



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, November 16, 2023

5:30 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_NELPceZiTrm4HlrJz2vUNw

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

(Estimated Time: 0-15 Minutes)

During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.

5. APPROVAL OF MINUTES

- 5.A** [23-0998](#) Approval of October 26, 2023 Land Use & Environment Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A** [23-1007](#) Urban Forestry and Tree Canopy Briefing

- 6.B** [23-0982](#) Sea Level Rise Plan Implementation Update

- 6.C** [23-0983](#) Community Planning and Development 2024 Planning Work Program

Attachments: [2024 CPD Planning Program Staffing Levels](#)
[2024 CPD Long Range Planning Projects](#)

7. REPORTS AND UPDATES

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

Land Use & Environment Committee
**Approval of October 26, 2023 Land Use &
Environment Committee Meeting Minutes**

Agenda Date: 11/16/2023
Agenda Item Number: 5.A
File Number:23-0998

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

Title

Approval of October 26, 2023 Land Use & Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, October 26, 2023

5:30 PM

Online and Via Phone

1. CALL TO ORDER

Chair Madrone called the meeting to order at 5:30 p.m.

2. ROLL CALL

Present: 3 - Chair Dani Madrone, Committee member Jim Cooper and Committee member Clark Gilman

2.A OTHERS PRESENT

City Manager Jay Burney
Assistant City Manager Rich Hoey
Community Planning & Development Director Leonard Bauer
Community Planning & Development Deputy Director Tim Smith
Senior Planner Joyce Phillips
Senior Planner David Ginther
Senior Planner Michelle Swanson
Housing Program Specialist Christa Lenssen
Housing Program Manager Darian Lightfoot
Consultant Paul Knox
Consultant Sam Green

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT - None

5. APPROVAL OF MINUTES

5.A [23-0939](#) Approval of September 28, 2023 Land Use and Environment Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [23-0920](#) Capital Mall Triangle Subarea Plan Update

Mr. Ginther provided a status update on the Capital Mall Triangle Subarea Plan and Draft Environmental Impact Statement. He provided an overview of public comments received to date, and existing City plans, programs and work efforts that are interconnected with this Subarea Plan. Committee members discussed plans for addressing area impacts and improvements as well as ideas for a transfer of development rights program. Committee expressed a general preference for presented Alternative 3 with some potential changes, but did not make a specific recommendation to City Council.

The information was received.

6.B [23-0916](#) Zoning Changes to Address Housing Briefing

Ms. Phillips provided an overview of recent actions to amend City codes to provide fewer barriers to housing, as well as new requirements from recent state legislation and other opportunities for code amendments.

The information was received.

6.C [23-0924](#) Affordable Homeownership Study Briefing

Ms. Lenssen introduced Mr. Knox and Mr. Green who highlighted the progress of their study of potential tools for cities to address and promote homeownership. They focused on priority actions that have the most potential.

The discussion was completed.

7. REPORTS AND UPDATES

Chair Madrone raised a question regarding drafting a City Council referral on food security. Committee discussed a City Council discussion to provide a full picture of this topic. Mr. Bauer reported on the scheduled agenda for the November 16 meeting.

8. ADJOURNMENT

The meeting adjourned at 8:26 p.m.



Land Use & Environment Committee

Urban Forestry and Tree Canopy Briefing

Agenda Date: 11/16/2023
Agenda Item Number: 6.A
File Number:23-1007

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

Title

Urban Forestry and Tree Canopy Briefing

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

receive a briefing on the Olympia Tree Canopy Assessment.

Report

Issue:

Whether to receive a briefing on the Olympia Tree Canopy Assessment.

Staff Contact:

Kym Foley, Environmental Habitat Planner, Public Works Water Resources, 360.570.3957

Jasen Johns, Urban Forestry Program Manager, Community Planning & Development, 360.753.8301

Presenter(s):

Kym Foley, Environmental Habitat Planner

Jasen Johns, Urban Forestry Program Manager

Background and Analysis:

A growing base of research supports the multitude of environmental, social and economic benefits of trees in urban and suburban settings. Our urban forest functions to increase resilience against the effects of climate change, reduce air, water and noise pollution, provide utility in the built environment, create a sense of place, support a diversity of locally unique wildlife, and much more. Trees also pose challenges to urban infrastructure and risk to property as well as public safety and can be costly to properly maintain.

Following guidelines developed by Federal and State Urban and Community Forestry programs, the City of Olympia recently completed a Tree Canopy Assessment to support a wide variety of land use and environmental planning purposes. This high-resolution geospatial analysis maps existing (2022) tree canopy cover as well as canopy gains and losses since 2011. The results show that as of 2022, 42% of Olympia is covered by tree canopy, representing a 6% relative loss since 2011. The

assessment also maps tree canopy cover by census block group, land use type, watershed, and several other geographies.

As this dataset is refined, it will be made available to the public via an online interactive Storymap and final comprehensive report, both anticipated to be published by the end of 2023. Internally, City staff across departments are beginning to use the data to support stormwater management, transportation and habitat stewardship projects. Moving forward, the Tree Canopy Assessment and associated information is intended to be utilized to inform a comprehensive Urban Forest Management Plan, where recommendations for strategic tree canopy goal-setting and related policies will be developed. The assessment also fulfills a requirement of new legislation (E2SHB 1181) that requires an evaluation of tree canopy coverage to be included in the City's 2025 Comprehensive Plan update.

Climate Analysis:

This project was completed in partnership with Thurston County Natural Resources Department to ensure that goals and objectives align with the Thurston Climate Mitigation Plan. The Tree Canopy Assessment shows us where in Olympia clusters of large trees are providing the greatest carbon sequestration services, although in urban settings these are a lower priority climate mitigation tool than increasing clean energy, improving transportation systems, and other forms of carbon emissions reduction. However, tree canopy plays an important role in climate adaptation and resilience, such as addressing urban heat islands and reducing flooding during heavier-than-normal precipitation events.

Challenges to urban forest management have increased due to climate change, where locally adapted tree species are beginning to decline to due drought, pests and other related threats. Dr. Pamela Braff, Director of Climate Programs, joined the City's team of urban foresters and arborists in scoping the Tree Canopy Assessment project to ensure that the resulting dataset would be a useful tool in supporting multiple climate-related projects.

Equity Analysis:

A key driver of the Tree Canopy Assessment was the urgent need to ensure both the benefits and challenges of urban trees are distributed equitably across Olympia's communities. In a growing community like Olympia, there is a tension between 'green infrastructure' and the ecosystem services they provide and the need for affordable housing and economic development. This dataset will support future analysis to strategically address these questions and maximize the benefits of both.

Neighborhood/Community Interests (if known):

Community engagement activities tied to recent planning efforts, such as the Capital Mall Triangle Redevelopment Plan and the Comprehensive Plan Periodic Update, reveal a strong community emphasis on protecting Olympia's urban forest.

Many comments received by the City over the years have specifically called out the need for a Tree Canopy Assessment and an Urban Forest Management Plan. Having this high-resolution, detailed analysis completed gives us the data necessary to ground-truth urban forestry needs and opportunities around the City and create well-informed goals and policies, to best address the needs of all community members. It also serves as an accessible resource for future engagement purposes.

Financial Impact:

None currently. Community Planning and Development is seeking funding to complete an Urban

Forest Management Plan over the next 2 years.

Options:

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

Attachments:

None



Land Use & Environment Committee

Sea Level Rise Plan Implementation Update

Agenda Date: 11/16/2023
Agenda Item Number: 6.B
File Number:23-0982

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

Title

Sea Level Rise Plan Implementation Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on implementation of the Olympia Sea Level Rise Response Plan.

Report

Issue:

Whether to receive a Briefing on implementation of the Olympia Sea Level Rise Response Plan.

Staff Contact:

Pamela Braff, PhD, Director of Climate Programs, Office of Community Vitality, 360.753.8249

Presenter(s):

Pamela Braff, Director of Climate Programs

Background and Analysis:

Olympia Sea Level Rise Response Plan

The Sea Level Rise (SLR) Response Plan was developed in 2018-2019 through a joint planning effort between the City of Olympia, Port of Olympia, and LOTT Clean Water Alliance. The Plan provides a coordinated strategy to protect downtown Olympia and the Port peninsula from the impacts of sea level rise. The plan identifies adaptation actions, estimated costs, implementation schedules, and partner responsibilities.

In 2021, the City of Olympia, Port, and LOTT established the Olympia Sea Level Rise Response Collaborative (Collaborative) to guide and support long-term implementation of the SLR Response Plan. The SLR Collaborative is made up of an executive committee of elected officials representing the member organizations and a staff-level technical work group. Thurston County, the Squaxin Island Tribe, and Washington State Department of Enterprise Services have also joined the Collaborative as non-voting, ex-officio members.

Implementation of Near-term Strategies

The SLR Response Plan identifies near-term (2019-2024), mid-term (2025-2050), and long-term (beyond 2050) response actions to be implemented over time. Many of the near-term actions assigned to the City of Olympia have already been implemented by the Public Works Department. This includes installing tide gates on stormwater outfalls and other key pipes, coordinating emergency response to flood events, and formalizing the Olympia Sea Level Rise Response Collaborative.

Sea Level Rise Response Collaborative

The Collaborative has been working on the following actions in 2023 to support implementation of the Olympia Sea Level Rise Response Plan.

- Tide Gauge - Install a tide gauge at the port marine terminal to improve monitoring of local water level conditions.
- Land Subsidence Survey - Perform a satellite land subsidence survey to improve our understanding of local subsidence rates.
- Groundwater Study - Conduct a groundwater study to evaluate tidal influence and the potential impact of sea level rise on groundwater levels.
- Financing and Governance - Evaluate potential financing and governance mechanisms to fund and implement the Sea Level Rise Response Plan.

Work on these projects is expected to continue through 2024. The proposed 2024 workplan and budget includes several Phase 2 work items to further develop the workplan actions initiated in 2023.

- Land Subsidence Survey - Continue satellite land subsidence survey to monitor land subsidence. Three years of continued monitoring is needed for reliable results.
- Groundwater Study - Conduct a groundwater gauging event at the end of the wet season and generate a groundwater model to evaluate sea level rise impacts on groundwater levels.
- Financing and Governance - Facilitate an ad-hoc financial committee or workgroup to evaluate potential financing mechanisms identified during Phase 1.

Climate Analysis:

Implementation of the SLR Response Plan will not directly impact Olympia's climate mitigation strategies to reduce greenhouse gas emissions. However, other ongoing work focused on reducing greenhouse gas emissions will help slow the rate and severity of sea level rise and related flooding in downtown Olympia.

Equity Analysis:

The 2023 and 2024 SLR Collaborative Workplan actions will provide additional data and guidance on how to fund and implement sea level rise response strategies. When appropriate, staff will consider how data collection and analysis for these work items can be designed to improve our understanding of who may be benefited and who will be impacted by future projects and funding.

Neighborhood/Community Interests (if known):

There is considerable community interest in sea level rise planning and implementation of flood protection measures in downtown Olympia.

Financial Impact:

The total cost to implement the 2024 workplan is \$180,000. Costs will be shared across the collaborative members and the necessary funding has been included in each member's 2024 budget proposal.

The total cost to the City of Olympia is \$90,000. This includes \$75,000 of project funding, as well as in-kind contributions for staff time to administer and facilitate the Collaborative. Sufficient funds are included in the 2024 - 2029 Preliminary Capital Facilities Plan, Stormwater and Surface Water Projects Budget.

Options:

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

Attachments:

None



Land Use & Environment Committee

Community Planning and Development 2024 Planning Work Program

Agenda Date: 11/16/2023
Agenda Item Number: 6.C
File Number: 23-0983

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

Title

Community Planning and Development 2024 Planning Work Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss the proposed 2024 Community Planning and Development (CPD) planning work program.

Report

Issue:

Whether to discuss the proposed 2024 Community Planning and Development (CPD) planning work program.

Staff Contact:

Tim Smith, CPD Deputy Director, 360.570.3915

Presenter(s):

Tim Smith, CPD Deputy Director

Background and Analysis:

City staff reports annually to the Land Use and Environment Committee regarding planning work items for the upcoming year. Major City planning projects are conducted by multiple City departments.

This briefing focuses on the 2024 work program for the CPD Planning Program. Attachment 1 illustrates staffing levels, both for ongoing programs and long range planning projects. Attachment 2 shows the primary planning projects to be accomplished in 2024 to implement the Comprehensive Plan and/or meet state or federal requirements.

Climate Analysis:

The work plan will not directly impact climate or greenhouse gas emissions. Items from the work plan

will include an analysis of climate issues.

Equity Analysis:

Items from the work plan will include an equity analysis in the development of recommendations.

Neighborhood/Community Interests (if known):

There is generally strong community and neighborhood interest in City planning projects. Per Council direction, public participation plans are prepared and presented to the Council at the beginning of all major planning projects.

Financial Impact:

FTEs (full-time equivalent staff) to support ongoing programs and long range planning projects are in the Department's base budget. The City also received grant funding from the Washington State Department of Commerce to assist in supporting work on the Comprehensive Plan update and housing code changes.

Options:

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

Attachments:

2024 CPD Planning Program Staffing Levels
2024 CPD Long Range Planning Projects



CP&D Planning | 2024 Program Staffing Levels

Ongoing Programs



Ongoing Programs	FTEs
Current Planning & Permitting • Includes Hearing Examiner and Design Review Board Support	4.50
Historic Preservation Program • Includes Heritage Commission Support	1
Neighborhood Matching Grants	0.25
Planning Administrative	2
Urban Forestry	1

Long Range Planning Projects



Summary of Major Projects
Olympia 2045 Comprehensive Plan Update
Capital Mall Triangle Plan
SE Urban Growth Area Annexation
Code Changes to Address Housing
Capital Facilities Plan
Neighborhood Centers Report

2024 CP&D PLANNING - LONG RANGE PLANNING PROJECTS

PROJECT DESCRIPTION		Lead Staff	Cross-Dept. Coord.	Continued From 2023	ESTIMATED TIMELINE			
					2024			
					Jan - Mar	Apr - Jun	Jun - Sep	Oct - Dec
					Q1	Q2	Q3	Q4
1	Neighborhood Centers Report*	Casey	Y	Y	X			
2	Drive-Through Code Amendment Application	Casey	Y	N	X	X		
3	Capital Mall Triangle Subarea Plan/EIS *	David	Y	Y	X			
4	Capital Mall Triangle Subarea Plan Implementation*	David	Y	N	X	X		
5	Code Changes to Address Housing (grant funded)	Joyce/Casey	Y	N	X	X	X	X
6	2045 Comprehensive Plan Update Cross-Department Team Coordination	Joyce/Tim	Y	Y	X	X	X	X
7	2045 Comp. Plan EIS/BAS Review/Transportation Modeling (grant funded)*	Joyce	Y	N	X	X	X	X
8	Land Use Element of 2045 Comprehensive Plan	David/Joyce	Y	N	X	X	X	X
9	Housing Element of 2045 Comprehensive Plan*	Casey/Darian	Y	N	X	X	X	X
10	Capital Facilities Plan	Casey	Y	Y		X	X	X
11	SE Urban Growth Area Annexation*	Tim	Y	Y	X	X	X	X
12	Creative District Code Amendments	Holly/Tim	Y	Y			X	X
13	Review of SEPA Categorical Exemptions	Nicole	N	Y			X	X

Updated 11-1-2023

* Work will include consultant support