to more customers.
- **Improving the quality of commingled recycling** by removing glass and setting up separate glass collection infrastructure.
- **Increasing the stability of recycling costs** by signing new five-year contracts with Lemay/Waste Connections to transload/haul recyclable materials and with Pioneer Recycling Services, LLC, to sort them. Both contracts have been extended to 2025.
- **Reducing litter and centralizing waste collection in downtown Olympia** by adding two shared compactors that replace individual commercial dumpsters and carts.

However, Olympia did not meet its 2015 waste prevention or recovery targets, with garbage and total waste increasing as recycling decreased.

- From 2014 to 2021, citywide garbage tons increased by 14%. On a per-capita basis, citywide garbage increased by 3%.
- From 2014 to 2021, residential waste per capita increased by 5.5%, primarily due to an increase in garbage. Much of this increase occurred during the COVID-19 pandemic, but even in 2019 residential waste per capita, particularly garbage, had increased.
- From 2014 to 2021, the single-family weight-based recycling and composting rate dropped from 57% to 51%, largely due to Olympia ending curbside glass recycling in 2020. Multifamily weight-based recycling fluctuated between 14% and 16%.
- Citywide organics tons increased by 6% from 2014 to 2021, mainly due to single-family residential composting. Commercial organics tons had increased by nearly 60% between 2014 and 2019 before falling back to 2013 levels as restaurants closed due to the COVID-19 pandemic in 2020.

The Waste ReSources Utility developed this seven-year Plan for the period 2023-2030 to honor prior commitments, build upon accomplishments since 2015, and address current challenges and opportunities. This plan expands with strategies and actions around three main themes: climate and environmental goals; diversity, equity, and inclusion; and operational safety and financial sustainability. With this Plan, the Waste ReSources Utility focuses on lowering the climate and environmental footprint of the Utility and the City and creating a more inclusive and equitable service for utility customers while ensuring that the Utility remains financially sustainable.

Climate change represents a serious threat to Olympia and its residents and businesses. Waste exacerbates environmental and climate change-related impacts, so the Utility plans to continue and refine efforts that promote waste prevention and recovery through education, outreach, and collection services. The Utility also has a role in reducing climate emissions by working toward electrifying its fleet, which uses nearly 74,000 gallons of fuel each year.

To support Olympia’s diversity, equity, and inclusivity initiatives, the 2023-2030 Plan includes strategies to provide information and outreach materials in languages most commonly spoken by the Utility’s customers; increase engagement to reach customers, including multifamily residents, more effectively; begin embedding racial equity principles in Utility operations; and explore opportunities around rate equity and the utility rate discount program to reach more customers in need.

For operational safety and financial sustainability, the 2023-2030 Plan includes strategies to minimize rear-load collection, improve data management for operational and financial planning, and develop an updated customer rate schedule that will balance current costs with program goals and simplify tracking.

The 2023-2030 Plan is built around four goals that have been updated since the 2015 Plan to incorporate the previous themes:

- Reduce the quantity and environmental impact of waste (garbage, recyclables, and organic materials) generated in Olympia
- Increase the quantity and quality of recyclable and compostable materials diverted from the landfill
- Operate safely, equitably, and efficiently
- Manage the Utility’s finances responsibly and equitably

The goals, strategies, and actions presented in Table 1 offer a roadmap for Waste ReSources over the next seven years. Further information and discussion regarding the goals, strategies, and actions are in Chapter 6.

Table 1 Summary of Goals, Strategies, and Actions

Goal 1	Reduce the quantity and environmental impact of waste (garbage, recyclables, and organic material) generated and disposed in Olympia
Strategy 1A	Reduce the overall waste generated
1.1	Expand waste prevention messaging to reduce waste generation
1.2	Work toward a waste prevention strategy to comprehensively reduce waste generation
Strategy 1B	Reduce the amount of waste landfilled
1.3	Support city, county, regional, and state policy efforts to prevent waste and improve recycling and composting
Strategy 1C	Reduce the climate and other environmental impacts of waste and our operations
1.4	Prevent leaking dumpsters to support Olympia's stormwater permit requirements
1.5	Monitor and plan for future fleet electrification to support City climate goals

Goal 2	Increase the quantity and quality of recyclable and compostable materials diverted from the landfill
Strategy 2A	Increase capture rates and reduce contamination rates for recycling and organics
2.1	Update development standards and commercial building codes to increase recycling, composting, and diversion in multifamily, mixed-use, and commercial buildings and projects
2.2	Expand multifamily recycling outreach to increase recycling and reduce contamination
2.3	Change school education to create resources for expanding multifamily outreach
2.4	Refine commercial assistance outreach program for efficiency and expanded service
2.5	Refine single-family contamination reduction efforts for efficiency and improved communication
2.6	Explore offering commercial recycling service to serve customers without private collection, after conducting a need and feasibility assessment of recycle transloading at the Carpenter Road site
2.7	Implement programs and policies in support of HB 1799 and its new and amended laws in the Revised Code of Washington
Goal 3	Operate safely, equitably, and efficiently
Strategy 3A	Minimize incidents/accidents and meet or exceed safety standards, certifications, or permit requirements
3.1	Ensure safety through training, standards, continuous improvement, and minimizing rear-load collection
3.2	Update development standards for safety, efficiency, and increased diversion
Strategy 3B	Implement racial equity principles and practices
3.3	Translate and transcreate outreach materials to reach more customers
3.4	Expand community engagement to reach more customers more effectively
3.5	Implement established city policies regarding diversity, equity, and inclusion and contribute to citywide equity opportunities
Strategy 3C	Operate efficiently
3.6	Improve data collection, management, and reporting to support planning and evaluation to meet goals
3.7	Continue working to build a new operations and maintenance facility (Carpenter Road or elsewhere) to improve capacity, efficiency, and safety
3.8	Continue improving efficiency by minimizing rear-load collection and balancing routes
3.9	Expand usage of downtown shared compactors to improve collection safety, collection efficiency, and downtown cleanliness

Goal 4 Manage the Utility’s finances responsibly and equitably	
Strategy 4A Plan, evaluate, and adaptively manage performance against goals and priorities	
4.1	Develop annual work plan and review progress annually to align efforts with goals and adaptively manage performance
4.2	Conduct a waste characterization study to assess progress and identify opportunities for improvement
4.3	Develop and implement regular asset inventories to plan for growth and replacements
4.4	Update Olympia's municipal solid waste code to reflect current services and policies
4.5	Explore licensing and reporting for private recycling, organics, and C&D recycling collectors to track progress on recycling and composting rates for commercial and C&D waste
4.6	Continue offering a Utility Rate Discount Program and work with other City utilities to ensure economic support meets the need
4.7	Update customer rate schedule and adopt multi-year rate path to reflect current services and costs, simplify tracking, support goals, and reduce customer rate impacts
4.8	Maintain adequate reserves to smooth economic impacts and maintain a predictable rate path

This plan is organized as follows:

- Chapter 1 summarizes the Plan goals and strategies.
- Chapter 2 explains Plan development and alignment with zero waste concepts, organizational structures, and legal and policy relationships.
- Chapter 3 outlines trends in Olympia’s population, employment, and waste generation.
- Chapter 4 describes Waste ReSources’ collection services and related operations.
- Chapter 5 summarizes education and outreach programs.
- Chapter 6 describes the goals, strategies, and actions that the Utility will implement over the next seven years.
- Chapter 7 summarizes Utility funding for providing waste-related services.
- Appendices contain research memos that informed the Plan’s strategies and actions.

Chapter 2 – Planning for Zero Waste

The state of Washington requires each County to develop a comprehensive solid waste plan aligned with the state’s vision and priorities.¹ The Thurston County Solid Waste Program is responsible for developing that state-required solid waste plan. Voluntarily, Olympia has created this separate Plan to guide city-level solid waste management. Olympia’s plan aligns with the vision and priorities of the state’s plan (Figure 1), which was developed by the Department of Ecology (Ecology), including an emphasis on moving toward zero waste and sustainable materials management.

Figure 1 Washington 2021 Statewide Solid Waste Plan Vision and Priorities



Source: Ecology, “2021 State Solid and Hazardous Waste Management Plan”

This chapter summarizes how this 2023-2030 Plan was developed. It provides the rationale for aiming towards zero waste and describes the organizational relationships and the legal and policy framework within which the Waste ReSources Utility operates.

¹ Thurston County Solid Waste Plan, <http://www.co.thurston.wa.us/solidwaste/regulations/docs/PLAN.pdf>.

Zero Waste

Zero waste has been defined as “a philosophy and a design principle for the 21st Century.” It includes going beyond recycling by taking a whole-system approach to prevent waste and minimize impacts across the entire lifecycle of materials, from extraction through manufacturing and distribution to usage and end-of-life management (Figure 2). The Zero Waste Alliance defines zero waste as:

The conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health.

Figure 2 Materials Lifecycle Perspective



Source: United States Environmental Protection Agency (EPA)

The ever-increasing quantity of waste is a global problem, resulting from a growing population and the spread of consumer values and consumption. Society generally supports exploitation rather than conservation of raw materials and non-renewable natural resources.

Increased consumption and insufficient conservation result in air and water pollution, environmental exposure to toxic materials, and rising greenhouse gas (GHG) emissions. Because manufacturers are not accountable for the costs of managing products at end of life, they have no incentive to make end-of-life management cheaper or more environmentally sustainable.

The movement towards zero waste is a response to the environmental, economic, and operational issues created by increasing waste. The zero-waste approach seeks to:

- **Consider the whole lifecycle of a product** and ways to reduce waste in “upstream” production and distribution processes, as well as in “downstream” consumer choices and waste management practices.
- **Support operational efficiency** by reducing the overall amount of waste to be handled, and by facilitating shared public and private responsibility for end-of-life waste management.
- **Reduce the total quantity of discarded material.** The total “pile” of waste generated – everything “thrown away” or discarded – gradually shrinks over time.
- **Recycle and compost the remaining discarded material.** Of the shrinking pile of waste, the amount of material disposed in a landfill also shrinks as more and more material is recycled or composted.

Reducing overall waste generation and diverting the remaining discards from disposal to recycling or composting has environmental, public health, and economic benefits (Figure 3). Conventional production processes extract raw materials and use them to manufacture products. Recycling and reuse replace the raw material extraction stage by providing a recycled feedstock for manufacturing. The process is made easier with an upstream approach, which focuses on designing products and packaging with recycling and reuse in mind. The environmental and economic benefits of waste prevention are similar to the benefits of recycling, but even greater.

A zero-waste approach provides both environmental and economic benefits. Waste prevention, recycling, and composting can reduce GHG emissions, energy and water consumption, air and water pollution, and resource depletion. Recycling and composting also create more jobs than landfill disposal while also creating valuable inputs for new products.

Zero waste strategies applied widely could result in significant economic benefits both locally and globally. These include the economic value of reducing the environmental impacts described above, creating jobs, and saving waste management costs for individuals and businesses.

In the short term, Olympia’s residents and businesses can save on their garbage bills by implementing zero waste practices. Every ton of waste not generated in the first place saves the Utility \$119 in disposal costs. Per ton, the processing costs for recycling and composting have been either cost-neutral or resulted in a cost savings of up to \$75 per ton for the Utility. These savings, minus any increased labor and equipment costs, help control costs to ratepayers.

Figure 3 Sustainable Management Approach



Source: Ecology, "2015 State Solid and Hazardous Waste Management Plan"

Planning Process

This Plan was prepared by Waste ReSources staff and Cascadia Consulting Group (Cascadia). To better understand the ability of the Utility to adapt to a changing world, Cascadia researched multiple topics for the creation of this Plan and summarized findings through a series of memos. The Utility reviewed and analyzed each of the following memos:

- Goals and Metrics memo (Appendix 5)
- Education and Outreach memo (Appendix 3)
- Fleet Electrification memo (Appendix 4)
- Multifamily and Multiuse Building Code and Collection Policies memo (Appendix 1).

Bell and Associates (Bell), working as a subconsultant to Cascadia, also conducted a baseline study of the cost of waste collection services to help determine the feasibility of various options for Waste ReSources, including a multi-year cost analysis (See Appendix 2). The research focused on feasibility of adopting shared compactor rates, providing commercial recycling service, and expanding single-family organics service.

The Plan was reviewed by the City’s Utility Advisory Committee (UAC) and the City Council’s Land Use and Environment Committee. The UAC serves as the principal public advisor on utility policy matters for the City’s four public utilities: Waste ReSources, Drinking Water, Wastewater, and Storm and Surface Water. Committee members played a key role in reviewing this Plan and provided recommendations for clarification and improvement. The Plan underwent an internal review by Waste ReSources staff; the City’s diversity, equity, and inclusion team; and visual design team.

Public Information and Involvement

Historically, the Utility has used varied levels of public involvement, starting with the first Toward Zero Waste Plan in 2008 and the 2015 update. For the 2023-2030 Plan, Waste ReSources sought public input through the coalition of neighborhood associations (CNA), a Utility bill insert, and posting the Draft Plan online. The City’s Utility Advisory Committee (UAC) gave input on the draft goals and strategies of the Plan in 2021 and 2022, and served as a primary policy advisor, followed by the City’s Land-Use and Environment Committee (LUEC). The Draft Plan was reviewed by the UAC and LUEC in 2022, prior to a public hearing and final adoption in 2023.

Ongoing Plan Review

Waste ReSources will manage the programs described in this Plan following the principles of adaptive management, which require routine review of effectiveness and course correction, as needed. The Utility will provide annual evaluations of program performance to the community and elected officials. This process will provide an opportunity to consider whether to revise strategies or programs.

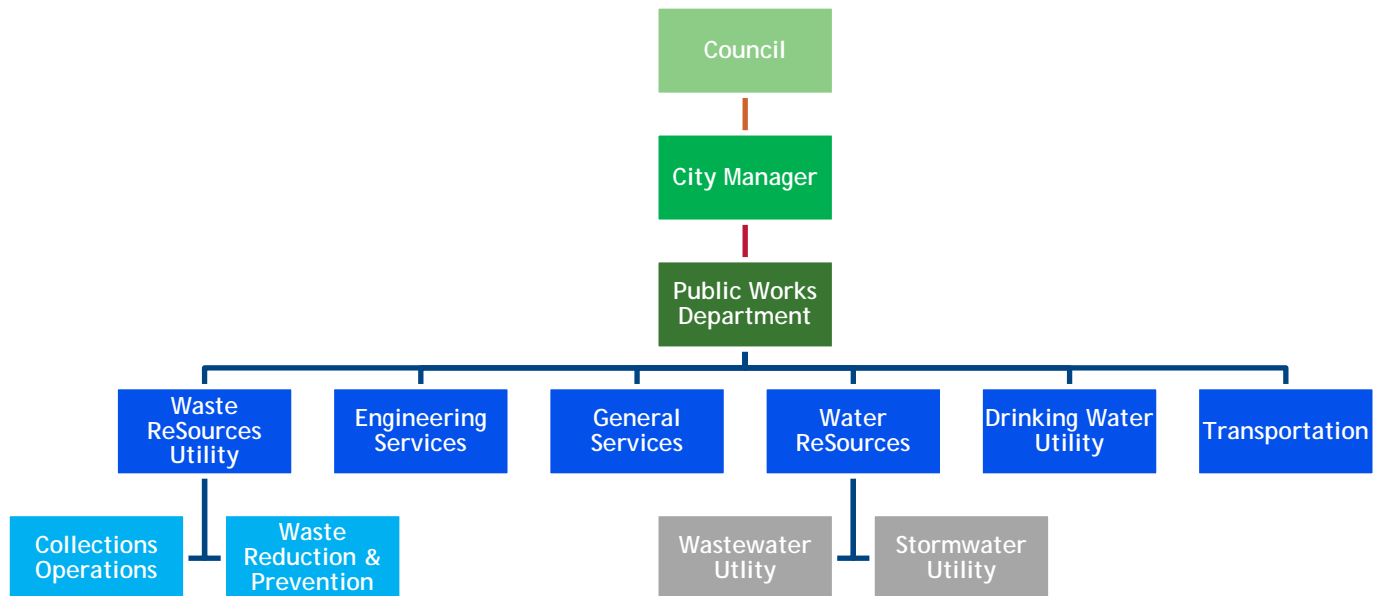
Organizational Relationships

This section describes how the Waste ReSources Utility fits within the local and regional waste management system and the Public Works Department. The City of Olympia has a Council/Manager form of government, with an elected City Council that makes policy decisions and an appointed City Manager who oversees several departments, including Public Works.

Public Works Department

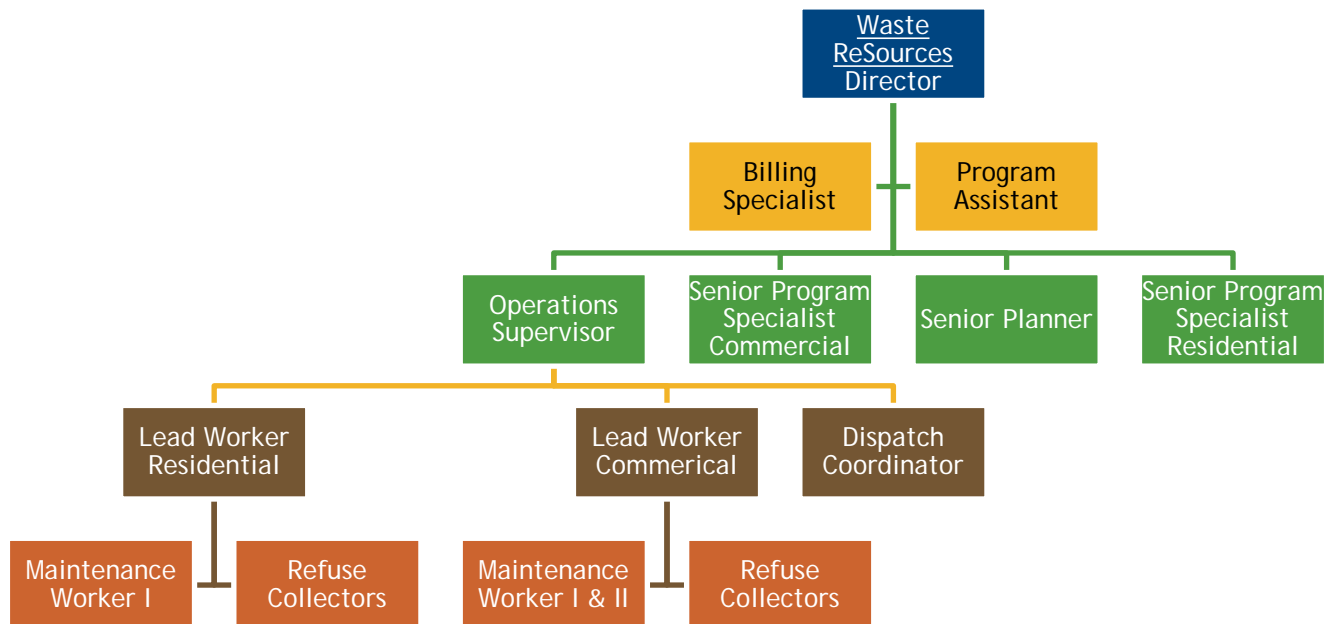
The Public Works Department is organized into six Lines of Business, illustrated in Figure 4. This structure streamlines accountability and decision-making. Each line of business includes program and planning, as well as operations and maintenance, to create a cohesive unit for each area of work. Figure 5 presents the organizational structure within the Waste Resources Utility.

Figure 4. Olympia Public Works Organizational Structure



Source: Waste ReSources Staff

Figure 5 Waste ReSources Utility Organizational Structure



Source: *Waste ReSources Staff*

The Waste ReSources Utility is managed and funded as an enterprise fund, and therefore its financing is entirely self-supporting (see Chapter 7). Like other City utilities, Waste ReSources is responsible for its share of City overhead expenses. These include a portion of City and Public Works administration, legal and administrative services, computer and telephone networks, fleet services, buildings, insurance, and billing and janitorial services.

The Waste ReSources Line of Business is composed of two functional program areas:

1. Collection — operational staff responsible for day-to-day collection of solid waste and customer service (see Chapter 4).
2. Waste Prevention and Reduction — planning and program development staff responsible for strategic planning, policy formulation, and developing and maintaining education and outreach programs (see Chapter 5).

Legal and Policy Framework

This section highlights the legal and policy framework within which Waste ReSources functions: federal, state, and local laws and policies governing solid waste planning, handling and disposal, and collection and transportation.

Olympia Municipal Code Title 13, Chapter 12 (OMC 13.12) gives the City’s Public Works Department exclusive authority over collection of all residential and commercial garbage and

residential recyclables. Commercial recyclable and organic materials are collected in an open competitive environment.

The key laws governing solid waste planning and management are:

- Federal Resource Conservation and Recovery Act (RCRA, 1976 and 1984)
- Washington State Solid Waste Management Act (Chapter 70.95 RCW)
- Thurston County Board of Health Rules
- Washington State Utilities and Transportation Commission (RCW 35.21.120)
- Special solid waste laws governing product stewardship, recycling, and recovery

The plan remains consistent with the hierarchy of waste management practices established by the RCRA, the U.S. Environmental Protection Agency (EPA) (reduce, reuse, recycle, and responsible disposal), the state's Beyond Waste Plan, Thurston County's Comprehensive Solid Waste Management Plan, and Olympia's Comprehensive Plan.

Solid Waste Planning

Washington's primary solid waste management law is the Solid Waste Management Act (Chapter 70A.205 RCW). It establishes the roles of local governments and the state in solid waste planning and management (70A.205.010 RCW). Olympia works with Thurston County to prepare revisions to the county-wide comprehensive solid waste management plan that meet the requirements of RCW 70A.205.040 Olympia is represented on the County's Solid Waste Advisory Committee (SWAC), which includes an elected official from each jurisdiction, citizens, and waste and recycling industry representatives. Through the SWAC, Olympia is working to ensure that the Thurston County Plan offers services and infrastructure that help optimize the City's zero waste goals.

The Solid Waste Management Act also establishes waste management priorities and requires that comprehensive plans provide programs to address those priorities (RCW 70A.205.005 (8)). These priorities complement a zero-waste framework by focusing first on reducing waste generation and second on recycling, followed by other forms of waste management.

The City develops its own zero waste plan to provide a clear direction for its waste reduction, recycling, and waste management policy and services.

The following laws and regulations govern how Thurston County and the City of Olympia handle waste:

- Federal Resource Conservation and Recovery Act (RCRA)
- Washington State Solid Waste Management Act
- Solid Waste Management—Reduction and Recycling (Chapter 70A.205 Revised Code of Washington [RCW])
- Minimum Functional Standards for Solid Waste Handling (Chapter 173-304 Washington Administrative Code [WAC]), including delegation of enforcement responsibility to local health departments

- Recyclable materials—Transporter and Facility Requirements (Chapter 173-345 WAC)
- Solid Waste Handling Standards (Chapter 173-350 WAC)
- Criteria for Municipal Solid Waste Landfills (Chapter 173-351 WAC)
- Thurston County Board of Health Rules

Solid Waste Collection and Transportation

State law gives cities and towns the sole authority to provide solid waste collection service (RCW 35.21.120). The City of Olympia has chosen to offer services for garbage, recycling, and organic materials. However, it excludes authority over source-separated recyclables from commercial establishments. Olympia cannot restrict commercial recycling and composting practices.

Other State Special Solid Waste Laws

Washington State has special solid waste laws for certain goods, this includes extended producer responsibility (EPR) programs for products like medicine, paint, mercury lights, and solar panels. In 2022 the State passed a law for organics collection, mandating that local governments increase the quantity and quality of organics collected. Washington's solid waste laws for specific materials include:

- Ban of Bundled Single Use Cutlery (SB-5022)
- Mercury lights stewardship: LightCare (RCW 70.275)
- Plastic Packaging – Evaluation and Assessment Act (RCW 70A.520)
- Product stewardship for solar panels (RCW 70A.510)
- Paint Stewardship: PaintCare (RCW 70A.515)
- Secure Medicine Return (RCW 69.48)
- Statewide Bag Ban (RCW 70A.530)
- The Washington State Electronics Recycling Act (RCW 70.95N)
- 2022 Organics Management Law (HB-1799)

Olympia Laws and Policies

The City of Olympia's solid waste laws and policies are set forth in the Olympia Municipal Code and in Comprehensive Plan policies.

Municipal Code

Garbage collection and disposal is mandatory within the City of Olympia. Olympia Municipal Code Title 13, Chapter 12 (OMC 13.12) provides that the collection, removal, and disposal of garbage and refuse within the city is universal and compulsory and may be performed by the Public Works Department or other agencies designated by the City. Regulations in OMC 13.12 include disposal requirements, collection frequency, container specifications, rates, and recycling incentives.

Figure 6 Multi-Family Collection Site



Source: Waste ReSources Staff

Ordinance 5141 (November 1990) instructed the City Manager to implement programs to maximize the reduction and recycling of city-generated waste and to procure and promote the use of recycled and recyclable products.

The City's Engineering Development and Design Standards (EDDS) guide how commercial, multifamily, and multiuse buildings provide space for solid waste storage and collection.

Resolutions

Over the years, City Council has passed several ordinances and resolutions to make its intentions clear:

- Resolution M-1550 (March 2004) adopted a strategy to manage and reduce City government energy and fuel consumption and GHG emissions.
- Resolution M-1621 (December 2005) defined strategies and guidelines to reduce and/or eliminate the purchase and use of pesticides and persistent toxic chemicals by the City.

- Resolution M-1641 (June 2006) directed the City to focus planning efforts on strategies towards achieving the vision of zero waste, and to work with all City departments to identify and implement internal zero waste strategies.

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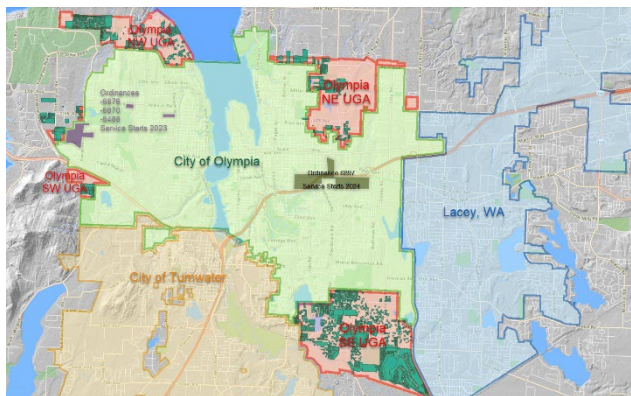
Chapter 3 – Olympia’s People and Their Waste

This chapter describes trends in population and land use that affect the City’s ability to reduce waste, increase recycling and composting, and manage collection services efficiently. It also presents basic facts and trends about waste generated by Olympia residents and businesses, and opportunities for diverting more recyclable and compostable materials from the landfill.

Population and Customers

Waste ReSources provides municipal garbage and recycling collection services to nearly all areas within city limits. When the City annexes new areas, it provides the current private collection companies a transition period of up to 10 years before beginning municipal collection. Figure 7 shows the city limits with annexed areas and the respective dates the Utility will assume solid waste collection. The City annexed 270 housing units in 2013 and 2014, which will start receiving city-provided collection in 2023 and 2024, respectively. The City has conducted a feasibility study of annexing a large urban growth area in southeast Olympia that contains about 3,200 households. If this area is annexed in the future, Waste ReSources will need to begin planning to add staff and trucks to accommodate expansion.

Figure 7 City’s Collection Boundaries



Between 2010 and 2020, population within the city grew by almost 17%, from 46,500 to 54,200 — an annual growth rate of about 1.5%. The Thurston Regional Planning Council (TRPC) projects the same growth rate for 2020 to 2030 with an estimated population of 63,000 by 2030. While TRPC projects slower natural growth in the following decade, annexing the SE UGA would increase growth substantially.

Growing Customer Base

Providing high-quality service to customers is a priority for Waste ReSources. The Utility provides garbage, recycling, and yard waste collection services, generally within the incorporated city limits. Through programs independent from the City, private companies also

collect recyclables from businesses. The four major customer classes, each with a separate rate structure, are listed below:

1. Large-volume waste generators for whom it is cost-effective to use a large container such as a drop box or compactor, either occasionally and short-term or frequently and long-term.
2. Single-family and smaller multifamily residents who need frequent collection of relatively small volumes.
3. Businesses and larger multifamily properties that need frequent collection of small, moderate, and large volumes.
4. Organics customers who generate regular, small, and moderate volumes.

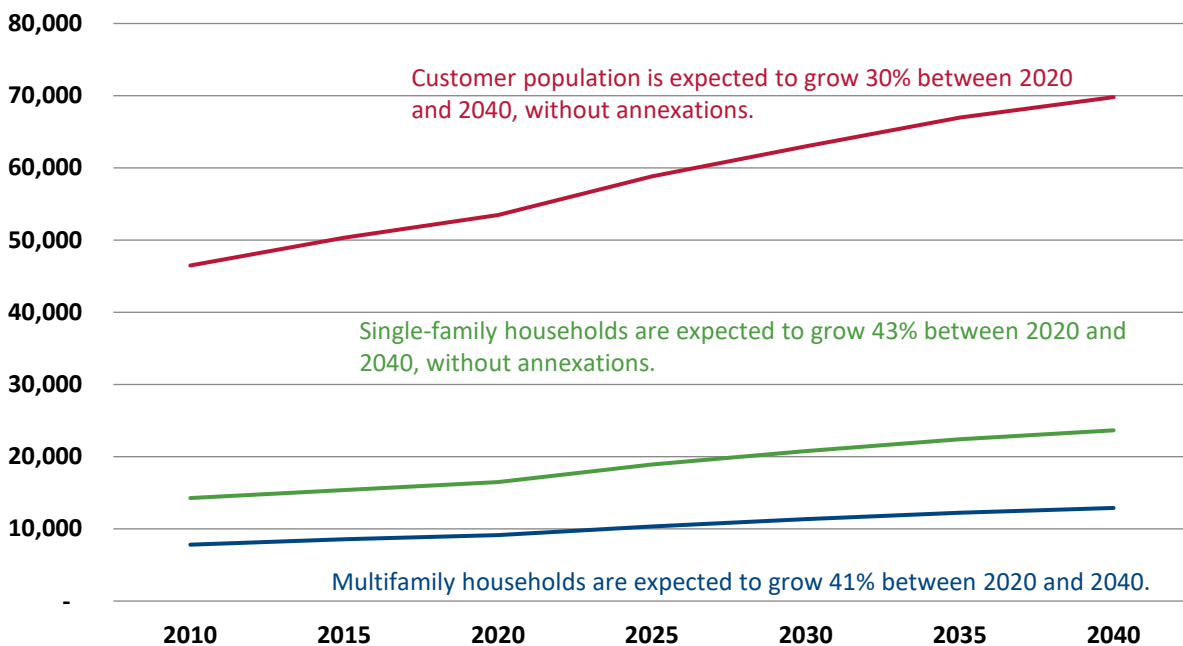
As population increases, a corresponding increase in Utility customers and waste generation can be expected. Overall, the number of single-family and smaller multifamily housing units served by residential side-load trucks is projected to increase by about 26% in 2020-2030. The number of units served will increase by nearly 14% in the following decade due to natural growth and by potential annexation of 3,200 housing units in the next few years. The number of larger multifamily housing units served by commercial trucks is projected to increase 24% in 2020-2030 and by 14% in the following decade from natural growth. Projected growth in population and number of households is shown in Figure 8.

Future annexations are expected to add a substantial number of new single-family customers in decades to come. The Utility will need to set aside funds for additional trucks, containers, and staff to serve these new customers.

Growth in the commercial sector is more difficult to predict due to lack of historical data and the fact that businesses turnover. Commercial growth is assumed to follow somewhat closely with employment trends projected by TRPC on a percentage basis, or about 1% per year for total growth rate of about 23% between 2020 and 2040.

Based on these projections, this Plan assumes approximately 4,300 new single-family residential customers will request garbage and recycling service from Waste ReSources by 2030 compared to 2020 and another 2,900 customers by 2040. These projections do not include anticipated annexations. In addition, Olympia anticipates gaining 2,200 multifamily housing units between 2020 and 2030, plus another 1,500 units between 2030 and 2040 (Appendix 1). With ongoing route balancing and efficiencies, such as one-side road collection and the every-other-week collection for single-family residential customers, Waste ReSources has been able to absorb increases over the past six years. This Plan assumes the Utility can continue to absorb customer increase with the same number of collection personnel and vehicles for the next two years at the most. If organics were bundled with garbage service, one to two additional trucks and drivers would be needed (Appendix 4).

Figure 8 Population and Number of Households, 2015 to 2040



Demographics

According to TRPC’s most recent data (2021), over 84% of Thurston County’s population growth can be attributed to migration from other areas. Employment stability, lower housing costs, and lower density are considered the main attractions.²

People aged 65 and older make up 18% of the current population and a growing segment of the county’s population. People in this age group are more likely than others to live on fixed incomes and are considered relatively sensitive to cost increases.

Language is an important consideration when developing programs and outreach materials. About 14% of Olympia households speak a language other than English at home. A small portion (2.4%) are linguistically isolated, meaning no one in the household older than 14 speaks English at all or very well. Spoken languages include Asian and Pacific Island (7%), Spanish (4%), other Indo-European (1%) and other (0.05%).

Most residents of Olympia identify as Non-Hispanic White (74%). Nearly 10% of the city population identifies as Hispanic, while 7.6% identify as Asian and 2.8% identify as Black. Furthermore, 1% of Olympians identify as American Indian or Alaskan Native and 6.4% identify as two or more races.

² TRPC, 2021.

Employment

Employment can be a convenient indicator for the need for waste management services in the business sector. TRPC estimated that in 2017 around 60,600 people worked in Olympia. The most common industries were state government (21%), health care and social assistance (16%), retail trade (11%), professional services (11%), and accommodation and food services (7%). TRPC expects total employment to grow to nearly 81,000 by 2045. Extrapolating linearly, this would make employment about 70,000 in 2030 and 77,000 in 2040.

Waste Generation and Diversion

This section describes the total “pile” of waste that Olympia residents and businesses now generate, and the portion of that “pile” that is potentially diverted through recycling and composting programs. As discussed in Chapter 1 and Chapter 2, the City’s zero waste vision aims to eventually reduce the size of the overall “pile” of waste and increase the portion that is recycled or composted.

What is Waste?

To pursue the City’s zero waste vision, this Plan addresses all Municipal Solid Waste (MSW), recyclables, and compostable debris generated by Olympia residents and businesses, regardless of whether the material is collected by the Utility or private companies, or whether it is self-hauled to disposal or recycling collection centers. The Plan does not address dangerous wastes, biomedical wastes, or other wastes with special regulatory requirements, although the City can exert influence on these other wastes through regulation, education, advocacy, and direct service.

Municipal solid waste is a mixture of discarded items and materials that have not been separated for recycling or composting. Because people are not 100% efficient at separating recyclables, their MSW usually contains recyclable materials and yard debris that have been discarded with other garbage.

Recyclable materials include traditional “curbside” items such as paper, cardboard, bottles, and cans. However, anything that can be “transformed or remanufactured” into “usable or marketable materials” is considered recyclable. Other materials often recycled include ferrous and non-ferrous metals, gypsum, textiles, and food debris. Products such as computers and rechargeable batteries are also considered recyclable where a take-back program is available.

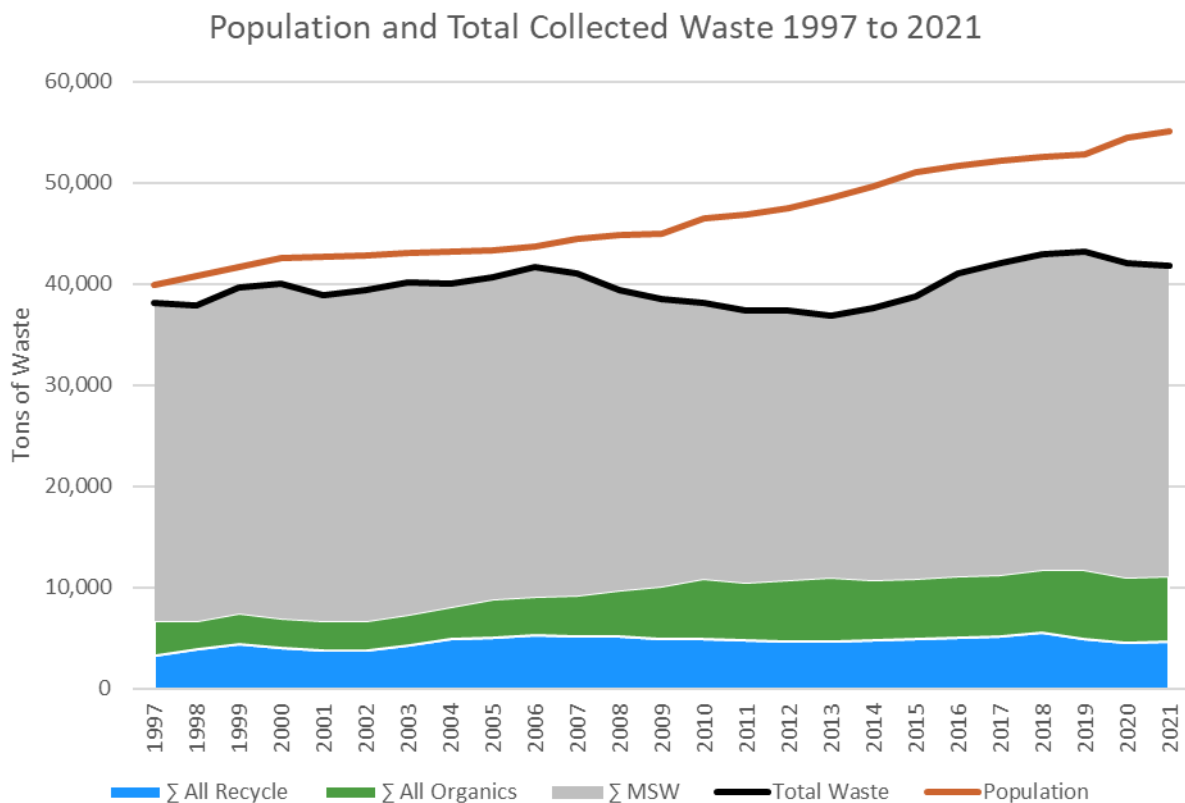
Construction and demolition (C&D) debris is often identified as a separate waste category because of the way it is generated. However, it is considered a component of MSW. Some C&D materials are discarded into ordinary residential and commercial garbage containers, such as waste from small remodels and repairs. Large quantities of C&D debris generated at construction sites are usually placed into rented dumpsters and sent to the landfill. If C&D

materials such as wood, concrete or metal are separated for recycling, they are counted as recyclables, not MSW.

How Much Waste Does Olympia Generate?

Historical data suggests that through 2005, waste generation closely followed fluctuations in the population and economy with ever-increasing amounts. Between 2005 and 2013, total waste collected and managed by the Waste ReSources Utility decreased by nearly 20%. This decrease was likely due to the Great Recession of 2008, use of more light-weight materials, shifts in packaging materials, and an increase in recyclable and compostable materials hauled by private companies. Due to population growth and the economic rebound since the last plan, total waste collected and managed by the Waste ReSources Utility increased by 11% between 2014 and 2021. In 2021, Olympia's residents composted or recycled 40% of their waste. These data do not include commercial recyclables hauled by private companies or other self-hauled waste because these tonnages are not reported to the City.

Figure 9 Population and Total Collected Waste 1997 to 2021



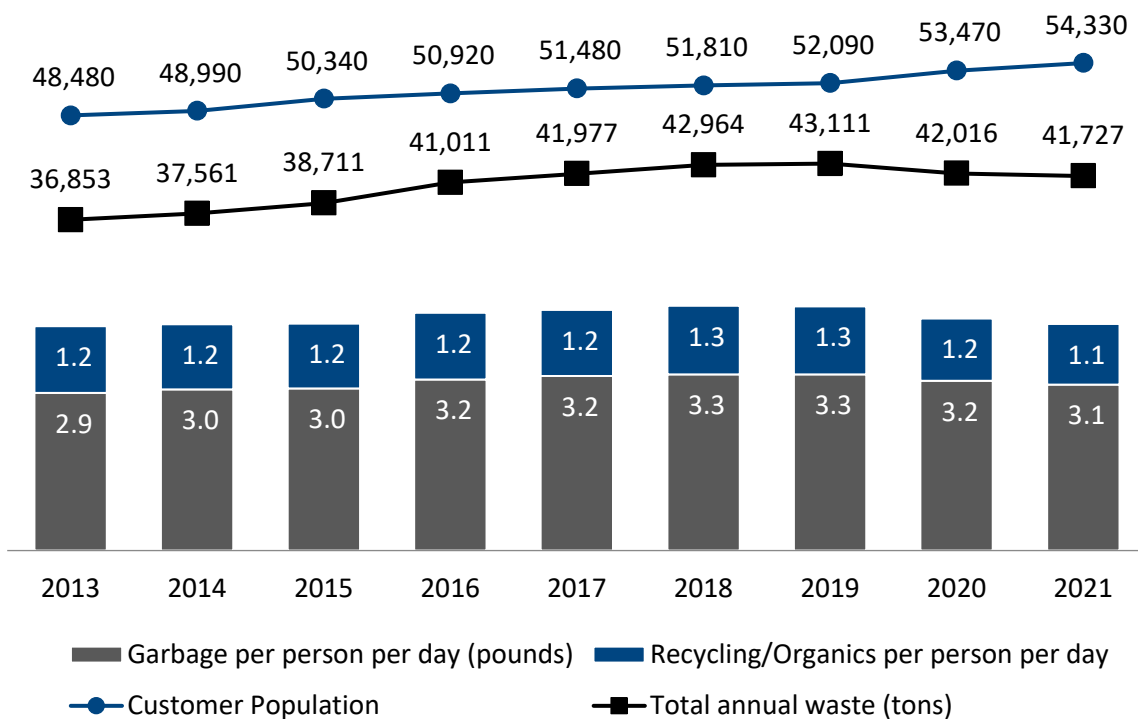
In 2021, Olympia's residents and businesses generated approximately 41,727 tons of waste. This does not include garbage, recyclable and organic materials collected by private companies, self-hauled to Thurston County's Waste and Recovery Center (WARC), or collected from the state's Capitol Campus.

Figure 10 shows the changes in waste generation and population between 2013 and 2021, based on what Olympia hauls and can accurately measure (excludes commercial recycling hauled by private companies). While population increased by 12.1%, total waste hauled by Olympia increased by 13%. Within that overall trend, garbage decreased by 30%, organics increased by 60% and recycling decreased by 8%

By comparison, between 2013 and 2021, residential waste increased overall by 9%, while population increased by 12.1%.

Total waste generated (including garbage, recycling, and organics) per capita per day was 4.2 pounds per day in 2013, peaked at 4.5 pounds in 2018 and decreased to 4.2 pounds in 2021. The Utility and City Council have adopted pounds of garbage to landfill as a key performance measure. Garbage per capita per day followed the same trends, from 2.9 pounds in 2013 to 3.2 pounds in 2018 to 3.1 pounds in 2021.

Figure 10 Waste Generated and Landfill Per Capita



Who's Generating the Waste?

As shown in Figure 11, the commercial sector accounts for nearly half (42%) of the waste sent to the landfill from Olympia, while single-family homes account for a similar amount (42%) of the generation. Table 2 breaks down in detail the types of waste generated by customer class, number and type of receptacles, total tonnage, number of customers, and hauler (City and/or private).

Figure 11 Waste Generation by Customer Type, 2021

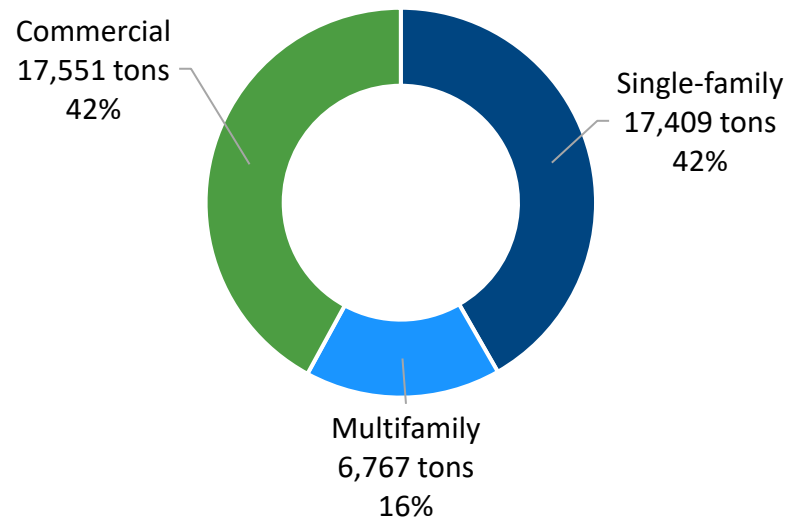


Table 2 Olympia Waste and Customer Data, 2021

Waste Type and Generator	Receptacle Type* and 2021 Counts	Total Tons and Customers or Deliveries 2021	Hauler
Residential garbage			
Single-family dwellings and duplexes	15,720 Carts	8,599 tons 14,324 customers	City
Multifamily dwellings	Sometimes carts (included in single-family), mostly dumpsters, drop boxes and compactors (included in commercial)	5,831 tons 150 properties	City
Residential recyclables**			
Single-family dwellings and duplexes	16,800 Carts	2,956 tons 14,342 customers	City
Multifamily dwellings	1,494 Carts	936 tons 142 properties	City
	101 cardboard-only dumpsters (4 cubic yards)	Tons in multifamily cart tons 63 properties	City
Glass drop-off site	Drop-off site	383 tons	City
Residential organics			
Mostly single-family dwellings	9,226 Carts	5,348 tons 9,055 customers	City
Yard-Waste drop-off site	Drop-off site	123 tons	City

Waste Type and Generator	Receptacle Type* and 2021 Counts	Total Tons and Customers or Deliveries 2021	Hauler
Commercial garbage***			
Commercial garbage*** Businesses, institutions, government agencies, etc.	Carts/Cans (Included below in dumpster total)	Tons in dumpster total below 121 customers	City
	1,341 Dumpsters	8,520 tons 1,222 customers	—
	Drop boxes and compactors	7,621 tons 263 deliveries 3,884 hauls	City
Commercial recyclables			
Businesses, institutions, government agencies, etc.	Data for private recyclers unknown City picks up 51 containers of various types at City Buildings	Tons and customers served by private recyclers unknown City collected 364 tons from 10 buildings	Private and City
Commercial Organics			
Businesses	172 Dumpsters and carts	Private tons and customers unknown. City collected 594 tons from 160 customers	City and Private
Mostly businesses	Hauls vary by need 6 permanent drop boxes 118 hauls which includes many temporary containers 2 compactor customers resulting in 27 hauls	Private tons and customers unknown. City collected 328 tons (customer counts included above)	City and Private
C&D Debris			
Construction & Demolition Companies	2 permanent drop boxes with 9 hauls in 2021	Private unknown City collected 124 tons	City and private recyclers
Total Generation		41,727	
Total Recycling and Organics		11,032	

* For operational reasons, the City of Olympia tracks garbage collection on the basis of container type - cart, dumpster or compactor, as well as customer type.

** Includes all “traditional” curbside materials: mixed paper, newspaper, cardboard, glass bottles and jars, aluminum cans, tin cans, PET and HDPE plastic bottles, and milk cartons.

*** Excludes garbage from the Capitol Campus and materials self-hauled to the WARC.

How Much Waste Does Olympia Recycle and Compost?

Two goals of this Plan are to continue reducing the total quantity of material discarded (waste) and increasing the portion of waste that is recycled or composted. Generally, waste is reported by weight, which streamlines the process and makes charging customers easy.

Recycling rates are calculated by dividing the sum (by weight) of materials collected for recycling and composting by the sum of garbage, recyclable and compostable materials. Weight based metrics are easy to calculate, and relatively simple to communicate to the public. Weight based rates, however, do not necessarily account for contamination or external factors that reduce total waste generated primarily by reducing recycling tonnages.

Recycling rates can be affected by several factors, many of them beyond the control of Waste ReSources. The types and weights of packaging continue to evolve and change. Beverage containers get lighter, newspapers have fewer pages, and non-recyclable lightweight flexible packaging replaces heavier recyclable rigid containers. Consumer purchasing habits and the economy also play a role. The amount and weight of organic compostable material also factors into the rate. A drier year with a shorter grass growth season results in fewer tons of organics collected. The decline in the recycling rate from 2010 to 2011 was likely influenced by a combination of these factors. The recycling rate increased to 60% in 2013 as the economy recovered, but slowly declined each year thereafter. The COVID-19 pandemic changed consumption and disposal behaviors in 2020 and 2021. In 2020, Waste ReSources removed glass and polycoated materials from the commingled system. During this period, the recycling rate decreased from 55% in 2019 to less than 48% in 2021.

Table 3 shows the quantities and percentages of recyclable and organic materials and garbage hauled by City crews from single-family, multifamily, and commercial customers. This table provides a complete picture of the amount of garbage generated in Olympia. However, it does not give a complete depiction of recycling efforts because the Utility does not have access to reliable data on tons recycled and composted by businesses that use private collection companies.

Table 3 Olympia Waste Hauled in Tons, 2013-2021

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Single-family Recycling ¹	3,944	3,917	3,993	3,976	4,048	4,319	3,940	3,560	3,339
Single-family Organics ¹	5,365	5,060	4,856	5,007	4,896	4,963	5,288	5,555	5,471
Single-family Garbage	6,227	6,640	6,714	6,941	7,129	7,516	7,483	8,906	8,599
Total Single Family Residential	15,536	15,617	15,563	15,924	16,073	16,798	16,711	18,021	17,409
Single-family Recovery Rate	60%	57%	57%	56%	56%	55%	55%	51%	51%
Multifamily Recycling	734	820	796	901	828	970	796	812	936
Multifamily Organics ²	*	*	*	*	*	*	*	*	*
Multifamily Garbage ⁴	4,324	4,250	4,515	4,785	4,999	4,999	4,874	5,284	5,831
Total Multifamily	5,058	5,070	5,311	5,686	5,827	5,969	5,670	6,096	6,767
Multifamily Recovery Rate	15%	16%	15%	16%	14%	16%	14%	13%	14%
Commercial Recycling ³	0	0	89	190	209	211	198	159	364
Commercial Organics	917	965	1,058	1,080	1,279	1,258	1,533	933	922
Commercial Garbage	15,342	15,843	16,417	17,775	18,297	18,397	18,733	16,565	16,141
Commercial C & D	0	66	273	356	292	331	266	242	124
Total Commercial	16,259	16,874	17,837	19,401	20,077	20,197	20,731	17,899	17,551
Commercial Recovery Rate	6%	6%	6%	7%	7%	7%	8%	6%	7%
Total Recycling	4,678	4,737	4,878	5,067	5,085	5,500	4,934	4,531	4,639
Total Organics	6,282	6,025	5,914	6,087	6,175	6,221	6,821	6,488	6,393
Total Garbage	25,893	26,733	27,646	29,501	30,425	30,912	31,091	30,755	30,571
Total C & D	0	66	273	356	292	331	266	242	124
Total Olympia	36,853	37,561	38,711	41,011	41,977	42,964	43,111	42,016	41,727
Total Recovery Rate	30%	29%	28%	27%	27%	27%	27%	26%	27%

* Single-family recycling and organics include the City drop-off site.

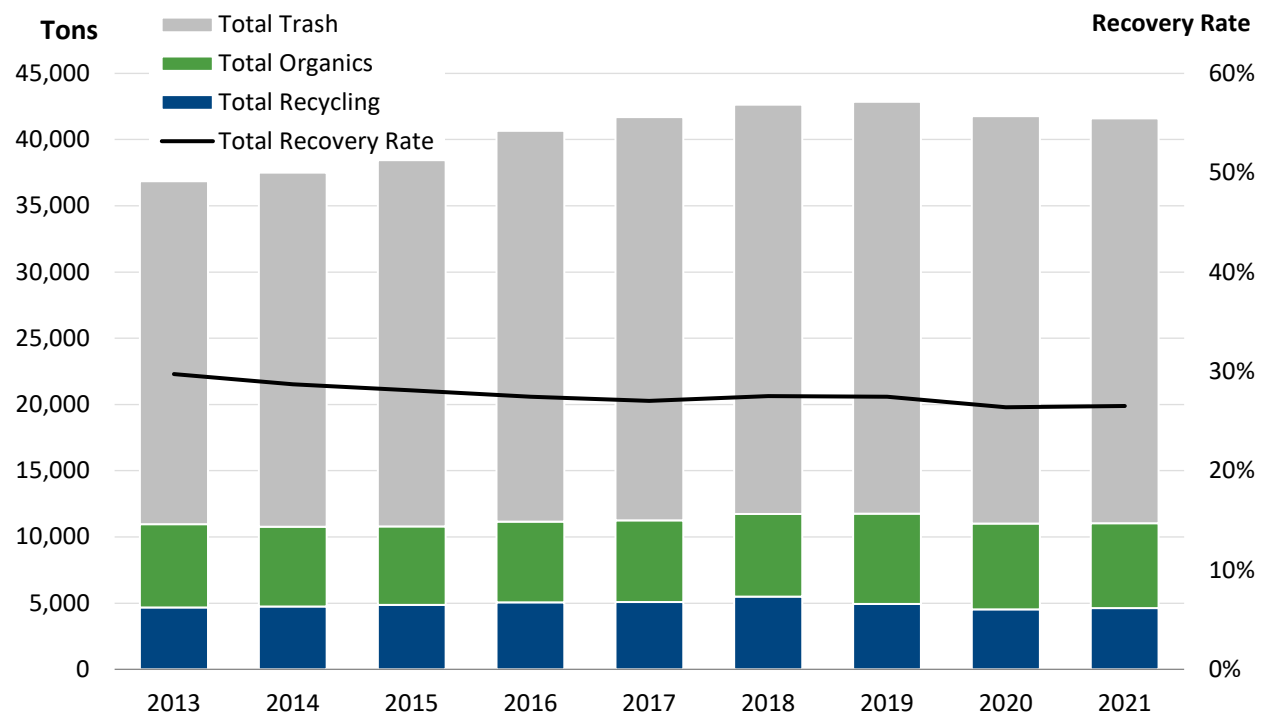
** A small amount of organic material is collected in multifamily waste, but those tons are not yet separated out and are counted as part of residential single-family waste.

*** Commercial recycle tons shown are from materials collected in dumpsters.

**** Total recovery rate excludes commercial recycling and C&D recycling collected by private haulers.

Trends in waste hauled by the Utility are illustrated in Figure 12.

Figure 12 Trends in Resource Recovery, 2013 to 2021



Commercial Recycling and Composting

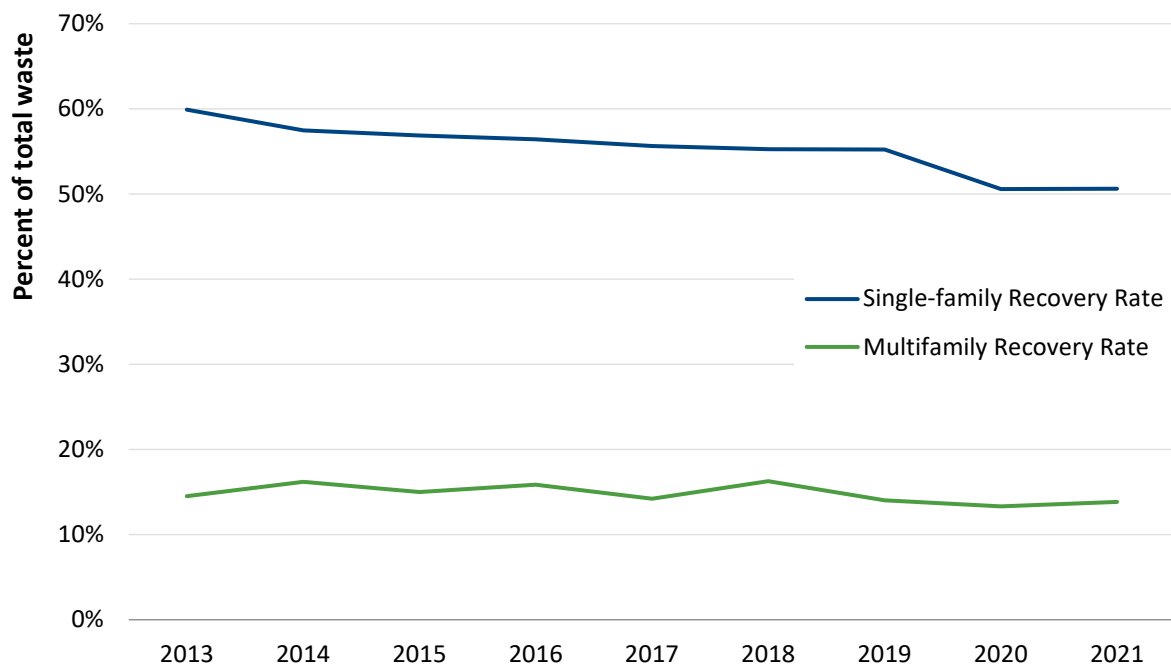
The majority of commercial recycling is collected by private companies and not reported to the City and data collected by the State is not broken down by jurisdiction. Because of this, it is not possible to know how much recyclable material is generated and collected from Olympia businesses. Of the waste collected by the Utility from commercial customers, the recovery rate for commercial recyclables, compostable material, and construction and demolition material has ranged between 6% and 8% since 2013. Thurston County, at the request of its composting facility, reduced what is acceptable for composting to food and yard waste only. This resulted in a drop in customers and tons but did not have a measurable effect on the diversion rate. The *Residential and Commercial Collection Service Studies* (conducted for the *2013-2020 Plan*) estimated that the total commercial recycling rate is between 11 and 51%; more recent estimates are not available.

Residential Recycling and Composting

Olympia has reliable data on residential recycling, as detailed in Table 2. Trends for single-family and multifamily customers are shown in Figure 13. From 2013 to 2021, the recovery

rate for single-family households decreased from 60% to 51%. The recovery rate for multifamily households stayed constant around 15%, after nearly doubling from 8% in 2008.

Figure 13 Residential Recycling Rates, 2013 to 2021



Potential for Waste Prevention and Diversion

Thurston County periodically measures what materials are going to the landfill as garbage, and Olympia participates in these waste sort studies. These percentages are useful because they help estimate the quantities of recyclable materials that could be removed from Olympia’s garbage by being recycled or composted instead.

The most recent waste characterization study was conducted in 2014. Table 4 summarizes what share of material taken to the landfill in 2014 from single-family, multifamily, and commercial customers was recyclable or compostable. At that time, 40% to 45% of the waste being landfilled was recyclable or compostable. This figure does not include materials considered potentially recyclable but for which collection programs did not exist in 2014. Based on the previous study, materials with the greatest potential are:

- **Curbside and commercial recyclables** that include cardboard, other recyclable paper, metal cans, and plastic bottles and tubs. Since the 2014 study, Olympia stopped curbside collection for glass and accepts it only at drop-off sites. Since the 2015 plan, Olympia has offered commercial recycling through drop box services, which approximately 15 customers use.

- **Food debris and compostable paper** present a major opportunity for both organics collection and waste prevention. Olympia began collecting commercial organics in 2009, while residential collection began in 2008. From 2009 to 2018, Olympia collected commercial organics in the form of food and yard waste, and then expanded the list to include some compostable products. After 2018, the list was reduced to yard and food waste along with paper napkins, hand towels, wood pallets, and other clean wood.
- **Metals, wood, and C&D debris** that come particularly from commercial customers. Metals, concrete, and brick can be recycled locally, but lack of local processors for other materials limits additional C&D recycling.
- Other potentially recyclable materials include textiles, which also present an opportunity for waste prevention.

Thurston County is currently conducting a new waste characterizations study for 2023 that will provide county-wide insights into waste composition, although this study may not provide adequate details regarding Olympia’s waste.

Table 4 Waste Composition by Customer Type, 2014

		Single-family Garbage Percent	Multifamily Garbage Percent	Commercial Garbage Percent
Currently recyclable	Newspaper, cardboard, and other recyclable paper	6.3%	11.3%	10.5%
	Plastic bottles & Tubs	1.1%	2.8%	2%
	Aluminum and tin cans	1.1%	2.2%	1%
	Glass bottles	2.6%	3.6%	2%
Currently compostable	Yard debris	2.9%	1.0%	2%
	Food waste	25.8%	20.7%	17%
	Food-soiled paper	4.4%	3.3%	6%
	Subtotal	44.1%	44.9%	41.4%
Potentially recyclable	Other metals,	3.7%	3.1%	4.9%
	Wood and C&D debris	3.2%	7.1%	13.1%
	Plastic film and bags	7.0%	4.9%	6.6%
	E-waste	0.1%	2.4%	0.3%
	Textiles and carpet	5.7%	8.3%	2.8%
	Subtotal	19.70%	25.8%	27.7%
Non- recyclable	Certain types of paper	2.2%	1.9%	3.0%
	Many plastics	5.5%	4.9%	7.60%
	Certain types of glass	0.4%	0.5%	2.30%
	Other (special waste, diapers, misc.)	28.1%	22.1%	18.00%
	Subtotal	36.20%	29.4%	30.9%

Chapter 4 – City-Run Collections Program

The Waste ReSources Collections staff collects garbage from all residents and businesses within the City’s service area, recyclable materials from single and multifamily residences, and compostable materials from residences and some businesses. Public collection ensures that Olympia’s waste is disposed of reliably and in a cost-effective manner, with minimal impact on the environment and public health and worker safety (Goals 3 and 4). The Waste Prevention and Reduction staff develops and maintains education and outreach programs to encourage waste reduction, reuse, and recycling (Goals 1 and 2) (Chapter 6).

In addition to regular residential and commercial collection, Waste ReSources staff empty downtown public garbage containers, remove waste from community events, and clean up illegal dumping while providing solid waste services to both sanctioned and unsanctioned homeless encampments. They design collection routes, provide onsite technical assistance and customer service, deliver, and remove City-owned waste receptacles, and handle billing for drop boxes and commercial dumpsters. The Utility has an opportunity to reduce its carbon emissions by efficient fleet management, electrifying its fleet, and encouraging recycling and composting.

Materials Collected by Waste ReSources

Any waste not separated for recovery is legally considered “garbage,” and thus can be regulated by the City. By law, the City can also regulate collection of residential source-separated recycled materials. However, commercial source-separated materials can be collected and hauled by any suitable private company. Waste ReSources relies on Thurston County and private facilities to take the material it collects. The City and County signed an interlocal agreement as part of signing onto the Thurston County Plan, which includes use of county disposal facilities.

Olympia’s collection trucks deliver garbage, organic materials (yard debris and food waste) and some construction debris to the county-owned Waste and Recovery Center (WARC) at Hawks Prairie in Lacey (Figure 14). In 2022, Thurston County awarded Republic Services a 10-year contract to operate the transfer station, with another 10-year option to extend. Republic Services will take over operations in May 2023. Recyclable materials and some C&D debris are delivered elsewhere.

Figure 14 Thurston County Waste and Recovery Center (WARC)



Source: Thurston County

Nearly all waste (garbage, recyclable, and organic materials) must be shipped to facilities and processors outside Thurston County. For most material, the Utility relies on a single location for dumping collection vehicles and some of these transfer sites have only a single-source outlet. These dependencies create a potential risk for the Utility. In addition, maintaining operational efficiency will become more challenging due to increased customers and lack of leverage over recycling processing fees and markets. To guide continued service during extreme weather and disaster events, the City of Olympia has a disaster preparedness page with specific emergency plans, including a page on [debris clearing and management](#).

This section details how the garbage, recyclable and organic materials, and C&D debris are collected in Olympia.

Garbage

Waste ReSources provides garbage collection service to all residents and businesses within the service area. The Olympia Municipal Code (OMC 13.12) provides that “the collection, removal and disposal of garbage and refuse within the city are universal and compulsory.” In other words, all residents and businesses must pay for at least minimum garbage collection service.

Single-family garbage is collected every other week, and residents may choose a 20-, 35-, 65- or 95-gallon cart. Waste ReSources offers various sizes of containers to multifamily and commercial customers, depending on the disposal volume of clients.

Commercial garbage is collected on a variable schedule to meet customer needs in carts and containers. The two shared compactors in downtown areas allow multiple businesses to collect their garbage together, allowing collection crews to make fewer stops, less frequently.

The County passed an ordinance establishing flow control for all solid waste intended for disposal that is generated in the county to flow through the county transfer station. Waste ReSources pays a tip fee of about \$119 per ton for garbage. Tip fees for garbage at the WARC

have not increased since 2011, but the County will be conducting a rate study to determine whether or not to raise rates, which could impact the Utility rates in the near future.

Recyclables

Waste ReSources collects recyclable materials from single and multifamily customers at City drop-off sites and at special events. The Utility offers single-stream commingled recycling collection every other week to all single-family residences and collects garbage on alternate weeks. Most multifamily recyclables are picked up weekly, based on customer need. The Utility also offers glass bottle drop-off collection sites in three locations, after having removed glass from commingled recycling in 2020.

Figure 15 Single-Family Residential Recycling Carts Ready for Collection



Source: Waste ReSources Staff

Materials collected for recycling include newspaper, cardboard, mixed paper (including junk mail, magazines, and phone books), aluminum cans, tin cans, plastic bottles, dairy tubs, flowerpots, and buckets.

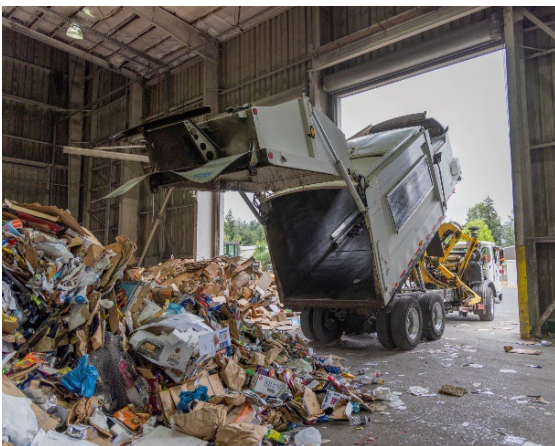
Although voluntary, participation rates are high. Over 99% of the City's single-family residences have recycling carts. More than 142 multifamily properties with about 8500 households subscribe to recycling. Single-family residential customers can choose 35-, 65- or 95-gallon carts for recycling service. Multifamily buildings use 95-gallon carts.

For commercial customers, private haulers offer collection for traditional recyclables, including clean paper, cardboard, cans, plastics, and glass. The Utility and private companies collect other specific materials such as construction debris, scrap metal, and rubble. Downtown shared compactor enclosures used by some businesses and operated by Waste ReSources also include organics, and on-site recycling.

Olympia residents may drop off a variety of other recyclable items at the WARC for free or for a reduced fee. These include refrigerators and other appliances, TVs, computer monitors and other electronic equipment, tires, scrap metal, furniture, and reusable items.

Waste ReSources delivers recyclable materials from its residential customers and a small number of commercial customers to Waste Connections/LeMay at a site near to the WARC (Figure 16). Materials are baled and shipped by long-haul truck to a regional materials recovery facility near Tacoma for sorting (Figure 17). Commercially generated recyclables are delivered to Waste Connections/LeMay and shipped to the same sorting facility. A few exceptions include state offices and others who self-haul their recyclables.

Figure 16 Unloading Recycling at LeMay



Source: LeMay Pacific Disposal

Figure 17 Pioneer Recycling Services



Source: Pioneer Recycling Services

Organic Material — Food and Yard Debris

Organic materials, including yard debris, food waste and food-soiled paper, are collected regularly from residents and businesses. Yard waste is also accepted on Saturdays at the City drop-off site.

Olympia collects organic materials from both residential and commercial customers. Single-family service is provided in 95-gallon carts for a separate fee. The service is voluntary, and approximately 64% of the City's single-family residences subscribe. Businesses can subscribe to the commercial organics service for a separate fee and can choose 95-gallon carts and 1-, 1.5- and 2-cubic yard dumpsters.

About 172 businesses subscribe to Olympia's commercial organics program. Businesses can also choose to have organic materials collected by a private hauler. The numbers of customers and tons collected by private companies are not known. Organic materials collection service is available to multifamily customers but is not heavily promoted or widely used. Downtown shared compactor enclosures operated by Waste ReSources also include organics collection.

Businesses and residents can also obtain temporary container service for large quantities of yard debris. Olympia provides free Christmas tree pick up in January for all residents, including apartments and condominiums.

Waste ReSources pays a tip fee of about \$37 per ton for organics (over 10 cubic yards) delivered to the WARC. Most materials are currently sent to Silver Springs Organics, a large-scale composting facility near Rainer in Thurston County. The organics processing facility will most likely change with the execution of the new Republic contract for the WARC in 2023.

Construction and Demolition Debris

Waste ReSources collects mixed C&D debris for disposal, and some separated C&D debris for recycling. Recycling of C&D materials depends on the current markets. Currently, local markets only exist for metal, concrete, brick, and rubble. C&D debris is accumulated in temporary containers placed at the job site and picked up on request. Waste ReSources can deliver some C&D that meets specification to DTG Recycle in Tacoma (formerly owned by Recovery 1). Rubble material is delivered to Concrete Recyclers in Tumwater.

C&D materials make up significant portion of the waste stream, but diversion is difficult for many reasons. The county transfer station accepts construction materials for recovery, but the disposal fee is the same as for garbage. Local options for processing and marketing C&D material are limited to metals, concrete, brick, and clean wood waste. Other materials must be hauled to the Tacoma area or further. City of Olympia and private companies haul some mixed C&D material to out-of-county processors such as DTG in Tacoma, but recent tip fee increases have reduced demand for the service. The amount hauled by the private sector is not known and it is difficult to track. Because Thurston County lacks a mixed C&D waste processor, the economic and logistical hurdles for recycling this material remain high. The fee to empty a truckload of C&D material needs to offset the higher transportation cost. Thurston County Solid Waste has no immediate plans to establish a separate C&D recovery center at the transfer station.

Household Hazardous Waste

The County operates a household hazardous waste collection facility, “HazoHouse,” at the WARC, which accepts household hazardous waste from county residents for free. The WARC also accepts asbestos-containing waste, with advance notice and special preparation, for a fee higher than the normal garbage rate.

Collection Operations

The Collections Program is currently budgeted for 24 full-time employees: a supervisor, two lead workers, one dispatch coordinator, three maintenance workers, and 17 refuse collectors.

Customers and Equipment

The Collections Program serves over 13,500 single-family residential billing customers, accounting for nearly 16,000 households, 142 multifamily properties, and over 1,300 commercial customers. Single-family residential waste is collected in carts. Most garbage from multifamily customers is collected in dumpsters; a few customers have compactors or carts. Multifamily recyclables are collected in carts, with the exception of large quantities of cardboard collected in front-load dumpsters, and two properties use a drop box. Waste from commercial customers is collected in carts, cans, dumpsters, drop boxes, private compactors, or shared Utility-provided compactors.

Waste ReSources operates a fleet of 16 heavy-duty vehicles. Figure 18 shows the four truck types.

- Six fully automated side-load refuse trucks for residential carts, including multi-family recycling service. The number of trucks used each day varies by the service area and material being collected, with between four and six trucks in service each day. During a five-day week, all six trucks are used on two of the days, just five on two other days, and only four on one day. On days when all six trucks are used, there is no spare truck to account for equipment breakdowns. In summer 2022, City Council approved the purchase of six new side-load trucks to replace aging vehicles.
- Four front-load refuse trucks for commercial containers on two dedicated garbage routes; one is used for cardboard, and one is a dedicated spare.
- Three rear-load refuse trucks for commercial containers and commercial organics (dumpsters and carts), one of which is a spare. The oldest truck will be replaced in 2023.
- Three roll-off drop-box trucks, one of which is a spare. The spare truck is often scheduled as a third truck to meet growing demand.

Figure 18 Waste ReSources Collection Trucks



Side Load



Front Load



Drop Box



Rear Load

Source: Waste ReSources Staff

Commercial Collection

Waste ReSources customizes collection for commercial, multifamily, and mixed-use buildings. These customers vary widely in terms of size, amount and type of waste generated, and space for containers.

The Utility seeks to minimize rear-load collection because using a two-person crew is much more costly than front-load collection. However, front-load collection does not work for all business locations, particularly in the downtown area where collection is often in narrow alleys. Elsewhere, some buildings lack space for safe collection that is efficient.

To address these challenges, the Utility has been using two strategies. First, Waste ReSources works closely with its customers and the City's Community Planning and Development Department to ensure adequate garbage and recycling infrastructure for each customer and for newly constructed or remodeled buildings. Second, the Utility has begun operating two shared compactors in downtown areas (Figure 19) to serve businesses that would otherwise require rear-load collection.

Figure 19 Downtown Shared Compactor



Source: *Waste ReSources Staff*

Because Olympia does not collect commercial recycling, most businesses have two haulers, Waste ReSources for garbage and a private company for recyclables. Organic material is collected by both Waste ReSources and private companies. Some businesses have expressed desire for all services to be available through Waste ReSources and on one bill.

Residential Collection Areas and Drop-Off Sites

Commercial and multifamily customers are served on a variable schedule to meet their needs. Single-family residential customers are served on a fixed schedule in four residential collection areas. Tuesdays through Fridays, four to five automated trucks collect garbage or recycling on alternating weeks. These same trucks collect organic materials from one-half of the City on Mondays. This balance has proven effective for over a decade.

Waste ReSources collects residential organic materials on Mondays and commercial organic material on Mondays and Thursdays (Figure 20 and Figure 21). This system is nearing operational capacity for the current complement of trucks and drivers. Adding resources and collection days may be necessary to accommodate customer growth and a growing demand for service.

Figure 20 Residential Collection Calendar

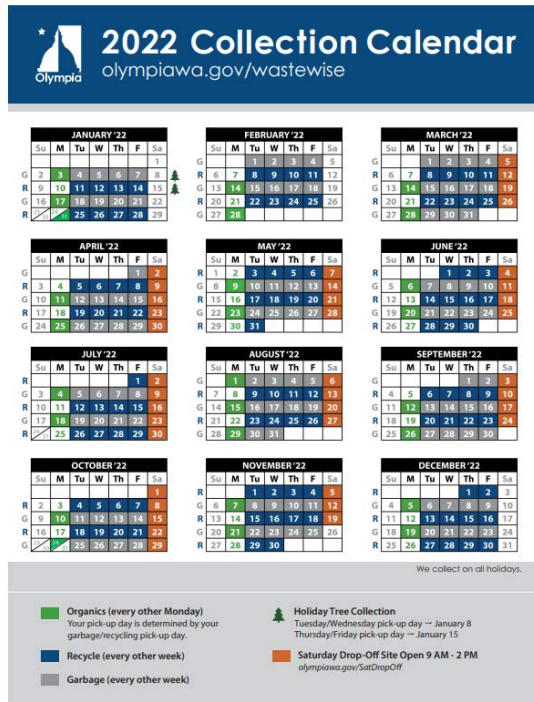
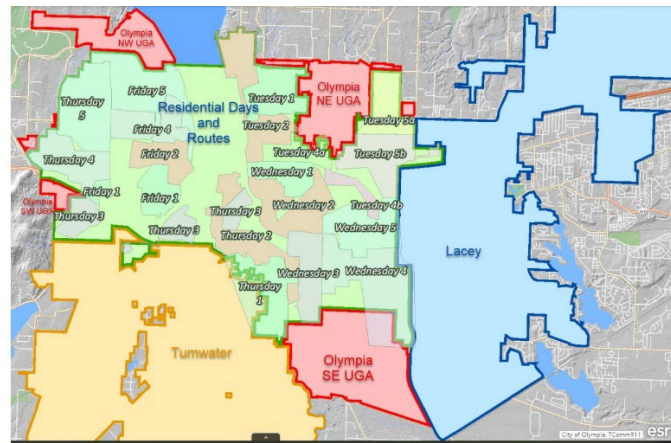


Figure 21 Residential Collection Areas

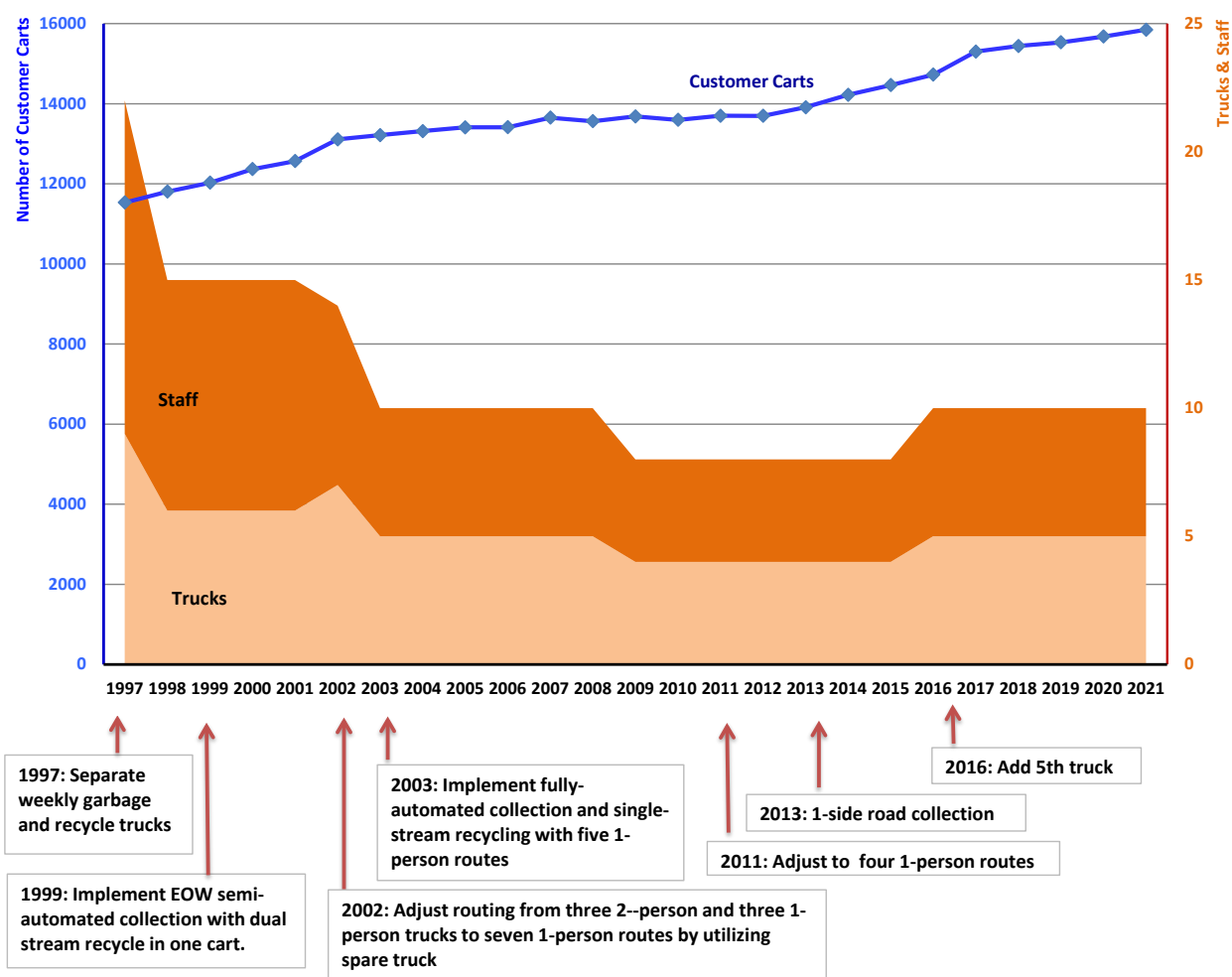


Community members can also drop off recyclable materials and yard waste at several sites. Waste ReSources operates the Saturday Drop-Off Site east of downtown Olympia. From March to mid-November, the Utility staffs the Saturday Drop-off Site from 9:00 a.m. to 2:00 p.m. for yard waste for a fee and commingled recyclables, scrap metal, cardboard, and glass for free. The Utility also allows residents to drop off glass and cardboard 24 hours a day and 7 days a week all year at the Saturday Drop-Off Site. Glass drop-off is also available from dawn to dusk at the Yauger Park on Olympia's west side. Elsewhere in the county, residents can drop off glass at Concrete Recyclers in Tumwater and many more recyclable materials at the WARC during their operating hours.

Operational Efficiency Improvements

Waste ReSources started collecting residential recyclables at the curb in 1988, multifamily recyclables in 1994, and yard debris in 1996. The Utility focuses on improvements designed to collect all types of waste more efficiently and with maximum safety for workers. These changes allow the Utility to be more cost effective by absorbing customer growth without additional trucks and staff (Figure 22).

Figure 22 Increase in Residential Collection Efficiency, 1997 to 2021



The City's switch to every-other-week residential service in 1998 is still considered a model for efficiency. The most significant gains occurred between 1998 and 2003 due to switching from manual to semi-automated to fully automated collection and from weekly to every-other-week collections. The switch to one-side road collection reduced miles driven and time spent collecting residential waste, while adding GIS-routing and tablets further reduced miles driven and improved tracking of improper customer setouts (Figure 23). Since 1998, improved efficiency in residential collection has resulted in a 60% decrease in the number of trucks and staff required, despite a 20% increase in the number of customers.

Figure 23 Collection Driver Using GIS Routing with Tablet



Source: Waste ReSources Staff

On the commercial side, the Utility has also increased efficiency in commercial collection by switching as many customers as possible from rear-load collection, which requires two collection staff, to front-load collection, which requires only one driver and increases safety. Table 5 describes these improvements in collection efficiency.

In 2009, the City began offering commercial organics collection to its customers. Because of efficiencies gained by switching to mostly front-load commercial garbage collection in 2004, Waste ReSources was able to provide this service with existing trucks and equipment. Commercial organics collection is performed by the rear loading truck crew, who also pick up garbage in the downtown core, and other select areas where front-load does not work.

In 2011, to further increase safety and reduce driver incidents, Waste ReSources worked with the International Academy for Professional Drivers (IAPD) to adapt its training program for drivers of solid waste collection trucks. Two staff members became certified driver trainers who can administer annual certification to collectors. Staff turnover has resulted in a pause in IAPD training; however, a high emphasis on driver awareness and safety remains. Since implementing driver training, accident claims have dropped from a high of 30 in 2011 to 3 in 2021. Injuries are down from 14 in 2011 to 1 in 2020 and zero in 2021. Drivers are encouraged to report even the smallest incident for review so Waste ReSources can better understand how to eliminate them in the future.

Table 5 Key Collection Improvements

Year	Change	Benefit
1998	<p>Alternating every-other-week garbage and recyclables pick up and cart-based collection</p> <p>Changed from three recycling bins to a two-compartment cart (paper versus containers)</p>	<ul style="list-style-type: none"> • Reduced trucks and staff • Increased recycling • Added all plastic bottles to curbside collection
2003	Fully automated collection and single-stream recycling	<ul style="list-style-type: none"> • Reduced trucks and staff • Increased customer convenience • Reduced worker hazards and injuries
2004	Front-load commercial	<ul style="list-style-type: none"> • Reduced staff • Reduced worker hazards and injuries • Increased collection efficiency
2008	Added food scraps to yard waste	<ul style="list-style-type: none"> • Increased diversion • Increased customer convenience
2009	Implemented commercial organics	<ul style="list-style-type: none"> • Increased diversion • Customer convenience • New service without additional trucks and staff
2011 – 2015	One-side-road collection for single-family	<ul style="list-style-type: none"> • Reduced miles driven • Reduced fuel consumption • Absorbed growth without adding trucks and staff
2020	GIS routing and tablets	<ul style="list-style-type: none"> • More efficient routing • Improved tracking of improper or missing setouts

Chapter 5 – Waste Prevention and Program Planning

The Utility's Waste Prevention and Program Planning staff focus on reducing overall waste and increasing reuse, recycling, and composting using two key approaches: planning and data management and outreach and education. Staff members are responsible for developing and evaluating education and outreach programs, assisting the Collection Operations program and overall Utility planning.

The Waste Prevention Program includes three full-time equivalent (FTE) staff: two Senior Program Specialists and one Senior Planner. Responsibilities are divided so that each staff member focuses on specific program development and outreach activities for:

- Residential single and multifamily households and school education.
- Businesses, permitted events, and City government.
- Plans, policies, site plan review, and program development.

In addition to the three FTEs in the Waste Prevention Program, the Utility has a Program Assistant to provide administrative help utility wide and a Billing Specialist to perform all the commercial and drop box billing and some customer service, which is separate from the billing and customer service support performed by the City's Utility Billing section of the City's General Government Department.

This chapter describes Olympia's waste prevention and program planning efforts and identifies education and outreach efforts by Thurston County staff that benefit Olympia customers.

Planning and Data Management

Waste ReSources tracks data on customers, tonnages, and operations to inform budgets, staffing decisions, annual work plans, and long-range plans. Chapter 3 and Appendix 2 (*Cost of Waste Collection Services*) highlight available data. While the Utility has extensive data on its own activities, it faces two key challenges that make it difficult to manage data and impossible to assess progress in total waste generated and total waste recycled.

First, while Olympia has a data management system, data are difficult to enter, manage, and extract. Some data is not easily gathered or in some cases impossible to gather because the Utility lacks a standalone work order and data management system specific to solid waste needs. With improved data systems, further operations-related data could be tracked.

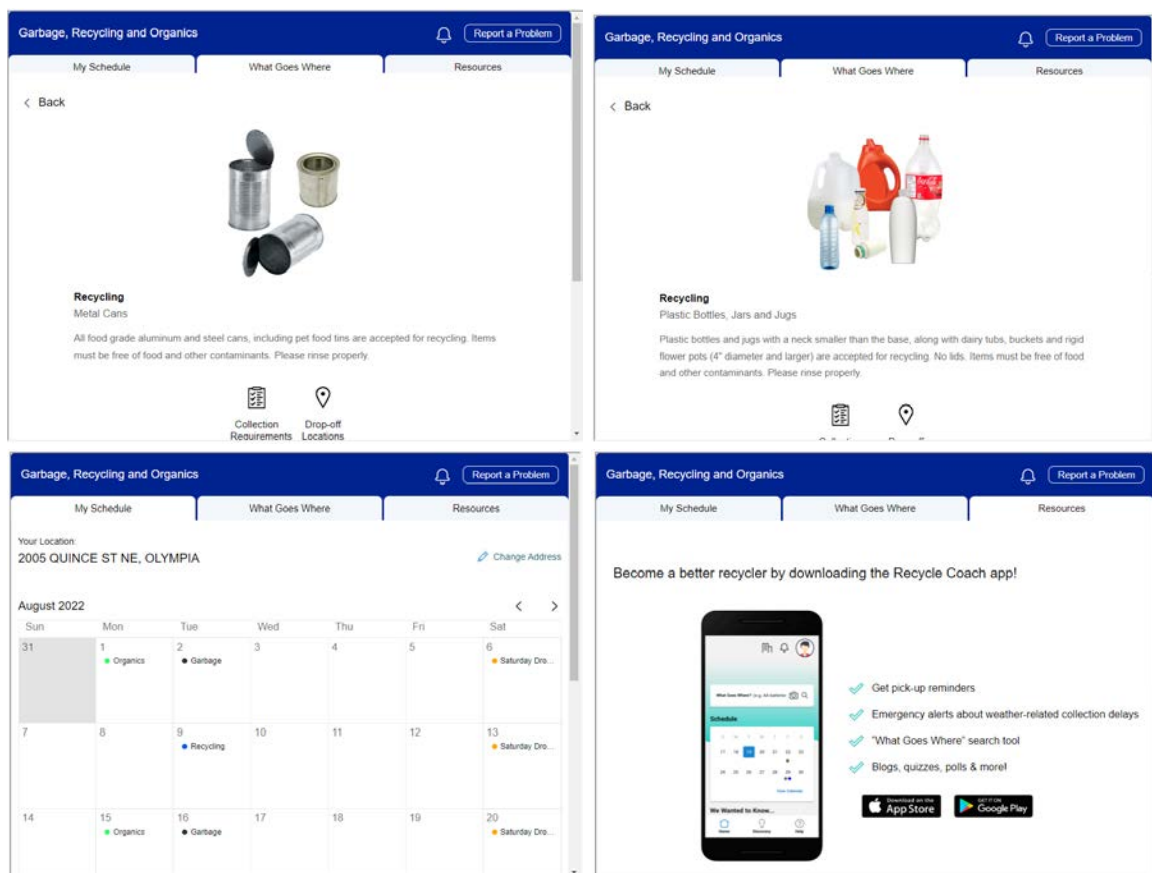
Second, the Utility lacks data on self-hauled and privately collected materials including commercial recycling, composting, and construction and demolition debris. Staff can only estimate how many businesses, state agencies and other non-residential customers are recycling because their recyclables are collected by private haulers and data is not reported to the City. Data on quantities of waste self-hauled to the WARC by Olympia residents and businesses is not available, nor is waste collected by private haulers. Better reporting of this

information would help with planning, public education and technical assistance programs, and evaluation of results.

Residential Engagement Efforts

Increasing diversion of recyclable and compostable materials is a major focus of the Prevention and Program Planning staff. In addition to conducting outreach campaigns, the Utility uses Recycle Coach, both for mobile and web, to make it easy for customers to find their collection schedule and recycling lists (Figure 24).

Figure 24 Recycle Coach for Web



Single-Family Residential

The single-family residential program is well established and covers all three waste streams: garbage, recyclables, and organic materials. Education and outreach focus mostly on dissemination of information through an annual collection calendar, Utility bill inserts like the *Five Things* brochure, the Utility website, cart tags, and responses to customer inquiries. Information sessions are offered to neighborhood groups but are not well promoted or well attended.

Changes in recycling markets over the past several years have increased the importance of clean recycling with minimal contamination, especially in single-family settings. Cart tagging has become a mainstay of the anti-contamination campaign for recycling. Olympia’s cart tagging program uses municipal crews to routinely watch for and identify repeat contaminators through an iPad monitoring and reporting program. This process allows the Utility to receive cart tagging data while avoiding the need to allocate resources for dedicated cart inspectors. When needed, the Utility also uses dedicated cart tagging campaigns; for example, after removing glass from commingled recycling in 2021 (Figure 25).

Figure 25 Lid Lifts, Inspection, and Cart Tagging of Recycling Carts



Source: Waste ReSources Staff

In 2021, *Resource Recycling* awarded the City of Olympia 2021 Program of the Year for its anticontamination efforts (Figure 26). The City also received the WSRA Recycler of the Year, Public Sector Education award for these same efforts.

Figure 26 City of Olympia Receives Recycling Awards from WSRA and *Resource Recycling*



Source: Waste ReSources Staff

Multifamily Residential

The complexes served by the Utility vary widely in terms of number and type of dwellings, configuration and space for garbage and recycle containers, socio-demographics of residents, and on-site or absentee management. Buildings with both residential and commercial tenants are called mixed-use buildings. Waste ReSources collects recyclable materials from residential units in mixed-use buildings, as part of the multifamily program. There has been an increase in mixed-use and larger multifamily waste collection.

Waste ReSources works with each customer to maximize recycling and diversion. Staff participates in the site plan review process to ensure adequate space for garbage, recycling, and organics containers. Figure 27 shows what happens when a site lacks adequate capacity. The City's Engineering Development and Design Standards (EDDS) were revised most recently in 2021 to update standards for enclosures that allow new building construction to accommodate on-site recycling and diversion; however, opportunities remain to further improve the EDDS to support both collection safety and efficiency and waste recovery (see Appendix 1).

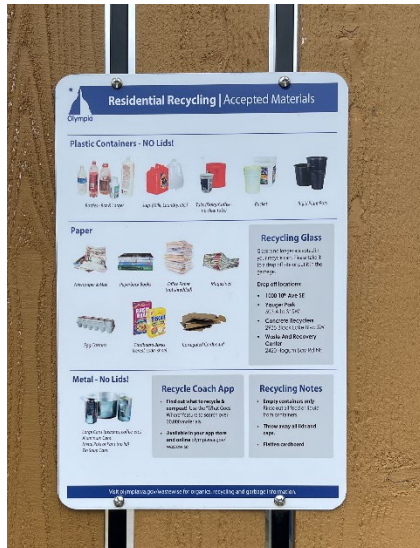
Figure 27 A Mixed-Use Building without Enough Capacity for Waste



Source: Waste ReSources Staff

While the recycling rate for multifamily residential increased from 8% in 2005 to 15% in 2013, it decreased slightly to 14% in 2021. Challenges to multifamily recycling include limited space for containers, resident and manager turnover, insufficient capacity for recycling, and difficulty connecting with residents. The City maintains a list of multifamily addresses for direct mailings. Regular site visits by staff, resident information sessions, newsletters, web presence, and signage (Figure 28) have produced mixed results, indicating a need to evaluate and enhance efforts for these customers.

Figure 28 Recycling Signage in Multifamily Buildings



Source: Waste ReSources Staff

Businesses, Schools, and City Government Efforts

Waste ReSources staff works with individual businesses, schools, and City departments to encourage waste reduction and increase collection of recyclable and compostable materials.

Businesses

The City began offering business technical assistance and free waste assessments in 2008, and since then has completed over 459 assessments. For a waste assessment, a staff member walks through the business with owners and managers to review their waste disposal practices, suggesting ways to save money on disposal by reducing waste and increasing recycling and composting. Recommendations can include subscribing to organics or recycling services, downsizing garbage service, and changing a purchasing or disposal practice. Waste assessments are promoted through cold calls, brochures, the Utility website, Utility bill inserts, direct mail, and a street banner. Waste assessments have resulted in more than 165 commercial organics customers.

Schools

The Waste Prevention Program launched a third-grade education program in 2007/2008. The OLYWaste Program offered hands-on education, both in the classroom and through field trips to the Dirt Works Demonstration Garden. At the start of the COVID-19 pandemic, Waste ReSources adapted school education to online learning by providing teachers with electronic educational materials and exercises to use in their lesson plans. Both in-classroom education and field trips are labor intensive for Utility staff, teachers, and parent volunteers. At present, there is not sufficient interest in or teacher and parent support to conduct in-

classroom or field trips education, to resume these educational offerings. Waste ReSources continues to provide educational materials and lesson plans to interested teachers.

Before the pandemic, Waste ReSources also helped schools reduce waste by setting up curbside organics collection and encouraging the use of milk dispensers to eliminate disposable milk containers. The school organics collection program included 14 public schools, two private schools, and one community college. Waste ReSources continues to offer support on milk dispensers and organics collection to schools that are interested and have the internal sustainability and operations staff needed to support these programs.

City Government: Walking Its Talk

The City's Waste ReSources Utility promotes and helps administer the City's internal recycling program at 10 different City building locations where City staff work. The Utility has a unified approach to collection and education, both inside and outside of City buildings. All City employees are given a blue desk-side recycle bin with a mini-bin for garbage. Common areas such as lunchrooms, meeting rooms, copy centers, and conference rooms have centralized collection points for bottles, cans, and paper. Organics collection is offered at City buildings for employee use while drop box at the City's Maintenance Center gives Waste ReSources crews a place to deposit scrap metal for recycling. Styrofoam block is collected and taken to Dart Container. Plastic film is collected for recycling, picked up by the Olympia Lions Club, and sent to Trex to be recycled into benches placed locally. Battery recycling is available in a few City buildings and processed locally.

Public Permitted Events

Throughout the year, Olympia offers additional opportunities for recycling and waste reduction. Some of the opportunities are annual, and others are short-term grant-funded projects and programs. Waste ReSources provides garbage, recycling, and organics collection at permitted and large non-permitted public events. Prior to the COVID-19 pandemic, there were over 50 recycling events annually, including three major events—Wooden Boat Festival, Lakefair, and Harbor Days—and many smaller events. Only 16 events were held in 2020 and even fewer (12) in 2021. The number of events in 2022 is expected to be about 25.

Figure 29 Zero Waste Trailer (exterior and interior)



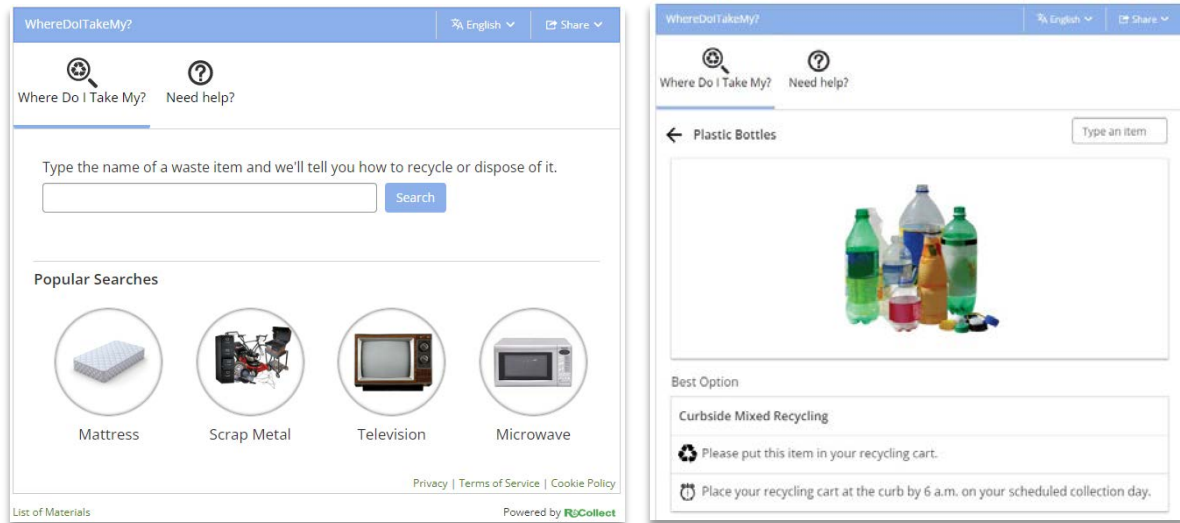
Source: Waste ReSources Staff

Olympia requires festival and event organizers on City property to obtain a permit and present a waste plan. Public event organizers are strongly encouraged to borrow recycling and compost containers from Waste ReSources to collect plastic bottles, aluminum cans, cardboard, and food waste. If organizers recycle, the Utility charges only garbage tip fees and not recycling, organics, or hauling fees. Event organizers are encouraged to participate in organics collection for food service vendors and the public. For large events, Waste ReSources enters into an agreement with organizers and delivers a zero waste trailer (Figure 29) with materials to support recycling, including recycling signs, bags, and frames that hold the bags. The organizer must also arrange with the Utility for a dumpster or other container to consolidate recycling for later collection.

Efforts by Thurston County

Thurston County conducts outreach through residential, business, community, and public information outlets. This is accomplished residually by outreach in both single and multifamily areas. Businesses are offered technical assistance while communities receive outreach and presentations for different groups and organizations about waste reduction. The County also maintains a “where do I take my...?” database to help residents and businesses know what and where to recycle (Figure 30).

Figure 30 Thurston County ReCollect App and “where do I take my...?” Database



Chapter 6 – Goals, Strategies, and Actions

This chapter of the 2023-2030 Waste ReSources Plan presents the goals, strategies, and actions that will guide Waste ReSources on a continued path toward zero waste over the next seven years. It sets forth what the Utility plans to accomplish and how progress will be measured. Strategies and actions are designed to move the four goals of the Plan forward:

1. Reduce the quantity and environmental impact of waste (garbage, recyclables, and organic materials) generated in Olympia
2. Increase the quantity and quality of recyclable and compostable materials diverted from the landfill
3. Operate safely, equitably, and efficiently
4. Manage the Utility's finances responsibly and equitably

The 2023-2030 Plan builds upon the work accomplished under the previous plans with an increased emphasis on addressing climate impacts through fleet electrification, adopting equity-focused strategies (e.g., providing information in the languages spoken by customers and expanding outreach to multifamily residents), increasing efficiency and safety in on-the-ground operations, and enhancing financial sustainability (e.g., updating the rate structure).

Plan Research and Development

Waste ReSources developed 2022 Plan strategies in response to the challenges and opportunities described in previous chapters. Waste ReSources engaged Cascadia in partnership with Bell to develop strategies based on research and analysis, including an in-depth cost-of-service study. Cascadia and Bell also produced a series of reports describing Olympia's current programs, examples of programs from other jurisdictions, and recommended strategies:

- **Building Codes (Appendix 1):** Olympia could update the EDDS Chapter 8 in order to strengthen and clarify and align to regional best practices for collection efficiency and safety and ensuring adequate space for recycling and organics collection.
- **Cost of Waste Collection Services (Appendix 2):** Olympia's rate structure could be streamlined for simplicity and adjusted to better align revenues with costs.
- **Education (Appendix 3):** Olympia has opportunities to offer multilingual and inclusive outreach, expand outreach to more multifamily households, update its website, and incorporate waste prevention into outreach messaging.
- **Fleet Electrification (Appendix 4):** Electric vehicles (EV) would substantially reduce on-road GHG emissions and annual operating costs for Waste ReSources, but the current capital costs and state of truck technology present substantial barriers.
- **Metrics (Appendix 5):** Given available data, key metrics to track include waste generated and landfilled per capita, multifamily recycling rate, contamination rejection rates by recycling and organics processors, incidents and accidents per lift, and costs per residential customer and commercial ton compared to inflation. Capture

rates and contamination rates would provide more informative metrics but require substantially more data collection.

- **Shared Compactors (Appendix 6):** Increasing the number of customers and usage of shared compactors in downtown areas could make them revenue neutral to cover the fixed cost of installing them while also reducing the use of costly rear-load collection.

Waste ReSources staff assessed and presented Cascadia’s recommendations to the Utilities Advisory Committee and Land Use Committee for feedback. With input from both committees, Waste Resources staff selected strategies for implementation based on a combination of impact, feasibility, and ability to implement. Many of the strategies improve upon existing work, while others are new.

Goal 1 Reduce the quantity and environmental impact of waste (garbage, recyclables, and organic material) generated and disposed in Olympia

The best strategy for creating a zero waste future is to not waste. Removing garbage, recycling, and organics from the waste stream means increasing awareness of reducing waste among other strategies.

Waste ReSources has several opportunities to reduce the impacts of waste and waste collection operations. Waste reduction itself can reduce the carbon footprint. According to the Environmental Protection Agency’s (EPA) systems-based view, materials (goods and food) comprise more than 40% of GHG emissions. Less waste hauled results in reducing emissions from Waste ReSources operations. Consumers want to do the right thing but are often unsure or confused. Working to improve waste related messaging and increasing recycling can help lower the amount landfilled.

Efficient collection operations keep costs down and rates low, while also reducing emissions. New technologies are available to “green” the Utility’s fleet. Electric trucks are a first step towards creating a greener utility.

Strategy 1A. Reduce the overall waste generated

1.1 Expand waste prevention messaging to reduce waste generation

Incorporate messaging around food waste prevention into outreach. Localize and implement waste prevention campaigns using pre-made materials developed by other jurisdictions, particularly regarding food and textiles.

1.2 Work toward a waste prevention strategy to comprehensively reduce waste generation

Monitor Seattle’s efforts to develop a waste prevention strategy. Monitor and support community-driven efforts to prevent waste, potentially as part of inclusive outreach to build

relationships with communities of color. Incorporate waste prevention messaging into other outreach, such as food waste prevention into commercial organics collection outreach (and, if continuing, into school programming).

Strategy 1B. Reduce the amount of waste landfilled

1.3 Support city, county, regional, and state policy efforts to prevent waste and improve recycling and composting

Efforts could address extended producer responsibility (EPR), material and packaging bans, mandatory recycling and composting, responsible recycling and end-markets, market development for recycled-content and organics products, right to repair legislation, systems that support reuse and waste prevention, and more.

Strategy 1C. Reduce the climate and other environmental impacts of waste and our operations

1.4 Prevent leaking dumpsters to support Olympia’s stormwater permit requirements

Maintain dumpsters in a manner that prevents them from leaking pollutants that may be carried by stormwater run-off. This includes ensuring drain holes are plugged, and that leaking containers are repaired or replaced. Continue working with the City’s Stormwater Utility on their “close the lid” campaign and other outreach, as applicable, to support the NPDES permit requirements. Embed regular checks for closed lids, missing plugs, and evidence of container leakage into collection and outreach activities. Create a plan to repair or replace leaking containers.

1.5 Monitor and plan for future fleet electrification to support City climate goals

Conduct a fleet electrification follow-up study by 2026 or when purchasing new vehicles. Explore hydrogen fuel cells in the follow-up study. Increase annual savings for fleet replacement to accommodate higher up-front costs of electric trucks. Monitor planned and actual usage in Western Washington to learn more and explore combining purchases with Tacoma to seek price discounts.

Goal 2 Increase the quantity and quality of recyclable and compostable materials diverted from the landfill

Waste ReSources must encourage higher quantity and quality of recyclables and compostable materials. The Utility can accomplish this by including more multifamily outreach, while ensuring that multifamily buildings include adequate areas for recycling and compost. Working with commercial customers to help assist in recycling and composting collection and education will also work towards expanding the amount of recyclables and compost that is diverted as well as improve quality of those collection streams.

Strategy 2A. Increase capture rates and reduce contamination rates for recycling and organics

2.1 Update development standards and commercial building codes to increase recycling, composting and diversion in multifamily, mixed-use, and commercial buildings and projects

Conduct the recommended service level analysis on storage and collection capacity and condition. Update commercial, multi-family, mixed-use building codes to increase resident access to recycling. Adopt the recommended changes to the City's Engineering Design and Development Standards (EDDS).

2.2 Expand multifamily recycling outreach to increase recycling and reduce contamination

Dedicate more staff time to multifamily by changing how school education and support for non-permitted events is delivered. Continue promoting "recycle champions" in multi-family settings. Implement a focused approach to improve recycling quantity and quality at multifamily properties. Use best practices for recycling outreach and collection (site assessments, technical assistance, resident engagement). Conduct site visits with assessments and technical assistance or customer engagement to reach approximately one-quarter of properties each year. If resources allow, conduct assessments on all properties every one to two years to identify which properties require technical assistance or customer engagement. Test using recycling containers with holes that match corresponding items. Explore using a cloud-based tool to support tracking multifamily and business engagement, collect data in the field, and automate reporting. Offer food waste prevention messaging to residents. Incorporate "closed dumpster lid" messaging, checks for missing drain plugs, and checks for failing containers to support NPDES permit compliance.

2.3 Change school education to create resources for expanding multifamily outreach

Continue the current school education services that provide educational materials for teachers to use in their classrooms and provide support. Re-evaluate school education options once schools re-open to classroom or fieldtrip educational assistance from Waste ReSources and rebuild the internal sustainability staff, teachers, and parent volunteers needed to support these programs. Work with Thurston County staff as the County expands its school education program in the future to include more Olympia schools so Waste ReSources can dedicate more staff time to multifamily and commercial outreach.

2.4 Refine commercial assistance outreach program for efficiency and expanded service

Continue providing commercial waste assessments to address all waste streams. Dedicate more staff time to commercial outreach assistance by changing school education and support for non-permitted events. Incorporate food waste prevention into outreach on commercial

organics collection. Explore using a cloud-based tool to support tracking multifamily and business engagement, collect data in the field, and automate reporting. Incorporate "closed dumpster lid" messaging, checks for missing drain plugs, and checks for failing containers to support NPDES permit compliance.

2.5 Refine single-family contamination reduction efforts for efficiency and improved communication

Focus lid-lift campaigns on problem routes that drivers identify through ongoing monitoring during collection. Explore technology and tools (such as tablets with GIS, Recycle Coach, customized "Oops" tags, and automated customer emails) to enhance communication and behavior change.

2.6 Explore offering commercial recycling service to serve customers without private collection after conducting a need and feasibility assessment of recycle transloading at the Carpenter Road site

Assess whether a recycle baling and transload operation will fit on the Carpenter Road site. If not, continue to explore other transload options because an independent transload option is required before offering commercial recycling service. If either transload option becomes viable, conduct further research and customer engagement to explore interest, costs, and impacts of offering recycling to commercial customers. Examine whether to offer commingled or cardboard-only service, cart-based or container-based service, and service to all customers or a subset of customers below a certain waste or recycling generation level. If Waste ReSources were to offer commercial recycling service, the cost for the Utility to service a four-yard container is currently estimated to be approximately half that of a four-yard garbage container, potentially reducing overall Utility costs if customers reduce garbage service levels as they gain recycling. To expand collection service, the Utility would need to increase truck and driver capacity.

2.7 Implement programs and policies in support of HB 1799 and its new and amended laws in the Revised Code of Washington

Prepare for and support organics collection for businesses required to manage organics under HB1799 (2024 to 2026, depending on Washington Department of Ecology's feasibility study due by mid-2023 and practical and economic feasibility). Work toward expanding cart-based organics collection to all single-family customers through bundling collection service with garbage and recycling by 2027. Expand organics collection to all multifamily customers by 2027. Adopt a compost procurement ordinance by January 1, 2023. Comply with, monitor, and support other facets of this new law as necessary, and economically and practically feasible.

Goal 3 Operate safely, equitably, and efficiently

Working safely, equitably, and efficiently offers customers the best support possible while creating the most accommodating work environment for workers. Collection safety and efficiency rely on both driver actions and the design of customer collection areas. In tandem with more efficient collection, better developed data resources will help the Utility better utilize resources, especially if the Utility builds its own transfer station for recycling, allowing more autonomy in market orientation. Finally, the Utility must center racial equity in its operations, offering new Diversity, Equity, and Inclusion (DEI) initiatives and transcreating new materials to reach a larger audience.

Strategy 3A. Minimize incidents/accidents and meet or exceed safety standards, certifications, or permit requirements

3.1 Ensure safety through training, standards, continuous improvement, and minimizing rear-load collection

Select and implement a driver safety training program that fulfills requirements from the Washington Department of Labor and Industries. Training options include reinstating the IAPD program, adopting a different external program, or developing a formal internal program. Continue to implement and evaluate safety procedures, modifying where needed to prevent incidents and accidents. Continue to meet or exceed safety and environmental standards, certification, or permit requirements; work with customers to eliminate safety concerns; and encourage drivers to report near misses for identifying opportunities to improve safety through standard operating procedures and collection infrastructure. Seek opportunities to transition customers from rear-load collection to safer options.

3.2 Update development standards for safety, efficiency, and increased diversion

Update the EDDS multifamily, mixed-use, and commercial buildings codes to improve collection safety, reduce incidents, and increase collection efficiency. Ensure new construction and remodeled buildings can be easily and safely served without rear-load or alley collection.

Strategy 3B. Implement racial equity principles and practices

3.3 Translate and transcreate outreach materials to reach more customers

Update educational materials, such as the Olympia website, with relevant information in the multiple languages most commonly spoken in Olympia. Adapt transcreated materials from City of Tacoma. For materials created in English, including website content, use plain language principles (simple wording and sentence structure) to make automated translation (such as Google Translate) more effective.

3.4 Expand community engagement to reach more customers more effectively

As resources allow, work with Olympia's Office of DEI to begin building relationships with communities of color in Olympia that will support inclusive outreach for waste prevention, recycling, organics, and contamination reduction. Follow best practices for inclusive outreach, including compensating community members for their time supporting Utility outreach efforts.

3.5 Implement established city policies regarding diversity, equity, and inclusion and contribute to citywide equity opportunities

In coordination with Olympia's Diversity, Equity, and Inclusion Team, implement established City policies around diversity, equity, and inclusion. Participate in and contribute to Citywide equity opportunities such as Olympia's 2022-2023 equity assessment, future interdepartmental workgroups to advance or track progress on equity in City operations, future trainings, or related activities.

Strategy 3C. Operate efficiently

3.6 Improve data collection, management, and reporting to support planning and evaluation to meet goals

Research and procure an integrated data tracking, management, reporting system to support workorders, route management and optimization, customer and tonnage tracking, asset management and planning, and more. An integrated data management system could streamline asset management, operational efficiency assessments, incident and safety assessments, key metric tracking, annual work planning, and cost-of-service analyses.

3.7 Continue working to build a new operations and maintenance facility (Carpenter Road or elsewhere) to improve capacity, efficiency, and safety

Design new and remodeled facilities with electrical capacity to easily add charging stations in the future. If offering commercial recycling, include a re-load area to consolidate recycling for transport; especially important if considering adding commercial recycle collection. Explore incorporating an expanded drop-off recycling site into the facility.

3.8 Continue improving efficiency by minimizing rear-load collection and balancing routes

Minimizing rear-load collection wherever possible improves efficiency by eliminating the need for a second waste collector on the vehicle, in addition to increasing safety. Updating the current collection routes to balance route length could increase productivity and increase customer service.

3.9 Expand usage of downtown shared compactors to improve collection safety, collection efficiency, and downtown cleanliness

Expand usage of shared compactors through voluntary efforts, followed by a district-based requirement if necessary. Conduct stakeholder engagement, coordinate with downtown business associations/districts to explore requiring businesses in certain downtown areas to use shared compactors. As part of engagement, explore alternative fee structures. Evaluate how to provide adequate access to recycling and organics collection. With district-based requirements to use shared compactors, explore siting a third compactor.

Goal 4 Manage the Utility's finances responsibly and equitably

The number of customers affects how many trucks and drivers are necessary to collect waste. More customers mean more waste and more time spent in collection. Together, these add to the operating cost, which can impact the fees customers pay for solid waste services. The Utility needs an updated rate structure to streamline financial planning and ensure continued financial sustainability while implementing this Plan within the context of equity, affordability, changes in service levels and cost drivers, and other challenges to come.

Strategy 4A. Plan, evaluate, and adaptively manage performance against goals and priorities

4.1 Develop annual work plan and review progress annually to align efforts with goals and adaptively manage performance

Develop an annual work plan and budget that aligns staff time and associated expenditures with the Utility's goals and priorities. To inform actions and recommendations for each year's work plan, review and identify key metrics, completed work plan actions, successes, and lessons learned from the previous year. As feasible within the financial and data management system, compare the actual labor and expenditures to amounts budgeted for each goal and priority. For individual campaigns, develop and implement evaluation plans to measure outcomes and identify lessons learned.

4.2 Conduct a waste characterization study to assess progress and identify opportunities for improvement

Every five to ten years, ideally in partnership with Thurston County, conduct a study to characterize the composition of garbage (and of recycling and organics, if reliable data is not available from processors) to evaluate capture rates, progress toward goals, and opportunities to improve.

4.3 Develop and implement regular asset inventories to plan for growth and replacements

For fleets and containers, assess and document quantity, age, condition, and location/customer. Plan for purchases to replace aging and damaged assets (including leaking dumpsters) and to prepare for population growth, annexation, and expanded services. Consider attaching cart IDs to customers (for contamination monitoring). Consider using geotags on roll-off containers and compactors. Consider tagging each container with a barcode or RFID (radio-frequency identification) tag and connecting to customer accounts to facilitate contamination monitoring. Include asset tracking in new data management system (see separate action).

4.4 Update Olympia's municipal solid waste code to reflect current services and policies

Examples include every-other-week collection, one-side-of-the-road collection, shared compactors, and enforcement capabilities.

4.5 Explore licensing and reporting for private recycling, organics, and C&D recycling collectors to track progress on recycling and composting rates for commercial and C&D waste

Similar to Seattle and Tacoma, Olympia should require private collectors to obtain a license and report annual quantities received by material, destination facility (to remove double-counting), and destination use (e.g., recycling, composting, energy recovery).

4.6 Continue offering a Utility Rate Discount Program and work with other City utilities to ensure economic support meets the need

Coordinate with other City utilities and departments to further assess low-income discount qualifications to adequately address the needs of these customers. Work to ensure eligible customers are adequately informed about the rate discount program.

4.7 Update customer rate schedule and adopt multi-year rate path to reflect current services and costs, simplify tracking, support goals, and smooth customer rate impacts

Based on cost-of-service study results and anticipated new finance system, reduce number of budget accounts and rate codes, update rates and fees, and set a multi-year rate path for three to five years. Adopt rates that balance alignment to costs with incentives for reducing waste and support for low-income customers. Update cost-of-service study and rate path every three to five years. Conduct an additional study with a robust public engagement process to revise the rate codes and budget categories (e.g., organics), then develop the multi-year rate path accordingly.

4.8 Maintain adequate reserves to smooth economic impacts and maintain a predictable rate path

Adequate reserve amounts vary by predictability of cash flow and expenditures. The Utility should maintain a 10% reserve to allow for the natural lag time between revenues received versus billed and consider consistently carrying an additional 5% to 10% above the minimum 10% (15% to 20% of annual expenses is common). Monitor and adjust reserve level every year.

Evaluating Progress

In addition to tracking the implementation status of the actions listed for each strategy, Olympia will track key metrics that indicate progress on each of the goals.

Key Metrics

Key metrics indicate the big picture direction of progress. Table 6 lists key metrics that Waste ReSources will track, aligned with its goals.

Table 6 Key Metrics

Key Metric	Goal(s)	2007	2014	2021
Residential waste (garbage, recycling, organics) generated per person per day	Goal 1	2.56 lbs.	2.29 lbs.	2.41 lbs.
Residential and commercial garbage landfilled per person per day	Goals 1 and 2	3.93 lbs.	2.29 lbs.	3.04 lbs.
Residential garbage landfilled in total and per person per day	Goals 1 and 2	1.46 lbs.	1.19 lbs.	1.44 lbs.
Nonresidential waste landfilled in total and per employee per day	Goals 1 and 2	2.47 lbs.	1.75 lbs.	1.61 lbs.
GHG emissions from collection fleet fuel or electricity use (metric tons of carbon dioxide equivalent, or MTCO ₂ e)	Goal 1	NA	NA	605 MTCO ₂ e
Contamination rate of trash and glass in commingled recycling, reported by the processor	Goal 2	NA	NA	17.5% total (10.7% garbage and 6.8% glass)
Number of incidents/accidents per 10,000 collections based on internal and OSHA reporting (total incidents/accidents divided by total number of lifts or collection opportunities per year, times 10,000)	Goal 3	NA	NA	0.18 (equivalent to one incident or accident for every 56,000 lifts)

Key Metric	Goal(s)	2007	2014	2021
Share of informational and educational materials offered in languages other than English	Goal 3	0%	0%	0%
Monthly operational cost for the most common service levels for residential cart collection (65-gallon garbage, 65-gallon recycling, 95-gallon organics), excluding city and state taxes and comparing over time to inflation (Consumer Price Index for All Urban Consumer for Seattle-Tacoma-Bellevue: CUURS49DSA0)	Goals 3 and 4	NA	\$30.86 in 2021\$	\$37.18
Monthly operational cost for collecting a 4-yard commercial garbage container weekly), excluding city and state taxes and comparing over time to inflation	Goals 3 and 4		Methods not comparable	\$218.77

Supplemental Metrics as Budget Allows

While key metrics indicate the big picture direction of progress, additional metrics can help Waste ReSources understand the factors and trends underlying the key metrics and influencing changes—or lack of changes—in them.

Regularly, Waste ReSources can track its compliance status with permits, required certifications and standards, and voluntary safety and environmental standards, such as internal training goals and targets that may change annually.

If the opportunity arises and budget allows, conducting a waste characterization study for all three waste streams (garbage, recycling, and organics) would give Waste ReSources more precise information on the effectiveness of its waste prevention and recovery programs while providing insights to direct future efforts. A waste characterization study would allow Olympia to understand:

- **Capture rates**, which are the percentage of materials accepted in recycling and organics that are correctly placed in recycling or organics containers, as opposed to the recycling rate that also includes unaccepted materials that should be landfilled. Capture rates remove the impact that non-recoverable items have on the traditional recycling rates. Understanding capture rates can help Waste ReSources identify which materials to focus on in education to increase recycling and composting. They can also help the Utility assess whether customers have maximized recovery of the current waste stream, so further progress relies on changing the waste stream or consumption patterns.

- **Contamination rates**, which is the amount and type of unaccepted materials in collected recycling and organics. Understanding contamination rates can help Waste ReSources understand which materials to focus contamination reduction efforts on and track the quality of collected materials more precisely than rejection rates by its recycling and organics processors.
- **Environmental impacts of discarded materials**, such as GHG due to waste management using the U.S. Environmental Protection Agency's WaRM - Waste Reduction Model. Some materials have higher impacts per ton, so understanding the tons of those materials generated and landfilled would help Waste ReSources decide whether to focus efforts to reduce and recover them.

Chapter 7 – Utility Funding

This chapter describes Waste ReSources' current financial position including the Utility's revenue and expenditures and resources needed for Plan implementation.

Like other City utilities, Waste ReSources operates as an Enterprise Fund, meaning it is a self-supporting government fund that sells goods and services to the public for a fee. Like a business, the Utility raises revenues from fees for services and receives no funding from taxes or levies. Some Utility services — such as the drop box program for C&D and recycling as well as commercial recycling and organics services — are offered in a competitive environment with private services providers. Unlike a business, the Utility does not have a profit motive. The Utility strives to recover only its expenses while maintaining sufficient cash flow for sustainable operations and charging customers fairly.

Customer Rates and Rate Structure

Most Waste ReSources customers are billed bi-monthly along with their other utility services. Some Waste ReSources customers receive monthly billing. These include some high-volume water customers who get monthly billing for budgeting purposes, customers who share a water meter with another business but need separate solid waste services, and most drop box and compactor customers. Current monthly fees can be found in the Olympia Municipal Code, Section 04.24.010 C. As described in Chapter 4, Waste ReSources provides service to four major customer classes.

1. **Collection of commercial garbage.** Businesses and larger multifamily properties that need frequent collection of small, moderate, and large volumes using carts and dumpsters.
2. **Curbside collection of single-family residential waste (garbage and recyclables).** Single-family and smaller multifamily residential households that need frequent collection of relatively small volumes using carts.
3. **Drop box (or compactor) collection and hauling.** Large-volume waste generators for whom it is cost-effective to use a large container such as a drop box or compactor, either occasionally and short-term or frequently and long-term.
4. **Collection of residential and commercial organic materials.** Organics customers who generate regular small and moderate volumes using carts and dumpsters.

Garbage collection rates are based on container type, size, and pick-up frequency. Charging by volume (size and type of container) provides an incentive to recycle more and generate less garbage. The "pay-as-you-throw" system means customers who throw out less can downsize their garbage containers and pay less. All residential and commercial customer rates for carts and dumpsters are set so those who need larger containers pay a higher rate. Current technology is not yet reliable enough to allow the Utility to charge cart and dumpster customers by actual collection weights. Drop-box and compactor customers, whose containers

are transported to disposal and recycling sites for weighing and emptying, pay both a hauling fee and a direct disposal and recycling fee based on the actual weight of discarded material.

Almost 99% of Olympia’s single-family residential customers subscribe to collection services that include recycling for no additional fee. Garbage collection fees are lower for these customers who recycle than for customers who do not subscribe to recycling. This discount both incentivizes recycling and recognizes that the revenue from the sale of recyclable materials partially offsets processing fees, making recycling less expensive than landfill disposal. Landfill disposal costs at the Waste and Recovery Center (WARC) are approximately \$119 per ton (Fall 2021) and are expected to increase. For each additional ton of material recycled or composted, historically, Waste ReSources saved between \$75 and \$100 of disposal costs. Multifamily customers also receive commingled recycling service at no additional cost.

The *Cost-of-Service Study* (Appendix 2) found that the Waste ReSources Utility presented a balanced budget at the fund-wide level but also recommended addressing rate disparities between each of the four cart sizes for single-family residential customers. To cover rising expenses over the past several years, Waste Resources has used across-the-board percentage-based rate increases, which have resulted in greater fee disparities between each of the four garbage cart sizes (20, 35, 65, and 95 gallons). The planned follow-up rates and costs study to revise the rate schedule and develop a multi-year rate model will include an examination and changes to address these disparities.

The Utility offers organics collection for separate fees. Single-family residential customers can subscribe to yard and food waste collection using 95-gallons carts, and it is available to multifamily customers and some commercial customers upon request. Based on a preliminary analysis in the *Cost-of-Service Study*, including organics collection in the bundled residential service (similar to recycling) would slightly reduce the cost of service to the 63% of single-family customers who currently subscribe to organics service. For single-family customers without organics collection, the cost of service would increase by about \$7.40 per household per month. Bundling organics simplifies billing and spreads the cost of service across a larger customer base. Based on Olympia’s experience with bundling recycling, bundling organics is very likely to increase diversion of compostable yard and food waste. The Utility would need to increase trucks and driver capacity accordingly to accommodate the increased number of customers using organics service.

Commercial food waste collection is available using 95-gallon carts up to 2-yard dumpsters. Like garbage fees, commercial food waste collection fees are based on container size and collection frequency. With a few exceptions, Waste ReSources does not collect recycled materials from commercial customers. Instead, businesses may choose to subscribe to recycling services from a private hauler, most of which prefer to collect only materials with the highest value from customers who generate large quantities.

Revenues and Expenditures

Nearly all (99%) of the Utility's revenue is generated through customer fees and charges, with minor amounts from the sale of scrap metal, grants, and investment earnings. The largest expenditure categories are for transport and tip fees associated with collection as well as staff salaries and benefits, primarily for collection. Table 7 summarizes Waste ReSources' revenues and expenses over the past few years.

Table 7 Revenue and Expenditures by Budget Classification

	2022 Budget	2021 Budget	2020 Actual	2019 Actual
REVENUE				
Charges for Services	13,502,333	13,396,636	12,882,328	12,528,806
Intergovernmental	-	-	57,242	67,828
Other Revenue	197,004	58,818	277,941	245,137
Total Revenues	13,699,337	13,455,454	13,217,511	12,841,772
EXPENDITURES				
Transport and Tip Fees	4,540,934	4,783,802	4,832,538	4,379,144
Salaries and Benefits	3,346,206	3,253,771	3,006,716	3,149,989
Fleet, Equipment, and Fuel Costs	1,727,957	1,723,318	1,546,355	1,548,632
Taxes and Interfund Payments	1,792,047	1,749,387	1,480,950	1,618,360
Services from Other Departments	978,605	935,536	969,126	826,847
Operational supplies and services	681,634	594,210	524,127	476,537
Capital Improvement Fund Contributions	613,000	368,000	398,667	736,000
Total Expenditures	13,680,383	13,408,024	12,758,478	12,735,509
Net Gain or (Use) of Fund Equity from Operations	106,262	459,033	47,430	18,954

The Utility maintains a reserve fund matching at least 10% of its annual budget. At times, the Utility's operational efficiencies and conservative budget management result in amounts exceeding 10% that can be used to buy down customer rates or used for capital expenses, such as trucks or equipment needs. The Utility has used these excess reserve funds to smooth customer rate increases. As of 2022, the Utility's reserve requirement was approximately \$1.3 million and total resources available was approximately \$3.0 million.

Resources Needed for Plan Implementation

Most strategies in the 2023-2030 Plan continue or build upon existing programs, while a few are new. This Plan does not change staffing for the Waste Prevention and Reduction Program. Most of the planned strategies will be implemented using existing resources. Customer growth, inflation, and service expansion, if implemented, could increase required expenditures and collection operations staff. At the same time, customer growth will generate additional revenue from customer rates to cover some of these expenditures. As necessary, the Utility will use rate increases to adjust for inflationary costs. Waste ReSources will also apply for grants that align with the Plan strategies, as they become available.

Table 8 show potential additional annual expenses for a new capital facility and the consultant studies identified in strategies.

Table 8 Potential Added Annual Expenditures for Plan Implementation by Service

Description	2022	2023	2024	2025	2026
Capital Improvement Fund*	613,000	618,000	627,270	636,679	646,229
Facility Improvements	10,000	25,000			
Updated Rates & Costs Study (Consultant)		75,000	75,000		
Updated Fleet Electrification Study (Consultant)					40,000

* Capital Improvement Fund contributions are also shown in Table 7 as they have also occurred in the past.

Appendices

1. Building Codes Memo
2. Cost of Waste Collection Services
3. Education and Outreach Memo
4. Fleet Electrification Memo
5. Goals and Metrics Memo
6. Shared Compactors Memo

Glossary of Terms

C&D - Construction and demolition waste.

Organics - The combination of yard waste, food waste and food-soiled papers collected from households, businesses, and institutions for composting.

Composting - The controlled microbial decomposition of organic matter (such as food scraps and yard trimmings) in the presence of oxygen into a humus- or soil-like material.

Curbside collection - The collection of solid waste materials at individual homes or places of business by municipal or private parties for transfer to landfill, transfer station, recycle, or compost facility.

Drop-off - A method of collecting recyclable materials where individuals transport the materials to a designated collection site.

Ecology - The Washington State Department of Ecology.

EDDS - City of Olympia Engineering Design and Development Standards.

EPA - Environmental Protection Agency.

EPR - Extended producer responsibility - a mandatory type of product stewardship that includes, at a minimum, the requirement that the manufacturer's responsibility for its product extends to post-consumer management of that product and its packaging.

Garbage - Solid waste material destined for or sent to a landfill.

HHW - Household hazardous waste. Products containing hazardous substances that are used and disposed of by individual rather than industrial consumers. These products include some paints, solvents, and pesticides.

IAPD - International Academy for Professional Drivers program. A program with specific criteria to train and evaluate safe driving for professional truck drivers.

Landfill - A large, outdoor site for burial of solid waste.

Landfilling - The disposal of solid waste at engineered and permitted facilities in a series of compacted layers on land and the frequent daily covering of the waste with soil. Fill areas are carefully prepared to prevent nuisances or public health hazards, and clay and/or synthetic liners are used to prevent releases to ground water.

MSW - Municipal solid waste. Solid waste excluding unacceptable wastes, recyclable materials, and compostable wastes.

OMC - Olympia Municipal Code.

Per capita waste - The amount of waste disposed by each person in a geographic area, typically calculated by dividing the total amount of annual waste collected by the total population of a city or area.

Post-consumer materials - Recovered materials from a consumer-oriented recycling collection system or drop-off center.

Recyclable - Products or materials that can be collected, separated, and processed to be used as raw materials in the manufacture of new products. Not all recyclable materials are collected universally for remanufacture.

Recycled content - The portion of a product's or package's weight that is composed of materials that have been recovered from waste; this may include pre-consumer or post-consumer materials.

Recycling - Separating, collecting, processing, marketing, and ultimately using a material that would have been thrown away.

RCRA - Resource Recovery and Conservation Act.

RCW - Revised Code of Washington.

Reuse - The use of a product more than once in its same form for the same purpose or for different purposes.

Source separation - Separating materials (such as paper, metal, and glass) by type at the point of discard so that they can be recycled.

SWAC - Solid Waste Advisory Committee of Thurston County.

Toxic - Ability (or property) of a substance to produce harmful or lethal effects on humans and/or the environment.

TRPC - Thurston Regional Planning Council

UAC - Utility Advisory Committee

WARC - Waste and Recovery Center. Transfer station operated by Thurston County Solid Waste.

WaRM - Waste Reduction Model. A tool developed by the EPA that is used to calculate the relative greenhouse gas emissions or energy consumption effects of landfilling, recycling, and composting. Typically expressed in a savings if recycled or composted instead of landfilled.

Waste - All materials disposed as garbage, recycle, and organics.

Waste composition or characterization - The process and results from sorting waste by type (garbage, recycle or organics), in order to determine the relative amounts of various materials it may contain, such as the percentage of aluminum cans disposed as garbage.

Waste reduction - Reducing the amount of waste produced from consumption or collection. It is sometimes also called source reduction, which means the design, manufacture, purchase, or use of materials to reduce the amount or toxicity of waste. Waste and source reduction techniques include reusing items, minimizing the use of products that contain hazardous compounds, using only what is needed, extending the useful life of a product, and reducing unneeded packaging.

Yard waste - The component of solid waste composed of grass clippings, leaves, twigs, branches, and garden refuse.

Zero waste - In this Plan, zero waste refers to a philosophy and systems approach where people use and consume fewer materials, and manufactured products are designed to be reused, repaired, recycled, composted, and are less toxic. Recycling and composting are maximized and very little to no waste is sent to a landfill.

Acknowledgements

Mayor

The Honorable Cheryl Selby

City Council

Clark Gilman, Mayor Pro-tem

Jim Cooper

Yên Huỳnh

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Dontae Payne

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City of Olympia Water Resources Staff

City of Olympia Community Planning and Development Department

City of Olympia Communications and Visual Design Team

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March 2, 2023

Olympia City Council
P.O. Box 1967
Olympia, WA 98507-1967

SUBJECT: Draft Waste ReSources Management Plan (2023-2030)

Dear Council Members:

At our monthly February 2, 2023 meeting, the Utilities Advisory Committee (UAC), received a staff presentation on the final update of the Draft Waste ReSources Management Plan (2023-2030). After further discussion between UAC and Waste Resources Utility staff the UAC is pleased to note our unanimous approval and recommendation of this Draft Plan to City Council.

Senior Planner, Ron Jones, and Gary Franks, Waste ReSources Director, had previously attended a December 2022 UAC meeting where details of the Draft were presented. They followed up on subsequent questions UAC members had and provided the lengthy technical memos identified in the Appendix section of the document.

At the February meeting, staff also provided a summary of the suggested changes incorporated into the Plan and noted they had solicited public comment, as well.

With the UAC's recommendation of the adoption of the 2023-2028 Waste ReSources Management Plan, we note the Plan:

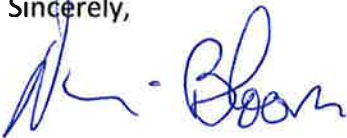
- Continues progress toward the City's zero waste vision of reducing the overall waste generated in Olympia, increasing recycling and diversion, maintaining safe, efficient, and equitable operations, and being fiscally responsible.
- Addresses key strategic issues identified early in the planning process, such as rate affordability, multi-cultural outreach, a focus on multi-family recycling through education and outreach, and the development codes for solid waste, fleet electrification, and operational safety and efficiencies.
- Supports citywide efforts around diversity, equity, and inclusion, and the climate change program.
- Recommends the development of a table or Gantt chart of planned actions

- a timeline with milestones - posted to the city's website.
- This Plan is also consistent with the City's Comprehensive Plan.

The UAC supports moving this Plan forward so the Public Works Waste Resource department can begin work on the planned strategies and actions, and where needed, include further public involvement. The Plan also honors prior commitments, builds upon previous accomplishments, and addresses current and upcoming challenges and opportunities.

We would like to thank the Waste Resource staff for their effort in developing this Plan and commitments to accomplishing it. Please contact me at dbloom@ci.olympia.wa.us or Vice Chair Kristin Lamson at klamson@ci.olympia.wa.us, if you have any further questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Bloom".

DENNIS BLOOM
Chair

RJ/ja

ec. Jay Burney, City Manager
Mark Russell, Interim Public Works Director
Gary Franks, Waste ReSources Director
Jesse Barham, UAC Staff Liaison, Interim Water Resources Director



City Council

Approval of an Ordinance Amending Olympia Municipal Code Title 16, Adding Compost Procurement Chapter 16.90

Agenda Date: 4/18/2023
Agenda Item Number: 4.D
File Number:23-0315

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

Title

Approval of an Ordinance Amending Olympia Municipal Code Title 16, Adding Compost Procurement Chapter 16.90

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve on second reading an Ordinance amending Olympia Municipal Code Title 16, adding Compost Procurement Chapter 16.90.

Report

Issue:

Whether to approve an Ordinance relating to procurement of compost products in City projects.

Staff Contact:

Ron Jones, Senior Planner, Public Works Waste ReSources, 360.753.8509

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and analysis has not changed from first to second reading.

Organic materials, such as yard and food waste, decaying in landfills contribute to methane gas, a greenhouse gas many times more potent than CO₂ (carbon dioxide). These emissions can be drastically reduced by diverting organic waste to a composting facility and turning them into a nutrient rich soil amendment. Compost not only improves soil conditions, but also prevents erosion, filters stormwater runoff, and promotes vegetation growth.

Engrossed Second Substitute House Bill 1799 (ESSHB-1799) was passed by the 2022 Washington State Legislature and signed into law by the Governor in June 2022. ESSHB 1799 contains nine

distinct parts aimed at reducing organic waste disposed in landfills by 75 percent compared to 2015 levels. One section of the new law was codified under chapter 43.19A RCW.

43.19A.150 RCW requires cities and counties that meet specific criteria to adopt a compost procurement ordinance to implement 43.19A.120 RCW by January 1, 2023. The City of Olympia meets the criteria of a population greater than 25,000 and already provides organic material collection services.

A compost procurement ordinance will require the City of Olympia to plan for the use of compost in publicly funded projects, whether it is a contracted project or performed directly by the City.

Climate Analysis:

The proposed ordinance will support the City's climate strategy by increasing the demand for compost and causing more organic materials to be diverted from landfill, which will reduce methane emissions, a potent greenhouse gas.

Equity Analysis:

The proposed ordinance intends to benefit the entire community by improving soil health, reducing storm-water run-off, and mitigating climate impacts from organic waste decomposing in landfills, especially in marginalized areas and communities that are often disproportionately affected.

Neighborhood/Community Interests (if known):

It is in the best interest of the community and neighborhoods for compost to be used on projects where soil is disturbed.

Financial Impact:

There is an exception for the required use of compost in the ordinance when the purchase price is not reasonable or competitive.

Options:

1. Approve on second reading an Ordinance amending Olympia Municipal Code Title 16, adding Compost Procurement Chapter 16.90. This puts the City in compliance with state law, increases demand for compost, and improves soil health where it's applied.
2. Request staff to revise the ordinance requiring the City of Olympia plan for the use of compost in publicly funded projects. This would delay implementation of the ordinance and put the City temporarily out of compliance with the new state law.
3. Do not approve a compost procurement ordinance. This would cause the City of Olympia to be out of compliance with a new state law under 43.19A.150 RCW.

Attachments:

Ordinance

Ordinance No. _____

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO
PROCUREMENT OF COMPOST PRODUCTS IN CITY PROJECTS AND ADDING A
NEW CHAPTER TO OLYMPIA MUNICIPAL CODE TITLE 16, BUILDINGS AND
CONSTRUCTION**

WHEREAS, in 2006, the Olympia City Council passed a resolution establishing a vision of zero waste;
and

WHEREAS, a 2004 waste composition study showed that over 20 percent of Olympia's waste sent to the
landfill was compostable yard waste and food waste; and

WHEREAS, landfills are a significant source of methane emissions, a potent greenhouse gas; and

WHEREAS, the emissions related to landfills can be drastically reduced by diverting organic materials from
landfills; and

WHEREAS, organic materials can be turned into nutrient rich soil amendments through the composting
process; and

WHEREAS, the City of Olympia adopted a regional target to reduce greenhouse gas emissions 45% by
2030; and

WHEREAS, HB 1799 established goals for the state of Washington to cut landfill-disposed organics material
by 75% compared to 2015; and

WHEREAS, 43.19A RCW requires local governments with populations over 25,000 people to adopt an
ordinance related to the procurement of compost; and

WHEREAS, this Ordinance is adopted pursuant to Article XI, Section 11, of the Washington Constitution,
which provides that cities may make and enforce within their limits all such local police, sanitary, and other
regulations as are not in conflict with other laws;

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

Section 1. Amendment of OMC 16.00.000. Olympia Municipal Code Subsection 16.00.000 is
hereby amended to read as follows:

16.00.000 Title Contents

Title 16
BUILDINGS AND CONSTRUCTION

Chapters:

- 16.04 Building Codes**
- 16.05 Alternate Methods and Materials for Mixed Use Apartment
Buildings**
- 16.06 Property Maintenance Code**
- 16.10 Unsafe and Unfit Buildings, Structures, and Premises**

- 16.18 Noxious Weeds
- 16.24 Electrical Code
- 16.32 Fire Code
- 16.36 Fire Hydrants
- 16.40 Fire Extinguishing Systems
- 16.44 Alarm Code
- 16.46 Security Alarm Systems
- 16.48 Grading and Clearing
- 16.56 Landmark Tree Protection
- 16.58 Public Trees
- 16.60 Tree, Soil and Native Vegetation Protection and Replacement
- 16.70 Flood Damage Prevention
- 16.80 Sea Level Rise Flood Damage Reduction
- 16.90 General Provisions Governing the Procurement of Compost Products in Projects**

Section 2. New Chapter 16.90. A NEW CHAPTER 16.90 is hereby added to Title 16 of the Olympia Municipal Code to read as follows:

NEW CHAPTER 16.90 **GENERAL PROVISIONS GOVERNING THE PROCUREMENT OF** **COMPOST PRODUCTS IN PROJECTS**

16.90.000 Chapter Contents

Sections:

16.90.010 Use of Composted Materials in City Projects

Section 16.90.010. Use of Composted Materials in City Projects

A. When planning government-funded projects or soliciting and reviewing bids for such projects, the City shall consider whether compost products can be utilized in the project. The City shall plan for the use of composted material in the following categories, at a minimum:

1. Landscaping projects;
2. Construction and post-construction soil amendments;
3. Applications to prevent erosion, filter storm water runoff, promote vegetation growth, or improve the stability and longevity of roadways; and
4. Low-impact development and green infrastructure to filter pollutants and keep water on-site, or both.

B. If compost products can be utilized in the project, the City, or its contractor(s), shall use compost products, except that neither the City nor its contractor(s) are required to use compost products if:

1. Compost products are not available within a reasonable period of time;
2. Compost products that are available do not comply with existing purchasing standards;

3. Compost products that are available do not comply with federal or state health, quality, and safety standards; or

4. Compost purchase prices are not reasonable or are not competitive.

C. Before the transportation or application of compost products under this section, the City, or its contractor(s), shall ensure compliance with department of agriculture pest control regulations provided in chapter 16-470 WAC.

D. The City shall give priority to purchasing compost products from companies that produce compost products locally, are certified by a nationally recognized organization, and produce compost products that are derived from municipal solid waste compost programs and meet quality standards comparable to standards adopted by the department of transportation or adopted by rule by the department of ecology.

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

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

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

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

Approval of Zoning Code Text Amendments Related to Reasonable Use Exceptions

Agenda Date: 4/18/2023
Agenda Item Number: 4.E
File Number: 23-0316

Type: ordinance **Version:** 1 **Status:** 1st Reading-Consent

Title

Approval of Zoning Code Text Amendments Related to Reasonable Use Exceptions

Recommended Action

Committee Recommendation:

The Land Use and Environment Committee and Planning Commission recommend moving to approve the amendments the Municipal Code related to Reasonable Use Exceptions.

City Manager Recommendation:

Move to approve the amendments to the Municipal Code related to Reasonable Use Exceptions.

Report

Issue:

Whether to approve the amendments to the Municipal Code related to Reasonable Use Exceptions.

Staff Contact:

Nicole Floyd, Principal Planner, Community Planning and Development

Presenter(s):

Nicole Floyd, Principal Planner, Community Planning and Development, 360.570.3768

Background and Analysis:

Sites that are encumbered by critical areas (environmental constraints such as wetlands) are regulated by the Critical Area Ordinance which is a science-based set of regulations that protect areas using buffers and other limitations on development. In some situations, the critical area regulations can eliminate any development potential of a property. In these rare situations, an owner can apply for a Reasonable Use Exception (RUE), to allow special exception from critical area buffers so that reasonable economic use of the property can be achieved. Prior to applying for a RUE, all code established buffer modifications must be exhausted and found unworkable. These exceptions are a last resort and only allow minimal development.

The RUE exception is in the code to address constitutional property rights. They are rarely applicable but when used, the code language can be challenging to decipher because of ambiguous wording, particularly in relationship to groups of parcels in single ownership.

These amendments are proposed to clarify the RUE provisions, and ensure they adequately consider constitutional property rights. The amendments include re-wording/modification as follows:

- Improved differentiation between variance and RUE applicability.
- Change the consolidated ownership requirements by:
 - Modifying the applicable ownership date from 1985 to 2005, when these provisions in the City's critical areas code were updated. Use of this date is consistent with other similar provisions within the Municipal Code.
 - Reduce applicability of the ownership requirements to only those properties requesting buffer reductions of 75% or greater.
- Clarify language related to how an applicant would demonstrate their project is the minimum necessary to derive economic use.
- Allow for some RUE and associated variances to be approved by the Director rather than Hearing Examiner.

Neighborhood/Community Interests (if known):

A small number of property owners within the City have expressed interested in this project as it would affect their approach to development of their property.

Climate Analysis:

The project is unlikely to appreciably affect greenhouse gas emissions as revisions would continue to allow development as well as critical area protections as contemplated in the Comprehensive Plan.

Equity Analysis:

This proposal primarily affects those community members who typically own multiple properties. Demographically these are relatively affluent white middle to late aged people. The proposed amendments are unlikely to have meaningful impact on issues related to equity. Costs associated with development of these properties often outweighs financial benefits.

Financial Impact:

None, processing of these amendments is covered by the department's annual budget.

Options:

1. Adopt the draft amendments as proposed.
2. Adopt the draft amendments with revisions.
3. Deny the draft amendments.

Attachments:

Ordinance
Planning Commission Minority Report
Public Comments

Ordinance No. _____

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING
VARIOUS SECTIONS AND SUBSECTIONS OF TITLE 18, UNIFIED DEVELOPMENT
CODE, OF THE OLYMPIA MUNICIPAL CODE RELATED TO REASONABLE USE
EXCEPTIONS AND VARIANCES**

WHEREAS, Title 18 of the Olympia Municipal Code (OMC) contains provisions allowing, in certain circumstances, for reasonable use exceptions to development and building limitations in critical areas, and provisions allowing, in certain circumstances, variances to certain zoning limitations; and

WHEREAS, staff have identified a need to update and modernize these reasonable use exception and variance provisions to provide clarity to staff and to the public; and

WHEREAS, on November 7, 2022, staff from the City of Olympia Community Planning and Development Department provided a briefing to the Olympia Planning Commission regarding reasonable use exceptions and variances; and

WHEREAS, on December 16, 2022, the City of Olympia Community Planning and Development Department proposed amendments to various chapters in Title 18, Unified Development Code, of the OMC (the Proposed Amendments); and

WHEREAS, on December 16, 2022, the City of Olympia issued a Determination of Non-Significance pursuant to the State Environmental Policy Act (SEPA) on the Proposed Amendments, which was routed to all Recognized Neighborhood Associations with the City of Olympia; and

WHEREAS, on December 20, 2022, the Proposed Amendments were sent to the Washington State Department of Commerce Growth Management Services with the Notice of Intent to Adopt Development Regulation amendments as required by RCW 36.70A.106, and comments received from state agencies during the 60-day comment period were considered; and

WHEREAS, on December 21, 2022, notice of the public hearing on the Proposed Amendments was provided to all Parties of Record pursuant to Chapter 18.78 OMC, Public Notification; and

WHEREAS, on December 29, 2022, a legal notice was published in *The Olympian* newspaper regarding the date of the Olympia Planning Commission's public hearing on the Proposed Amendments; and

WHEREAS, on January 9, 2023, the Olympia Planning Commission held a public hearing on the Proposed Amendments and began its deliberations; and

WHEREAS, following the public hearing and deliberations, on February 6, 2023, the Planning Commission provided to the City Council its recommendation to amend multiple sections of Title 18 OMC, Unified Development Code, as proposed; and

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

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

WHEREAS, the Proposed Amendments have been reviewed for conformance with the State of

Washington Attorney General's Advisory Memorandum and Recommended Process for Evaluating Proposed Regulatory or Administrative Actions to Avoid Unconstitutional Takings of Private Property; and

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

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

Section 1. Amendment of OMC 18.66.010. Olympia Municipal Code Section 18.66.010 is hereby amended to read as follows:

18.66.010

The Director and Hearing Examiner shall have the authority tomay grant a-variances and/or a-reasonable use exceptions as set forth in this Chapter following the noticing requirements of ~~from the requirements of Chapter 18.32, after considering the matter at a public hearing duly called and giving notice to adjoining property owners as provided in Chapter 18.78, Public Notification.~~ The Director may grant minor variances; a "minor variance" is (1) a variance to setback requirements that would alleviate the need for a Reasonable Use Exception (as provided for elsewhere in this Chapter), or (2) a variance that accompanies an administratively granted Reasonable Use Exception. All other variances may be granted by the Hearing Examiner.

Section 2. Amendment of OMC 18.66.020. Olympia Municipal Code Section 18.66.020 is hereby amended to read as follows:

18.66.020

A. A variance is a mechanism that allows the provisions of OMC Title 18 to be varied on a case-by-case basis. The Director or Hearing Examiner may approve a variance only when it is for relief from a dimensional standard when the application of such standard would result in an unusual or unreasonable hardship. Before any variance is granted, the Director (for minor variances) or the Hearing Examiner (for all other variance requests) shall must find that the following circumstances exist:

1. That the proposed variance will not amount to a rezone or constitute a change in the district boundaries shown on the Official Zoning Map;
2. That because of special conditions and circumstances relating to the size, shape, topography, location, or surroundings of the subject property, the variance is necessary to provide ~~it~~ the applicant with use rights and privileges permitted ~~to~~ for other properties in the vicinity and in the zone in which the subject property is located;
3. That the special conditions and circumstances do not result from the actions of the applicant;
4. That granting of the variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property is located;
5. That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which subject property is situated; and
6. That the variance is the minimum variance necessary to provide the rights and privileges described above.

Section 3. Amendment of OMC 18.66.040. Olympia Municipal Code Section 18.66.040 is hereby amended to read as follows:

18.66.040

Applicability and Intent. A reasonable use exception is a unique type of variance that pertains to the regulations within the Critical Area Ordinance (OMC 18.32); a reasonable use exception is available when compliance with critical area regulations would result in depriving the property owner of even minimal economic use to which a property owner is entitled under applicable state and federal constitutional provisions. A reasonable use exception is intended as a last resort, when all municipal code provisions are exhausted. Before any reasonable use exception may be granted, the Director (for -development proposals with buffer reductions of less than 75%) and/or the Hearing Examiner (for all other applications) shall must find that the application meets all of the following criteria: circumstances exist:

~~A.~~ The property has been in a single ownership (i.e., not held in conjunction with any adjacent lot, tract or parcel) since January 10, 1985 or, if the property was held in conjunction with any other adjacent lot, tract or parcel since January 10, 1985, the then applicable provisions of this Chapter denied all reasonable economic use of the properties as combined;

~~BA.~~ The application of this Chapter OMC 18.32, the Critical Area Ordinance would deny all reasonable economic use of the property;

~~CB.~~ No other reasonable economic use of the property would have less impact on any critical area;

~~DC.~~ The use proposed is the minimum necessary to allow for reasonable economic use of the property. Project plans must demonstrate:

1. Other development alternatives do not result in less impact to the critical area. An alternatives analysis must address: a change in use, reduction in project size, and variances for setback and other development standards; and,
2. Impervious surface coverage should be the minimum necessary and should not exceed 2,500 square feet;

~~ED.~~ The inability of the applicant to derive reasonable economic use of the property is not the result of actions by the applicant or the applicant's predecessor(s), after the effective date of this Chapter the Critical Area Ordinance (June 5, 2005);

~~FE.~~ The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site;

~~GE.~~ The design maximizes protection and mitigates impacts to any critical area functions and values consistent with the best available science, and must be supported by critical area reports demonstrating compliance to OMC 18.32, including mitigation sequencing; and

~~HG.~~ The proposal is consistent with other applicable regulations and standards.

H. In addition to meeting the conditions in A) through G); above, an applicant who requests a 75% or greater reduction in critical area buffers or requests to develop within a critical area itself, or requests both, must meet the conditions in 2) or 3) below, and such request must be approved by the Hearing Examiner.

1. Definitions: (for purposes of this subsection H):

- a. "Single ownership" means not owned (or previously owned) by a person or entity who concurrently owns (or owned) one or more adjacent lots, tracts, or parcels.

- b. "Common ownership" means owned (or previously owned) by a person or entity who concurrently owns (or owned) one or more adjacent lots, tract, or parcels.
- c. "Undevelopable" means all reasonable economic use of the property is denied by applicable City regulations.
- d. "Adjacent" means two or more parcels sharing a common boundary of at least one point. Parcels across unopen (unimproved) or vacated (by statue or otherwise) Rights of Way are adjacent.
- 2. The property is or has been in single ownership (i.e., not owned by a person or entity who concurrently owns or owned one or more adjacent lots, tracts, or parcels) continuously since the adoption of the Critical Area Regulations; or
- 3. The property:
 - a. Is or was at any time since adoption of the Critical Area Ordinance (June 5, 2005) in common ownership (i.e., the property is or was owned by a person or entity who concurrently owns or owned one or more adjacent lots, tracts, or parcels at some time since June 5, 2005); and
 - b. Did not become undevelopable solely by reason of passing out of common ownership and into single ownership, by sale or other transfer.
- 4. Should the Reasonable Use Exception be granted, the adjacent lots, parcels, tracts determined to be held in common ownership must be legally consolidated into a single parcel prior to building permit issuance.

Section 4. Amendment of OMC 18.66.050. Olympia Municipal Code Section 1866.050 is hereby amended to read as follows:

18.66.050

Before granting a variance or reasonable use exception, the Hearing Examiner, or Director as appropriate, may prescribe appropriate conditions and safeguards that will ensure that the purpose and intent of this Title ~~shall~~ are not be-violated. Violation of such conditions and safeguards when made part of the terms under which the variance or reasonable use exception is granted, ~~shall be deemed is~~ is a violation of this Title and punishable under Chapter 18.73, Civil and Criminal Penalty.

Section 5. Amendment of OMC 18.66.060. Olympia Municipal Code Section 18.66.060 is hereby amended to read as follows:

18.66.060

With respect to uses of land, buildings, and other structures, this Title is declared to be a definition of the public interest by the City Council, and the spirit of this Title will not be observed by any variance which permits a use not generally or by conditional use, permitted in the district involved, or any use expressly or by implication prohibited, by the terms of this Title in the district. Therefore, under no circumstances ~~shall~~ may the Hearing Examiner or Director, grant a variance to permit a use not generally or by conditional use permitted in the district involved, or any use expressly or by implication prohibited, by the terms of this Title in the district.

Section 6. Amendment of OMC 18.72.100. Olympia Municipal Code Section 18.72.100 is hereby amended to read as follows:

18.72.100

The following table describes development permits and the final decision and appeal authorities. When separate applications are consolidated at the applicant's request, the highest authority designated for deciding any part of the consolidated application makes the final decision ~~shall be rendered by the highest authority designated for any part of the consolidated application on the consolidated applications.~~

KEY:

Director	=	Community Planning and Development Director or designee
SPRC	=	Site Plan Review Committee
DRB	=	Design Review Board
PC	=	Planning Commission
HC	=	Heritage Commission
HE	=	Hearing Examiner
Council	=	City Council
R	=	Recommendation to Higher Review Authority
D	=	Decision
O	=	Open Record Appeal Hearing
C	=	Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court except comprehensive plan decisions which may be appealed to the State Growth Management Hearings Board.]

	Director	SPRC	DRB	PC	HC	HE	Council
ZONING							
Conditional Use Permit	D	R				D	
Interpretations	D					O	
Land Use Review	D ¹	R				O	
Small Lot Review	D					O	
Townhouse (2 – 4 Units)	D					O	
Townhouse (10 or more units)		R	R			D	
Townhouse Final (2-9)	D					O	
Townhouse Final (10 or more)		R					D
Zoning Variance	R					D	
<u>Administrative Zoning Variance</u>	<u>D</u>	<u>R</u>				<u>O</u>	
Zone Map Change, without Plan Amendment	R					R	D
Zone Change, with Plan Amendment or Ordinance Text Amendment	R			R			D
Home Occupation	D					O	
Temporary Use Permit	D					O	
SEPA exempt Building Permit	D					O	
Parking or Fence <u>Modification Variance</u>	D	R				O	
Accessory Dwelling Unit	D					O	
Short-Term Rental – Vacation Rental	D					O	

	Director	SPRC	DRB	PC	HC	HE	Council
Accessory Building	D					O	
Occupancy Permit	D					O	
Sign Permit	D					O	
Landscape Plan	D					O	
Tree Plan	D					O	
Historic Properties	D	R			R	O	
COMPREHENSIVE PLAN							
Amendments (map, text)	R			R			D
DESIGN REVIEW							
Detailed Review	D		R				
major			O				
Concept Review	D	R	R			O	
Signs (general)	D					O	
Scenic Vistas	D	R	R			O	
ENVIRONMENTAL							
Threshold Determination	D					O	
Impact Statement Adequacy	D					O	
Reasonable Use Exception	R					D	
<u>Administrative Reasonable Use Exception</u>	<u>D</u>	<u>R</u>				<u>O</u>	
SEPA Mitigating Conditions	D					O	
Shoreline Substantial Development Permit	D	R				<u>O</u>	
Shoreline Conditional Use Permit		R				D	
Shoreline Variance		R				D	
Shoreline Permit Revision or Exemption	D					O	
SUBDIVISION							
Boundary Line Adjustment (including lot consolidation)	D					O	
Preliminary Plat, Long	R					D	
Preliminary Short, (2-9 lots)	D ¹					O	
Final Short Plat	D					O	
Final Long Plat	D					O	
Master Plan Approval	R		R			R	D
MPD Project Approval		R	R			D	
Preliminary PRD		R				R	D
Final PRD		R					D
Time Extensions	D					O	

¹ Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC 18.60.080 or 17.32.130(A)(4).

Section 7. Amendment of OMC 18.72.120. Olympia Municipal Code Section 18.72.120 is hereby amended to read as follows:

18.72.120

- A. Notice of Completeness. The Department shall provide a written notice within ~~twenty-eight (28)~~ days of the date of receipt of any application stating whether the application is complete, and identifying any other governmental agencies known to have jurisdiction over the proposal; or if not complete setting forth any deficiency of the application, and specifying a date upon which the application will be null and void if any deficiencies have not been corrected. Upon receipt of any required additional information, the Department shall notify the applicant within ~~fourteen (14)~~ days whether the application is now complete or what additional information is necessary.
- B. Weekends and Holidays. Regardless of whether any period is a minimum or maximum, when any permit review, notice, or decision time limit of this Title terminates upon a weekend or City holiday, such time limit ~~shall be~~ automatically extended to the first following non-holiday weekday.
- C. Review Period. The review and processing of project permit applications ~~shall result~~ in a decision being rendered within time limits set forth below.
- D. Notice of Delayed Decision. If the City is unable to issue its final decision within the time limits listed below, the City ~~will~~ shall provide written notice of this fact to the applicant. The notice ~~shall~~ must include a statement of reasons why the time limits have not been met and an estimated date for issuance of a final decision.
- E. Request for Timeline. Where no time limit is specified, upon written request the City ~~will~~ shall provide an estimated time of review. (Also see Council Resolution regarding exceptions.)
- F. Application Time Limits.

PLANNING APPLICATION TYPE

TIME LIMIT

Site-Specific Rezones (also see OMC <u>18.58.040</u>)	180-days
Environmental Review (SEPA Checklist and Assessment)	90-days
Environmental Impact Statement (draft)	365-days
Short Plats	90-days
Land Use Approval	120-days
Preliminary Plat (10 or more lots)	90-days
Preliminary Planned Residential Development	90-days
Final Planned Residential Development	30-days
Final Plat	30-days
Conditional Use Permit	120-days
Conditional Use Permit – Residential	120-days
Variance / <u>Reasonable Use Exception</u>	90-days
Shoreline Substantial Development Permit	120-days
Shoreline Exemption	90-days
Time Extension or Modification	90-days
Boundary Line Adjustment	90-days

Appeal to Hearing Examiner	90-days
ENGINEERING PERMIT APPLICATION TYPE	TIME LIMIT
Short Plat	120 days
Long Plat	120 days
Utility Extension (in-city)	120 days
Commercial	120 days
Multifamily	120 days
BUILDING PERMIT APPLICATION TYPE	TIME LIMIT
New Single-family Residential	30-days
Residential Addition/Remodel	30-days
New Multifamily	120-days
New Commercial	120-days
Commercial Addition/Remodel	120-days

G. Time Limit Exceptions. The time limits set forth above do not include:

1. Up to the first ~~twenty-eight (28)~~ days after receipt of an application during which the City determines whether the application is complete.
2. Any period during which the applicant has been requested by the City to correct plans, perform studies, or provide additional information requested by the City.
3. If the City determines that the additional information submitted to the City by the applicant under Subsection (2) above is insufficient, the City shall notify the applicant of the deficiencies and the procedures of Subsection (2) ~~shall apply~~ as if a new request for information has been made.
4. Any appeal period. The Hearing Examiner shall issue Decisions a decision regarding an appeals shall be issued by the Examiner within 90 days of receipt of an appeal.
5. Any extension of time mutually agreed upon by the applicant and the City.
6. The time required to prepare and issue a final EIS in accordance with the State Environmental Policy Act.

Section 8. Amendment of OMC 18.72.140. Olympia Municipal Code Section 18.72.140 is hereby amended to read as follows:

18.72.140

An applicant is responsible for knowing knowledge of the expiration date of any approval is the responsibility of the applicant. The City shall is not be held accountable responsible for notification-notifying an applicant of expirations.

- A. Variance/Reasonable Use Exception. Unless exercised, a variance or reasonable use exception ~~shall expires~~ one year from the date a final decision is issued. If timely exercised, a variance or reasonable use exception shall be is valid indefinitely.
- B. Conditional Use Permit. Unless exercised or otherwise specified, a conditional use permit ~~shall be is~~ void one ~~(1)~~ year from the date a notice of final decision was issued. If exercised, a conditional use permit ~~shall be is~~ valid for the amount of time specified by the approval authority. If the use allowed by the permit is

inactive, discontinued, or abandoned for ~~twelve (12)~~ consecutive months, the permit is void and the applicant must obtain a new permit ~~shall be obtained~~ in accordance with the provisions of this ~~title~~ Title prior to resuming operations.

- C. Home Occupation Permit. A home occupation permit ~~shall be~~ valid indefinitely unless a time limitation is specified by staff or the Hearing Examiner or it is revoked for lack of compliance to conditions. A home occupation permit ~~shall be~~ void unless exercised within one ~~(1)~~ year from the date such permit was issued. If the use allowed by the permit is inactive, discontinued, or abandoned for ~~twelve (12)~~ consecutive months, the permit is void and ~~a the applicant shall apply for and obtain a new permit shall be applied for and obtained~~ in accordance with the provisions of this ~~title~~ Title prior to resuming operations. A Home Occupation permit ~~shall is not be~~ transferable to a new site or entity.
- D. Land Use Approval. Unless exercised by complete application for necessary construction permits, any land use approval ~~shall expires~~ and ~~be is~~ null and void two years from the date the final approval was issued. Land use approval ~~shall may~~ be extended two additional years if a complete building or other construction permit application for the project is submitted prior to expiration of the land use approval. Even absent such application, upon finding that there has been no substantial change in relevant circumstances and standards, land use approval may be extended up to two ~~(2)~~ additional years by the Director pursuant to a written request submitted prior to expiration of land use approval. Upon receiving such request, the City shall provide notice ~~shall be provided~~ pursuant to the comparable notice of application procedures of Table 78-1. Following a comment period of at least 14 days, the Director may grant, limit, or deny the extension and may impose such conditions of extension to ensure compliance with any subsequently revised standards. If such written request for extension is not received by the Department prior to expiration, the Director shall deny such extension ~~shall be denied~~.
- E. Detailed Design Review approval ~~shall expires~~ simultaneously with expiration of any associated building or other construction permit.

Section 9. Amendment of OMC 18.78.020. Olympia Municipal Code Section 18.78.020 is hereby amended to read as follows:

18.78.020

To inform the public of proposed project actions, the Department and applicants shall provide notice as identified in Table 78-1. A vicinity map and basic site plan ~~shall must~~ be included with any mailed notices. If a project is SEPA-exempt and no public hearing is required, notice of application as required by RCW 36.70B.110(5) ~~will be is~~ limited to the type of notice described below.

**TABLE 78-1
CITY OF OLYMPIA - PUBLIC NOTIFICATION**

PROCESS	APPLICATION TYPE	NOTICE TYPES	WHEN	WHO
CONCEPTUAL DESIGN REVIEW	Multifamily/Commercial in DR districts/Master Planned Development	Mail	Public Meeting 10 Days	PO RNA PR
SEPA	Environmental Checklist	Mail	Notice of Application	PO RNA PR Agencies
		Post site Mail Notify Paper	SEPA Threshold Determination	PO RNA PR Agencies
SEPA, when using the Optional DNS Process	Environmental Checklist	Mail Post Site	Notice of Application/ notice of anticipated	PO RNA PR

**TABLE 78-1
CITY OF OLYMPIA - PUBLIC NOTIFICATION**

PROCESS	APPLICATION TYPE	NOTICE TYPES	WHEN	WHO
		Notify Paper	SEPA Threshold Determination	Agencies
		Mail	Final Threshold Determination	PR Agencies
SUBDIVISIONS	Short Plats	Post Site	Application	
HEARING EXAMINER	Subdivision Variance / <u>RUE</u>	Post Site	Public Hearing - 10	PO RNA
	Rezone Conditional Use Master Planned Development	Mail Publish in Paper	days	PR
	Conditional Use - Wireless Communications Facility	Post Site	Public Hearing - 30	PO RNA
		Mail Publish in Paper	days	PR
		Mail	Decision	RNA PR
SHORE LANDS	Substantial Development Permit	Post Site	Public Hearing - 15	PO RNA
		Mail	days	PR
		Publish in Paper Mail	Decision	RNA PR
LAND USE REVIEW	Multifamily Commercial Industrial Master Planned Development, <u>Administrative Variance / RUE</u>	Mail	Meeting - 5 days	RNA PR
			Decision	RNA PR
DETAILED DESIGN REVIEW	Multifamily/Commercial Master Planned Development	Mail	Public Meeting 10 days	RNA PR
		Mail	Decision	RNA PR
APPEALS	Administrative to Hearing Examiner	Post Site	Open Hearing - 10	RNA PR
		Mail	Days	
	Hearing Examiner to City Council OCC	Mail	Closed Hearing 10 Days	PR RNA
ANNEXATION	10 Percent Notice of Intent	Mail	Public Meeting 10 days	PO RNA
				PR
	50/60 Percent Petition	Mail Post	Public Hearing - 10	PO RNA
		Publish in Paper	days	PR
COMPREHENSIVE PLAN AMENDMENT/ZONING MAP AMENDMENT	Proposal	Mail Publish in Paper	Proposal Availability	RNA
	Application	Mail Publish in Paper	Public Hearing - 10 days	PO RNA
				PR

LEGEND

PO = Property Owner within 300 feet of site

RNA = Recognized Neighborhood Associations

LEGEND

PR = Parties of Records on File with the Case

Section 10. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 11. 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 remain unaffected.

Section 12. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 13. Effective Date. This Ordinance takes effect 5 days after passage and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michael M. Young

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

February 12, 2023

Olympia City Council
PO Box 1967 Olympia
WA 98507-1967

SUBJECT: Zoning Code Text Amendments Related to Reasonable Use Exceptions

Dear Councilmembers:

At the February 6th Olympia Planning Commission (OPC) meeting, the Commission voted 8:1 in favor recommending the Reasonable Use Exception (RUE) zoning code update for Council approval. I was the sole dissention due to my concerns with the removal of the consolidated lot ownership test for properties impacting up to 75% of a critical area buffer.

Critical area buffers are based upon best available science for the protection of sensitive areas including wetlands and streams which provide habitat, clean water, and recharge our aquifers. Buffers help protect these sensitive areas from human impacts. RUEs are meant to provide a balance between the economic interest of property owners and protection of the environment by allowing the minimum necessary reasonable use of a property.

Under existing Olympia Municipal Code, properties seeking an RUE are subject to consolidated lot ownership test. This means if a property owner holds multiple adjacent legal lots within a critical area or its buffer the lot owner is allowed one RUE for all adjacent lots held since January 10, 1985. The proposed language not only updates the date for the consolidated ownership test to June 5, 2005 but removes the consolidated lot ownership test for all RUE requesting buffer impacts up to 75%. As a result, all legal lots which could be developed with buffer impacts of 75% or less are now developable regardless of ownership history. This could have significant impacts on critical areas, as illustrated in the following example.

Example 1:
Tim purchased a set of 5 adjacent lots (Lots A - E) in 1984 which are within a Type F stream buffer. Tim sold Lot E to Jerry in 2003. Under current code, the consolidated ownership test applies, and Tim would be able to request one RUE for the legal lots while Jerry would not be able to request an RUE.

Type F Stream: Fishbearing, 250ft buffer


Tim Lot A Purchased 1984	Tim Lot B  Purchased 1984	Tim Lot C Purchased 1984	Tim Lot D Purchased 1984	Jerry Lot E Purchased 2003 from Tim	75% Reduced Buffer 62.5 feet
					50% Reduced Buffer 125 feet

Image 1: Under existing code language only one RUE could be applied to the five lots owned by Tim.

With the update of the effective date of OMC 18.66.040.E from 1984 to June 5, 2005. Jerry would now be able to request an RUE for Lot E.

Type F Stream: Fishbearing, 250ft buffer



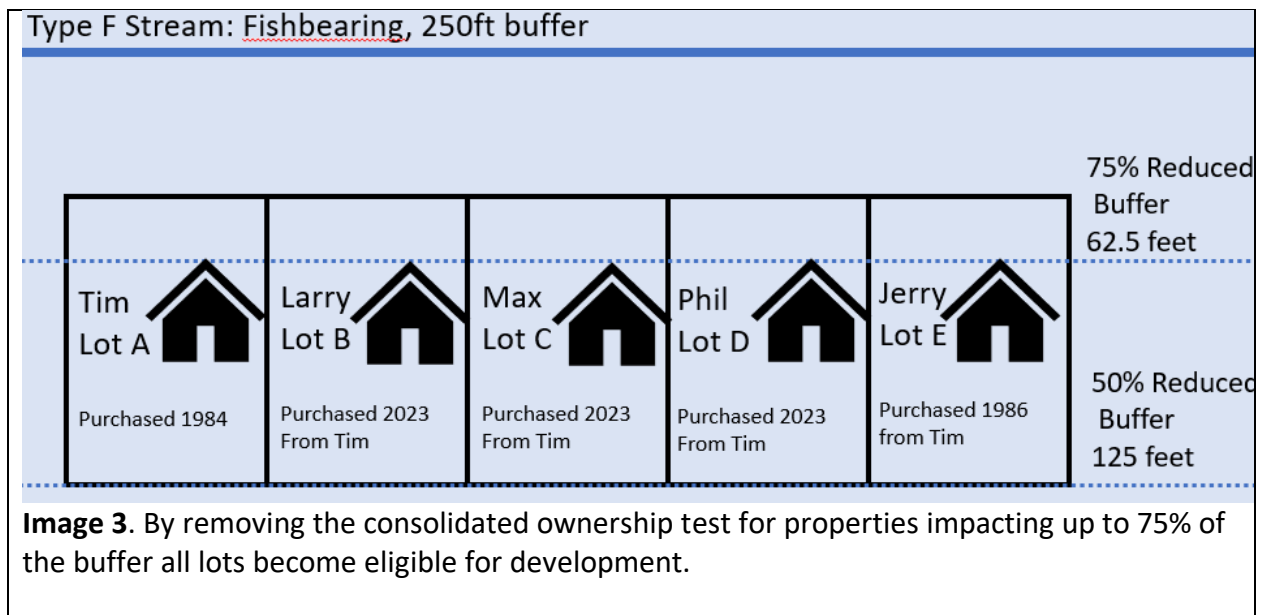
Tim Lot A Purchased 1984	Tim Lot B  Purchased 1984	Tim Lot C Purchased 1984	Tim Lot D Purchased 1984	Jerry Lot E  Purchased 2003 from Tim	75% Reduced Buffer 62.5 feet
					50% Reduced Buffer 125 feet

Image 2: With update of the effective date of OMC 18.66.040.E to June 5, 2005, two RUEs could be applied to the five lots.

By removing the consolidated ownership requirement, all lots become eligible to apply for an RUE. Tim could sell Lots B-D to other individuals who could then seek RUEs.



There is significant need for new housing units in Olympia, however growth should not come at an environmental cost when such costs could be avoided. As indicated in the staff report, this code update would primarily benefit relatively affluent individuals who can undertake the high costs of developing in these sensitive areas.

Please consider retaining the consolidated ownership test for those properties impacting up to 75% of the buffer. If the concern is the loss of potential housing units this code change could generate, that could be mitigated by allowing landowners to sell/transfer the equivalent development right which would exist if the properties were not within the buffer to another lot within the City. The landowners would then realize economic benefit from each legal lot, critical areas would be protected, and the units created elsewhere would be done so at a lower cost than those which would be developed within the critical area buffer.

Best,
Zainab Nejati
Chair, Olympia Planning Commission

Nicole Floyd

From: Sears, Tricia (DNR) <Tricia.Sears@dnr.wa.gov>
Sent: Wednesday, December 21, 2022 2:46 PM
To: Nicole Floyd
Cc: Smith, Valerie (COM)
Subject: RE: Olympia's development regulation, comments from WGS

Hi Nicole,
I'm delighted to hear that the comments and information I shared were useful! Thank you.

One additional note, you may be interested to check out the geologic planning webpage on our website. [Geologic Planning | WA - DNR](#)

Happy holidays!
Cheerio,
Tricia

Tricia R. Sears (she/her/hers)
Geologic Planning Liaison
Washington Geological Survey (WGS)
Washington Department of Natural Resources (DNR)
Cell: 360-628-2867 | Email: tricia.sears@dnr.wa.gov

From: Nicole Floyd <nfloyd@ci.olympia.wa.us>
Sent: Wednesday, December 21, 2022 1:47 PM
To: Sears, Tricia (DNR) <Tricia.Sears@dnr.wa.gov>
Cc: Smith, Valerie (COM) <valerie.smith@commerce.wa.gov>
Subject: RE: Olympia's development regulation, comments from WGS

External Email

Thanks Tricia,

You make a good point – these terms are not defined in code and it is something I had not really been thinking about. I may make some tweaks to try to better clarify what the City thinks is reasonable/un-reasonable. As you note, I probably cannot make the language air tight, but clarity on intent seems useful.

Thanks for the input. I also checked out the website you linked. Its pretty cool.

Nicole

From: Sears, Tricia (DNR) <Tricia.Sears@dnr.wa.gov>
Sent: Wednesday, December 21, 2022 11:34 AM
To: Nicole Floyd <nfloyd@ci.olympia.wa.us>
Cc: Sears, Tricia (DNR) <Tricia.Sears@dnr.wa.gov>; Smith, Valerie (COM) <valerie.smith@commerce.wa.gov>
Subject: Olympia's development regulation, comments from WGS

Hello Nicole,

In keeping with the interagency correspondence principles, I am providing you with draft comments on Olympia's Critical Areas Ordinance update (Commerce ID# 2022-S-4642).

I looked at the entire proposal and focused on areas related to WGS work. The proposal is "Proposed Amendments to the Variance and Reasonable Use Exception Chapter."

There are no specific revisions to geologically hazardous areas or mineral resource lands proposed.

In Section 18.66.040, I note the following:

In the introductory paragraph, the term "reasonable use of property" is used. In subsections A, B, and others, the term "reasonable economic use of property" is used. In subsection E, the term "unreasonable threat to public health, safety, or welfare" is used. None of these terms are defined or described in the document that was provided. Are they defined or described elsewhere? Is it left to the director to ascertain and define them for each proposal that is submitted and reviewed? Certainly this kind of permit review, Reasonable Use Exception, will include unique situations and conditions. And these could be very difficult permits to review.

If you have not checked our interactive database, the WGS Geologic Information Portal, lately, you may wish to do so.
[Geologic Information Portal | WA - DNR](#)

Thank you for considering our comments. If you have any questions or need additional information, please contact me. For your convenience, if there are no concerns or follow-up discussion, you may consider these comments to be final as of the 60-day comment deadline of February 18, 2023.

Cheerio,
Tricia

Tricia R. Sears (she/her/hers)
Geologic Planning Liaison
Washington Geological Survey (WGS)
Washington Department of Natural Resources (DNR)
Cell: 360-628-2867 | Email: tricia.sears@dnr.wa.gov

Nicole Floyd

From: Sallee, Keri (COM) <keri.sallee@commerce.wa.gov>
Sent: Tuesday, January 03, 2023 1:10 PM
To: Nicole Floyd
Cc: Sears, Tricia (DNR)
Subject: Olympia Planview Submittal 2022-S-4642

Hello Nicole,

Growth Management Services has reviewed the proposed amendments to the City's CAO submitted under Planview ID# 2022-S-4642, as well as the comments submitted by the Department of Natural Resources (DNR) below.

We concur with DNR's comments, and encourage the City to consider further refinement and revision to the Reasonable Use Exception (RUE) and variance provisions as suggested. Additional updates to the CAO should also be considered in the City's required 2025 update of its comprehensive plan and development regulations.

If you have any questions, please let me know.

Best regards,
Keri

Keri Sallee, AICP | SENIOR PLANNER
GROWTH MANAGEMENT SERVICES | WA State Department of Commerce
1011 Plum St SE
Olympia, WA 98501

Cell: 564-200-2338

www.commerce.wa.gov | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Subscribe](#)

From: Sears, Tricia (DNR) <Tricia.Sears@dnr.wa.gov>
Sent: Wednesday, December 21, 2022 11:34 AM
To: nfloyd@ci.olympia.wa.us
Cc: Sears, Tricia (DNR) <Tricia.Sears@dnr.wa.gov>; Smith, Valerie (COM) <valerie.smith@commerce.wa.gov>
Subject: Olympia's development regulation, comments from WGS

Hello Nicole,

In keeping with the interagency correspondence principles, I am providing you with draft comments on Olympia's Critical Areas Ordinance update (Commerce ID# 2022-S-4642).

I looked at the entire proposal and focused on areas related to WGS work. The proposal is "Proposed Amendments to the Variance and Reasonable Use Exception Chapter."

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In Section 18.66.040, I note the following:

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[Geologic Information Portal | WA - DNR](#)

Thank you for considering our comments. If you have any questions or need additional information, please contact me. For your convenience, if there are no concerns or follow-up discussion, you may consider these comments to be final as of the 60-day comment deadline of February 18, 2023.

Cheerio,
Tricia

Tricia R. Sears (she/her/hers)
Geologic Planning Liaison
Washington Geological Survey (WGS)
Washington Department of Natural Resources (DNR)
Cell: 360-628-2867 | Email: tricia.sears@dnr.wa.gov



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Toll Free: 800.456.6473
Fax: 360.754.7448

Serving:
Thurston, Lewis, Grays Harbor,
Pacific, and Mason Counties

January 9, 2023

Olympia Planning Commission
ATTN: David Ginther – Staff Liaison; Zainab Najati – Chair
Olympia City Hall
601 4th Ave E
Olympia, WA 98501

To Olympia Planning Commissioners:

Olympia Master Builders commends the City of Olympia for developing reasonable and logical changes to the city's development code listed under item 23-0015 on the official docket. It is the goal of our organization to eliminate barriers to housing for all economic segments of society, and these changes get us closer to that goal. For too long, the permit process has been unnecessarily burdensome and restrictive to the people who can least afford to tackle the obstacles that this process presents. The proposed amendments to non-conforming projects in the Critical Areas Code allow for a streamlining of the process and a more customer service-oriented approach to smaller projects, such as alterations to property and even the construction of some ADUs.

The efforts to amend this part of the code also prove that a reasonable balance can be achieved that benefits both development and the environment. Olympia Master Builders looks forward to further progress toward making housing and development more affordable to more of our neighbors.

Thank you for your time and consideration. If you have any further questions please contact our Government Affairs Director, Jessie Simmons, at (360)754-0912 (ext. 102) or on his cell at (360)525-4142.

Sincerely,

Angela White
Executive Officer
Olympia Master Builders

Serving Thurston, Lewis, Grays Harbor, Pacific and Mason Counties

Nicole Floyd

From: Joyce Phillips
Sent: Thursday, January 05, 2023 8:06 AM
To: Nicole Floyd
Subject: FW: Zoning Code Language Changes - Public Comment

Good morning, Nicole.

Here is a public comment from Cynthia Stonick on the proposed Reasonable Use Exception code amendments. Please add it to the record and share it, along with any others, with the Planning Commissioners.

Joyce

From: ckelpforest@gmail.com <ckelpforest@gmail.com>
Sent: Wednesday, January 04, 2023 5:13 PM
To: Joyce Phillips <jphillip@ci.olympia.wa.us>
Subject: Zoning Code Language Changes - Public Comment

Joyce,

Re: Newly Proposed Language for Zoning Code

Please note that I am opposed to all newly proposed Zoning Code language. The functions of the Hearing Examiner and Director should remain without change. Furthermore, I oppose the changes proposed for the Variance and Reasonable use Exception.

Please see that my comments are added as Public Comment for the January 9, 2023 Council Meeting on the newly proposed zoning language. I oppose to the newly proposed language in 18.66.010 Authority, 18.66.020 Variance, 18.66.040 Reasonable Use of Exception, 18.66.050 Additional conditions of approval, 18.66.060 Limitations of use as well as all other changes as proposed in Attachment I including 18.72.100, 18.72.120, 18.72.140 and 18.78.020.

Sincerely,
Cynthia Stonick
3418 Donnelly Dr SE
Olympia, WA 98501



City Council

Public Hearing to Consider an Ordinance Declaring a Continuing State of a Public Health Emergency Related to Houselessness - First and Final Reading

Agenda Date: 4/18/2023
Agenda Item Number: 5.A
File Number: 23-0337

Type: ordinance **Version:** 2 **Status:** Public Hearing

Title

Public Hearing to Consider an Ordinance Declaring a Continuing State of a Public Health Emergency Related to Houselessness - First and Final Reading

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Conduct a public hearing and move to approve the ordinance declaring a continuing state of public health emergency relating to human health and environmental conditions caused by increasing houselessness.

Report

Issue:

Whether to conduct a public hearing and approve an ordinance declaring a continuing state of public health emergency relating to increasing houselessness.

Staff Contact:

Rich Hoey, Assistant City Manager, 360.753.8227

Darian Lightfoot, Director of Housing and Homeless Response, 360.280.8951

Presenter(s):

Rich Hoey, Assistant City Manager

Darian Lightfoot, Director of Housing and Homeless Response

Background and Analysis:

Houselessness is an issue of urgent public concern facing Olympia and the region. On June 14, 2018, the Thurston County Board of Health declared houselessness a public health crisis in Thurston County.

The City Council passed and adopted Ordinance No. 7146 on July 17, 2018, declaring a public

health emergency related to houselessness (the Ordinance). The Ordinance requires review of the conditions that gave rise to the public health emergency by the City Council every six months to determine if those conditions continue to warrant keeping the Ordinance measures in place. The Council previously extended the Ordinance until the sunset date of December 19, 2024.

After considering public testimony and reviewing the conditions that gave rise to this public health emergency, the City Council found that the conditions still existed and passed and adopted ordinances declaring a continuing state of public health emergency relating to houselessness as follows:

- Ordinance No. 7179 - December 18, 2018
- Ordinance No. 7192 - May 7, 2019
- Ordinance No. 7207 - November 12, 2019

After considering public testimony and finding that the emergency relating to houselessness was continuing and increasing in the City of Olympia and was further compounded and exacerbated by the special dangers posed by the COVID-19 pandemic, the City Council passed and adopted the following ordinances declaring a continuing state of public health emergency relating to houselessness:

- Ordinance No. 7243 - May 5, 2020
- Ordinance No. 7256 - November 2, 2020
- Ordinance No. 7277 - May 4, 2021
- Ordinance No. 7295 - November 1, 2021
- Ordinance No. 7319 - April 25, 2022
- Ordinance No. 7341 - October 25, 2022

The City has been in the process of identifying and implementing solutions-based actions to address this increasingly challenging issue since first declaring a public health emergency. However, conditions necessitating a public health emergency continue to exist in the City, including but not limited to, increasing number of people becoming homeless and living outside, threats of communicable diseases from unsanitary conditions, environmental degradation from human waste and garbage, shortened lifespan due to increased survival stress and lack of needed medical attention.

The above circumstances are and continue to present significant public health and safety issues for the entire community and necessitate urgent further actions to mitigate the conditions giving rise to this threat to public health and safety.

Declaring a state of continuing public health emergency provides a factual basis for the City's present and existing public health emergency and references statutory authority that allows the City more flexibility to act quickly in response to houselessness. Under the Ordinance, the City may, for example, obligate funds, enter into contracts, or site facilities outside of normal time-consuming procedures.

This ordinance declaring a continuing public health emergency, if adopted after the public hearing,

shall take effect immediately upon unanimous adoption, and the emergency will be in effect through October 25, 2023. Six months after adoption of this continuing public health emergency ordinance, the City Council will review the conditions that gave rise to this public health emergency to determine if the Ordinance should be extended or amended to permit another six-month extension period.

Neighborhood/Community Interests:

Houselessness and its impacts affect the entire City.

Climate Analysis:

The housing and homeless response program is partnering very closely with the climate program on upcoming projects. The newly integrated programs include weatherization, efficiency incentives, and supporting electrifying at all new development. New facilities, such as the creation of the new day center on Martin Way, can result in a modest increase in greenhouse gases but will offer residents a centralized spot for do laundry, dispose of trash, use hygiene facilities, etc. At all the City's supported encampments there are porta-potties and handwashing stations to offer hygiene services. There are also dumpsters with regular tipping to help direct trash into the waste management system.

Equity Analysis:

The Point in Time Count, operated by Thurston County annually, shows that homelessness is increasing in our community. Marginalized residents within the unhoused population are overrepresented and are experiencing the health impact of this crisis at a larger rate. Remaining in the emergency status will allow the city to remain nimble and adaptive to the current needs of the community while acting quickly to support vulnerable residents in crisis.

Financial Impact:

The City has invested substantial funding in response to the houselessness emergency, including investment in homeless response outreach, garbage and sanitation at encampment sites, shelter housing, affordable housing through the Home Fund, and more. This continuation of the emergency declaration allows for the City to be nimble and efficient in applying its funding where most needed.

Options:

1. Conduct a public hearing and move to approve the ordinance declaring a continuing state of public health emergency relating to human health and environmental conditions caused by increasing houselessness.
2. Conduct a public hearing, move to declare the public emergency relating to human health and environmental conditions caused by increasing houselessness no longer exists, and direct staff to prepare an ordinance repealing Ordinance No. 7146.
3. Take another action.

Attachments:

Ordinance

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO PUBLIC HEALTH AND SAFETY AND DECLARING A CONTINUING STATE OF PUBLIC HEALTH EMERGENCY RELATING TO HOUSELESSNESS; AUTHORIZING SUCH ACTIONS AS ARE REASONABLE AND NECESSARY TO MITIGATE THE CONDITIONS GIVING RISE TO SUCH PUBLIC HEALTH EMERGENCY; AND DECLARING AN EMERGENCY SO THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

WHEREAS, persistent and increasing houselessness is a public health and safety issue that greatly impacts people experiencing houselessness, as well as the entire community, all citizens, neighborhoods, and businesses; and

WHEREAS, the Olympia City Council passed Ordinance No. 7146 on July 17, 2018, finding and declaring a public health emergency relating to human health and environmental conditions caused by increasing houselessness in the City of Olympia; and

WHEREAS, since the adoption of Ordinance No. 7146, the number of houseless persons and tents within the City of Olympia dramatically increased, particularly since August 2018, causing serious and detrimental conditions relating to human health, sanitation, and welfare; and

WHEREAS, after considering public testimony and reviewing the conditions that gave rise to this public health emergency, the City Council found that the conditions still existed and passed and adopted ordinances declaring a continuing state of public health emergency relating to houselessness as follows:

- Ordinance No. 7179 – December 18, 2018
- Ordinance No. 7192 – May 7, 2019
- Ordinance No. 7207 – November 12, 2019

and

WHEREAS, after considering public testimony and finding that the emergency relating to houselessness was continuing and increasing in the City of Olympia and was further compounded and exacerbated by the special dangers posed by the COVID-19 pandemic, the City Council passed and adopted the following ordinances declaring a continuing state of public health emergency relating to houselessness:

- Ordinance No. 7243 – May 5, 2020
- Ordinance No. 7256 – November 2, 2020
- Ordinance No. 7277 – May 4, 2021
- Ordinance No. 7295 – November 1, 2021
- Ordinance No. 7319 – April 25, 2022
- Ordinance No. 7341 – October 25, 2022

WHEREAS, the number of houseless persons occupying portions of the City of Olympia has caused significant and real problems for public health and safety relating to human excrement, urine, trash, refuse, needles associated with drug use; all of which pose a serious and immediate danger to public health; and

WHEREAS, the Olympia City Council finds that in Olympia and Thurston County and throughout the nation, large numbers of individuals, families and unaccompanied youth are experiencing houselessness

due to such factors as job loss, rising housing costs, stagnant and declining wages, family crisis, domestic violence, trauma, substance abuse or addiction, and mental health issues, and discrimination based on race, disability, sexual orientation, gender expression, and transgender status; and that such conditions have not abated or decreased since the adoption by Council of Ordinance No. 7146 on July 17, 2018, but have shown increasing signs within the City of Olympia; and

WHEREAS, communities such as Seattle, Washington; Tacoma, Washington; Portland, Oregon; and Los Angeles, California, have declared states of emergency in order to provide expedited emergency services and shelters for unsheltered individuals, families and unaccompanied youth and are continuing to struggle with the effects of houselessness within their respective jurisdictions; and

WHEREAS, the supply of available temporary shelter beds in Thurston County and the City of Olympia is inadequate to meet demand of houseless persons; and

WHEREAS, the Eighth Amendment to the U.S. Constitution, as interpreted by the Ninth Circuit Court of Appeals in *Martin v. City of Boise*, 902 F.3d 1031 (Sept. 4, 2018), precludes the City from enforcing criminal ordinances against houseless persons for sleeping outside on public property when there is no access to alternative shelter or lawful camping sites, and the United States Supreme Court declined review of the Ninth Circuit's decision on December 16, 2019, resulting in the *Boise* decision being the law within the Ninth Circuit; and

WHEREAS, the Olympia City Council finds there is an emergency need for designated public property so houseless persons may lawfully camp within the City of Olympia with public sanitation facilities, potable water, and collection of trash and refuse for proper solid waste disposal; and

WHEREAS, the experience of being unsheltered is traumatic and endangers public health as these conditions expose occupants to harmful weather conditions, communicable diseases such as hepatitis, tuberculosis, respiratory illnesses, malnutrition, and violence; and exacerbate medical conditions such as high blood pressure, diabetes, and asthma because there is no safe place to properly store medications or syringes; and

WHEREAS, mental health issues such as depression or schizophrenia often develop or intensify for unsheltered individuals, and those conditions frequently co-occur with a complex mix of severe physical, alcohol and/or substance use, and other social problems; and

WHEREAS, when a patient's health is continually compromised by unstable conditions, health care services are rarely effective, and inpatient hospitalization or residential drug treatment and mental health care rarely have lasting impacts when a patient is returned to a houseless environment; and

WHEREAS, other environmental degradation can occur, such as damage to critical wetlands and river buffers when occupied by encampments, or surface water contamination due to runoff from garbage that can find its way into groundwater, rivers, and to other waterbodies causing harm to people, fish and wildlife; and

WHEREAS, conditions necessitating a public health emergency continue to exist in the City of Olympia, including widespread unsanctioned camping, threats of communicable diseases from unsanitary conditions, environmental degradation from human waste and garbage, illegal drug use, and improper use of public and private property throughout our community; and

WHEREAS, the above circumstances are and continue to present significant public health and safety issues for the entire community and necessitate urgent further actions to mitigate the conditions giving rise to this threat to public health and safety; and

WHEREAS, the City of Olympia is confronted with exigent financial circumstances related to this public health and safety emergency to protect its citizens and residents, and to protect the community; and

WHEREAS, the growing houseless population in the City of Olympia has surpassed Olympia's available means and resources, such that assistance is urgently needed from Thurston County and the State of Washington to make available county and state lands, buildings, and other resources to help provide temporary camping and shelter for Olympia's houseless population; and

WHEREAS, the above circumstances warrant the exercise of the City of Olympia's power to declare a public health emergency under authority of Article XI, Section 11, of the Washington State Constitution; 35A.11.020 RCW; 35A.11.030 RCW; 35A.13.190 RCW; 35A.38.010 RCW; 35.33.081 RCW; Chapter 38.52 RCW; Chapter 39.04 RCW; WAC 197-11-880; and other applicable laws and regulations, and pursuant to Chapter 2.24 of the Olympia Municipal Code, and pursuant thereto, and the authorization of such extraordinary measures as are reasonable and necessary in light of such continuing public health emergency to mitigate the conditions giving rise to the public health emergency; and

WHEREAS, the City Council has reviewed the conditions that have given rise to this public health emergency to determine if such conditions warrant keeping in place the extraordinary measures authorized herein to respond to this continuing public health emergency; and

WHEREAS, the City Council finds such conditions still exist and determines it to be in the best interest of the residents of the City of Olympia to extend the ordinance declaring a public health emergency due to houselessness for an additional six (6) month period;

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

Section 1. The above-stated recitals are adopted as findings of the Olympia City Council and are incorporated by this reference as though fully set forth herein.

Section 2. It is hereby declared that a continuing state of public health emergency exists due to an exigent threat to human health and environmental conditions related to houselessness affecting the City of Olympia. Therefore:

- A.** The City Manager is hereby authorized and empowered to carry out those powers and duties as are reasonable and necessary to mitigate the effects of the emergency.
- B.** All of the personnel, services, and facilities of the City of Olympia will be utilized as needed, in response to the emergency needs of the community.
- C.** Those departments, officers, and employees of the City of Olympia are authorized and empowered, among other things, to do the following:
 - (1) Obligate funds for emergency expenditures as directed by the City Council;
 - (2) Enter into contracts and incur obligations necessary to combat such emergency situations to protect the public health and safety of persons and property;
 - (3) Provide appropriate emergency shelter or lawful camping sites to houseless individuals; and
 - (4) Take other actions, as appropriate, in response to such public health emergency.
- D.** Each designated City department is authorized to exercise the powers vested under Section 2 of this Ordinance in the light of these exigencies of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (with the exception of mandatory constitutional requirements).
- E.** The Mayor is authorized to submit a written request to the Board of Commissioners for Thurston County, and to Governor Jay Inslee, to make available county and state lands, buildings, and other resources to address the public health emergency caused by the rapidly growing houseless population in the City of Olympia.

Section 3. Sunset Provision. This Ordinance shall sunset and no longer be in force or effect at 11:59 p.m. on December 19, 2024. The City Council shall, no later than six months after the effective date of this Ordinance, review the conditions that have given rise to this public health emergency to determine if such conditions warrant keeping in place the extraordinary measures authorized herein to respond to this continuing public health emergency. If the City Council finds such conditions still exist, the City Council may extend this ordinance for an additional six-month period and can do so successively until the sunset date on December 19, 2024.

Section 4. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. 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 6. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 7. Effective Date. This Ordinance is for the immediate preservation of public peace, health, safety, and welfare pursuant to City of Olympia public health emergency Ordinance No. 7146, and as continued by Ordinance Nos. 7179, 7192, 7207, 7243, 7256, 7277, 7295, 7319, and 7341, and shall take immediate effect upon adoption, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



City Council

**Cultural Access Ad Hoc Committee
Recommendations and Program Planning
Briefing**

Agenda Date: 4/18/2023
Agenda Item Number: 6.A
File Number:23-0319

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

Title

Cultural Access Ad Hoc Committee Recommendations and Program Planning Briefing

Recommended Action

Committee Recommendation:

Cultural Access Ad Hoc Committee recommends receiving a briefing on their recommendations and program planning.

City Manager Recommendation:

Receive a briefing on the Cultural Access Ad Hoc Committee recommendations and program planning.

Report Issue:

Whether to receive a briefing on the Cultural Access Ad Hoc Committee recommendations and program planning.

Staff Contact:

Marygrace Goddu, *Inspire Olympia* Cultural Access Program Manager, Community Planning & Development, 360.480.0923

Presenter(s):

Marygrace Goddu, *Inspire Olympia* Program Manager
Amelia Layton, *Inspire Olympia* Program Specialist
Mariella Luz, Ad Hoc Committee Member

Background and Analysis:

Recent Activity

With the Cultural Access Tax set to take effect on January 1, 2023, City Council endorsed and funded an "early start" plan in October 2022 to begin planning for implementation of the *Inspire Olympia* Cultural Access Program, which was approved by voters in April 2022 and funded with a one-tenth of one percent increase in local sales and use tax.

The early start included funding for program staffing, initial consultant support, and the creation of an

Ad Hoc Committee for Cultural Access composed of seven Olympia residents representing various disciplines, sectors of our community, diverse lived experiences, and experience with granting programs.

The Ad Hoc Committee was commissioned to:

- Develop recommendations for consideration by the future Cultural Access Program Advisory Board.
- Address technical elements of the new program framework in advance, developing a set of operational recommendations that will allow the permanent Advisory Board to begin work in 2023.
- Engage in strategic planning on program values and objectives, develop recommendations for fundamental program elements and offer strategies to tailor these program elements to Olympia's cultural nonprofit organizations and the needs of the Olympia community.

Committee Recommendations

The Ad Hoc Committee began its work in November 2022 and adjourned their tenth and final meeting on March 21, 2023. A report documenting their process, discussions, and recommendations has been prepared for the incoming Advisory Board.

In summary, the Committee's recommendations include:

- Mission statement and high-priority program goals
- Strategies for promoting equity in and through the program
- Strategies for defining, achieving, and demonstrating "public benefit"
- Recommended granting structure and timeline
- Eligibility parameters
- Recommendations on evaluation and review
- Priorities for program communications

The Committee discussed options for distribution of grant funds in 2023 through various means, including an early granting cycle, a program "pilot," or a stipend associated with early eligibility review. They agreed that any such effort would be rushed and possibly confusing for applicants; raising concerns about equity and building of community trust; and would distract from the work of preparing for the first full grant cycle in 2024.

Next Steps

Candidates for the permanent Cultural Access Advisory Board (CAAB) will be interviewed by the Community Livability and Public Safety Committee on April 19 and 20; their recommended members will go forward for approval by the City Council on May 9 and the CAAB will begin meeting in May. A workplan for the CAAB's first six months will focus first on completing work to define the grant program guidelines and logistics. Beginning in September, fall and winter months of this year will be dedicated to public outreach and workshops to prepare the community for an application process that will launch in January 2024, and the first grant distributions to follow in July.

The implementation timeline through 2024 includes the following quarterly milestones:

2023

First Quarter

- Ad Hoc Committee Recommendations Report

Second Quarter

- CAAB Orientation
- 2024 Grant Process Development
- Program Branding

Third Quarter

- Finalize 2024 Grant Process
- Legal Review
- Community Livability and Public Safety Committee and City Council Review

Fourth Quarter

- Public Outreach

2024

First Quarter

- Application Process

Second Quarter

- Review and Award (with Council Approval)
- Contracts signed

Third Quarter

- July 1 - Programs Funded and Active
- Monitoring & Evaluation

Fourth Quarter

- Program Evaluation and Refinement
- Public Outreach for 2025 Funding Cycle

Climate Analysis:

At this point in the planning process, it is difficult to determine potential climate impacts because the grants program is not yet defined. Transportation of students to grant-funded programs will produce some greenhouse gas emissions. Further analysis will be conducted when program elements are defined.

Equity Analysis:

Equity is a prominent goal for program development and implementation. The committee reviewed local data and demographic information to inform strategies to embrace a commitment to equity in and through the program. Resources included Thurston Regional Planning Council's 2022 demographic profile for Olympia, US Census data, and Olympia School district data.

Additionally, the committee reviewed the results of recent surveys and city outreach work including: 2021 Arts, Sciences, Culture and Heritage Community Survey, 2022 Creative District Survey, community input from *Olympia Strong* and the ArCH Study.

The Committee's Recommendations Report includes a section dedicated to "Strategies for Promoting Equity" which discusses ways the program can work to set and achieve equity goals.

Neighborhood/Community Interests (if known):

The Committee developed and conducted their own survey to focus in on the activities and interests of local cultural organizations in January-February this year. The results are summarized in the Recommendations Report. The survey questions and data trends are available in the report appendix, found on the city's Cultural Access webpage.

Financial Impact:

There is no financial impact associated with this briefing.

Options:

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

Attachments:

Recommendations Report



City of Olympia

Recommendations of the Ad Hoc Committee on Cultural Access

Implementing Olympia's Cultural Access Program

3-28-2023

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Introduction

Olympia voters approved a ballot initiative in April 2022 authorizing a new sales tax for the purpose of creating a Cultural Access program for Olympia residents. By August, City Council adopted new ordinances to authorize the sales tax increase and establish a Cultural Access Fund for the new dedicated revenue; and in September added an ordinance establishing a Cultural Access Advisory Board (CAAB) representative of Olympia residents and populations to be served by the new program, to advise City Council. Recruitment for the CAAB would begin in the fall and newly appointed citizen members seated in April 2023.

In the interim, with the Cultural Access Tax set to take effect on January 1, 2023, Council created the Ad Hoc Committee for Cultural Access that could begin right away to develop recommendations for formation of the new program while undertaking a thorough recruitment process for the inaugural CAAB.



Per Olympia City Council Resolution, the Ad Hoc Committee is established to:

- Develop recommendations for consideration by the future Cultural Access Program Advisory Board.
- Address technical elements of the new program framework in advance, developing a set of operational recommendations that will allow the permanent Advisory Board to begin work in 2023.
- Engage in strategic planning on program values and objectives, develop recommendations for fundamental program elements and offer strategies to tailor these program elements to Olympia's cultural nonprofit organizations and the needs of the Olympia community.

The Committee is composed of seven citizen members experienced in community granting programs, with a diversity of professional and lived experience.

Committee Members:

Paul Knox
Tamar Krames
Lee Lyttle

Janece Levien
Mariella Luz

Jean Mandenberg
Anjali (Angela) Silva



Committee Staff and Consultant Support:

Marygrace Goddu, *Inspire Olympia* Program Manager

Amelia Layton, *Inspire Olympia* Program Specialist

ArtsWA (Washington State Arts Commission), with special thanks to Britt Madsen, Program Specialist, Grants to Organizations

The following supporting documents referenced in this section can be found in the Appendix:

- A. [Chapter 36.160 RCW](#): Cultural Organizations
- B. Olympia City Council Resolution M-2280 submitting Cultural Access Ballot Proposition to voters
- C. Olympia City Council Resolution M-2382 appointing Ad Hoc Committee
- D. [Olympia Municipal Code 3.04.200](#), Special Revenue Funds
- E. [Olympia Municipal Code 2.100.700-710](#), Article XI. Cultural Access Program Advisory Board



Committee Process

The Committee met twice monthly from November 2022 through March 2023 for a total of ten meetings. The Committee followed the Open Public Meetings Act, though not strictly subject to those requirements.

Ad Hoc Committee | Process



All meetings were publicly noticed with access for the public to listen in remotely or in person. Committee recommendations were reached through discussion and deliberation and approved by consensus.

The committee's first four meetings featured Orientation, Discovery, and Visioning.

The discovery stage reviewed available data on the Olympia community including the *2022 Statistical Profile for Olympia* from Thurston Regional Planning (www.trpc.org/theprofile), data from the Olympia School District, data and information from the City's *Olympia Strong* survey work from summer 2022, data from the City's November 2021 Arts, Cultures, Sciences and Heritage Survey of Olympia residents, and survey responses from the 2022 Creative District Survey.

The intent of this discovery was to examine the needs and desires of the Olympia community and begin to consider how cultural access in Olympia can be shaped to reflect and respond.

Take-aways from Discovery

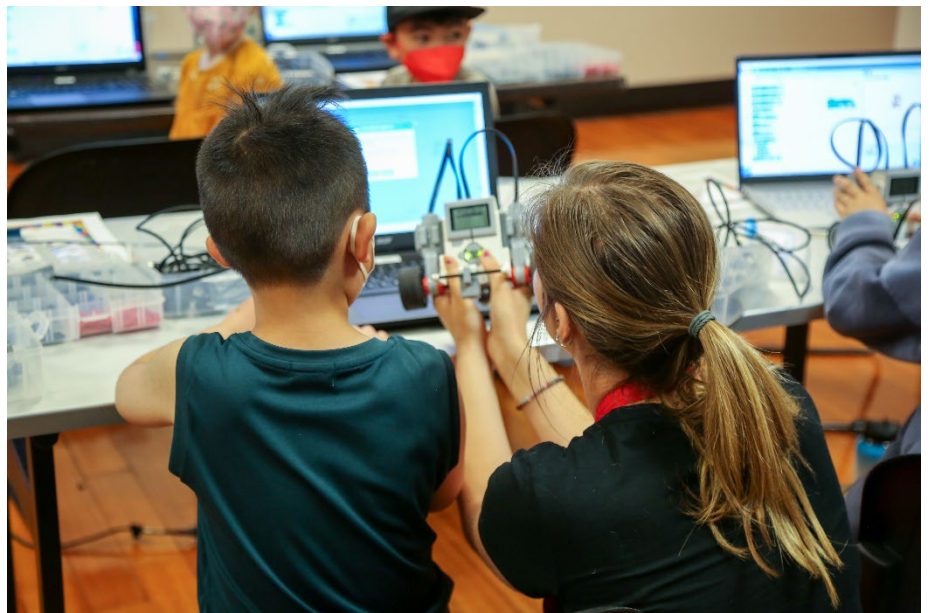
There are clear opportunities for Olympia's cultural access program to:



- Strengthen voice, presence, visibility and belonging for Olympia’s Black, Indigenous, People of Color, LGBTQIA+, and other systemically marginalized groups;
- Serve identified low-income populations that correlate with the school district’s highest rates of Free and Reduced Lunch Program participation;
- Reflect the community’s priority for youth education especially through the public schools, which provide a platform for equitable access;
- Support workforce development;
- Increase intersectionality, collaboration, and sense of community among Cultural Organizations; and
- Support intergenerational engagement.

The Committee also conducted a survey of Olympia nonprofit cultural sector organizations to help them understand the size, shape, and mission of local organizations, who they serve, how demographics and equity considerations figure into their work, and their short and long-term needs and goals.

The survey was sent to 142 organizations using contact lists developed from arts and culture-related city outreach in 2021 on Armory and Cultural Access topics, and information about local registered nonprofit organizations obtained from the Secretary of State. The 29-question survey was live from January 19 to February 17 and received 63 responses.



Take-aways from the Survey

- **We need to work hard to reach out to new organizations.**
 - 71% of respondents have been in operation for 10+ years. There may be many younger organizations out there that we did not reach, were not on mailing list, or didn't respond.
- **There is opportunity to help our small organizations grow.**
 - 46% of respondents have budgets of less than \$50k. This indicates an opportunity for a higher proportion of outgoing grants to organizations in this size range, especially given that smaller organizations may be underrepresented in the survey.
- **We need to support and multiply the number of organizations by and for minority racial, ethnic, and social identity groups.**
 - While the data is not scientific there is evidence that minority racial and ethnic groups are underrepresented among survey respondents, and underrepresented among those who are served by our existing Cultural Organizations.
- **We need to actively encourage participation by culture, heritage and science organizations.**
 - These disciplines seem under-represented among respondents; but it was also noted that there are more small science-based organizations than anticipated.
- **There is a clear need to focus on general operational support for at least the first year.**
 - Organizations expressed immediate need for human resources – staff and contractors. Close behind were rent, added space, professional development, materials/supplies.
 - Long-term goals also point to operating support as a high priority.
 - Organizations most often expressed hopes for adding/expanding programming.

Important Terms

“Cultural Organizations” as used in this report specifically refers to those organizations who meet the definition provided in the enabling statute ([RCW 36.160.020](#)). In summary, these are Washington State registered nonprofits whose primary mission is the advancement or preservation of the arts, sciences, heritage or culture, and who provide programming for the public.

“Cultural Sector” as used in this report has a broader meaning than “Cultural Organizations” and is used to refer to the many individuals, businesses, nonprofits and agencies that contribute to our creative economy and the creative character of our community.

The Ad Hoc Committee further defined a list of terms to clarify language used in this report and in future discussions by the CAAB and in program guidelines. That list can be found in the appendix.



Framework for Committee Recommendations

Legal requirements of the program set the essential topics for Ad Hoc Committee recommendations, including State statute, City Council Resolution, ballot initiative language, and the subsequent additions to City municipal code. The Committee worked to address these essential components of the program while shaping a program to the needs of the Olympia community. This report shares their recommendations toward these ends.

The following supporting documents referenced in this section can be found in the Appendix:

- F. Survey Questions
- G. Data Trends from January Survey of Local Cultural Organizations
- H. Ad Hoc Committee Recommended Terms and Definitions
- I. Legal Compliance Checklist

A Message from the Ad Hoc Committee

The Ad Hoc Committee respectfully offers the recommendations in this report to the incoming Cultural Access Advisory Board and to the Olympia City Council for consideration. Our seven-member committee gathered from November 2022 through March 2023 to dream, share, question, explore, reflect, and to formulate these recommendations on the administration and operation of the Inspire Olympia Cultural Access Program.

In considering the work ahead to implement this program, two themes stood out in our discussions.

- *A two-fold focus on equity, to 1). ensure that organizations make equity a priority in their publicly-funded work, to reach, serve, include and support those historically or systemically excluded; and 2. to model equity in Olympia's cultural access program administration, following the city's commitment to practices that reduce inequities and earn trust through transparency and accountability.*
- *To establish a simple and clear program that can grow and evolve as our community's Cultural Organizations do, build trust, and lower barriers. This means beginning with a focused, core granting structure, with plans to evolve each year. It means doing less and doing it very well, at the beginning.*

These themes are apparent, and repeated, in our recommendations.

We thank the City of Olympia for this opportunity to play a role in the early implementation of this ground-breaking, culture-shifting initiative. We are confident that this work will build on our community's strengths and truly inspire Olympia's culture of creativity, belonging, learning and expression.

Cultural Access Ad Hoc Committee, March 21, 2023



Program Mission and Goals

Mission Statement

“Inspire Olympia supports a culture of creativity, belonging, learning and expression.”

Program Goals

- Promote equity;
- Strengthen and grow Olympia’s cultural sector: Arts, Culture, Heritage and Sciences; and
- Support youth, learning, and educators.

This mission statement is a starting point, that can and should evolve with the program. Promoting equity is intentionally placed at the head of the list of recommended program goals and is understood as integral to the additional goals of strengthening, growing, and serving everyone in the community especially our youth.

The Committee formulated this mission statement and program goals by first imagining the future of Olympia after seven years of cultural access investment and the many public benefits of a successful program. They brought their visioning together with the demographics and other data shared in Meeting 2, and they discussed the community impact they wish to see.

These additional priorities support the program goals and should be supported and encouraged through the program’s granting guidelines and criteria:

- Support and encourage new and emerging organizations and programs, especially those by and for Olympia’s Black, Indigenous, People of Color, LGBTQIA+, and other systemically marginalized groups.
- Support collaborative work among Cultural Organizations, especially interdisciplinary partnering
- Focus on PreK through Grade 5 in public school cultural access programming to address an identified gap in enrichment opportunities and funding for this public-school age group.
- Support fair compensation for the work of artists, culture bearers and environmental educators.

“We want to convey to organizations to think differently about their work. We don’t want more of the same. This is a new era, with new funding, and they should reach out to those they haven’t worked with before.”

Jean Mandeberg, meeting #9



Strategies for Promoting Equity

To Embrace a Commitment to Equity:

- Model equity in the granting process with clear funding options and a simple, standard application. Set reasonable eligibility thresholds and direct ineligible groups to additional pathways through partnerships, fiscal sponsors, and resources to help them build toward eligibility.
- Keep contract and reporting requirements simple. Offer helpful templates for program planning, budgeting and reporting.
- Cultural Access in Public Schools (CAPS) should begin with a focus on PreK - Grade 5, where public schools do not offer “enrichment” classes and the need is greatest, and on field trips and in-school programs. Our youngest students are arguably the most impacted by pandemic-era remote learning, and most in need of additional pathways for socio-emotional learning and expression.
- Identify equity goals for the City’s program administration each year and be transparent and accountable to them.
- Regularly perform gap analyses to identify and address disparities.
 - Review data on the outcome of Year One and Year Two funding cycles with a focus on equity and inclusion and set benchmarks for improvement.
 - Utilize data from the Olympia School District to identify and monitor gaps that could be addressed through CAPS.
 - Build relationships with Principals and teachers to understand unique groups or specialized needs.

Achieving greater equity and access lies at the heart of Cultural Access. The program will need to develop clear statements about how these principles are understood, how they will be applied, and how they will be measured.

Equity should be advanced at different levels of the program to better serve Black, Indigenous, People of Color, LGBTQIA+, and other systemically marginalized groups.

Through the work of funded programs:

Support cultural organizations representing marginalized groups in the cultural sector; and support programming that

- empowers people from marginalized groups to participate in the cultural sector;
- takes active steps to include marginalized groups in programming; and



- promotes a culture of respect, inclusion, and understanding of people of all backgrounds.

Through the grant application and award process:

Encourage organizations to think about how they engage and serve various populations.

Encourage them to collect demographic data, set baselines, pursue goals for greater outreach and inclusion, and involve these populations in program planning; and

Encourage organizations to diversify their own staffing, volunteers, and boards.

Through the City's administration of the program:

'Walk the talk.' Adhere to the city's [Social Justice & Equity Commitment in Action](#), taking actions that eliminate discrimination, create equitable opportunities, improve diversity among City staff, and build trust through accountability and transparency.

Establish baselines and set goals for program outreach to underserved groups, thoughtfully collect demographic information to support these efforts, and align cultural access with the City's broader equity and social justice commitments, goals, and assessments.

Design forms, applications, and processes that are broadly accessible; and

Set expectations in the program guidelines, application, and evaluation process for the work of Olympia's publicly-funded cultural access programs to advance equity by countering racism and other social biases in our community.

"Life is more harmonious when we recognize, learn about, and give dignity and respect to "the other." We build circular relationships and community when we participate in diversity, equity, and inclusion."

Anjali Silva, meeting #3

See Appendix J, City of Olympia *Social Justice & Equity Commitment in Action*.



Defining “Public Benefit”

Link Public Benefit Directly to Program Mission and Goals:

“Public benefit” is to be defined and evaluated in light of the contribution that any proposed action or activity makes to the goals of the program. Program Guidelines should feature a list that includes local examples where possible.

The Committee developed a list of examples of public benefits they hope to see from the investment of cultural access funds in the community. Alignment with the three primary program goals should serve as baseline standard for evaluating the public benefit achieved through any use of cultural access funds. The value and importance of this alignment can be emphasized in program instructions and guidelines for applicants and in weighted criteria to evaluate proposals.

Public benefit will come in many forms, some more visible to the public than others. Some examples of activities and programs that can provide measurable public benefit include but are not limited to,

- Activities that strengthen programs for the public:
 - Programs and activities in Olympia Public Schools emphasizing hands-on experiences, opportunities for self-expression, and interdisciplinary learning;
 - Classes, events, and activities for vulnerable groups including disabled and neuro-divergent; and centering minority groups including LGBTQIA+, BIPOC, and Native Americans;
 - Community engagement involving those who will be served in designing and planning events and programs.
 - Increasing the public visibility of programs and visibly sharing creative processes, in addition to products.
- Actions that strengthen and enhance Cultural Organizations:
 - Compensating creatives and subject matter experts fairly for their work.
 - New internships and mentoring programs especially for youth to experience creative career pathways.
 - Increasing the diversity of staff, volunteers, and governing boards; DEI training for board members, staff and volunteers.
 - Hiring additional staff and providing training and enrichment
- Physical improvements and equipment:
 - Improving facilities and expand or open new physical spaces
 - Addressing technology and equipment needs for accessible, high-quality program delivery

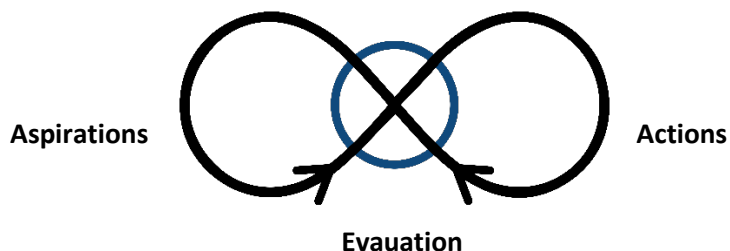
See Appendix K., Ad Hoc Committee *Public Benefit Working Document*.



Strategies for Achieving and Demonstrating Public Benefit

To Achieve Public Benefit Outcomes:

- Identify underserved groups and direct funding resources there.
- Offer funding pathways that reflect the core goals of the program.
- Require that all grant applicants complete a two-year plan, with goals. Use this plan as the basis of the application for the second-year grant and to review, evaluate, and capture data on program delivery and effectiveness.
- Follow a continuous improvement model, and regularly measure and refine the program to align with program goals.
 - Examine outcomes for service locations and demographic groups; balance among arts, culture, heritage and science organizations; size of participating organizations, effective equity measures, collaborative and interdisciplinary partnerships, for example.
- Design the process to collect data throughout -- from application to final report.



A continuous improvement model (shown here) was discussed by the committee as a way to visualize program implementation and evaluation. Cycling on the left are the mission, goals and aspirations of the program. These values inform the cycle on the right side, which is the work of Cultural Organizations in the community. At the center they intersect and align within the blue circle, which encompasses the program's administrative tools and lenses: guidelines, application, granting pathways, review and evaluative processes.

The blue circle represents the work of program staff, CAAB, and City Council to coordinate and refine the program. This center point should serve to utilize the most current wisdom from both sides to keep aspirations and actions focused and synchronized, and continually adjust near-term and long-range views, like a set of binoculars.

“This program shouldn’t stand apart on its own. Link it to topics we care about and contribute to problem-solving through creative arts: economy, schools, people experiencing homelessness.”

Lee Lyttle, meeting #2

To Support Cultural Organizations:

- Conduct outreach via workshops, webinars, training opportunities, and “office hours” to orient and guide applicants.
- Encourage Fiscal Sponsorship to simplify, facilitate and encourage this type of partnership.
- Offer an early first grant payment.
 - A signed contract is considered the first deliverable and triggers first opportunity for grantee to invoice for payment. This acknowledges the planning and organizational work of the application process.
- Make reporting requirements and corrective action plans reasonable, simple, data-based, and share them up front.
- Focus on building connections and relationships among Cultural Organizations through matchmaking, to encourage partnerships, mentoring, and cross-disciplinary collaboration.
 - Connect established and emerging organizations, especially for CAPS.
 - Offer specialized guidance for CAPS applicants.

These measures will help organizations achieve outcomes and leverage the public benefit of their work.

Fiscal Sponsorship provides an entry point for small organizations seeking to test-drive their mission, services, and fundraising capability.

Fiscal Sponsorship is a fee-based contractual relationship in which an established nonprofit organization offers their legal and tax-exempt status to an unincorporated group with a related mission. It includes fiduciary oversight, financial management, and may include a degree of administrative support, and allows the sponsored group to receive grants and tax-exempt donations. The sponsored organization retains its programmatic autonomy and a separate advisory board.

There are regional and state-wide organizations who can serve as Fiscal Sponsors, but it would be ideal to have experienced nonprofit organizations in Olympia and Thurston County willing to sponsor smaller organizations so that the expertise, the relationships, and the public investment stay close to home.





Eligibility

Keep it Local:

Limit program eligibility to organizations who conduct a majority of their activities in the City of Olympia, or who primarily serve residents of Olympia or youth in the Olympia School District.

Expand Participation through Fiscal Sponsorship:

Enable participation by small and emerging organizations with a clear pathway to Fiscal Sponsorship. Work to cultivate local fiscal sponsors and develop a standard contract and process to encourage Fiscal Sponsors within the local and regional community.

Eligibility parameters are largely set by statute; however, the committee recommended adding a local focus by limiting eligibility to organizations that provide a “majority” of their public programming in Olympia, to ensure that the program’s investments and benefits serve the local Olympia community. Because Olympia city boundaries encompass a

relatively small geographic area, limiting eligibility to organizations within the city limits was decided against as too restrictive. Opening eligibility to all of Thurston County was too expansive. Focusing on where an organization does most of its work was deemed the most reasonable solution and resulted in this recommendation.

The committee discussed strategies to increase program inclusion and equity through support to existing or new groups who may lack nonprofit 501c3 status. Fiscal Sponsorship was identified as an essential method as discussed above.

Granting Structure

Overarching Goals for Grant Structure:

- Plan to evolve along with the evolution and growth of local Cultural Organizations.
- Offer reliable multi-year funding with a simple reporting structure.
- Keep the mechanics of application, contracts, and reporting processes as clear and simple as possible to facilitate equitable participation.
- Engage in ongoing communications with PreK-12 educators to ensure CAPS program aligns with school priorities, capacity, and requirements.
- Build the capacity of funded organizations to collect demographic data that will help to measure progress toward equity and access goals.

Program structure recommendations to achieve these goals follow below.

Granting Cycle:

Use a two-year granting cycle, July 1 – June 30, with annual funding awards.

The committee envisions a multi-year approach to granting that awards funding annually but asks for longer-range (2-year) planning within the application process. The applicant organization's two year plan can then serve as a tracking tool for progress through the initial grant award cycle and a ready basis for a simplified application for those continuing into a second cycle.

A multi-year cycle for granting will:

- Provide financial stability for organizations with a reliable funding source;
- Streamline the application process in the second year by making it primarily an update and progress report on their multi-year plan;
- Support program goals to strengthen and grow Olympia's Cultural sector, with reliable funding;
- Allow program staff to focus on incoming cohort of new applicants each year; and
- Align well with the school year.



Grant Types:

Offer two funding options in Year One: General Operating Support, and Cultural Access Programs in Schools (CAPS). Eligible organizations may apply for both.

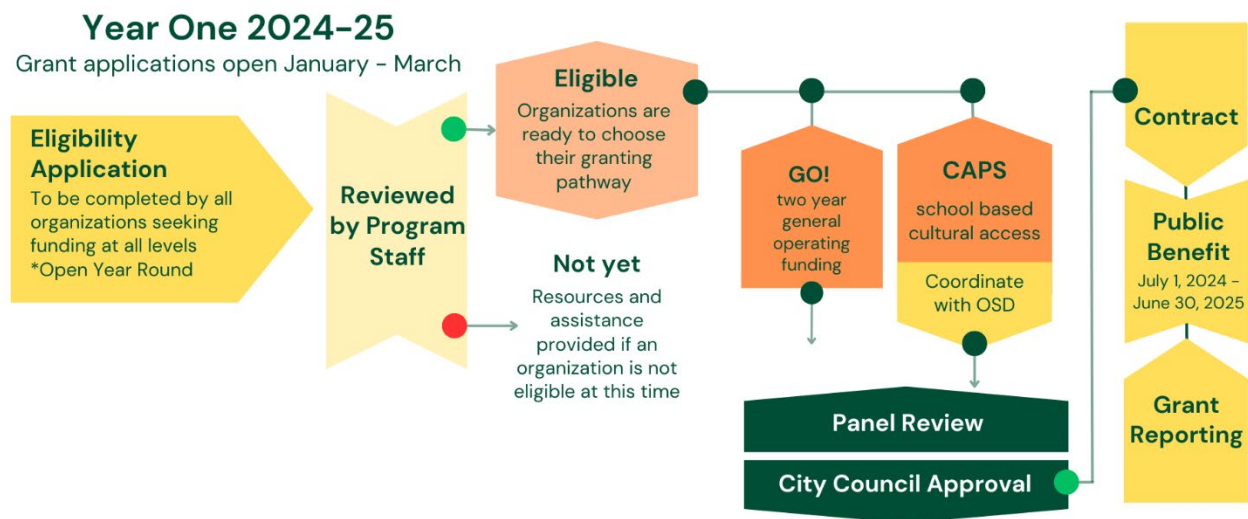
Beginning in Year Two add a third option for Project Grants and consider expanding CAPS.

Year One:

- **General Operating Support Grants.** These are unrestricted funds, available as a core program feature every year, intended to support an organization's mission and current or ongoing programs, events, and projects.
- **Cultural Access Programs in Schools (CAPS) Grants.** As a first-year pilot offer a limited set of program types that organizations can propose for in-school activities in the Olympia School District, to build and test a system supportive of teachers and learners and establish the level of administrative support needed for planning and coordination.

Year Two:

- **Add Project Grants.** Direct public funds toward the production of new projects or events, which can be a single event, like a festival or a series of related events or performances for the public.



With the goal of keeping the mechanics as clear and simple as possible to facilitate participation, the committee resolved around these three granting pathways to first strengthen, and then grow local Cultural Organizations.



Grants for General Operating Support respond to a central program goal to provide a reliable source of funding for local organizations. In the initial granting cycles operating support will help stabilize and strengthen local Cultural Organizations so they can prepare to deepen, extend, and expand their public programming, with Project Support Grants available later to expand services if they choose.

Grants for Cultural Access Programming in Public Schools (CAPS): Cultural Organizations can propose field trips and projects on topics aligned to Olympia School District academic learning objectives in:

- Literary, Visual or Media Arts
- Performing Arts
- STEM or STEAM
- Folk or Traditional Arts
- “*Since Time Immemorial: Tribal Sovereignty in Washington State*” or another tribal-developed curriculum
- Local history or place-based curriculum

Detailed recommendations for CAPS follow below.

“We want to create an equitable, transparent process...(with) pathways and criteria that are publicly transparent. Remove the veil of mystery and sense that it’s “who you know” that is perhaps characteristic small-town insularity.”

Tamar Krames, meeting #3

The committee’s goal of creating a program that can evolve as it supports the growth of Olympia’s Cultural Organizations directly influenced the development of a simplified initial grant structure and a stepped approach to program implementation. The Committee emphasized the importance of not taking on too much, and getting it right before taking on more, to build trust as the applicant community builds capacity.

Cultural Access in Public School (CAPS):

- Identify a *minimum* funding goal for CAPS in Year One granting cycle(s) until a track record is available to help set appropriate funding levels for subsequent cycles.
- Limit Year One options to allow for thorough and careful program development and establish supportive relationships with schools.
 - Focus on offering PreK to grade 5, in-school, on-site programs and field trips during the school day for all grades.

- In the first year, only Cultural Organizations with a track record of working in OSD schools may propose in-class programs.
 - All Cultural Organizations may propose off-site Field Trips or single in-school events such as a performance, assembly or school-based project, exhibit, or pop-up gallery.
- In Year Two and beyond, expand to include options for before and after school, professional development and curriculum development, and programming for upper grades.
- Encourage Cultural Organizations who are new to CAPS to partner with those who are experienced in delivering in-school programs.
- Allow organizations new to CAPS to propose in-school programs once the full administrative requirements of planning and coordination are better understood and supported.
- Develop and support a process that includes early communication with OSD representatives to vet ideas and inform program proposals.

The committee felt strongly that CAPS should be included in the first cycle of funding as a critical equity strategy and as a response to the public's expressed desire to serve youth with hands-on experiential learning in arts, science, heritage and culture. However, high quality in-school programs require additional layers of planning and coordination to reach appropriate ages and grade levels and to align with academic learning objectives, and will impose additional requirements for applicants working in the school setting. Getting started soon is important, but starting with a limited focus will allow for the program and the School District to work together to develop supporting administrative roles and processes.

Setting a minimum allocation ("not less than") for CAPS in the first year will meet a statutory requirement to identify a percentage of total funds reserved annually to for public schools cultural programming, while allowing additional funds to be allocated if merited. Goals can be set for increased and expanded CAPS programming in future funding cycles, as experience and capacity grow within the cultural community.

Coordination and Support for CAPS:

Utilize the Year One CAPS Pilot to assess the level of coordination needed among Cultural Organizations, Olympia public schools, and Olympia's Cultural Access Program. Consider increasing the funding reserved annually for CAPS to support a partial or a full time CAPS coordinator or liaison position.

The committee discussed the importance of getting cultural access into the schools and the grade levels that currently offer the fewest opportunities for enrichment classes. They also placed high priority on ensuring that the program supports teachers by doing as much as possible to simplify the necessary planning and coordination for CAPS activities and avoid creating additional burdens for them.

These goals necessitate careful communication with the School District as well as individual schools and principals. There is administrative workload associated with reviewing and evaluating program proposals and attuning them to individual grades, schools, or teachers, and with the logistics of background checks and volunteer training protocols for adults in the school setting who are not school district employees.

The Committee saw the CAPS Pilot year as study year, an opportunity to clearly define this workload and determine where it is best placed, before allotting funding for a CAPS coordinating role. Future solutions may include a division of responsibilities between the district and the City or seeking a third party to facilitate and coordinate this work.

Use of Transportation Funds:

- Set aside funding for Transportation in initial grant cycles based on projected transportation needs for CAPS and non-CAPS programs. Give high priority to funding field trips during the school day.

Transportation funding, established by City resolution as “up to 10%” of annual fund, is expected to be sufficient to cover program proposals. The committee expressed a priority in support of field trips for CAPS programs.



Strategies for Evaluation and Review

For Evaluation and Review of Applications:

- The Cultural Access Advisory Board (CAAB) should serve as review panel to evaluate and recommend grant award recipients and amounts for approval by City Council.
- The Board may add citizen panelists to expand areas of expertise, perspectives, or disciplines represented on the panel. For review of CAPS proposals, these may include the voices of educators, youth leaders, and families.
- Be observant of possible conflict-of-interests among panelists. Address this with signed conflict-of-interest statements and require recusals to avoid any appearance of bias in scoring.
- Evaluate programs based on alignment with program goals.
- Support diversity, equity, and inclusion by weighting evaluation criteria to favor those organizations and program that seek to strengthen voice, presence, agency, visibility and belonging for Olympia's Black, Indigenous, People of Color, LGBTQIA+, and other systemically marginalized groups;
- Support a variety of organizations, in size, disciplines, and service models; and encourage new and existing heritage and culture organizations, as an area that may be underrepresented.

Many granting organizations including Tacoma Creates utilize an annually selected panel of citizens to conduct grant reviews and recommend finalists to their Advisory Board, who reviews and forwards to City Council or other governing body for approval. This is an unnecessary step for Olympia, at least in the initial funding cycles. The Committee recommends that the CAAB serve as review panel, which will invest them deeply in applying the program guidelines, goals, and mission to the work of Cultural Organizations in the community. It also places them well to evaluate the growth and progress of funded organizations that return in future cycles, and to engage in continuous program refinement and improvement.

Recognizing that the CAAB may have representational gaps in any given cycle, the committee recommends adding panelists from the community at-large if needed. This is especially relevant for reviewing proposals for youth and school programs, where the insights of educators, learners, youth leaders and families are important to include.

Recognizing that Olympia's community is interconnected, the committee recommend developing a process for avoiding conflicts of interest and supporting recusals when there may be any appearance of bias.



Program Communications

For Program Communication and Promotion:

- Establish a strong visual brand and marketing plan for program identity and consistent presence in Olympia.
- Make the application language and process clear and understandable.
- Make program materials accessible via diverse delivery methods (in person, online, downloadable doc's, videos, office hours, workshops) and in additional languages.
- Encourage and support visibility of programs and activities funded by *Inspire Olympia* in the community. Provide grant recipients with marketing materials for consistent messaging about cultural access funding and support.
- Share, celebrate, and make the creative *process* visible, as well as the outcomes, and work to build audiences for creative and cultural endeavors in Olympia.

Outreach, listening, and sense of welcome are essential starting points for equitable outcomes and for creating belonging. For this reason alone, the committee emphasized that program communications and administrative format should be as simple and accessible as possible. Small organizations with few staff should feel as able and as viable in the grant application process as large organizations with grant-writing staff. The program can further this effort with visible and informative presence at community events of all sizes.

The committee recommended consistent marketing and messaging to create clarity and understanding for our community. This means that the recipient programs also participate by visibly and consistently crediting the cultural access program and the taxpayers for supporting their work.

“Cultural access can work to build a strong supporting community: audience building. Creative work is visible – the public can see artists and creatives working and see their process – and it is year-round, going on all the time.”

Jean Mandeberg, meeting #3

Conclusion

This report offers a broad set of recommendations to the Cultural Access Advisory Board, a fundamental framework for program development, to be further shaped by the incoming Cultural Access Advisory Board.

These recommendations are offered as a foundation for the important work ahead, to build a program that can advance the hope and the promise for the residents of Olympia of a community truly inspired by equitable, ready access to the arts, sciences, heritage and culture.



Appendix

- A. [Chapter 36.160 RCW](#): Cultural Organizations
- B. Council Resolution M-2280 authorizing Cultural Access Ballot Measure
- C. Council Resolution M-2382 creating Ad Hoc Committee
- D. [OMC 3.04.200](#) establishing a Cultural Access Fund
- E. [OMC 2.100.700-710](#) establishing a Cultural Access Advisory Board
- F. Survey Questions
- G. Survey Response Data Trends
- H. Ad Hoc Committee Recommended Terms & Definitions
- I. Legal Compliance Checklist
- J. Social Justice and Equity Commitment in Action
- K. Public Benefit Working Document

To view all of these documents, visit the City website olympiawa.gov/culturalaccess.
Look for “documents” in right margin sidebar.





City Council

Olympia Joint Plan - The Comprehensive Plan for the Urban Growth Area

Agenda Date: 4/18/2023
Agenda Item Number: 6.B
File Number: 23-0323

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

Title

Olympia Joint Plan - The Comprehensive Plan for the Urban Growth Area

Recommended Action

Committee Recommendation:

Move to support adoption of the Olympia Joint Plan by the Thurston County Board of County Commissioners and authorize the Mayor to sign a letter of support that requests three minor modifications.

City Manager Recommendation:

Move to support adoption of the Olympia Joint Plan by the Thurston County Board of County Commissioners and authorize the Mayor to sign a letter of support that requests three minor modifications.

Report

Issue:

Whether to support adoption of the Olympia Joint Plan by the Thurston County Board of County Commissioners and authorize the Mayor to sign a letter of support that requests three minor modifications.

Staff Contact:

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

Presenter(s):

Joyce Phillips, Principal Planner, Community Planning and Development

Background and Analysis:

The City of Olympia and Thurston County have been working together to adopt a joint comprehensive plan for the unincorporated portions of Olympia's Urban Growth Area (UGA). This plan establishes a vision, sets policies, and once adopted, makes the land use process more predictable for community residents and more seamless for the city and county when annexations occur. The draft Joint Plan consists of the portions of the Olympia Comprehensive Plan that are applicable within the UGA.

The Thurston County and City of Olympia Planning Commissions met together four times. There were two briefings in October of 2022. The public hearing on the Joint UGA Comprehensive Plan was held on November 30, 2022, by both Planning Commissions. Commissioners discussed but did not take action on the Plan. Deliberations continued at the meeting on January 25, 2023. During deliberations, the

The Planning Commissions proposed modifications to amend language around agricultural land uses in the UGA, planning for population growth in the UGA, and transportation corridors in the UGA. The recommendation also included a proposal to remove the requirement for a grocery store in the Community Oriented Shopping Center (COSC) zoning district.

The Thurston County and City of Olympia Planning Commissions recommend approval of the Joint Plan with those modifications.

Climate Analysis:

The Joint Plan contains goals and policies that support the reduction of greenhouse gas emissions including but not limited to the construction of energy efficient buildings; efficient transportation systems; increased use of transit and alternate transportation modes; reduction in solid waste that goes to landfills; and preservation of the urban tree canopy.

Equity Analysis:

The Joint Plan envisions a diverse and inclusive community. Work on the Olympia Joint Plan between the City and Thurston County began in 2017. The public hearing was conducted in November of 2022. While this work took place before the City began using the Equity Framework, City and County staff worked to ensure the Equity language in the Community Values and Vision chapter adopted by the City in 2021, was included in the Olympia Joint Plan. The City recognizes that equity is essential to all areas of the Joint Plan and is committed to eliminating inequity in the community.

Neighborhood/Community Interests (if known):

Comment letters submitted prior to the public hearing are attached. Concerns were expressed related to UGA capacity, housing and population data, traffic impacts, stormwater and wastewater management, school capacity, residential densities, farmland preservation, and changes in zoning that would remove the requirement for a grocery store on the undeveloped portion of Glenmore Village.

Financial Impact:

Work on the Joint Plan is covered by the Community Planning and Development Department's base budget.

Options:

1. Accept the Land Use and Environment Committee recommendation to support adoption of the Olympia Joint Plan by the Thurston County Board of County Commissioners and authorize the Mayor to sign a letter of support that requests three minor modifications.
2. Accept the Land Use and Environment Committee recommendation to support adoption of the

Olympia Joint Plan by the Thurston County Board of County Commissioners and authorize the Mayor to sign a letter of support that reflects any additional recommended changes.

3. Accept the Land Use and Environment Committee recommendation to support adoption of the Olympia Joint Plan by the Thurston County Board of County Commissioners but do not submit a comment letter.

Attachments:

Thurston County Joint Plan webpage

Draft comment letter



Community Planning and Economic Development

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[Comprehensive Plan Home](#) / **Olympia, Tumwater, & Lacey Joint Plans**

Olympia, Tumwater, & Lacey Joint Plans

Joint Plans outline land-use and development policies in the urban growth areas (UGAs) of Lacey, Olympia and Tumwater. Urban growth areas are unincorporated parts of the county that may be annexed by a city in the future. The county works with city governments to make future development more predictable for citizens who live in those areas, and smoother when annexation occurs. Joint plans are part of the Comprehensive Plan, and are updated regularly.

- **Lacey Joint Plan**

- Review of this plan is scheduled to begin later this year.

- **Olympia Joint Plan**

- See the [Olympia joint plan presentation storymap](#) to learn more.



- Fixes seven zoning boundaries that were out of alignment on the Olympia UGA map. See Attachment C below.
- New calculations for population, housing, land inventory.
- New goals & policies.
- Largely based on the Olympia Comprehensive Plan.
- **Project timeline**
 - **Early 2023** - Planning Commission recommendation to Board of County Commissioners.
 - **January 25, 2023**-Planning Commission work sessions.
 - **November 30, 2022** - Planning Commission Public Hearing.
 - **October/November 2022** - Planning Commission Work Sessions.
- **Documents**
 - 10-11-2022 - Planning Commission  [Memo](#)
 - 10-26-2022 - Planning Commission  [Memo](#)
 - 11-30-2022 - Joint Public Hearing  [staff report](#)
 - 1-25.2023 - Planning Commission  [Memo](#)
 - Attachment A:  [Draft Olympia Joint Plan](#)
 - Attachment B:  [UGA Focus Area Maps](#)
 - Attachment C:  [Zoning Map Corrections](#)
 - Attachment D:  [Draft TCC 23.05](#)
 - Attachment E:  [Draft SEPA Environmental Checklist](#)



• Tumwater Joint Plan







• Project timeline

- On November 30, 2021, the Board of County Commissioners voted 2-1 to repeal and replace the Tumwater Joint Plan.
- The plan was first adopted in 1995 with a minor update in 2009.

• Plan includes

- Five land-use zoning amendments and an amendment to the Airport Hazard Overlay.

• Documents

-  [Tumwater Joint Plan - Adopting Resolution 16091](#)
-  [Tumwater Joint Plan - Adopting Ordinance 16092](#)
-  [2021 Tumwater Joint Plan](#)
-  [Tumwater Joint Plan Appendices](#)
-  [Tumwater Joint Plan Land Use and Zoning Amendment Maps](#)
-  [Tumwater Joint Plan Future Land Use and Sub-area Maps](#)

More About the Joint Planning Process

Joint Plans are developed in collaboration with community members, city governments, and the county government. The process includes multiple opportunities for community input. Plans are separate documents within the Thurston County Comprehensive Plan, and also in Olympia,



Thurston County
Washington

[MENU](#)

adoption comes from Thurston's Board of County Commissioners, which adopts Joint Plans as part of the Thurston County Comprehensive Plan.



[Comments/Contact
Webmaster](#)

[\(360\) 754-3800](#)

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Olympia, WA 98501](#)

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March 28, 2023 (Date to be updated/2nd page header too)

Board of County Commissioners
Thurston County
3000 Pacific Avenue SE
Olympia, WA 98501

Subject: Olympia Joint Plan

Dear Honorable County Commissioners;

The City of Olympia is pleased to lend its support to the adoption of the Olympia Joint Plan.

The Plan represents a significant step in our coordinated planning efforts to ensure provision of urban governmental services across the city and urban growth area. The Joint Plan builds upon our community's values and our vision for the future. It's goals and policies provide high-level direction for actions the County, City, and other community members may take to realize these values and vision. We applaud the recommendations of the Planning Commissions to address and support agriculture in the urban growth areas.

We ask for the following modifications prior to adoption:

1. On page 36, minor modifications to Natural Environment policy PN2.4 as shown below (in bill format) to help clarify that Transfer of Development Rights programs are applicable to privately owned farmland and so are distinct from any public farmland initiatives:

PN2.4 Explore innovative strategies that help to facilitate continued agricultural activities within the Urban Growth Area, such as an agriculture protection overlay, ~~or~~ public farmland initiatives, ~~like~~ or Transfer of Development Rights (TDR) programs, to encourage conservation of agriculture.

2. On pages 38 and 50, please update the name of Priest Point Park to Squaxin Park. The City renamed this park in April 2022 in acknowledgement that the land upon which the park sits has been used for generations by the Indigenous peoples of our region, which include the Squaxin, Nisqually, Quinault, Puyallup, Chehalis, Suquamish, and Duwamish.
3. On page 46, in Natural Environment policy PN8.1, please replace the word "development" with "implementation" to reflect the fact that we now have a recently approved climate action plan.

PN8.1 Participate with local and state partners in the ~~implementation~~ development of a regional climate action plan aimed at reducing greenhouse gases. The Board of County Commissioners has set targets to reduce emissions 45 percent below 2015 levels by 2030 and 85 percent below 2015 levels by 2050.

Board of County Commissioners

March 28, 2023

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Additionally, we would like to acknowledge and thank County staff, specifically Ms. Leah Davis, for her assistance during the review process. She was professional and prompt in her coordination with City staff and played an important role in the joint meetings of the County and City Planning Commission meetings.

Thank you for the opportunity to coordinate on the update of the Olympia Joint Plan. We are pleased to offer our support for its adoption. We look forward to the County's docketing of development regulation code amendments shortly afterward to implement the plan. Olympia staff are prepared to assist with that process.

Sincerely,

Cheryl Selby, Mayor

CS:jmp