



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Tuesday, July 9, 2024

6:00 PM

Council Chambers, Online and  
Via Phone

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Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_J07Udoq7TkG0TaTbRgimSA](https://us02web.zoom.us/webinar/register/WN_J07Udoq7TkG0TaTbRgimSA)

**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

- 2.A** [24-0577](#) Special Recognition - Proclamation Recognizing Muslim American Heritage Month

Attachments: [Proclamation](#)

**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 two areas: (1) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (2) 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** [24-0546](#) Approval of June 18, 2024 City Council Meeting Minutes

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

- 4.C**     [24-0578](#)     Approval of Bid Award for the 6th Avenue Sewer Extension Project
- Attachments:**   [Vicinity Map](#)  
                         [Summary of Bids](#)
- 4.D**     [24-0562](#)     Approval of Bid Award for the Grass Lake Nature Park Trail Project
- Attachments:**   [Bid Tab Summary](#)
- 4.E**     [24-0555](#)     Approval of Bid Award for the 2024 Cure-in-Place Pipe Lining Project
- Attachments:**   [Vicinity Map](#)  
                         [Summary of Bids](#)
- 4.F**     [24-0569](#)     Approval of a Resolution Authorizing an Application for the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Grant
- Attachments:**   [Resolution](#)  
                         [Notice of Funding Opportunity](#)  
                         [Grant Application](#)  
                         [Detailed budget](#)  
                         [Letters of Support](#)  
                         [Timeline](#)
- 4.G**     [24-0503](#)     Approval of a Resolution Acknowledging the Notice of Recertification of the Olympia Creative District and Acceptance of a Grant from the Washington State Arts Commission in Support of District Development
- Attachments:**   [Resolution](#)  
                         [Grant Contract](#)  
                         [5-Year CD Goals Summary](#)
- 4.H**     [24-0571](#)     Approval of a Resolution Authorizing a Acceptance of a Grant from the Washington State Arts Commission in Support of the Artesian Commons Night Market
- Attachments:**   [Resolution](#)  
                         [Grant Contract](#)  
                         [Creative District Strategic Plan](#)

#### **4. SECOND READINGS (Ordinances)**

- 4.I**     [24-0410](#)     Approval of an Ordinance Amending Olympia Municipal Code (OMC) Chapter 2.05 Related to the Independent Salary Commission
- Attachments:**   [Ordinance](#)
- 4.J**     [24-0528](#)     Approval of an Ordinance Amending Ordinance 7387 (Operating, Special and Capital Budgets)



Attachments: [Ordinance](#)

#### 4. FIRST READINGS (Ordinances)

- 4.K [24-0573](#) Approval of an Ordinance Amending Chapter 3.16 of the Olympia Municipal Code for Consistency with State Law Related to Contracts

Attachments: [Ordinance](#)

#### 5. PUBLIC HEARING - NONE

#### 6. OTHER BUSINESS

- 6.A [24-0579](#) Approval of the Community Oversight of Law Enforcement Recommendations

Attachments: [Draft Recommendations](#)  
[Implementation Considerations](#)  
[Hyperlink to Engage Olympia](#)

- 6.B [24-0544](#) Approval of an Ordinance Harmonizing Olympia Municipal Code with the Missing Middle Housing Ordinance

Attachments: [Ordinance](#)  
[Harmonization Report](#)  
[Middle Housing Webpage](#)

- 6.C [24-0548](#) Approval of an Ordinance Adopting the Capital Mall Triangle Subarea Plan

Attachments: [Ordinance](#)  
[Planning Commission Recommendation](#)  
[Public Outreach](#)  
[Project Webpage](#)

#### 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 Muslim American Heritage Month

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 2.A  
**File Number:** 24-0577

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

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#### Title

Special Recognition - Proclamation Recognizing Muslim American Heritage Month

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Recognize July as Muslim American Heritage Month.

#### Report

##### Issue:

Whether to recognize July as Muslim American Heritage Month.

##### Staff Contact:

Tobi Hill-Meyer, Diversity Equity Inclusion Program Manager, 360.753.8285

##### Presenter(s):

Dr. Amna Qazi, Olympia Social Justice and Equity Commissioner  
Imran Siddique, President of the Council on American-Islamic Relations (CAIR)  
Mr. Javaid, President of the American Muslim Advancement Council (AMAC)

##### Background and Analysis:

Muslim American Heritage Month celebrates the contributions of Americans of Muslim heritage to the United States from its founding through the present day.

##### Climate Analysis:

This is not expected to impact carbon emissions.

##### Equity Analysis:

This recognition raises awareness about the contributions and achievements made by generations of Muslim Americans in the Pacific Northwest and across the nation.

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

Muslim Americans are a part of our local neighborhoods and community. This recognition may be very meaningful to our Muslim community members, and will be an important part of taking the time to understand everyone that is a part of our Olympia community.

**Financial Impact:**

No financial impact.

**Options:**

1. Recognize Muslim American Heritage Month.
2. Do not recognize Muslim American Heritage Month.
3. Recognize Muslim American Heritage Month at another time.

**Attachments:**

Proclamation

## **PROCLAMATION**

*WHEREAS, freedom of religion holds the distinction as a cherished right and a foundational value upon which the laws and ethics of the United States are based; and*

*WHEREAS, Muslims around the world, and in the United States specifically, constitute a racially and culturally diverse group that is bound together by a shared belief in diversity as strength and unity as power; and*

*WHEREAS, Muslims make up more than 25 percent of the global population and Islam is the world's fastest growing religion; and*

*WHEREAS, the Muslim American community provides support and assistance to people throughout the community through charitable contributions, social activism, and community groups; and*

*WHEREAS, while Muslims make substantial contributions to nearly every aspect of society, including academia, law, business, healthcare, military service, and more; and*

*WHEREAS, Olympia is home to a vibrant Muslim community that plays an essential role in enriching the unique character of our city and state; and*

*WHEREAS, the Islamic Center of Olympia welcomes more than 40 ethnicities to worship in community together, which includes immigrants and refugees; and*

*WHEREAS, we acknowledge that the history and contributions of Muslim Americans in our country are often neglected or defaced by prejudice, discrimination, xenophobia, and islamophobia; and*

*WHEREAS, on this occasion, the City of Olympia recommits itself to standing against hate and injustice in all forms, and to combatting anti-Muslim rhetoric through awareness, education, community, and meaningful action; and*

*NOW, THEREFORE, BE IT RESOLVED, the Olympia City Council, does hereby proclaim the month of July as*

**MUSLIM AMERICAN HERITAGE MONTH**

*In the City of Olympia and our community joins those of all faiths and backgrounds in celebrating our Muslim friends and neighbors and the cultural and religious heritage of the Muslim community.*

*SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 9<sup>TH</sup>  
DAY OF JULY 2024*

*OLYMPIA CITY COUNCIL*

*Dontae Payne,  
Mayor*



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

## City Council

### Approval of June 18, 2024 City Council Meeting Minutes

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.A  
**File Number:**24-0546

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

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**Title**

Approval of June 18, 2024 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, June 18, 2024**

**6:00 PM**

**Council Chambers, Online and Via  
Phone**

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**Register to Attend:**

**[https://us02web.zoom.us/webinar/register/WN\\_rtp8c0TrSOeVBVCfy38kxA](https://us02web.zoom.us/webinar/register/WN_rtp8c0TrSOeVBVCfy38kxA)**

### **1. ROLL CALL**

**Present:** 7 - Mayor Dontae Payne, Mayor Pro Tem Yến Huỳnh, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Robert Vanderpool

### **1.A ANNOUNCEMENTS**

City Manager Burney announced tonight's meeting was the last for Assistant City Manager Rich Hoey before moving to his new position as Public Works Director in Eugene, OR. He shared best wishes for Mr. Hoey in his new role. Councilmembers shared their appreciation for Mr. Hoey's service. Mr. Hoey thanked everyone for the kind words and reflected on his time serving the City of Olympia.

Mayor Payne announced the Council will not be meeting the next two weeks. He reminded the community that fireworks are banned in Olympia and urged the community to attend a public display of fireworks instead of using their own.

### **1.B APPROVAL OF AGENDA**

**The agenda was approved.**

### **2. SPECIAL RECOGNITION**

#### **2.A [24-0460](#) Special Recognition - Proclamation Recognizing Juneteenth**

Councilmembers read a proclamation recognizing Juneteenth.

Women of Color in Leadership Executive Director and Founder Shawna Hawk discussed the significance of Juneteenth and announced an event taking place on June 22 at Rebecca Howard Park.

**The recognition was received.**

### **3. PUBLIC COMMENT**



The following people spoke: Tracey Dorfeld, Gerald Apple, Helen Johnston, Moran Montez, Sue Hedrick, Jacob Hoffer, Elizabeth Walker, Morgan, Elizabeth Warren, Trudy Soucoup and Sara Rawlings.

#### **4. CONSENT CALENDAR**

- 4.A**     [24-0501](#)            Approval of June 4, 2024 City Council Meeting Minutes

**The minutes were adopted.**

- 4.B**     [24-0529](#)            Approval of June 11, 2024 City Council Study Session Meeting Minutes

**The minutes were adopted.**

- 4.C**     [24-0534](#)            Approval of Bills (April 26 - May 30, 2024) and Payroll Certification (May 15-31, 2024)

Payroll periods May 15 through May 31, 2024 and Direct Deposit transmissions: Total: \$4,153,184.55; Claim expenditures April 26 through May 30, 2024: Total: \$11,623,834.37.

**The decision was adopted.**

- 4.D**     [24-0525](#)            Approval of the Community Development Block Grant Program Year 2024 Annual Action Plan

**The decision was adopted.**

- 4.E**     [24-0515](#)            Approval of a Bid Award for 2024 Pavement Preservation (Chip Seal) Project

**The decision was adopted.**

- 4.F**     [24-0514](#)            Approval of a Resolution Directing the City Manager to Reject All Bids and Re-advertise the Fones Road Project

**The resolution was adopted.**

- 4.G**     [24-0516](#)            Approval of a Resolution Authorizing a Lease Agreement with Catholic Community Services for Quince Street Village

**The resolution was adopted.**

- 4.H**     [24-0517](#)            Approval of a Resolution Authorizing a Funding Agreement with Catholic Community Services for Quince Street Village

**The resolution was adopted.**

- 4.I**     [24-0518](#)            Approval of a Resolution Authorizing a Lease Agreement with Olympia Mutual Aid Partners for Franz-Anderson Tiny Home Village

**The resolution was adopted.**

- 4.J**     [24-0519](#)     Approval of a Resolution Authorizing a Funding Agreement with Olympia Mutual Aid Partners for Franz-Anderson Tiny Home Village

**The resolution was adopted.**

- 4.K**     [24-0526](#)     Approval of a Resolution Authorizing an Option to Purchase Real Estate Agreement of Real Property Owned by JJP Group, LLC for Future Temporary Shelter, Affordable Housing, Public Roadway, Wetlands Preservation, and Open Space

**The resolution was adopted.**

**4.     SECOND READINGS (Ordinances) - None**

**4.     FIRST READINGS (Ordinances)**

- 4.L**     [24-0410](#)     Approval of an Ordinance Amending Olympia Municipal Code (OMC) Chapter 2.05 Related to the Independent Salary Commission

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

- 4.M**     [24-0528](#)     Approval of an Ordinance Amending Ordinance 7387 (Operating, Special and Capital Budgets)

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

**Approval of the Consent Agenda**

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

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

**5.     PUBLIC HEARING**

- 5.A**     [24-0533](#)     Public Hearing on the City of Olympia's Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Grant Application

Community Development Block Grant Program Manager Anastasia Everett gave an overview of a partnership with Northwest Cooperative Development Center (NWCDC) and collaboration with Thurston County to prepare a grant application response to the Department of Urban Development PRICE Notice of Funding Opportunity. The submission requirements include a 15-day public comment period and a public hearing.

The public comment period is open from June 17 - July 1.

Mayor Payne opened the public hearing at 7:30 p.m. No one spoke. The public hearing was closed at 7:38 p.m.

**The public hearing was held and closed.**

**6. OTHER BUSINESS - None**

**7. CONTINUED PUBLIC COMMENT - None**

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

Councilmembers reported on meetings and events attended.

**8.A**     [24-0406](#)     Consider a Referral Regarding the Decriminalization of Nature-Based PTSD Treatments

Councilmember Gilman discussed the referral in support of decriminalization of nature based PTSD treatments

The referral requests:

A review by Olympia Police Department and City Prosecutor regarding the issue; the Police Chief to present to the Council on the current enforcement of nature-based psychedelics; and a staff presentation describing what the City is doing related to mental health and substance use disorder treatment. (Current capacity for inpatient and outpatient treatment, opioid recovery money, OFD Cares, Crisis Response Unit, Familiar Faces etc.); and pass a resolution expressing the City Council's support of decriminalization of psilocybin and other plant-based medicines.

Councilmembers discussed the topic and agreed to move forward for further exploration.

**The referral was approved.**

**9. CITY MANAGER'S REPORT AND REFERRALS**

Assistant City Manager Rich Hoey thanked everyone again for their recognition. He also thanked housing staff for their work on the PRICE grant.

**10. ADJOURNMENT**

The meeting was adjourned at 8:22 p.m.



## City Council

### Approval of Bid Award for the 6th Avenue Sewer Extension Project

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.C  
**File Number:** 24-0578

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

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#### **Title**

Approval of Bid Award for the 6<sup>th</sup> Avenue Sewer Extension Project

#### **Recommended Action**

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

Not referred to a committee.

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

Move to award the construction contract to Odyssey Contracting, LLC in the amount of \$424,322.10, and authorize the City Manager to execute the contract.

#### **Report**

##### **Issue:**

Whether to award the construction contract to Odyssey Contracting, LLC in the amount of \$424,322.10, and authorize the City Manager to execute the contract.

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

Erick Mahugh, Senior Engineer, Public Works Engineering, (360) 878-4572.

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

None - Consent Calendar item.

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

The City's Wastewater Utility has dedicated funding to extend sewer service to a limited number of existing neighborhoods that do not currently have sewer service available.

This project will extend approximately 1,200 feet of sanitary sewer pipe and provide thirty residential service connections for future septic system decommissions.

#### **Climate Analysis:**

This project will provide the opportunity for fifteen multifamily residences to connect to the City's sewer system. Connecting to sewer will allow for decommissioning of the existing septic systems. Septic systems require consistent pumping of the tanks and hauling away of the waste.

Failing septic systems pose a risk to surface water, groundwater and public health. For these reasons, this project supports strategy W6 (Reduce consumption of carbon-intensive goods and services) and W1 (Increase the efficiency of water and wastewater infrastructure).

**Equity Analysis:**

This project will provide the opportunity for homeowners with failing septic systems, or who plan to expand their residence beyond the existing septic system capacity, to connect to sewer. Connecting to sewer is not mandatory, and the City provides incentives for connection within a 2-year period following formal notification of sewer availability. The City of Olympia's sewer rate payers and the greater community all benefit from an improved environment and an increase in public health. Residences can expect temporary construction impacts.

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

Minor traffic disruptions are expected during construction. One lane traffic is likely for short periods of time during which flaggers will direct traffic.

Water Resources hosted a community open house for the project and did not receive any negative feedback. Multiple mailings to the homeowners have been sent throughout the project to provide updates. The City will communicate project updates through social media, media releases, and postcards.

**Financial Impact:**

This project is identified in the Capital Facilities Plan. Funding for the project comes from the Wastewater Utility.

The low bid of \$424,322.10 is more than 11% above the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

|  |              |
|--|--------------|
| Total Low Bid:                               | \$424,322.10 |
| Contingency to Award (10%):                  | \$42,432.21  |
| Engineering: Design, Inspection, Consultants | \$200,000.00 |
| Total Estimated Project Cost:                | \$667,754.31 |

|                            |              |
|----------------------------|--------------|
| Available Project Funding: | \$868,000.00 |
|----------------------------|--------------|

**Options:**

1. Award the construction contract to Odyssey Contracting, LLC in the amount of \$424,322.10, and authorize the City Manager to execute the contract.
  - The project proceeds as planned.
2. Reject all bids and direct staff to rebid the project.
  - The time needed to rebid may delay the project until 2025.
  - The cost may increase due to increased staff time to rebid the project.
3. Take other action.

**Attachments:**

Vicinity Map

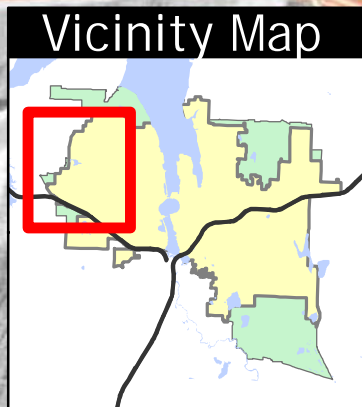
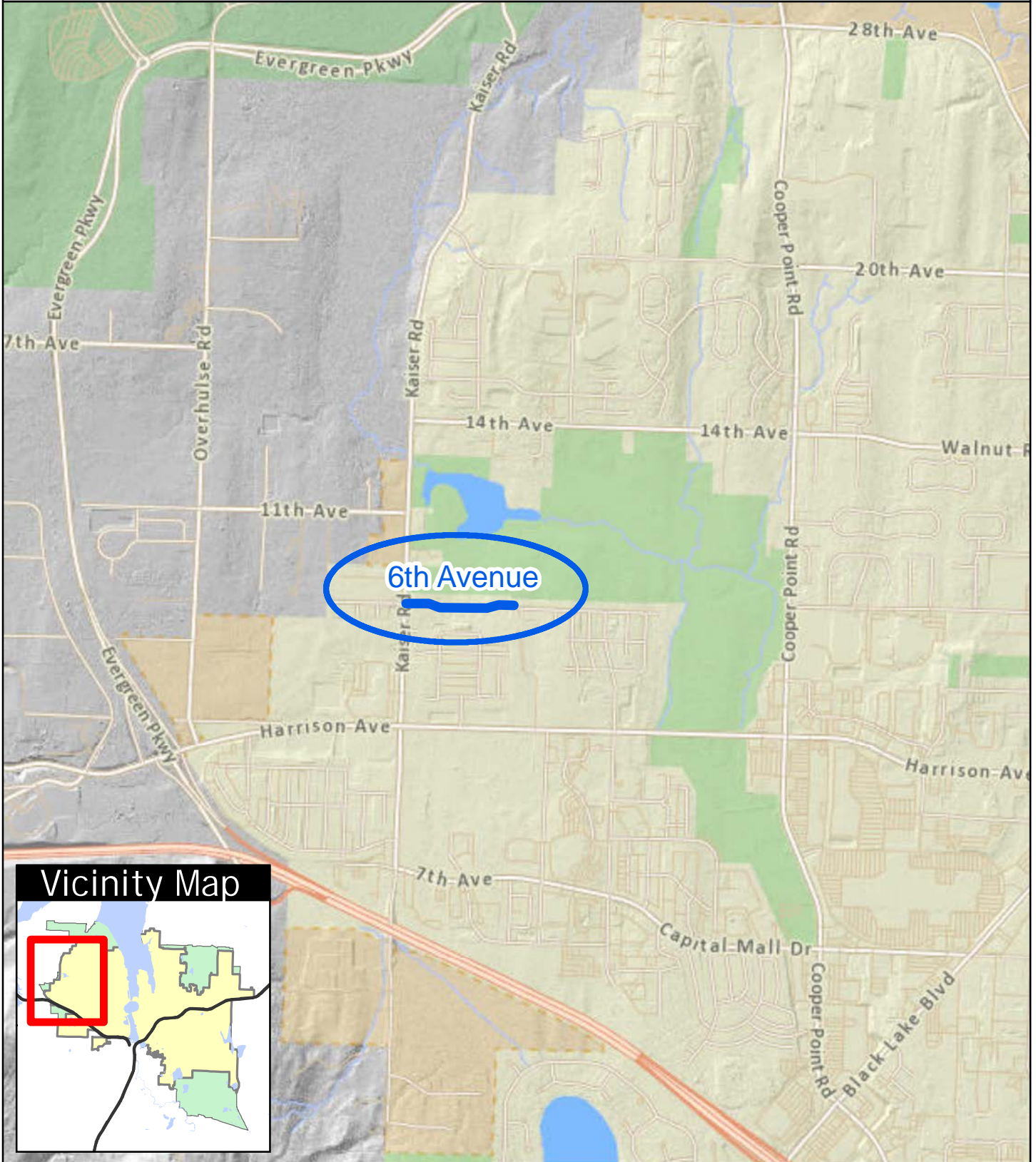
Summary of Bids





# 6th Avenue Sewer Extension

Project No. PRJ-22-000041



0 0.15 0.3 Miles  
1 inch = 1,700 feet

Map printed 6/24/2024

For more information, please contact:

Name, Title

Email

(360) Phone.

This map is intended for 8.5x11" portrait printing.

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





# BID TABULATIONS

Project Name: 6th Avenue Sewer Extension

Project No. : PRJ-22-000041

Bid Opening Date: June 11, 2024 1:00 P.M.

## BASE BID OPINION OF PROBABLE CONSTRUCTION COSTS

### BID #1

Odyssey Contracting LLC  
Jared Williamson  
jared@odyssey-contracting.com

### BID #2

Pape & Sons Construction, Inc.  
Kathy Irish  
kathyi@papeinc.com  
253-851-3290

| Item Number | Schedule Item | DESCRIPTION                               | UNIT | QUANTITY | UNIT PRICE    | TOTAL        | UNIT PRICE    | TOTAL        | UNIT PRICE    | TOTAL        |
|-------------|---------------|---|------|----------|---------------|--------------|---------------|--------------|---------------|--------------|
| A1          | 104-000       | Minor Change                              | EST  | 1.00     | \$ 10,000.00  | \$ 10,000.00 | \$ 10,000.00  | \$ 10,000.00 | \$ 10,000.00  | \$ 10,000.00 |
| A2          | 105-000       | Record Drawings (Min. Bid \$500.00)       | LS   | 1.00     | \$ 500.00     | \$ 500.00    | \$ 1,295.00   | \$ 1,295.00  | \$ 500.00     | \$ 500.00    |
| A3          | 107-000       | SPCC Plan                                 | LS   | 1.00     | \$ 1,000.00   | \$ 1,000.00  | \$ 1,110.00   | \$ 1,110.00  | \$ 500.00     | \$ 500.00    |
| A4          | 109-000       | Mobilization                              | LS   | 1.00     | \$ 20,000.00  | \$ 20,000.00 | \$ 35,000.00  | \$ 35,000.00 | \$ 30,000.00  | \$ 30,000.00 |
| A5          | 110-000       | Project Temporary Traffic Control         | LS   | 1.00     | \$ 2,500.00   | \$ 2,500.00  | \$ 1,500.00   | \$ 1,500.00  | \$ 1,000.00   | \$ 1,000.00  |
| A6          | 110-005       | Flaggers                                  | HR   | 480.00   | \$ 70.00      | \$ 33,600.00 | \$ 68.00      | \$ 32,640.00 | \$ 70.00      | \$ 33,600.00 |
| A7          | 201-000       | Clearing and Grubbing                     | LS   | 1.00     | \$ 5,000.00   | \$ 5,000.00  | \$ 1,955.00   | \$ 1,955.00  | \$ 5,000.00   | \$ 5,000.00  |
| A8          | 202-000       | Removal of Structure and Obstruction      | LS   | 1.00     | \$ 5,000.00   | \$ 5,000.00  | \$ 15,160.00  | \$ 15,160.00 | \$ 5,000.00   | \$ 5,000.00  |
| A9          | 205-000       | Potholing                                 | EA   | 16.00    | \$ 500.00     | \$ 8,000.00  | \$ 690.00     | \$ 11,040.00 | \$ 250.00     | \$ 4,000.00  |
| A10         | 209-200       | Trench Safety System                      | LS   | 1.00     | \$ 5,000.00   | \$ 5,000.00  | \$ 500.00     | \$ 500.00    | \$ 2,250.00   | \$ 2,250.00  |
| A11         | 213-000       | Utility Coordination                      | LS   | 1.00     | \$ 2,500.00   | \$ 2,500.00  | \$ 1,325.00   | \$ 1,325.00  | \$ 1.00       | \$ 1.00      |
| A12         | 402-000       | Gravel Base                               | TN   | 1265.00  | \$ 30.00      | \$ 37,950.00 | \$ 40.50      | \$ 51,232.50 | \$ 40.00      | \$ 50,600.00 |
| A13         | 404-000       | Crushed Surfacing Top Course              | TN   | 155.00   | \$ 50.00      | \$ 7,750.00  | \$ 40.00      | \$ 6,200.00  | \$ 40.00      | \$ 6,200.00  |
| A14         | 504-000       | HMA Cl. 1/2" PG 64-22                     | TN   | 320.00   | \$ 185.00     | \$ 59,200.00 | \$ 185.00     | \$ 59,200.00 | \$ 170.00     | \$ 54,400.00 |
| A15         | 504-070       | Planing Bituminous Pavement               | SY   | 1390.00  | \$ 15.00      | \$ 20,850.00 | \$ 6.25       | \$ 8,687.50  | \$ 16.00      | \$ 22,240.00 |
| A16         | 705-148       | Manhole 48 In. Diam. Type 1               | EA   | 1.00     | \$ 7,500.00   | \$ 7,500.00  | \$ 6,650.00   | \$ 6,650.00  | \$ 9,000.00   | \$ 9,000.00  |
| A17         | 705-610       | Epoxy Lining Treatment for Manhole        | EA   | 2.00     | \$ 4,000.00   | \$ 8,000.00  | \$ 3,500.00   | \$ 7,000.00  | \$ 7,000.00   | \$ 14,000.00 |
| A18         | 708-050       | Connect to Existing Pipe                  | EA   | 1.00     | \$ 1,000.00   | \$ 1,000.00  | \$ 600.00     | \$ 600.00    | \$ 900.00     | \$ 900.00    |
| A19         | 720-001       | PVC Sewer Force Main Pipe 1-1/4 In. Diam. | LF   | 930.00   | \$ 25.00      | \$ 23,250.00 | \$ 41.00      | \$ 38,130.00 | \$ 48.00      | \$ 44,640.00 |
| A20         | 720-002       | PVC Sewer Force Main Pipe 2 In. Diam.     | LF   | 1205.00  | \$ 40.00      | \$ 48,200.00 | \$ 50.00      | \$ 60,250.00 | \$ 48.00      | \$ 57,840.00 |
| A21         | 721-801       | Grinder System Service Stubout            | EA   | 30.00    | \$ 750.00     | \$ 22,500.00 | \$ 750.00     | \$ 22,500.00 | \$ 2,000.00   | \$ 60,000.00 |
| A22         | 801-015       | Erosion/Water Pollution Control           | LS   | 1.00     | \$ 2,000.00   | \$ 2,000.00  | \$ 680.00     | \$ 680.00    | \$ 5,000.00   | \$ 5,000.00  |
| A23         | 801-025       | Silt Fence                                | LF   | 2100.00  | \$ 6.00       | \$ 12,600.00 | \$ 3.70       | \$ 7,770.00  | \$ 2.00       | \$ 4,200.00  |
| A24         | 801-055       | Mix                                       | SY   | 200.00   | \$ 7.00       | \$ 1,400.00  | \$ 14.00      | \$ 2,800.00  | \$ 10.00      | \$ 2,000.00  |
| A25         | 802-300       | Topsoil Type A                            | CY   | 15.00    | \$ 65.00      | \$ 975.00    | \$ 105.00     | \$ 1,575.00  | \$ 85.00      | \$ 1,275.00  |
| A26         | 802-415       | Property Restoration                      | EST  | 1.00     | \$ 2,000.00   | \$ 2,000.00  | \$ 1,650.00   | \$ 1,650.00  | \$ 15,000.00  | \$ 15,000.00 |
| SUB-TOTAL   |               |   |      |          | \$ 348,275.00 |              | \$ 386,450.00 |              | \$ 439,146.00 |              |
| Tax @ 9.8%  |               |   |      |          | \$ 34,130.95  |              | \$ 37,872.10  |              | \$ 43,036.31  |              |
| TOTAL BID   |               |   |      |          | \$ 382,405.95 |              | \$ 424,322.10 |              | \$ 482,182.31 |              |

These bid results are for Contractors information only. These results will undergo further review by the City of Olympia in determination of award to the lowest responsive and responsible bidder.





# BID TABULATIONS

Project Name: 6th Avenue Sewer Extension

Project No. : PRJ-22-000041

Bid Opening Date: June 11, 2024 1:00 P.M.

BASE BID  
OPINION OF PROBABLE  
CONSTRUCTION COSTS

**BID #3**  
Black Hills Excavating  
Greg Cline  
greg@blackhillsexcavating.com

**BID #4**  
Rognlin's, Inc.  
Katie Snodgrass  
bids@rognlins.com

| Item Number | Schedule Item | DESCRIPTION                               | UNIT | QUANTITY | UNIT PRICE   | TOTAL         | UNIT PRICE   | TOTAL         | UNIT PRICE   | TOTAL         |
|-------------|---------------|---|------|----------|--------------|---------------|--------------|---------------|--------------|---------------|
| A1          | 104-000       | Minor Change                              | EST  | 1.00     | \$ 10,000.00 | \$ 10,000.00  | \$ 10,000.00 | \$ 10,000.00  | \$ 10,000.00 | \$ 10,000.00  |
| A2          | 105-000       | Record Drawings (Min. Bid \$500.00)       | LS   | 1.00     | \$ 500.00    | \$ 500.00     | \$ 500.00    | \$ 500.00     | \$ 500.00    | \$ 500.00     |
| A3          | 107-000       | SPCC Plan                                 | LS   | 1.00     | \$ 1,000.00  | \$ 1,000.00   | \$ 500.00    | \$ 500.00     | \$ 1,000.00  | \$ 1,000.00   |
| A4          | 109-000       | Mobilization                              | LS   | 1.00     | \$ 20,000.00 | \$ 20,000.00  | \$ 25,000.00 | \$ 25,000.00  | \$ 43,000.00 | \$ 43,000.00  |
| A5          | 110-000       | Project Temporary Traffic Control         | LS   | 1.00     | \$ 2,500.00  | \$ 2,500.00   | \$ 1,000.00  | \$ 1,000.00   | \$ 2,000.00  | \$ 2,000.00   |
| A6          | 110-005       | Flaggers                                  | HR   | 480.00   | \$ 70.00     | \$ 33,600.00  | \$ 96.00     | \$ 46,080.00  | \$ 80.00     | \$ 38,400.00  |
| A7          | 201-000       | Clearing and Grubbing                     | LS   | 1.00     | \$ 5,000.00  | \$ 5,000.00   | \$ 3,000.00  | \$ 3,000.00   | \$ 7,500.00  | \$ 7,500.00   |
| A8          | 202-000       | Removal of Structure and Obstruction      | LS   | 1.00     | \$ 5,000.00  | \$ 5,000.00   | \$ 3,800.00  | \$ 3,800.00   | \$ 2,000.00  | \$ 2,000.00   |
| A9          | 205-000       | Potholing                                 | EA   | 16.00    | \$ 500.00    | \$ 8,000.00   | \$ 1,200.00  | \$ 19,200.00  | \$ 500.00    | \$ 8,000.00   |
| A10         | 209-200       | Trench Safety System                      | LS   | 1.00     | \$ 5,000.00  | \$ 5,000.00   | \$ 1,000.00  | \$ 1,000.00   | \$ 1,000.00  | \$ 1,000.00   |
| A11         | 213-000       | Utility Coordination                      | LS   | 1.00     | \$ 2,500.00  | \$ 2,500.00   | \$ 3,000.00  | \$ 3,000.00   | \$ 1,000.00  | \$ 1,000.00   |
| A12         | 402-000       | Gravel Base                               | TN   | 1265.00  | \$ 30.00     | \$ 37,950.00  | \$ 52.00     | \$ 65,780.00  | \$ 42.00     | \$ 53,130.00  |
| A13         | 404-000       | Crushed Surfacing Top Course              | TN   | 155.00   | \$ 50.00     | \$ 7,750.00   | \$ 52.00     | \$ 8,060.00   | \$ 60.00     | \$ 9,300.00   |
| A14         | 504-000       | HMA Cl. 1/2" PG 64-22                     | TN   | 320.00   | \$ 185.00    | \$ 59,200.00  | \$ 187.50    | \$ 60,000.00  | \$ 240.00    | \$ 76,800.00  |
| A15         | 504-070       | Planing Bituminous Pavement               | SY   | 1390.00  | \$ 15.00     | \$ 20,850.00  | \$ 19.00     | \$ 26,410.00  | \$ 8.25      | \$ 11,467.50  |
| A16         | 705-148       | Manhole 48 In. Diam. Type 1               | EA   | 1.00     | \$ 7,500.00  | \$ 7,500.00   | \$ 6,800.00  | \$ 6,800.00   | \$ 6,500.00  | \$ 6,500.00   |
| A17         | 705-610       | Epoxy Lining Treatment for Manhole        | EA   | 2.00     | \$ 4,000.00  | \$ 8,000.00   | \$ 6,842.50  | \$ 13,685.00  | \$ 6,000.00  | \$ 12,000.00  |
| A18         | 708-050       | Connect to Existing Pipe                  | EA   | 1.00     | \$ 1,000.00  | \$ 1,000.00   | \$ 3,600.00  | \$ 3,600.00   | \$ 2,000.00  | \$ 2,000.00   |
| A19         | 720-001       | PVC Sewer Force Main Pipe 1-1/4 In. Diam. | LF   | 930.00   | \$ 25.00     | \$ 23,250.00  | \$ 45.00     | \$ 41,850.00  | \$ 50.00     | \$ 46,500.00  |
| A20         | 720-002       | PVC Sewer Force Main Pipe 2 In. Diam.     | LF   | 1205.00  | \$ 40.00     | \$ 48,200.00  | \$ 45.00     | \$ 54,225.00  | \$ 50.00     | \$ 60,250.00  |
| A21         | 721-801       | Grinder System Service Stubout            | EA   | 30.00    | \$ 750.00    | \$ 22,500.00  | \$ 1,234.00  | \$ 37,020.00  | \$ 1,500.00  | \$ 45,000.00  |
| A22         | 801-015       | Erosion/Water Pollution Control           | LS   | 1.00     | \$ 2,000.00  | \$ 2,000.00   | \$ 400.00    | \$ 400.00     | \$ 1,000.00  | \$ 1,000.00   |
| A23         | 801-025       | Silt Fence                                | LF   | 2100.00  | \$ 6.00      | \$ 12,600.00  | \$ 9.00      | \$ 18,900.00  | \$ 7.00      | \$ 14,700.00  |
| A24         | 801-055       | Mix                                       | SY   | 200.00   | \$ 7.00      | \$ 1,400.00   | \$ 25.00     | \$ 5,000.00   | \$ 18.00     | \$ 3,600.00   |
| A25         | 802-300       | Topsoil Type A                            | CY   | 15.00    | \$ 65.00     | \$ 975.00     | \$ 95.00     | \$ 1,425.00   | \$ 65.00     | \$ 975.00     |
| A26         | 802-415       | Property Restoration                      | EST  | 1.00     | \$ 2,000.00  | \$ 2,000.00   | \$ 7,000.00  | \$ 7,000.00   | \$ 6,000.00  | \$ 6,000.00   |
| SUB-TOTAL   |               |   |      |          |              | \$ 348,275.00 |              | \$ 463,235.00 |              | \$ 463,622.50 |
| Tax @ 9.8%  |               |   |      |          |              | \$ 34,130.95  |              | \$ 45,397.03  |              | \$ 45,435.01  |
| TOTAL BID   |               |   |      |          |              | \$ 382,405.95 |              | \$ 508,632.03 |              | \$ 509,057.51 |

These bid results are for Contractors information only. These results will undergo further review by the City of Olympia in determination of award to the lowest responsive and responsible bidder.



## BID TABULATIONS

Project Name: 6th Avenue Sewer Extension

Project No. : PRJ-22-000041

Bid Opening Date: June 11, 2024 1:00 P.M.

BASE BID  
OPINION OF PROBABLE  
CONSTRUCTION COSTS

**BID #5**  
FTS Excavation  
Beverly Sharp  
bids@fts-excavation.com

**BID #6**  
Northwest Cascade, Inc.  
Charlotte Baskett  
charlottebaskett@nwcascade.com

| Item Number | Schedule Item | DESCRIPTION                               | UNIT | QUANTITY | UNIT PRICE   | TOTAL         | UNIT PRICE   | TOTAL         | UNIT PRICE   | TOTAL         |
|-------------|---------------|---|------|----------|--------------|---------------|--------------|---------------|--------------|---------------|
| A1          | 104-000       | Minor Change                              | EST  | 1.00     | \$ 10,000.00 | \$ 10,000.00  | \$ 10,000.00 | \$ 10,000.00  | \$ 10,000.00 | \$ 10,000.00  |
| A2          | 105-000       | Record Drawings (Min. Bid \$500.00)       | LS   | 1.00     | \$ 500.00    | \$ 500.00     | \$ 500.00    | \$ 500.00     | \$ 500.00    | \$ 500.00     |
| A3          | 107-000       | SPCC Plan                                 | LS   | 1.00     | \$ 1,000.00  | \$ 1,000.00   | \$ 1,000.00  | \$ 1,000.00   | \$ 500.00    | \$ 500.00     |
| A4          | 109-000       | Mobilization                              | LS   | 1.00     | \$ 20,000.00 | \$ 20,000.00  | \$ 3,000.00  | \$ 3,000.00   | \$ 76,000.00 | \$ 76,000.00  |
| A5          | 110-000       | Project Temporary Traffic Control         | LS   | 1.00     | \$ 2,500.00  | \$ 2,500.00   | \$ 800.00    | \$ 800.00     | \$ 35,000.00 | \$ 35,000.00  |
| A6          | 110-005       | Flaggers                                  | HR   | 480.00   | \$ 70.00     | \$ 33,600.00  | \$ 157.80    | \$ 75,744.00  | \$ 73.00     | \$ 35,040.00  |
| A7          | 201-000       | Clearing and Grubbing                     | LS   | 1.00     | \$ 5,000.00  | \$ 5,000.00   | \$ 1,900.00  | \$ 1,900.00   | \$ 2,500.00  | \$ 2,500.00   |
| A8          | 202-000       | Removal of Structure and Obstruction      | LS   | 1.00     | \$ 5,000.00  | \$ 5,000.00   | \$ 92,000.00 | \$ 92,000.00  | \$ 90,000.00 | \$ 90,000.00  |
| A9          | 205-000       | Potholing                                 | EA   | 16.00    | \$ 500.00    | \$ 8,000.00   | \$ 250.00    | \$ 4,000.00   | \$ 600.00    | \$ 9,600.00   |
| A10         | 209-200       | Trench Safety System                      | LS   | 1.00     | \$ 5,000.00  | \$ 5,000.00   | \$ 2,000.00  | \$ 2,000.00   | \$ 1,300.00  | \$ 1,300.00   |
| A11         | 213-000       | Utility Coordination                      | LS   | 1.00     | \$ 2,500.00  | \$ 2,500.00   | \$ 1,700.00  | \$ 1,700.00   | \$ 55.00     | \$ 55.00      |
| A12         | 402-000       | Gravel Base                               | TN   | 1265.00  | \$ 30.00     | \$ 37,950.00  | \$ 19.00     | \$ 24,035.00  | \$ 37.00     | \$ 46,805.00  |
| A13         | 404-000       | Crushed Surfacing Top Course              | TN   | 155.00   | \$ 50.00     | \$ 7,750.00   | \$ 60.00     | \$ 9,300.00   | \$ 37.00     | \$ 5,735.00   |
| A14         | 504-000       | HMA Cl. 1/2" PG 64-22                     | TN   | 320.00   | \$ 185.00    | \$ 59,200.00  | \$ 299.00    | \$ 95,680.00  | \$ 209.00    | \$ 66,880.00  |
| A15         | 504-070       | Planing Bituminous Pavement               | SY   | 1390.00  | \$ 15.00     | \$ 20,850.00  | \$ 12.00     | \$ 16,680.00  | \$ 6.50      | \$ 9,035.00   |
| A16         | 705-148       | Manhole 48 In. Diam. Type 1               | EA   | 1.00     | \$ 7,500.00  | \$ 7,500.00   | \$ 2,750.00  | \$ 2,750.00   | \$ 4,500.00  | \$ 4,500.00   |
| A17         | 705-610       | Epoxy Lining Treatment for Manhole        | EA   | 2.00     | \$ 4,000.00  | \$ 8,000.00   | \$ 4,500.00  | \$ 9,000.00   | \$ 4,500.00  | \$ 9,000.00   |
| A18         | 708-050       | Connect to Existing Pipe                  | EA   | 1.00     | \$ 1,000.00  | \$ 1,000.00   | \$ 875.00    | \$ 875.00     | \$ 1,600.00  | \$ 1,600.00   |
| A19         | 720-001       | PVC Sewer Force Main Pipe 1-1/4 In. Diam. | LF   | 930.00   | \$ 25.00     | \$ 23,250.00  | \$ 38.00     | \$ 35,340.00  | \$ 38.00     | \$ 35,340.00  |
| A20         | 720-002       | PVC Sewer Force Main Pipe 2 In. Diam.     | LF   | 1205.00  | \$ 40.00     | \$ 48,200.00  | \$ 40.00     | \$ 48,200.00  | \$ 97.00     | \$ 116,885.00 |
| A21         | 721-801       | Grinder System Service Stubout            | EA   | 30.00    | \$ 750.00    | \$ 22,500.00  | \$ 3,100.00  | \$ 93,000.00  | \$ 520.00    | \$ 15,600.00  |
| A22         | 801-015       | Erosion/Water Pollution Control           | LS   | 1.00     | \$ 2,000.00  | \$ 2,000.00   | \$ 2,500.00  | \$ 2,500.00   | \$ 10,000.00 | \$ 10,000.00  |
| A23         | 801-025       | Silt Fence                                | LF   | 2100.00  | \$ 6.00      | \$ 12,600.00  | \$ 4.50      | \$ 9,450.00   | \$ 4.00      | \$ 8,400.00   |
| A24         | 801-055       | Mix                                       | SY   | 200.00   | \$ 7.00      | \$ 1,400.00   | \$ 5.00      | \$ 1,000.00   | \$ 11.00     | \$ 2,200.00   |
| A25         | 802-300       | Topsoil Type A                            | CY   | 15.00    | \$ 65.00     | \$ 975.00     | \$ 35.00     | \$ 525.00     | \$ 93.00     | \$ 1,395.00   |
| A26         | 802-415       | Property Restoration                      | EST  | 1.00     | \$ 2,000.00  | \$ 2,000.00   | \$ 800.00    | \$ 800.00     | \$ 1,300.00  | \$ 1,300.00   |
| SUB-TOTAL   |               |   |      |          |              | \$ 348,275.00 |              | \$ 541,779.00 |              | \$ 595,170.00 |
| Tax @ 9.8%  |               |   |      |          |              | \$ 34,130.95  |              | \$ 53,094.34  |              | \$ 58,326.66  |
| TOTAL BID   |               |   |      |          |              | \$ 382,405.95 |              | \$ 594,873.34 |              | \$ 653,496.66 |

These bid results are for Contractors information only. These results will undergo further review by the City of Olympia in determination of award to the lowest responsive and responsible bidder.



## City Council

### Approval of Bid Award for the Grass Lake Nature Park Trail Project

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.D  
**File Number:** 24-0562

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

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**Title**

Approval of Bid Award for the Grass Lake Nature Park Trail Project

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to approve awarding the construction contract to Redside Construction LLC in the amount of \$2,541,112.38 and authorize the City Manager to execute the contract.

**Report**

**Issue:**

Whether to approve awarding the construction contract to Redside Construction LLC in the amount of \$2,541,112.38 and authorize the City Manager to execute the contract.

**Staff Contact:**

Neal Glassburn, Project Manager, Parks, Arts and Recreation, (360) 763-2441.

**Presenter(s):**

None - Consent calendar item.

**Background and Analysis:**

Grass Lake Nature Park is a community park acquired by the City of Olympia in 1989. The west side of the park currently has gravel and dirt walking trails throughout the park property. The east side of the park has a City sewer main and gravel sewer access road.

This project provides for the construction of a 1.1 mile long paved trail and a 365 foot boardwalk between Kaiser Road and Harrison Avenue in Olympia. Wetland impacts from the boardwalk wetland crossing require mitigation efforts that include in-kind vegetation replacement, 0.5 acres of wetland creation, wetland buffer enhancements, wetland/buffer plantings, and placement of 13 snag trees.

A new 11 stall parking lot with a bus parking stall to accommodate school buses for field trips will be provided at the Kaiser Road trailhead. Frontage improvements including road widening, new

concrete sidewalk, concrete ramps, stormwater facilities, and road striping will be provided at both the Kaiser Road and Harrison Avenue trailhead locations. Signage will be provided throughout the site.

The project also includes the installation of three sculptures to be provided by a local artist and other work, all in accordance with the Contract Documents.

This shared use trail is a segment of a larger Capitol to Capital trail system that will connect the state capital to Capitol Forest through trails and delineated biking and pedestrian routes.

**Climate Analysis:**

This project provides the construction of a new shared use path. The proposed trail supports active transportation by way of walking or biking. Since this project does require the removal of trees and vegetation, those impacts will be mitigated through new plantings throughout the park property. This project neither supports nor prevents any building or utility elements outlined in the City's climate framework and the Thurston County Climate Mitigation Plan.

**Equity Analysis:**

Accessibility meeting current ADA standards for the parking lot, trail and park accessories including sculptures will be provided as part of the project development. Once completed, the proposed trail will provide equitable access to all park visitors.

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

The Grass Lake Nature Park Trail received many letters of support from a wide range of local area groups including, Thurston Regional Planning Council, Olympia School District, citizen organizations, volunteer groups, businesses, and community residents.

**Financial Impact:**

This project is identified in the 2022-2027 Capital Facilities Plan as well as the 2022 Parks, Arts, and Recreation Plan. Funding for the project comes from the Park Impact Fees and a \$467,990 grant from the Washington State Recreation and Conservation Office.

The low bid of \$2,541,112.38 is 15% below the engineer's estimate. There is sufficient parks funding to complete this project.

**Overall project costs:**

|   |                |
|---|----------------|
| Total Low Bid:                                | \$2,541,112.38 |
| Contingency to Award (10%):                   | \$254,111.24   |
| Engineering: Design, Inspection, Consultants: | \$505,990.00   |
| Boardwalk Foundation System Purchase:         | \$36,660.00    |
| 1% for the Arts                               | \$29,748.00    |
| Total Estimated Project Cost:                 | \$3,367,621.62 |
| Available Project Funding:                    | \$3,565,626.00 |

**Options:**

1. Award the construction contract to Redside Construction LLC in the amount of \$2,541,112.38 and authorize the City Manager to execute the contract. The project proceeds as planned with a July 2024 construction start.

2. Do not award the contract, reject all bids, and request that staff rebid the project. Delaying the project could result in higher bids and will require additional staff time to modify and rebid the project. Since OPARD received a RCO grant for this project, delays caused by rebidding the project could result in a loss of grant funding.
3. Take other action.

**Attachments:**

Summary of Bids

## SUMMARY OF BIDS RECEIVED



|                                |                              |
|--------------------------------|------------------------------|
| <b>Project Name:</b>           | Grass Lake Nature Park Trail |
| <b>Project Number:</b>         | 22-000006                    |
| <b>Federal Project Number:</b> | N/A                          |
| <b>Bid Opening Date:</b>       | 6/26/2024                    |

[illegible]



## City Council

### Approval of Bid Award for the 2024 Cure-in-Place Pipe Lining Project

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.E  
**File Number:** 24-0555

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

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#### **Title**

Approval of Bid Award for the 2024 Cure-in-Place Pipe Lining Project

#### **Recommended Action**

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

Not referred to a committee.

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

Move to award the construction contract to Insituform Technologies, LLC, in the amount of \$464,187.19, and authorize the City Manager to execute the contract.

#### **Report**

##### **Issue:**

Whether to award the construction contract to Insituform Technologies, LLC, in the amount of \$464,187.19, and authorize the City Manager to execute the contract.

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

Patrick Knouff, Project Coordinator, Public Works Engineering, 360.753.8352.

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

None - Consent Calendar item.

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

The Wastewater and Stormwater Utilities develop lists of priority pipes that need repair, based on the results of video inspections and condition ratings established by the Pipeline Assessment and Certification Program. Pipe sections are then identified for which trenchless technology (CIPP) will be the most effective repair.

This project will repair approximately 5,500 feet of sewer pipe and 550 feet of stormwater pipe.

#### **Climate Analysis:**

This project will rehabilitate nine segments of aging sewer pipe and three segments of aging stormwater pipe with a cured in place lining. By using cured in place lining, a complete replacement of sewer and stormwater pipe using open trench excavation, a much more energy intensive

alternative, can be avoided. Proactively rehabilitating aging sewer pipe by correcting defects will prevent groundwater from entering the sewer collection system, thereby lowering the amount of water that is conveyed, pumped, and ultimately treated at the LOTT Budd Inlet Treatment Plant, resulting in less energy use. Further, by rehabilitating aging stormwater pipe, greater capacity for addressing rainfall events is created. For these reasons, the project supports strategy W1 (Increase the efficiency of water and wastewater infrastructure) and W3 (Reduce emissions from wastewater treatment operations.)

**Equity Analysis:**

This project will provide improved function and extend the life cycle of portions of the City of Olympia's sewer and stormwater infrastructure selected based on age, condition, criticality, and environmental impact. Correcting defects in segments of sewer pipe will reduce untreated sewerage from entering the environment, while rehabilitating stormwater pipe will increase capacity during rainfall events.

The City of Olympia's sewer and stormwater rate payers and the greater community all benefit from an improved environment, an increase in public health, and protection from flood events the project will provide. Except for temporary construction impacts, there does not appear to be any indication that this project will create a burden on anyone in the community. Additionally, using cured in place lining, rather than full pipe replacement, will extend the life cycle of selected segments of pipe, resulting in the most efficient use of sewer and stormwater rates.

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

The use of CIPP for repairing pipes significantly reduces disruptions to the neighborhood. This method allows the contractor to repair pipes without having to dig open trenches. Streets will remain open during the work. For short periods, one lane may close to complete portions of the work. During these periods, flaggers will direct traffic through the work zone.

The City will communicate with citizens, emergency responders, Intercity Transit, and other stakeholders about the project through social media, media releases, and postcards.

**Financial Impact:**

The Priority Sewer Repairs project is funded through the Wastewater and Stormwater Utility.

The low bid of \$464,187.19 is approximately 19% below the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

|  |              |
|--|--------------|
| Total Low Bid:                               | \$464,187.19 |
| Contingency to Award (10%):                  | \$46,418.72  |
| Engineering: Design, Inspection, Consultants | \$139,727.09 |
| Total Estimated Project Cost:                | \$650,333.00 |
| Available Project Funding:                   | \$650,333.00 |

**Options:**

1. Award the construction contract to Insituform Technologies, LLC, in the amount of \$464,187.19, and authorize the City Manager to execute the contract.



- The project proceeds as planned.
- 2. Reject all bids and direct staff to rebid the project.
  - The time needed to rebid will delay construction until 2025.
  - The cost may increase due to increased staff time to rebid the project.
  - Additional repairs may be needed because of the delay.
- 3. Take other action.

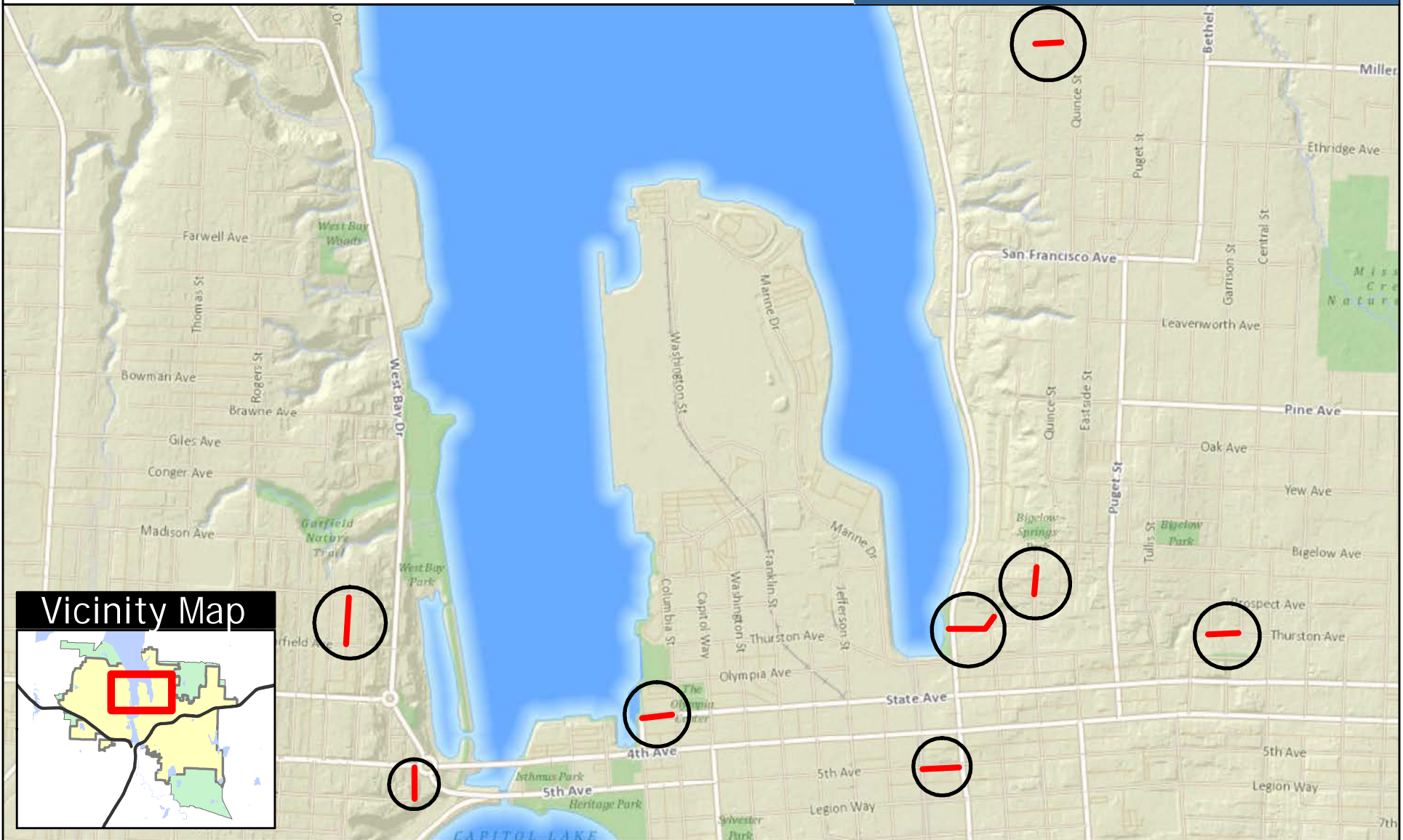
**Attachments:**

Vicinity Map

Summary of Bids

# 2024 Cure in Place Pipe Lining Project

City of Olympia | Capital of Washington State



0 625 1,250  
Feet

1 inch = 1,250 feet

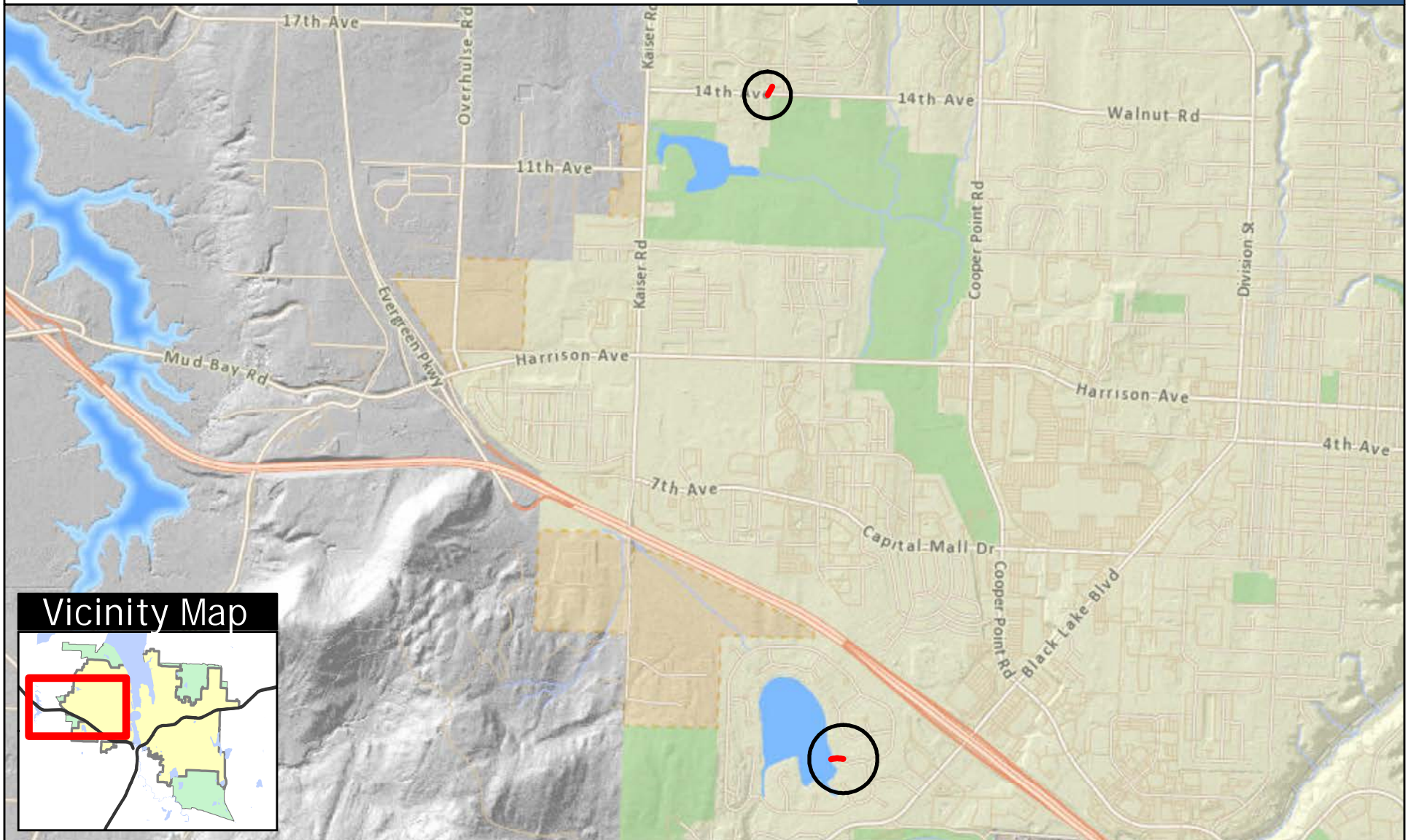


Map created: May 31, 2024  
For more information, please contact:  
Jon Calcara (319)423-0180  
jcalcara@ci.olympia.wa.us

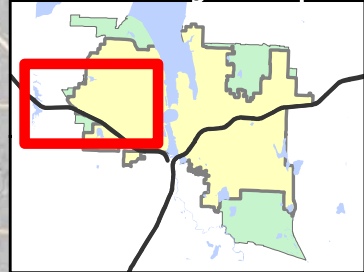
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# 2024 Cure in Place Pipe Lining Project

City of Olympia | Capital of Washington State



Vicinity Map



0 1,000 2,000  
Feet

1 inch = 2,000 feet



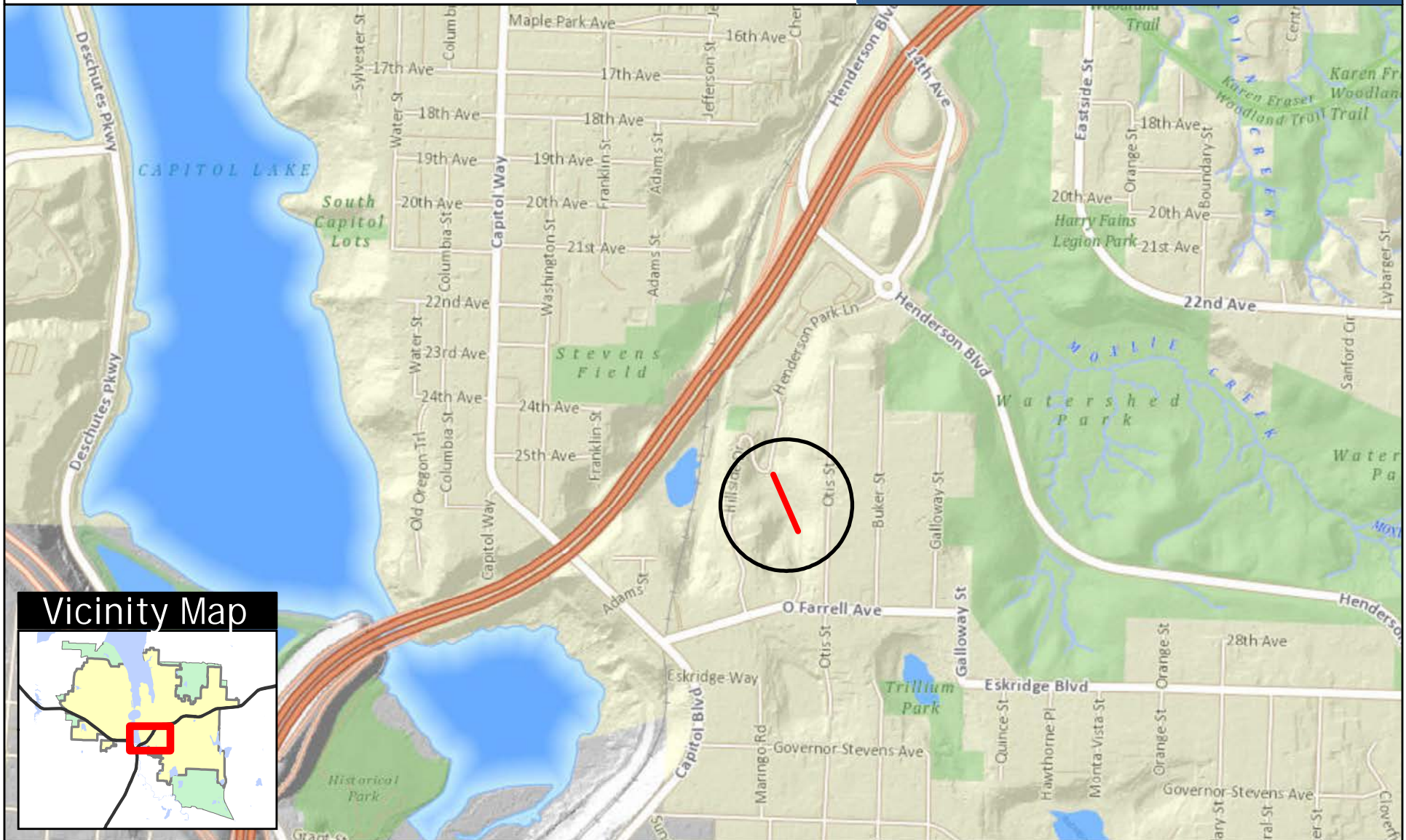
Map created: May 31, 2024  
For more information, please contact:  
Jon Calcara (319)423-0180  
jcalcara@ci.olympia.wa.us

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# 2024 Cure in Place Pipe Lining Project

City of Olympia | Capital of Washington State



Vicinity Map



0 425 850  
Feet

1 inch = 833 feet

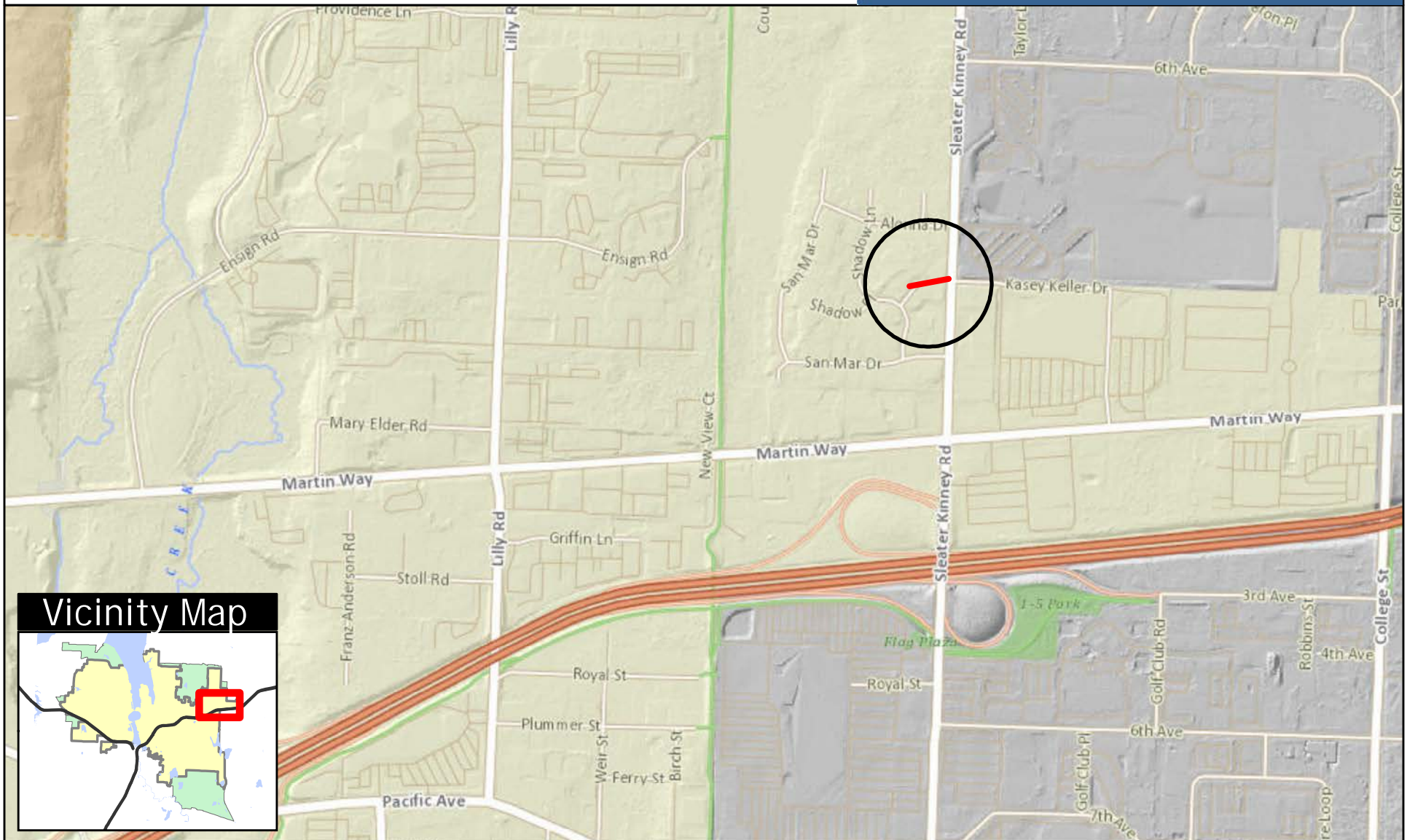


Map created: May 31, 2024  
For more information, please contact:  
Jon Calcara (319)423-0180  
jcalcara@ci.olympia.wa.us

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# 2024 Cure in Place Pipe Lining Project

City of Olympia | Capital of Washington State



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## SUMMARY OF BIDS RECEIVED



|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Project Name:</b>     | Cure-in-Place Pipe Sewer Pipe Project |
| <b>Project Number:</b>   | PRJ-23-000171                         |
| <b>Bid Opening Date:</b> | 6/11/2024                             |

[illegible]



## City Council

### Approval of a Resolution Authorizing an Application for the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Grant

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.F  
**File Number:** 24-0569

---

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

---

#### **Title**

Approval of a Resolution Authorizing an Application for the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Grant

#### **Recommended Action**

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

Not referred to committee.

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

Move to approve a Resolution authorizing an application for the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Grant.

#### **Report**

##### **Issue:**

Whether to approve a Resolution authorizing an application for the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Grant.

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

Anastasia Everett, Office of Community Vitality, CDBG Program Manager, 360.233.6197

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

None - Consent Calendar Item

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

The U.S. Department of Housing and Urban Development (HUD) has issued a Notice of Funding Opportunity (NOFO) which appropriates \$235 million in competitive grant funding for the preservation and revitalization of manufactured housing and eligible manufactured housing communities.

Congress has directed HUD to undertake a competition using the Community Development Block Grant (CDBG) statutory and regulatory framework for this first-of-its-kind initiative. The Preservation

and Reinvestment Initiative for Community Enhancement (PRICE) supports communities in their efforts to maintain, protect, and stabilize manufactured housing and manufactured housing communities (MHCs).

The City of Olympia is partnering with Northwest Cooperative Development Center (NWCDC) and collaborating with Thurston County to prepare a grant application response to the PRICE NOFO.

The submission requirements include a 15-day public comment period and a public hearing. The public hearing was held at the June 18<sup>th</sup>, 2024 City Council meeting. The public comment period for the grant application opened June 17<sup>th</sup> and closed at 5:00 p.m. July 1<sup>st</sup>. No comments or testimony were received during the public comment period or Public Hearing.

Following the completion of the public participation requirements and approval of City Council, staff will submit the completed application to grants.gov no later than July 10<sup>th</sup>.

Manufactured housing is a critical piece of the nation's affordable housing stock that provides a home to over 22 million Americans. Manufactured housing and MHCs face significant challenges to affordability, resilience, infrastructure, and maintenance that are exacerbated by state titling and local zoning laws, financial pressures from landowners or investors, and extreme weather, natural hazards, and disaster events. Specifically in Thurston County, insufficient land, insufficient infrastructure, and a limited number of organizations skilled in creating resident-owned communities all pose barriers to creating new MHCs in Thurston County.

There is substantial need for more housing, especially affordable housing, across the County. Perhaps the biggest barrier to affordable housing in Thurston County is the lack of affordable housing stock in both the rental and homeownership markets. Thurston County is expected to grow to more than 383,500 people by 2045. To accommodate that growth, approximately 54,000 new housing units will need to be added. In 2021, 14% of the population in Olympia was determined to be living below the poverty line. This figure is higher than the 12.6% national average at the time. This unavailability of affordable housing is felt throughout our community as many households continue to be priced out of our City. The deficit of housing units calls for innovative and creative methods to increase the supply of housing.

This grant application reflects our dedication to innovative solutions and outlines the City's strategy to remove barriers we have identified related to the creation of new affordable housing. With PRICE funds the City will undertake the following activities:

1. Provide capacity building support to the Northwest Cooperative Development Center in creating the community's first resident-owned manufactured home community from its inception.
2. Provide capital funding to support the creation of new manufactured homeownership units.
3. Provide funding for acquisition of the selected project site.
4. Provide capital funding to construct a new major collector street connecting Pacific Avenue Southeast and Ensign Road.
5. Provide relocation assistance to residents of a large encampment where the park will eventually reside.
6. Provide funding for negative environmental site impact mitigation and wetland protection.



The project will establish a new resident-owned manufactured home community, Woodard Creek Manufactured Community, on property purchased by the City of Olympia. A new resident-owned manufactured home community and supporting infrastructure will then be built in partnership with Northwest Development Community Development Center (NWCDC), among other partners. The project will add 50+ units of manufactured housing for households whose income is between 50 -80% of area median income. Because the housing will be resident owned, it will remove the likelihood of ground leases increasing at a rate that cause severe housing instability.

The project will expand and strengthen the partnership between the Thurston County jurisdictions and NWCDC, which will lead the way in building out the manufactured home community, qualifying the residents, and providing guidance and support to the community's residents to ensure long-term affordability.

Pursuing resident-owned communities and shared-equity cooperative housing models are strategies that were recommended through a recent Affordable Homeownership Study commissioned by the City of Olympia and completed in February 2024. The study found these housing models create more housing stability and affordability for residents and provide more housing choice.

Over the past two months, staff have reviewed project sites throughout the community aiming to determine the best location for a new MHC that is feasible, appropriately sized, and keeps residents connected to needed community resources. The proposed project site is at the intersection of Martin Way E and Ensign Road NE spanning to Pacific Avenue SE. The proposed location has many redeeming qualities but also poses some challenges to private development, decreasing the chances of the creation of affordable housing without any public support. The identified property is approximately 19 acres in total, with 6.7 acres already owned by the City of Olympia. The remaining acreage was recently listed for sale and is now included in this proposal upon approval of an Option to Purchase Agreement before the Council this evening.

The proposed project site provides an array of community benefits. In acquiring the property and creating a manufactured home community, the project will address a long-standing community concern relative to a large unsanctioned and unsafe homeless encampment which currently occupies the proposed subject property, commonly referred to as the Jungle. The cleanup of the encampment will provide environmental benefits, allowing staff and environmental professionals to address the impacts on the wetlands. The project site is also along a major transit corridor and a variety of nearby businesses. The creation of affordable homeownership units is expected to increase economic growth.

The project proposal includes a trauma-informed relocation of residents currently residing within the Jungle to more safe and healthy living conditions. It further proposes that the property will be used to establish a resident-owned manufactured home community where residents own their manufactured home, and the community owns the underlying land. The proposed project aligns with several of the region's Housing Action Plan goals and strategies for addressing the homelessness crisis.

Over the past 5 years, the Jungle has been home to hundreds of unhoused residents of Thurston County at one time or another. The 19-acre wooded area is located near the City's primary hospital and is located directly off a main transit corridor. The Jungle is the County's last and largest established encampment. The City of Olympia has a strong commitment to not sweep established encampments and only close a site if everyone is connected to housing, working off principles of

trauma-informed care and community best practices. The vision of this proposal is to provide humane and resourced relocation assistance to approximately 80 unhoused individuals and turn a difficult to develop swath of land into an affordable homeownership opportunity for low-income community members.

The application includes a \$500,000 request for relocation funding. Relocation is a multi-step process that is dependent on several factors. The nearby Franz-Anderson permanent supportive housing (PSH) project, set to be ready for occupancy in late 2026, will provide PSH for residents currently housed in the 50-unit tiny home village along Franz-Anderson. As the tiny home village has 50 units and the Jungle's population exceeds the available units, the City's Homeless Response Team will work closely with service providers to identify PSH housing units for up to 30 residents of the Jungle during the first year and second years of the project. Upon completion of the Franz-Anderson PSH project and once the residents of the tiny home village are housed in the Franz-Anderson PSH, the tiny home village will be made available exclusively to the remaining residents of the Jungle. This is incredibly important, as this will allow for the Jungle as a well-established community to remain together and receive supportive services, daily meals, and laundry.

Another key piece of the City's grant application includes funding requested for the Ensign Road extension. The City's Transportation Improvement Plan places a focus on providing access by car and foot to goods and services. The Plan visualizes Olympia's street network as a well-connected system of small blocks, allowing short, direct trips for pedestrians, bicyclists, transit users, motorists, and service vehicles. The plan calls for the installation of a major collector street connecting Pacific Avenue Southeast (located to the south of the Jungle) to Ensign Road (located to the north of the Jungle). The collector will improve access to medical facilities, including Providence St. Peter Hospital, the region's primary hospital, and to the Martin Way transit corridor. Major construction will occur to bring utilities along the newly constructed collector road and up to the individual manufactured homes.

City staff have been pursuing letters of support from a variety of stakeholders for this project. Thus far we have received support from the Cities of Tumwater and Yelm, the Thurston County Chamber of Commerce, the Housing Authority of Thurston County, the Regional Housing Council, Homes First, Providence Swedish of South Puget Sound, and South Puget Sound Habitat for Humanity. Support from these organizations demonstrate the positive community impact the project is expected to have regionally.

The period of performance for this project, if awarded, is estimated to begin in late 2024. The grant requires completion of the project by September 30<sup>th</sup>, 2030. A detailed timeline can be found in the attached grant application. The minimum award amount for the PRICE grant is \$500,000 and the maximum award amount per project is \$75,000,000.

### **Climate Analysis:**

The development of a new roadway and manufactured home community will include increased carbon emissions due to the current undeveloped site. However, project design supports strategies laid out in the Thurston Climate Mitigation Plan, particularly B4, B5, T1, T4, T5, and W1. Mitigation measures for increased carbon emissions will be incorporated into site and community development and design.

The project is designed to reduce energy use in new construction or redevelopment by being fully

electric, incorporating energy star rated appliances and having fully sealed home envelopes to promote energy savings. Energy efficient ductless heat pumps will be installed in each of the homes, providing both energy and cost savings for homeowners. Additionally, the homes will increase the local output of renewable energy by the installation of solar panels onto each of the manufactured homes.

The project will increase the efficiency of transportation by improving access to medical facilities, including Providence St. Peter Hospital, the region's primary hospital, and to the Martin Way transit corridor. The collector road will also incorporate sidewalks and bike lanes to encourage multimodal transportation. The collector road will allow for the expansion of current bus routes with Intercity Transit. Staff will work with Intercity Transit and relevant stakeholders to pursue the expansion of public transit, as connection to public transportation will reduce car transit.

The community design will include walkways and bike paths to encourage the use of active forms of travel. Staff considered installation of EV charging stations, but due to the availability of non-federal funding and the grant proposal's already robust request did not include in the grant application. Staff will explore future opportunities for grant funding such as the Washington State Electric Vehicle Charging Program to incorporate charging stations for electric vehicles.

The project proposal includes the expansion of water and wastewater infrastructure. Housing staff will work closely with Public Works to ensure efficient design for new or improved infrastructure. The usage of pervious surfaces will be incorporated into community design, allowing water to percolate into the soil to filter out pollutants and recharge the water table.

The relocation of the residents in the Jungle will allow for cleanup and protection of the surrounding wetlands. Construction surrounding the wetlands will include buffers to ensure the health of the environment is able to regenerate and flourish. The wetlands provide a means to sequester carbon and will provide natural shading to the manufactured home community.

### **Equity Analysis:**

The proposed project is designed through an equity lens. Olympia is experiencing a housing crisis that has an overrepresented burden on Black, Indigenous and people of color due to discriminatory policies historical and modern; national and local.

Data from the 2022 Assessment of Fair Housing indicates that individuals participating in the Housing Choice Voucher program or on the waitlist for housing assistance from the Housing Authority of Thurston County are more likely to be Black, Indigenous and people of color, people with disabilities, and other members of protected classes. For example, Black households comprised 11% of the Housing Choice Voucher Program participants in the City of Olympia, compared to 2.8% of the general population, and 20% of applicants on the waiting list for assistance from the Housing Authority of Thurston County identified as Black or African American.

Homeownership is the primary means for wealth building in the United States. The average homeowner's net worth is forty times that of a typical renter (Federal Reserve). It's a way to increase housing stability, financial stability, and a sense of community belonging. Homeownership creates opportunities and limits the uncertainty of a person's housing cost. It builds intergenerational wealth that can be leveraged to improve health, education, employment, and to provide generations of children a life more secure than that led by their parents and grandparents.

Low to moderate income households earning between 50-80% of Area Median Income will be prioritized for the homeownership opportunities created by this project. Housing costs at purchase will be limited to 30% of the household income. All residents will own their manufactured home, with an ability to sell their home and gain limited equity through individually recorded low-income covenants that may restrict sales to income qualified buyers. Through this limited equity structure, the homes in the community will remain affordable in perpetuity.

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

This project is expected to have a significant community and neighborhood interest regionally. The project will greatly impact nearby businesses as well as the residents currently at the Jungle encampment. As this project is sensitive in nature, communication about the specific project and location has been limited. The City has prepared a detailed outreach and public participation plan in the grant application which will be implemented should the City's grant application be awarded.

Neighborhood and community interests will be addressed in a multi-pronged effort, as there are a variety of stakeholders that will be impacted by this project, each with specific needs. The current encampment's impacts have led to high tensions among neighboring businesses with the City and service providers. As the neighboring businesses will be directly impacted by this project, the City will prioritize meaningful discussion and feedback throughout the site cleanup and relocation phases with business owners. Examples of outreach for neighboring businesses the City can pursue are town halls, neighborhood meetings and forums, and surveys. The removal of the encampment and creation of a new community is anticipated to have an overall positive effect on the neighboring businesses, reducing tensions and potentially increasing business and economic growth.

The Jungle is a longstanding community that is home to approximately 80 residents. The impact of uprooting an established community is high on residents and has the potential to be traumatic if not handled with care and community input. The City of Olympia Homeless Response Team will work closely with nonprofit service providers, Thurston County, and NWCDC to prepare and provide trauma-informed relocation services to the residents currently at the Jungle encampment. The City of Olympia will communicate directly with encampment residents through existing outreach efforts once the project is funded. This communication will provide details around the acquisition of the property and the anticipated impact and timing for residents of the encampment. This communication will occur through face-to-face conversations as well as posted information and flyers at the site.

This project will have Citywide and regional impacts as well. The City of Olympia, Thurston County, and NWCDC will communicate with a diverse range of stakeholders throughout the stages of the project. The creation of a new MHC will require equitable placement into the homeownership units. Local housing service providers such as the Housing Authority of Thurston County and Homes First will be included in the MHC planning process to ensure that access for these homeownership units is available to a variety of diverse households. This strategy is beneficial to the community in several ways. By offering homeownership opportunities to families receiving housing assistance by service providers, additional affordable rental units will become available for households currently unable to be placed in affordable housing. The created homeownership units will also be perpetually affordable, allowing the opportunity to increase generational wealth among many households.

**Financial Impact:**

The City is requesting \$40.9 million of federal funding to undertake the Woodard Creek Manufactured

Community Project. A detailed budget is provided as an attachment to the staff report.

Direct costs associated with the project are \$46,084,870 and the City is requesting \$2,314,244 in indirect costs from the federal share to support the completion of the project.

The City is providing the following funding as local match to the federal share:

\$3 million in matching Transportation capital funding for the Ensign Road extension

\$2 million in Water and Wastewater Utility capital funding to match the cost of utility extensions along Ensign Road

\$200,000 in 1% for the arts funding

\$160,000 in Home Fund for the Purchase and Sale Option Agreement

Additionally, the City will pursue a Community Development Block Grant secured Section 108 Loan in the amount of approximately \$1.8 million to fund development of the site.

The total project budget is \$48.4 million.

**Options:**

1. Move to approve the City of Olympia's PRICE grant application and direct staff to submit to grants.gov.
2. Provide feedback on the grant application and direct staff to incorporate and submit to grants.gov with amendments.
3. Defer the approval to another meeting date and risk untimely submission of grant application.

**Attachments:**

Resolution

Notice of Funding Opportunity

Grant Application

Detailed Budget

Letters of support

Timeline

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
APPROVING THE APPLICATION FOR A GRANT BETWEEN THE CITY OF OLYMPIA  
AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, PRICE  
MAIN PROJECT**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) has issued a Notice of Funding Opportunity (NOFO) which affords \$225 million in competitive grant funding for the preservation and revitalization of manufactured housing and eligible manufactured housing communities; and

**WHEREAS**, manufactured housing is a critical piece of the nation's affordable housing stock that provides a home to over 22 million Americans; and

**WHEREAS**, of the \$225 million available in PRICE funding, \$200 million is reserved for the main PRICE competition (PRICE Main), of which at least \$10 million is intended for Indian tribes or Tribally Designated Housing Entities and Tribal organizations, and \$25 million is reserved for a pilot program (PRICE Replacement Pilot) to assist in the redevelopment of manufactured housing communities as replacement housing that is affordable; and

**WHEREAS**, the PRICE Main funding will support low- and moderate-income homeowners with manufactured housing units and manufactured housing communities with critical investments such as repairs, infrastructure improvements, and upgrades to increase resilience, services like eviction prevention and housing counseling, and planning activities such as those needed to transition to resident-managed communities; and

**WHEREAS**, the minimum funding award for PRICE Main is \$5 million and the maximum award amount is \$75 million; and

**WHEREAS**, Olympia is experiencing a shortage of housing units, especially for low- and moderate-income households; manufactured housing units can be an important part of meeting the need for additional housing units in Olympia; and

**WHEREAS**, the City of Olympia has prepared an application for \$40 million in PRICE Main funding for the creation of a new cooperative-model manufactured home park providing homeownership opportunities for low-income residents;

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

1. The Olympia City Council hereby approves the application for a grant between the City of Olympia and HUD for the Price Main Project and the terms and conditions contained therein.

2. The City Manager or his designee is directed and authorized to execute on behalf of the City of Olympia the application for a grant, and any other documents necessary to apply for the Price Main Project grant, and to submit such grant application documents to HUD.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY



## **U.S. Department of Housing and Urban Development**

Community Planning and Development

Fiscal Years 2023 and 2024 Preservation and Reinvestment Initiative for Community  
Enhancement (PRICE) Competition MODIFICATION

FR-6700-N-99

07/10/2024



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**Program Office:**

Community Planning and Development

**Funding Opportunity Title:**

Fiscal Years 2023 and 2024 Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Competition MODIFICATION

**Funding Opportunity Number:**

FR-6700-N-99

**Assistance Listing Number (formerly CFDA Number):**

14.024

**Due Date for Applications:**

07/10/2024

## OVERVIEW

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. You, as a prospective applicant, should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

In accordance with [Title 24 part 4, subpart B](#) of the Code of Federal Regulations (CFR), during the selection process (which includes HUD's NOFO development and publication and concludes with the award of assistance), HUD is prohibited from disclosing covered selection information. Examples of impermissible disclosures include: 1) information regarding any applicant's relative standing; 2) the amount of assistance requested by any applicant; and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For further information regarding this NOFO, direct questions regarding the specific requirements of this NOFO to the agency contact identified in section VII.

**Paperwork Reduction Act Statement.** In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501- 3520) (PRA), the Office of Management and Budget (OMB) approved the information collection requirements in this NOFO. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a valid OMB control number. This NOFO identifies its applicable OMB control number, unless its collection of information is excluded from these requirements under [5 CFR part 1320](#).

**OMB Approval Number(s):**

2506-0221

## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Description

#### 1. Purpose

More than 22 million Americans currently live in manufactured housing.<sup>[1]</sup> Manufactured housing units account for approximately seven percent of occupied housing stock nationwide and fifteen percent in rural areas.<sup>[2]</sup> Manufactured housing is also the largest source of unsubsidized affordable housing in the country, making it a crucial piece of the nation's affordable housing stock.<sup>[3]</sup> The median household income of manufactured housing unit owners is about half the median household income of site-built homeowners.<sup>[4]</sup>

Manufactured housing can be permanently affixed to the lot underneath or be affixed to a support and anchoring system that allows the home to be relocated more easily. Manufactured housing is subject to HUD certification requirements pursuant to the regulations set forth in 24 CFR part 3282 (Manufactured Home Procedural and Enforcement Regulation) and the Manufactured Home Construction and Safety Standards set forth in 24 CFR 3280 (see the definition of manufactured housing in 24 CFR 3280.2).

There are many significant challenges that may impact housing stability for those that live in manufactured homes. Despite perceptions of manufactured housing as “mobile,” manufactured housing can be very expensive and complicated to move, and more than 90% of manufactured homes do not move after the initial installation.<sup>[5]</sup> This can present a significant challenge for owners of manufactured homes who do not own the lot underneath their unit (referred to as “homesite renters” for the purposes of this NOFO). For some manufactured housing owners who rent a lot in a manufactured housing community (MHC), there is the potential for landowners or investors to increase lot rents, forcing homesite renters to make a difficult decision: pay to move their home, pay the increased rent, or leave their valuable asset.

Due to state titling laws, many prospective homeowners looking to purchase a manufactured home may have no option but to finance their home with personal property or “chattel” loans, which often have higher interest rates than typical real property mortgages. Many older manufactured homes require repairs or enhancements to make them livable and suitable to their environment, or they are sited in hazard prone areas. Meanwhile, nearly a third of households living in manufactured housing are headed by an elderly individual, and manufactured housing households have a higher prevalence of a significant disability.<sup>[6]</sup> These vulnerable populations need access to infrastructure such as sidewalks, ramps, accessible parking, broadband access, and other amenities that are often unavailable for residents of manufactured housing. The infrastructure serving manufactured housing communities is often self-operated, not built to high standards, and has become increasingly stressed by deferred maintenance and extreme climate and weather events.<sup>[7]</sup>

HUD is issuing the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) competition NOFO to preserve long-term housing affordability for residents of manufactured housing or an MHC, to redevelop MHCs, and to primarily benefit low- and moderate-income (LMI) residents. This NOFO is authorized by the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022) and the Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024). This modification incorporates the funding of \$10 million from the FY2024 appropriation for PRICE into the FY2023 competition. This modification also increases the funding intended for Tribal Applicants. Of the funding available from the FY2024 appropriation, \$1 million is reserved for Tribal Applicants. Congress appropriated in FY2023 and FY2024 a total of \$235 million for competitive grants to preserve and revitalize manufactured housing and eligible manufactured

housing communities and directed HUD to undertake a competition under title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 et seq.). Of the \$235 million available for the entire PRICE competition, \$210 million is available for PRICE Main. In total, at least \$11 million is intended for Tribal Applicants. The remaining \$25 million is reserved for a pilot program to assist in the redevelopment of manufactured housing communities as replacement housing that is affordable (PRICE Replacement Pilot). The minimum grant request for the PRICE Main competition is \$5 million for all applicants, except Tribal Applicants, and the maximum is \$75 million. Tribal Applicants may request a minimum of \$500,000 for the PRICE Main competition. The minimum grant request for the PRICE Replacement Pilot is \$5 million, and the maximum is \$10 million for all applicants. PRICE Main activities must assist in preserving and revitalizing manufactured housing and eligible MHCs, and PRICE Replacement Pilot awards must assist in the redevelopment of MHCs as affordable replacement housing.

**In addition to thoroughly reviewing this NOFO, applicants are strongly encouraged to monitor HUD's [PRICE web site](http://hud.gov/program_offices/comm_planning/price) (hud.gov/program\_offices/comm\_planning/price) for information about general updates, Frequently Asked Questions, and PRICE webinars.**

HUD has six goals for this competition:

- Fairly and effectively award the PRICE grant funding and related technical assistance.
- Increase housing supply and affordability for LMI persons nationwide, including in urban, suburban, rural, and tribal areas.
- Preserve and revitalize existing manufactured housing and manufactured housing communities.
- Increase resilience to extreme weather, natural hazards, and disaster events, support energy efficiency, and protect the health and safety of manufactured housing residents.
- Promote homeownership opportunities and advance resident-controlled sustainable communities through new and revitalized units of manufactured housing that will remain affordable.
- Support accessibility modifications, repairs, and replacement of deteriorating manufactured housing units – especially to increase accessibility and access for persons with disabilities, facilitate aging in place for older adults and increase access to affordable housing for low-income households.

Successful proposals will:

- Demonstrate a compelling need for the preservation and revitalization of manufactured housing or MHCs;
- Evaluate how manufactured housing and MHCs contribute to the local affordable housing stock and what resources are needed to rehabilitate or replace existing units and MHCs;
- Prioritize equity and affirmatively further fair housing by demonstrating a commitment and ability to identify and remove barriers to: 1) expanding access to affordable housing in a manner that promotes desegregation, and 2) expanding access to affordable housing for protected class groups, for example, by addressing the lack of physically accessible manufactured homes in accordance with Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](http://www.uscourts.gov/29-usc-794)) and implementing regulations at [24 CFR part 8](http://www.ecfr.gov/current/title-24/chapter-I/subchapter-B/part-8), or by addressing policies

preventing the rehabilitation of manufactured housing communities, deteriorating infrastructure, and lack of resources to support owners and residents of manufactured housing units;

- Engage a broad and inclusive stakeholder group, including residents of MHCs;
- Ensure tenant protections for manufactured housing residents who rent their unit and/or pad;
- Utilize strategies to reduce the impacts of environmental hazards and extreme weather;
- Increase community resilience, especially when reconstruction, relocation, or mitigation are involved; and,
- Ensure long-term housing availability, accessibility, and affordability for LMI households.

Please note the distinctions between the PRICE Main funding and the PRICE Replacement Pilot funding. PRICE Main focuses on affordable housing preservation by encouraging revitalization and enhancement activities to preserve existing MHCs and manufactured housing units, including the repair, rehabilitation, and replacement of existing manufactured homes; infrastructure improvements; and planning and resilience activities. The PRICE Replacement Pilot funding can be used for the redevelopment of MHCs as replacement housing to benefit households living in substandard housing or in disaster-prone areas, and includes activities such as construction of replacement housing, relocation assistance, buy-outs, and down payment assistance. The PRICE Replacement Pilot allows up to 4:1 replacement of manufactured housing units, which encourages applicants to expand affordable housing opportunities, boost housing supply, and spur innovative housing solutions.

Proposals for PRICE Main and PRICE Replacement Pilot may target one or multiple sites and may span multiple jurisdictions. HUD seeks to preserve and revitalize manufactured housing units or communities in both urban and rural areas, as well as on Tribal lands and in disaster-prone communities. Eligible revitalization activities are broad and may include infrastructure or housing (and other eligible activities). HUD is instituting a requirement that all housing units receiving PRICE assistance must be maintained as affordable for a minimum period of 15 years. Pursuant to title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 et seq.), proposals for PRICE Main and the PRICE Replacement Pilot may include, but are not limited to, the following eligible uses:

- Development or improvement of infrastructure that supports MHCs and/or manufactured housing units, including roads, sidewalks, water, and wastewater infrastructure including well and septic systems, and utility hookups;
- Repair, rehabilitation, or replacement of existing housing units in manufactured housing communities (pre-1976 units, which were referred to as mobile homes, may only be replaced. PRICE funds may not be used for their repair or rehabilitation);
- Assisting manufactured housing renters or homesite renters with land and site acquisition;
- Planning activities around MHCs, including functional or implementation plans for land use or zoning changes to be more permissive of manufactured housing units or communities;
- Resident and community services, including relocation assistance (which may include moving manufactured housing units) and eviction prevention;

- Resilience activities, which include the reconstruction, repair, or replacement of manufactured housing and MHCs, as well as that for infrastructure serving MHCs, to enhance their safety and stability in the face of natural hazards such as, but not limited to, wildfires, earthquakes, tornados, extreme heat, and flooding, and to mitigate known hazards and the rising threat that extreme weather events present to manufactured housing due to climate change, except that for pre-1976 mobile homes, funds made available under resilience activities may be used only for replacement; or,
- Environmental improvements such as remediation of contaminants in land servicing MHCs.

A portion of funds are reserved for PRICE Replacement Pilot awards that may be used for the following:

- Redevelopment of MHCs as affordable replacement housing. Note that for each unit of single-family manufactured housing (including pre-1976 mobile homes) replaced under the project, up to four dwelling units of such affordable housing must be provided; or,
- Relocation assistance, buy-outs, or down payment assistance for residents.

Please note that additional guidance on CDBG-eligible activities can be found in the [CDBG Guide to National Objectives and Eligible Activities for Entitlement Communities](#) and Basically CDBG, Chapter 4 (Housing). Tribal Applicants can also review ICDBG guidance here: [Indian Community Development Block Grant Program \(ICDBG\) - Grants | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

### Manufactured Housing Background

Manufactured homes are safe, quality housing and an affordable alternative often indistinguishable from site-built homes. Built in factories, the per square foot cost of producing a manufactured home is generally less than half the cost of constructing comparable site-built, single-family detached homes.<sup>[8]</sup> The lower production costs pass through to consumers as the purchase price and monthly costs of manufactured homes are generally less than half that of site-built homes. These lower costs provide an avenue to affordable homeownership options for LMI residents. With a large and growing shortage of affordable and physically accessible housing in the United States, manufactured housing can provide more rental and ownership options for a variety of populations, including LMI persons.

The benefits and affordability of manufactured housing also apply to homes built on Tribal lands. About seventeen percent of households on Tribal land live in manufactured housing.<sup>[9]</sup> With approximately 68,000 new units needed to eliminate housing overcrowding in Tribal areas alone, more manufactured housing could help alleviate an acute housing shortage for the American Indian/Alaska Native population and assist to replace severely physically inadequate units.

On June 22, 2023, HUD issued a [Dear Tribal Leader letter](#) soliciting Tribal feedback on manufactured housing needs in Indian Country. Additionally, manufactured housing was also discussed at HUD's inaugural Tribal Intergovernmental Advisory Committee (TIAC) meeting in April 2023, and Tribal representatives provided HUD feedback and recommendations. HUD received over seventy-four comments from more than ten respondents during Tribal consultation. Tribal commenters were supportive of the PRICE program, expressed a need for manufactured

housing in Tribal communities, and requested HUD provide a Tribal set-aside consistent with the Appropriations Acts. HUD thanks all the respondents that provided Tribal feedback. This NOFO was developed in accordance with HUD’s Tribal consultation policy and incorporates feedback from Tribal leaders.

A manufactured home is built to HUD’s Manufactured Home Construction and Safety Standards (“HUD Code”, 24 CFR part 3280), which are federal standards for the design and construction of manufactured homes to assure quality, durability, safety, and affordability. HUD was authorized to establish this code by the National Manufactured Housing Construction and Safety Standards Act of 1974. Since then, Congress and HUD have advanced the manufactured housing regulatory framework (including rounds of improvements to the HUD Code for manufactured housing beginning in 1976, and minimum installation standards promulgated in 2007 (24 CFR part 3285) and continual updates including the more recently published updates to The Manufactured Home Construction and Safety Standards, 3rd set Final Rule (effective July 12, 2021)).

### Manufactured Housing Statistics

- In 2021, the average price of a manufactured home was \$108,100 (\$72 per square foot) and the average price of a site-built home was \$365,900 (\$144 per square foot). These figures exclude land costs. [\[10\]](#)
- About 40 percent of manufactured homeowners rent the lot where their home is located. They typically rent individual plots of land, known as lots or pads, in MHCs owned and managed by a for-profit operator. Less commonly, borrowers may place the unit on someone else’s land (such as that belonging to a family member) without making payment, rent the land from a non-profit or government entity, or own the land indirectly, such as participating in a resident-controlled cooperative. [\[11\]](#)
- Freddie Mac estimates that there are 1,065 resident owned communities, constituting 2.4% of the 45,600 MHCs estimated to be operating in the U.S. [\[12\]](#)
- The U.S. Census Bureau estimates that 112,882 manufactured housing units were shipped across the country in 2022 – a number that has grown consistently since the market collapse in 2009. [\[13\]](#)
- New manufactured homes can be built to replace both aging manufactured homes as well as site-built housing stock. More than half of the overall U.S. housing stock is more than 42 years old and a quarter is more than 62 years old. [\[14\]](#)
- Manufactured housing has the potential to be an even more significant source of unsubsidized affordable housing than it is today. The Biden-Harris Administration’s Housing Supply Action Plan promotes the development of more attractive or low-cost financing for manufactured homes to increase the U.S. affordable housing supply. [\[15\]](#)

[1] Urban Institute. Retrieved from [22 Million Renters and Owners of Manufactured Homes Are Mostly Left Out of Pandemic Assistance | Urban Institute](#) on September 15, 2023.

[2] Urban Institute. Retrieved from [22 Million Renters and Owners of Manufactured Homes Are Mostly Left Out of Pandemic Assistance | Urban Institute](#) on September 15, 2023.

[3] Consumer Financial Protection Bureau. Retrieved from [Manufactured Housing Finance: New Insights from the Home Mortgage Disclosure Act Data \(consumerfinance.gov\)](#) on September 15, 2023.



- [4] Fannie Mae. Retrieved from [Manufactured Housing and Manufactured Homes Landscape | Fannie Mae](#) on October 5, 2023.
- [5] Mobile Home Living. Retrieved from [4 Things To Consider Before Moving A Manufactured Home | Mobile Home Living](#) on July 17, 2023.
- [6] Consumer Financial Protection Bureau. Retrieved from [Data Spotlight: Profiles of older adults living in mobile homes | Consumer Financial Protection Bureau \(consumerfinance.gov\)](#) on September 8, 2023.
- [7] American Planning Association. Retrieved from [Potential of Manufactured Housing and Resident-Owned Communities \(planning.org\)](#) on September 15, 2023.
- [8] Urban Institute. Retrieved from [How Manufactured Housing Can Fill Affordable Housing Gaps | Housing Matters \(urban.org\)](#) on September 15, 2023.
- [9] The Center for Indian Country Development (CICD) at the Federal Reserve Bank of Minneapolis. Retrieved from [cicd-tribal-leaders-handbook-on-homeownership.pdf \(minneapolisfed.org\)](#) on July 17, 2023.
- [10] Joint Center for Housing Studies of Harvard University. Retrieved from [Comparison of the Costs of Manufactured and Site-Built Housing \(harvard.edu\)](#) on December 22, 2023.
- [11] Enterprise Community Partners. Retrieved from [Supporting Manufactured Home Communities | Enterprise Community Partners](#) on July 17, 2023.
- [12] Freddie Mac. Retrieved from [Freddie Mac: Manufactured Housing Residents Face Challenges in Establishing Resident-Owned Communities | Freddie Mac \(gcs-web.com\)](#) on July 17, 2023.
- [13] The Census Bureau. Retrieved from [https://www2.census.gov/programs-surveys/mhs/tables/time-series/annual\\_shipmentstostates.xlsx](https://www2.census.gov/programs-surveys/mhs/tables/time-series/annual_shipmentstostates.xlsx) on October 19, 2023.
- [14] Urban Institute. Retrieved from [The Role of Manufactured Housing \(urban.org\)](#) on July 17, 2023.
- [15] The White House. Retrieved from [President Biden Announces New Actions to Ease the Burden of Housing Costs | The White House](#) on July 17, 2023.

## **2. HUD and Program-Specific Goals and Objectives**

This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success. However, of the five goals only those applicable to this NOFO are identified below.

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

### **Applicable Goals and Objectives from HUD's Strategic Plan**

**1. Strategic Goal 1: Support Underserved Communities**

Fortify support for underserved communities and support equitable community development for all people.

**2. 1A: Advance Housing Justice**

Fortify support for vulnerable populations, underserved communities, and Fair Housing enforcement.

**3. 1C: Invest in the Success of Communities**

Promote equitable community development that generates wealth-building for underserved communities, particularly for communities of color.

**4. Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing**

Ensure housing demand is matched by adequate production of new homes and equitable access to housing opportunities for all people.

**5. 2A: Increase the Supply of Housing**

Enhance HUD's programs that increase the production and supply of housing across the country.

**6. Strategic Goal 3: Promote Homeownership**

Promote homeownership opportunities, equitable access to credit for purchase and improvements, and wealth-building in underserved communities.

**7. 3A: Advance Sustainable Homeownership**

Advance the deployment of tools and capital that put sustainable homeownership within reach.

**8. Strategic Goal 4: Advance Sustainable Communities**

Advance sustainable communities by strengthening climate resilience and energy efficiency, promoting environmental justice, and recognizing housing's role as essential to health.

**9. 4A: Guide Investment in Climate Resilience**

Invest in climate resilience, energy efficiency, and renewable energy across HUD programs.

**10. 4B: Strengthen Environmental Justice**

Reduce exposure to health risks, environmental hazards, and substandard housing, especially for low-income households and communities of color.

**Strategic Goal 1: Support Underserved Communities**

PRICE supports underserved communities, including vulnerable populations residing in manufactured homes, and promotes equitable community development that incorporates residents of manufactured housing and MHCs into the overall community planning process.

**Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing**

PRICE seeks to increase the supply of manufactured housing options and promote homeownership opportunities that make manufactured homes an available, affordable, and sustainable investment.

**Strategic Goal 3: Promote Homeownership**

PRICE advances sustainable homeownership by encouraging manufactured home and site acquisition, which provides stability to tenants and homesite-renters of manufactured homes.

**Strategic Goal 4: Advance Sustainable Communities**

PRICE encourages rehabilitation of manufactured homes and MHCs to make them climate and hazard resistant.

**Funding Opportunity Goals**

- HUD has six goals for this competition:

- Fairly and effectively award the PRICE grant funding and related technical assistance.
- Increase housing supply and affordability for LMI persons nationwide, including in urban, suburban, rural, and tribal areas.
- Preserve and revitalize existing manufactured housing and manufactured housing communities.
- Increase resilience to extreme weather, natural hazards, and disaster events, support energy efficiency, and protect the health and safety of manufactured housing residents.
- Promote homeownership opportunities and advance resident-controlled sustainable communities through new and revitalized units of manufactured housing that will remain affordable.
- Support accessibility modifications, repairs, and replacement of deteriorating manufactured housing units, especially to increase accessibility and access for persons with disabilities, facilitate aging in place for older adults and increase access to affordable housing for low-income households.

### **3. Changes from Previous NOFO**

- Funding amounts for PRICE Main and for Tribal applicants have been updated to reflect additional PRICE funding provided by FY 24 Appropriations. See Sections II. A. and II. C. of this NOFO
- Additional background information about FY 23 and FY 24 Appropriations for PRICE is provided in Section I. A. 1.
- This NOFO provides guidance for applicants that wish to submit a single application requesting funding from both PRICE Main and PRICE Replacement Pilot in Sections III. C. and V. A, including clarifications on how such applicants will address the narrative prompts, provide separate budgets, and how they will be scored for match, but not leverage.
- Affordability requirements are clarified and expanded to apply to all PRICE activities, inclusive of infrastructure and housing activities, in Section IV.G.2.e.
- Clarification on minimum and maximum award amounts for PRICE Main, Tribal Applicants to PRICE Main, PRICE Replacement Pilot, and for combined PRICE Main and Replacement Pilot awards is provided in Sections I. A. 1., II. A. and II. C.
- This NOFO clarifies that other forms of residential new construction, which are not manufactured housing, are only eligible under the PRICE Replacement Pilot, see Sections III. F. 2. c. and d.
- The maximum application page limit has been increased from 40 to 45 pages. See Section IV. B. 2. of this NOFO.
- Definitions of match and leverage are provided in Sections I. A. 4. and III. C. For indirect costs, the de minimis rate option is updated to 15 percent based on recent changes to 2 CFR 200.403, see Section IV.F.
- Clarification on how applicants can demonstrate partnerships is provided in Section III. A.
- Clarification on how to obtain a UEI is provided in Section III. A.

- An exception to the minimum application threshold score for Tribal Applicants is provided in Section III. B. 7.
- Instructions provided for applicants who submitted applications prior to the NOFO modification are provided in Section III. D. 2.
- Updated public hearing / community meeting requirements and guidance on receiving public comments is provided in Sections VI. E. 4. and VI. E. 5. a. iii.
- Guidance for applicants who have not yet identified project sites has been added to Section V. A. 1. b.
- Clarification on the use of CDBG funds as leverage (PRICE Main) vs. match (PRICE Replacement Pilot) is provided in Section V. A. 1. d.
- Clarification on the timing of Environmental Reviews is provided in Section VI. B.
- Clarification on planning and administrative caps for non-government entities is provided in Section VI. E. 5. a. ix (ii).
- Clarification on the use of program income is provided in Section VI. E. 5. a. xvii.
- Clarification on demolition as an eligible activity is provided in Section VI. E. 5. a. xxviii.
- Clarification on the duration of PRICE funding under the separate Appropriations is provided in Section VI. E. 6.

#### 4. Definitions

##### a. Standard Definitions

**Affirmatively Furthering Fair Housing (AFFH)** means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

**Assistance Listing number** refers to the unique number assigned to each Federal assistance program publicly available in the Assistance Listing, which is managed and administered by the General Services Administration. The Assistance Listing number was formerly known as the Catalog of Federal Domestic Assistance (CFDA) number.

**Authorized Organization Representative (AOR)** is a person authorized to legally bind your organization and submit applications via Grants.gov. The AOR is authorized by the E-Business Point of Contact (E-Biz POC) in the System for Award Management (see E-Biz POC definition). An AOR may include an Expanded AOR and/or a Standard AOR.

***Expanded Authorized Organization Representative*** is a user in Grants.gov who is authorized by the E-Biz POC to perform the functions of a Standard AOR, initiate and submit applications on behalf of your organization, and is allowed to modify organization-level settings and certifications in Grants.gov.

**Standard Authorized Organization Representative** is a user in Grants.gov who is authorized by the E-Biz POC to initiate and submit applications in Grants.gov. A Grants.gov user with the Standard AOR role can only submit applications when they are a Participant for that workspace.

**Consolidated Plan** is the document submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submission for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA). This Plan is prepared in accordance with the process described in [24 CFR part 91](#). This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See [24 CFR part 91](#) for HUD's requirements regarding the Consolidated Plan and related Action Plan).

**Contract** means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see [2 CFR 200.331](#).

**Contractor** means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

**Cooperative agreement** has the same meaning defined at [2 CFR 200.1](#).

**Deficiency**, with respect to the making of an application for funding, is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, missing or incomplete information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, a deficiency may be either Curable or Non-Curable.

**A Curable Deficiency** is missing or incomplete application information that may be corrected by the applicant with timely action. To be curable, the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.

**A Non-Curable Deficiency** is missing or incomplete application information that cannot be corrected by an applicant after the submission deadline. A non-curable deficiency is a deficiency that is a threshold requirement, or a deficiency that, if corrected, would change an applicant's score or rank versus other applicants. If an application includes a non-curable deficiency, the application may receive an ineligible determination, or the non-curable deficiency may otherwise adversely affect the application's score and final funding determination.

**E-Business Point of Contact (E-Biz POC)** is an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Authorized Organization Representative definition). There can only be one E-Biz POC per unique entity identifier (see definition of Unique Entity Identifier below).

**Eligibility requirements** are mandatory requirements for an application to be eligible for funding.

**Environmental Justice** means investing in environmental improvements, remedying past environmental inequities, and otherwise developing, implementing, and enforcing laws and policies in a manner that advances environmental equity and provides meaningful involvement for people and communities that have been environmentally underserved or overburdened, such as Black and Brown communities, indigenous groups, and individuals with disabilities. This definition does not alter the requirements under HUD's regulations at [24 CFR 58.5\(j\)](#) and [24 CFR 50.4\(l\)](#) implementing [Executive Order 12898](#). E.O. 12898 requires a consideration of how federally assisted projects may have disproportionately high and adverse human health or environmental effects on minority and/or low-income populations. For additional information on environmental review compliance, refer to:

[https://www.hud.gov/program\\_offices/comm\\_planning/environment\\_energy/regulations](https://www.hud.gov/program_offices/comm_planning/environment_energy/regulations).

**Equity** has the meaning given to that term in Section 2(a) of Executive Order [13985](#) and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

**Federal Award**, has the meaning, depending on the context, in either paragraphs (1) or (2) of this definition:

(1)

(a) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in [2 CFR 200.101](#); or

(b) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR 200.101](#).

(2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in [2 CFR 200.1](#), and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(3) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).

(4) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

**Federal Financial Assistance** has the same meaning defined at [2 CFR 200.1](#).

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on

Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

**Historically Black Colleges and Universities (HBCUs)** are any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation. [A list of accredited HBCUs can be found at the U.S. Department of Education's website.](#)

**Minority-Serving Institutions (MSIs)** are

- (1) a part B institution (as defined in [20 U.S.C. 1601](#));
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. 1101a\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. 1059c](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. 1059e](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. 1059g](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. 1059f](#)).

**Non-Federal Entity (NFE)** means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

**Primary Point of Contact (PPOC)** is the person who may be contacted with questions about the application submitted by the AOR. The PPOC is listed in item 8F on the SF-424.

**Racial Equity** is the elimination of racial disparities, and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons, which includes Black, Latino, indigenous, Native American, Asian, Pacific Islander, and other persons of color.

**Recipient** means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

**Resilience** is a community's ability to minimize damage and recover quickly from extreme events and changing conditions.

**Small business** is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR Part 121](#).



**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient** means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

**System for Award Management (SAM)** is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

**Threshold Requirements** are eligibility requirements that must be met for an application to be reviewed, rated, and ranked. Threshold requirements are not curable, except for documentation of applicant eligibility, which are listed in Section III.D., Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E., Statutory and Regulatory Requirements Affecting Eligibility.

**Underserved Communities** has the meaning given to that term in Section 2(b) of Executive Order [13985](#) and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of “equity” above.

**Unique Entity Identifier (UEI)** means the identifier assigned by SAM to uniquely identify business entities. As of April 4, 2022, the Federal government has transitioned from the use of the DUNS Number to the use of UEI, as the primary means of entity identification for Federal awards government-wide.

#### b. Program Definitions.

**Affordability**, as it applies to housing costs, are those which do not overburden LMI households to the point of being unable to afford other necessities and non-housing expenses. HUD defines this as costs including utilities and fees, for which the LMI household/occupant is paying no more than 30 percent of gross income. *Additional affordability requirements applicable to this NOFO can be found in Section VI.E.*

**Change of Use** occurs when the use of real property acquired or improved in whole or in part with PRICE funds and owned by a grantee or subrecipient is changed from its planned use when the grant agreement was executed. If a change of use occurs that does not comply with the requirements for the use of PRICE funding, the grantee must repay the PRICE grant. Tribal Applicants should review 24 CFR 1003.504, State grantees should review 24 CFR 570.489(j), and entitlement and all other grantees should review 24 CFR 570.505 and 24 CFR 570.503(b)(7).

**Colonias** are communities within the US-Mexico border region that lack potable water supply, adequate sewage systems, and decent, safe, and sanitary housing, as defined by Section 916 of the National Affordable Housing Act of 1990, as amended.

**Community Development Block Grant (CDBG) Program** provides annual grants on a formula basis to states, cities, and urban counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended 42 U.S.C. 5301 et seq.

**Community Development Financial Institutions (CDFIs)** are U.S. Department of Treasury-certified financial intermediaries whose primary mission is to promote community development. Types of organizations that may meet the criteria to qualify as a CFI include community development banks, community development corporations, community development credit unions, community development loan funds, community development venture capital funds and microenterprise loan funds.

**Community Land Trust** a non-profit entity that

- (1) has the development and maintenance of housing that is permanently affordable to LMI persons as its primary purposes;
- (2) is not sponsored or controlled by a for-profit organization;
- (3) uses a lease, covenant, agreement, or other enforceable mechanisms to require housing and related improvements on land held by the community land trust to be affordable to LMI persons for at least 30 years; and
- (4) retains a right of first refusal or preemptive right to purchase the housing and related improvements on land held by the community land trust to maintain long-term affordability.

**Condominium** (also known as a condo) is a privately-owned unit within a multi-unit development. Each owner has a shared interest in the common areas of the building—such as elevators, garages, gyms, etc.—which are typically maintained through monthly homeowners' association (HOA) fees.

**Cooperative** An entity in which each member shares in the ownership of the whole project with the exclusive right to occupy a specific housing unit and to participate in project operations through the purchase of stock.

**Homeowners' Association** An organization in a condominium or other planned housing community that makes and enforces rules about the appearance and maintenance of properties and that maintains common areas with money from membership fees.

**Homesite Renter** A person or member of a household that owns a manufactured home but does not own the lot on which the home sits.

**Indian Community Development Block Grant (ICDBG) Program** The ICDBG Program provides eligible grantees with direct grants for use in developing viable Indian and Alaska Native Communities, including decent housing, a suitable living environment, and economic opportunities, primarily for LMI persons. Projects funded by the ICDBG program must mainly benefit LMI persons (24 CFR 1003.208).

**Indian tribe** The term "Indian tribe" has the same meaning as such term is defined in Section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA)

(25 U.S.C. 4103). It includes federally recognized Indian tribes and five state-recognized Indian tribes eligible under NAHASDA: the MOWA Band of Choctaw, Coharie, Haliwa-Saponi Tribe, Lumbee Tribe, and Waccamaw Siouan Tribe.

**Leverage** For the purposes of this NOFO, leverage is a federal or non-federal elective contribution that may be either financial or non-financial, and that is firmly committed to address activities described in an applicant's PRICE Main application. Leverage is not applicable for the PRICE Replacement Pilot. PRICE Main applications may receive points based on the total amount of other resources and funding the applicant is leveraging. See Section III.C., Section V.A.1.d., and Attachment F for more information.

**Local government or unit of general local government (UGLG)** shall have the same meaning as "unit of general local government" in Section 102(a)(1) of the Housing and Community Development Act of 1974: The term "unit of general local government" means any city, county, town, township, parish, village, or other general purpose political subdivision of a state; Guam, the Northern Mariana Islands, the Virgin Islands, and American Samoa, or a general purpose political subdivision thereof; a combination of such political subdivisions that, except as provided in Section 5306(d)(4) of this title, is recognized by the Secretary; the District of Columbia; and the Trust Territory of the Pacific Islands. This term "local government" includes entitlement CDBG grantees and non-entitlement communities.

**Lot Owner ("Owner")** A person or member of a household that owns the lot on which their home sits.

**Lot Rent** Any charge imposed on a leaseholder for rental and occupancy of a mobile or manufactured home lot, unless specifically excluded by statute or rule. Lot rent may or may not include fees for utilities and MHC amenities such as trash collection, groundskeeping, snow removal, internet access, etc.

**Manufactured Housing** A structure, transportable in one or more sections, which in the traveling mode is 8 body feet or more in width, or 40 body feet or more in length, or which when erected onsite is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure. This term includes all structures that meet the above requirements except the size requirements and with respect to which the manufacturer voluntarily files a certification pursuant to 24 CFR 3282.13 and complies with the construction and safety standards set forth in 24 CFR 3280. The term does not include any self-propelled recreational vehicle. Calculations used to determine the number of square feet in a structure will include the total of square feet for each transportable section comprising the completed structure and will be based on the structure's exterior dimensions measured at the largest horizontal projections when erected onsite. These dimensions will include all expandable rooms, cabinets, and other projections containing interior space, but do not include bay windows. Nothing in this definition should be interpreted to mean that a manufactured home necessarily meets the requirements of HUD's Minimum Property Standards (HUD Handbook 4900.1) or that it is automatically eligible for financing under 12 U.S.C. 1709(b). References to manufactured housing and manufactured housing units in this NOFO include pre-1976 mobile homes, unless otherwise noted; however, PRICE funds may only be used to replace pre-1976 mobile homes, not for their repair or rehabilitation.

*Notes: Shipping containers that are converted into housing units cannot be accepted as a HUD-code manufactured home unless they are provided with a permanent chassis and are transported to the site on their own running gear and otherwise comply with all HUD Standards and Regulations for manufactured homes and state and local building codes. As discussed previously, all manufactured homes are built to the Manufactured Home Construction and Safety Standards, 24 CFR part 3280.*

**Manufactured Housing Community (MHC)** refers to land and manufactured housing units under unified ownership and developed for the purpose of providing individual spaces for the placement of manufactured homes for residential purposes within its boundaries. An MHC usually has some on-site utilities, road access, and water/sewer access and may have other community improvements such as a tornado shelter, broadband access, or drainage/landscaping. For purposes of this NOFO, housing units in MHCs may include a mix of manufactured, mobile (used for long-term residence, not transitory stays), stick-built, modular, or panelized units provided that manufactured housing units comprise 51% or more of the total housing units within the MHC.

**Match** is a required non-federal financial cost share exceeding 50 percent of the requested amount from the PRICE Replacement Pilot. Match is not applicable to PRICE Main. Match funding must be firmly committed. See section III.C., section V.A.1.d., and Attachment F for more information.

**Metropolitan Planning Organization (MPO)** shall have the same meaning as defined in Section 8 of the Federal Transit Act of 1991 at 23 U.S.C. 134(b).

**Modular Housing** A structure composed of modular components designed and manufactured off-site for residential use. Components are constructed in a facility that creates pre-engineered, factory-fabricated structures in one or more three-dimensional modules. State or local building codes in the jurisdiction of the site where the home is to be erected are complied with during component manufacturing. The components are transported to the home site for final assembly and completion on a permanent foundation under locally applicable building codes, if any. In some states or localities, modular homes are codified under another term, such as industrialized building or system-built home.

**Multijurisdictional entity** refers to any association of local governments or public agencies which are bound by collective agreement (such as a memorandum of understanding, joint powers authority, interstate compact, or the like), such that HUD determines that the entity is authorized and has administrative capability to carry out the activities under this NOFO on behalf of its member jurisdiction(s).

**Nonprofit entity** shall have the same meaning as nonprofit organization (as defined in 2 CFR 200.1) for the purposes of this NOFO.

**Nonprofit Organization** (as defined in [2 CFR 200.1](#)) means any corporation, trust, association, cooperative, or other organization, not including Institution of Higher Educations, that: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses net proceeds to maintain, improve, or expand the operations of the organization.

**Planning Activities** Consists of all costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. These may include comprehensive plans, community development plans, functional plans including Consolidated Plans and Annual Action Plans required of CDBG jurisdictions, planning activities to affirmatively further fair housing, and other plans and studies included in 24 CFR 570.205 and Section 105(a)(12) of the HCD Act.

**Rehabilitation** The labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs. The term includes when the use of a building is changed to an emergency shelter and the cost of this change, and any rehabilitation costs, does not exceed 75 percent of the value of the building before the change in use.

**Renter** A person or member of a household who rents an apartment or house, including manufactured housing.

**Resident** A person or member of a household living in a manufactured home who may be an owner, homesite renter, or renter.

**Resident-Controlled Manufactured Housing Community** A manufactured housing community wherein homeowners form a non-profit organization which is called a cooperative, or a community that is formally organized as a condominium or homeowners association. Resident households are members of the cooperative or association which owns the land and manages the business that is the community. This includes, but is not limited to, making decisions about lot rent increases, community infrastructure enhancements, and the disposition of community amenities. Members of a cooperative own shares of the enterprise which entitle them to the right to occupy a particular unit. Members of a condominium or homeowners association continue to own their own homes individually and an equal share of the common areas, improvements, and land beneath the entire community. These are the most common forms of resident-controlled entity. An applicant may demonstrate through submission of legal documents that it is a resident-controlled entity.

**Resilience Activities** means the reconstruction, repair, or replacement of manufactured housing and MHCs to protect the current and ongoing health and safety of manufactured housing residents and to address weatherization and energy efficiency needs.

**State Government** shall have the same meaning as “State” in Section 102(a)(1) of the Housing and Community Development Act of 1974 (42 U.S.C. 5302).

**Tribal Applicant** means an Indian tribe, or a Tribally Designated Housing Entity or Tribal organization designated by such Indian tribe to apply for a grant on its behalf. PRICE grants made to Tribal Applicants will be subject to ICDBG program requirements in 24 CFR part 1003, as modified in waivers and alternative requirements described in this NOFO.

**Tribally Designated Housing Entities** The term “Tribally Designated Housing Entity” (TDHE) has the same meaning as such term is defined in Section 4 of NAHASDA (25 U.S.C. 4103(22)). Indian tribes may designate a TDHE to apply on the Indian tribe’s behalf under this NOFO. Applications submitted by a TDHE on behalf of an Indian tribe(s) must include a tribal certification(s) or resolution(s) on official letterhead authorizing the TDHE to apply on behalf of the Indian tribe(s). HUD will accept existing Indian Housing Plan (IHP) certifications that state that the Indian tribe has delegated to the TDHE the authority to submit an IHP or application on

behalf of the Indian tribe without prior review by the Indian tribe. The certification(s) or resolution(s) must be submitted with the application and is a curable deficiency. An Indian tribe that authorizes a TDHE to apply on its behalf may not also submit its own application for funding. Such applications will not be evaluated.

**Tribal organization** shall have the same meaning as the term “Tribal organization” in 24 CFR 1003.5(b). Indian tribes may designate a Tribal organization to apply on the Indian tribe’s behalf under this NOFO. Applications submitted by a Tribal organization on behalf of an Indian tribe(s) must include a tribal certification(s) or resolution(s) on official letterhead authorizing the Tribal organization to apply on behalf of the Indian tribe(s). The certification(s) or resolution(s) must be submitted with the application and is a curable deficiency. An Indian tribe that authorizes a Tribal organization to apply on its behalf may not also submit its own application for funding. Such an application will not be evaluated.

**Uniform Relocation and Real Properties Acquisition Policies Act of 1970**, as amended (URA) and its implementing regulations at 49 CFR part 24 establish minimum requirements for the acquisition of real property and the displacement of persons from their homes, businesses, or farms as a direct result of acquisition, rehabilitation, or demolition for federally assisted programs and projects.

## B. Authority

The funding authority for PRICE Main and the PRICE Replacement Pilot under this NOFO is provided by the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022), with additional funding for PRICE Main provided by the Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024) (Appropriations Acts). The program authority for PRICE is Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.), and the Appropriations Acts.

## II. AWARD INFORMATION

### A. Available Funds

Funding of approximately **\$235,000,000** is available through this NOFO.

Additional funds may become available for award under this NOFO consistent with Section VI.A.2.e., Adjustments to Funding. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFO.

- **PRICE Main:** \$210,000,000 (\$200 million of FY 2023 funds and \$10 million of FY 2024 funds) available to state governments, local governments, metropolitan planning organizations, multi-jurisdictional entities, resident-controlled MHCs, cooperatives, non-profit entities (including consortia of non-profit entities), CDFIs, Tribal Applicants, and entities that partner with one or several residents of such eligible communities or that propose to implement a grant program that would assist residents of such eligible communities for the purposes of development of infrastructure, planning activities, resident and community services, resilience activities, and providing other assistance to manufactured housing tenants and homesite renters for land and site acquisition. Note that eligible applicants may also support or partner with residents of Colonias. Of the amount for PRICE Main, at least \$11 million (\$10 million of FY 2023 funds and \$1

million of FY 2024 funds) is intended for Tribal Applicants, subject to HUD receiving an adequate number of fundable applications from Tribal Applicants. Among the eligible applicants listed, both current and prospective CDBG and ICDBG recipients are encouraged to apply. Tribal Applicants receiving PRICE Main funding are subject to the ICDBG requirements.

- **PRICE Replacement Pilot:** \$25,000,000 of FY 2023 funds are available to state governments, local governments, metropolitan planning organizations, multi-jurisdictional entities, resident-controlled MHCs, cooperatives, non-profit entities (including consortia of non-profit entities), CDFIs, Tribal Applicants, and entities that partner with one or several residents of such eligible communities or that propose to implement a grant program that would assist residents of such eligible communities in the redevelopment of manufactured housing communities as replacement housing that is affordable. Note that eligible applicants may also support or partner with residents of Colonias. Among the eligible applicants listed, both current and prospective CDBG and ICDBG recipients are encouraged to apply. Under the PRICE Replacement Pilot, grantees are required to supplement (“match”) the amount of the Pilot **request** with non-federal amounts exceeding 50 percent of the amount requested under the Pilot. If single-family manufactured housing units (including pre-1976 mobile homes) are replaced as part of a project that is conducted with PRICE Replacement Pilot funds, those units must be replaced with up to four units of such affordable housing. All housing units receiving PRICE assistance must be provided as affordable for a minimum period of 15 years. Applicants proposing to conduct such activities for redevelopment of manufactured housing communities as replacement housing that is affordable are also eligible to apply for PRICE Main. Tribal Applicants receiving PRICE Replacement Pilot funding are subject to the ICDBG requirements. An applicant applying for PRICE Replacement Pilot funding must include an express statement in the application that it is applying for the PRICE Replacement Pilot. PRICE Replacement Pilot applications that do not include the required match may be considered for PRICE Main, as applicable.

## B. Number of Awards

HUD expects to make approximately 25 awards from the funds available under this NOFO.

## C. Minimum/Maximum Award Information

Total Funding:

\$210,000,000 for PRICE Main awards (of which \$11,000,000 is designated for Tribal Applicants)

\$25,000,000 for PRICE Replacement Pilot awards

Minimum Award Amount for PRICE Main (all applicants except Tribal Applicants): \$5,000,000

Minimum Award Amount for PRICE Main (Tribal Applicants only): \$500,000

Maximum Award Amount for PRICE Main (all applicants **including** Tribal Applicants): \$75,000,000

Minimum Award Amount for PRICE Replacement Pilot (all applicants): \$5,000,000

Maximum Award Amount for PRICE Replacement Pilot (all applicants): \$10,000,000



Maximum Award Amount for Dual Awards (PRICE Main and PRICE Replacement, all applicants): \$75,000,000

Estimated Total Funding:  
\$235,000,000

Minimum Award Amount:  
\$500,000

Per Project Period

Maximum Award Amount:  
\$75,000,000  
Per Project Period

## **D. Period of Performance**

Estimated Project Start Date:  
10/01/2024

Estimated Project End Date:  
09/30/2030

Length of Project Periods:  
Other

Length of Periods Explanation of Other:  
6 years

## **E. Type of Funding Instrument**

Funding Instrument Type:  
G (Grant)

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

00 (State governments)

01 (County governments)

02 (City or township governments)

07 (Native American tribal governments (Federally recognized))

11 (Native American tribal organizations (other than Federally recognized tribal governments))

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

99 (Unrestricted (i.e., open to any type of entity above), subject to any clarification in text field entitled "Additional Information on Eligibility")

#### **Additional Information on Eligibility**

Other eligible applicants include multi-jurisdictional entities, metropolitan planning organizations, resident-controlled MHCs, cooperatives, non-profit entities (including consortia of

non-profit entities), CDFIs, Tribal Applicants, and entities (including for-profit entities) that partner with one or several residents of such eligible Manufactured Housing Communities or that propose to implement a grant program that would assist residents of such eligible Manufactured Housing Communities.

Applicants who partner with Manufactured Housing Communities or propose to implement a program assisting residents of eligible Manufactured Housing Communities may implement a grant award by means of subaward(s) to subrecipient(s) to carry out PRICE program activities. Such applicants must provide evidence of collaboration between the parties. This means attaching as a part of the application relevant and supporting documentation, such as a legally binding development or cooperation agreements. For-profit entities may be deemed eligible where HUD determines PRICE objectives are met and where HUD determines there is broad and inclusive stakeholder engagement with manufactured housing communities and their residents. All applicants (including for-profits) are subject to the PRICE-specific program requirements related to affordability as described in this NOFO. Among the eligible applicants listed, both current and prospective CDBG and ICDBG recipients are encouraged to apply. Refer to the Program Definitions in Section I.A.4. to review how these terms are defined in the PRICE competition.

Applicants must have a valid Universal Entity Identifier (UEI) from [www.sam.gov/](http://www.sam.gov/). Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through Grants.gov. Complete registration instructions and guidance are provided on Grants.gov.

#### Faith-based organizations

(1) Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at [24 CFR 5.109](#), and subject to the protections and requirements of 42 U.S.C. 2000bb et seq., HUD will not, in the selection of recipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

(2) A faith-based organization that participates in this program will retain its independence and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the Constitution, 42 U.S.C. 2000bb et seq., 42 U.S.C. 238n, 42 U.S.C. 18113, 42 U.S.C. 2000e-1(a) and 2000e-2(e), 42 U.S.C. 12113(d), and the Weldon Amendment, among others. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws, particularly under the Religious Freedom Restoration Act.

(3) A faith-based organization may not use direct financial assistance from HUD to support or engage in any explicitly religious activities except where consistent with the Establishment Clause and any other applicable requirements. Such an organization also may not, in providing services funded by HUD, discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

## **B. Ineligible Applicants**

HUD will neither evaluate applications from nor award grants to individuals or any entity that does not meet the criteria above.

## C. Cost Sharing or Matching

This Program requires cost sharing or matching as described below.

There are two categories of funding in PRICE: The PRICE Main competition and the PRICE Replacement Pilot.

PRICE Replacement Pilot grantees are required to provide evidence of non-federal financial match exceeding 50 percent of the PRICE Replacement Pilot request. Please note that non-financial contributions such as, but not limited to, equipment, materials, sweat equity, and staff time will not count towards the total percentage of match for PRICE Replacement Pilot request.

The PRICE Main competition awards do not require cost sharing, matching funds, or leveraging. However, HUD encourages all applicants to leverage other Federal and non-Federal resources that will contribute to the success of the proposed project. **Applications that include leverage from other sources can receive more points as discussed in Section V.A.1.d below.**

Applicants for PRICE Main awards may credit both financial contributions and the dollar amounts of any non-financial contributions towards the percentage of leveraged commitments.

Applicants submitting a single application requesting funding from both PRICE Main and PRICE Replacement Pilot must provide a match exceeding 50 percent of the PRICE Replacement Pilot request, exclusive of the amounts requested for activities under PRICE Main. See Section V.A.1.d and Attachment F for more information. For applicants pursuing funding from both PRICE categories, i.e., Main and Pilot, you must address all applicable required prompts in the review criteria (Section V.A.1) and provide separate budget proposals for PRICE Main and the PRICE Replacement Pilot in order to receive full evaluation scoring consideration. HUD has separate and distinct evaluation criteria for PRICE Main and PRICE Replacement Pilot.

## D. Threshold Eligibility Requirements

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

### 1. Resolution of Civil Rights Matters

Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

- a. An applicant is ineligible for funding if the applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD's satisfaction before or on the application deadline date for this NOFO.

- (1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or familial status;

(2) Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);

(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act; or

(5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

(1) Current compliance with a voluntary compliance agreement signed by all the parties;

(2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;

(3) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;

(4) Current compliance with a consent order or consent decree;

(5) Current compliance with a final judicial ruling or administrative ruling or decision; or

(6) Dismissal of charges.

## **2. Timely Submission of Applications**

Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy are marked late. Late applications are ineligible and are not considered for funding. See Section IV. D. Application Submission Dates and Times.

## **3. Eligible Applicant**

Applicants must be an eligible applicant in accordance with Section III.A of this NOFO and must identify which type of eligible applicant they are in their application.

Multijurisdictional entities or other eligible applicants that wish to partner with other entities or one or several residents of an eligible community to implement their proposed project must demonstrate partnership among all parties. The parties may demonstrate a partnership or evidence of collaboration between the parties by attaching relevant documentation to an

application, such as a legally binding development or cooperation agreement (this may include a CDBG joint agreement between an urban county and a metropolitan city or a HOME consortium agreement).

If an applicant wishes to engage in a partnership, all partners must submit a letter of intent to participate in the proposed project. The letter(s) of intent to participate and a binding cooperation, subrecipient or developer agreement, or a contract, as applicable and contingent upon award, must be included in the application. TDHEs and Tribal organizations applying on behalf of Indian tribes do not need to provide this documentation because they are applying on behalf of an Indian tribe and not as part of a partnership.

#### **4. Number of Applications**

1. An eligible applicant may submit only one application and must specify whether it is applying for the PRICE Main category, the PRICE Replacement Pilot category, or both categories of funding. An eligible applicant that has submitted an application may also apply as part of a separate partnership application. However, no community or project may be assisted by more than one PRICE grant.
2. If HUD receives electronically multiple versions of an application, HUD will review the last version of the application received by Grants.gov that meets the timely receipt requirements. All other applications (i.e., prior versions) will not be considered eligible. If applicants find, after submitting an application, that they want to amend or adjust their application and it is prior to the deadline date, applicants must resubmit the entire application to ensure that HUD gets a complete application.

## **E. Statutory and Regulatory Requirements Affecting Eligibility**

### **Eligibility Requirements for Applicants of HUD's Financial Assistance Programs**

The following requirements affect applicant eligibility. Detailed information on each requirement is found in the [“Eligibility Requirements for Applicants of HUD's Financial Assistance Programs” document on HUD's Funding Opportunities page](#).

- Universal Identifier and System for Award Management (SAM.gov) Requirements
- Outstanding Delinquent Federal Debts
- Debarments or Suspensions, or both
- Mandatory Disclosure Requirement
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Prohibition Against Lobbying Activities

In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR 170.110](#).

## F. Program-Specific Requirements

1. **National objectives.** Each PRICE activity, other than general administration and planning, must meet a CDBG national objective pursuant to Section 101(c) of the Housing and Community Development Act of 1974. This means each activity must either benefit LMI persons, aid in the prevention or elimination of slums or blight OR meet an urgent need. Applications submitted by Tribal Applicants must meet the requirements of 24 CFR 1003.208. Applicants who have not administered CDBG or ICDBG funding are encouraged to familiarize themselves with program specific and crosscutting requirements, including environmental review, procurement, fair housing, and labor standards.
2. **Eligible activities.**
  - a. Each proposed activity must be eligible pursuant to Section 105(a) of the Housing and Community Development Act of 1974 or receive an eligibility waiver for the activity, requested in the application. Applicable waivers can be found in Appendix A. HUD does not guarantee that it will grant such waivers, but it will evaluate any request prior to determining whether to award funds for an application.
  - b. PRICE Main activities must assist in preserving and revitalizing manufactured housing and eligible MHCs, and PRICE Replacement Pilot awards must assist in the redevelopment of MHCs as affordable replacement housing.
  - c. Eligible activities may include, but are not limited to, the following examples listed below. These examples are organized into general categories (e.g., housing and housing-related activities, development of or improvement to infrastructure, etc.) but applicants should remain mindful of how their proposed activities align to the goals of whichever funding source they are pursuing (the PRICE Main competition or the PRICE Replacement Pilot).
    - i. Housing and housing-related activities. Examples include:
      - (a). Repairing, rehabilitating, and reconstructing existing manufactured housing units (except pre-1976 mobile homes, which are eligible for replacement only), including repairs, rehabilitation, or reconstruction to improve physical accessibility.
      - (b). Establishing loan or grant programs with affordability requirements for rehabilitation of existing manufactured housing units or other units in an MHC.
      - (c). Acquiring or subsidizing manufactured housing units at risk of demolition or loss of affordability; MHCs; or the lots on which manufactured homes are sited.
      - (d). Establishing a manufactured housing preservation fund to serve manufactured housing residents who own or lease the lots on which their home is sited.
      - (e). Developing anti-displacement policies, such as freezing tax assessments or limiting property tax increases on manufactured housing near new development.
      - (f). Providing capacity building for non-profit entities seeking to pool resources, engage landlords regionally, work more cooperatively, undertake joint housing rehabilitation programs, or merge operations.
      - (g). Developing programs or plans to support shared housing through actions such as revising local occupancy regulations, rehabilitating units, establishing

resident-matching programs, or similar activities.

(h). Providing technical assistance to community land trusts or other entities which leads to the preservation or revitalization of affordable, accessible housing.

ii. Development or improvement of infrastructure to support MHCs and manufactured units. Examples include:

(a). Installing new utility lines, utility hookups, or other necessary improvements.

(b). Upgrading existing utilities or improvements.

(c). Enhancing the resilience of infrastructure to natural hazards, extreme weather, and disaster events; this may include, but is not limited to relocating, burying, elevating, or hardening infrastructure and installing community based solar energy.

(d). Installing or upgrading broadband infrastructure.

(e). Acquiring, constructing, reconstructing, rehabilitating, or installing public facilities and improvements such as roads, pads, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, wells, septic tanks, flood and drainage improvements, fire breaks, parking lots, etc.

iii. Manufactured housing development activities. Examples include:

(a). Financing the acquisition or installation of affordable, accessible housing.

(b). Acquiring or disposing of land or real property for the development of affordable housing

(c). Converting informal MHC subdivisions to resident-controlled communities.

(d). Assisting manufactured housing renters and homesite renters seeking to become homeowners with land and site acquisition, including for the purpose of creating resident-controlled manufactured housing communities.

(e). Reconstructing or rehabilitating housing units (except pre-1976 mobile homes, which are only eligible for replacement), in manufactured housing communities including reconstructing or rehabilitating manufactured housing to make units physically accessible to persons with disabilities.

(f). Acquisition of affordable manufactured housing units.

(g) Reconstruction using modular or other eligible constructed housing.

(h). Redeveloping MHCs as affordable replacement housing (note: up to four dwelling units of affordable housing, which may include modular and other housing construction methods, must be provided for each unit of single-family housing replaced under the PRICE Replacement Pilot).

(i). Establishing or building the capacity of a non-profit entity to carry out innovative financing strategies for manufactured housing.

(j). Providing large-scale technical assistance to affordable or non-profit developers, community land trusts, or other entities which leads to more affordable, accessible manufactured housing options for both renters and households wishing to own a manufactured home.

iv. Mitigation and resilience activities. Examples include:



(a). Conducting manufactured housing resilience activities, which include the reconstruction, repair, rehabilitation, or replacement of manufactured housing and MHCs or that of infrastructure serving MHCs, to enhance safety and stability in the face of weather-related hazards such as, but not limited to, wildfires, tornados, extreme heat, erosion, permafrost degradation, sea level rise, and flooding, and to mitigate known hazards, including those which have caused repetitive loss or that impact households the most at risk or vulnerable to weather-related hazards such as extreme temperatures, wind damage, or flooding. For pre-1976 mobile homes, PRICE funds may only be used for replacement, but not repair or rehabilitation.

(b). Conducting mitigation and resilience activities that address the rising threat that extreme weather events, such as extreme heat or cold, present to manufactured housing or MHCs, including roof ties, elevation of structures, insulation, fire breaks, stormwater systems and drainage, cooling / heating upgrades, tornado and storm shelters, landscaping with native plants, shade trees, or other green infrastructure, etc. This also includes directing support to LMI individuals and households that are less able to prepare for, respond to, and recover from natural disasters.

(c). Conducting mitigation and resilience activities that address human-caused risks that can impact manufactured housing or MHCs, which may include but are not limited to risks associated with the use or release of toxic materials, with uses that create pollution generally, and with activities that involve land disturbance that may inadvertently impact surrounding properties (e.g., fracking).

(d). Establishing new incentive programs for affordable, accessible manufactured housing development such as disaster resilience buy-outs (which entails fulfilling the acquisition requirements of 49 CFR part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs, as revised by this NOFO’s waiver and alternative requirements, and demolition of hazard-prone units and the repurposing of land for things such as park amenities, open space, or flood storage/overflow areas) and relocation of residents of an MHC in hazard-prone areas in accordance with 2 CFR 200, subpart E – Cost Principles, 49 CFR part 24, 24 CFR part 42, 24 CFR 570.606, and the fair housing and nondiscrimination requirements set forth at 24 CFR part 5.

Additional information about the applicability of 49 CFR part 24 and 24 CFR part 42 to HUD programs can be found at [HUD’s relocation website](#).

(e). Testing and remediation of contaminants and other health hazards such as lead, gasoline, or kerosene that may be present in soil.

v. Housing and voluntary supportive service activities that support new and existing residents of MHCs. Examples include providing:

(a). Relocation assistance (this may include providing relocation advisory services, temporary and/or permanent relocation assistance, and paying applicable costs required under 49 CFR part 24, 24 CFR 570.606, or 24 CFR part 42).

(b). Housing mobility counseling.

(c). Eviction prevention assistance (this may include, but is not limited to,

developing updates to local ordinances to protect renters and homesite renters of manufactured homes from eviction, informing residents of their rights, providing rental arrears when appropriate, providing housing or legal counseling, or land acquisition).

(d). Down payment assistance, homebuyer education, and appraisal programs.

(e). Support to establish resident self-governance in MHCs.

vi. Planning activities around manufactured housing residents and MHCs.

Government entities such as, but not limited to, UGLGs, Metropolitan Planning Organizations, and Tribal governments may develop or amend comprehensive plans, community development plans, or functional plans such as a housing plan or a Consolidated Plan (see 24 CFR 570.205 (and 24 CFR 1003.205 for tribes) for more information about eligible planning activities). Other examples include analyzing options and developing plans for the purpose(s) of:

(a). Eliminating restrictions such as, but not limited to, zoning rules that limit opportunities to place manufactured housing on individual lots or establish MHCs.

(b). Developing by-right permitting procedures.

(c). Establishing Right of First Refusal for the purchase of MHCs by residents.

(d). Establishing lot rent stabilization policies for MHCs.

(e). Reducing or eliminating requirements related to parking, building height, lot coverage, setbacks, minimum unit size, minimum lot size, floor area ratio, and other common land use controls that have the effect of minimizing or excluding manufactured housing or MHCs.

(f). Streamlining local permit processing by establishing one-stop or parallel-process permitting.

(g). Streamlining to the extent feasible the need for public hearings for manufactured housing development for projects below certain unit thresholds.

d. PRICE awards can be used for acquisition / purchase of Manufactured Housing Units (MHUs), as well as installation and new construction of housing (please note that new construction of non-manufactured housing is an eligible activity under the PRICE Replacement Pilot only). New construction is distinct from reconstruction in that additional dwelling units are being provided by new construction. HUD is waiving 42 U.S.C. 5305(a), 24 CFR 570.207(b)(3), and 24 CFR 1003.207(b)(3) and adopting alternative requirements to the extent necessary to permit new construction of housing, which is inclusive of the installation costs of acquired MHUs, as well as other forms of residential construction subject to the same requirements that apply to rehabilitation activities under the provisions at Section 105(a)(4) of the Housing and Community Development Act of 1974 (42 U.S.C. 5305(a)(4)) and 24 CFR 570.202(b) and 24 CFR 1003.202(b). Other forms of residential new construction are not considered to be preserving or revitalizing manufactured housing and MHCs; therefore, other forms of residential new construction are only allowed as redevelopment under the PRICE Pilot and limited to up to four dwelling units for each unit replaced. The acquisition and installation of manufactured housing units is not limited to four units for each unit replaced.

e. PRICE awards can be used for voluntary buyouts for purposes of relocation. HUD is waiving the requirements at 49 CFR 24.101(b)(2) to the extent that they apply to the voluntary purchase carried out by a homebuyer who uses PRICE funds and does not have the power of eminent domain, in connection with the purchase and occupancy of a home which is the primary residence of that homebuyer. This waiver is necessary to reduce burdensome administrative requirements for homebuyers. Tenants occupying homes (real property) acquired and displaced by these voluntary purchases may be eligible for relocation assistance. Voluntary buyouts must be conducted in accordance with fair housing and nondiscrimination requirements set forth in 24 CFR part 5.

f. Program income generated from the use of PRICE awards can be used for operating and maintenance expenses for public facilities, improvements, and services funded by PRICE awards. HUD is waiving 42 U.S.C. 5305(a), 24 CFR 570.207(b)(2), and 24 CFR 1003.207(b)(2) and adopting alternative requirements to the extent necessary to permit grantees to use PRICE program income to operate and maintain public facilities, improvements, and services that were initially constructed, provided, or improved by a PRICE award.

**3. Ineligible activities.** Activities that are ineligible for PRICE funding include:

- a. Any activity that does not meet a national objective.
- b. Any activity that is not eligible under Section 105(a) of the Housing and Community Development Act of 1974, applicable implementing regulations, and this NOFO unless a waiver is obtained from HUD.
- c. Any activity that is not in compliance with applicable fair housing, nondiscrimination, labor standards, and environmental review requirements.
- d. Any activity carried out on or before the date of the letter announcing the award of the grant, except that you may use grant funds, should you receive an award, to reimburse PRICE eligible costs of grant application preparation, including planning and public outreach activities. Note that an existing CDBG grantee may choose to use annual CDBG funds to assist in applying for other federal grant programs if the grantee certifies that the program would meet local community development objectives.

**4. Waivers:** Waivers for administrative costs, public participation, and construction are included in Appendix A.

**5. Amendments.** Post-award, all amendments to the application must be submitted to HUD. HUD will review and approve or disapprove any amendment that is a substantial amendment. Substantial amendments are changes that affect the responses to the rating factors and include but are not limited to: a change in program benefit, beneficiaries, or eligibility criteria; the allocation or re-allocation of more than ten percent of the award; or the addition or deletion of an activity. A grantee may substantially amend the Application if it follows the same public participation requirements in this NOFO for the preparation and submission of an Application and HUD agrees in writing that the amended Application would still score in the fundable range for the competition. Prior to preparation and submission of any post-award amendment, the grantee is encouraged to work with its HUD representative to ensure the proposed change is consistent with this NOFO, and all applicable regulations and Federal law.

## **Advancing Racial Equity**

In accordance with Executive Order [13985](#), *Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, and federal fair housing and civil rights laws, you must submit a narrative demonstrating the following:

- You analyzed the racial composition of the persons or households who are expected to benefit from your proposed grant activities;
- You identified any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities;
- You detailed the steps you will take to prevent, reduce or eliminate these barriers; and
- You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities.

Note that any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements.

All PRICE applicants (except Tribal Applicants) must submit a narrative which addresses the four bullets above. Applicants who are CDBG grantees may use racial equity components of their Consolidated Plans, such as their housing and homeless needs assessments (which may be addressed in the Housing and Homeless Needs Assessment, Housing Market Analysis, or Strategic Plan sections) in fulfilling this requirement; however, applicants must ensure that the narrative demonstrates all four bullets above. This narrative will be submitted according to the instructions in Section IV.B. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency.

PRICE Tribal Applicants: As provided in this NOFO, PRICE grants made to Tribal Applicants will be subject to ICDBG program requirements. In turn, these Tribal PRICE Applicants, who have unique sovereign and political status of Indian tribes, will serve low- and moderate- income Native Americans and Indigenous people in Tribal communities. Due to the specific focus of Tribal Applicants on serving Tribal communities, Tribal Applicants will be presumed to meet the substantive goals of Executive Order 13985 and the Advancing Racial Equity requirements of this NOFO when Tribal Applicants carry out activities in accordance with program requirements for the benefit of Tribal communities. Accordingly, HUD is not requiring Tribal Applicants to submit an additional narrative unless they believe there are potential barriers to underserved communities equitably benefiting from proposed grant activities. If so, they should identify those barriers, detail steps to prevent, reduce, or eliminate those barriers, and identify how they will measure, track progress, and evaluate the effectiveness of efforts to overcome those barriers.

## **Affirmative Marketing**

You must submit a narrative demonstrating that the housing, services, or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Such activities may include outreach through community contacts or

service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group. Documentation for this factor consists of a narrative describing the activities that will fulfill the factor requirements.

This narrative is required and must address the issues outlined in the paragraph above.

Applicants will submit this narrative according to the instructions in Section IV.B. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency (note: this narrative does not count towards the application page limit).

### **Affirmatively Furthering Fair Housing**

This narrative is a mandatory requirement and limited to no more than two pages. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. This narrative will not count toward the 45-page application limit. If the narrative is missing or incomplete, it will be categorized as a "Curable Deficiency". The notice of deficiency will be communicated to the applicant for correction and must be remedied within three days of notification, as outlined in the NOFO. See the Affirmatively Furthering Fair Housing heading under Section IV.G. of this NOFO for more information.

**All Applicants (except Tribal Applicants):** Address the barriers to AFFH you described in V.A.1.a. Describe meaningful actions you will take that provide opportunities to access safe, accessible, and healthy housing by protected class groups, how your actions promote integration and reduce segregation, and/or transform racially or ethnically concentrated areas of poverty into areas of opportunity. Discuss how you will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Additionally, describe how you will maintain compliance with civil rights laws.

**Tribal Applicants:** For Tribal Applicants, address how your project will help address barriers to affordable housing for Tribal members.

## **G. Criteria for Beneficiaries.**

Except as described in this NOFO and its appendices, statutory and regulatory provisions governing the CDBG program, including title I of the Housing and Community Development Act of 1974 and 24 CFR part 570 shall apply to the use of these funds. For CDBG entitlement communities and other entities receiving funding under this NOFO (see Section III.A.), except for states and Tribal Applicants, regulatory provisions at 24 CFR part 570 subparts A, C, D, J, K, and O apply, as appropriate. For states, 24 CFR part 570 subpart I applies, as appropriate; however, Section VI.E. waives the requirement for states to distribute funds through a method of distribution as is required for annual State CDBG funds. For Tribal Applicants, the ICDBG requirements in 24 CFR part 1003 will apply, as appropriate.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. Obtain an Application Package**

#### **Instructions for Applicants**

All application materials, including the Application Instructions and Application Package, are available through Grants.gov. You must access and review all available application materials. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within this NOFO. Your application must list the applicable Funding Opportunity Number.

You can request a waiver from the requirement for electronic submission, if you demonstrate good cause. An example of good cause may include: a lack of available Internet access in the geographic area in which your business offices are located. However, lack of SAM registration or valid UEI is not a good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if you fail to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

Robert Peterson

Email:

PRICE@hud.gov

HUD Organization:

Street:

451 7th Street SW

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

20410

### **B. Content and Form of Application Submission**

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong Assistance Listing and Funding Opportunity Number is a Non-Curable Deficiency, unless otherwise stated under the Threshold requirements section.

#### **1. Content**

| <b>Forms/Assurances/Certifications</b>                            | <b>Submission Requirement</b>   | <b>Notes/Description</b>   |
|---|---|--|
| Application for Federal Assistance (SF-424)                       | This form is required.  | Review section IV.B.2. of this NOFO for detailed submission requirements   |
| Applicant and Recipient Assurances and Certifications (HUD 424-B) | This form is required.  | Review section IV.B.2. of this NOFO for detailed submission requirements   |
| Applicant/Recipient Disclosure/Update Report (HUD 2880)           | This form is required.  | Review section IV.B.2. of this NOFO for detailed submission requirements   |
| Disclosure of Lobbying Activities (SF-LLL)                        | Review section IV.G. of this NOFO for detailed submission requirements. | Federally recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement.   |
| Certification of Lobbying Activities                              | This form is required.  |  |
| Federal Assistance Representations and Certifications             | This form is required via sam.gov                                       | To assure compliance with statutory requirements for HUD programs, you must complete the "Federal Assistance Representations and Certifications" section of your sam.gov registration. HUD and OMB use information reported within sam.gov for general management of Federal assistance awards programs. For more information on how to update your sam.gov registration, visit SAM.gov or the Federal Service Desk, FSD.gov. You can search for help at FSD any time or request help from an FSD agent Monday-Friday 8 a.m. to 8 p.m. ET. |



| <b>Forms/Assurances/Certifications</b>                    | <b>Submission Requirement</b> | <b>Notes/Description</b>                               |
|---|-------------------------------|--|
| Grant Application Detailed Budget Worksheet (HUD-424-CBW) |                               | This form is contained within the Instruction Package. |
| Assurances for Non-Construction Programs (SF-424B)        | This form is required.        | This form is contained within the Application Package. |
| Assurances for Construction Programs (SF-424D)            | This form is required.        | This form is contained within the Application Package. |
| PRICE Certifications                                      | This document is required.    | PRICE Certifications can be found in Appendix B.       |

The following provides instructions on the organization and content of your application. It lists the narrative exhibits and attachments, and instructions for each, that are required as part of the application. All narrative exhibits, attachments, and forms are required to be submitted in your application unless otherwise indicated. Review the Threshold Requirements in Section III.D, Other Submission Requirements in Section IV.G, and the Review Criteria in Section V.A for details about what should be submitted. Please be advised that not providing information clearly and consistently, and/or not providing exhibits and attachments in accordance with the instructions and documentation requirements in this NOFO, may negatively impact HUD's ability to determine if your application meets threshold requirements or to score your application. This could result in your application not being able to be scored and ranked or receiving a lower score. Please also only submit documents that are required to respond to a threshold requirement and/or rating factor. HUD forms required by this NOFO are provided in the application package download at <http://www.grants.gov/>. The list of narrative exhibits and attachments is provided below, along with instructions for each.

a. **Table of Contents.** Provide a table of contents matching the submission requirements of this section.

b. **Narrative Exhibits.** The narrative exhibits required in your applications are as follows:

1. **Exhibit A Executive Summary.**
2. **Exhibit B Threshold Requirements and Other Submission Requirements.** Review and provide a narrative response, as necessary, to the Threshold Requirements in Section III.D and Other Submission Requirements in Section IV.G.
3. **Exhibit C Need Review** and provide a narrative response to V.A.1.a.
4. **Exhibit D Soundness of Approach** Review and provide a narrative response to V.A.1.b.
5. **Exhibit E Capacity** Review and provide a narrative response to V.A.1.c.
6. **Exhibit F Match or Leverage.** Review and provide a narrative response to V.A.1.d.
7. **Exhibit G Long-term Effect.** Review and provide a narrative response to V.A.1.e.

**c. Required Attachments:**

- Advancing Racial Equity narrative per Section III. F. of this NOFO (Attachment A)
- Affirmative Marketing narrative per Section III. F. of this NOFO (Attachment B)
- Affirmatively Furthering Fair Housing narrative per Section III. F and Section IV.G of this NOFO (Attachment C)
- Eligible Applicants documentation per Section III. D. of this NOFO (Attachment D)
- Evidence of Partnership letters per Section III. D. of this NOFO, as applicable (Attachment E)
- Match or leverage documentation per Section III. C. of this NOFO, as applicable (Attachment F)
- Application Certifications and Standard forms per Sections IV. B. and Appendix B of this NOFO (Attachment G)
- Summary of comments received on published Application and list of commenters by name/organization per Section VI. E. of this NOFO (Attachment H)

Note: Attachments do not count towards the application page limit.

**2. Format and Form**

Narratives and other attachments to your application must follow the following format guidelines. Do not submit password protected or encrypted files.

45 Pages maximum length of narratives

Other

The narrative shall be 12-point (minimum) Times New Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides. The maximum page limit applies to all applicants.

**a. Application Layout.**

i. The first part of an application is comprised of narrative exhibits. The narratives respond to requirements, rating factors, and other criteria in the NOFO, as indicated below.

ii. The second part of an application is comprised of attachments. These documents also respond to the rating factors in the NOFO, as well as threshold and mandatory documentation requirements. They include documents such as maps, photographs, application data forms, and various certifications.

iii. Any pages marked as sub-pages (e.g., with numbers and letters such as 25A, 25B, 25C), will be treated as separate pages.

iv. If a section is not applicable, indicate 'N/A' as a clear indication to HUD (do not leave the section blank);

v. No more than one page of text may be placed on one sheet of paper (i.e., you may not shrink pages to get two or more on a page). Shrunken pages, or pages where a minimized or reduced font are used, will be counted as multiple pages;

vi. Do not format the narrative exhibits in columns. Pages with text in columns will be counted as two pages;

vii. All pages should be numbered. HUD recommends applicants consecutively number the pages of the Attachments section to ensure proper assembly of their application if printed.

**b. Format and Title Instructions.** Each narrative exhibit and attachment should be uploaded as its own separate file, with a title page based on the organization instruction in the section above. Do not upload an application that has multiple exhibits or attachments in the same file. HUD will use title pages as tabs when it downloads the application. Each title page should only contain the name of the narrative exhibit or attachment (e.g., “Exhibit A Executive Summary”) and the name of the Lead Applicant. **WARNING:** The file name should be fewer than 50 characters and not include spaces or special characters. Also, please note that Grants.gov is a system used by the entire Federal government and its structure does not necessarily reflect the PRICE NOFO (i.e., its Attachment 1 does not refer to the PRICE Attachment 1). Applicants should zip together the multiple attachment files (in one or more zip files, depending on the size) they have prepared in accordance with this NOFO and enter them into the slots provided by Grants.gov.

**c. Application Page Count.**

i. Each PRICE application must contain no more than 45 pages of narrative exhibits (attachments that are listed above in Section IV.B.1.c do not count towards the application page limit). Any pages beyond this limit will not be reviewed. HUD will not consider the information on any excess pages, potentially resulting in a lower score.

ii. Exceptions to page limits. The documents listed below constitute the only exceptions and are not counted in the page limit listed above. Extraneous information not requested in the NOFO that is provided in these attachments will be counted toward the page limit.

- Additional pages submitted at the request of HUD in response to a technical deficiency
- Table of Contents
- Tabs/title pages that are blank or display a title/header/'n/a' indication
- Advancing Racial Equity narrative per Section III. F. of this NOFO (Attachment A)
- Affirmative marketing narrative per Section III. F. of this NOFO (Attachment B)
- Affirmatively Furthering Fair Housing narrative per Section III. F. and Section IV.G of this NOFO (Attachment C)
- Eligible Applicants documentation per Section III. D. of this NOFO (Attachment D)
- Evidence of Partnership letters per Section III. D. of this NOFO (Attachment E)
- Match or leverage documentation per Section III. C. of this NOFO (Attachment F)
- Application Certifications and Standard forms per Sections IV. B. and Appendix B of this NOFO (Attachment G)
- Summary of comments received on published Application and list of commenters by name/organization per Section VI. E. of this NOFO (Attachment H)

## **C. System for Award Management (SAM) and Unique Entity Identifier (UEI)**

### **1. SAM Registration Requirement**

You must register with <https://www.sam.gov> before submitting their application. You must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which you have an active Federal award or an application or plan under consideration by HUD.

## 2. UEI Requirement

As of April 4, 2022, entities doing business with the federal government must use the UEI created in SAM.gov. Also, you must provide a valid UEI, registered and active at [www.sam.gov/](http://www.sam.gov/) in the application. For more information, see: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

## 3. Requirement to Register with Grants.gov

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through Grants.gov. Complete registration instructions and guidance are provided on Grants.gov.

# D. Application Submission Dates and Times

## 1. Application Due Date Explanation

The application deadline is 11:59:59 PM Eastern time on

07/10/2024

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit a paper application. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

“Received by Grants.gov” means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and-timestamp each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

“Validated by Grants.gov” means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting “Applicants” from the top navigation, and selecting “Track my application” from the dropdown list. If the application status is “rejected with errors,” you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in “rejected with errors” status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

## 2. Grants.gov Customer Support

Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. If you have difficulty accessing the application and instructions or have technical problems, contact Grants.gov customer support center by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to [support@grants.gov](mailto:support@grants.gov). The customer support center is open 24 hours a day, seven days per week,

except Federal holidays. Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach Grants.gov Customer Support. To learn more about how to make an accessible telephone call, visit the [webpage for Federal Communications Commission](#).

### **3. Grants.gov Application Submission**

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column. To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Take note of the Grants.gov tracking number, as it is needed by the Grants.gov customer support center should you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also publish the extension on Grants.gov.

In determining whether to grant a request for an extension based on a presidentially declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

**NOTE:** Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

### **4. Amending or Resubmitting an Application**

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

## **5. Grace Period for Grants.gov Submissions**

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period but not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

## **6. Late Applications**

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding

consideration. Improper or expired registration and password issues are not sufficient causes to allow HUD to accept applications after the deadline date.

## **7. Corrections to Deficient Applications**

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency definition in section I.A of this NOFO. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

You must email corrections of Curable Deficiencies to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong UEI as having a curable deficiency.

Failure to correct the deficiency and meet the requirement to have a UEI and active registration in SAM will render the application ineligible for funding.

## **8. Authoritative Versions of HUD NOFOs**

The version of this NOFO posted on Grants.gov includes the official documents HUD uses to solicit applications.

## **9. Exemptions**

Parties that believe the requirements of the NOFO would impose a substantial burden on the exercise of their religion should seek an exemption under the [Religious Freedom Restoration Act](#) (RFRA).

## **E. Intergovernmental Review**

This program is subject to Executive Order 12372, Intergovernmental Review of Federal Programs. Executive Order 12372 allows each state to designate an entity to perform a state review function. To determine if your state has designated a State Point of Contact (SPOC), please see the SPOC List at OMB. States not listed on the website have chosen not to participate in the intergovernmental review process and, therefore, do not have a SPOC. If your state has a SPOC, you should contact the SPOC to see if that person/office is interested in reviewing your application before you submit it to HUD.

## **F. Funding Restrictions**

1. **Statutory Time Limits.**
  - a. Required Expenditure Date. This NOFO establishes that a grantee must expend funds in a manner that meets all PRICE program requirements by the end of the period of the performance of the PRICE grant or September 20, 2032, whichever is earlier.
2. **Grant Size.** The minimum and maximum awards available under PRICE Main, PRICE Replacement Pilot, and for PRICE Tribal Applicants, are described in Section II.C of this NOFO.
3. **Cost Control Standards.**
  - a. Cost estimates must represent an economically viable preliminary plan for designing, planning, and carrying out the proposed activities, in accordance with local costs of labor, materials, and services.
  - b. Projected soft costs must be reasonable and comparable to industry standards and in accordance with the applicable policy, statute and/or regulations.
  - c. Grantees must provide a detailed budget identifying the specific use of all grant funds. In particular, if a Planning Coordinator has been or will be procured, the budget must break out the fee paid to the Planning Coordinator as well the budget for each specific activity included in the Planning Coordinator contract (such as a market study, etc.).
4. **Budget Deductions.** HUD may delete any unallowable items from the proposed budget and may reduce the grant amount accordingly. HUD will not fund any portion of an application that: (a) is not eligible for funding under specific HUD program statutory or regulatory requirements; (b) does not meet the requirements of this NOFO; or (c) is duplicative of other funded programs or activities from prior awards or other selected



applicants. Only the eligible portions of an application (excluding duplicative portions) may be funded.

5. **Grant Reduction, Recapture, or Withdrawal of Grant Amounts.** HUD reserves the right to amend an award and reduce the amount or recapture the grant. Additionally, HUD reserves the right to withdraw any grant funds a grantee has not obligated under its award, or any funds that a grantee has not accepted after being awarded. Prior to a reduction, withdrawal, or adjustment of a grant, the grantee shall be notified of such proposed action and given an opportunity within a prescribed time period for an informal consultation. HUD may redistribute any amounts to one or more other applicants eligible for PRICE funding.
6. **Ineligible Use of Grant Funds.** See Section III.F regarding ineligible uses of program funds.

### **Indirect Cost Rate**

Normal indirect cost rules under [2 CFR part 200, subpart E](#) apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit the new rate and documentation to assure the award agreement incorporates the applicable rate.

Applicants other than state and local governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If your organization does not have a current negotiated rate (including provisional rate) and elects to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 15% of Modified Total Direct Costs (MTDC), as defined at [2 CFR 200.1](#). Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both, as described in [2 CFR 200.403](#). Once elected, the de minimis rate must be applied consistently for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct Federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in [Appendix VII to 2 CFR part 200](#).

If your department or agency unit receives no more than \$35 million in direct Federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with [2 CFR Part 200, Appendix VII](#), you may use the rate and distribution base specified in that indirect cost rate proposal.

Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and does not have a current negotiated rate (including provisional) rate, you may elect to use the de minimis rate of 15% of MTDC. As described in [2 CFR 200.403](#), costs must be consistently charged as either indirect or direct costs but may not be double



charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until your department or agency chooses to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

As further explained below, this program is subject to a statute or regulation that imposes indirect cost rate restrictions that are different from the indirect cost rate requirements in [2 CFR 200](#).

As further explained below, this program is subject to an OMB-approved deviation from the negotiated rates, as provided by [2 CFR 200.414\(c\)](#).

## **G. Other Submission Requirements**

### **1. Standard Application, Assurances, Certifications and Disclosures**

#### **Standard Form 424 (SF-424) Application for Federal Assistance**

The SF-424 is the government-wide form required to apply for Federal assistance programs, discretionary Federal grants, and other forms of financial assistance programs. You must complete and submit the form with the other required forms and information as directed in this NOFO.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), you and the signing authorized organization representative affirm that you both have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaskan native villages and those applicable to applicants other than Federally recognized Indian tribes, or Alaskan native villages.

#### **Assurances (HUD 424-B)**

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. All recipients and subrecipients of the award are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Violence Against Women Act, and the Age Discrimination Act of 1975; *see also* [24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25](#). HUD accepts these assurances in the form of the HUD 424-B, which also require compliance with HUD Reform Act requirements and all general federal nondiscrimination requirements in the administration of the federal assistance award.

## **Federal Assistance Representations and Certifications**

To assure compliance with statutory requirements for non- construction grant programs, you must complete the Federal Assistance Representations and Certifications section of your sam.gov registration. HUD and OMB use information reported within sam.gov for general management of Federal assistance awards programs. For more information on how to update your sam.gov registration, visit SAM.gov or the Federal Service Desk, FSD.gov. You can search for help at FSD any time or request help from an FSD agent Monday-Friday 8 a.m. to 8 p.m. ET.

### **Budget Form (424-CBW)**

Applicants must complete the 424-CBW budget form. Provide a breakdown of the aggregate numbers detailing the funding allocation to each activity. The form is accessible online at <https://www.hud.gov/sites/dfiles/OCHCO/documents/424-CBW.xls>. Instructions on how to complete the form are also available at <https://www.hud.gov/sites/dfiles/OCHCO/documents/424-CBW-I.xlsx>. Both the form and instructions are also available in the grants.gov Application Package for this NOFO.

### **Assurances for Construction Programs (SF-424D)**

Applicants use the SF-424D form to provide information on required assurances when applying for Federal financial assistance under construction grant programs.

### **Assurances for Non-Construction Programs (SF-424B)**

Applicants use the SF-424B to provide information on required assurances when applying for Federal financial assistance under non-construction grant programs.

### **Applicant Disclosure Report Form 2880 (HUD 2880)**

The form HUD 2880 is required if you are applying for assistance within the jurisdiction of HUD to any project subject to Section 102(d) of the [HUD Reform Act](#). Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation, conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. 1437f](#)). See [HUD Reform Act regulation for additional information](#).

### **Disclosure of Lobbying Activities (SF-LLL)**

Download this form as part of the Application Package for this NOFO. If this form does not apply, indicate on the form (e.g., writing 'N/A') and submit it with your application.

### **Certification of Lobbying Activities**

All applicants except Federally recognized Indian tribes must submit this certification with their application. Download this form as part of the Application Package for this NOFO.

### **Code of Conduct**

Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#), as well as any program-specific requirements. These requirements include ethical standards related to conflicts of interest for procurements in [2 CFR 200.318\(c\)](#) and [2 CFR 200.317](#), as well as HUD-specific conflict of interest standards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its [Code of Conduct for HUD Grant Programs webpage](#). But it is your responsibility to ensure that the standards are compliant with the noted requirements and that HUD has the latest version of the written standards. Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO.

### **Affirmatively Furthering Fair Housing**

With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Applicants may propose activities that are consistent with their jurisdiction’s Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification.

If the applicant will carry out proposed activities in a jurisdiction with an AFH, the proposed activities should be consistent with the AFH’s fair housing goals and with fair housing strategies specified in the jurisdiction’s Consolidated Plan or Public Housing Agency Plan.

Applicants must submit a narrative describing their adherence to Affirmatively Furthering Fair Housing, as described in Section III. F. and Section IV. G. of this NOFO. The narrative will be treated as a curable deficiency and will not count towards the application page limit.

## **2. Other Program-Specific Requirements**

a. **Fair Housing and Nondiscrimination.** HUD’s general non-discrimination and equal opportunity requirements at 24 CFR 5.105(a) apply to the PRICE Program. HUD’s nondiscrimination requirements at 24 CFR 1003.601 apply to Tribal Applicants. HUD’s [Fair Housing Rights and Obligations webpage](#) provides an overview of pertinent laws and implementing regulations concerning nondiscrimination and accessibility for persons with disabilities that apply

Applicants are reminded that HUD’s Title VI regulation, at 24 CFR 1.4(b)(3), specifically prohibits site selection that has the purpose or effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination on the basis of race, color, or national origin, which includes the relocation areas and land and site acquisition. Pursuant to HUD’s Title VI regulation at 24 CFR 1.4(b)(2)(i), applicants are reminded that in determining the types of housing, facilities, accommodations, services, financial aid, or benefits that will be provided, they may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, which includes voluntary buyouts.

b. **Limited English Proficiency (LEP).** Applicants and Partners must take reasonable steps to provide meaningful language access to persons with LEP with regard to any program, activity, or service funded under this NOFO pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166. For assistance in ensuring that the information regarding the planning process and this application are available to LEP populations, applicants and recipients should consult the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons published on January 22, 2007, in the Federal Register (72 FR 2732).

c. **Physical Accessibility.** Note that all meetings open to the public must be held in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, Applicants and Partners must give priority to alternative methods of product or information delivery that are accessible to and usable by individuals with disabilities and offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and HUD's implementing regulations for Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) at 24 CFR part 8, Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) and the implementing regulations at 28 CFR part 35, and all other applicable laws and regulations. In addition, all notices of and communications during all training sessions and public meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities and provide persons with disabilities with reasonable accommodations to ensure their equal and full participation as consistent with Section 504 of the Rehabilitation Act of 1973 and HUD's Section 504 regulations (See 24 CFR Section 8.6 and Section 8) and Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) and the implementing regulations at 28 CFR part 35 (See 28 CFR part 35, subpart E and 28 CFR § 35.130(b)(7)).

Pursuant to Section 504, covered multifamily housing projects that include substantial alterations to housing or include new construction of housing must comply with the Uniform Federal Accessibility Standards and the 2010 ADA Standards for Accessible Design with exceptions as detailed in HUD's Notice titled Nondiscrimination on the Basis of Disability in Federally Assisted Programs and Activities ("HUD's Deeming Notice"), which is available at 79 Fed. Reg. 29,671 (May 23, 2014). Under the Fair Housing Act, all new construction of covered multifamily dwellings and rehabilitation that results in a covered multifamily dwelling must contain certain features of accessible and adaptable design that comply with the design and construction requirements at 42 U.S.C. § 3604(f)(3)(C). This requirement is in addition to other accessibility requirements, which may be required by federal, state, or local law.

d. **Environmental Review.** A HUD environmental review is required for all activities funded under this NOFO. Refer to Section VI. B of this NOFO for additional information regarding environmental review requirements.

e. **Affordability.** HUD is instituting an alternative requirement that all activities assisted by PRICE funds, inclusive of infrastructure and housing activities, shall be required to provide affordability for a period of not less than 15 years. In its PRICE Action Plan, for all housing activities, a grantee must define "affordable rents" and the affordability standards and enforcement mechanisms that will apply to affordable rental housing. In its PRICE Action Plan, for all non-housing activities, a grantee must demonstrate how its agreements will attach

affordability requirements to the assisted activity. The minimum affordability standards acceptable for compliance are the HOME Investment Partnerships Program (HOME) requirements at 24 CFR 92.252(a), (e), and (f) (rental housing) and 24 CFR 92.254(a)(1)-(4) (homeownership). HOME Investment Partnerships Program (HOME) requirements at 24 CFR 92.252 (e) and (f) (rental housing) will apply to Homesite Renters who will pay no more than 30 percent of gross income on housing costs, including site rental, fees, and utilities. For Tribal Applicants, affordability standards that are consistent with the affordability standards used in the relevant Indian tribe's Indian Housing Block Grant Program for comparable housing will be acceptable for compliance. If a grantee applies other standards, the standards must meet or exceed rent limitations and the periods of affordability in the applicable HOME requirements. HUD requires any affordability standards to be enforceable and imposed by recorded use restrictions, covenants, deed restrictions, or other mechanisms to ensure that the rental housing remains affordable for the required period of time.

## V. APPLICATION REVIEW INFORMATION

### A. Review Criteria

#### 1. Rating Factors

HUD will use the following rating factor criteria to evaluate applications under this NOFO. In addition to the requirement that proposals are well organized, clear, compelling, and address one or more eligible activities, applicants must describe whether they are applying for the **PRICE Main category, the PRICE Replacement Pilot category, or both categories of funding** and respond to all applicable rating factor criteria to be scored and ranked. Failure to respond to all the applicable rating factor criteria will result in an incomplete application. **If the applicant cannot respond to a specific question because it has determined that question does not apply to its proposed eligible activities, the applicant should specify why it does not apply rather than leaving it blank or unaddressed.** A total of 70 or more points is needed to be considered for an award. HUD may, at its discretion, award funds to Tribal Applicants scoring below the 70-point threshold by rank as HUD deems necessary to fulfill tribal award objectives.

Rating factor criteria are labeled as follows:

- **All Applicants:** All applicants should respond to the questions.
- **PRICE Main:** Questions for PRICE Main competition applicants.
- **PRICE Replacement Pilot:** Questions for PRICE Replacement Pilot applicants.

Total points for rating factors are 100 points, see potential points for each rating factor in Table 2. HUD will offer up to four (4) additional points, described in Section V.A.2 of this NOFO. The maximum points available in this NOFO is 104 points.

**Table 2: Potential Points for each Rating Factor**

| Scoring Category                         | Potential Points |
|--|------------------|
| <b>Factor (a): Need</b>                  | 15               |
| <b>Factor (b): Soundness of Approach</b> | 50               |

|  |    |
|--|----|
| <i>Subfactor (b)(i): Project Description, Management, and Impact</i> | 10 |
| <i>Subfactor (b)(ii): Affordability and Equity</i>                   | 15 |
| <i>Subfactor (b)(iii): Environment and Resilience</i>                | 15 |
| <i>Subfactor (b)(iv): Community Engagement</i>                       | 10 |
| <b>Factor (c): Capacity</b>  | 20 |
| <b>Factor (d): Match or Leverage</b>                                 | 5  |
| <b>Factor (e): Long Term Effect</b>                                  | 10 |

**a. Factor (a): NEED (Maximum 15 points)**

HUD is prioritizing proposals demonstrating: (1) need for affordable accessible housing options (including improved infrastructure and community amenities) in the project area(s) or subject communities described in the proposal, and (2) a clear and equitable focus on preserving and revitalizing manufactured housing to address the need described. HUD will rate more highly thorough and compelling proposals which address the need for affordable accessible housing by acquiring and installing, preserving, and/or rehabilitating manufactured housing (or other housing types, including modular housing).

- **Are you applying for PRICE Main, PRICE Replacement Pilot, or both categories of funding?**
  - **All Applicants:** Applicants must describe whether they are applying for the PRICE Main category, the PRICE Replacement Pilot category, or both categories of funding, and applications must address the narrative prompts that are applicable. Please indicate which of the following are being addressed: PRICE Main, PRICE Replacement Pilot, or both sets of narrative prompts.
- **What is your project area and the need for affordable accessible housing within it?**
  - **All Applicants:** For a single site proposal, describe the subject community; or for a regional or national multi-site proposal, describe the subject communities or geographic areas. Also describe the need for affordable accessible housing within them; you may include data or other relevant information about the lack of affordable housing options, risk of conversion of one or multiple MHCs to unaffordable market-rate housing or non-residential uses, number of LMI households in need of affordable accessible housing, hazards that have or could potentially impact the availability of housing, existing health and safety issues caused by existing substandard housing, or existing manufactured housing that is substandard and/or dated.
- **Is your project within or does it include any communities that meet Distress Criteria?**
  - **All Applicants:** Distress criteria are defined in 12 CFR 1805.201(b)(3)(ii)(D) (Certification as a Community Development Financial Institution) and include



communities with high rates of poverty, low income, high unemployment, and population loss. If your project is within or includes a community that meets one or more Distress Criteria, describe the issue(s) and their impact on the availability of housing. You may provide data and data sources in your description of issue(s) and impact on the availability of housing.

- **Does your proposal increase resilience in any disaster-prone areas?**
  - **All Applicants:** Is the area in or inclusive of a census tract identified as a [Community Disaster Resilience Zone](#), as defined by FEMA? If so, what future risks do the communities served by your proposal face due to natural hazards, extreme weather, and disasters such as flooding, wildfires, heat, severe storms, etc.?
- **What are the barriers to manufactured housing preservation or revitalization in your project area?**
  - **PRICE Main:** Barriers may include land use controls, insufficient infrastructure, insufficient access to materials and shipping logistics for remote and rural areas, permitting procedures and fees, perceived poor quality, low financing availability to purchase units and/or lots, local or political opposition to manufactured housing, low resident organizing or self-governance capacity, and high land values prohibitive for purchase by LMI households wishing to site a manufactured home. For non-Tribal Applicants, describe the protected class groups in your project area that lack access to safe and healthy affordable housing and the barriers to AFFH that create a lack of opportunity for them. Barriers may include existing patterns of segregation in the community, lack of opportunity in racially or ethnically concentrated areas of poverty, and discrimination. Note: you will describe how you plan to address these barriers in the required AFFH narrative in Section III. F. of this NOFO.
  - **PRICE Replacement Pilot:** Barriers to the preservation and revitalization of manufactured housing may include manufactured housing that is more costly to preserve than replace, or too old to sustain upgrades. Barriers to replacement of MHCs may include land use controls, permitting procedures and fees, high construction costs, low homeowner, or renter financing availability, local or political opposition to manufactured housing or the replacement affordable housing, resident organizing or self-governance capacity, and high land values prohibitive for purchase by LMI households. Why would the redevelopment not occur without federal funding? For non-Tribal Applicants, describe the protected class groups in your project area that lack access to safe and healthy affordable housing and the barriers to AFFH that create a lack of opportunity for them. Barriers may include existing patterns of segregation in the community, lack of opportunity in racially or ethnically concentrated areas of poverty, and discrimination. Note: you will describe how you plan to address these barriers in the required AFFH narrative in Section III. F. of this NOFO.

**b. Factor (b) SOUNDNESS OF APPROACH (Maximum 50 points)**

HUD is prioritizing proposals that (1) provide a clear vision and specific goals, and (2) explain how affordability will be preserved and environmental threats mitigated. HUD will rate

proposals which demonstrate sound planning and implementation practices that preserve and/or create long-term housing affordability for manufactured housing residents more highly.

**i. Subfactor (b)(i): Project Description, Management, and Impact (10 points)**

- **What are your vision and goals?**
  - **All Applicants:** A successful proposal will clearly articulate your vision and goals and provide details about the specific activities you wish to undertake that will create, preserve, or revitalize (including reconstruction using other construction methods) manufactured houses and ensure their availability and affordability to LMI households now and in the long-term. If you are proposing what you feel is a particularly innovative way to revitalize affordable housing, please describe why it's innovative and the added benefit to beneficiaries. Additionally, you should describe how the proposed activities are eligible and meet a National Objective (see Section III.F of this NOFO). For a single site, include physical descriptions, geography, map(s), and as applicable, connection to community amenities and utilities. For a regional or national multi-site proposal, also include a general description of the criteria used to select and characteristics of the communities you will be serving in your proposal. For both single site and multi-site proposals, identify the current landowners of any proposed project site(s) and their role in, and/or relationship to any proposed activities.
- **Which eligible activities will you use to address the need(s) described in Factor (a)?**
  - **PRICE Main:** Describe the activities you will undertake, how they will address existing need(s), and why they are an ideal solution to address the need(s). Describe how your proposal ensures housing stability for displaced residents and how their long-term housing stability will be ensured. Finally, describe whether units will be reserved for households assisted under other HUD affordable housing programs serving the needs of low-income households such as eligible Housing Choice Voucher (HCV) recipients, or the Indian Housing Block Grant (IHBG).
  - **PRICE Replacement Pilot:** How does the proposal for replacement housing address the need described in Factor (a)? Describe the proposed replacement housing, including the number of units proposed and the type of housing to be constructed as applicable (manufactured housing, single family attached, single family detached, multifamily, etc.) and cite the state and/or local building code(s) and land use regulation(s) that support the replacement housing. Provide detailed information on the MHC and the changes that will occur under this proposal. Describe how your proposal ensures housing stability for displaced residents and how their long-term housing stability will be ensured. Explain how the project will address the existing manufactured housing units in the MHC. Finally, describe whether units will be reserved for eligible Housing Choice Voucher (HCV) recipients.
- **What is your timeline and key tasks along that timeline?**
  - **All Applicants:** Demonstrate a clear and thoughtful planning process by providing the order and duration of the activities and key tasks described in your



proposal. For regional or national multi-site proposals, also describe if and how you will cascade work across different sites.

- **What is your budget?**

- **All Applicants:** Include all funding amounts and sources, how the funding will be provided, and how your project will be supported and sustained by the funding. Include the funding you are requesting from PRICE.
- **Applications pursuing both PRICE Main and PRICE Replacement Pilot funding:** You must indicate the total request, the amount requested under PRICE Main, and the amount requested under the PRICE Replacement Pilot. You must provide separate budgets, one for PRICE Main and one for PRICE Replacement Pilot.

*Please note that PRICE Replacement Pilot applicants must provide evidence of non-federal financial match funding exceeding 50 percent of the Pilot request. This requirement does not apply to PRICE Main applicants, though leveraging external funding is encouraged (see Factor d – Match or Leverage).*

- **What are the projected impacts of your activities if implemented?**

- **PRICE Main:** As applicable, clearly describe increased opportunities to access quality affordable housing, enhanced resilience of manufactured and other homes, enhancements to MHCs (e.g., infrastructure and services provided), retention of or increases to the availability of unsubsidized affordable housing, and overall benefit to the community or project area you wish to support.
- **PRICE Replacement Pilot:** Describe how the required dwelling units of affordable housing, of which up to four must be created to replace each unit of single-family housing, will remain affordable in the long-term (note: you must also address how lot rents and other fees will remain affordable as applicable). Include information on the resulting community or project area and the access to community amenities provided in the development or available in the surrounding community.

## **ii. Subfactor (b)(ii): Affordability and Equity (15 points)**

- **How will you ensure the availability of affordable manufactured housing options to LMI households?**

- **PRICE Main:** Describe how you will balance affordability with the opportunity to build financial security and wealth for manufactured homeowners and if applicable, how you will encourage their lot ownership for the siting of manufactured homes. Applicants should consider how the land ownership ties into the opportunities you plan to create and how this ensures long term affordability. Finally, describe how the affordable homeownership and/or rental opportunities you plan to create will remain affordable for *at least 15 years* and be promoted to LMI households and protected classes. *Note: Affordability requirements applicable to this NOFO can be found in Section VI.E of this NOFO.*
- **PRICE Replacement Pilot:** How will you ensure the availability of affordable replacement housing options to LMI households? Describe how the new

replacement units will create and retain affordable housing beyond the duration of your proposal assuming it is not federally subsidized upon project completion (please also include a description of how lot rents and other fees will remain affordable, if applicable). Applicants should consider how the land ownership ties into the opportunities you plan to create and how this ensures long term affordability. Describe the ownership structure and how the ownership structure will ensure long-term affordability and/or wealth-building for LMI households. Finally, describe how the affordable homeownership and/or rental opportunities you plan to create will remain affordable for *at least* 15 years and be promoted to LMI households and protected classes. *Note: Affordability requirements applicable to this NOFO can be found in Section VI.E of this NOFO.*

- **What protections will be in place for residents?**

- **All Applicants:** HUD expects that in communities where the tenant of a manufactured housing unit rents the unit and/or the pad, the community will maintain or adopt tenant site lease protections consist with or greater than those required by Fannie Mae or Freddie Mac. Examples of applicable requirements include:
  - Notice of rent increases
  - Renewable leasing structures
  - Right to purchase or sell
  - Right to sublease
  - Advanced notice of planned sale or closure of a community

Define how your activities will protect residents from lot rent and/or fee increases, relocation, eviction, paying arrearage, and other adverse actions. This may include, but is not limited to, updating local ordinances to protect residents of manufactured homes from eviction, informing them of their rights, providing housing or legal counseling, or land acquisition. Describe as applicable how these protections align with federal civil rights laws, including the Fair Housing Act, [Fannie Mae](#) or [Freddie Mac](#) tenant protections, [The White House Blueprint for a Renters Bill of Rights](#), as well as state, local, or Tribal laws, and regulations applicable to the community or communities being served. For regional or national multi-site proposals, describe state, local, or Tribal laws and regulations, and how your proposal aligns to each. Finally, if your activities involve resident displacement, for example because of disaster resilience buy-outs, how will you ensure affected homeowners get fair market value for their home and ensure all residents (owners and renters) are able to relocate to another home nearby or have opportunities to purchase replacement units?

- **How does your proposal encourage access to resources and financing, especially for underserved communities and persons?**

- **All Applicants:** Characteristics of underserved communities and persons may include those living in poverty, lacking a vehicle, or living in overcrowded homes, among others. If applicable, describe how your proposal will increase accessible and affordable housing opportunities for individuals with disabilities

and how it will support integrated and independent living with access to voluntary supportive services such as health services and transportation.

- **PRICE Main (except Tribal Applicants) and PRICE Replacement Pilot:** How will you provide opportunities to low-income individuals? Describe as applicable how your project will provide economic opportunities to low-income individuals and your history of hiring, training, contracting, and providing other economic opportunities in furtherance of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and its implementing regulations at 24 CFR part 75.
- **Tribal Applicants:** Tribal Applicants must describe as applicable how the project will provide preferences in employment, training, and business opportunities to Indians and Indian organizations, consistent with Section 7(b) of the Indian Self-Determination and Education Assistance Act ([25 U.S.C. 5307\(b\)](#)) and 24 CFR 1003.510.

### iii. Subfactor (b)(iii): Environment and Resilience (15 points)

- **What significant hazards could impact your project site(s)?**
  - **All Applicants:** For each significant hazard, describe hazard mitigation activities you will undertake to enhance the resilience of manufactured homes or associated infrastructure. You may wish to consult the Federal Emergency Management Agency (FEMA) [National Risk Index](#), [Hazus Program](#), [Resilience Analysis and Planning Tool](#), and [Community Disaster Resilience Zone Platform Tools](#). Additional resources may be found in FEMA's [Recovery and Resilience Resource Library](#).
- **How will your activities address the current and future threat of natural hazards, extreme weather, and disaster events?**
  - **All Applicants:** Outline how you will enhance the safety and stability of manufactured housing given natural hazards, extreme weather, and disaster events in your project area. What steps will be taken to mitigate impacts to manufactured housing and/or MHCs from weather-related hazards such as, but not limited to, wildfires, tornados, extreme heat, and floods?

Describe how your project supports LMI households that may be particularly vulnerable to impacts from weather-related hazards due to difficulties they may face preparing for, responding to, and recovering from disasters. If your project area includes homes that have been subject to repetitive loss, how will your project address and mitigate future losses?

Describe how you will use and promote weather resistant and climate appropriate materials across all project sites in your proposal. For regional and national multi-site proposals, describe how you will vary your approach to address differences in climate or climate change considerations among those sites as applicable.

Describe how your project supports LMI households that may be particularly vulnerable to impacts from natural hazards due to difficulties they may face preparing for, responding to, and recovering from disasters. If your project area

includes homes that have been subject to repetitive loss, how will your project address and mitigate future losses?

- **How does your proposal help advance Environmental Justice (as defined in Section I.A.4 of this NOFO)?**
  - **All Applicants (except Tribal Applicants):** Describe in detail how your proposed activities will advance Environmental Justice in one or more of the activities below. You may wish to consult the [Climate and Economic Resilience Screening Tool](#) for examples of environmental justice factors and economic indicators, such as energy, health, legacy pollution, water/waste water, and projected risk of floods or wildfires. For this competition, activities that advance Environmental Justice for people or communities that have been environmentally underserved or overburdened (e.g., low-income, and Black and Brown communities) are listed below:
    - Reducing or mitigating exposure to environmental and health hazards (e.g., poor air quality, legacy pollution, heat islands, and soil contamination from current/former industrial areas).
    - Improving protection from and resilience to environmental harms (e.g., weatherization, tornado shelters, fire-resistant materials, floodproofing).
    - Expanding environmental benefits (e.g., clean air and water, public transportation, bike and walking paths, clean energy, green technology, biodiversity).
    - Overcoming prior disinvestment in environmental infrastructure (e.g., drainage systems, green spaces, pollution controls).
  - **Tribal Applicants:** Describe in detail how your proposed activities will advance Environmental Justice by reducing exposure to environmental and health hazards through improved housing conditions.

#### iv. Subfactor (b)(iv): Community Engagement (10 points)

- **How will you seek and encourage diverse stakeholder participation?**
  - **PRICE Main:** For each community you propose to support, describe how you will include and use input from stakeholders impacted by your proposed activities, such as manufactured housing residents, local governments, nonprofits, CDFIs, cooperatives, tenant advocates, fair housing organizations, manufactured housing developers, builders/general contractors, and unions. Describe what efforts you will take to engage and support participation by underserved communities and groups least likely to participate in the community. If the barriers described in Factor (a) will prevent successful project implementation, what is your plan to engage the community, local or state agencies, elected officials, etc., to address those barriers?
  - **PRICE Replacement Pilot:** For each community you propose to support, describe how you will include and use input from stakeholders impacted by your proposed activities such as manufactured housing residents, local governments, nonprofits, CDFIs, cooperatives, manufactured housing developers, builders/general contractors, fair housing organizations, and unions. Describe what efforts you will take to engage and support participation by underserved

communities and groups least likely to participate in the community. Additionally, as applicable, describe how public engagement and input will influence the replacement of housing units. If the barriers described in Factor (a) will prevent successful project implementation, what is your plan to engage the community, local or state agencies, elected officials, etc., to address those barriers?

- **How does your proposal align with existing community plans and policies?**
  - **All Applicants:** Does your proposal align with applicable existing comprehensive plans, land use plans, housing plans, fair housing planning, or other plans or policies in the community or communities across the project area(s)? Alternatively, if your proposal includes changing community plans and policies to be more supportive of manufactured housing, describe those changes and how you will secure buy-in to those changes from local officials and from community members.

**c. Factor (c): CAPACITY (Maximum 20 points)**

HUD will carefully consider the technical and financial capacity of applicants to ensure PRICE grantees can carry out project proposals in an efficient and timely manner while responsibly expending federal funds. HUD will rank proposals that demonstrate the applicant's capacity to carry out the proposal, as well as their recent experience carrying out similar work, more highly. Describe in your narrative:

- **What experience do you have managing projects?**
  - **All Applicants:** Detail your prior experience proposing, managing, implementing, and coordinating community development projects like the one you are proposing. Describe the roles and responsibilities your organization played, as well as those of partner organizations, if applicable. Provide references from clients, which may include but are not limited to beneficiaries and partners, verifying your experience.
- **What is your experience using grant funds?**
  - **All Applicants:** Provide at least one example of your experience managing and expending grant funds (ideally, but not necessarily, federal grant funds such as CDBG, NSP, CDBG-DR, HOME, or Section 108 funds, or in the case of Tribal Applicants, IHBG or ICDBG funds) to complete a project. Describe funds expended, for what purpose, and any challenges you experienced. If describing an example of your experience managing and expending federal grant funds, describe your experience meeting associated obligations and federal requirements.
- **Who are your key staff?**
  - **All Applicants:** List key staff from your organization (and your partner organizations, if applicable) who will be responsible for project leadership, management, and implementation, and the roles they will perform throughout the project(s) life cycle. Describe how your organization will manage partner organizations, if applicable, to ensure they are meeting expectations required for successful project implementation. Describe any gaps, vacancies, and contingency plans addressing potential staff or partner loss during the project. If applicable, list

your for-profit partner(s) and their financial interest in your proposed project. This may include, but is not limited to, land ownership within the project area(s).

- **What is your experience promoting racial equity?**
  - **All Applicants:** Describe your experience working directly with underserved communities, particularly Black and Brown communities, to design or operate programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.
- **What is your experience completing environmental reviews?**
  - **All Applicants:** Describe your experience conducting environmental reviews in accordance with 24 CFR part 50 (non-profits not in consortium with a state government, tribal government, or unit of general local government) or 24 CFR part 58 (state government, tribal government, and units of general local government, or non-profits in consortium with any of the aforementioned). Please note that for physical development activities or property acquisition, you are generally prohibited from acquiring, rehabilitating, converting, demolishing, leasing, repairing, or constructing property, or committing or expending HUD funds until an environmental review process has been completed.
- **Are you familiar with cross-cutting federal requirements?**
  - **All Applicants:** Describe your experience with cross-cutting federal requirements and how you will comply with 2 CFR part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), Davis-Bacon labor standards (not applicable to Tribal Applicants), fair housing and nondiscrimination requirements, and the 49 CFR 24 (Uniform Relocation Act).

**d. Factor (d) MATCH OR LEVERAGE (Maximum 5 points)**

Match and leverage are defined in Section I.A.4.b. PRICE Main applications do not require external funding. However, HUD views external funding as an indicator of support and commitment to the project. Additional funds may also increase the effectiveness of the proposed activities. PRICE Replacement Pilot applicants must provide evidence of non-federal financial match funding exceeding 50 percent of the requested PRICE funds. Non-financial contributions will not be considered to meet this match requirement.

For PRICE Main proposals (excluding applications that are pursuing both categories of funding, PRICE Main and the PRICE Replacement Pilot), points will be awarded in accordance with Table 3 based on the percentage of leveraged commitments for the proposed activities.

**Table 3: PRICE Main Scoring for Leveraged Funding**

| Leverage commitments as percent of grant funds requested | Points awarded |
|--|----------------|
| More than 50 percent                                     | 2              |

|  |                |
|--|----------------|
| 50 percent or less   | 1              |
| No leveraged funding   | 0              |
| Funding risks  | Points awarded |
| Description of funding risk and contingency plan (see below) | 3              |

For PRICE Replacement Pilot proposals (including applications for both categories of funding, PRICE Main and the PRICE Replacement Pilot), points will be awarded in accordance with Table 4 based on the percentage of match for the Replacement Pilot funds requested. *Any proposal for a PRICE Replacement Pilot award with less than the required amount of match is ineligible for a pilot award but may be considered for PRICE Main funding.*

**Table 4: PRICE Replacement Pilot Scoring for Match Funding**

|  |                |
|--|----------------|
| Match as percent of grant funds requested                    | Points awarded |
| At least 100 percent   | 2              |
| More than 50 percent but less than 100 percent               | 1              |
| 50 percent or less   | Ineligible     |
| Funding risks  | Points awarded |
| Description of funding risk and contingency plan (see below) | 3              |

- All Applicants:** Describe in your narrative the sources and amounts of match or leveraged funding, along with other resources or expertise those sources bring to the proposed project. These may include funding from state and local government sources, the non-profit sector, the private sector, among other potential sources. In addition to financial contributions, applicants for PRICE Main awards may credit the dollar amounts of any non-financial contributions towards their percentage of leveraged commitments. Please note that non-financial contributions will not count towards the total percentage of match for PRICE Replacement Pilot awards. Applicants must follow the below requirements in compiling and documenting match or leverage for the purposes of this NOFO. Otherwise, it may not be possible for HUD to count the commitment at the level claimed. These general requirements apply to all match or leveraged resource commitments.

- Resources must be firmly committed as of the application deadline date. “Firmly committed” means that the amount of the resource is a specific dollar amount and its dedication to PRICE activities is explicit. Estimates or dollar amount ranges are not considered a specific dollar amount and will not be considered. Endorsements or general letters of support alone will not count as resources and should not be included in the application.
- Match or leverage documents must represent valid and accurate commitments of future support. They must detail the dollar amount and any terms of the commitment.



They must also indicate that the funding is available to you for the activities directly related to undertaking your PRICE proposal.

3. Resource commitments must be written and signed and dated by a person authorized to make the commitment.

4. Commitment letters must be on official letterhead, or they will not be accepted. Note that commitment letters must be and are considered binding.

5. If the commitment documentation is not included in the application and submitted before the NOFO deadline, it will not be considered.

6. Staff time of the Applicant and/or Partner(s) (if any) will be an eligible leverage resource for PRICE Main if they are firmly committed and monetized.

- **All Applicants:** Describe proposal or project funding risks, such as being awarded less funding than requested through PRICE, or withdrawal of support from other funder(s) or internal budget risks which may prevent you from meeting your proposed timeline or completing certain activities. What is your contingency plan for addressing these funding risks?

**e. Factor (e) LONG-TERM EFFECT (Maximum 10 points)**

Describe in your narrative the long-term effect of your proposal. A high-scoring narrative will be specific and clearly address the needs identified in Factor (a), with a clear positive effect expected well beyond the term of the PRICE grant's period of performance.

**All Applicants:**

- How will your proposed activities retain other affordable housing opportunities for LMI households in the community? How will you ensure LMI households are not eventually priced out of the community? How will you help current renters and homesite renters become homeowners or otherwise acquire an interest in the lot?
- How will your proposed activities ensure the long-term affordability, including lot rents and other fees as applicable, of housing without future federal subsidies? *Note: affordability requirements applicable to this NOFO can be found in Section VI.E of this NOFO.*
- How will your proposed activities promote stable homeownership options in the long-term, including both the house itself and the lot on which it sits?
- How will your proposal support underserved communities in the long term? How will your proposed activities advance housing access and justice for vulnerable populations or underserved communities? How will your proposal enable underserved communities, particularly those of color, to build wealth over the long term?
- How will your proposal make manufactured housing or MHCs livable, sustainable, and resilient? Examples may include, but are not limited to, long-term benefits of mitigation activities, weatherization, or infrastructure enhancement in MHCs. You may also describe how your proposal reduces resident health risks or exposure to environmental hazards.

|                         |            |
|-------------------------|------------|
| PRICE Rating Factors    | 100 points |
| PRICE Preference Points | 4 points   |



## PRICE

**Maximum Points: 104**

### 2. Other Factors

#### Preference Points

This NOFO supports the following policy initiatives. If your application demonstrates the appropriate information for the policy initiative, your application will receive up to two (2) points for each initiative, and will receive no more than a total of four (4) points. These points are added to your application's overall score.

You may choose to voluntarily commit to address policy initiatives in your application. Addressing these policy initiatives is not a requirement to apply for or receive an award. If you choose to address a voluntary policy initiative in your application, however, you will be required to adhere to the information submitted with your application should you receive an award. The proposed information will be included as a binding requirement of any federal award you receive as a term and condition of that award.

This program does not offer points for Climate Change

This program does not offer points for Environmental Justice.

This program does not offer preference points related to HBCUs.

Pursuant to Executive Orders [13985](#), [14041](#), [14045](#), and [14031](#), you may receive up to two (2) preference points if you are an applicant designated as a minority-serving institution (MSI) or if your application proposes one or more partnerships with minority-serving educational institutions that have been historically underserved.

This program does not offer preference points related to minority-serving institutions.

This program does not offer Promise Zone preference points.

HUD will offer preference points for the Period of Affordability only.

HUD encourages applicants to align to its Strategic Goals described in Section I.A.2 of this NOFO. Preference points will be awarded to applications that ensure the long-term availability of and access to affordable housing units in underserved communities, including both units of housing and the lot on which the housing sits, regardless of whether the lot is owned or rented by the homeowner. Up to four preference points, as described in Table 5, will be awarded to applications that propose going beyond the required period of affordability by demonstrating and documenting a plan to keep homeownership and/or rental opportunities affordable for longer.

**Table 5: Period of Affordability – Preference Points**

| Period of Affordability – Preference Points | Preference points awarded |
|---|---------------------------|
| 30 years or more                            | 4                         |
| More than 15 years but less than 30 years   | 2                         |

## B. Review and Selection Process

### 1. Past Performance

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

OMB-designated repositories of governmentwide data, as noted in 2 CFR 200.206(a)

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements

Meeting program requirements

The applicant's organizational capacity, including staffing structures and capabilities

Producing positive outcomes and results

Additional considerations are described in Section V.A. of this NOFO.

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain and review past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in the [Pre-Selection Review of Performance section of the Eligibility Requirements for Applicants of HUD Financial Assistance Programs](#).

### 2. Assessing Applicant Risk

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in this part;
- (3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- (4) Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- (5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

### 3. Experience Promoting Racial Equity

In evaluating applications for funding, HUD will consider the extent to which the application demonstrates that the applicant has the experience and the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing

racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.

All PRICE applicants must describe their experience or resources promoting racial equity in the Capacity factor, section V.A.1.c.i. HUD will consider the extent to which applicants have past experience or resources to effectively address the needs of underserved communities. PRICE Tribal Applicants should describe their past experience or resources to effectively address the needs of Native Americans.

#### **Additional information on Review and Selection Process**

HUD's selection process is designed to ensure that grants are awarded to eligible applicants that submit the most meritorious applications. HUD will consider the information you submit by the application deadline date. After the application deadline date, HUD may not, consistent with its regulations in 24 CFR part 4, subpart B, consider any unsolicited information that you or any third party may want to provide. HUD may verify information provided in your application as needed by sending a written request for clarification. Responses to such inquiries will be required within two business days.

#### **4. Application Screening.**

1. HUD will screen each application to determine if the Key Eligibility Criteria in Section III.A are met (including screening for technical deficiencies). If they are not met, the application will be deemed ineligible and will not receive further review. If they are met, HUD will screen the application to determine if it meets the other threshold criteria listed in Section III.D (including screening for technical deficiencies).
2. Corrections to Deficient Applications - Cure Period. In accordance with Section IV.D, corrections of technical deficiencies must be submitted by the due date and time specified in the curable deficiency notification from HUD. Examples of curable (correctable) technical deficiencies include, but are not limited to, inconsistencies in the funding request and failure to submit a signature and/or date on a certification.
3. Applications that will not be rated or ranked. HUD will not rate or rank applications that are deficient at the end of the cure period or that have not met the Threshold Requirements described in Section III.D. Such applications will not be eligible for funding.

**5. Preliminary Rating and Ranking.** Reviewers will rate each eligible application based solely on the rating factors described in Section V.A and assign a preliminary score for each rating factor and total score. HUD will then rank applications in score order.

**6. Final Panel Review.** A Final Review Panel will:

1. Review the Preliminary Rating and Ranking documentation to ensure any inconsistencies between preliminary reviewers are identified and rectified and to ensure the Preliminary Rating and Ranking documentation accurately reflects the contents of the application;
2. Assign a final score to each application and rank them in score order; and
3. Recommend for selection the most highly rated applications, subject to the amount of available funding, and with consideration of the \$25 million for PRICE Replacement Pilot awards and, in the PRICE Main category, the \$11 million intended for Tribal

Applicants, which includes \$1 million reserved consistent with the FY 24 Appropriations Act.

**7. Selection Considerations.** HUD reserves the right to fund applications out of rank order to prioritize benefit to low- and moderate-income residents, to prioritize the preservation of affordability for residents of manufactured housing or a manufactured housing community, and to ensure geographic diversity. A total of 70 points or more is needed to be considered for an award for either category of funding. HUD may award funds to Tribal Applicants scoring below the 70-point threshold, as HUD deems necessary to fulfill PRICE tribal objectives. Of the funding available from the FY2024 appropriation, \$1 million is reserved for Tribal Applicants. In total, at least \$11 million is intended for Tribal Applicants.

**8. Tie Scores.** If two or more applications have the same score and there are insufficient funds to select all of them, HUD will select the application(s) with the highest score for the overall Need Rating Factors. If a tie remains, HUD will select the application(s) with the highest score for the overall Soundness of Approach Rating Factors (including consideration of the proposed period of affordability described in the proposal), then overall Capacity Rating Factors.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline but were not chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

#### **1. Final Grant**

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award as provided under [2 CFR 200.208](#).

#### **2. Adjustments to Funding**

To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD may fund no portion of an application that:

- (1) Is ineligible for funding under applicable statutory or regulatory requirements;
- (2) Fails, in whole or in part, to meet the requirements of this notice;
- (3) Duplicates activities funded by other federal awards; or
- (4) Duplicates activities funded in a prior year.

- b. HUD may adjust the funding for an application to ensure funding diversity, geographic diversity, and alignment with HUD administrative priorities.
- c. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.
- d. If funds remain after all selections have been made, remaining funds may be made available within the current fiscal year for other competitions within the program area, or be held for future competitions (if allowable in accordance with the applicable appropriation or authorizing statute), or be used as otherwise provided by authorizing statute or appropriation.
- e. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may, in accordance with the appropriation, use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

### **3. Funding Errors**

If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

## **B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards**

Unless otherwise specified, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. Failure to comply with these requirements may impact your ability to receive or retain a financial assistance award from HUD. Read the requirements carefully as the requirements are different among HUD's programs.

1. Compliance with The Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations at 24 CFR part 100 et seq
2. Compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-2000d-4 (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1
3. Compliance with the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations at 24 CFR part 146
4. Compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8
5. Compliance with the Americans with Disabilities Act, 42 U.S.C. 12101 et seq
6. Compliance with Affirmatively Furthering Fair Housing (AFFH) requirements, including those listed on HUD's Affirmatively Furthering Fair Housing webpage
7. Compliance with Economic Opportunities for Low-and Very Low-income Persons (Section 3)

requirements, including those listed at 24 CFR part 75

8. Compliance with Improving Access to Services for Persons with Limited English Proficiency (LEP) requirements, including those listed within Federal Register Notice, FR-4878-N-02 (also see HUD's webpage)

9. Compliance with Accessible Technology requirements, including those listed on in HUD's Policy on Section 508 of the Rehabilitation Act and Accessible Technology

10. Compliance with Equal Access Requirements (see 24 CFR 5.105(a)(2) and 5.106)

11. Compliance with Energy Efficient, Sustainable, Accessible, and Free from Discrimination by Design

12. Compliance with Participation in HUD-Sponsored Program Evaluation (see Federal Register Notice, FR-6278-N-01)

13. Compliance with Drug-Free Workplace requirements (see 2 CFR part 2429, which is HUD's implementation of 41 U.S.C. 701, et seq.)

14. Compliance with the requirements related to safeguarding resident/client files

15. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (2 CFR part 170) (FFATA), as amended

16. Compliance with Eminent Domain

17. Compliance with Accessibility for Persons with Disabilities requirements on HUD's Disability Overview webpage

18. Compliance with Violence Against Women Act at 24 CFR part 5, subpart L and applicable program regulations

19. Compliance with the Build America, Buy America (BABA) Act procurement requirements and implementing guidance available on HUD's dedicated webpage

20. Compliance with System for Award Management and Universal Identifier Requirements at 2 CFR part 25

21. Compliance with section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 USC 7104(g)) and implementing regulations at 2 CFR part 175 (Award Term for Trafficking in Persons)

22. Compliance with Suspension and Debarment (see 2 CFR part 2424 and 2 CFR part 180)

23. Compliance with environmental justice requirements under Executive Orders 12898 and 14008, and OMB Memorandum M-21-28, which implements the Justice40 Initiative, section 223 of Executive Order 14008.

24. Compliance with Eliminating Barriers That May Unnecessarily Prevent Individuals with Criminal Histories from Participation in HUD Programs (see HUD Secretary Fudge's April 12, 2022 memorandum)

25. Compliance with equity requirements, which include compliance with racial equity and underserved communities and LGBTQ+ requirements under Executive Orders 13985 and 13988

Compliance with waste, fraud, and abuse requirements, including whistleblower protections. Compliance with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a contractor, subcontractor, grantee, subgrantee, and personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health

or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. (See [Federal Contractor or Grantee Protections | Office of Inspector General, Department of Housing and Urban Development \(hudoig.gov\)](#))

### **Environmental Review**

Compliance with environmental requirements, including regulations at 24 CFR part 50 or 58:

1. Activities under this NOFO are subject to environmental review by a responsible entity (as defined by 24 CFR 58.2(a)(7)) under HUD regulations at 24 CFR part 58 or by HUD under 24 CFR part 50. Each Applicant under this NOFO must work with their responsible entity under part 58, or HUD under part 50, to complete an environmental review for any awarded funds. As part of the environmental review process, the effect of a proposed project on people and the natural environment within a designated project area must be evaluated. This includes compliance with the National Environmental Policy Act of 1969 (NEPA), 42 U.S.C. 4321, environmental justice requirements as set forth in Executive Orders [12898](#), [14008](#), and [14096](#) and all applicable related federal environmental authorities.
2. For activities under a grant to an entity not included in the definition of recipient at 24 CFR 58.2(a)(5), such as a nonprofit or quasi-governmental entity, HUD will perform the environmental review under the provisions of 24 CFR part 50.
3. Irrespective of whether the responsible entity, in accordance with 24 CFR part 58, or HUD, in accordance with 24 CFR part 50, performs the environmental review, the grant recipient must supply all available, relevant information necessary for the responsible entity (or HUD, if applicable) to perform an environmental review for each activity, including information for each property when applicable. The Project Grant Recipient also must carry out mitigating measures required by the responsible entity (or HUD, if applicable) or select an alternative project site.
4. The recipient, its project partners, and their contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this NOFO, or commit or expend HUD or non-HUD funds for such eligible activities under this NOFO, until the responsible entity has completed the environmental review procedures required by 24 CFR part 58 and if applicable, the environmental certification and Request for Release of Funds and Certification (RROF) have been approved or HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the activity. HUD will not release grant funds if the recipient or any other party commits grant funds (i.e., incurs any costs or expenditures to be paid or reimbursed with such funds) before the recipient submits and HUD approves its RROF (where such submission is required).
5. Site contamination is a common concern for manufactured housing units and MHCs. MHCs may be situated on, or near, properties that have site contamination. Use of the EPA's NEPAAssist tool (<https://www.epa.gov/nepa/nepassist>) when conducting the contamination analysis required by 24 CFR 58.5(i) as part of the environmental review can help locate potential sources of contamination. Contamination may affect the health and safety of MHU residents through direct exposure or through impacts to groundwater. PRICE grant funds can also be used for testing contamination levels as well as mitigation



of contamination as part of the environmental review process associated with an eligible project.

6. Environmental reviews are also applicable to projects undertaken by non-governmental entities. Non-governmental entities must coordinate with their local HUD field office to arrange required environmental reviews per 24 CFR part 50.

### **Prohibition on Surveillance**

Compliance with [2 CFR 200.216, Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment](#) is required.

### **Remedies for Noncompliance**

HUD may terminate a Federal award, in whole or in part, for any of the reasons specified in [2 CFR 200.340, Termination](#).

*Corrective and remedial actions.* To ensure compliance with the requirements of the Appropriations Acts and to effectively administer the PRICE program, HUD is waiving 42 U.S.C. 5304(e) of the HCD Act to the extent necessary to impose the following alternative requirement: HUD may undertake corrective and remedial actions for States in accordance with the authorities applicable to entitlement grantees in subpart O (including corrective and remedial actions in 24 CFR 570.910, 570.911, and 570.913) or under subpart I of the CDBG regulations at 24 CFR part 570. Before determining appropriate corrective actions, HUD will notify the grantee of the procedures applicable to its review. As in the annual CDBG program, in accordance with 24 CFR 570.300, the policies and procedures set forth in subpart O will apply to local governments receiving direct grants from HUD.

*Reduction, withdrawal, or adjustment of a grant or other appropriate action.* Prior to a reduction, withdrawal, or adjustment of a grant or other appropriate action taken pursuant to this section, the recipient shall be notified of such proposed action and given an opportunity within a prescribed time period for an informal consultation. Consistent with the procedures described in this NOFO, the Secretary may adjust, reduce, or withdraw the grant or take other actions as appropriate, except that funds already expended on eligible approved activities shall not be recaptured.

### **Lead-Based Paint Requirements**

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)); and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

When providing education or counseling on buying or renting housing that may include pre-1978 housing under your grant you must inform clients of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).



## C. Reporting

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

### 1. Recipient Integrity and Performance Matters

You should be aware that if the total Federal share of your federal award includes more than \$500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in [Appendix XII to 2 CFR part 200, Award Terms and Conditions for Recipient Integrity and Performance Matters](#).

### 2. Race, Ethnicity and Other Data Reporting

HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. These authorities prohibit discrimination in housing and in programs receiving financial assistance from the Department and direct the Secretary to administer the Department's programs and activities in a manner affirmatively to further these policies and to collect certain data to assess the extent of compliance with these policies. Each recipient shall keep such records and submit to the Department timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Department may determine to be necessary to enable it to ascertain whether the recipient has complied or is complying with 24 CFR parts 1 and 121. In general, recipients should have available for the Department data showing the demographics of beneficiaries of federally-assisted programs.

### 3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA)

FFATA requires information on federal awards be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov). Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR part 170](#), "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

### 4. Program-Specific Reporting Requirements

**a. Use of Disaster Recovery Grant Reporting (DRGR) system.** HUD must require all grantees under this NOFO to report the sources and uses of all amounts expended and other information for HUD's annual report to Congress or other purposes as determined by HUD. If you are selected for funding, you must report to HUD using DRGR as described in Section VI.C.4.

1. HUD will provide training and technical assistance on the submitting of quarterly reports, as well as the use of DRGR for grantees unfamiliar with the system.
2. Completion of quarterly expenditure reports is mandatory for all grantees except Tribal Applicants, which must complete expenditure reports annually. Performance reports are required annually from all grantees. Failure to provide these reports within the required timeframe will result in corrective actions up to and including suspension of grant funds until the report is submitted and approved by HUD.
3. All grantees will be held to the milestones in the program schedule, as approved by HUD. Adjustments to the schedule may be made by the grantee only with prior HUD approval. All obligations of funds by the grantee or a partner must be recorded as obligations in DRGR on at least a quarterly basis.

4. Tribal Applicants:

(a). Annual Financial Reports. Unless otherwise advised, Tribal Applicants will have to submit a Federal Financial Report (SF-425) to the local HUD office within 30 days after the end of program year. If applicable, the SF-425 must also show that leveraging resources were received and used for their intended purposes. A final SF-425 must be submitted within 90 days after the end of the period of performance identified on the grant agreement.

(b). Annual Performance Reports. Tribal Applicants will submit performance reports annually. This report, which is like the ASER used in the ICDBG program, is due 45 days after the end of the Federal fiscal year and at the time of grant close-out. The report must include:

- The progress made on completing your project;
- A list of work remaining;
- A breakdown of funds spent; and
- When the project is done, an evaluation of its effectiveness in meeting your community development needs.
- The estimated number of (1) permanent and (2) temporary jobs that are created each year in whole or in part with PRICE funds. This estimate should include the number of recipient staff positions, sub-recipient staff positions, and related construction jobs or jobs created through contract between the employer and the grantee. HUD's Office of Labor Relations uses the definitions of permanent and temporary employment as follows:

1. A permanent employee, full-time or part-time, is one whose employment agreement with the employer is not limited by duration and remains continuous until employment is terminated, voluntarily or otherwise, or unless the employment agreement is altered to include a limit on duration.

2. A temporary employee, full-time or part-time, is one whose employment agreement with the employer contains conditions under which the employment is limited by duration involving time or task (e.g., not to exceed six months from hire, or on a date determined by the employer, or upon completion of a specified task(s)).

The grantee may provide additional information about the nature of these jobs if it wishes

- A summary of complaints received, and responses. The grantee will provide a timely written response to every citizen's complaint. The grantee will provide a response within 15 working days of the receipt of the complaint, where practicable.

(c). Minority Business Enterprise Report. If funded, Tribal Applicants must submit this report on contract and subcontract activity by October 10 of each Federal fiscal year.

**b. Closeout.** HUD will close out PRICE grants in accordance with Section VI.E.

**c.** To the extent that administrative requirements of Section VI.B. of the General Section conflict with the requirements in Section VI.E, the requirements in Section VI.E will apply.

## **D. Debriefing**

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the AOR whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s) of this NOFO. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

## **E. PRICE Post-Award Program Requirements**

This Section contains the post-award requirements applicable to Community Development Block Grant (CDBG) funds made available by the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022) and the Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024) (Appropriations Acts) and awarded as Preservation and Reinvestment Initiative for Community Enhancement (PRICE) grants.

Consistent with the Appropriations Acts, funds shall be awarded directly to state governments, local governments, metropolitan planning organizations, multi-jurisdictional entities, Resident-controlled Manufactured Housing Communities, cooperatives, non-profit entities (including consortia of non-profit entities), Community Development Financial Institutions (CDFIs), and Tribal Applicants, and entities that partner with one or several residents of such eligible communities or that propose to implement a grant program that would assist residents of such eligible communities. A recipient of a PRICE grant is a "grantee."

### **1. Use of Funds**

#### **a. General**

The Appropriations Acts made funds available to preserve and revitalize manufactured housing and eligible manufactured housing communities. The Appropriations Acts provides that eligible uses of such grants may include infrastructure, planning, resident, and community services (including relocation assistance and eviction prevention), resilience activities, and providing other assistance to residents or owners of manufactured homes, which may include providing assistance for manufactured housing land and site acquisition. A portion of the funding

(\$25,000,000) is reserved for grants to assist in the redevelopment of manufactured housing communities as replacement housing that is affordable.

**b. Applicable Statutory and Regulatory Requirements**

All recipients of PRICE grants are subject to: (1) the requirements of the Appropriations Acts; (2) this NOFO, including all appendices; and (3) applicable regulations governing the CDBG program at 24 CFR part 570, or the ICDBG program at 24 CFR 1003 with respect to Tribal Applicants, unless modified by waivers and alternative requirements published by HUD in this NOFO or other applicable Federal Register Notice

Applicants who are not recipients of formula CDBG funding will be subject to CDBG regulations applicable to entitlement communities, unless otherwise noted. Additionally, references to Entitlement communities within this section also include Manufactured Housing Communities, cooperatives, non-profit entities (including consortia of non-profit entities), CDFIs or other entities approved by the Secretary.

Because PRICE is a competitive program, HUD is treating a grantee's use of its PRICE grant independently of the consolidated plan and annual action plan process. The Appropriations Acts and the PRICE NOFO establish the purpose and define the eligible uses of PRICE funds.

Treating PRICE independently from the regular CDBG submission requirements implements the Appropriations Acts direction to allocate funds competitively and facilitates the distribution of PRICE funds, while ensuring public participation on the specific use of the funds. Therefore, HUD is waiving the consolidated plan regulations to the extent necessary to adjust reporting to fit the requirements of the Appropriations Acts, the PRICE competition, and the use of the Disaster Recovery Grant Reporting (DRGR) system.

The waivers, alternative requirements, and statutory changes apply only to PRICE funds and not to the use of annual formula allocations of CDBG funds or other HUD Community Planning and Development funds or ICDBG funds, even if they are used in conjunction with PRICE funds for a project. They provide expedited program implementation and implement statutory requirements unique to this appropriation.

**c. PRICE Action Plan and Amendments**

Applicants will submit an application, as described in this NOFO, detailing the proposed use of funds and how the use of these funds will preserve and revitalize manufactured housing and eligible manufactured housing communities. Once an Applicant receives a PRICE award, the grantee's application (or approved components of a grantee's application) will become the basis for its PRICE Action Plan. Once the grantee has received DRGR system access (see Section IV.C.4), the grantee will enter in DRGR the approved activities and narrative information and HUD will ensure that the information is consistent with the application and HUD's approval. This information encompasses the grantee's PRICE Action Plan. The grantee must publish the PRICE Action Plan on its official website(s). Such publications shall be in an accessible format and ensure access for individuals with disabilities.

Post-award, all amendments to the application must be submitted to HUD. HUD will review and approve or disapprove any amendment that is a substantial amendment. Substantial amendments are changes that affect the responses to the rating factors and include but are not limited to: a change in program benefit, beneficiaries, or eligibility criteria; the allocation or re-allocation of more than ten percent of the award; or the addition or deletion of an activity. A grantee may substantially amend the Application if it follows the same public participation requirements in this NOFO for the preparation and submission of an Application and HUD agrees in writing that the amended Application would still score in the fundable range for the competition. Prior to

preparation and submission of any post-award amendment, the grantee is encouraged to work with its HUD representative to ensure the proposed change is consistent with this NOFO, and all applicable regulations and Federal law. For Tribal Applicants that receive a PRICE grant, 24 CFR 1003.305 is waived and modified to the extent necessary to allow Tribal grantees that are PRICE grantees to follow the program amendments process outlined in the NOFO and this section. Amendments to the PRICE Action Plan that do not fall within the definition of a substantial amendment are “non-substantial amendments.” These are discussed in Section VI.E.5. below.

HUD can help determine whether the amendment would constitute a substantial amendment and help ensure the proposed change complies with this NOFO and all applicable requirements. Questions regarding specific program requirements for this NOFO should be directed to the POC listed in this NOFO. As indicated in this PRICE NOFO, if a grantee makes or proposes to make a substantial amendment to its project, HUD reserves the right to amend the grantee’s award and reduce the grant amount or recapture the grant consistent with Section IV.F of this NOFO. Additional information about substantial amendments can be found in Section VI.E.5. below. A grantee is required under this NOFO to show evidence that firmly committed match or leverage resources were actually received and used for their intended purposes through annual reports as the project proceeds. Sources of match or leverage funds may be substituted after grant award if the dollar amount of match or leverage is equal to or greater than the total amount of match or leverage identified as firmly committed in the application submissions to HUD. Substitution of a match or leverage source in the same amount committed in the Application is not a substantial amendment. Section VI.A. describes additional match or leverage reporting requirements in DRGR.

Applicants should note that some planning activities that can be carried out to assist manufactured housing residents and communities may contain unallowable costs pursuant to 2 CFR 200.444. Any activity to carry out the regular responsibilities of the unit of general local government or for building or portions thereof used for the general conduct of government is unallowable. Applicants should plan their approaches accordingly to ensure that PRICE award funds are not used for such costs. However, grantees may use match or leverage funding for such unallowable costs.

## **2. Timely Expenditure of Funds**

This NOFO establishes that a grantee must expend funds in a manner that meets all PRICE program requirements by the end of the period of the performance of the PRICE grant or September 20, 2032, whichever is earlier.

Grantees must comply with 2 CFR 200.305, as may be amended, and therefore may not draw down funds in advance of need.

## **3. Authority to Grant Waivers**

The Appropriations Acts authorizes the Secretary to waive or specify alternative requirements for any statute or regulation that the Secretary administers in connection with the use of PRICE funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment) upon a finding that such waiver or alternative requirement is necessary to facilitate the use of funds authorized to preserve and revitalize manufactured housing and eligible manufactured housing communities. Regulatory waiver authority is also provided by 24 CFR 5.110, 91.600, 570.5, and 1003.6.

## **4. Overview of Grant Process**

The following steps are necessary for applications to be considered and for the expenditure of PRICE funds:

- Applicant conducts public participation in accordance with the requirements of the PRICE NOFO, including one in-person public hearing (which may be a community meeting for non-government applicants) and at least 15 calendar days for public comment ending not less than three calendar days before application submittal to allow the applicant time to consider and incorporate public comments into the application as needed. Applicants must allow for public comments to be submitted in-person, by mail, or electronically. Tribal Applicants may choose to follow the public participation requirements outlined in 24 CFR 1003.604 and follow traditional means of resident involvement and must certify to HUD that the Tribal Applicant complied with the requirements of 1003.604(a) and met public participation requirements prior to applying;
- Applicant responds to public comment and submits its application, including the summary of comments (Attachment H) received during the public comment period and list of commenters by name/organization, and certifications;
- HUD reviews applications in accordance with this NOFO and selects highest scoring Applicants for awards;
- If the application is selected for award, HUD sends an award letter selection letter to awardee outlining next steps before award is effective;
- HUD signs the grant agreement;
- HUD sends signed grant agreement;
- Awardee ensures that the HUD-approved application is posted on its official website;
- Awardee (hereinafter referred to as “grantee”) signs and returns the grant agreement;
- HUD establishes the line of credit for the grantee;
- Grantee requests and receives DRGR system access (if the grantee does not already have it);
- Grantee enters the HUD-approved activities from its application into DRGR (the PRICE Action Plan) and submits it to HUD within the system (funds can be drawn from the line of credit only for activities that are established in DRGR);
- HUD reviews the PRICE Action Plan for consistency with HUD’s approval of the application;
- The Responsible Entity completes applicable environmental review(s) pursuant to 24 CFR part 58 and, as applicable, receives from HUD or the state an approved Request for Release of Funds and certification; or HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the project; and
- The grantee begins to draw down funds from its line of credit.

## **5. Applicable Rules, Statutes, Waivers, and Alternative Requirements**

This section describes requirements imposed by the Appropriations Acts, applicable waivers, and alternative requirements. For each waiver and alternative requirement described in this NOFO, the Secretary has determined that such waiver is necessary to facilitate the use of PRICE funds, good cause exists, and/or the action is not inconsistent with the overall purpose of the HCD Act. The waivers and alternative requirements provide additional flexibility in program design and implementation to preserve and revitalize manufactured housing and eligible manufactured housing communities while meeting the unique requirements of the Appropriations Acts. The

following requirements apply only to the PRICE funds awarded under this NOFO, and not to funds provided under any other component of the CDBG program, such as the annual formula Entitlement or State CDBG programs, Section 108 Loan Guarantee Program, the Neighborhood Stabilization Program, ICDBG, or any award under the Appropriations Acts.

Grantees may request additional waivers and alternative requirements as needed to address specific needs related to their activities (for waiver requests instructions, see Appendix A). Except where noted, waivers and alternative requirements described below apply to all grantees under this NOFO.

Except as described in this NOFO, statutory and regulatory provisions governing the State CDBG program shall apply to any state receiving an award under this PRICE NOFO, statutory and regulatory provisions governing the Entitlement CDBG program shall apply to both entitlement and non-entitlement units of general local government and non-CDBG grantees, and statutory and regulatory provisions governing the ICDBG program shall apply to Tribal Applicants. Applicable statutory provisions can be found at 42 U.S.C. 5301 et seq. Applicable state and Entitlement regulations can be found at 24 CFR part 570. ICDBG regulations can be found at 24 CFR part 1003. Consolidated plan and public participation requirements are found at 24 CFR part 91.

All references in the NOFO and in this section pertaining to timelines and/or deadlines are in terms of calendar days unless otherwise noted. The “date of this NOFO” shall mean the effective date of the PRICE NOFO unless otherwise noted.

**a. Grant Administration.**

i. *PRICE Action Plan and general requirements.* The requirements for CDBG action plans, located at 42 U.S.C. 5304(a)(1), 42 U.S.C. 5304(m), 42 U.S.C. 5306(d)(2)(C)(iii), 24 CFR 91.220, and 91.320, and requirements for ICDBG applications in 24 CFR part 1003, are waived for funds provided under the PRICE NOFO. Instead, each grantee must submit to HUD an application for PRICE. HUD will monitor the grantee’s activities and use of funds for consistency with its PRICE Action Plan and all other requirements, including performance and timeliness.

(a). *Application-related requirements.* The Application must meet the criteria of the NOFO and must identify the proposed use(s) of the grantee’s award, including criteria for eligibility, and how the uses preserve and revitalize manufactured housing and eligible manufactured housing communities.

(b). *Funds awarded to a state.* For each program or activity that will be carried out by the state, the application as entered into the PRICE Action Plan must describe: (1) the projected use of the PRICE funds, including the entity(ies) administering the program/activity, budget, and geographic area; (2) proposed start and end dates; (3) how the projected use will meet CDBG or ICDBG eligibility criteria and a national objective; and (4) estimated performance outcomes (i.e., a performance measure) as identified in the Section V.A.1 of this NOFO.

If a state chooses to use a method of distribution to allocate funds to local governments, it must describe in its application all criteria used to determine the distribution, including the relative importance of each criterion.

(c). *Funds awarded directly to a local government, non-CDBG grantee, or Tribal Applicant.* The local government, non-CDBG entity’s, or Tribal Applicant’s Application as entered into the PRICE Action Plan, shall describe: (1) the projected use of the PRICE funds, including the entity(ies) administering the program/activity, budget, and

geographic area; (2) proposed start and end dates; (3) how the projected use will meet CDBG and ICDBG eligibility criteria and a national objective; and (4) estimated performance outcomes (i.e., a performance measure) as identified in the Section V.A.1 of this NOFO.

(d). *General grant oversight*

(i). The grantee must maintain adequate capacity of its administering agency(ies) and staffs, and the capacity of any local government or other organization or Partner expected to carry out PRICE projects or activities. The grantee will plan and provide for increasing the capacity of local governments or other organizations, as needed and where capacity deficiencies (e.g., outstanding Office of Inspector General audit findings) have been identified. Grantees are responsible for providing adequate technical assistance to Partners, subrecipients, or subgrantees to ensure the timely, compliant, and effective use of funds. Although local governments or other organizations may carry out programs and projects, each grantee under this NOFO remains legally and financially accountable for the use of all funds and may not delegate or contract to any other party any inherently governmental responsibilities related to management of the funds, such as oversight, policy development, and financial management;

(ii). The grantee will manage program income (e.g., including in agreements whether subrecipients may retain it), and the purpose(s) for which it may be used. Waivers and alternative requirements related to program income can be found in this PRICE NOFO Section VI.E.5.a.

(e). *Obligation and expenditure of funds.* HUD will issue a grant agreement obligating the funds to the grantee. Only the funds described by the grantee in its application and approved by HUD will be obligated. In addition, HUD will establish the line of credit and the grantee will receive DRGR system access (if it does not have access already). The grantee must also enter its approved application activities in the PRICE Action Plan before it may draw funds as described in paragraph A.2, below.

(f). *Each activity must meet the applicable environmental requirements.* After the Responsible Entity completes an environmental review(s) pursuant to 24 CFR part 58, as applicable (and paragraph VI.D.5.a.xix, as applicable), and receives from HUD or the state an approved Request for Release of Funds and certification (as applicable), or HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the project, the grantee may draw down funds from the line of credit for the activity.

(g). *Anticipated outcomes and expenditure plan.* Each grantee must include in its PRICE Action Plan projected expenditures and anticipated outcomes. Additional information on compliance with this requirement is available in Section VI.E.5 of this NOFO.

(h). *PRICE Action Plan Amendments and Submission to HUD.* As the grantee proposes to amend its application, each proposed amendment must be highlighted, or otherwise identified, within the context of the entire application and be submitted to HUD. For substantial amendments, grantees must complete public participation requirements of this NOFO and Section V.A.3. of this section before HUD can approve the Amendment. HUD will only approve a substantial amendment if the new score is still within the competitive range. The beginning of every amendment must include a section that identifies exactly what content is being added, deleted, or changed. This section must also



include a chart or table that clearly illustrates where funds are coming from and where they are moving. The amendment must include a revised budget allocation table that reflects the entirety of all funds, as amended. A grantee's most recent version of its application must be accessible for viewing as a single document at any given point in time, rather than the public or HUD having to view and cross-reference changes among multiple amendments. Every amendment to the application (substantial and nonsubstantial) must be numbered sequentially and posted on the grantee's website. The Department will acknowledge receipt of the proposed amendment via e-mail or letter within 5 business days of receipt. HUD may seek additional information from the grantee to determine whether a proposed amendment is a substantial amendment.

ii. *HUD performance review authorities and grantee reporting requirements in the DRGR System.*

(a). *Performance review authorities.* 42 U.S.C. 5304(e) requires that the Secretary shall, at least on an annual basis, make such reviews and audits as may be necessary or appropriate to determine whether the grantee has carried out its activities in a timely manner, whether the grantee's activities and certifications are carried out in accordance with the requirements and the primary objectives of the HCD Act and other applicable laws, and whether the grantee has the continuing capacity to carry out those activities in a timely manner. This PRICE NOFO waives and provides alternative requirements for the submission of a performance report, pursuant to 24 CFR 91.520. In the alternative, and to ensure consistency between grants awarded under the Appropriations Acts, HUD is requiring that grantees enter information in the DRGR system in sufficient detail to permit the Department's review of grantee performance on an annual basis and to enable remote review of grantee data to allow HUD to assess compliance and risk.

(b). *PRICE Action Plan.* Once an Applicant receives a PRICE award, the grantee's application (or approved components of a grantee's application) will become the basis for its PRICE Action Plan. Each grantee must enter its PRICE Action Plan into DRGR, including performance measures. As more detailed information about uses of funds is identified by the grantee, the grantee must enter this information into the DRGR system at a level of detail that is sufficient to serve as the basis for acceptable performance reports, permits HUD review of compliance requirements, and allows public understanding of progress. The information must also be entered into the DRGR system so that the grantee is able to draw its PRICE funds from the line of credit. To enter an activity into the DRGR system, the grantee must know the activity type, national objective, activity budget, proposed performance outcomes, and the organization that will be responsible for the activity. In addition, a Universal Entity Identifier (UEI) must be entered into the system for any entity carrying out a PRICE funded activity, including the grantee, recipient(s) and subrecipient(s), contractor(s), and developers.

(c). *Tracking oversight activities in the DRGR system; use of DRGR data for HUD review and dissemination.* HUD will use data entered into the DRGR PRICE Action Plan and the APR, transactional data from the DRGR system, and other information provided by the grantee to provide reports to Congress and the public, as well as to (1) monitor for anomalies or performance problems; (2) reconcile budgets, obligations, funding draws, and expenditures; (3) calculate expenditures to determine compliance with program caps and the overall percentage of funds that benefit low- and moderate-income persons; and

(4) analyze the risk of grantee programs to determine priorities for the Department's monitoring.

(d). *Tracking program income in the DRGR system.* Grantees must use the DRGR system to draw grant funds for each activity. Grantees must also use the DRGR system to track program income receipts, disbursements, and revolving loan funds. If a grantee permits local governments or subrecipients to retain program income, the grantee must establish program income accounts in the DRGR system. The DRGR system requires grantees to use program income before drawing additional grant funds and ensures that program income retained by one organization will not affect grant draw requests for other organizations.

(e). *DRGR System Annual Performance Report (APR).* Each grantee must submit an APR through the DRGR system no later than 30 days following the end of the fiscal year. Tribal Applicants must submit an APR through DRGR no later than 45 days following the end of the fiscal year. Within three days of submission to HUD, each APR must be posted on the grantee's official website. HUD will also post the reports via the DRGR Public website. The grantee's first APR is due no later than 30 days (45 days in the case of Tribal Applicants) following the end of the federal fiscal year in which the grant award is made. For example, a grant award made in April requires an APR to be submitted by October 30. APRs must be submitted on an annual basis until the grant program is completed and meets the criteria for closeout. During the grant closeout process, a final APR may be required by HUD to ensure complete reporting (see Notice CPD-22-14: Closeout Instructions for CDBG Programs Grants).

Each APR will include information about the uses of funds in activities identified in the DRGR system PRICE Action Plan during the applicable year. This includes, but is not limited to, the: project name, activity, location, and national objective; funds budgeted, obligated, drawn down, and expended; the funding source and total amount of any non-CDBG funds to be expended on each activity; beginning and actual completion dates of completed activities; achieved performance outcomes, such as number of housing units complete or number of low-and moderate-income persons benefiting; and the race and ethnicity of persons assisted under direct-benefit activities. The DRGR system will automatically display the amount of program income receipted, the amount of program income reported as disbursed, and the amount of grant funds disbursed. In addition, match or leverage funds shall be identified for each activity, as applicable, in the DRGR system, and use of match or leverage funds committed in the grantee's PRICE Action Plan shall be included in the grantee's APR.

iii. *Public participation waiver and alternative requirement.* To permit a more streamlined process and ensure PRICE grants are awarded in a timely manner, provisions of 42 U.S.C. 5304(a)(2) and (3), 24 CFR 570.486, 91.105(b) and (c), and 91.115(b) and (c), with respect to public participation requirements, are waived and replaced by the requirements below.

Note that the public participation process is distinct from stakeholder engagement scoring in this NOFO or any applicable consultation requirements. The streamlined requirements mandate at least one in-person public hearing (which may take the form of community meetings held by a non-government applicant provided that community meeting fulfills the same requirements applicable to public hearings) for the application and for each substantial amendment and require providing a reasonable notice (at least 15 calendar days) and opportunity for public comment and ongoing public access to information about the use of grant funds. The public hearings or

community meetings must be held in-person, at times and locations convenient to potential beneficiaries, and with accommodation for persons with disabilities. This can be a hybrid hearing or meeting that allows for both in-person and virtual attendance, by using an online platform that facilitates public access to all questions and responses. Applicants must allow for public comments to be submitted in-person, by mail, or electronically. The streamlined public participation requirements for the PRICE program are:

(a). *Publication of the PRICE application and Action Plan:* Before the Applicant submits the Application submissions for this NOFO, or a substantial amendment to the PRICE Action Plan, the Applicant must publish the PRICE application or Action Plan amendment for public comment. The published application must include the table of contents, all narrative exhibits, and the attachments (with the exception of Attachment F, Match or leverage documentation, Attachment G, Certifications and Standard forms, and Attachment H, Summary of comments received on published Application and list of commenters by name/organization, which would not be available prior to the public comment period).

To expedite the process and to ensure that the PRICE grants are awarded in a timely manner, while preserving reasonable community and public participation, HUD is requiring a minimum time for public comments of 15 calendar days. Application materials relating to proposed uses of funds must be posted on the applicant's official website. Funded applicants will be required to provide the website address of the proposed and final plans to HUD for posting to HUD's program website. Applicants are cautioned that, despite the competition process, they are still responsible for ensuring that all members of their community have equal access to information about the programs, and applicants are required to accept public comments in-person, by mail, and electronically.

The manner of publication must include prominent posting on the Applicant's official website(s) and must afford citizens, affected governments, and other interested parties a reasonable opportunity to examine the plan or amendment's contents. The official website should be accessible to all citizens and the topic of PRICE must be navigable by users from the Applicant's homepage. Applicants are required to hold at least one public hearing or community meeting to solicit public comments on the application submission and one hearing or community meeting before finalizing each substantial amendment submission.

Applicants are also encouraged to notify affected citizens through electronic mailings, press releases, statements by public officials, media advertisements, public service announcements, and/or contacts with organizations located in or serving the target area or neighborhood.

Applicants are responsible for ensuring that all citizens have equal and meaningful access to information about the programs, including persons with disabilities and persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964. Each Applicant must ensure that program information is available in the appropriate languages for the geographic area served by the jurisdiction to ensure meaningful access with LEP individuals and is provided in an appropriate format to ensure effective communication with persons with disabilities.

For assistance in ensuring that this information is available to LEP populations, recipients should consult the Final Guidance to Federal Financial Assistance Recipients Regarding

Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons published on January 22, 2007, in the Federal Register (72 FR 2732). Subsequent to publication of any Application submission, the Applicant must provide a reasonable time frame and method(s) (including electronic submission) for receiving comments on the submission. A summary by topic of all comments or views received on the Application or substantial amendment to the PRICE Action Plan, a list of commenters by name or organization, and a summary of any comments or views not accepted and the reasons why must be submitted to HUD along with the submission. Such a summary submitted with the application submission will not count against the application page limits specified in this NOFO.

Substantial amendments are changes that affect the responses to the rating factors and include but are not limited to a change in program benefit, beneficiaries, or eligibility criteria; the allocation or re-allocation of more than ten percent of the award; or the addition or deletion of an activity. Subsequent to award, a grantee may substantially amend the Application if it follows the same public participation requirements in this NOFO for the preparation and submission of an application, and HUD agrees in writing that the amended Application would still score in the fundable range for the competition.

(b). *Non-substantial amendment.* The grantee is not required to undertake public comment when it makes any plan amendment that is not substantial; however, like substantial amendments, non-substantial amendments require HUD acceptance in the DRGR system prior to taking effect. The grantee must impose an effective date no less than five days after submission to HUD.

(c). *Physical Accessibility.* Note that all meetings must be held in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, Applicants and Partners must give priority to alternative methods of product or information delivery that are accessible to and usable by individuals with disabilities and offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and HUD's implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) and the implementing regulations at 28 CFR part 35, and all other applicable laws and regulations. In addition, all notices of and communications during all training sessions and public meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities and reasonable accommodation for persons with disabilities must be provided consistent with Section 504 of the Rehabilitation Act of 1973 and HUD's Section 504 regulations. See 24 CFR Section 8.6.

(d). *Post-award requirements.* A CDBG grantee must update its public participation plan to reflect the requirements of the NOFO and this section applicable to PRICE grants. The purpose of this plan is to inform citizens of the citizen complaint process and the grantee's response policy, the methods through which the public can learn about the grant and activity status, and the process the grantee will use to amend the PRICE Action Plan. The plan must satisfy the requirements of 24 CFR 91.105 or 91.115, as applicable (except as provided for in notices providing waivers and alternative requirements for this grant).

(i). *Website.* The PRICE application and grant award information must be navigable from the grantee (or relevant agency) homepage. Grantees are also encouraged to notify affected citizens through electronic mailings, press releases, statements by

public officials, media advertisements, public service announcements, and/or contacts with neighborhood organizations.

(ii). Availability and accessibility of the Application. The grantee must make the Application, any amendments, and all performance reports available to the public on its website(s) and on request. In addition, the grantee must make these documents available in formats accessible to persons with disabilities and persons who are LEP. During the term of the grant, the grantee will provide citizens, affected local governments, and other interested parties with reasonable and timely access to information and records relating to the Application and to the grantee's use of grant funds.

(iii). Citizen complaints. The grantee will provide a timely written response to every citizen's complaint. The grantee will provide a response within 15 working days of the receipt of the complaint, where practicable.

(e). *Tribal Applicants and Public Participation*. Tribal Applicants have the option of following the streamlined public participation requirements outlined in this paragraph or following the public participation requirements outlined in the ICDBG regulations at 24 CFR 1003.604.

iv. *Direct grant administration and means of carrying out eligible activities.*

(a). *Requirements applicable to state grantees*. Requirements at 42 U.S.C. 5306 are waived, to the extent necessary, to allow a state to directly carry out PRICE activities eligible under this NOFO, rather than distribute all funds to local governments. Pursuant to this waiver, the standard at Section 570.480(c) and the provisions at 42 U.S.C. 5304(e)(2) will also include activities that the state carries out directly. In addition, activities eligible under this NOFO may be carried out, subject to state law, by the state through its employees, through procurement contracts, or through assistance provided under agreements with subrecipients or recipients in all geographic areas within its jurisdiction, including entitlement areas and tribal areas, so long as the state is consistent with its PRICE Action Plan, including description of capacity and commitments to work with partners. Notwithstanding this waiver, state grantees continue to be responsible for civil rights, labor standards, and environmental protection requirements contained in the HCD Act and 24 CFR part 570, as well as ensuring such compliance by subgrantees.

(b). *Requirements for all grantees – direct administration and assistance to neighborhood organizations described in 42 U.S.C 5305(a)(15) of the HCD Act*. Activities made eligible at 42 U.S.C. 5305(a)(15) may only be undertaken by the eligible entities described in that section, whether the assistance is provided to such an entity from the state or from a local government.

v. *New construction*. HUD is waiving 42 U.S.C. 5305(a), 24 CFR 570.207(b)(3), and 24 CFR 1003.207(b)(3) and adopting alternative requirements to the extent necessary to permit new construction of housing subject to the same requirements that apply to rehabilitation activities under the provisions at Section 105(a)(4) of the Housing and Community Development Act of 1974 (42 U.S.C. 5305(a)(4)) and 24 CFR 570.202(b) and 24 CFR 1003.202(b).

vi. *Requirement for consultation during plan preparation*. Currently, the HCDA and regulations require states to consult with affected units of local government in non-entitlement areas of the state in determining the state's proposed method of distribution. HUD is waiving 42 U.S.C. 5306(d)(2)(C)(iv), 42 U.S.C. 5306(d)(2)(D), 24 CFR 91.325(b), and 91.110, to the extent necessary to comply with the consultation requirements in the NOFO.

vii. *Use of the “upper quartile” or “exception criteria” for low- and moderate-income area benefit activities.* Per the requirements at 42 U.S.C. 5305(c)(2)(A), certain communities are allowed to use a percentage less than 51 percent to qualify activities under the low- and moderate-income area benefit category. This exception is referred to as the “exception criteria” or the “upper quartile.” For entitlement communities that meet the regulatory exception criteria, the community may apply the criteria if it receives funds from a state PRICE grantee and the state grantee permits the use.

viii. *Use of “uncapped” income limits.* The Quality Housing and Work Responsibility Act of 1998 (Title V of Public Law 105-276) enacted a provision that directed the Department to grant exceptions to at least 10 jurisdictions that are currently “capped” under HUD’s low and moderate-income limits. Under this exception, a number of CDBG entitlement grantees may use “uncapped” income limits that reflect 80 percent of the actual median income for the area. Each year, HUD publishes guidance on its website identifying which grantees may use uncapped limits. The uncapped limits apply to activities funded pursuant to this PRICE NOFO in jurisdictions covered by the uncapped limits.

ix. *Grant administration responsibilities and general administration cap.*

(a). *Grantee responsibilities.* Per the Appropriations Acts, each grantee shall administer its award in compliance with all applicable laws and regulations. Each grantee shall be financially accountable for the use of all funds provided in this PRICE NOFO and may contract for administrative support, but grantees may not delegate or contract to any other party any inherently governmental responsibilities related to management of the funds, such as oversight, policy approval or adoption, and financial management.

(b). *General administration cap.* HUD is waiving caps for general administration, planning, and technical assistance that generally apply to CDBG and ICDBG grantees and applying alternative requirements. HUD reminds grantees that these waivers and alternative requirements do not relieve grantees from expending funds for such activities as they identified in their applications.

(i). *For state CDBG grantees under this PRICE NOFO*, the provisions of 42 U.S.C. 5306(d) and 24 CFR 570.489(a)(1)(i), (ii), and (iii), and (3)(ii) and (iii) will not apply to the extent that they cap administrative and technical assistance costs at three percent of an award, limit a state’s ability to charge a nominal application fee for grant applications for activities the state carries out directly, and require a dollar-for-dollar match of state funds for administrative costs exceeding \$100,000. 42 U.S.C. 5306(d)(5) and (6) are waived and replaced with the alternative requirement that grantees may use up to ten percent of the award for general administrative costs and technical assistance.

(ii). *For Entitlement CDBG grantees, other local governments, and non-governmental entities under this PRICE NOFO*, the provisions of 24 CFR 570.200(g)(1) and (2) and 570.509(a)(5) will not apply to the extent that they place a limit of planning and administrative costs of no greater than 20 percent of the PRICE grant and are replaced with the alternative requirement that grantees may use up to ten percent of the award for planning and general administrative costs and technical assistance.

(iii). *For Tribal Applicants*, the provisions of 24 CFR 1003.206 will apply, and Tribal Applicants may use up to 20 percent of the award for planning, general administrative costs and technical assistance.

x. *Planning-only activities – applicable to state grantees only.* The annual State CDBG program requires that local government grant recipients for planning-only grants must document that the use of funds meets a national objective. In the State CDBG program, these planning grants are typically used for individual project plans. By contrast, planning activities carried out by entitlement communities are more likely to include non-project specific plans such as functional land-use plans, master plans, historic preservation plans, comprehensive plans, fair housing planning, community recovery plans, development of housing codes, zoning ordinances, and neighborhood plans. These plans may guide long-term community development efforts comprising multiple activities funded by multiple sources. In the entitlement program, these general planning activities are presumed to meet a national objective under the requirements at 24 CFR 570.208(d)(4). Therefore, for state grantees receiving an award under this PRICE NOFO, the Department is removing the eligibility requirements at 24 CFR 570.483(b)(5) or (c)(3). Instead, states must comply with 570.208(d)(4) when directly administering planning activities in accordance with the Appropriations Acts. In addition, the types of planning activities that states may fund or administer are expanded to be consistent with those of entitlement communities identified at 24 CFR 570.205.

xi. *Waiver and alternative requirement for distribution to CDBG metropolitan cities and urban counties – applicable to state grantees only.* Section 5302(a)(7) of title 42, U.S.C. (definition of “nonentitlement area”) and provisions of 24 CFR part 570 that would prohibit or restrict a state from distributing CDBG funds to entitlement communities and Indian tribes under the CDBG program, are waived, including 24 CFR 570.480(a) and 570.486(c). Instead, the state may distribute funds to local governments, including entitlement communities, and Indian tribes.

xii. *Waiver and alternative requirement for activities located in entitlement jurisdictions – applicable to state grantees only.* Pursuant to 24 CFR part 570.486(c), any activity carried out in entitlement jurisdictions must significantly benefit residents of the non-entitlement UGLG carrying out the activity, and the state must determine that activity is meeting its needs in accordance with 42 U.S.C. 5306(d)(2)(D). The provisions of 24 CFR 570.486(c) are waived to the extent necessary to allow states, either directly or through units of general local government, to use funds for activities located in entitlement areas without contribution from the entitlement jurisdiction, consistent with the waiver and alternative requirements in this section. HUD is granting this waiver to facilitate and expedite the use of PRICE funds.

xiii. *Use of subrecipients—applicable to state grantees only.* The State CDBG regulations do not make specific provision for the treatment of entities that the CDBG Entitlement regulations define as “subrecipients.” The waiver allowing the state to directly carry out activities creates a situation in which the state may use subrecipients to carry out activities in a manner similar to an entitlement community. Therefore, for states taking advantage of the waiver to carry out activities directly, the requirements at 24 CFR 570.502, 570.503, and 570.500(c) apply, except the requirements that specific references to 24 CFR part 200 must be included in subrecipient agreements. Pursuant to 24 CFR 570.489(n) and 570.502, state grantees must ensure that their costs and those of its state recipients and subrecipients are in conformance with 2 CFR 200 subpart E, as may be amended and incorporated in HUD regulations, whether carrying out activities directly or through the use of a subrecipient.

xiv. *Recordkeeping*

(a). *State grantees.* When a state carries out activities directly, the requirements at 24 CFR 570.490(b) is waived and the following alternative provision shall apply: the state shall establish and maintain such records as may be necessary to facilitate review and

audit by HUD of the state's administration of PRICE funds under 24 CFR 570.493. Consistent with applicable statutes, regulations, waivers and alternative requirements, and other Federal requirements, the content of records maintained by the state shall be sufficient to: enable HUD to make the applicable determinations described at 24 CFR 570.493; make compliance determinations for activities carried out directly by the state; verify compliance with requirements of this NOFO and any other Notice governing the use of PRICE grants; and show how activities funded are consistent with the descriptions of activities proposed for funding in the PRICE Action Plan and DRGR system. For fair housing and equal opportunity purposes, and as applicable, such records shall include data on the racial, ethnic, and gender characteristics of persons who are Applicants for, participants in, or beneficiaries of the program.

(b). *Local government grantees.* Non-state grantees are subject to the recordkeeping requirements of 24 CFR 570.506.

(c). *Tribal Applicants.* Tribal Applicants are subject to the recordkeeping requirements of 24 CFR 1003.505.

xv. *Change of use of real property— applicable to state grantees only.* This waiver confirms the change of use of real property requirement for states carrying out activities directly. For purposes of this program, all references to “unit of general local government” in 24 CFR 570.489(j), shall be read as “unit of general local government or State.”

xvi. *Responsibility for review and handling of noncompliance – applicable to state grantees only.* This change is in conformance with the waiver allowing the state to carry out activities directly. 24 CFR 570.492 is waived, and the following alternative requirement applies for any State receiving a direct award under this PRICE NOFO: the state shall make reviews and audits, including onsite reviews of any subrecipients, designated public agencies, and local governments, as may be necessary or appropriate to meet the requirements of 42 U.S.C. 5304(e)(2), as amended, and as modified by this PRICE NOFO. In the case of noncompliance with these requirements, the state shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The state shall establish remedies for noncompliance by any designated subrecipients, public agencies, or local governments.

xvii. *Program income alternative requirement.* The Department is waiving applicable program income rules at 42 U.S.C. 5304(j), 24 CFR 570.500(a) and (b), 570.504, and 570.489(e) to the extent necessary to provide additional flexibility as described under this PRICE NOFO. The alternative requirements provide guidance regarding the use of program income received before and after grant closeout and address revolving loan funds.

(a). *Definition of program income.*

For the purposes of this subpart, “program income” is defined as gross income generated from the use of PRICE funds and received by a state, local government, tribe, or other recipient of PRICE funds, or a subrecipient of a state, local government, tribe, or other recipient of PRICE funds, unless excluded from the definition as described in paragraph 17.a. ii. and paragraph 17.d. below. When income is generated by an activity that is only partially assisted with PRICE funds, the program income to the PRICE grant shall be prorated to reflect the percentage of PRICE funds used (e.g., a single loan supported by PRICE funds and other funds; a single parcel of land purchased with PRICE funds and other funds).

Program income includes, but is not limited to, the following:



- (i). Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PRICE funds;
- (ii). Proceeds from the disposition of equipment purchased with PRICE funds;
- (iii). Gross income from the use or rental of real or personal property acquired with PRICE funds by a state, local government, tribe, or other recipient of PRICE funds, or subrecipient of a state, local government, tribe or other recipient of PRICE funds, less costs incidental to generation of the income (i.e., net income);
- (iv). Net income from the use or rental of real property owned by a state, local government, or tribe or subrecipient of a state, local government, or tribe, that was constructed or improved with PRICE funds;
- (v). Payments of principal and interest on loans made using PRICE funds;
- (vi). Proceeds from the sale of loans made with PRICE funds;
- (vii). Proceeds from the sale of obligations secured by loans made with PRICE funds;
- (viii). Interest earned on program income pending disposition of the income, but excluding interest earned on funds held in a revolving fund account; funds collected through special assessments made against properties owned and occupied by households not of low- and moderate-income, where the special assessments are used to recover all or part of the PRICE portion of a public improvement; and
- (ix). Gross income paid to a state, local government, tribe, or other recipient of PRICE funds, or paid to a subrecipient thereof from the ownership interest in a for-profit entity in which the income is in return for the provision of PRICE assistance.

“Program income” does not include the following:

- (i) The total amount of funds which is less than \$25,000 received in a single year and retained by a state, local government, tribe, or retained by a subrecipient thereof;
- (ii) Amounts generated by activities both eligible and carried out by an entity under the authority of Section 105(a)(15) of the HCD Act, which shall be considered to further extend to non-profit entities whose primary mission is the preservation and revitalization of MHCs;

(b). *Retention of program income.* Per 24 CFR 570.504(c), a local government receiving a direct award under this PRICE NOFO may permit a subrecipient to retain program income. Furthermore, pass-through entities, including state grantees as applicable, may permit a local government, tribe, or subrecipient, which receives or will receive program income, to retain the program income, but are not required to do so.

(c). *Program income – use, closeout, and transfer.*

- (i) Program income received (and retained, if applicable) before or after closeout of the grant that generated the program income, and used to continue activities, is treated as additional PRICE grant funds subject to the requirements of this PRICE NOFO and must be used in accordance with the grantee’s PRICE Action Plan. To the maximum extent feasible, program income shall be used or distributed before additional withdrawals from the

U.S. Treasury are made, except as provided in subparagraph d of this paragraph.

(ii) In addition to the regulations dealing with program income found at 24 CFR 570.489(e) and 570.504, except as modified by this section, the following rules apply: A grantee may transfer program income before closeout of the PRICE grant that generated the program income to its annual CDBG program. In addition, a state grantee may transfer program income before closeout to any annual CDBG-funded activities carried out by a local government or Indian tribe within the state, including a local government that is an Entitlement CDBG grantee if that Entitlement grantee received PRICE funding from the state or from HUD.

Program income received by a grantee, or received and retained by a subgrantee, after closeout of the grant that generated the program income, may also be transferred to a grantee's annual CDBG award. In all cases, any program income received, and not used to continue PRICE activities, will not be subject to the waivers and alternative requirements of this PRICE NOFO. Rather, those funds will be subject to the grantee's formula CDBG program rules.

(d). *Revolving loan funds.* Any grantee may establish revolving funds to carry out specific, identified activities. A revolving fund, for this purpose, is a separate fund (with a set of accounts that are independent of other program accounts) established to carry out specific activities. These activities generate payments, which will be used to support similar activities going forward. These payments to the revolving fund are program income and must be substantially disbursed from the revolving fund before additional grant funds are drawn from the U.S. Treasury for payments which could be funded from the revolving fund. Such program income is not required to be disbursed for non-revolving fund activities.

State grantees may also establish a revolving fund to distribute funds to local governments or tribes to carry out specific, identified activities. The same requirements, outlined above, apply to this type of revolving loan fund. Last, note that no revolving fund, established per this PRICE NOFO, shall be directly funded, or capitalized with an advance of PRICE grant funds.

xviii. *Reimbursement of expenses.* The provisions of 24 CFR 570.489(b) are applied to permit a state to reimburse itself for otherwise allowable application-related costs incurred by itself or its subrecipients on or after the date of publication of the NOFO. An entitlement grantee is subject to the provisions of 24 CFR 570.200(h) but may reimburse itself or its subrecipients for otherwise allowable costs incurred on or after the publication date of this NOFO. 24 CFR 570.200(h)(1)(i) will not apply to the extent that it requires pre-agreement activities to be included in a consolidated plan. The Department expects all grantees to include all pre-agreement activities in their applications. The provisions at 24 CFR 570.200(h) and 570.489(b) apply to grantees reimbursing costs incurred by themselves or its recipients or subrecipients prior to the execution of a grant agreement with HUD.

xix. *Environmental requirements.*

(a). Clarifying note on the process for environmental release of funds when a state carries out activities directly. In the CDBG program, a state distributes CDBG funds to local governments and takes on HUD's role in receiving environmental certifications from the

grant recipients and approving releases of funds. For state grantees under this PRICE NOFO, HUD allows the state to carry out activities directly, in addition to distributing funds to subrecipients and/or subgrantees. Thus, per 24 CFR 58.4, when a state carries out activities directly, the state must submit the certification and request for release of funds to HUD for approval.

(b). Historic preservation reviews. To facilitate expedited historic preservation reviews under Section 106 of the of the National Historic Preservation Act of 1966 (16 U.S.C. 470f), HUD strongly encourages grantees to allocate general administration funds to support the capacity of the State Historic Preservation Officer (SHPO)/Tribal Historic Preservation Officer (THPO) to review PRICE projects. Specifically, and when appropriate, funding might provide dedicated staffing within a SHPO/THPO office to review Section 106 submissions by the agency and make recommendations to SHPO staff on responding to them.

xx. *Procurement.*

(a). State grantees. Per 24 CFR 570.489(d), a state must have fiscal and administrative requirements for expending and accounting for all funds. Furthermore, per 570.489(g), a state shall establish requirements for procurement policies and procedures for local governments based on full and open competition. All local governments receiving funds from a state through a method of distribution (also called state recipients, subgrantees, or local governments) are subject to the procurement policies and procedures required by the state.

A state may meet the above requirements by electing to follow 2 CFR part 200, as may be amended. If a state has adopted part 200 in full, it must follow the same policies and procedures it uses when procuring property and services with its non-Federal funds. However, the state must ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations per 2 CFR 200.317.

(b). Direct grants to local governments. Local governments receiving a direct grant from HUD will be subject to the procurement requirements of 2 CFR 200.318 through 200.327, as may be amended.

xxi. *Public website.* A grantee shall maintain a public website that is accessible, and which provides information accounting for how all grant funds are used and managed/administered, including details of all contracts and ongoing procurement policies. To meet this requirement, each grantee must make the PRICE Action Plan (including all amendments) and each APR (as created using the DRGR system) available on its website(s).

xxii. *Timely distribution of funds.* The provisions at 24 CFR 570.494 and 24 CFR 570.902 regarding timely distribution of funds are waived under this NOFO. HUD expects each grantee to expeditiously obligate and expend all funds, including any recaptured funds or program income, and to carry out activities in a timely manner.

To track grantees' progress, HUD will evaluate timeliness in relation to each grantee's established expenditure plan. The Department will, absent substantial evidence to the contrary, deem a grantee to be carrying out its programs and activities in a timely manner if the schedule for carrying out its activities is substantially met. In determining the appropriate corrective action pursuant to this section, HUD will consider the extent to which unexpended funds have been obligated by the grantee and its subrecipients for specific activities at the time the finding is made and other relevant information.

xxiii. *Review of continuing capacity to carry out CDBG-funded activities in a timely manner.* If HUD determines at any time that the grantee has not carried out its PRICE activities and certifications in accordance with the requirements and criteria described in this NOFO, HUD will undertake a further review to determine whether the grantee has the continuing capacity to carry out its activities in a timely manner. In making the determination, the Department will consider the following alternative requirements to provisions under 42 U.S.C. 5304(e): the nature and extent of the grantee's performance deficiencies, types of corrective actions the grantee has undertaken, and the success or likely success of such actions.

xxiv. *Corrective and remedial actions.* To ensure compliance with the requirements of the Appropriations Acts and to effectively administer the PRICE program, HUD is waiving 42 U.S.C. 5304(e) of the HCD Act to the extent necessary to impose the following alternative requirement: HUD may undertake corrective and remedial actions for states in accordance with the authorities applicable to entitlement grantees in subpart O (including corrective and remedial actions in 24 CFR 570.910, 570.911, and 570.913) or under subpart I of the CDBG regulations at 24 CFR part 570. Before determining appropriate corrective actions, HUD will notify the grantee of the procedures applicable to its review. As in the annual CDBG program, in accordance with 24 CFR 570.300, the policies and procedures set forth in subpart O will apply to local governments receiving direct grants from HUD.

xxv. *Reduction, withdrawal, or adjustment of a grant or other appropriate action.* Prior to a reduction, withdrawal, or adjustment of a grant or other appropriate action taken pursuant to this section, the recipient shall be notified of such proposed action and given an opportunity within a prescribed time period for an informal consultation. Consistent with the procedures described in this PRICE NOFO, the Secretary may adjust, reduce, or withdraw the grant or take other actions as appropriate, except that funds already expended on eligible approved activities shall not be recaptured.

xxvi. *Use of CDBG as Match.* As provided by the HCD Act, PRICE funds may be used as a matching requirement, share, or contribution for any other Federal program when used to carry out an eligible PRICE activity.

xxvii. *Affordability Restrictions.* HUD is instituting an alternative requirement that all housing units receiving PRICE assistance be maintained as affordable for a set period. In its PRICE Action Plan, a grantee must define "affordable rents" and the affordability standards and enforcement mechanisms that will apply to affordable rental housing. The minimum affordability standards acceptable for compliance are the HOME Investment Partnerships Program (HOME) requirements at 24 CFR 92.252(a), (e), and (f) (rental housing) and 24 CFR 92.254(a)(1)-(4) (homeownership). HOME Investment Partnerships Program (HOME) requirements at 24 CFR 92.252 (e) and (f) (rental housing) will apply to Homesite Renters, who will pay no more than 30 percent of gross income on housing costs, including site rental and utilities. If a grantee applies other standards, the standards must meet or exceed rent limitations and the periods of affordability in the applicable HOME requirements. Tribal Applicants may follow the same affordability standards as set out in the relevant Indian tribe's latest Indian Housing Plan under the Indian Housing Block Grant program. HUD requires any affordability standards to be enforceable and imposed by recorded use restrictions, covenants, deed restrictions, or other mechanisms to ensure that the rental housing remains affordable for the required period of time.

xxviii. *Demolition.* Where demolition is part of a PRICE-funded activity, compliance with the HCDA Section 104(d) (42 U.S.C. 5304(d)) is required. Demolition may include the removal and disposal of manufactured housing units, as well as pre-1976 mobile homes, trailers, and

recreational vehicles serving as permanent residences. This includes requirements pertaining to displaced lower income tenants and 1-for-1 replacement of lower income dwelling units.

**b. Certifications and Collection of Information.**

i. *Certifications waiver and alternative requirement.* Sections 91.325 and 91.225 of title 24 of the Code of Federal Regulations are waived. Applicants for an award under this PRICE NOFO must make the applicable certifications required by Appendix B and submit the certifications with its application.

ii. *Information collection approval note.* OMB has granted emergency approval in lieu of an overly abbreviated comment period. A 60-day notice is forthcoming shortly.

Comments on the 60-day notice should be directed to [regulations.gov](https://www.regulations.gov). The information collection requirements contained in this document were approved by the OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB Control Number [Paperwork Reduction Act Number 2506-0221]. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number. The public reporting burden for the collection of information is estimated to average 35.59 hours for applications per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, quarterly reports, and final reports. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required to receive the benefits to be derived.

**6. Duration of Funding**

The Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022) requires that HUD obligate all funds on or before September 30, 2027. The Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024) requires that HUD obligate all funds on or before September 30, 2028. This NOFO establishes that a grantee must expend funds in a manner that meets all PRICE program requirements by the end of the period of the performance of the PRICE grant or September 20, 2032, whichever is earlier.

**7. Catalog of Federal Domestic Assistance**

The primary Catalog of Federal Domestic Assistance (CFDA) number for the grants under this NOFO is 14.024. Additional supporting CFDA's are: 14.218; 14.228.

## VII. AGENCY CONTACT(S)

HUD staff will be available to provide clarification on the content of this NOFO.

Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

Robert Peterson

Phone:

202-708-3587

Email:

PRICE@hud.gov

Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach the agency contact. To learn more about how to

make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#). Note that HUD staff cannot assist applicants in preparing their applications.

## **VIII. OTHER INFORMATION**

### **1. Compliance of this NOFO with the National Environmental Policy Act (NEPA)**

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFO in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funding Opportunities web page.

### **2. Web Resources.**

- [Affirmatively Furthering Fair Housing](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Climate Action Plan](#)
- [Climate and Economic Justice Screening Tool \(CEJST\)](#)
- [Code of Conduct Requirements and E-Library](#)
- [Environmental Review](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Fair Housing Rights and Obligations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\) Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [Historically Black Colleges and Universities \(HBCUs\)](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [HUD Reform Act](#)
- [HUD Reform Act: HUD Implementing Regulations](#)
- [Limited English Proficiency \(LEP\)](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Estate Acquisition and Relocation](#)
- [Unique Entity Identifier](#)
- [USA Spending](#)

### **3. Program Relevant Web Resources**

- [Climate and Economic Justice Screening Tool](#)
- [FEMA Community Disaster Resilience Zone Platform Tool](#)
- [FEMA HAZUS Program](#)
- [FEMA National Risk Index](#)
- [FEMA Recovery and Resilience Resource Library](#)
- [FEMA Resilience Analysis and Planning Tool](#)
- [HUD Community Resilience Toolkit](#)

## **APPENDIX**

### **Appendix A: Waiver Requests**

#### **Introduction**

This Appendix provides instructions for seeking waivers of the program requirements applicable to funds under Public Laws 117-328 and 118-42, and described in the Notice of Funding Opportunity (NOFO) for HUD’s Community Development Block Grant Preservation and Reinvestment Initiative for Community Enhancement (PRICE) competition.

Waiver requests necessary to carry out an activity described in an application must be submitted with that application. When submitting an application, applicants should submit requests for any waivers anticipated to be necessary at the time of submission for any activity referenced in the application. However, HUD understands that actions needed to preserve and revitalize manufactured housing and eligible manufactured housing communities can be addressed through more than one CDBG eligible activity. Changes to a project’s funding structure or design may require a change in the proposed CDBG-eligible activity or a modification to a waiver or alternative requirement previously requested. Therefore, applicants may submit waiver requests, and if necessary, requests to modify previous waiver requests.

HUD may, during review of an application or during the post-review negotiation process, determine that the Applicant would require an additional waiver for the proposed project, or find that additional information is needed to decide regarding a submitted waiver request. In these cases, HUD may contact any Applicant at any time prior to award announcement to explain the issue and request that the Applicant submit a waiver request for consideration or additional information to support a previous request.

#### **Waiver and Alternative Requirement Categories**

Public Laws 117-328 and 118-42 authorize the Secretary of HUD to “waive or specify alternative requirements for any provision of any statute or regulation that the Secretary administers in connection with the use of [PRICE funds] (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment), upon a finding that such waiver or alternative requirement is necessary to facilitate the use” of PRICE funds.

Grantees are cautioned that all waiver requests may not be approved, and that HUD may impose additional alternative requirements when granting a waiver. Additional instructions for submitting waivers are included below. Waivers requests shall be submitted to HUD at the following e-mail address: PRICE@hud.gov, with Waiver Request on the subject line of the email.

## **Eligibility and Administrative Waivers**

All applicants must demonstrate that PRICE funds will be used for a CDBG-eligible activity (for states, the activities described at 42 U.S.C. § 5305(a); for entitlement CDBG grantees, non-states, and non-Tribal Applicants, the activities described in 24 CFR part 570, subpart C), for Tribal Applicants, the activities described in 42 U.S.C. § 5305(a), or an activity eligible under a waiver and alternative requirement. When necessary to facilitate the use of the funds, the Secretary may grant waivers to add a new eligible activity or to modify existing eligible activities. Waivers to add new eligible activities are rare, generally because the list of existing eligible activities is extensive and able to accommodate the purposes of the PRICE funds.

Grantees may also request a waiver of other regulations that the Secretary administers in connection with the obligation by the Secretary or the use by the recipient of these funds (except for statutory requirements related to fair housing, nondiscrimination, labor standards, and the environment). For example, a grantee may request a modification of the definition of subrecipient.

To request a waiver of eligibility or administrative requirements, applicants must submit a written request that includes: the requirement to be waived, and if applicable, alternative requirement to be added (meaning how the current requirement should be altered); a detailed statement of how the request is necessary to preserve and revitalize manufactured housing and eligible manufactured housing communities; the demographics of the population to be assisted; and a statement of alternative approaches considered to eliminate the need for a waiver.

## **Appendix B: Certifications**

Applicants to the PRICE program must use the applicable forms in this Appendix to certify their compliance with various requirements. Each applicant type has a required specific certification form. Applicants should complete the certifications relevant to them and submit them with their application. Please note that all applicants must complete the lobbying certification.

- Appendix B.I Entitlement Local Government
- Appendix B.II State
- Appendix B.III Multi-Jurisdictional Entity
- Appendix B.IV Community Development Financial, Institution, Cooperative, Manufactured Housing Community, Metropolitan Planning Organization (MPO), Non-Entitlement Units of General Local Government, and Non-Profit
- Appendix B.V Tribal Applicants
- Appendix B.VI Optional Urgent Need Certification
- Appendix B.VII Lobbying Certification for All Applicants

### **Appendix B.I Entitlement Local Government**

#### **PRICE CERTIFICATIONS FOR ENTITLEMENT LOCAL GOVERNMENT APPLICANTS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:



**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**The Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA), and Residential Anti-displacement and Relocation Assistance Plan (RARAP)** -- It will comply with the acquisition and relocation requirements of the URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24. It has in effect and is following a RARAP as required under 24 CFR part 42 in connection with any activity assisted with funding under either the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The submission of the PRICE application is authorized under state and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with PRICE funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.

**Build America, Buy America (BABA)** – It will comply with Title IX, subpart A of the Infrastructure Investment and Jobs Act of 2021 (41 U.S.C. 8301 et seq.).

**Public Participation** – It is in full compliance with the PRICE streamlined public participation requirements found in Section VI.E of the PRICE NOFO.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with PRICE funds, it has developed its proposal to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposal may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional PRICE Certification).
2. Overall Benefit. The aggregate use of PRICE funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with PRICE funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if PRICE funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with PRICE funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than PRICE funds. In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than PRICE funds if the jurisdiction certifies that it lacks PRICE funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K and R; and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

**Compliance with RFRA** -- The grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

**Environmental Review** -- It will comply with environmental review procedures and requirements at 24 CFR part 58.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Date

\_\_\_\_\_ Title

### **Appendix B.II State**

#### **PRICE CERTIFICATIONS FOR STATE APPLICANTS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

**Affirmatively Further Fair Housing** -- The State will affirmatively further fair housing.

**The Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA), and Residential Anti-displacement and Relocation Assistance Plan (RARAP)** -- It will comply with the acquisition and relocation requirements of the URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24. It has in effect and is following a RARAP as required under 24 CFR part 42 in connection with any activity assisted with funding under either the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of State** -- The submission of the PRICE application is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken PRICE funds are consistent with the strategic plan in the State's consolidated plan.

**Section 3** -- It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.

**Build America, Buy America (BABA)** – It will comply with Title IX, subpart A of the Infrastructure Investment and Jobs Act of 2021 (41 U.S.C. 8301 et seq.)

**Public Participation** -- It is in full compliance with the PRICE streamlined public participation requirements found in Section VI.E of the PRICE NOFO and each unit of general local government that receives assistance from the State is in full compliance with the same.

**Consultation with Local Governments** --

1. It has consulted with affected units of local government in the non-entitlement area of the State in determining the method of distribution of funding, if applicable;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government based on the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding based on the activities selected.

**Local Needs Identification** – It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR parts 91 and 570.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with PRICE funds, it has developed its proposal to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposal may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional PRICE Certification).

2. Overall Benefit. The aggregate use of PRICE funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with PRICE funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if PRICE funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with PRICE funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than PRICE funds. In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than PRICE funds if the jurisdiction certifies that it lacks PRICE funds to cover the assessment.

**Excessive Force** -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K and R; and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

**Compliance with RFRA** -- The grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

**Environmental Review** -- It will comply with environmental review procedures and requirements at 24 CFR part 58.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_. Signature of Authorized Official

\_\_\_\_\_ Date

**Appendix B.III Multi-Jurisdictional Entity****PRICE CERTIFICATIONS MULTI-JURISDICTIONAL ENTITY APPLICANTS**

The multijurisdictional entity certifies that:

**Affirmatively Further Fair Housing** – The jurisdiction(s) will affirmatively further fair housing.

**The Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA), and Residential Anti-displacement and Relocation Assistance Plan (RARAP)** -- It will comply with the acquisition and relocation requirements of the URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24. As applicable, it has in effect and is following a RARAP as required under 24 CFR part 42 in connection with any activity assisted with funding under either the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdictions' knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Applicant** – The submission of the PRICE application is authorized under State and local law (as applicable) and the jurisdiction(s) possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Section 3** – It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.

**Build America, Buy America (BABA)** – It will comply with Title IX, subpart A of the Infrastructure Investment and Jobs Act of 2021 (41 U.S.C. 8301 et seq.).

**Public Participation** – It is in full compliance with the PRICE streamlined public participation requirements found in Section VI.E of the PRICE NOFO.

**Community Development Plan** – If any member(s) of the multijurisdictional entity applicant is a recipient of funding under Title I of the Housing and Community Development Act of 1974, the entity certifies that its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR parts 91 and 570.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with PRICE funds, it has developed its PRICE proposal to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The PRICE proposal may also include PRICE-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional PRICE Certification).
2. Overall Benefit. PRICE funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with PRICE funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if PRICE funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with PRICE funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than PRICE funds. In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than PRICE funds if the jurisdiction certifies that it lacks PRICE funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing, as applicable:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K and R; and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

**Compliance with RFRA**-- The grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Appendix B.IV Community Development Financial, Institution, Cooperative,  
Manufactured Housing Community, Metropolitan Planning Organization (MPO), Non-  
Entitlement Units of General Local Government, and Non-Profit**

**PRICE CERTIFICATIONS FOR COMMUNITY DEVELOPMENT FINANCIAL  
INSTITUTION, COOPERATIVE, MANUFACTURED HOUSING COMMUNITY,  
METROPOLITAN PLANNING ORGANIZATION (MPO), NON-ENTITLEMENT  
UNITS OF GENERAL LOCAL GOVERNMENT, AND NON-PROFIT APPLICANTS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the applicant certifies that:

**Affirmatively Further Fair Housing** -- It will affirmatively further fair housing.

**The Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA), and Residential Anti-displacement and Relocation Assistance Plan (RARAP)** -- It will comply with the acquisition and relocation requirements of the URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24. It has in effect and is following a RARAP as required under 24 CFR part 42 in connection with any activity assisted with funding under either the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the applicant's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;



2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Applicant** – The submission of the PRICE application is authorized under State and local law (as applicable) and the applicant possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Section 3** -- It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.

**Build America, Buy America (BABA)** – It will comply with Title IX, subpart A of the Infrastructure Investment and Jobs Act of 2021 (41 U.S.C. 8301 et seq.).

**Public Participation** -- It is in full compliance with the PRICE streamlined public participation requirements found in Section VI.E of the PRICE NOFO.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with PRICE funds, it has developed its PRICE proposal to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The PRICE proposal may also include PRICE-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional PRICE Certification).
2. Overall Benefit. PRICE funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with PRICE funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if PRICE funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with PRICE funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than PRICE funds. In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than PRICE funds if the jurisdiction certifies that it lacks PRICE funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing, as applicable:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K and R; and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

**Compliance with RFRA**-- The grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Date

\_\_\_\_\_ Title

#### **Appendix B.V Tribal Applicants**

#### **PRICE CERTIFICATIONS FOR TRIBAL APPLICANTS**

In accordance with applicable statutes and regulations, Tribal Applicants applying for PRICE grants certify to the following, as applicable:

**The Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA), and Residential Anti-displacement and Relocation Assistance Plan (RARAP)** -- It will comply with the acquisition and relocation requirements of the URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24.

**Anti-Lobbying** (*Applicable only to State-recognized Tribes and their instrumentalities*) --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal

grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Tribal Applicant** -- The submission of the PRICE application is authorized under Tribal law, and the Tribal applicant possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Indian Preference** -- In accordance with 24 CFR 1003.510, it will comply with the Indian preference requirements of Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307) and ensure that to the greatest extent feasible-(1) preferences and opportunities for training and employment in connection with the PRICE grant will be given to Indians; and (2) preference in the award of subcontracts and subgrants in connection with the PRICE grant will be given to Indian organizations and to Indian-owned economic enterprises.

**Public Participation** -- It is in full compliance with the applicable PRICE streamlined public participation requirements found in Section VI.E of the PRICE NOFO.

**Use of Funds** -- It has complied with the following criteria:

1. Overall Benefit. The aggregate use of PRICE funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons.

2. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with PRICE funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if PRICE funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with PRICE funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than PRICE funds. In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than PRICE funds if the Tribal applicant certifies that it lacks PRICE funds to cover the assessment.

**Compliance with Anti-discrimination laws** – Pursuant to 24 CFR 1003.601, the PRICE grant will be conducted and administered in conformity with the Indian Civil Rights Act (25 U.S.C. 1301-1304)

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K and R; and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

**Faith-Based Organizations** -- Pursuant to 24 CFR 1003.600, the grant will be conducted and administered in conformity with the requirements of 24 CFR 5.109, including allowing the full and fair participation of faith-based entities.

**Environmental Review** -- It will comply with environmental review procedures and requirements at 24 CFR part 58.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature of Authorized Official  
\_\_\_\_\_  
\_\_\_\_\_ Date  
\_\_\_\_\_ Title

#### **Appendix B.VI Optional Urgent Need Certification**

##### **OPTIONAL PRICE URGENT NEED CERTIFICATION**

Submit the following certification only when one or more of the activities in the PRICE proposal are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the PRICE proposal includes one or more specifically identified PRICE-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature of Authorized Official  
\_\_\_\_\_  
\_\_\_\_\_ Date  
\_\_\_\_\_ Title

#### **Appendix B.VII Lobbying Certification for All Applicants**

##### **LOBBYING CERTIFICATION FOR ALL APPLICANTS**

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Date

\_\_\_\_\_ Title

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# Exhibit A: Executive Summary

## City of Olympia

The City of Olympia has extensively gathered and analyzed data and engaged our residents to assess the community's housing needs. These endeavors included a Missing Middle Initiative, an effort to increase housing production and range of housing options by allowing more than one housing unit per lot. The City engaged Olympians on the issue of homelessness and from the engagement emerged the One Community plan, a roadmap for addressing homelessness. A Housing Needs Assessment identified, among other things, the need for more housing production and preservation and a need for a range of housing types to meet current and anticipated demand. The 2023-2027 Consolidated Plan deepened our knowledge about housing needs and instability in Olympia. It provided data on the cost to produce and preserve housing as well as data on housing cost burden. The Assessment of Fair Housing highlighted populations of our community who are regularly shut out of wealth-building opportunities through homeownership, or restricted access to housing that is affordable, accessible, and meets their needs.

Through this work the City has remained resolute in our commitment to reducing barriers to affordable housing. We've adopted a Housing Action Plan identifying 71 actions intended to meet the community's affordable housing needs. Within two years we've completed 19 of these actions and we are actively making progress on another 20. We've adopted development incentives to encourage production of housing. We've established a dedicated funding source to assist in the costs to develop housing. We've provided funding to ensure residents' homes are safe and healthy for them to live in. We've launched new programs and expanded existing ones, built relationships with housing developers, and implemented tenant protections. We've expanded the number of staff doing housing related work and have made conscious and purposeful efforts to collaborate across departments with planning, climate, and economic development staff to increase and preserve a range of housing so that all Olympians have access to safe, affordable housing. Our work is not complete though. These efforts have largely focused on rental housing and while the City has made significant strides in this sector, there is still much work to be done around homeownership. This is why the City's proposal for PRICE grant funding is focused on creating new units of affordable homeownership through a cooperatively owned manufactured home park.

Homeownership is the primary means for wealth building in the United States. The average homeowner's net worth is forty times that of a typical renter (Federal Reserve). It's a way to increase housing stability, financial stability, and a sense of community belonging. Homeownership creates opportunities and limits the uncertainty of a person's housing cost. It builds intergenerational wealth that can be leveraged to improve health, education, employment, and to provide generations of children a life more secure than that led by their parents and grandparents.

Yet, several factors impact a low-income household's ability to become homeowners and the nation's long-standing, discriminatory real estate and lending practices have resulted in disparities between homeownership among whites and homeownership among Blacks, Hispanics, and people of color. Olympia is not immune to this nation-wide problem and racially discriminating practices are not the only barriers to homeownership for City of Olympia residents.



To meet the demand for housing appropriate for homeownership there is a need for increased organizational capacity among housing developers. There is a need for capital funding to build and preserve new units. Lastly, there is a need for more robust sources of funding subsidies and resources necessary to make homeownership a reality for low-income households.

This grant application outlines the City's strategy to remove these barriers. With PRICE funds the City will undertake the following activities:

1. Provide capacity building support to the Northwest Cooperative Development Center in creating the community's first resident-owned manufactured home community from its inception.
2. Provide capital funding to support the creation of new manufactured homeownership units.
3. Provide funding for acquisition of the selected project site.
4. Provide capital funding to construct a new major collector street connecting Pacific Avenue Southeast and Ensign Road.
5. Provide relocation assistance to residents of a large encampment where the park will eventually reside.
6. Provide funding for negative environmental site impact mitigation and wetland protection.

The proposed activities align with 9 of the 11 U.S. Department of Housing and Urban Development's (HUD) Strategic Plan goals and objectives. The proposal will support underserved communities; advance housing justice; advance sustainable communities; guide investment in climate resilience; ensure access to and increase production of affordable housing; invest in the success of communities; increase the supply of housing; promote homeownership; and advance sustainable homeownership.

### Proposed Project

The project will establish a new resident-owned manufactured home community, Woodard Creek Manufactured Community, on property purchased by the City of Olympia. A new resident-owned manufactured home community and supporting infrastructure will then be built in partnership with Northwest Development Community Development Center (NWCDC), among other partners. The project will add 50+ units of manufactured housing for households whose income does not exceed 80% of area median income. Because the housing will be resident owned, it will make it easier for residents to remain housed. Manufactured homes are quicker and less expensive to produce and will increase the variety in housing choice. The project will expand and strengthen the partnership between the Thurston County jurisdictions and NWCDC, which will lead the way in building out the manufactured home community, qualifying the residents, and providing guidance and support to the community's residents to ensure long-term affordability.

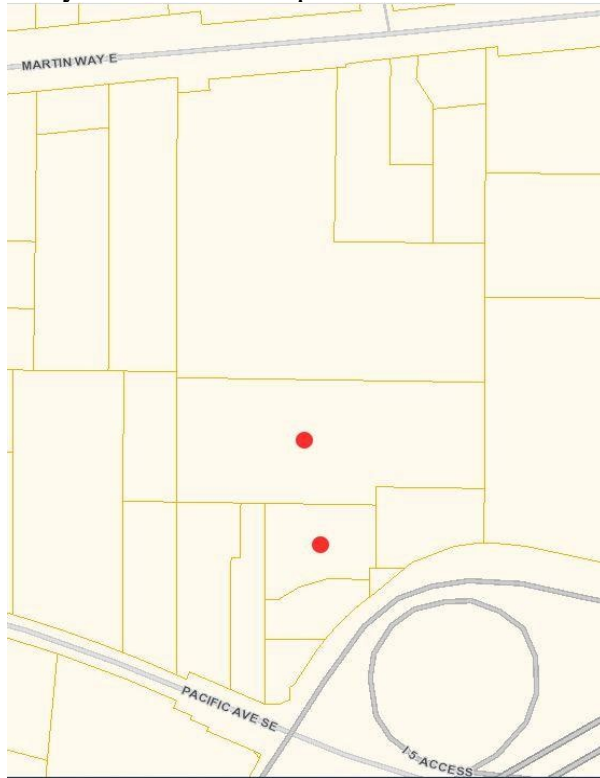
In acquiring the property and creating a manufactured home community, the project will also address a long-standing community concern relative to a large unsanctioned and unsafe homeless encampment which currently occupies the proposed subject property. The project proposal includes a trauma-informed relocation of residents currently residing within a homeless encampment commonly referred to by community members as The Jungle to more safe and healthy living conditions. It further proposes that the property will be used to establish a resident-owned manufactured home community where residents own their manufactured home, and the community owns the underlying land. The proposed project aligns with several of the region's Housing Action Plan goals and strategies for addressing the homelessness crisis.

The property is approximately 19 acres in total, with 6.7 acres already owned by the City of Olympia and the remaining acreage owned by a private property owner. It's located along a high-frequency traffic corridor which receives county-wide bus service every 15 minutes. It's located within one-quarter mile of Providence St. Peter's hospital and within one mile of other healthcare facilities. The property is within one-quarter mile of a fire station and two miles of a grocery store. It's less than four miles— a 7-minute bus ride— from City Hall and other downtown social services, amenities, and entertainment options. Downtown Olympia has a vibrant arts culture, with waterfront parks, an award-winning farmer's market, and a public transit center that offers zero-fare service in Thurston County with connections to neighboring counties.

The City has received letters of support for this project from the following organizations:

The Regional Housing Council, The City of Tumwater, The City of Yelm, The City of Lacey, U.S. Representative Marilyn Strickland, Intercity Transit, Washington State Department of Ecology, ROCUSA, Providence Swedish, South Puget Sound Habitat for Humanity, Housing Authority of Thurston County, Thurston County Chamber, and The Association of Manufactured Home Owners.

\*City owns the dotted parcels



### Proposed Project Development

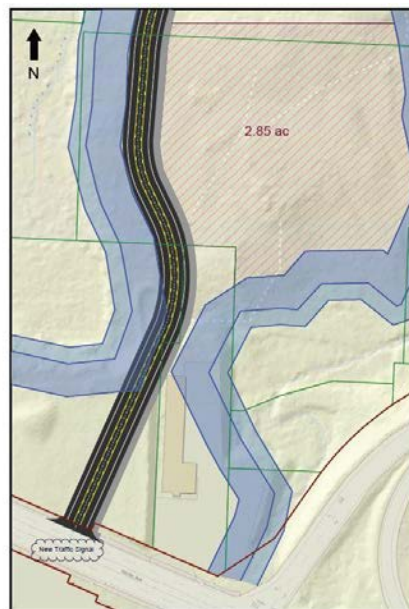
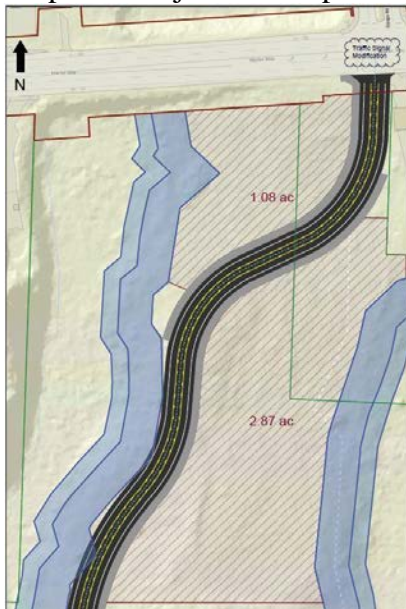


Exhibit B: Threshold Requirements & Other  
Submission Requirements  
City of Olympia

The City of Olympia attests it does not have any of the charges, cause determinations, lawsuits, or letters of finding referenced in subparagraph 1-5, concerning the Fair Housing Act, the Department of Justice, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act, of the PRICE NOFO. The City of Olympia attests that it does not have receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

Furthermore, the City confirms its intent to submit all the required Assurances, Certifications and Disclosures required by the PRICE program NOFO and comply with all requirements found in Sections D, F and G of the PRICE NOFO. The City of Olympia is applying for funds as the lead applicant in partnership with the nonprofit organization Northwest Cooperative Development Center (NWCDC). PRICE funds will be made available in Olympia and across Thurston County. The partnership between the City and NWCDC is illustrated through a partnership letter and contract contingent upon award.

## Exhibit C: Need City of Olympia

## 1. Are you applying for PRICE Main, PRICE Replacement Pilot, or both categories of funding?

The City of Olympia is applying for PRICE Main funding for this proposed project.

## 2. Project Area & Need for Affordable, Accessible Housing

The project will occur in Olympia, Washington, situated within Thurston County. Olympia is a mid-sized city with a population of 55,000+ located in the Pacific Northwest within easy driving distance of many recreational opportunities. As the state's capital and heart of the region, most of the social services available in the County are offered by agencies located in Olympia. Olympia is 60 miles south of Seattle and 30 miles south of Tacoma— which are both among the state's largest metropolitan areas. Although the project will be physically located in Olympia, it will have a positive impact region-wide. As such, the project proposal is being submitted by the City of Olympia in partnership with Thurston County and Northwest Cooperative Development Center.

Thurston County is the sixth most populated among Washington State's 39 counties and is one of the fastest growing counties in the Pacific Northwest. Thurston County is home to more than 300,500 residents within more than 100,000 households. More than 140,000 residents live in and around the cities of Lacey, Olympia, and Tumwater. Today, people over age 65 account for 18% of the County's population. People aged 20- 39 account for 31% of the County's population. People aged 40-64 account for 30% of the population and 24% of people are under the age of 20. Three-quarters of the population are white and one-quarter of the population are persons of color. Around half of the County's residents rent their housing and the other half own their housing. Fifteen percent of the County's population live with a disability. Greater than 6,000 households in Thurston County are considered extremely low-income and earn less than 30% of area median income. The Housing Needs Assessment identified over 34,650 Thurston County households are cost burdened, meaning they spend more than 30% of their income on rent, mortgage payments, and other housing expenses. Of these, 13,900 are severely cost burdened and spend more than half of their income on housing expenses.

### A. Lack of Affordable Housing Availability

There is substantial need for more housing, especially affordable housing, across the County. Perhaps the biggest barrier to affordable housing in Thurston County is the lack of affordable housing stock in both the rental and homeownership markets. In comparison to the county's 6,000+ extremely low-income households, only 1,857 known rental units are available below market rate rents in the County [3 \(TRPC Housing Needs Assessment\)](#). As rents continue to rise rapidly, today's affordable rental housing stock could diminish at a faster rate than new units can be developed. According to Thurston County's 2023- 2027 Consolidated Plan, rents have increased 32-35% in Thurston County since 2017 and the vacancy rate for Thurston County has decreased. In Fall 2021 the vacancy rate was 3.7% [4 \(Con Plan\)](#).

Similarly, in Thurston County between the years 2010 and 2020 only .88 new housing units were produced for every 1 new household to the County [5 \(Improving Homeownership Rates](#)

for Black, Indigenous, and People of Color in Washington: Recommendations from the Homeownership Disparities Work Group, page 26, figure 11). This lack of housing has resulted in housing prices increasing at an astonishing rate. The average sale price for a home increased by about 4.1 percent per year over the last 17 years 6 (TRPC Housing Needs Assessment). Some of the most drastic price increases have been in recent years. The median home purchase price increased 55% from 2015 to 2020, according to the Consolidated Plan. Wages have not come even close to keeping pace with the increasing cost of home prices. When adjusted for inflation, wages have generally increased in Thurston County over the last 17 years by only 0.6 percent per year 7 (TRPC Housing Needs Assessment). In fact, between 2019 and 2021, the median home price in Thurston County was more than six times the median household income 8 (Improving Homeownership Rates for Black, Indigenous, and People of Color in Washington: Recommendations from the Homeownership Disparities Work Group, page 26, figure 12)

### B. Lack of Choice in Housing Type and Size

Another barrier to affordable housing within Thurston County is the lack of choice in housing type and size. The majority, 64%, of housing units across the county are detached single-family or townhome units. Other types of housing, including manufactured homes, make up only a small percent of local housing stock. While single-family and townhome units in Thurston County may meet many households' needs they are not frequently affordable to smaller households. This is especially true when considering first-time homebuyers and households which tend to have more tightly restricted incomes, such as seniors or single adults.

According to the Housing Needs Assessment, since 1960 Thurston County's average household size has continued to steadily decrease while its average house size has increased. Whereas the average household size was 3.11 people in 1960 it dropped to 2.51 by 2018, with Olympia now regionally having the smallest average household size of 2.21 individuals (TRPC Housing Needs Assessment). When Olympia, Lacey, and Tumwater are all taken into consideration, 65% of households have two or fewer people (TRPC Housing Needs Assessment). Yet, the average square footage of the homes constructed in Thurston County have continually climbed since the 1980s. The total number of homes with 2,000 square feet or more have increased from just 17% in the 1980s to 56% during the 2010s. The lack of choice in housing size has resulted in an imbalance in right-sizing housing. Today's smaller households have fewer choices in housing size and frequently face challenges in finding housing that is both available as well as affordable. There is a need to right-size housing to accommodate smaller average households and their wages, which again are strikingly outpaced by both costs to own and to rent housing in Thurston County.

### C. Projected Housing Needs

Thurston Regional Planning Council (TRPC) projects Thurston County's population will grow to exceed 383,500 people, with 64% of those residing in Olympia, Lacey, and Tumwater and their urban growth areas, by 2045. To accommodate this growth, approximately 54,000 new housing units across Thurston County will be needed in the next 20 years. TRPC anticipates that nearly 23% of Thurston County's growth will occur within the City of Olympia; the City will need roughly 14,000 additional housing units to meet the



demand of its projected population growth. Of these units, 3,183 are needed for households whose income is 0- 30% of area median income. Another 3,174 units are needed for households whose income is between 31% and 50% of area median income. An additional 264 units are needed for households whose income falls between 51% and 80% of area median income. Yet another 1,076 units are needed for households making 81%-100% of area median income. Remaining units are needed for households whose income exceeds 100%.

#### **D. Local Manufactured Home Community Landscape**

In 2023, Washington State enacted Senate Bill 5198, which requires owners of manufactured home communities to give written notice of their intent to sell the manufactured home community. The notice must be given before the owner lists or markets the property. Tenants and other eligible organizations such as community land trusts, resident non-profit cooperatives, local governments, local housing authorities, community based organizations, Indian tribes and non-profit housing assistance organizations then have 70 days to notify the owner of their interest in competing to purchase the community. Of the 33 communities made available to purchase since the legislation passed, three have been located in Thurston County. Since 2008, NWCDC has assisted 27 manufactured home parks in becoming resident-owned. Four of those communities, representing 225 homesites, have converted since June of 2023 and another 3 communities are actively under conversion to cooperatives.

Given the increase in manufactured home community (MHC) sales nationally and across Washington state, regional staff supporting the Thurston Regional Housing Council are working diligently on efforts to preserve existing manufactured home communities in Thurston County. This activity is one of a handful of activities adopted as part of the Thurston Regional Housing Council's 2024 workplan. It's also an activity found in the Housing Action Plans of the Cities of Olympia, Lacey, and Tumwater. A manufactured home community preservation workgroup consisting of regional staff and staff representing the Housing Authority of Thurston County have met regularly for the past several months. The group has taken inventory of Thurston County manufactured home communities and has attempted to identify which communities are most at risk of becoming unaffordable.

#### **E. Resident Owned Manufactured Home Communities as Affordable Housing Models**

While preserving existing MHC is important, so too is creating new parks in ways that provide more security to tenants of MHCs. Insufficient land, insufficient infrastructure and a limited number of organizations skilled in creating resident-owned communities all pose barriers to creating new MHCs in Thurston County. However, this proposal represents the partnership and work City of Olympia staff have fostered with entities such as Northwest Cooperative Development Center and its affiliate ROCNW to explore how the organizations can work collaboratively to encourage resident-owned manufactured home communities. Pursuing resident-owned communities and shared-equity cooperative housing models are strategies that were recommended through a recent Affordable Homeownership Study commissioned by the City of Olympia and completed in February 2024. The study found these housing models create more housing stability and affordability for residents and provide more housing choice.

### 3. Distressed Communities and Disaster-Prone Areas

The project will solicit households from across Thurston County which are willing and prepared to become homeowners within a resident-owned manufactured home community. As such, the project may include residents from 22 Thurston County communities located in census tracts which meet distress criteria as defined in 12 CFR 1805.201(b)(3)(ii)(D). These tracts are: 53067010300; 53067010400; 53067010510; 53067010520; 53067010600; 53067010801; 53067010920; 53067011200; 53067011300; 53067011410; 53067011625; 53067011721; 53067011722; 53067011821; 53067011901; 53067012223; 53067012330; 53067012421; 53067012422; 53067012510; 53067012620; and 53067012720. The majority of these tracts qualify as distressed due to their high unemployment rate and low median family income.

Thurston County is not in or inclusive of a census tract identified as a Community Disaster Resilience Zone, as defined by FEMA.

### 4. Barriers to Manufactured Housing Preservation and Revitalization

Some of the most pressing challenges faced locally with preservation of MHCs are increasing lot rents, risk of a change in land use, low resident-organizing capacity, and few resources to rehabilitate manufactured housing. Anecdotally, City of Olympia staff have received phone calls and emails from concerned MHC tenants who are experiencing increasing lot rents, which are making their housing costs unaffordable. Still other residents are concerned that their communities are at-risk of being sold. Around 156 manufactured home communities representing 9,246 housing units exist in Thurston County. With the exception of 10 manufactured home communities in Thurston County, all of the 156 communities identified were established prior to 1990, indicating that the homes likely need some degree of rehabilitation to ensure they continue to be safe and healthy for occupants to reside in. However, there are insufficient resources to fully address repairs and many MHC tenants are unaware of resources that do exist. Twenty-eight of the communities were determined to be at high risk of being redeveloped as something other than a manufactured home community based on the park's current zoning. Seventeen of the parks were determined at high risk of being sold based on property values derived by the Thurston County Assessor's Office and a perceived low cost per unit. Twenty-two of the communities are located in a census block group whose population is considered highly vulnerable based on age, unemployment status, race, and poverty.

In response to the work done by the MHC workgroup, the Thurston Regional Housing Council created an Opportunity Fund in early 2024. The fund makes just over \$1 million available for property acquisition or emergency housing capital needs such as repairs of failing infrastructure. Purchase of a MHC by its residents qualifies as an eligible use of this funding. Still, there are few other resources to address the many challenges that accompany preserving manufactured housing.

Additionally, the project site is in an area that is zoned to only allow existing manufactured housing. The City of Olympia will be updating its Comprehensive Plan to remove the barrier for new manufactured housing communities along this corridor in a city-wide effort to allow for all types of housing that helps address the shortage crisis and adds homeownership opportunities for

low-income residents. This move indicates how committed Olympia is to this project and to supporting MHC development and revitalization.

# Exhibit D: Soundness of Approach

## City of Olympia

## 1. Project Description, Management, and Impact

### A. Vision and Goals

The City of Olympia along with the Northwest Cooperative Development Center are proposing an innovative approach to creating affordable housing, one that addresses a variety of community needs and ultimately provides stable housing to over 200 of our most vulnerable residents. The City proposes using PRICE funding to acquire real property where a large, long-established encampment is currently located. The City will employ best practices and trauma-informed care to relocate unhoused individuals to safer and healthier housing situations before developing the property into a resident-owned manufactured home community, which we are calling the Woodard Creek project until new residents have an opportunity to select the name of their community.

Over the past 5 years, a growing encampment referred to as the Jungle has been home to hundreds of unhoused residents of Thurston County at one time or another. The 19-acre wooded area is located near the City's primary hospital and is located directly off a main transit corridor. The Jungle is the County's last and largest established encampment. The City of Olympia has a strong commitment to not sweep established encampments and only close a site if everyone is connected to housing, working off principles of trauma-informed care and community best practices. The vision of this proposal is to provide humane and resourced relocation assistance to approximately 80 unhoused individuals and turn a difficult to develop swath of land into an affordable homeownership opportunity for low-income community members.

The City has worked diligently to bolster the larger housing continuum and sought State funding to add temporary and permanent housing options for every person seeking shelter. Last year, a new low-barrier 50-unit tiny home village was constructed to support previously unhoused community members being relocated from established encampments along State rights-of-way. The effort added to the 150 tiny home village units the City already operates. Directly across from this new village, the City issued a request for proposals seeking a developer to create permanent supportive housing for previously unhoused residents. That multi-family rental project, known as the Franz-Anderson project, is planned for occupancy in late 2026, adding 72 units of permanent supportive housing for extremely low-income residents. Both the 50-unit tiny home village and the Franz-Anderson permanent supportive housing project are crucial to this proposal because they lay the groundwork for the added capacity needed to make this project successful. Once the permanent supportive housing development is completed, residents of the tiny home village will move into the apartments, leaving 50 tiny home village units available for previously unhoused residents. Those vacancies will be offered exclusively to the residents of the Jungle, allowing a very well-established community to remain together and receive supportive services, daily meals, laundry, and a tiny home unit to call their own. Olympia Mutual Aid Partners (OlyMAP) is the current operator of the tiny home village and provides 24/7 services and case management. OlyMAP is also contracted by Thurston County to

provide outreach services to residents of the Jungle, connecting them with health and safety services and housing units as they become available. The continuation of services with the same organization offers a deeper connection and greater success in residents permanently exiting homelessness. The relocation assistance requested in the proposal will help people transition from a wooded encampment to a place they can feel safe and have their basic needs met until a permanent housing opportunity becomes available.

The City currently owns 6.7 acres of area with 13 acres left to purchase in order to move forward with any type of housing project. The Jungle borders a large wetland that would also be purchased by the City in this effort and will significantly decrease the developable area but will be protected in its most natural form through the City's acquisition. In addition to the proximity of the wetland, this site poses challenges for private development due to the requirement to provide a new road that will accommodate emergency vehicles upon any future development of the area. Infrastructure needs of this caliber have stalled any private investment, causing unhoused residents to instead establish an encampment where they are able to seek reprieve from the elements and fulfill a sense of community with many others in similar circumstances. In total, 6.7 acres of the property are suitable for development of a manufactured home community.

On the developable Woodard Creek property, the City of Olympia will partner with Northwest Cooperative Development Center (NWCDC) to create a 50-unit resident-owned manufactured home community. The new community will consist of 2- and 3-bedroom homes and serve first-time homebuyers who have incomes between 50-80% of area median income. The resident-owned model ensures the project will sustain its affordability while program covenants will both help residents build wealth and ensure future owners meet program income requirements.

On the heels of creating a Manufactured Home Park Steering Committee, completing both the Martin Way Corridor Study and Affordable Homeownership Study, developing a brand new 50-unit low-barrier tiny home village, and the privately owned Jungle parcels going up for sale, this project has come at a time when the community feels very confident in our skills to address these multifaceted challenges in a way that aligns with the City's broader Comprehensive Plan and takes bold action to best serve our neighbors who are most suffering. Developing this underutilized, hard to access land with a manufactured home community that offers secure, stable housing with dignity and support will positively impact Olympia's broader housing ecosystem. NWCDC has a deep understanding of creating a housing cooperative but also understands what autonomy and agency can do for a community that has been othered and displaced for so long. The financial security and healing that is visioned for the site will hopefully set a standard for many other manufactured home communities to become resident-owned throughout our region.

## **B. Eligible Activities to Address the Need**

This project will include many eligible activities. Revitalizing this land from an encampment that is negatively impacting the wetland and from an inhabitable and unjust place for people to reside to an affordable and stable resident-owned community will meet local and state

housing objectives but also clearly addresses PRICE national objectives using CDBG eligible activities. The Low/Mod National Objective-Housing will not only be met, but surpassed as 100% of the residents being housed will be low-income. The eligible activities include:

- Acquisition of the 50 manufactured units
- Development of anti-displacement policies, programs to support shared housing, and capacity-building activities
- Installation of utilities, water/sewer, stormwater/drainage and broadband
- Improvements to roads, pads, sidewalks, parks, playgrounds, or other common amenities
- Acquisition/installation of affordable housing
- Conversion to resident-controlled communities
- Mitigation activities such as elevation, insulation, fire breaks, and green infrastructure
- Energy efficiency and resilience upgrades
- Down payment assistance and homebuyer education
- Development or improvement of infrastructure to support MHCs and manufactured units.

The completed manufactured home community will be reserved exclusively for low-income homeowners. This proposal has included the full purchase price of the manufactured home units, thereby eliminating the need for future residents to secure a formal interest-bearing mortgage. NWDC will establish a reduced loan for each resident aligning with their ability to pay considering both land rent and utility costs. These payments will establish a site specific revolving loan fund for all future residents of the site, ensuring permanent affordability for all future homeowners.

#### Financing Example

| AMI                       | Income Limit | Available for Housing | After Lot Fee | Less Utilities | Property Tax | Max Mortgage Amount | Total Note   |
|---------------------------|--------------|-----------------------|---------------|----------------|--------------|---------------------|--------------|
| Household of 2 at 50% AMI | \$45,100     | \$15,785              | \$13,085      | \$200.00       | \$124.30     | \$766               | \$121,096.57 |
| Household of 1 at 50% AMI | \$39,450     | \$13,808              | \$11,108      | \$180.00       | \$124.30     | \$621               | \$98,210.01  |
| Household of 2 at 80% AMI | \$72,150     | \$25,253              | \$22,553      | \$200.00       | \$124.30     | \$1,555             | \$245,803.61 |
| Household of 1 at 80% AMI | \$63,100     | \$22,085              | \$19,385      | \$180.00       | \$124.30     | \$1,311             | \$207,242.23 |
| Backed out Lowest Income  | \$46,779     | \$16,373              | \$13,673      | \$180.00       | \$124.30     | \$835               | \$132,000.00 |

Individual homes being initially sold or transferred to residents with the use of down payment assistance or other subsidy shall include terms for recapturing subsidy or requiring subsequent buyers to be qualified as low-income.

Overall, the cooperative will operate at cost, allowing for contributions to reserve funds, so that lot rent increases directly relate to increases in the cooperative's operating costs. Historically, resident owned cooperatives have increased lot rents below both market rent increases, and even below CPI inflation rates.

As a limited-equity cooperative, members are entitled to no portion of surplus from any sale of the underlying property. Without any gain or income from the sale of the property, residents' economic incentive exists only in maintaining the property as a manufactured home community. Further, the cooperative's articles will include an asset stewardship clause naming an affordable housing non-profit that must agree to any major sale of underlying property or dissolution of the cooperative. The combination of a limited equity structure and asset steward ensures the community will operate in perpetuity and the at-cost nature of the cooperative ensures rents remain affordable.

### C. Timeline and Key Tasks

The proposed project involves a detailed timeline with several key tasks. The overall timeline for this project is aggressive while also including allowances for project delays. The timeline allows for concurrent work, includes reasonable contingencies, and could be extended, if necessary, while still completing the project according to the PRICE timeline requirements. City of Olympia staff have taken into account potential risks and delays to the project timeline and have planned accordingly. Specifically, some possible delays that have been taken into consideration include: an extended relocation period of Jungle residents to be inclusive and robust; possible adverse findings from a Phase One Environmental Site Assessment; public process and community outreach; and supply shortages and long wait times for manufactured homes. Key tasks, organized by groupings of two-year intervals, are detailed below. Timelines summarizing the key tasks occurring in each two-year interval are also featured.

#### i. 2025 and 2026

##### Predevelopment and Design

As mentioned above, the region has worked on a comprehensive and best practice approach to the housing crisis through various studies, community-led initiatives, and leading policies for several years. Because of these early efforts, we will move forward with the project immediately upon grant award. In late 2023, the Northwest Cooperative Development Center (NWCDC) created a pro-forma laying out the specifics of creating a new resident owned manufactured home community. The City's leadership and Council were so supportive and impressed by the work, they directed staff to pursue funding options for a project of similar scope. That preparedness will position this project well and allow NWCDC to move swiftly on their submitted pro-forma and move through the site development process.

##### Outreach and Relocation

Due to the City's early efforts in the One Community Plan, concerted steps have been taken to manage current encampments while mitigating the growth of new encampments.



The City's Homeless Response Team works closely with outreach providers to ensure encampment residents have access to waste removal and hygiene facilities along with connections from case managers to support residents and their well-being. This work has fed into the county-wide Coordinated Entry system, creating a full list of all the unhoused residents in the County and the impacts of experiencing homelessness on individuals and their livelihood. This list provides an intimate look into the larger situation in the Jungle and directs how the City and our partnering social service providers can support these residents and their transition into housing and wellness.

If awarded PRICE funding, the City's Homeless Response Team and partnering social service providers will further connect with residents and offer additional support that will lay the foundation for their relocation to end their experience of unsheltered homelessness. Our community does not take the displacement of vulnerable people lightly and would take the first year deepening support for residents and connecting them with services. This work would occur parallel to the planning and permitting process. The second year, the City's Homeless Response Team would begin a concentrated effort of entering residents into temporary and permanent housing. This process takes time due to the limited housing options in the community but would see greater success if units were set aside solely for residents of this encampment as it transitioned to a development site. Once the size decreased to approximately 50 residents, the full community would transition to the Franz-Anderson tiny home village nearby. This site will be vacant during this time because a permanent supportive housing project will have just opened directly across the street with 72 units for previously unhoused community members. The timing of the PRICE funded project aligns in a way that transitions people out of unsheltered homelessness, meeting many community priorities. In 2022, the City conducted a very similar approach when closing an encampment along a busy right-of-way with 80 RV's. The City built capacity at an existing tiny home village including 50 more units and adding support staff. A date was set for encampment closure, starting the process of transitioning people to housing that worked best for them. When this site was at 50 residents, the City closed the right-of-way and transitioned everyone to the tiny home village. The closure was very successful, needing zero law enforcement involvement and seeing very few residents enter back into unsheltered homelessness. With time and meaningful connection, an encampment can be closed in an effective and humane way, improving the lives of many residents in the community.

#### [Road and Utility Design and Permitting](#)

During this initial period, the City will begin work on the public roadway which, depending on site design, may include utility mains. Due to the wetland and prioritized connectivity, this process will take time and thoughtful design to meet the needs of the MHC and the larger neighborhood. The City of Olympia's Public Works Department involvement in this application has been crucial. Their expertise has offered thoughtful planning and realistic project budgeting and timelines that add confidence to our ability to successfully accomplish this complex project.

#### [Manufactured Home Community Design and Permitting](#)

Concurrent with active relocation efforts, the City and its partner NWCDC will begin site design and negotiation with manufactured home vendors. NWCDC will leverage its existing relationships with home manufacturers such as Clayton (CMH Manufacturing) and manufactured housing engineering firms such as B.A.C.H. Land Development, LLC. Completion of site design will provide updated data for both the development proforma and required operating costs, including contributions to capital reserves.

#### Address Environmental Conditions

While site design and finalization of the development pro-forma are expected to take less than 6 months (12 months allowed in timeline), full environmental site assessment and resulting mitigation plans will only become possible after significant relocation is completed. The proposed timeline allows an additional 6 months for a possible Phase 2 Environmental Site Assessment and site mitigation planning. During this time, the City will review the completed manufactured home community site plan, hold necessary public engagement meetings, and finalize its plan for development of a new public road running the length of the property.

#### Community Engagement

With major site construction visibly underway, the cooperative's organizational development will launch in earnest with a public forum followed by the opening of a homebuyer waitlist. First preference will be for residents having previously resided at the former encampment and this application proposed funding to ensure extensive homebuyer education is available to likely project residents.

At the conclusion of year two, the project will have completed all pre-development activities, public outreach, relocation efforts, and will have executed contracts to begin site work and manufactured home deliveries.

| Q1 2025                         | Q2 2025                                | Q3 2025   | Q4 2025 | Q1 2026 | Q2 2026              | Q3 2026     | Q4 2026    |
|---------------------------------|--|---|---------|---------|----------------------|-------------|------------|
| Outreach and Relocation Efforts |  |   |         |         |                      |             |            |
|                                 | Road and Utility Design and Permitting |   |         |         |                      |             |            |
|                                 |  | Manufactured Home Community Design and Permitting |         |         |                      |             |            |
|                                 |  |   |         |         | Phase 1 ESA          | Phase 2 ESA |            |
|                                 |  |   |         |         | Community Engagement |             |            |
|                                 |  |   |         |         |                      |             | *PSH Opens |

ii. 2027 and 2028

**Site Clean-Up**

Actual site preparation and construction of the manufactured home community and supporting road and utilities is expected to take approximately 15 months to complete with homes being placed in batches over the following months. Prior to construction, the land will require cleanup. Having been an encampment for years, the site will require significant cleanup to address findings from the environmental site assessment(s) and to ensure safety for workers and eventually residents.

**Road and Utilities Construction**

The City of Olympia will be subcontracting the construction of the road and utility extensions through the City's Public Works Department. Staff have ample experience leading this process, especially with state and federal dollars, and will deliver this crucial piece of the project with certainty and compliance in a single dry season.

**Continued Community Engagement**

Another public forum will be held with interested parties looking to reside in the manufactured home community. This forum will be hosted by NWCDC and supported by the City and other housing providers in the community referring residents to this opportunity. The forum will cover how a resident-owned manufactured home community operates, resident expectations and financing, and application process.

**Manufactured Home Community Construction**

Finally, the project will place homes and begin operations in 2029. Home installations will roll out in small batches with title transfers and move-ins occurring evenly over multiple months. When more than 50% of home sites have both installed homes and owner-occupants, the cooperative will formally take control of the manufactured home community's operations.

| Q1 2027             | Q2 2027                       | Q3 2027 | Q4 2027 | Q1 2028      | Q2 2028                                  | Q3 2028 | Q4 2028 |
|---------------------|-------------------------------|---------|---------|--------------|--|---------|---------|
| Site Clean and Prep | Road and Utility Construction |         |         | Public Forum | Manufactured Home Community Construction |         |         |
| Final Relocation    |                               |         |         |              |  |         |         |

iii. 2029 and 2030

**Homebuyer Preparation and Manufactured Home Community Completion**

- Application and intake process for units

Prospective cooperative members will submit an Application for Membership along with a consumer authorization and release form, proof of income, and a membership interest questionnaire. Because applicants will also be receiving assistance in their home purchase, each will provide a homebuyer education certificate. During the lease-up period at least two homebuyer education certificate courses will be hosted for prospective residents. Until 50% of units are occupied, NWCDC staff will evaluate applications for creditworthiness and income eligibility. After the co-op assumes control of operations, their property management company will review applications using the co-op's new member screening criteria.

Eligibility will be based on income with a ceiling of eligible AMI and a floor of affordability for home payments added to lot fees. During intake, applicants will be provided with information on how the cooperative operates, what limited-equity ownership of the co-op means, and their responsibilities as homeowners and borrowers. They will execute a promissory note and loan agreement for the purchase of their home, a membership agreement for the cooperative, and a member occupancy agreement to secure their perpetual right to occupy the lot.

| Q1 2029        | Q2 2029                       | Q3 2029 | Q4 2029 | Q1 2030            | Q2 2030 | Q3 2030 | Q4 2030 |
|----------------|-------------------------------|---------|---------|--------------------|---------|---------|---------|
| Homebuyer Prep | MHC Opens and Tenants Move in |         |         | Contingency Period |         |         |         |

#### D. Budget

The proposal includes three funding sources. The City of Olympia will provide \$240,000 in general fund money over a three-year period toward the acquisition of the property where the project will occur. The parcels proposed for this project are currently on the market for \$3 million but will be solidified through an appraisal. The City of Olympia entered into an option agreement with the seller and is offering the seller \$80,000 per year for up to three years in order to permit the City to better connect with residents on the property in preparation for successful relocation and to find proper funding to purchase and develop the site. This flexibility allows the City to seek grant funding such as PRICE and keep the land off the open market where it could be developed into something other than affordable housing. Funds applied to this project are being pivoted from other housing projects to help maximize the likelihood of this project coming to fruition. These funds will be applied toward the purchase price of the property at the time of acquisition.

The City is firmly committed to \$3 million in matching funds from the Transportation Capital Fund. This funding will help offset grant funding to extend the road to Pacific Avenue. An additional \$2 million is committed as matching funds from the Water and Wastewater Utility Capital Fund to bring down the grant total to bring utilities to the newly designed road and manufactured home community. An additional \$200,000 will be provided to incorporate art design and features to the community.

The City also intends to leverage \$1.8 million in a Section 108 Loan Guarantee Program loan. This funding will cover a marginal portion of the \$15 million cost associated with needed infrastructure— road development, utility installation and site preparation.

Lastly, the PRICE proposal is the primary source of funding for this project. PRICE funding will cover all other activities, to include costs associated with relocating residents of the encampment to safer and healthier living arrangements. This project will commit to housing residents of the encampment currently located on the site to a variety of housing throughout Thurston County, including a nearby tiny home village. Although the federal Uniform Relocation Assistance Act will not apply to the project, the City of Olympia intends to follow trauma-informed practices to safely and fairly house the residents of the encampment. With approximately 80 residents on site, we project relocation to cost \$500,000 in order to find safe and stable housing for everyone.

Other activities covered by the PRICE grant include site clean-up and addressing environmental concerns that may arise, design of the manufactured home community, outstanding costs associated with necessary infrastructure improvements, purchase of manufactured homes for the manufactured home community, and construction of the community. The full budget is included in this proposal as part of the Attachment G.

#### E. Impacts of Activities

- 50 new manufactured homes
- Increasing opportunities to access quality housing by serving LMI households who are on other agency's waitlists and by eliminating the need for LMI households to meet inflexible private lenders' underwriting and loan origination criteria, such as minimum credit scores
- Adds needed infrastructure permitting timely access to the hospital
- Preserves and protects a wetland

## 2. Affordability and Equity

### A. Availability of Manufactured Housing Options

Low to moderate income households earning between 50-80% of Area Median Income will be prioritized for the homeownership opportunities created by this project. Housing costs at purchase will be limited to 30% of the household income. All residents will own their manufactured home, with an ability to sell their home and gain limited equity through individually recorded low-income covenants that may restrict sales to income qualified buyers. Through this limited equity structure, the homes in the community will remain affordable in perpetuity.

Prospective homebuyers will be identified through contacting households either receiving housing assistance, or on the waitlist for housing assistance, from Housing Authority of Thurston County, Homes First, and South Puget Sound Habitat for Humanity. These local

organizations assist low to moderate income households in securing affordable rental housing or homeownership. Households receiving rental assistance from Housing Authority of Thurston County or residing in affordable rental properties managed by Homes First have benefited from stabilized rental rates. Due to a lack of affordable homes for sale, many households who may be ready for homeownership are not able to purchase a home.

Promoting homeownership opportunities through these partner organizations will not only identify prospective low to moderate income homebuyers and members of protected classes but will also create capacity for these partner organizations to serve additional households on their waiting lists. Data from the 2022 Assessment of Fair Housing indicates that individuals participating in the Housing Choice Voucher program or on the waitlist for housing assistance from the Housing Authority of Thurston County are more likely to be Black, Indigenous and people of color, people with disabilities, and other members of protected classes. For example, Black households comprised 11% of the Housing Choice Voucher Program participants in the City of Olympia, compared to 2.8% of the general population, and 20% of applicants on the waiting list for assistance from the Housing Authority of Thurston County identified as Black or African American. NWDC will also work in partnership with the Black Home Initiative to advertise homes for sale through their network to promote home ownership for low to moderate income Black households. New down payment and closing cost assistance through the Washington State Housing Finance Commission's Covenant Homeownership Program can assist these households in making their first home purchase.

## B. Protections for Residents

While most resident protections are needed to safeguard residents' interests from the profit motive of investor owners and operators, limited equity cooperatives remove entirely the profit motive, create better alignment between residents and the cooperative (also residents), and create an ultimate resident protection: democratic control over the cooperative as whole.

Washington State has strong resident protections for rent increase notice requirements. Specifically, a landlord seeking to increase the rent upon expiration of the term of a rental agreement of any duration shall notify the tenant in writing three months prior to the effective date of any increase in rent. Within a resident owned cooperative, members can themselves waive this notice requirement as they are also owners and have a voice in the decision to increase rents. The statutory requirement would apply to anyone without an active membership in the cooperative. In practice, most limited equity cooperatives follow the three month rule as it better aligns with their property managers and cooperative attorney's expectations and systems.

Regarding renewable leases, the cooperative will use perpetual occupancy agreement in place of a termed lease. This occupancy agreement grants the member perpetual and exclusive right to occupy their lot. This means the resident has a perpetual right to live there so long as they continue to meet their duty to pay their lot fees and follow community rules.

Members will be owner occupants of the manufactured homes and, with that ownership, have the right to sell or dispose of their individual homes. Individual homes will have individually recorded low-income covenants that will restrict sales to income qualified buyers or require a recapture of subsidy. Sellers of manufactured homes in the cooperative must provide notice to the potential buyer that additional requirements must be met to occupy the lot within the cooperative. Specifically, the cooperative can screen applicants for creditworthiness and some criminal background records, verify that the buyer will be an occupant of the home, and limit occupancy of lots to income qualified households. Besides fulfilling low-income requirements, the cooperative follows non-discriminatory procedures for screening and accepting applicants.

Because limited equity cooperatives require owner occupancy, there are restrictions on subleases. The goal is to ensure the highest and best use of the manufactured home park is to provide affordable housing rather than allowing homeowners to use their asset as an income-generating rental property. The board of directors is empowered to allow subleases where there is hardship, a need for a live-in caregiver, or the resident is leaving for temporary deployment.

As for notice of sale of the entire property, the community would first have a full membership vote to decide if such a decision was supported by residents. Because the cooperative employs a limited-equity structure, residents have no economic incentive to sell the community and the threat of resale or redevelopment is effectively removed. Even if the residents did vote to sell, their bylaws would require the consent of a previously identified asset steward (an affordable housing nonprofit) to consent to any sale or dissolution. The possibility of a sale is remote and, if ever pursued, would trigger Washington State's notice requirements which, in the case of a change of use, is two years.

### C. Encouraging Access for Underserved Communities & Persons

NWCDC will establish a reduced loan for each resident aligning with their ability to pay considering both land rent and utility costs. Financing available will have reduced underwriting criteria, providing a lower barrier to entry for low to moderate income households. These payments will establish a site specific revolving loan fund for all future residents of the site, ensuring permanent affordability for all future homeowners. Not only will this project support the initial low-income homeowners, but funds are being captured to support future low-income homeowners for many years to come, compounding the impact of this project.

Individual homes being initially sold or transferred to residents with the use of down payment assistance or other subsidy shall include terms for recapturing subsidy or requiring subsequent buyers to be qualified as low income.

Residents who do not own a vehicle will be able to access community resources through easily accessible public transportation operated by Intercity Transit. The site is located along a high frequency transit corridor with bus service every 15 minutes and connections to multiple nearby routes. Providence St. Peter's Hospital is located less than one quarter mile



from the site, with many additional healthcare services located less than a mile from the site (including behavioral health and medical specialists).

### 3. Environment and Resilience

#### A. Significant Hazards

According to FEMA's National Risk Index, Thurston County's risk index is relatively high with a score of 96.21. Compared to the rest of the U.S., Thurston County's expected annual loss and community resilience are relatively high. The highest hazard risks are earthquakes, ice storms, landslides, and volcanic activity. Additionally, over the last several years, the region has experienced significant impacts from wildfire smoke during the late summer.

Staff will utilize methods outlined in HUD's Community Resilience Toolkit to address relevant hazards. Mitigation measures will be implemented during project design and development for each significant hazard to enhance the resilience of the manufactured homes and surrounding environment.

- Ice storms - fully insulated building envelopes, including piping. All homes installed will be skirted, unlike older mobile homes that had exposed utilities under the vehicle. Homeowner education will be provided regarding water main shutoff locations and safety related to ice storms. Homeowners will also be encouraged to develop a "buddy system" to ensure neighbors are accounted for in a hazardous weather event.
- Earthquakes - following building code requirements related to seismic hazards.
- Landslides - installation of retaining walls, usage of ground cover plants, installation of flexible pipe fittings, proper grading and engineering of slopes, adequate drainage.
- Wildfire smoke - ensuring airtight building envelopes. The manufactured homes will be equipped with energy-efficient ductless heat pumps which will allow residents to receive necessary cooling during hazardous events while ensuring wildfire particulate matter does not enter the homes.

#### B. Addressing Current and Future Threat of Natural Hazards

At baseline, temperatures in Olympia are several degrees warmer than the state average, though average annual mean temperatures are projected to follow a similar warming trajectory to those of the state. The definition of what is considered an extreme heat event varies by location. Historically, "hot days" (defined as days on which the maximum temperature is greater than 100°F) were rare in Olympia. However, as the climate changes, these events are projected to occur more frequently (ICLEI Climate Conditions Report - City of Olympia Climate Risk and Vulnerability Assessment).

Humidex is a measure that considers temperature and humidity to approximate "felt" temperature. 90°F Max Humidex Days—which have a dangerous combination of hot weather and humidity—are expected to increase significantly in Olympia. The 1980-2009 baseline indicates that Olympia could expect to experience 90°F Max Humidex, on average,



14 days annually in past years. As the climate changes, 90°F Max Humidex days are projected to occur more often: as early as the 2030-2059 period, Olympia could have around 24.2 additional 90°F Max Humidex days each year (ICLEI).

Mitigation measures for increasingly hot summers will be incorporated into home designs in the community. Homes will be equipped with energy-efficient heat pumps, which will provide cooling. Access to cooling equipment in the Northwest is behind national averages. The manufactured homes will feature the installation of solar panels and power banks. Power banks will ensure electricity, heating and cooling will be available to residents during hazardous weather events, increasing the resiliency of each home.

Low- and moderate-income households historically have had less access to energy-efficient appliances and cooling equipment. Installation of solar panels and ductless heat pumps promotes economic and climate equity among low and moderate income households, a demographic that is often excluded from energy savings that are offered by solar installations. A portion of the Program Income received from this project will be set aside for a cooperative fund that provides emergency preparedness supplies and resources for responding to disasters.

The City has implemented Energize Olympia, a group purchase ductless heat pump campaign that selects and vets local installers and provides significant savings to residents. The City has invested over \$100,000 in CDBG funding in partnership with South Puget Sound Habitat for Humanity to provide fully subsidized installations for low and moderate income households. Project design for this manufactured home community will include the installation of ductless heat pumps in each home.

Construction of manufactured homes will be compliant with 24 C.F.R. Part 3280, Federal Manufactured Home Construction and Safety Measures. Further mitigation measures will include compliance with Washington State building codes related to housing construction. Each of the significant environmental hazards will be addressed during design and construction. Additionally, all appliances in the homes will be Energy Star certified to ensure energy efficiency and cost savings for low and moderate income homeowners. The home envelopes will be fully sealed to ensure climate resilience during heat and cold weather events.

### C. Environmental Justice

The project will advance environmental justice by expanding environmental benefits in an underserved community. The proposed infrastructure and road design will be multimodal and is along a high-density transportation corridor intended to serve public transit. The City of Olympia has a free public transportation system that will provide service close to the project site. The future manufactured home community will include intentionally designed green spaces, expanded and separate bike lanes, and ADA accessible walkways connected throughout the community and the planned road. The project design will feature a green street, a complete street that incorporates green infrastructure elements to help manage stormwater and protect against climate hazards such as extreme heat and inland flooding.

Neighborhood design will encourage multimodal transportation and will afford residents easy access to local retail, restaurants, parks, healthcare, and employment centers. The benefits of multimodal transportation reflect many of the City's values and commitments to enriching the lives of residents. Areas of benefit include equity, environmental and health for community members.

The project site is located in a J40 census tract, #53067010300. According to the Climate and Economic Justice Screening Tool, this tract is considered disadvantaged because it meets one burden threshold and the associated socioeconomic threshold. The census tract is in the 69th percentile for households with income less than or equal to twice the federal poverty level. Local and federal investment in this area is critical as residents have been historically disadvantaged.

Due to the current encampment on the project site, the existing wetlands have experienced several fire events. Site design will include fireproofing measures as well as barriers to the wetland areas. Site design will also include flooding mitigation measures along the egress and road as the project site is bordering floodplains.

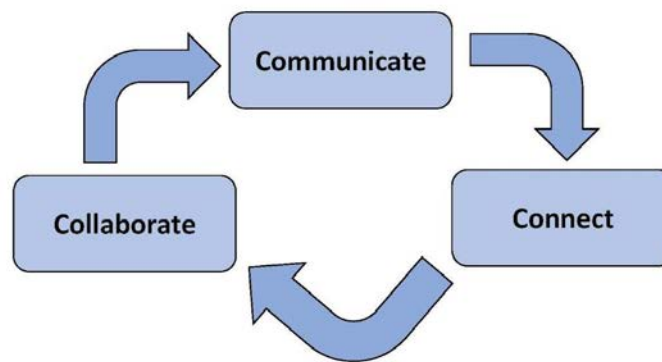
As temperatures rise nationally, unfortunately the number of seniors and people with disabilities who die during extreme heat events also rises. According to an Associated Press analysis of Centers for Disease Control and Prevention Data, in the summer of 2023, more than 2,300 people died in the U.S. in relation to excessive heat. Deaths are expected to rise as this trend of extreme heat events continues to be prevalent across the country. The inclusion of air conditioning provided by energy efficient heat pumps is justice for the low income households that will have an escape from the rising temperatures.

<https://apnews.com/article/record-heat-deadly-climate-change-humidity-south-11de21a526e1cbe7e306c47c2f12438d>

#### 4. Community Engagement

##### A. Diverse Stakeholders Participation

The City of Olympia strives to go beyond transparency in its community outreach efforts to follow the ideal of "nothing about us, without us." In this approach, the City of Olympia will implement a community engagement model that focuses on communication, collaboration and connection. Olympia will follow this approach along two tracks: outreach to residents of the homeless encampment and outreach surrounding the new manufactured home community.



As this project is sensitive in nature, communication about the specific project and location has been limited. In particular, outreach to encampment residents has not yet occurred. Both the City of Olympia and Thurston County have engaged a diverse group of stakeholders regarding matters related to the management of our homeless crisis response system. Historically, as imminent removals of encampments and displacement of people have occurred, both entities have worked collaboratively and swiftly with local service providers, local governments, and encampment residents to ensure that the transition of individuals is completed using best practices. Individuals who have been displaced from encampments have not been asked to leave without an offer of shelter or housing, and regular, consistent outreach and communication has been done through a coordinated effort with partners.

City of Olympia Homeless Response Team and partnering social service providers, funded by Thurston County, currently work with residents of the Jungle. These existing relationships will be critical when it is appropriate to communicate with encampment residents regarding plans to relocate residents. The City of Olympia will **communicate** directly with encampment residents through existing outreach efforts once the project is funded. This communication will provide details around the acquisition of the property and the anticipated impact and timing for residents of the encampment. This communication will occur through face-to-face conversations as well as posted information and flyers at the site.

In addition to communication efforts, the City of Olympia will **connect** with stakeholders such as nonprofits who provide outreach services, nonprofits who may provide shelter and housing to individuals being displaced, local businesses and organizations who will be impacted by the removal of the encampment, and input from the individuals residing at the encampment.

Additionally, Thurston County established the Lived Experience Housing Steering Committee (LEHSC), composed of persons with lived experience of homelessness who reflect identities over-represented in the homeless response system, including Black, Indigenous, and people of color and LGBTQIA+ individuals. This group has a primary focus on reviewing strategies in Thurston County's Homeless Crisis Response Plan from an equity perspective. The City of Olympia will work with the LEHSC regarding the relocation of residents from the Jungle, who will provide feedback and input on the engagement plan to ensure that plans are truly trauma-informed and meaningful.

Following this connection with stakeholders and the LEHSC, the City of Olympia will form a group of representatives from the encampment to **collaborate** on the development and implementation of the relocation plan. This collaboration will engage with residents in a trauma-informed manner to get input and buy-in around efforts to relocate residents to a near-by tiny home village, if other permanent housing solutions are not available. Following this collaboration, the City of Olympia will **communicate** with residents and the broader community regarding the relocation plan and continue to communicate, connect and collaborate through the relocation of residents.

In regard to the portion of the project that proposes the development of the manufactured housing community, the City of Olympia, Thurston County, and Northwest Cooperative Development Center (NWCDC) will **communicate** with a diverse range of stakeholders throughout the stages of the project. Information regarding the proposal will be posted in the paper of record and on jurisdiction websites. Social media posts will be created to notify community members of the proposal and the opportunity to submit public comment during the public comment period. The City of Olympia will also utilize their 'Engage Olympia' site, a project-based engagement platform, to seek input from community members throughout the process. In order to reach diverse communities, all of the documents that will be posted online can be translated into multiple languages upon request and accessibility information will be included so individuals with disabilities can participate in the public comment process. Documents related to the project will also be distributed to local providers through the various housing and homelessness response networks, to encourage feedback from impacted communities and their representatives.

As outlined previously in the timeline, NWCDC, with City participation, will host two public forums. These forums will serve several purposes: namely to spread awareness of the overall project, explain how the affordability requirements and cooperative structures will operate, and to spur interest in potential future homeowners. Potential residents will be encouraged to register their interest in buying a co-op home and the project will utilize waitlists assembled by two local nonprofits.

The City has previously partnered with the NWCDC to **connect** with the community around issues related to homeownership. This work included one-on-one and group meetings with local realtors, builders, and affordable housing providers. In the development of the homeownership study, NWCDC staff met with the State's Department of Commerce, the local Habitat for Humanity affiliate, the region's Black Home Initiative, Washington's Housing Finance Commission, housing land trusts, several lenders, and the Washington Homeownership Resource Center. These stakeholder interviews painted a clear picture that the City needed more starter homes with accessible entry prices for residents trying to leave the cycle of renting. With concerns about affordable housing stock becoming unaffordable in future years, shared equity was often cited as the most likely method to ensure subsidy investment would result in self-sustaining and continually affordable ownership opportunities. Completion of this limited equity cooperative manufactured home project will accomplish several recommendations that came from this public engagement and its resulting report to the City.

As the project moves forward, NWCDC will continue this connection with stakeholders and prospective residents to market the opportunity to key target populations, with specific intent to reach underserved or historically marginalized communities. In addition, these connections will inform policies and guidelines around application processes and selection of new homeowners.

Prioritization of applicants will consider income qualification and historical housing experience.

Resident-owned communities, by nature, require the involvement of the resident owners. NWCDC will **collaborate** with new resident owners to organize and incorporate the cooperative. Through this process, NWCDC will work with residents to establish and democratically ratify community rules, organizational bylaws, and key policies. Organizing the cooperative will bring together residents to form a democratically elected board of directors and, likely, several resident committees.

NWCDC further **collaborates** with residents through regular coaching and technical assistance to the cooperative and its directors. The resident board will meet monthly to oversee day to day management of the community and, at least annually, all residents will convene for a membership meeting to make major decisions such as bylaws amendments, budget approval, and elections of directors. NWCDC staff will participate in both board and membership meetings, helping build the cooperative's capacity to draft agendas, facilitate meetings, understand financial reports, oversee management and vendors, engage in capital planning, and run open elections. Cooperatives rely on and foster collaboration among residents. NWCDC will provide ongoing technical assistance to the cooperative to ensure this process is supported with time-tested methods.

## **B. Alignment with Existing Community Plans and Policies**

The proposed project aligns with several City of Olympia and regional community plans and policies. These include Olympia's One Community Plan, Olympia's Transportation Improvement Plan, Olympia's Affordable Homeownership Study, regional Comprehensive Plans, Olympia, Lacey, and Tumwater's Housing Action Plans, the Thurston County Assessment of Fair Housing, and the Thurston County Homeless Crisis Response Plan.

### **i. One Community Plan**

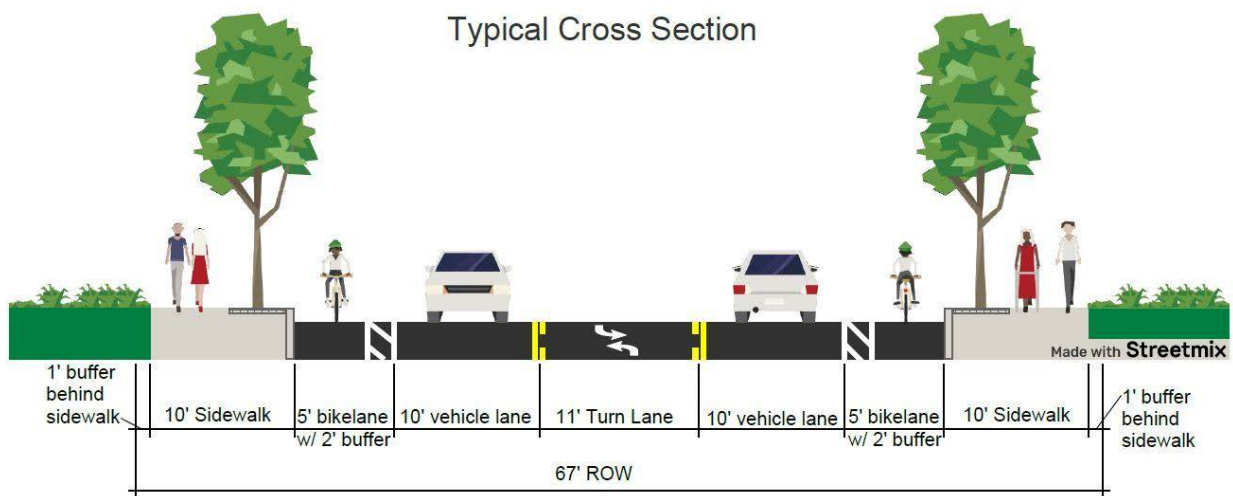
In 2018, the Olympia City Council declared homelessness a public health emergency and Thurston County declared it a public health crisis. Several swift actions were taken to help house Olympia's houseless population. The City Council recognized a more planned and coordinated long-term response was necessary to have a lasting and sustainable impact.

In March 2019, the City of Olympia launched a year-long planning effort directed at finding community agreement around how to respond to the homeless crisis. A participatory leadership approach was used to identify community-based solutions to the myriad of complex challenges associated with the homeless crisis. The process involved a community work group and listening to the voices, including those with lived

experience, of more than 1,200 people who shared their concerns and their suggestions for addressing homelessness as a community. From this process emerged the One Community Plan, which was adopted by ordinance in 2020 and was recognized in 2021 by the Washington Chapter of the American Planning Association under the community engagement category for its outstanding contributions to the field of planning. The plan identifies three focus areas for addressing homelessness and its impacts on the community. Those are: streamline rapid response and wrap-around services, expand affordable housing options and homelessness prevention, and increase public health and safety. The proposed project addresses each of these focus areas. It expands upon existing outreach efforts to the encampment's residents to relocate them to a safer and healthier living situation. It then expands affordable housing by constructing a new resident owned manufactured home community. Combined, these efforts increase the health and safety of encampment residents, the manufactured home owners, neighboring businesses and the community at-large.

## ii. Olympia Transportation Improvement Plan

The City's Transportation Improvement Plan places a focus on providing access by car and foot to goods and services. The Plan visualizes Olympia's street network as a well-connected system of small blocks, allowing short, direct trips for pedestrians, bicyclists, transit users, motorists, and service vehicles. The plan calls for the installation of a major collector street connecting Pacific Avenue Southeast (located to the south of the Jungle) to Ensign Road (located to the north of the Jungle).



## iii. Olympia Affordable Homeownership Study

In February 2024, a consultant concluded an analysis of efforts that the City of Olympia can take to increase the production of homeownership units and to identify strategies to support long-term housing affordability through homeownership for low and moderate income households. That work included, among other things, recommendations of new programs, best practices for expanding homeownership for low-income residents, exploration of promising homeownership models, and suggestions for funding mechanisms that could support increasing homeownership for low-income households.



## ix. Region-wide Comprehensive Plans

Thurston County and its jurisdictional entities are currently in the process of updating their comprehensive plans. Recent updates to Washington State's Growth Management Act now require counties and their jurisdictional partners to plan for housing at all income levels to accommodate projected population growth. Across Thurston County, 54,000 new housing units are needed to accommodate the County's projected population growth. In Olympia alone, this amounts to roughly 12,500 units within the city boundaries and additional units in its growth management area. Units affordable at all income levels are needed. The proposed project will provide homeownership units for households with incomes between 50 and 80% of area median income.

## x. Olympia, Lacey, and Tumwater Housing Action Plans

Because Olympia, Lacey, and Tumwater are so closely geographically located and operate within the same housing market constraints, the cities each adopted a Housing Action Plan in 2021 that includes the same six strategies for increasing the production and preservation of affordable housing. These strategies are:

1. Increase the supply of permanently affordable housing for households that make 80 percent or less of the area median income.
2. Make it easier for households to access housing and stay housed.
3. Expand the overall housing supply by making it easier to build all types of housing projects.
4. Increase the variety of housing choices.
5. Continually build on resources, collaboration, and public understanding to improve implementation of housing strategies.
6. Establish a permanent source of funding for low-income housing.

Each of the cities' Housing Action Plans include several actions under multiple strategies related to manufactured home communities and homeownership opportunities. Actions include recognizing manufactured and modular housing as a viable form of housing construction, allowing manufactured home communities in areas zoned for commercial and multifamily use, and establishing a program to preserve and maintain manufactured home communities. The cities have been successful in carrying out their Housing Action Plans. Olympia has completed 19 of 71 actions found in its plan and is actively working to accomplish another 20 actions. Frequent collaboration between the City's Housing and Homeless Response, Community Planning and Development, Climate, and Economic Development staff has made this possible. The tone for this support is set by the City Council, which annually adopts an annual work plan that routinely includes several affordable housing projects and priorities.

## xi. Assessment of Fair Housing

In 2022, the Assessment of Fair Housing was drafted. Over 600 community members participated in a survey to assess fair housing barriers and priorities in Thurston County.

Respondents prioritized these four strategies to increase equity, address housing disparities and achieve fair housing choice and access in Thurston County.

1. Increase affordable housing and/or financial assistance for housing for low-income individuals and families
2. Increase access to homeownership
3. Increase housing in a variety of types and sizes to meet various family sizes and needs
4. Reduce barriers to accessing housing (ex: criminal history, credit history)

The proposed project aligns with the top three priorities.

### [xii. Homeless Crisis Response Plan](#)

The Homeless Crisis Response Plan (HCRP) guides county-wide responses to homelessness. The plan outlines the mission, vision, core values, key goals, strategies, and many of the important implementation actions necessary to successfully resolve homelessness in Thurston County. The HCRP is the community-based framework for a strategic, focused approach to ending homelessness. Among several other measures, the plan calls for strategies such as utilizing the county-wide coordinated entry system for placement of homeless individuals into permanent housing, creating a by-name list of individuals in the county who are experiencing homelessness, developing and implementing best practices for outreach to and engagement of houseless individuals, and increasing affordable housing stock. The City of Olympia and its partners will follow guidance and best practices outlined in the HCRP and One Community plan as residents of the unsanctioned encampment are relocated to healthier, safer housing options.



# Exhibit E: Capacity

## City of Olympia

## 1. Applicant Experience

### A. Experience Managing Projects

The City of Olympia has substantial experience in managing a wide variety of community development projects similar in nature to the one proposed in this grant application. Two notable projects managed by the City's Housing and Homeless Response Team in coordination with its Economic Development team and Community Planning and Development team are the City's efforts to develop vacant property into affordable housing along Franz Anderson Road Southeast and at 3900 Boulevard Road. These projects involve the City of Olympia identifying an affordable housing need within our community, purchasing vacant land, partnering with a non-profit affordable housing developer to conduct infrastructure improvements and construct housing that will remain affordable in perpetuity; and then making the affordable housing available to those most in need within our community. In partnership with Low Income Housing Institute, the Franz Anderson project will produce 72 units of multi-family rental permanent supportive housing for homeless individuals. In partnership with South Puget Sound Habitat for Humanity, the 3900 Boulevard Road project will produce 112 single-family and duplex homeownership units for households with incomes between 60% and 80% of area median income in addition to commercial space and infrastructure improvements. This is a very unique project to the region as it works to establish a land trust financing model and also prioritize seniors and aging in place.

In both projects, the City has thus far purchased the property; identified a non-profit developer; executed a real estate purchase and sale agreement outlining the timeline and conditions of the sale of the land to the developer and the end use of the land; worked closely with the developer to pursue cost savings within the City's control, such as impact fee exemptions and parking exemptions; and assisted, where needed, with identifying and pursuing state and federal financing for the projects. These projects are anticipated to start construction in 2026 and be available to low-income households within eighteen months.

Another project managed and implemented by the City's Housing and Homeless Response Team is a state-wide initiative known as the Encampment Removal Program. Over the last year, the City's Housing and Homeless Response Team has been working regionally with service providers and state agencies to implement Washington State Governor Jay Inslee's Encampment Resolution Program Initiative. During this time, the City has used trauma-informed practices to relocate dozens of formerly homeless residents from encampments along state right-of-way properties and house them at permanent supportive housing sites.

Other examples of the City's Housing and Homeless Response Team's project portfolio include renter protection policies; fair housing, anti-displacement and homeownership studies; and office-to-residential conversion development. The City's CDBG program includes a rental rehabilitation program which includes an existing portfolio of nearly \$3,000,000 in improvements to local affordable rental housing.

In 2023, the City of Olympia's Housing Team was awarded a place in the national competition to participate in the Peer Cities Network through the Housing Solutions Lab at the NYU Furman Center. Olympia staff received technical assistance to further its efforts to encourage office-to-residential housing adaptive reuse. Jacinda Steltjes, the City's Affordable Housing Program Manager, is already making connections with firms to redevelop and produce affordable housing in the Downtown core. Last year, the City's Housing Team also succeeded in winning a cash prize from the U.S. Department of Energy's Buildings Up! Program. The City is utilizing the cash prize to provide energy efficiency upgrade technical assistance to property owners providing affordable rental housing.

The City's Public Works Department has a successful history completing infrastructure projects similar to those proposed in this grant and is familiar with working with Housing and Homeless Response staff on housing related projects. The Public Works Department is also well-versed in community outreach and engagement. The City's Transportation Master Plan outlines priorities for multimodal transportation and enhanced public safety features. Olympia is currently undertaking seven major transportation capital projects to improve safety and walkability for residents. Our Capital Facilities Plan is updated annually with community priority projects.

## B. Experience Using Grant Funds

The City of Olympia serves as an entitlement community for CDBG funds from the U.S. Department of Housing and Urban Development (HUD). Olympia has served as an entitlement community since 1982, distributing over \$15 million in CDBG funding in the community during that time. The City participated in the Section 108 Loan Guarantee Program in 2012, leveraging its entitlement award for a \$1.2 million loan for economic development activities. The City has completed a variety of eligible activities with CDBG funding and has subject matter expertise in acquisition, rehabilitation, public facilities improvements and public services. Olympia also has fully expended its \$600,000 in CDBG-CV funding to prevent, prepare for and respond to the COVID-19 epidemic. While not directly familiar with DRGR, City staff are highly specialized in grant management in other federal grant systems such as IDIS. Staff will prioritize training in the DRGR system to ensure compliance with system requirements.

The City of Olympia, in partnership with affordable housing developers, has been successful in the last two years in securing Connecting Housing to Infrastructure Program (CHIP) grant funds from the Washington State Department of Commerce. CHIP was created in 2021 to partially fund utility connections for affordable housing projects. One of Olympia's CHIP grants was secured for a multi-family rental project. Another was secured for a homeownership program. The City is the direct recipient of these grant funds. The City then disburses the funds as a reimbursement issued to the developer via funding draws. The City anticipates this funding will be made available again as early as fall 2024 and intends to pursue another CHIP grant for this project.

Thurston County also serves as the entitlement recipient of federal CDBG and HOME Investment Partnership Program funds. Thurston County has participated in the CDBG

program as an Urban County since 2013 and has signed agreements with the cities of Lacey, Tumwater, Rainier, Tenino, and Yelm and the Town of Bucoda to comprise the Urban County. Thurston County has a signed Interlocal Agreement with the City of Olympia to form the HOME Consortium in which Thurston County is designated as the Representative Member that serves as the lead entity for the Consortium. In total, since 2005, Thurston County has successfully managed \$27.8 million in combined CDBG and HOME funds.

In managing these funds, Thurston County's Office of Housing and Homeless Prevention (OHHP) has overseen a wide variety of projects, including affordable homeownership, new construction of single-family and multi-family units, homeowner rehabilitation, infrastructure improvements, and the construction or rehabilitation of community facilities.

Additionally, in response to the COVID-19 pandemic, Thurston County received direct allocations from the U.S. Department of the Treasury under the Emergency Rental Assistance programs (ERA-1 and ERA-2) for approximately \$15.9 million. In addition, through the Washington State Department of Commerce, Thurston County received an additional \$28.4 million in ERA-1 and ERA-2 funding. Thurston County effectively managed and distributed these funds while meeting all deadlines and requirements for expending these funds.

### C. Key Staff

#### i. City of Olympia

The City of Olympia has dedicated staff to seek out this funding and help administer the proposed PRICE program. Their scopes include a variety of work, however, all tasked with eliminating barriers to affordable and stable housing.

**Anastasia Everett**, Community Development Block Grant Program Manager, leads the City's compliant and robust CDBG Program and serves as the lead of this application. She has worked with the CDBG grant for four years at the City of Olympia. Understanding that the PRICE grant aligns very closely to CDBG, Anastasia brings in-depth knowledge of regulations and federal requirements. She will help ensure the grant is administered appropriately and meets the identified National Objective. Anastasia has key experience with federal cross-cutting requirements such as environmental review, BABA, Section 3, 2 CFR 200, and Davis Bacon and Related Acts. She has invested significant time into creation of policies and procedures to ensure a compliant CDBG program. She has also built partnerships with local nonprofits and the City's Climate program to creatively advance climate justice and equity to low and moderate income residents in Olympia. In 2023, a significant number of CDBG grantees nationwide struggled with meeting their timeliness test. Olympia successfully reduced its available funding ratio from 3 to 1.44 at the time of its timeliness test, demonstrating compliance with timely expenditures of federal funding. Anastasia is skilled at compliantly completing substantial amendments to HUD plans and fulfilling all public participation requirements. Anastasia manages all CDBG subrecipient contracts and is skilled at

ensuring milestones are met according to project scopes. She is comfortable course correcting if situations arise that require subrecipient mediation.

**Jacinda Steltjes**, Affordable Housing Program Manager, works primarily on housing development and cross-jurisdictional projects. She oversees all the City's affordable housing development incentive programs and works closely with nonprofit and for profit developers, City Planning and Permitting staff, and Economic Development staff to bring housing projects to fruition. Jacinda is the City's point of contact for the Thurston Regional Housing Council, a regional partnership among jurisdictions which is dedicated to housing and homeless policy and funding decisions. She also works closely with Thurston County personnel to co-staff the Thurston Regional Housing Council's Affordable Housing Advisory Board. Jacinda is currently supporting the Manufactured Housing Workgroup as well as serving as the City's staff lead on the Franz Anderson permanent supportive housing project and the Habitat for Humanity 3900 Boulevard project. Prior to employment with the City of Olympia, Jacinda spent three years managing Thurston County's CDBG and HOME programs, six years managing City of Tacoma's CDBG and HOME programs, and two years administering and overseeing Tacoma's CDBG funds for public services contracts. She has years of experience with cross-cutting regulations, including NEPA requirements, and managing large affordable housing capital projects. Jacinda is certified through the Grow America Fund as an Affordable Housing Development Finance Professional and has spent her 13-year public service career working in the fields of community development, economic development, and affordable housing.

**Kim Kondrat**, Homeless Response Coordinator, leads the City's Homeless Response Team with trauma-informed practices. Her team consists of one specialist and two outreach assistants who are boots on the ground with our neighbors experiencing homelessness. Kim is adept at managing multiple competing priorities and projects at once, each typically with a large community interest. She is skilled at public engagement and regularly participates in neighborhood meetings. She works closely with Olympia's service providers to build confidence and capacity.

**Christa Lenssen**, Senior Housing Program Specialist, leads the City's efforts on tenant protection policies and fair housing efforts. Prior to working at the City, she managed an eviction defense clinic for tenants (including residents of manufactured home communities) and worked in fair housing. Her fair housing experience includes leading testing investigations at a FHIP agency, providing education, outreach and technical assistance, and conducting investigations and enforcement at a statewide FHAP agency. She led the region's efforts to update a countywide Assessment of Fair Housing in 2022. She recently completed work to assess strategies that the City of Olympia can undertake to support access to affordable homeownership with low to moderate income households, partnering with the Northwest Cooperative Development Center to create a pro-forma for a new resident-owned manufactured housing community. She is currently working on efforts to identify anti-displacement strategies and efforts to reduce racial disparities in the City's Comprehensive Plan, which will guide the City's housing planning through 2045.

An additional key partner for this project is the private land owner participating in this option agreement. The City has been in a working relationship with this local resident for a number of years and he has continuously agreed to allow service providers onto his land to support unhoused residents to connect to resources. He is now hoping to partner with the City on this project to create units of affordable housing which our community desperately needs. His willingness and understanding of this complex issue are leading factors allowing this proposal to proceed.

Together, City staff will hold the master contract with HUD for the PRICE funds and sub-contract with the identified partners to carry out the scope of the proposal. City staff will ensure capital projects meet the target development goals and no choice-limiting action is committed prior to funding agreement. All staff members have ample experience in this process after having success in several land acquisition projects. The City of Olympia is the recipient of many federal and state grants, with a clean audit history, proving to have effective processes in place to properly administer larger grants. The City has dedicated financial grants managers that work closely with partnering government agencies to meet compliance requirements. This project proposal has been discussed with all administrative support staff to ensure capacity and comfort with implementation needs.

## **ii. Thurston County**

**Tom Webster**, Senior Program Manager for Thurston County's Office of Housing and Homeless Prevention, has 30 years of experience in affordable housing. Tom has been with Thurston County for 8 years, and for the first four years he was directly responsible for managing the County's HOME and CDBG programs. Prior to joining the County, Tom worked for ICF International for 18 years where he provided technical assistance on a wide variety of HUD programs, with a focus on Healthy Homes, Lead Safe Housing Rule as well as the HOME program.

**Alex Persse**, Thurston County Affordable Housing Program Manager, is responsible for managing the County's CDBG program, HOME Investment Partnership program, and other state funding sources for affordable housing activities. Alex's experience includes navigation of federal cross-cutting requirements such as environmental reviews, BABA, Section 3, 2 CFR 200, and Davis Bacon and Related Acts. She also has key experience in meeting HUD requirements in the management of federal grants, including but not limited to eligibility, contracting, timeliness, and reporting.

## **iii. Northwest Cooperative Development Center (NWCDC)**

NWCDC currently serves 27 manufactured housing cooperatives across Washington State and has been a ROCUSA Certified Technical Assistance Provider for 15 years. The Center's manufactured housing program is composed of 10 staff, of which 7 are bilingual. Staff are not only trained in providing regular technical assistance to cooperatives, but in several cases bring unique specialties to the overall team including: managing community refinances, developing and implementing new training material,

home placement and infill, financial analysis, organizing new cooperatives, and acquisition of new communities. Details on several key staff are outlined below:

As the Cooperative Housing Development Manager, **Victoria O'Banion** has overseen more resident owned co-op conversions than anyone at NWCDC, past and present. She has secured new sources of funding, advised state departments on legislation, and is working with several groups interested in building new resident owned communities. Successful manufactured home community conversions led by Victoria include those located in Roy, Selah, Royal City, Moses Lake, Lakewood, Bellingham, Tumwater, Mill Creek, and two in Shelton, Washington. Victoria meets with sellers and brokers to negotiate purchase and sale agreements for residents. She leads structuring calls with multiple private and public funders. She oversees purchase due diligence and troubleshoots complex closing requirements. Routinely, Victoria coordinates the efforts of surveyors, engineers, loan officers, attorneys, title companies, and public funders to complete a resident acquisition. She regularly presents at industry events, meets with city planners, and regularly corresponds with policy makers working to preserve housing.

**Sam Green** works as NWCDC's co-director and loan fund manager. Sam shares time between the grant administration, building the Center's lending capacity, and providing technical assistance to housing projects. Sam holds a Master of Sciences in Accounting, previously worked as NWCDC's CFO, and works with potential co-op borrowers. With a background in community organizing, Sam is experienced in group facilitation, hosting events, and sourcing stakeholder input. He brings expertise in housing cooperatives, and specifically works with community land trusts. First as a technical assistance provider and later as a marketing and acquisitions specialist, Sam has experience in all stages of manufactured home community cooperatives' development. He has drafted pro-formas, written policies, negotiated major capital repairs, and navigated local land use regulations. Sam hosted regional leadership events, developed new training modules, and created new internal team structures to facilitate delivery of technical assistance to a growing portfolio of resident owned communities. Sam helped form two community land trusts. He convened community members and facilitated the drafting and adoption of articles and bylaws. While coaching new boards of directors, Sam helped establish accounting systems, draft ground leases, and steer the groups toward applicable housing grant programs. Finally, Sam doubled the size of NWCDC's loan fund, created a subordinate lending entity, and started offering new lending products. Sam additionally created a workshop for co-ops to understand how, when, and why to get loan financing and/or grants.

**Luis Sierra** has years of experience conducting market assessments, delivering training, writing business plans, facilitating strategic planning, and coaching co-op boards of directors. Beyond working at NWCDC, Luis lived in a housing cooperative for years and worked at the California Center for Cooperative Development for 13 years. Within the Center's resident owned communities program, Luis both provided assistance to longstanding co-ops and shepherded nascent groups through the process of drafting organizational documents, filing articles of incorporation, and commencing operations. An example of Luis's experience: at Whispering Pines manufactured home community,



Luis worked with the community to navigate their year-ten refinance. This process required drafting a new budget, completely revising the capital improvement plan, and re-examining the co-op's business assumptions. Luis met with vendors and engineers to ensure due diligence requirements of the lender were satisfied. He successfully coached the board through this process and facilitated large group conversations during membership events.

## 2. Promoting Racial Equity

The City of Olympia has a dedicated Social Justice and Equity Commission. The Commission consists of 11 residents of Olympia with the purpose to “eliminate racism and fulfill human rights for a just and equitable Olympia for all people.” The Commission will work to identify, respond to, and ultimately reduce discrimination occurring within the city. The Commission has an annual work plan that informs City Council policy decisions. The City employs a full time Social Justice and Equity Program Manager. All City policy work must be addressed with an equity lens during the legislative process. Staff are required to complete equity frameworks to address potential gaps in underrepresented communities in all of the policy that goes to Council.

The City of Olympia recently convened community-based organizations, financial institutions, and jurisdictional partners to explore a partnership with the Black Home Initiative (BHI). BHI is a collaboration between partners in multiple fields impacting affordable homeownership for Black residents. BHI has a goal of increasing homeownership for low to moderate income Black households, and has been geographically focused in neighboring King and North Pierce counties. The City of Olympia has been in communication with BHI to discuss a potential expansion of the network into Thurston County. Participation in this network will help the City to coordinate local efforts to increase Black residents' access to homeownership and learn from the successes of an established initiative. The City of Olympia led a regional update to the Assessment of Fair Housing in 2022, which helped identify access to homeownership as a key goal and identified gaps in the current system which could be addressed through partnership with BHI. Lastly, the City of Olympia as well as Thurston County are founding members of the Thurston Regional Housing Council (RHC), which takes into account conversations, decisions and guidance emerging from the Lived Experience Steering Committee regarding the local homeless response system. Both the RHC's Homeless Services Advisory Board and its Affordable Housing Advisory Board prioritize board membership of individuals with lived experience of homelessness or housing instability.

## 3. Completing Environmental Reviews

City of Olympia and Thurston County staff together have significant experience in completing environmental reviews in accordance with 24 CFR part 58. Both agencies serve as Responsible Entities and complete environmental reviews for internal projects as well as non-profit subrecipients and developers. Staff are compliant with related laws and authorities, the RROF process, and have experience executing a range of environmental reviews from broad-tiered environmental reviews to environmental assessment reviews. Staff are keenly aware of choice limiting actions and will ensure the appropriate environmental review is completed prior to any activity that could trigger a choice limiting action.



#### 4. Cross Cutting Regulations

The City has a robust accounting team and is in full compliance with 2 CFR 200, as demonstrated by recent federal and state audits. Anastasia Everett, Alex Persse, and Jacinda Steltjes have all completed several professional CDBG courses as well as training modules in the HUD exchange related to the URA, Davis-Bacon labor standards, and Uniform Administrative Requirements.

Both City of Olympia and Thurston County staff are experienced in implementing the many cross-cutting federal requirements that are associated with implementing projects with federal funding, including, but not limited to:

- National Environmental Policy Act
- Davis-Bacon and Related Acts
- HUD Section 3 Requirements
- Lead Safe Housing Rule
- The Fair Housing Act
- Uniform Relocation Act
- Build American, Buy America Act

Thurston County is also well-versed in compliance with 2 CFR 200, as is evidenced by the clean audits of the County's CDBG and HOME program by the State Auditor's Office over the past several years.

# Exhibit F: Leverage

## City of Olympia

## 1. Sources & Amounts of Match and Leveraged Funding

The firmly committed funding that is a partial match for the federal share of this application is \$7,240,000. This project proposal would impact every department and line of business the City offers, and our match reflects the broader benefit to the community. Three million dollars are committed as a match from the Transportation Capital Fund. Two million is committed from the Water and Wastewater Utility Capital Fund, and \$200,000 is committed as a 1% tax for the arts required for all new construction that the City is willing to cover for the benefit of cost reduction.

The City has entered into an option agreement with the current property owner for the property to be purchased with PRICE funding. The agreement is for two years with an option to extend a third year, allowing time for the City to come up with the needed funds to purchase the site. Each year, the City will pay the owner \$80,000 as a holding fee that will count towards the final purchase price, a potential total of \$240,000. This is firmly committed and evidenced by the executed legal agreements for the Purchase and Sale Agreement of the property, an attached exhibit to the application.

The City commits to leveraging its CDBG award to apply for the Section 108 Loan Guarantee Program. The City commits to applying for up to \$1.8 million in Section 108 funding for eligible 108 activities related to the development of the PRICE project. The City will pledge its future CDBG allocations as security for the loan. If awarded PRICE funding, the City would begin the 108 application process and will have a completed application package for submission within six months from the notice of PRICE award.

The City will leverage significant staff time towards the completion of the proposed PRICE project. The City has four professional staff members who will incorporate the work necessary to compliantly administer the PRICE program. The City will leverage upwards of 1,000 hours of staff time across departments. The City's Housing team will prepare environmental reviews, follow cross-cutting requirements, manage subcontracts, and administer the grant in the Disaster Recovery Grant Reporting System (DRGR). The City's Homeless Response Team will leverage time by performing outreach to multiple audiences, including the residents currently living at the project property, service providers, and the general public. The City is leveraging its Public Works Department in site review and design, as well as public engagement for the development of the road and public safety improvements. Olympia's Legal Department is leveraging expertise and time in the preparation of legal agreements with the current project property owner and oversight to protect and ensure the proper investment of federal funds.

This project has the support of Thurston County and a commitment to dedicate their Housing and Homeless Response staff to the implementation of the proposed project. Thurston County staff will work alongside City staff to prepare public outreach plans and to ensure the safe relocation of all current property residents to permanent supportive housing.

Northwest Cooperative Development Center (NWCDC) has three staff members who will partner with the City of Olympia to implement the project. Their organizational expertise in the creation of cooperative housing models will greatly promote the success of this project. The staff

time and expertise leverage for this grant is expected to be at a minimum several thousand dollars.

## 2. Funding Risks

The City has had an ongoing working relationship with the property owner for several years. Our legal team is confident in the Purchase and Sale Option Agreement executed by the included parties and sees the current owner as operating in good faith to not sell the property to any other buyer until the City is informed of the PRICE grant decision. However, the seller could decide otherwise and sell to a higher offer or a different buyer that has a quicker timeline, just like most publicly funded acquisitions. As highlighted throughout the proposal, this property is hard to develop for a private investor and has not seen much interest from other buyers this far.

The other resources include the City of Olympia Home Fund, CDBG 108, Transportation Capital Fund, and Water and Wastewater Utility Capital Fund. These funding options are committed to the project (upon HUD loan approval) by City Council and are highly unlikely to be pulled from this project.

If a partial PRICE award were to be awarded, depending on the reduced amount, the project could still be completed and the targeted AMI for residents would need to be adjusted and the revolving loan element of the project could be eliminated, creating a true interest bearing loan for the homeowners. Currently, the scope is targeting the lowest income community members that could afford to live in a resident owned community. This works out to be primarily people who are 50-80% AMI. If the full amount were not to be awarded, the project could sell all the units to 80-100% AMI residents, increasing the standard mortgage while still remaining permanently affordable.

The projected timeline of the proposal is approximately 4.5 years. This allows the project a year and a half of flexibility to ensure a timely spend down of funds. Two major elements of the project—relocation of residents and site design and permitting—will run concurrently, providing ample time for the thoughtful transition of residents and a well-planned project that will fit seamlessly into the community.

# Exhibit G: Long-Term Effect

## City of Olympia

## Retaining Long-Term Affordability

This project proposes two separate layers of affordability protections to ensure residents have reasonable lot fees, public investment serves a perpetual interest, and households will still build wealth through ownership. Manufactured home communities have two distinct types of property: real property representing the underlying land along with improvements and personal property composed of the individual titled manufactured home units. In a limited equity cooperative, all the real property is owned by one legal entity, the cooperative, which itself is owned collectively by the households residing at the community. Homes are owned by individual occupants and often include a mortgage lender as a registered owner or lien holder. Accordingly, one layer of subsidy will accompany the real property and another will be placed on individual homes.

Typical resident owned community cooperatives in Washington State use no formal recorded covenants or affordability requirements. Instead the internal balance of incentives within a co-op results in rents only rising to meet actual rising operational costs or updated contributions to reserves. Because these typical co-ops rely on fixed rate debt, their debt service remains the same and operating expenses increase roughly in-line with inflation. Debt service is usually twice the monthly expenditure as operating expenses, so the cumulative result is resident owned cooperatives see year over year rent increases between 1% and 2% which is both lower than inflation and much lower than the double-digit increases in housing costs seen in Western Washington, recently. While these limited-equity co-ops do not require household applicants to be below a specific area median income, the nature of the housing results in lower income families buying the homes. Simply put, buyers of single wide manufactured homes in land lease parks, are not high income households.

This project will serve exclusively low-income residents, ranging from 50-80% of area median income. When a prospective homebuyer applies for membership in the community, they will fill out an income survey and only approve members meeting the criteria for allowed incomes. Because it is a homeownership project, income will only be tested at the time of application and residents will not provide annual income recertifications. If a homeowner is unable to find an income-qualified buyer, the cooperative will have an opportunity to purchase the home for the current value of its remaining original subsidized mortgage.

Individually, homes will each have an even amortizing loan calculated based on affordable home payments for the target area median income of the household and a second deferred loan representing down payment assistance to be recaptured at resale. With favorable rates on the amortizing loan, residents will be able to generate wealth as they reduce principal and establish an equity position. The remaining deferred loan can be recaptured in all or in portion as the home is resold or if the target area median income for the home changes. After a period of 40 years, the deferred loan can be forgiven.

From an affordability standpoint, there are two main goals: keep lot fees affordable and keep higher income families from taking units meant to serve lower income families. The former is built into the limited equity model. The latter is also built into the model and further ensured through recorded affordability requirements.

The City is dedicated to pushing the envelope and developing innovative solutions to our housing problems. With PRICE funding, fifty low-income families within the City of Olympia will have the privilege to become homeowners, an opportunity that is increasingly only available to wealthier and wealthier households. These funds will not only help create intergenerational wealth-building opportunities for new low-income homeowners, but will create affordable homeownership for future buyers into perpetuity. PRICE funds will facilitate transitions from unsheltered homelessness to safety and stability for encampment residents at the Jungle. This project has the potential to transform a landscape that has been a place of hardship into a place of hope.

## Attachment A: Advancing Racial Equity



The City of Olympia has undertaken significant work related to advancing racial equity and has a commitment to continue meaningful steps towards mitigating the harmful impacts of racially discriminatory policy. The City is currently working on efforts to identify antidisplacement strategies and efforts to reduce racial disparities in the City's Comprehensive Plan, which will guide the City's housing planning through 2045.

The City of Olympia is of a majority white demographic, yet poverty in Olympia is highly overrepresented in communities of color. Grant activities will be targeted to actively incorporate beneficiaries of color during the outreach and homeownership application process.

Identified potential barriers to persons or communities of color equitably benefiting from our proposed grant activities include:

- Limited access to homeownership opportunities if outreach is not adequately extended to communities of color.
- Limited access to homeownership opportunities if program materials are not made available in multiple languages for Limited English Proficient community members.
- Limited access to homeownership opportunities could be an unintended outcome disproportionately effecting communities of color if there are gaps in access to broadband to review program documents.
- Parents and working community members of color could have difficulty attending public meetings related to the proposed grant activities if held during regular business hours or no childcare is provided.

We have identified steps to take in order to prevent, reduce or potentially eliminate these barriers, including:

- Working with local By and For organizations to ensure adequate outreach is performed to communities of color.
- Making all program materials available in multiple languages to ensure Limited English Proficient community members can access grant opportunities.
- Program documents, applications, and any related materials will be available for print and advertised at central facilities in Olympia, including City Hall, the library, the community college, the state college and the food bank.
- Community meetings will be made available during multiple times to accommodate various schedules, in person and online.

The City will track demographic information for PRICE activities which will be reviewed by staff to inform equitable outreach strategies to further racial equity.

## Attachment B: Affirmative Marketing

Housing and services will be affirmatively marketed broadly throughout the grant activity process. The City of Olympia and Northwest Cooperative Development Center (NWCDC) will utilize the Affirmative Fair Housing Marketing Plan (AFHMP), Form HUD-935.2A, in outreach efforts in advertising the new homeownership units. The City will work with community By and For organizations to affirmatively market all grant activities to Black and Brown and Indigenous Communities of Color. Grant activities will be posted on the City's social media as well as NWCDC's. Relevant grant documents and programmatic materials will be translated into multiple languages to reach individuals with limited English proficiency.

PRICE funding affirmative marketing procedures will include:

1. Methods for informing the public about fair housing laws such as using the Equal Housing Opportunity logo, slogan or statement in press releases and solicitations for potential homeowners and written communication to fair housing and other groups.
2. Requirements and practices to carry out affirmative marketing procedures and requirements such as displaying the fair housing poster and Equal Housing Opportunity logo and slogan, or statement.
3. Procedures to inform and solicit applicants from persons in the housing market area who are least likely to apply to reside in the development without special outreach, such as community organizations, churches, employment centers, fair housing groups, and housing counseling providers.
4. Records to be maintained that describe the actions taken to affirmatively market the units and assess the results of these actions.

## Attachment C: Affirmatively Furthering Fair Housing

In partnership with Thurston County and the Housing Authority of Thurston County, City of Olympia completed a countywide Assessment of Fair Housing (AFH) in early 2023. The AFH found that people of color, people with disabilities, people who are transgender, and single mothers are more likely to face housing insecurity through risk of displacement, housing cost burden, and gaps in homeownership. These groups are more likely to experience homelessness, eviction, and are more likely to be renters than homeowners.

In Thurston County, the homeownership rate for white, non-Hispanic households is 69%, while the homeownership rate for people of color is 58%. The homeownership rate is lowest for Black or African American households (45%). The Washington State Department of Commerce report *Improving Homeownership Rates for Black, Indigenous, and People of Color in Washington* finds that 2,866 Black, Indigenous and People of Color (BIPOC) households would need to become homeowners in Thurston County to equal the rate of white, non-Hispanic homeownership. Only 38% of single female-headed households in Thurston County own their homes. Disability advocates provided feedback that family members who care for a household member with disabilities often are forced to leave the workforce to provide support and are at risk of losing housing. Affordable homeownership could help stabilize these caregiving families.

The goals and were identified in the Fair Housing Assessment were identified along with related contributing factors, fair housing issues, metrics and milestones and timeframe for achievements, and responsible program participants. Program participants include the Regional Housing Council, Thurston Count, and local jurisdictions. Many of the goals identified align with local Housing Action Plans, the Regional Housing Council's Permanent Supportive Housing Strategy, Thurston County's 5-Year Homeless Crisis Response Plan and/or work underway by the Housing Action Team subgroups. The Regional Housing Council's new Advisory Boards for Affordable Housing and Homeless Services could also provide guidance on these goals and priorities to ensure efforts make an impact on the disparities and fair housing issues identified.

A survey of over 600 community members found that increasing access to homeownership was the second highest priority to increase equity and reduce disparities among protected classes in Thurston County. As a result of community needs and priorities, the following goals were established to affirmatively further fair housing in Thurston County:

1. Provide support for low to moderate income households to access homeownership by providing funding for homeownership activities such as credit counseling or downpayment assistance;
2. Explore non-traditional ownership models provided by cooperatives and land trusts to provide more accessible and affordable homeownership opportunities for protected class groups;
3. Strengthen partnerships with homeownership partners and affirmatively market information to protected class groups when funding opportunities or programs become available (such as the Washington State Housing Finance Commission, programs by financial institutions, and nonprofits).

One barrier to homeownership identified in the AFH is absence of credit history or low credit scores for borrowers to qualify for a mortgage. In consultation with community advocates, credit history has been identified as a common barrier to accessing housing (both rental and ownership)

for multiple protected class groups. City staff heard from advocates that domestic violence survivors often experience financial abuse, which may include a perpetrator opening credit cards or bank accounts in the survivor's name. Community members with disabilities often have medical debt. Undocumented community members lack a Social Security number, are often paid in cash, and have difficulty establishing credit history. Due to barriers and cost of the legal process, many undocumented community members do not have an individual tax identification number (ITIN) or work permit. Olympia staff has determined that any future homeownership activities must include financial counseling and homebuyer education that is accessible, culturally responsive, and affirmatively marketed to protected class groups. Olympia staff has started engaging community-based organizations and by-and-for organizations to identify potential partnerships.

During the AFH process, staff developed a list of nearly 200 diverse community groups, which can be used to affirmatively market homeownership resources. Trusted advocates will provide resource information to their communities. Due to the barriers identified in the AFH, staff will target affirmative marketing efforts to community organizations serving: BIPOC, people with disabilities, LGBTQ+ community, and low-income families. Staff will create and distribute program information to community contacts from identified organizations and community groups, as well as post information in community spaces with high traffic and high visibility from a diverse cross-section of the community (such as targeted apartment complexes, libraries, grocery stores/ethnic markets, or local schools). Staff will translate program materials into commonly spoken languages and will ensure that any future programs are accessible to individuals with Limited English Proficiency and disabilities. Staff will confer with community-based organizations to evaluate outreach and affirmative marketing efforts and readjust, as needed. These supportive outreach and financial preparation services will ensure that protected class groups that experience disparities in accessing homeownership will not be left out of opportunities funded by this proposal.

Olympia has reviewed racially restricted deeds and covenants in neighborhoods or subdivisions identified by researchers at the University of Washington. Census tract level demographic data indicates that many of the areas in Olympia with a high percentage of racially restrictive covenants are still predominantly white, compared to other areas. While about 80% of the countywide population is white, white residents still comprise about 90% of the population in some of the identified tracts.

City staff will collect demographic information on residents who benefit from programmatic activities to evaluate the effectiveness of this proposal's efforts to advance racial equity. Staff will monitor demographic information to ensure that outreach efforts and partnerships with community-based organizations are helping to reach BIPOC, people with disabilities, LGBTQ+ community, and low-income families. Staff will work with contracted organizations to adjust approaches or identify additional barriers, as needed. The City will also address discriminatory zoning and Land Use laws by amending the Comprehensive Plan to allow for new manufactured housing along the Martin Way corridor. The City will maintain compliance with civil rights laws by following City policy aligned with existing federal civil rights laws.

Attachment D: Eligible Applicant Documentation  
HOME Consortium

AMENDED INTERLOCAL COOPERATION  
AGREEMENT  
BETWEEN THURSTON COUNTY – URBAN COUNTY AND THE  
CITY OF OLYMPIA,  
TO FORM A HOME CONSORTIUM TO PARTICIPATE AND RECEIVE FUNDS  
UNDER THE NATIONAL AFFORDABLE HOUSING ACT

PROGRAM YEARS 2022 - 2024

This agreement is entered into between Thurston County as the qualified Urban County, comprised of: City of Lacey, City of Tumwater, City of Yelm, City of Rainier, City of Tenino and the Town of Bucoda, (hereinafter the "County"), a political subdivision of the State of Washington, and the City of Olympia, (hereinafter the "City"), municipal corporations within Thurston County, for the purpose of forming a Consortium to receive and administer federal funds under the HOME Investments Partnership (HOME) Program. This agreement will become effective upon adoption by the parties and approval by the U.S. Department of Housing and Urban Development (HUD), and will continue until terminated as provided herein.

WHEREAS, the Congress of the United States of America has enacted the National Affordable Housing Act (NAHA), 42 U.S.C. Sec. 12721, as implemented by HUD in 24 CFR part 92, which authorizes units of general local government to form a consortium to obtain funding as a participating Jurisdiction under the HOME program; and

WHEREAS, the County and the City are not individually eligible to receive a formal allocation in the HOME program; and

WHEREAS, the County and the City have determined that obtaining funding under the HOME program will increase their ability to provide affordable housing for residents with incomes at or below 80% of the area median income; and

WHEREAS, HUD has specified the minimum provisions which must be included within any intergovernmental agreement for the cooperating bodies to qualify as a consortium; and

WHEREAS, the NAHA requires that a consortium select one member to act in a representative capacity for all members and to assume overall responsibility for the program; and

WHEREAS, the Consortium is formed for the purpose of receiving Community Development Block Grant entitlement funds as an Urban County that does not include the City of Olympia, the City of Olympia will continue to administer its own independent CDBG program; and

WHEREAS, HUD has specified that the program year for the HOME Interlocal must coincide with the program year of the Urban County, Community Development Block Grant Interlocal for Thurston County, which begins September 1st.



NOW THEREFORE, in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties agree as follows:

## **SECTION I: DEFINITIONS**

- A. "Member" means a unit of local government that is a signatory to this agreement and therefore a member of the consortium for the purpose of carrying out eligible activities under 24 CFR Part 92.
- B. "Representative Member" means the unit of local government designated as the "lead entity" to act in a representative capacity for all members for the purpose of this agreement. The Representative Member will assume overall responsibility for ensuring that the consortium's HOME program is carried out in compliance with the requirements of the HOME program, including requirements concerning the Consolidated Plan, in accordance with HUD regulations 24 CFR Parts 92 and 91, respectively, and the requirements of 24CFR 92.350, and other federal requirements. For purposes of this agreement, Thurston County is designated as the lead entity.

## **SECTION II: GENERAL PROVISIONS**

- A. The Members agree that as geographically contiguous units of general local government, they are eligible to form a consortium for the purposes of HOME funding. However, the consortium is not a separate legal entity. The consortium will not acquire, hold or dispose of real or personal property.
- B. The Members agree to cooperate in undertaking or to assist in undertaking housing assistance activities for the HOME program in compliance with the Consolidated Plan.
- C. The Members agree to undertake the development of a Consolidated Plan for each year covered by this agreement.
- D. The Members agree to jointly pursue and identify match requirements, examples including, but not limited, to 2060 funds, non CDBG housing rehabilitation funds, Washington State Housing Trust Funds, Regional Housing Council (RHC) funds, and other funds as may be appropriate and eligible to be used as matching funds according to 24 CFR Part 22 Section 200, the amendments to NAHA in the Community Development Act of 1992, and HUD Notice CPD 97-03.
- E. The Members agree to take affirmative action to further fair housing in their jurisdictions. Such actions may include planning, education and outreach, and enforcement components.
- F. The Members agree to comply with the requirements of the HOME program in 24 CFR Part 91 and 92, the requirements of 24 CFR 92.350, and other federal requirements.

## **SECTION III: PROGRAM ADMINISTRATION**

- A. The Members agree that Thurston County per section 1. is designated as the Representative Member and will act as the lead entity for the Consortium.

- B. The lead entity shall assume overall responsibility for ensuring that the HOME program is carried out in compliance with 24 CFR Part 92. The lead entity may enter into an agreement with a Subrecipient to administer and manage the HOME program, and may delegate all tasks and activities, including any tasks, activities, and authority listed below, to the extent allowed by HUD and the HOME program regulations.
- C. The lead entity shall manage the entire HOME allocation on behalf of the Consortium, as set forth herein. Specifically, the lead entity will be responsible for the following:
  - 1. Establish a local HOME Investment Trust Fund Account;
  - 2. Receipt, disburse, and account for all HOME program and matching funds;
  - 3. Collect all required reports and data from the Members and submit them to HUD; and
  - 4. Provide staff support for program implementation.
- D. Each Member is responsible for submitting in a timely manner to the lead entity all information necessary for participation in the Consortium as defined in 24 CFR 92. This includes all information necessary for the Consolidated Plan, the HOME program description and certifications, and performance reports.
- E. The lead entity and any and all Subrecipient entities agree to make available to each Member upon request all records concerning the activities carried out under this agreement for inspection.
- F. The lead entity is responsible for preparing and submitting the Consolidated Plan to HUD. Development of the Consolidated Plan will require the participation of citizens and organizations as well as input from all the Members. The Members will provide specific information concerning their housing and related activities to the lead entity for inclusion in the Consolidated Plan. The Plan will identify the general activities and priorities to be undertaken with HOME and CDBG entitlement funds. The City is responsible for preparing a Consolidated Plan to cover its CDBG program, which plan will be incorporated into the Consortium's Consolidated Plan.
- G. The lead entity will provide staff support to manage and implement activities of the consortium's HOME program. Specific tasks include, but are not limited to, coordinating the public participation process, developing necessary forms and agreements, drafting program descriptions, RFP's and NOFA's, reviewing and evaluating proposals for funding, technical assistance to project sponsors, monitoring funded projects, and preparing required reports. As noted in III.B above, these tasks may be carried out by a Subrecipient entity.
- H. The lead entity will be entitled to expend up to 10% of the Consortium allocation for eligible planning and administrative costs in accordance with 24 CFR 92.207, including 10% of any program income. Otherwise, each Member will be independently responsible for any administrative costs each incurs that are associated with the development and implementation of the Consolidated Plan and the HOME program.

- I. An advisory committee for HOME, hereinafter referred to as the "Committee," will be created for the purpose of identifying the general activities and priorities to be undertaken with the HOME funds for the Consortium, and to serve in an oversight capacity for the programs initiated by HOME expenditures. The Committee will also participate in the development of the Consortium's Consolidated Plan, and make formal recommendations to the lead entity's governing body for the successful implementation of the HOME program for the Consortium as a whole.

The Committee will consist of one elected official from each Member and one elected official acting on behalf of the jurisdiction classified as the "Representative Member/Lead Entity." A chair and vice chair will be appointed by the Committee and meet a minimum of two times a year. The Committee will also agree to a set of bylaws outlining the rules and procedures for conducting meetings of this body. Staff support for the Committee will be provided by the lead entity or its designee.

#### **SECTION IV: TERM OF THIS AGREEMENT**

- A. This agreement remains in full force and effect from the date of execution and approval by HUD for the period necessary to carry out all activities that will be funded for three program years: 2022, 2023, and 2024. The program year start date is September 1, which will be consistent with the City's CDBG program year.
- B. The Members are required to remain in the Consortium and cannot terminate or withdraw during the entire three-year period.
- C. The agreement will automatically be renewed for participation in successive three-year qualification periods unless a Member provides written notice to the Thurston County Manager that it elects not to participate in a new qualification period. By the date specified in HUD's consortia designation notice, the lead entity will notify each Member in writing of its right not to participate for the successive three-year qualification period. The lead entity will send a copy of the notification to each Member to the HUD Field Office by the date specified in the consortia designation notice.

#### **SECTION V: AMENDMENT**

- A. This agreement may be amended by the written consent of a majority of the Members.
- B. The Members agree to amend this agreement as necessary to add new members to the consortium.
- C. Failure by the Members to adopt any amendment to the agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in a HUD Consortia Qualification Notice applicable to a subsequent three-year qualification period will void the automatic renewal of the consortium agreement.

#### **SECTION V: MISCELLANEOUS PROVISIONS**

- A. Counterparts. This agreement may be executed in a number of identical counterparts which, taken together, constitute collectively one agreement; but in making proof of this

agreement, it is not 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 signature, or an electronic or digital signature where permitted by law, must be deemed to be an original signature for all purposes. All executed counterparts of this agreement are originals, but all such counterparts, when taken together, constitute one and the same agreement.

- B. Posting or Recording. The lead entity shall posted this agreement on its website or shall it with the Thurston County Auditor's Office pursuant to RCW 39.34.040.
- C. Employment Relationship. Employees of each agency remain at all times under the direction and control of their originally employing agency and the performance of work for any other agency pursuant to this agreement does not change that relationship for any purpose. No party to this agreement may be deemed to have agreed to pay any other agency's employees any wages or benefits afforded to its own employees. Further, each agency's responsibilities to its own employees for workplace injuries remain unchanged by this agreement.
- D. Records. Each party shall maintain its own public records and is solely responsible for responding to records requests received about the subject matter of this agreement. Any public records request addressed to the consortium as if this agreement created a separate legal entity, must be deemed to be a request received by each member individually. Each member shall respond separately, unless agreed to otherwise in writing.
- E. This agreement is governed by and must be interpreted in accordance with the laws of the State of Washington. Any lawsuit arising out of or relating to this agreement must be brought and maintained in the Superior Court of Thurston County.

## THURSTON COUNTY

\_\_\_\_\_  
Tye Menser  
Chair, Board of County Commissioners  
Dated: \_\_\_\_\_

Approved as to Form:  
Thurston County Prosecuting Attorney

By: \_\_\_\_\_  
Deputy

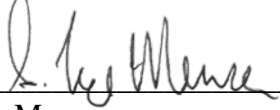
## CITY OF OLYMPIA

\_\_\_\_\_  
*Steven J. Burney*  
Steven J. Burney  
City Manager  
Date: 08/11/2021

Approved as to Form:

By: *Michael M. Young*  
Deputy City Attorney

THURSTON COUNTY



Tye Menser  
Chair, Board of County Commissioners  
Dated: 8/11/2021

CITY OF OLYMPIA

\_\_\_\_\_  
Name: Cheryl Selby  
Title: Mayor

Approved as to Form:  
Thurston County Prosecuting Attorney

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

By: Elizabeth Petrick  
Deputy

Approved as to Form:  
City Attorney

By: \_\_\_\_\_  
Deputy

## Attachment E: Evidence of Partnership Letters



**Fostering community economic development through cooperative business models**

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

RE: Intent to Collaborate

Dear Acting Secretary Todman,

The Northwest Cooperative Development Center (NWCDC) supports the City of Olympia's application for HUD's Preservation and Reinvestment Initiative for Community Enhancement (PRICE) funding and commits to contributing the time and expertise of our staff in making the Woodard Creek ROC project a success.

NWCDC has worked with cooperatively owned, manufactured home communities for more than a decade as a ROCUSA Certified Technical Assistance Provider. Currently, our staff serves more than 25 resident owned communities housing more than 1,300 households. Manufactured Housing provides one of the most affordable paths to homeownership in the United States and we are eager to see more of these homes become available for low-income homebuyers.

NWCDC will assist the City of Olympia throughout this project and has already committed significant staff time developing the budget, identifying partners, and planning the timeline. We will support the city as this project unfolds to ensure construction is timely and efficient, the cooperative is well positioned with a tested organizational model, and residents are supported, long-term, in the operation of their manufactured home community.

Sincerely,

DocuSigned by:  
*Sam Green* 6/12/2024  
9FED3CFD653E419...

Sam Green

Co-Executive Director

**Office Address:** 407 4<sup>th</sup> Ave. E. Ste. 201, Olympia, WA 98501 **Mailing Address:** P.O. Box 256, Olympia, WA 98507-0256

**Phone:** (360) 943-4241 **Fax:** (360) 570-8415 **E-Mail:** info@nwcdc.coop

The Northwest Cooperative Development Center is a 501(c)3 nonprofit and donations may be tax deductible. NWDC attests that no direct goods or services were provided to the donor.

## Attachment F: Leverage Documentation



## Attachment G: Application Certifications and Standard Forms

## PRICE CERTIFICATIONS FOR ENTITLEMENT LOCAL GOVERNMENT APPLICANTS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing. **The Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA), and Residential Anti-displacement and Relocation Assistance Plan (RARAP)** -- It will comply with the acquisition and relocation requirements of the URA (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR part 24. It has in effect and is following a RARAP as required under 24 CFR part 42 in connection with any activity assisted with funding under either the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The submission of the PRICE application is authorized under state and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with PRICE funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 75.

**Build America, Buy America (BABA)** -- It will comply with Title IX, subpart A of the Infrastructure Investment and Jobs Act of 2021 (41 U.S.C. 8301 et seq.).

**Public Participation** -- It is in full compliance with the PRICE streamlined public participation requirements found in Section VI.E of the PRICE NOFO.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with PRICE funds, it has developed its proposal to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposal may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional PRICE Certification).
2. **Overall Benefit.** The aggregate use of PRICE funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons.
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with PRICE funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if PRICE funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with PRICE funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than PRICE funds. In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than PRICE funds if the jurisdiction certifies that it lacks PRICE funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K and R; and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

**Compliance with RFRA** -- The grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

**Environmental Review** -- It will comply with environmental review procedures and requirements at 24 CFR part 58.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_ Signature of Authorized Official

\_\_\_\_\_ Date

\_\_\_\_\_ Title

## Attachment H: Summary of Public Comments

| Grant Application Detailed Budget Worksheet            |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|--|------------------------------|---------------|----------------|--|-----------|-----------------|-----------------|---------------------|-------------|--------------------|-------|----------------|
| OMB Approval No. 2501-0017<br>Expiration: 1/31/2026    |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
| Applicant Name:<br>Applicant Address:                  | City of Olympia              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  | PO Box 1967 Olympia WA 98507 |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
| Category   |                              |               |                | Detailed Description of Budget (for full grant period) |           |                 |                 |                     |             |                    |       |                |
| 1. Personnel (Direct Labor)                            | Estimated Hours              | Rate per Hour | Estimated Cost |  | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Position or Individual                                 |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
| City of Olympia Homeless Response Coordinator          | 1,040                        | \$50.75       | \$52,780       |  | \$52,780  | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| City of Olympia Housing and Homeless Response Director | 1,560                        | \$64.50       | \$100,620      |  | \$100,620 |                 | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| CDBG Program Manager (5 hours/week for 6 years)        | 1,560                        | \$44.75       | \$69,810       |  | \$69,810  |                 | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|  |                              |               |                |  | \$0       |                 | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
| Total Direct Labor Cost                                |                              |               | \$223,210      |  | \$223,210 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| 2. Fringe Benefits                                     | Rate (%)                     | Base          | Estimated Cost |  | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| City of Olympia Homeless Response Coordinator          | 40.00%                       | \$52,780      | \$21,112       |  | \$21,112  |                 | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| City of Olympia Housing and Homeless Response Director | 40.00%                       | \$100,620     | \$40,248       |  | \$40,248  |                 | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| City of Olympia Program Manager                        | 40.00%                       | \$69,810      | \$27,924       |  | \$27,924  |                 | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|  |                              |               | \$0            |  | \$0       |                 | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
|  |                              |               |                |  |           |                 |                 |                     |             |                    |       |                |
| Total Fringe Benefits Cost                             |                              |               | \$89,284       |  | \$89,284  | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |

| Grant Application Detailed Budget Worksheet              |          |                 |                |  |           |                 |                 |                     |             |                    |       | OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |
|--|----------|-----------------|----------------|--|-----------|-----------------|-----------------|---------------------|-------------|--------------------|-------|---|
| Applicant Name:  |          | City of Olympia |                |  |           |                 |                 |                     |             |                    |       |   |
| 3. Travel  |          |                 |                |  |           |                 |                 |                     |             |                    |       |   |
| 3a. Transportation - Local Private Vehicle               | Mileage  | Rate per Mile   | Estimated Cost |  | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Not Applicable   |          | N/A             | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |          |                 |                |  |           |                 |                 |                     |             |                    |       |   |
| Subtotal - Trans - Local Private Vehicle                 |          |                 | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 3b. Transportation - Airfare (show destination)          | Trips    | Fare            | Estimated Cost |  | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Not Applicable   | N/A      | N/A             | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |          |                 |                |  |           |                 |                 |                     |             |                    |       |   |
| Subtotal - Transportation - Airfare                      |          |                 | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 3c. Transportation - Other                               | Quantity | Unit Cost       | Estimated Cost |  | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Not Applicable   | N/A      | N/A             | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |          |                 |                |  |           |                 |                 |                     |             |                    |       |   |
| Subtotal - Transportation - Other                        |          |                 | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 3d. Per Diem or Subsistence (indicate location)          | Days     | Rate per Day    | Estimated Cost |  | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Not Applicable   | N/A      | N/A             | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |          |                 |                |  |           |                 |                 |                     |             |                    |       |   |
| Subtotal - Per Diem or Subsistence                       |          |                 | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Total Travel Cost  |          |                 | \$0            |  | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 4. Equipment (Only items over \$5,000 Depreciated value) | Quantity | Unit Cost       | Estimated Cost |  | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Heat pumps   | 50       | \$6,000.00      | \$300,000      |  | \$300,000 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Solar panels   | 50       | \$12,000.00     | \$600,000      |  | \$600,000 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |          |                 |                |  |           |                 |                 |                     |             |                    |       |   |
| Total Equipment Cost                                     |          |                 | \$900,000      |  | \$900,000 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |

| Grant Application Detailed Budget Worksheet                       |          |              |                |           |                 |                 |                     |             |                    |   |                |
|---|----------|--------------|----------------|-----------|-----------------|-----------------|---------------------|-------------|--------------------|---|----------------|
|   |          |              |                |           |                 |                 |                     |             |                    | OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |                |
| Applicant Name: City of Olympia                                   |          |              |                |           |                 |                 |                     |             |                    |   |                |
| 5. Supplies and Materials (Items under \$5,000 Depreciated Value) |          |              |                |           |                 |                 |                     |             |                    |   |                |
| 5a. Consumable Supplies   | Quantity | Unit Cost    | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income |
| Not Applicable  | N/A      | N/A          | \$0            | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
| Subtotal - Consumable Supplies                                    |          |              | \$0            | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| 5b. Non-Consumable Materials                                      | Quantity | Unit Cost    | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income |
| Not Applicable  | N/A      | N/A          | \$0            | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
| Subtotal - Non-Consumable Materials                               |          |              | \$0            | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Total Supplies and Materials Cost                                 |          |              |                | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| 6. Consultants (Type)   | Days     | Rate per Day | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income |
| Not Applicable  | N/A      | N/A          | \$0            | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
| Total Consultants Cost  |          |              |                | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| 7. Contracts and Sub-Grantees (List individually)                 |          |              |                |           |                 |                 |                     |             |                    |   |                |
| 7a. Contracts   | Quantity | Unit Cost    | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income |
| NWCDC Developer Fee   | 1        | \$542,924.00 | \$542,924      | \$542,924 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
| Subtotal - Contracts  |          |              | \$542,924      | \$542,924 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| 7b. Sub-Grantees (List individually)                              | Quantity | Unit Cost    | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
|   |          |              |                |           |                 |                 |                     |             |                    |   |                |
| Subtotal - Sub-Grantees   |          |              | \$0            | \$0       | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Total Contracts and Sub-Grantees Cost                             |          |              |                | \$542,924 | \$542,924       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |



| Grant Application Detailed Budget Worksheet  |             |                 |                |  |             |                 |                 |                     |             |                    |       | OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |
|--|-------------|-----------------|----------------|--|-------------|-----------------|-----------------|---------------------|-------------|--------------------|-------|---|
| Applicant Name:  |             | City of Olympia |                |  |             |                 |                 |                     |             |                    |       |   |
| 8. Construction Costs  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
| 8a. Administrative and legal expenses  | Quantity    | Unit Cost       | Estimated Cost |  | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Not Applicable   | N/A         | N/A             | \$0            |  | \$0         | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
| Subtotal - Administrative and legal expenses                                       |             |                 | \$0            |  | \$0         | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 8b. Land, structures, rights-of way, appraisal, etc                                | Quantity    | Unit Cost       | Estimated Cost |  | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Acquisition of real property (parcel #s 11818420200, 11818420100, and 09840007000) | 12.59 acres | \$238,234       | \$3,000,000    |  | \$1,040,000 | \$160,000       | \$1,800,000     | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Acquisition of real property (parcel #s  | 6.7 acres   | \$35,224        | \$236,000      |  | \$0         | \$236,000       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Appraisal  | 1           |                 | \$4,000        |  | \$0         | 4,000           | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
| Subtotal - Land, structures, rights-of way, ...                                    |             |                 | \$3,240,000    |  | \$1,040,000 | \$400,000       | \$1,800,000     | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 8c. Relocation expenses and payments   | Quantity    | Unit Cost       | Estimated Cost |  | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Relocation of individuals in encampment  | 80          | \$6,250         | \$500,000      |  | \$500,000   | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
| Subtotal - Relocation expenses and payments  |             |                 | \$500,000      |  | \$500,000   | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 8d. Architectural and engineering fees   | Quantity    | Unit Cost       | Estimated Cost |  | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Manufactured Home Community A&E Fees   |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
| Engineering Report   | 1           |                 | \$22,000       |  | \$22,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Architectual Design  |             |                 | \$115,000      |  | \$115,000   | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Ensign Road Extension A&E Fees   |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
| Architectual and construction design (lines 105 and 106 in Ensign Rd. Ex. Budget)  |             |                 | 6,507,809      |  | \$6,507,809 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Subtotal - Architectural and engineering fees                                      |             |                 | \$6,644,809    |  | \$6,644,809 | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 8e. Other architectural and engineering fees                                       | Quantity    | Unit Cost       | Estimated Cost |  | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| ALTA Survey  |             |                 | \$15,000       |  | \$15,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| Environmental Site Assessment Phase 1 and Phase 2                                  |             |                 | \$40,000       |  | \$40,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
| Subtotal - Other architectural and engineering fees                                |             |                 | \$55,000       |  | \$55,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
| 8f. Project inspection fees  | Quantity    | Unit Cost       | Estimated Cost |  | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income                                      |
| Permit fees (line 103 Ensign budget)   | N/A         | N/A             | \$216,927      |  | \$216,927   | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |
|  |             |                 |                |  |             |                 |                 |                     |             |                    |       |   |

|   |  |                 |  |           |           |     |     |     |     |     |   |     |
|---|--|-----------------|--|-----------|-----------|-----|-----|-----|-----|-----|---|-----|
| Grant Application Detailed Budget Worksheet |  |                 |  |           |           |     |     |     |     |     | OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |     |
| Applicant Name:                             |  | City of Olympia |  |           |           |     |     |     |     |     |   |     |
| Subtotal - Project inspection fees          |  |                 |  | \$216,927 | \$216,927 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0   | \$0 |

| Grant Application Detailed Budget Worksheet          |          |                 |                |  |              |                 |                 |                     |             |                    | OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |                 |
|--|----------|-----------------|----------------|--|--------------|-----------------|-----------------|---------------------|-------------|--------------------|---|-----------------|
| Applicant Name:                                      |          | City of Olympia |                |  |              |                 |                 |                     |             |                    |   |                 |
| 8g. Site work  | Quantity | Unit Cost       | Estimated Cost |  | HUD Share    | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income  |
| Manufactured Home Community Site Work                |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
| Erosion control                                      |          |                 | \$105,600      |  | \$105,600    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Site Preparation (encampment clean-up, tree removal) |          |                 | \$451,000      |  | \$451,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Electric and Lighting infrastructure                 |          |                 | \$234,000      |  | \$234,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Signage, Landscaping, Sanitation                     |          |                 | \$396,000      |  | \$396,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Frontage improvements (curbs, driveways, site pads)  |          |                 | \$550,000      |  | \$550,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Water infrastructure                                 |          |                 | \$995,000      |  | \$995,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Storm water infrastructure                           |          |                 | \$4,195,000    |  | \$4,195,000  | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Waste water infrastructure                           |          |                 | \$1,675,950    |  | 1,675,950    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Ensign Road Extension Site Work                      |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
| Water infrastructure                                 |          |                 | \$445,701      |  | \$50,701     | \$395,000       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Storm water infrastructure                           |          |                 | \$2,347,333    |  | \$2,347,333  | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Waste water infrastructure                           |          |                 | \$1,605,000    |  | \$0          | \$1,605,000     | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| High visibility fence                                |          |                 | \$22,510       |  | \$22,510     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Erosion/Water Pollution Control                      |          |                 | 56,275         |  | \$56,275     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Stabilized Construction Entrance                     |          |                 | \$14,069       |  | \$14,069     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Compost berm   |          |                 | \$45,020       |  | \$45,020     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Seeding, fertilizing, mulching- erosion control mix  |          |                 | \$50,648       |  | \$50,648     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Inlet Protection                                     |          |                 | \$450          |  | \$450        | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
|  |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
|  |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
|  |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
| Subtotal - Site work                                 |          |                 | \$13,189,556   |  | \$11,189,556 | \$2,000,000     | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| 8h. Demolition and removal                           | Quantity | Unit Cost       | Estimated Cost |  | HUD Share    | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income  |
| Not Applicable                                       | N/A      | N/A             | \$0            |  | \$0          | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
|  |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
|  |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
| Subtotal - Demolition and removal                    |          |                 | \$0            |  | \$0          | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| 8i. Construction                                     | Quantity | Unit Cost       | Estimated Cost |  | HUD Share    | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other   | Program Income  |
| Manufactured Home Community Construction             |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
| 50 Manufactured Homes                                |          |                 | \$6,600,000    |  | \$6,600,000  | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Roads and sidewalks                                  |          |                 | \$583,000      |  | \$583,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Electric and Lighting infrastructure                 |          |                 | \$234,000      |  | \$234,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Signage, Landscaping, Sanitation                     |          |                 | \$396,000      |  | \$396,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Frontage improvements                                |          |                 | \$550,000      |  | \$550,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Ensign Road Extension Construction                   |          |                 |                |  |              |                 |                 |                     |             |                    |   |                 |
| Topsoil Type A (line 51)                             |          |                 | \$73,158       |  | \$73,158     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Bark or wood chip mulch (line 52)                    |          |                 | \$4,727        |  | \$4,727      | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Tree Grate (line 53)                                 |          |                 | \$168,826      |  | \$10,159     | \$158,667       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Cement Concrete Traffic Curb (line 54)               |          |                 | \$202,592      |  | \$0          | \$202,592       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0             |
| Demolition of existing building and site preparation |          |                 |                |  | \$6          |                 |                 |                     |             |                    |   | from HUD-424-CB |

Previous versions of HUD-424-CBW are obsolete. HUD-424-CBW (2/2003)

| Grant Application Detailed Budget Worksheet                 |          |                 |                |             |                 |                 |                     |             |                    |       |                | OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |  |
|---|----------|-----------------|----------------|-------------|-----------------|-----------------|---------------------|-------------|--------------------|-------|----------------|---|--|
| Applicant Name:   |          | City of Olympia |                |             |                 |                 |                     |             |                    |       |                |   |  |
| Case Monument (line 56)                                     |          |                 | \$4,221        | \$4,221     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Raised Pavement Marker Type 2 (line 55)                     |          |                 | \$3,151        | \$3,151     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Cement Conc. Sidewalk (line 57)                             |          |                 | \$329,211      | \$0         | \$329,211       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Cement conc. Curb ramp (line 58)                            |          |                 | \$27,012       | \$27,012    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Illumination System (line 59)                               |          |                 | \$225,102      | \$0         | \$225,102       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Traffic Signal System (line 60)                             |          |                 | \$750,000      | \$0         | \$750,000       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Modification to Existing Traffic Signal (line 61) System    |          |                 | \$250,000      | \$0         | \$250,000       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Permanent signage (line 62)                                 |          |                 | \$22,510       | \$22,510    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Plastic Line (line 63)                                      |          |                 | \$13,506       | \$13,506    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Plastic Wide Lane Line (line 64)                            |          |                 | \$24,761       | \$24,761    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Plastic Stop Line (line 65)                                 |          |                 | \$4,885        | \$4,885     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Plastic Crosswalk Line (line 66)                            |          |                 | \$18,008       | \$18,008    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Plastic Traffic Arrow (line 67)                             |          |                 | \$1,013        | \$1,013     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Plastic Bicylce Lane Symbol (line 68)                       |          |                 | \$3,377        | \$3,377     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Pedestrian Crossing Warning System, Site 1 (line 69)        |          |                 | \$28,138       | \$28,138    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Pedestrian Crossing Warning System, Site 2 (line 70)        |          |                 | \$28,138       | \$28,138    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Temporary traffic control (line 9)                          |          |                 | \$5,628        | \$5,628     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Flaggers (line 10)  |          |                 | \$73,158       | \$0         | \$73,158        | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Pedestrian traffic control (line 11)                        |          |                 | \$5,628        | \$5,628     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Clearing and grubbing (line 12)                             |          |                 | \$33,765       | \$33,765    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Unsuitable excavation including hauling (line 13)           |          |                 | \$33,765       | \$33,765    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Gravel borrow including haul (line 14)                      |          |                 | \$56,275       | \$56,275    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Embankment compaction (line 15)                             |          |                 | \$22,792       | \$22,792    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Gravel base (line 16)                                       |          |                 | \$430,507      | \$0         | \$430,507       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Crushed surfacing top course (line 17)                      |          |                 | \$126,057      | \$126,057   | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| HMA Cl. 1/2" PG 64-22 (line 18)                             |          |                 | \$378,171      | \$0         | \$378,171       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Minor change (line 5)                                       |          |                 | \$28,138       | \$28,138    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Record drawings (line 6)                                    |          |                 | \$3,377        | \$3,377     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Spill Prevention, Control, and Countermeasure Plan (line 7) |          |                 | \$1,126        | \$1,126     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Mobilization (line 8)                                       |          |                 | \$506,479      | \$506,479   | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| ESC Lead  |          |                 | \$16,883       | \$16,883    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| PSIPE Tree 2 1/2 in caliper                                 |          |                 | \$39,393       | \$39,393    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Cement Conc. Traffic Curb (line 54)                         |          |                 | \$202,592      | \$0         | \$202,592       | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Subtotal - Construction                                     |          |                 | \$12,509,070   | \$9,509,070 | \$3,000,000     | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| 8j. Equipment   | Quantity | Unit Cost       | Estimated Cost | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |   |  |
| Not Applicable  | N/A      | N/A             | \$0            | \$0         | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |   |  |
| Subtotal - Equipment  |          |                 | \$0            | \$0         | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| 8k. Contingencies   | Quantity | Unit Cost       | Estimated Cost | HUD Share   | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |   |  |
| Manufactured Home Park Contingencies                        |          |                 |                |             |                 |                 |                     |             |                    |       |                |   |  |
| Development contingency                                     |          |                 | \$369,680      | \$369,680   | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            | \$0   |  |
| Ensign Road Extension Contingencies                         |          |                 |                |             |                 |                 |                     |             |                    |       |                |   |  |
| Design and construction contingency (line 99 PW budget)     |          |                 | 2700000        | \$2,700,000 |                 |                 |                     |             |                    |       |                |   |  |

Previous versions of HUD-424-CBW are obsolete.

form HUD-424-CBW (2/2003)

| Grant Application Detailed Budget Worksheet |                 |            |                |             |                 |   |                     |             |                    |       |                |
|---|-----------------|------------|----------------|-------------|-----------------|---|---------------------|-------------|--------------------|-------|----------------|
|   |                 |            |                |             |                 | OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |                     |             |                    |       |                |
| Applicant Name:                             | City of Olympia |            |                |             |                 |   |                     |             |                    |       |                |
| Award contingency (line 104 PW budget)      |                 |            | \$2,169,270    | \$2,169,270 | \$0             | \$0   | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Subtotal - Contingencies                    |                 |            | \$5,238,950    | \$5,238,950 | \$0             | \$0   | \$0                 | \$0         | \$0                | \$0   | \$0            |
| 8I. Miscellaneous                           | Quantity        | Unit Cost  | Estimated Cost | HUD Share   | Applicant Match | Other HUD Funds                                     | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| First year insurance premium                |                 |            | \$7,000        | \$7,000     | \$0             | \$0   | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Property tax proration                      |                 |            | \$8,500        | \$8,500     | \$0             | \$0   | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Annual mortgage loan payments - 20 years    | 50              | 579,157.50 |                |             | \$0             | \$0   | \$0                 | \$0         | \$0                | \$0   | \$11,583,130   |
| Art installation                            |                 |            | \$216,927      | \$0         | \$216,927       | \$0   | \$0                 | \$0         | \$0                | \$0   | \$0            |
| 3% annual construction inflation costs      |                 |            | \$1,935,213    | \$1,935,213 | \$0             | \$0   | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Subtotal - Miscellaneous                    |                 |            | \$2,167,640    | \$1,950,713 | \$216,927       | \$0   | \$0                 | \$0         | \$0                | \$0   | \$11,583,130   |

| Grant Application Detailed Budget Worksheet         |  |                 |              |                |              |                 |                 |                     |             |                    |       |                |
|---|--|-----------------|--------------|----------------|--------------|-----------------|-----------------|---------------------|-------------|--------------------|-------|----------------|
| OMB Approval No. 2501-0017<br>Expiration: 1/31/2026 |  |                 |              |                |              |                 |                 |                     |             |                    |       |                |
| Applicant Name:                                     |  | City of Olympia |              |                |              |                 |                 |                     |             |                    |       |                |
| Total Construction Costs                            |  |                 |              | \$43,761,952   | \$36,345,025 | \$5,616,927     | \$1,800,000     | \$0                 | \$0         | \$0                | \$0   | \$11,583,130   |
| 9. Other Direct Costs                               |  | Quantity        | Unit Cost    | Estimated Cost | HUD Share    | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Operating reserves                                  |  |                 |              | \$30,000       | \$30,000     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Lease-up reserve                                    |  |                 |              | \$67,500       | \$67,500     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Audit   |  |                 |              | \$20,000       | \$20,000     | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Rental reserves                                     |  |                 |              | \$450,000      | \$450,000    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Total Other Direct Costs                            |  |                 |              | \$567,500      | \$567,500    | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
| Subtotal of Direct Costs                            |  |                 |              | \$46,084,870   | \$38,667,943 | \$5,616,927     | \$1,800,000     | \$0                 | \$0         | \$0                | \$0   | \$11,583,130   |
| 10. Indirect Costs                                  |  | Rate            | Base         | Estimated Cost | HUD Share    | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Type  |  |                 |              |                |              |                 |                 |                     |             |                    |       |                |
| Indirect cost rate                                  |  | 5.00%           | \$46,284,870 | \$2,314,244    | \$2,314,244  | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |
|   |  |                 |              |                |              |                 |                 |                     |             |                    |       |                |
| Total Indirect Costs                                |  |                 |              | \$2,314,244    | \$2,314,244  | \$0             | \$0             | \$0                 | \$0         | \$0                | \$0   | \$0            |

**Grant Application Detailed Budget Worksheet**

| <b>Detailed Description of Budget</b>                                |                       |                         |
|--|-----------------------|-------------------------|
| <b>Analysis of Total Estimated Costs</b>                             | <b>Estimated Cost</b> | <b>Percent of Total</b> |
| <b>1 Personnel (Direct Labor)</b>                                    | <b>223,210.00</b>     | <b>0.5%</b>             |
| <b>2 Fringe Benefits</b>   | <b>89,284.00</b>      | <b>0.2%</b>             |
| <b>3 Travel</b>  | <b>0.00</b>           | <b>0.0%</b>             |
| <b>4 Equipment</b>   | <b>900,000.00</b>     | <b>1.9%</b>             |
| <b>5 Supplies and Materials</b>                                      | <b>0.00</b>           | <b>0.0%</b>             |
| <b>6 Consultants</b>   | <b>0.00</b>           | <b>0.0%</b>             |
| <b>7 Contracts and Sub-Grantees</b>                                  | <b>542,924.00</b>     | <b>1.1%</b>             |
| <b>8 Construction</b>  | <b>43,761,952.00</b>  | <b>90.4%</b>            |
| <b>9 Other Direct Costs</b>  | <b>46,084,870.00</b>  | <b>95.2%</b>            |
| <b>10 Indirect Costs</b>   | <b>2,314,243.50</b>   | <b>4.8%</b>             |
| <b>Total:</b>  | <b>48,399,113.50</b>  | <b>100.0%</b>           |
| <b>Federal Share:</b>  |                       |                         |
| <b>Match</b><br>(Expressed as a percentage of the<br>Federal Share): |                       |                         |
|  |                       |                         |

This form is to be used to provide detailed budget information regarding your proposed program. If your program requires you to provide program activity information you should use a separate HUD-424-CBW to provide information related to each program activity. The detailed information provided on this form [can](#) be summarized on the HUD-424-CB form [by checking the "All Years" box at the top of the form and inputting the summary information.](#)

| Item  | Discussion   |
|---|--|
| 1 - Personnel (Direct Labor)  | <p>This section should show the labor costs for all individuals supporting the grant program effort (regardless of the source of their salaries). The hours and costs are for the full life of the grant. If an individual is employed by a contractor or sub-grantee, their labor costs should not be shown here.</p> <p>Please include all labor costs that are associated with the proposed grant program, including those costs that will be paid for with in-kind or matching funds.</p> <p>Do not show fringe or other indirect costs in this section.</p> <p>Please use the hourly labor cost for salaried employees (use 2080 hours per year or the value your organization uses to perform this calculation). An employee working less than full time on the grant should show the numbers of hours they will work on the grant.</p>  |
| 2 - Fringe Benefits   | <p>Use the standard fringe rates used by your organization. You may use a single fringe rate (a percentage of the total direct labor) or list each of the individual fringe charges. The spreadsheet is set up to use the Total Direct Labor Cost as the base for the fringe calculation. If your organization calculates fringe benefits differently, please use a different base and discuss how you calculate fringe as a comment.</p>  |
| 3 - Travel  |  |
| 3a - Transportation - Local Private Vehicle                         | <p>If you plan on reimbursing staff for the use of privately owned vehicles or if you are required to reimburse your organization for mileage charges, show your mileage and cost estimates in this section.</p>   |
| 3b - Transportation - Airfare                                       | <p>Show the estimated cost of airfare required to support the grant program effort. Show the destination and the purpose of the travel as well as the estimated cost of the tickets.</p> <p>Each program notice of funding opportunity (NOFO) discusses the travel requirements that should be listed here.</p>  |
| 3c - Transportation - Other   | <p>If you or are charged monthly by your organization for a vehicle for use by the grant program, indicate those costs in this section.</p> <p>Provide estimates for other transportation costs that may be incurred (taxi, etc.).</p>   |
| 3d - Per Diem or Subsistence  | <p>For travel which will require the payment of subsistence or per diem in accordance with your organization's policies. Indicate the location of the travel.</p> <p>Each program NOFO discusses the travel requirements that should be listed here.</p>   |
| 4 – Equipment   | <p>"Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.</p> <p>Each program NOFO describes what equipment may be purchased using grant funding.</p>  |
| 5 - Supplies and Materials  | <p>"Supplies" means all tangible personal property other than those described in the definition of equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.</p> <p>List the proposed supplies and materials as either Consumable Supplies or as Non-Consumable Materials.</p>   |
| 5a - Consumable Supplies  | <p>List the consumable supplies you propose to purchase. General office or other common supplies may be estimated using an anticipated consumption rate.</p>   |
| 5b - Non-consumable materials                                       | <p>List furniture, computers, printers, and other items that will not be consumed in use. Please list the quantity and unit cost.</p>  |
| 6 – Consultants   | <p>Indicate the consultants you will use. Indicate the type of consultant (skills), the number of days you expect to use them, and their daily rate.</p>   |
| 7 - Contracts and Subgrantees<br>7a - Contracts<br>7b - Subgrantees | <p>List the contractors and sub-grantees that will help accomplish the grant effort. Examples of contracts that should be shown here include contracts with Community Based Organizations; liability insurance; and training and certification for contractors and workers.</p> <p>If any contractor, sub-contractor, or sub-grantee is expected to receive over 10% of the total Federal amount requested, a separate Grant Application Detailed Budget (Worksheet) should be developed for that contractor or sub-grantee and the total amount of their proposed effort should be shown as a single entry in this section.</p> <p>Unless your proposed program will perform the primary grant effort with in-house employees (which should be listed in section 1), the costs of performing the primary grant activities should be shown in this section.</p> <p>Types of activities which should be shown in this section:</p> <ul style="list-style-type: none"><li>· Contracts for all services</li><li>· Training for individuals not on staff</li><li>· Contracts with Community Based Organizations or Other Governmental Organizations (note the 10% requirement discussed above)</li></ul> |



|  |  |
|--|--|
|  | <div>· Insurance if your program will procure it separately</div> <div>Please provide a short description of the activity the contractor or subgrantee will perform, if not evident.</div> |
|--|--|

|   |   |
|---|---|
| 8 – Construction Costs  |   |
| 8a – Administrative and legal expenses  | Enter estimated amounts needed to cover administrative expenses. Do not include costs that are related to the normal functions of government.   |
| 8b – Land, structures, rights-of way, appraisal, etc.   | Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).   |
| 8c – Relocation expenses and payments   | Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.   |
| 8d – Architectural and engineering fees   | Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).  |
| 8e – Other architectural and engineering fees   | Enter estimated engineering costs, such as surveys, tests, soil borings, etc.   |
| 8f – Project inspection fees  | Enter estimated engineering inspection costs.   |
| 8g – Site work  | Enter the estimated site preparation and restoration costs that are not included in the basic construction contract.  |
| 8h – Demolition and removal   | Enter the estimated costs related to demolition activities.   |
| 8i – Construction   | Enter estimated costs of the construction contract.   |
| 8j - Equipment  | Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.   |
| 8k – Contingencies  | Enter any estimated contingency costs.  |
| 8l – Miscellaneous  | Enter estimated miscellaneous costs.  |
| 9 - Other Direct Costs  | <p>Other Direct Costs include a number of items that are not appropriate for other sections.</p> <p>Other Direct Costs may include:</p> <ul style="list-style-type: none"><li>· Staff training</li><li>· Telecommunications</li><li>· Printing and postage</li></ul> <p>Relocation, if costs are paid directly by your organization (if relocation costs are paid by a subgrantee, it should be reflected in Section 7)</p>   |
| 10 - Indirect Costs   | <p>Indirect costs (including Facilities and Administration costs) are those costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.</p> <p>Indicate your approved Indirect Cost Rate (if any) and calculate the indirect costs in accordance with the terms of your approved indirect cost rate and enter the resulting amount. Also show the applicable cost base amount and identify the proposed cost base type.</p> |
| Total Estimated Costs   | Enter the grand total of all the applicable columns.  |
| The eight rightmost columns allow you to identify how the costs will be spread between the HUD Share and other contributors (including Match funds and Program Income). This information will help the reviewers better understand your program and priorities. |   |



June 18, 2024

The Honorable Adrienne Todman  
U.S. Department of Housing and Urban Development  
Acting Secretary  
451 7<sup>th</sup> Street SW  
Washington, DC 20410

Dear Acting Secretary Todman,

I am writing in support of the City of Olympia's application to the U.S. Housing and Urban Development (HUD) Preservation and Reinvestment Initiative for Community Enhancement (PRICE).

An increasing number of communities in my district are facing challenges in finding affordable housing. According to a 2022 report conducted by the United Way of Thurston County, it was estimated that over 30% of Thurston County households were either below the Federal Poverty Level or unable to afford basic goods in their community. Thurston County's 2024 homeless census also estimated over 850 people were sleeping unsheltered countywide, compared to the 400 nightly beds available. The lack of affordable housing continues to be impacted by continuing community growth and the challenges of the increasing demand for housing. Thurston County is expected to grow to more than 383,500 people by 2045, leading to an estimated 54,000 new housing units that must be added to accommodate that growth.

To address this housing challenge, Olympia's proposal, *The Woodard Creek Manufactured Community Project*, will use the PRICE grant to redevelop the land and create a manufactured home community. Grant funding will be used to provide housing for 50 low-income households and place unhoused individuals in permanent supportive housing.

The City has designated over \$5.2 million for the project and partnered with the Northwest Cooperative Development Center to operate the resident-owned cooperative manufactured home community. When the PRICE grant is secured, Olympia will apply for an additional \$1.8 million through a Section 108 Community Development Block Grant loan, with a total financial commitment of \$7,240,000.

With a severe housing shortage in the South Sound and a variety of housing types needed to support current and future residents. The City of Olympia's proposal displays the commitment to investing valuable resources to address its local housing crisis. As you review applications for the PRICE grant program, I urge your fair and full consideration of the City's submission.

A handwritten signature in black ink, appearing to read "Marilyn Strickland".

Marilyn Strickland  
Member of Congress



May 21, 2024

Acting Secretary Adrienne Todman  
U.S. Department of Housing and Urban Development  
451 7th Street, S.W.  
Washington, DC 20410

Dear Acting Secretary Todman:

The City of Tumwater supports the City of Olympia's PRICE application for its Woodard Creek project. The project will acquire property and develop a new resident-owned manufactured home community. We urge the Department of Housing and Urban Development to fully fund the proposed project as it will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create 54,356 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, 16,701 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

---

Tumwater City Hall  
555 Israel Road SW  
Tumwater WA 98501

[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle.

The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided from a trauma-informed perspective by offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win project in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners, and to our environment.

We believe Olympia's project will serve as a model project that provides a creative solution for addressing multiple challenges around homelessness and affordable housing faced by many communities.

Warm regards,



Debbie Sullivan

Mayor, City of Tumwater



**City of Yelm**  
EST. 1924  
**WASHINGTON**

May 30, 2024

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

Dear Acting Secretary Todman:

The City of Yelm strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. We urge HUD to fully fund the proposed project that will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create approximately 55,000 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided from a trauma-informed perspective by offering temporary

housing in a tiny home village with case management support for long-term permanent housing placement.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win project in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners, and to our environment.

We believe Olympia's project will serve as a model project for other communities that provides a creative solution for addressing multiple challenges around homelessness and affordable housing faced by many communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe DePinto', with a long horizontal flourish extending to the right.

Joe DePinto, Mayor  
City of Yelm





To: Acting HUD Secretary Adrienne Todman

The Thurston County Chamber strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. We urge HUD to fully fund the proposed project that will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create approximately 55,000 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided from a trauma-informed perspective by offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win project in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners, and to our environment.

We believe Olympia's project will serve as a model project for other communities that provides a creative solution for addressing multiple challenges around homelessness and affordable housing faced by many communities.

Sincerely,

David Schaffert  
President/CEO





#### BOARD OF DIRECTORS

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Thomasina Cooper, Vice President  
Rene Lewis, Treasurer  
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Danielle Bryant, Olivia Hickerson,  
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Jena Embry Loes, Dir. People & Culture

Ron Stewart, Dir. of Programs & Assets

Keith Garlinghouse, Property Manager

Homes First is a  
501(c)(3) Nonprofit  
Community Impact  
Organization

#### Mission:

To create and maintain safe,  
healthy, and affordable rental  
homes for those who need them  
most.

#### Vision:

Vibrant communities where  
everyone has a safe and healthy  
home they can afford, so they  
have hope for a better future.

The Honorable Adrienne Todman

Acting Secretary

U.S. Department of Housing and Urban Development

451 Seventh Street SW

Washington, DC 20410

Dear Acting Secretary Todman:

On behalf of Homes First a nonprofit housing provider in Thurston County, WA, I strongly support the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. We urge HUD to fully fund the proposed project that will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create approximately 55,000 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

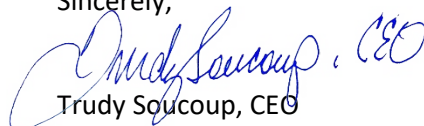
The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win project in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners, and to our environment.

We believe Olympia's project will serve as a model project for other communities that provides a creative solution for addressing multiple challenges around homelessness and affordable housing faced by many communities.

Sincerely,



Trudy Soucoup, CEO





Housing Authority of Thurston County  
Mailing: PO Box 1638, Olympia, WA 98507  
Physical: 1206 12th Avenue SE, Olympia, WA 98501  
Tel: (360) 753-8292 Fax: (360) 251-0500  
[www.hatc.org](http://www.hatc.org)

May 30, 2024

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

Dear Acting Secretary Todman:

The Housing Authority of Thurston County strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. We urge HUD to fully fund the proposed project that will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community.

Among other attributes, the project addresses the too often neglected issue of housing development costs. Factory-built aka manufactured housing can be built to the same or even better quality as site built housing, but at meaningfully lower cost per unit. Demonstrating the quality and attractiveness of the proposed community will encourage greater use of this concept not only locally, but also regionally and nationally.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create approximately 55,000 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The City's proposed project will not only provide new housing, but will serve as a model for other affordable developments.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided from a trauma-informed perspective by offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The public health and safety benefits of the proposed project are substantial and will benefit our entire region. This project is a win-win-win project in providing direct, substantial benefits to our unsheltered neighbors, future low and moderate-income homeowners, and to our environment. This model will help guide other communities seeking creative, affordable solutions to end the nightmares of homelessness and housing instability.

Sincerely,

*Craig Chance*

Craig Chance  
Executive Director



Acting HUD Secretary Adrienne Todman  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street S.W.  
Washington, D.C. 20410

June 11, 2024

Acting HUD Secretary Adrienne Todman,

Intercity Transit strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. Intercity Transit provides public transportation for people who live and work in Olympia, Lacey, Tumwater, and Yelm, an area of approximately 101 square miles. We operate 18 bus routes, a door-to-door service for people with disabilities, a vanpool program, specialized van programs, and are active in community partnerships. Our service area, called a Public Transportation Benefit Area encompasses the city limits of the Cities of Olympia, Lacey, Tumwater, and Yelm and their urban growth areas. We urge HUD to fully fund the proposed project that will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create approximately 55,000 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income (AMI). It is our understanding that the new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

In addition to the benefits provided to those households that will live in the newly manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided from a trauma-informed perspective by offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will benefit our entire region and encompass our entire transit service area. This project is a win-win-win, providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners, and to our environment.

We believe Olympia's project will serve as a model project for other communities that provides a creative solution for addressing multiple challenges around homelessness and affordable housing faced by many communities.

Sincerely,



**Emily Bergkamp, MPA** (she/her)

General Manager

P: 360-705-5889 | C: 564-233-9451

**INTERcity TRANSIT**

[510 Pattison St. SE | Olympia, WA 98501](https://www.intercitytransit.com)

[Web](https://www.intercitytransit.com) | [Facebook](https://www.facebook.com/intercitytransit) | [Twitter](https://twitter.com/intercitytransit) | [Linkedin](https://www.linkedin.com/company/intercitytransit)



The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

Dear Acting Secretary Todman,

As the Chief Operating Officer of ROC USA®, I am pleased to express my support for the City of Olympia's application to the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) grant. For more than a decade, ROC USA and its Washington State affiliate, NWCDC, have partnered to preserve hundreds of homesites in America's Manufactured Home Communities. We are excited to support Olympia's proposal to construct a new resident owned community (ROC) that will be resident owned from the first day.

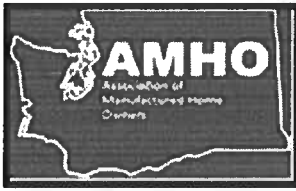
The ROC USA Model empowers residents of conventionally owned manufactured home communities to purchase their communities as cooperatives. This process builds community, develops leaders, and preserves some of the most affordable housing. ROC USA is able to scale this movement for cooperative housing through its network of affiliates that includes the creative, dedicated, and resourceful Northwest Cooperative Development Center. Their work within the network has resulted in over 25 residents owned communities in Washington State. Their involvement in this City of Olympia project gives us confidence the project will be successful, and the residents will be supported.

Sincerely,

*Nicholas Salerno*

Nicholas Salerno

Chief Operating Officer



June 13, 2024

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

Dear Acting Secretary Todman,

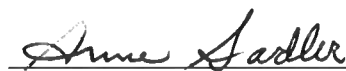
As president of the Association of Manufactured Home Owners (AMHO), I am writing to express my support for the City of Olympia's application to the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Grant. AMHO is a resident-led organization advocating for residents across Washington State's many manufactured home communities (MHCs). We empower residents to push for legislative change, exercise their tenant rights, and live in secure, safe communities.

Through our work, we have seen how investor owners can disregard the well-being of their residents in the pursuit of profit. Resident owned communities remove this drive for profit and, instead, align the goals of the manufactured home community with the goals of the residents.

We believe manufactured homes are great places to live and an excellent path to ownership. Because of this, we want to see more MHCs built in our state, but only as nonprofits, cooperatives, or using other ownership structures that remove the investor component. The City of Olympia is proposing just that, a new MHC built to be resident-owned and resident-operated from its inception.

We support the City of Olympia's effort and their decision to utilize cooperative ownership combined with long-term technical assistance to create a community where more people can enjoy safe, affordable, and democratic home ownership in perpetuity.

Sincerely,



Anne Sadler, President

6-14-2024  
Date

Association of Manufactured Home Owners (AMHO)



**LACEY**  
City Manager's Office

**LACEY CITY COUNCIL**

Mayor Andy Ryder  
Deputy Mayor Malcolm Miller  
Lenny Greenstein  
Michael Steadman  
Carolyn Cox  
Robin Vazquez  
Nicolas Dunning

**CITY MANAGER**

Rick Walk

6/12/2024

U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street SW  
Washington, DC 20410

RE: City of Olympia PRICE Grant

Dear PRICE NOFO Review Panel,

The City of Lacey, as a member of the Thurston Regional Housing Council (RHC), supports the City of Olympia's PRICE grant application to acquire property and develop a new resident-owned manufactured home community in the City of Olympia. This project would provide homeownership opportunities for approximately 50 low- and moderate- income households in Olympia. We urge HUD to fully fund the proposed project as it will benefit the entire Thurston County region.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create 54,356 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, 16,701 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

This project will also provide for enhanced environmental protections in the form of formalized protection to a nearby wetland. Currently, the wetland has been degraded by encampment activities and dumping. Formalizing the buffers and protection through the development project would restore and protect this important habitat within the community.



This project is a win-win project by providing direct and substantial benefits to low- and moderate-income homeowners and to our environment.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rick Walk", with a long horizontal flourish extending to the right.

Rick Walk  
City Manager  
Rick.Walk@cityoflacey.org  
360.438.2638





June 10, 2024

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

To: Acting HUD Secretary Adrienne Todman

As the largest health care provider in Thurston County, Providence Swedish supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. We urge HUD to fully fund this proposed project, which will not only benefit the entire Thurston County region but also provide a path to home ownership for low-income residents of Olympia.

The City of Olympia's initiative to acquire the land of the region's largest unsheltered encampment, known as the Jungle, is commendable. This encampment is negatively impacting a nearby wetland, and through this project, the wetland will be protected. Currently the wetlands on Providence property are also being affected by the large encampment. The project would also plan for an additional connector for Ensign Road, which would allow for more direct access to St. Peter Hospital. We know from past experiences, having more than one access point for ambulances to the hospital is a necessity.

The City's commitment to offering meaningful relocation support to residents of the encampment, including trauma-informed temporary housing in a tiny home village with case management support for long-term permanent housing placement, is a testament to its dedication to public health and safety. We have been witnessing the City's commitment to the most vulnerable individuals in our community through their various programs and outreach efforts.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will positively impact our entire region. Providence Swedish is dedicated to serving the most vulnerable in our community, and we believe that Olympia's project will serve as a model for other communities, offering a creative solution to address the challenges of homelessness, hospital access and affordable housing faced by many regions.

I urge you to support the City of Olympia's Woodard Creek project and provide the necessary funding to make this vision a reality. Thank you for considering our support for this important initiative. Should you need further information or assistance, please contact me.

Sincerely,



**Darin Goss**  
**Chief Executive**  
**Providence Swedish South Puget Sound**

May 20, 2024

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

RE: City of Olympia PRICE application

Dear Acting Secretary Adrienne Todman,

[Thurston Regional Housing Council \(RHC\)](#) is a formal partnership between Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm in Washington state. The RHC works to coordinate a regional response to homelessness and access to affordable housing. An elected official from each jurisdiction, supported by a designated alternate, serves as the voting member to the RHC.

The RHC strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community in City of Olympia. We urge HUD to fully fund the proposed project. It will benefit the entire Thurston County region and provide affordable homeownership opportunities for approximately 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, approximately 55,000 new units of housing are needed by the year 2045 to accommodate expected growth throughout all of Thurston County. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income. The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

**Regional Housing  
Council Members**

**Michael Althausen**, Chair  
City of Tumwater  
Councilmember

**Emily Clouse**, Vice-Chair  
Thurston County  
Commissioner

**Dani Madrone**  
City of Olympia  
Councilmember

**Carolyn Cox**  
City of Lacey  
Councilmember

**Trevor Palmer**  
City of Yelm  
Councilmember

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided through trauma-informed practices with offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The RHC is pro-actively working to preserve and support existing manufactured home communities (MHC). Under the direction of the RHC, staff to the RHC have formed a manufactured home workgroup to develop a program by which the RHC can financially support the preservation of existing MHC. This workgroup has identified existing MHCs in Thurston County and collected available information on each community, including U.S. Census Block group demographic data.

Using this data, the workgroup has created a basis vulnerability assessment to determine which MHCs are at highest risk for redevelopment and when the sale or rising lot rents in a community would impact our most vulnerable populations. The RHC anticipates using this work to develop a program designed to financially support the preservation of MHCs through the creation of resident-owned communities. The City of Olympia PRICE application is in strong alignment with the work of the RHC and its efforts to support the preservation of MHCs through the creation of resident owned communities.

The public health and safety benefits achieved through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win for our entire region in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners and to our environment.

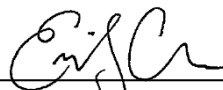
If you have any questions please contact Tom Webster, Thurston County Office of Housing & Homeless Prevention at 360-280-6265 or via e-mail at [Thomas.webster@co.thurston.wa.us](mailto:Thomas.webster@co.thurston.wa.us).

Sincerely,



---

Michael Althaus, Tumwater City Council  
Regional Housing Council Chair



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Emily Clouse, Thurston County Commissioner  
Regional Housing Council Vice Chair

May 20, 2024

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

RE: City of Olympia PRICE application

Dear Acting Secretary Adrienne Todman,

[Thurston Regional Housing Council \(RHC\)](#) is a formal partnership between Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm in Washington state. The RHC works to coordinate a regional response to homelessness and access to affordable housing. An elected official from each jurisdiction, supported by a designated alternate, serves as the voting member to the RHC.

The RHC strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community in City of Olympia. We urge HUD to fully fund the proposed project. It will benefit the entire Thurston County region and provide affordable homeownership opportunities for approximately 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, approximately 55,000 new units of housing are needed by the year 2045 to accommodate expected growth throughout all of Thurston County. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income. The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

**Regional Housing  
Council Members**

**Michael Althausen**, Chair  
City of Tumwater  
Councilmember

**Emily Clouse**, Vice-Chair  
Thurston County  
Commissioner

**Dani Madrone**  
City of Olympia  
Councilmember

**Carolyn Cox**  
City of Lacey  
Councilmember

**Trevor Palmer**  
City of Yelm  
Councilmember

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided through trauma-informed practices with offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The RHC is pro-actively working to preserve and support existing manufactured home communities (MHC). Under the direction of the RHC, staff to the RHC have formed a manufactured home workgroup to develop a program by which the RHC can financially support the preservation of existing MHC. This workgroup has identified existing MHCs in Thurston County and collected available information on each community, including U.S. Census Block group demographic data.

Using this data, the workgroup has created a basis vulnerability assessment to determine which MHCs are at highest risk for redevelopment and when the sale or rising lot rents in a community would impact our most vulnerable populations. The RHC anticipates using this work to develop a program designed to financially support the preservation of MHCs through the creation of resident-owned communities. The City of Olympia PRICE application is in strong alignment with the work of the RHC and its efforts to support the preservation of MHCs through the creation of resident owned communities.

The public health and safety benefits achieved through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win for our entire region in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners and to our environment.

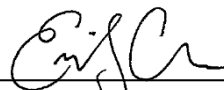
If you have any questions please contact Tom Webster, Thurston County Office of Housing & Homeless Prevention at 360-280-6265 or via e-mail at [Thomas.webster@co.thurston.wa.us](mailto:Thomas.webster@co.thurston.wa.us).

Sincerely,



---

Michael Althaus, Tumwater City Council  
Regional Housing Council Chair



---

Emily Clouse, Thurston County Commissioner  
Regional Housing Council Vice Chair



910 5<sup>th</sup> Avenue SE, Olympia, WA 98501  
PO Box 2225, Olympia, WA 98507  
p: (360) 956-3456  
spshabitat.org

The Honorable Adrienne Todman  
Acting Secretary  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW  
Washington, DC 20410

Dear Acting Secretary Todman:

South Puget Sound Habitat for Humanity strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. We urge HUD to fully fund the proposed project that will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create approximately 55,000 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need.

The project, by creating a resident owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland, which will be protected through this project. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided from a trauma-informed perspective by offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win project in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners, and to our environment.

We believe Olympia's project will serve as a model project for other communities that provides a creative solution for addressing multiple challenges around homelessness and affordable housing faced by many communities.

Sincerely,

A handwritten signature in dark ink, appearing to read "Elizabeth Walker". The signature is fluid and cursive, with a large initial "E" and "W".

Elizabeth Walker, Chief Executive Officer



**STATE OF WASHINGTON**  
**DEPARTMENT OF ECOLOGY**

PO Box 47600, Olympia, WA 98504-7600 • 360-407-6000

June 28, 2024

To: Acting HUD Secretary Adrienne Todman

RE: City of Olympia's PRICE application for Woodard Creek project

The Wetlands Section of the Department of Ecology strongly supports the City of Olympia's PRICE application for its Woodard Creek project to acquire property and develop a new resident-owned manufactured home community. We urge HUD to fully fund the proposed project that will benefit the entire Thurston County region and provide affordable homeownership opportunities for 50 low- and moderate-income households in our community. In addition, the project will clean up and allow for natural restoration of an impacted wetland adjacent to Capital Lake.

Based on data from the Washington State Department of Commerce, the Thurston County region needs to create approximately 55,000 new units of housing by the year 2045 to accommodate our expected growth. Of these new units, over 16,000 need to be affordable for households making between 30 and 80 percent of area median income (AMI). The new units of affordable housing that will be created under the City of Olympia's proposal will be a small but critical contribution to meeting this need. The project, by creating a resident-owned community, will also help build generational wealth for households that often are unable to afford homeownership. The benefit will extend for the long-term as the project will create a revolving loan fund to ensure that future homeowners in the community will come from households in this same 50-80% AMI range.

In addition to the benefits provided to those households that will live in the new manufactured home community, the Woodard Creek project has substantial region-wide benefits in addressing our unsheltered homeless population. Through this project, the City of Olympia will acquire the land of the region's largest unsheltered encampment, known as the Jungle. The encampment is negatively impacting a nearby wetland and its habitats. This wetland which is adjacent to Capital Lake provides water quality support for the lake and its eventual discharge into Budd Bay, home to some of the region's imperiled salmon. The large wetland also provides habitat for a range of species some of which have likely been displaced due to human activity in and adjacent to the wetland. This wetland will be protected through this project and pollution removed from the site allowing restoration of the wetland. The City of Olympia will offer meaningful relocation support to residents of the encampment currently residing on the property. Relocation assistance will be provided from a trauma-informed perspective by offering temporary housing in a tiny home village with case management support for long-term permanent housing placement.

The public health and safety benefits that will be realized through the completion of the proposed project are substantial and will benefit our entire region. This project is a win-win-win project in providing direct and substantial benefits to our unsheltered population, future low- and moderate-income homeowners, and to our environment.



We believe Olympia's project will serve as a model project for other communities that provides a creative solution for addressing multiple challenges around homelessness and affordable housing faced by many communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauren Driscoll". The signature is fluid and cursive, with the first name "Lauren" being more prominent than the last name "Driscoll".

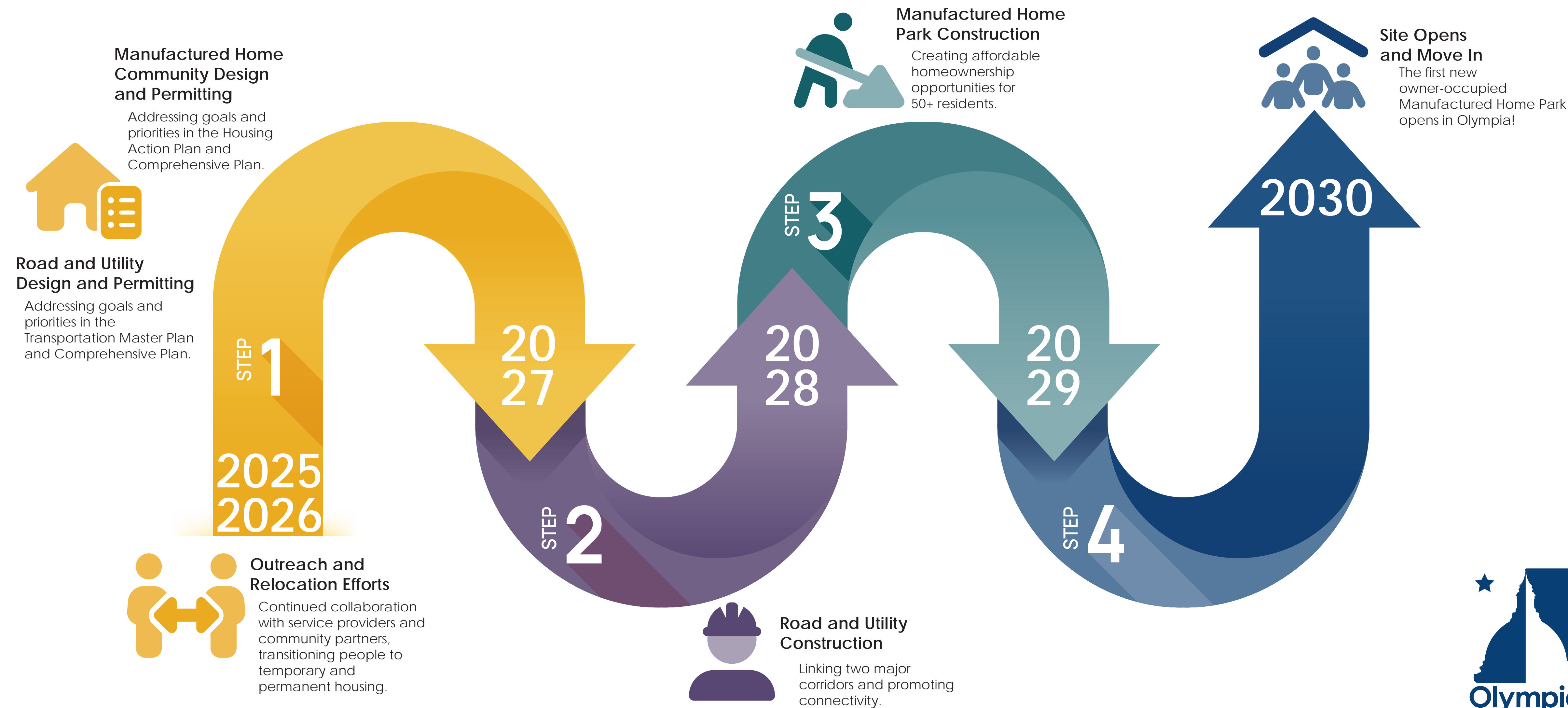
Lauren Driscoll  
Wetlands Section Manager  
Shorelands and Environmental Assistance





# Woodard Creek

## Manufactured Home Community Project





## City Council

### Approval of a Resolution Acknowledging the Notice of Recertification of the Olympia Creative District and Acceptance of a Grant from the Washington State Arts Commission in Support of District Development

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.G  
**File Number:**24-0503

---

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

---

#### **Title**

Approval of a Resolution Acknowledging the Notice of Recertification of the Olympia Creative District and Acceptance of a Grant from the Washington State Arts Commission in Support of District Development

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve a Resolution acknowledging the Notice of Recertification of the Olympia Creative District and acceptance of a grant In support of District Development.

##### **Report Issue:**

Whether to approve a Resolution acknowledging the Notice of Recertification of the Olympia Creative District and acceptance of a grant In support of District Development.

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

Mike Reid, Economic Development, Office of Community Vitality, 360.753.8591

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

None - Consent Calendar Item.

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

Olympia has received recertification as a Creative District by the State of Washington following an application process that concluded in late May with notice of approval and the award of a \$7500 grant from the Washington State Arts Commission. The Creative District certification is effective for the 5-year period between 6/25/24 and 6/25/29.

The associated grant funding is intended to support the development and implementation of the

Creative District including a 5-year strategic plan for the Olympia Creative District.

Our 5-year Creative District Plan, submitted for this recertification, was built from the Creative District Strategic Plan completed in early 2023 and the ongoing work of the ARCH Team in support of the arts and the creative economy of downtown Olympia.

A summary of the plan's key goals is attached, with a detailed description of key 2024-2025 goals.

**Climate Analysis:**

Our Creative District is an integral part of our downtown; elements that help to create a vibrant downtown also help contribute to climate action. Focusing growth and activity into dense neighborhood areas helps reduce dependence on cars, thereby cutting greenhouse gas emissions.

**Equity Analysis:**

The stated mission of the Creative District is: *We engage local artists and businesses in the development of a thriving creative economy and community that is antiracist and anti-bigoted.*

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

While the Creative District is in the downtown neighborhood, the benefits of a vibrant and successful Creative District extend to the entire community.

**Financial Impact:**

The result of this decision is a benefit of \$7500 that will be used to support Creative District marketing efforts.

**Options:**

1. Pass the resolution and accept the grant funding.
2. Do not pass the resolution and forego the grant funding.
3. Take other action.

**Attachments:**

Resolution  
Grant Contract  
Summary of 5-Year Goals

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
ACKNOWLEDGING THE NOTICE OF RE-CERTIFICATION OF THE OLYMPIA CREATIVE  
DISTRICT BY THE STATE OF WASHINGTON AND ACCEPTING A GRANT IN SUPPORT OF  
DISTRICT DEVELOPMENT**

**WHEREAS**, the Olympia Creative District was certified by the State of Washington in 2019 for a period of five years through June 30, 2024, and has, despite significant public health crises, social upheaval, and economic downturn, made significant strides toward building a stronger, more cohesive, and connected, and better-supported creative community in downtown Olympia; and

**WHEREAS**, an application was submitted to the State seeking to re-certify the district for another five years, with significant supporting documentation including a recap of major accomplishments in the first five years, and a Strategic Plan with key goals for the coming five years of Creative District development; and

**WHEREAS**, the past five years have proven that Olympia's creative identity is crucial to this community's overall wellbeing and resilience, as evidenced in the Creative District's 150 creative industries, 38 food businesses, 25 makers and fabricators, 10 performance/event spaces, and countless community members who identify as artists, musicians, and creatives; and

**WHEREAS**, in the last five years the Olympia Creative District has been a critical component of City efforts to increase access, engagement, public input, and a sense of belonging with the arts as a unifying force, including completion of a nearly year-long Creative District strategic planning process involving over 650 individuals; launching a City-led EIB (equity, inclusion, and belonging) initiative that now supports eight cultural celebrations from Pride Day to Juneteenth to Indigenous People's Day; development of the Armory Creative Campus; and the passage of a voter-initiative to create a Cultural Access program for Olympia residents; and

**WHEREAS**, Olympia's Creative District goals through 2029 are centered on the priorities of the 2023 Creative District Strategic Plan including Community, Support, Promotion, Space, and Access, alongside partnership with the Olympia Artspace Alliance for leadership of the Creative District; and

**WHEREAS**, the State of Washington has notified the city of its decision to recertify the Olympia Creative District through 2029 and has extended a \$7,500 grant to support Olympia's ongoing Creative District development and the goals expressed in the forward-looking plan for the district;

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

1. The Olympia City Council gratefully celebrates and acknowledges the State's recertification of the Olympia Creative District
2. The Olympia City Council hereby approves the accompanying Grant Agreement between the City of Olympia and the State of Washington for the Creative District development, and the terms contained in the Grant Agreement.
3. The City Manager is directed and authorized to execute on behalf of the City of Olympia the Grant Agreement, and any other documents necessary to obligate funds for the Creative District

development, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Grant Agreement, and to correct any scrivener's errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

# WASHINGTON STATE ARTS COMMISSION

Program: FY24 Creative District Grants

Contract No. 387-CD24-014

## GRANT CONTRACT

THIS CONTRACT is made and entered into by and between the **WASHINGTON STATE ARTS COMMISSION**, 711 Capitol Way S, Suite 600, PO Box 42675, Olympia, WA 98504-2675 hereinafter referred to as the COMMISSION, and

|           |   |
|-----------|---|
| Name:     | City of Olympia   |
| Address:  | PO Box 1967, 601 4 <sup>th</sup> Ave E<br>Olympia, WA 98507 |
| Phone No: | 360-480-0923  |
| Email:    | rhoey@ci.olympia.wa.us                                      |
| SWV:      | SWV0008653-00   |

hereinafter referred to as the GRANTEE.

### THE PARTIES MUTUALLY UNDERSTAND AND AGREE AS FOLLOWS:

#### A. PURPOSE OF GRANT

This Contract sets out the terms and conditions by which the COMMISSION provides a grant to the GRANTEE for the purpose of developing, sponsoring, promoting or administering an activity, project or program which is related to the conservation and development of artistic, cultural and creative resources, and / or the growth of the creative economy of the State of Washington. RCW 43.46 provides the statutory authorization for making the grant. The funding is administered under WAC Title 30.

#### B. DESCRIPTION OF THE ACTIVITY, PROJECT, OR PROGRAM

GRANTEE shall use funds provided under this **Contract No. 387-CD24-014** solely for the Purpose of developing, sponsoring, and administering a Creative District as certified by the COMMISSION representing the State of Washington.

#### C. AMOUNT OF GRANT

Total amount provided under this contract: **\$7,500.00**.

1. The Commission provides State Funds in the amount of **\$7,500.00** to the GRANTEE in the following disbursements:
  - a. Payment #1: **\$7,500.00** for the period 1/1/24-6/30/24
2. Payments will be made in accordance with the payment schedule set forth in Attachment "B".

D. CONTRACT PERIOD

Funds are awarded for the period beginning **January 1, 2024 to June 30<sup>th</sup>, 2024**. The GRANTEE must expend all funds by the ending date of this contract. The GRANTEE shall notify the COMMISSION immediately in writing if any portion of the funds will not be expended by the end of the fiscal year.

E. CONTRACT REPRESENTATIVES

The following shall be the contact persons for all communications and billings regarding the performance of this Contract. Either party shall provide written notification to the other of changes in contract representation.

| GRANTEE's Contract Representative: |  | COMMISSION's Contract Representative: |  |
|------------------------------------|--|---------------------------------------|--|
| Name:                              | <b>Rich Hoey</b>   | Name:                                 | <b>Annette Roth</b>  |
| Title:                             | <b>Assistant City Manager</b>                                      | Title:                                | <b>Community Development Manager</b>                                 |
| Org. Name:                         | <b>City of Olympia</b>   | Org. Name:                            | <b>Washington State Arts Commission – Creative Districts Program</b> |
| Address:                           | <b>PO Box 1927, 601 4<sup>th</sup> Ave E<br/>Olympia, WA 98507</b> | Address:                              | <b>PO Box 42675<br/>Olympia, WA 98504-2675</b>                       |
| Phone:                             | <b>360-480-0923</b>  | Phone:                                | <b>360-252-9982</b>  |
| Fax:                               | <b>N/A</b>   |                                       |  |
| E-Mail:                            | <b>rhoey@ci.olympia.wa.us</b>                                      | E-Mail:                               | <b><u>annette.roth@arts.wa.gov</u></b>                               |

F. LIMITATION OF AUTHORITY

The COMMISSION's Agent shall be the Executive Director of the Washington State Arts Commission. Only the COMMISSION's Agent shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. The Agent may delegate this authority, but such delegation is effective only if in writing. See General Terms and Conditions for Contract Amendment or Modification procedures.

G. RIGHTS AND OBLIGATIONS

All rights and obligations of the parties to this Contract shall be subject to this Contract and its attachments including the following, which by this reference, are made a part of this Contract:

- Attachment A: Scope of Work and Reporting Requirements
- Attachment B: Budget and Payment Schedule
- Attachment C: General Terms and Conditions
- Attachment D: Invoice Voucher

I. ENTIRE CONTRACT

This Contract including all attachments contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract and attachments shall be deemed to exist or to bind any of the parties.

J. ANNUAL REPORTS

Every Creative District is required to submit annual reports by August 15<sup>th</sup> of each year in order to maintain certification as a Creative District by the State of Washington. By signing this grant contract, the Creative District agrees to submit annual reports for each year of certification as a Creative District by the State of Washington.

THIS CONTRACT is executed by the persons signing below who warrant that they have authority to execute this contract.

**City of Olympia**

*Rich Hoey*

*(Signature of party authorized to sign for GRANTEE)*

**Rich Hoey**

*(Printed name of signatory)*

**Assistant City Manager**

*(Printed title of signatory)*

Date: **Jun 26, 2024**

**WASHINGTON STATE ARTS COMMISSION**



Karen J. Hanan, Executive Director

Date: **Jun 26, 2024**

APPROVED AS TO FORM:

(Signature of Kathryn Wyatt, Assistant Attorney General, State of Washington, July 11, 2013 on file in fiscal office)



## **GRANT CONTRACT - ATTACHMENT "A"**

### **Scope of Work and Reporting Requirements**

**Program:** FY24 (January 1, 2024 - June 30, 2024) Creative District Grants    **Contract No.** 387-CD24-0014

**GRANTEE:** City of Olympia

The GRANTEE agrees that funds shall be received solely for the services and/or reimbursements described here below:

#### **Project Summary:**

**Olympia** has been recertified as a Creative District by the State of Washington. The Creative District certification is effective for the 5-year period between **6/25/24 and 6/25/29**, as specified in Chapter 30-42 WAC.

This grant, effective January 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2024 is intended to support the development and implementation of the Creative District occurring during the contract period.

#### **Scope of Work:**

- Completion of Creative District recertification process, including development of 5-year strategic plan for the Olympia Creative District.

#### **Allowable Expenses:**

Expenses related to the formation and operation of the Creative District, including, but not limited to, salaries, benefits, and program operating costs.

#### **Annual Report Obligations:**

Creative District Certification is independent of this funding. Every Creative District is required to submit annual reports by or before August 15<sup>th</sup> of each year in order as well as comply with other program requirements to maintain certification in good standing as a Creative District by the State of Washington as required under Chapter 30-42 WAC.

#### **Logo Credit:**

Grant recipients are required to acknowledge support from the Washington State Arts Commission (ArtsWA) in all online and printed materials and announcements (including media interviews) associated with this grant as follows: "This Creative District is certified by the Washington State Arts Commission." Whenever possible use the ArtsWA logo on any printed, promotional materials related to this grant. ArtsWA will provide the suite of logos to Creative Districts upon acceptance of this grant contract.



**GRANT CONTRACT - ATTACHMENT "B"**  
**Budget and Payment Schedule**

**Program: FY24 (January 1, 2024– June 30, 2024) Creative District Grant      Contract No. 387-CD24-014**

**GRANTEE: City of Olympia**

The GRANTEE agrees that in consideration of **sections A, B, and C** on page 1 of this CONTRACT, that funds as awarded will be paid to the GRANTEE by the COMMISSION with the following terms and conditions:

1. No funds will be paid to the GRANTEE in advance of the contract starting date stated in section D of the CONTRACT.
2. Grant funds can only be spent on the expenses for which COMMISSION funds were committed and described in the *Allowable Expenses* section of *Attachment "A"*.
  - a. Invoice Vouchers will be signed and returned to the COMMISSION along with the signed contract as outlined in the cover letter included with this contract. The Invoice Voucher may not be altered by the GRANTEE.
  - b. When you have completed your scope of work and are ready to be paid, e-mail Annette Roth with copies of your documentation including materials with the required documentation.
3. The budget is as follows:

Creative District Recertification Grant Funds: **\$7,500**

4. Payment Schedule:

Payment 1: **\$7,500** for the period 1/1/2024-6/30/2024

**GRANT CONTRACT - ATTACHMENT "C"**  
**General Terms and Conditions**

**Program: Olympia Creative District**

**Contract No. 387-CD24-014**

**GRANTEE: City of Olympia**

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**A. HEADINGS AND DEFINITIONS**

**DEFINITIONS** - As used throughout this Contract, the following terms shall have the meaning set forth below:

1. "COMMISSION" shall mean the Washington State Arts Commission, any division, section, office, unit or other entity of the Commission, or any of the officers or other officials lawfully representing that Commission.
2. "Creative District" shall mean a land area designated by a local government and certified by the Commission in accordance with RCW 43.46.105 that contains either a hub of cultural facilities, creative industries, or arts-related businesses, or multiple vacant properties in close proximity that would be suitable for redevelopment as a creative district.
3. "State-certified creative district" means a creative district whose application for certification has been approved by the commission.
4. "AGENT" shall mean the Executive Director, Washington State Arts Commission, and/or the delegate authorized in writing to act on his/her behalf.
5. "GRANTEE" shall mean that Creative District Administrator or administrative entity that has been awarded a grant of funds under this Contract and shall include all designated employees of the GRANTEE.
6. "Local government" means a city, county, or town.

**HEADINGS** - Headings used in this Contract are for reference purposes only and shall not be considered a substantive part of this Contract.

**B. GENERAL CONTRACT TERMS**

**AMENDMENTS OR MODIFICATION** - This Contract may be amended or modified only by mutual consent of the COMMISSION and GRANTEE. To be effective, any amendment or modification must be in writing, signed by all parties, and attached hereto. No oral understanding or agreement binds the parties.

**CONFORMANCE** - If any provision of this contract violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

**ORDER OF PRECEDENCE** - The items listed below are incorporated herein by reference. In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable Federal and Washington State statutes and regulations including applicable Federal and State Executive Orders.
2. Special Terms and Conditions of this Contract, including
  - a. Scope of Work and Reporting Requirements
  - b. Modifications to the General Terms and Conditions
3. General Terms and Conditions
4. All other attachments or material incorporated by reference.

**SEVERABILITY** - If any provision of this Contract or any provision of any document incorporated by reference is held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, and to this end the provisions of this Contract are declared to be severable.

**WAIVER OF DEFAULT OR BREACH**-- Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Waiver of any default or breach shall not be construed to be a modification of the terms of the Contract.

**C. PERFORMANCE AND GENERAL RESPONSIBILITIES**

**COVENANT AGAINST CONTINGENT FEES** - The GRANTEE warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or a bona fide established agent maintained by the GRANTEE for the purpose of securing business. The COMMISSION shall have the right, in the event of breach of this clause by the GRANTEE, to annul this Contract without liability, or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

**INDEMNIFICATION** – To the fullest extent permitted by law, the GRANTEE shall indemnify defend, and hold harmless the State of Washington, including the COMMISSION and all officials, agents, employees of the State from and against any liability, damages, claims, suits and/or expenses arising out of or resulting from performance of this Contract, including, but not limited to, injury to persons or property, failure to follow applicable law, acts that are libelous or slanderous, and the violation or infringement of any copyright, patent, trademark, trade name or unfair trade practice law. The GRANTEE's obligation to indemnify, defend, and hold harmless includes any claim by the GRANTEE's agents, employees, representatives, or any subGRANTEE or its employees. The GRANTEE shall be required to indemnify, defend, and hold harmless the State only to the extent claim is caused in whole or in part by negligent acts or omissions of the GRANTEE.

**INDEPENDENT CAPACITY OF GRANTEE** This Contract creates an independent GRANTEE relationship. The GRANTEE and its employees or agents performing under this Contract are not employees or agents of the COMMISSION or the State of Washington. The GRANTEE and its employees or agents will not hold themselves out as nor claim to be officers or employees of the COMMISSION or of the State of Washington by reason of this Contract and will not make any claim, demand, or application to or for any right or privilege which would accrue to such an officer or employee under law. The COMMISSION shall not control or otherwise supervise the manner in which this Contract is performed.

**NONASSIGNABILITY** – The GRANTEE shall not assign this Contract, any rights or obligations under this Contract, or any claim arising under this Contract without prior written consent of the COMMISSION.

**PUBLICITY/ACKNOWLEDGEMENTS** – The GRANTEE shall acknowledge the COMMISSION in all online, printed or oral material and announcements, including in-person interviews with audio, video, or print journalists, which result from this Contract, as follows: "This program is supported in part, by a grant from ArtsWA (the Washington State Arts Commission)."

**REPRODUCTION** - The GRANTEE relinquishes to the State and its assigns royalty-free, irrevocable, non-exclusive license to make photographic or graphic reproductions or otherwise use data and copyrightable materials that result from this Contract, provided that such use or reproduction shall be only for government purposes. Data shall include, but is not limited to, reports, documents, pamphlets, other printed matter, photographs, and sound recordings. Government purposes shall include, but are not limited to, (1) internal documents such as memoranda and (2) public releases such as advertising, brochures, media publicity and catalogs or other similar publications, social media or other electronic communications, provided that the author or artist is credited. All reproductions of copyrightable material by the State in public releases shall contain a credit to the author or artist where applicable.

**SERVICES WITHIN WASHINGTON** - The GRANTEE agrees that no funds under this Contract will be used for activities or services outside the State of Washington, without prior authorization of the COMMISSION.

**D. COMPLIANCE WITH LAWS, RECORDKEEPING, AND INSPECTION**

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35. – The GRANTEE must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodation, state and local government services, and telecommunications.

**COMPLIANCE WITH APPLICABLE LAW.** The GRANTEE shall comply with all applicable and current federal, state, and local laws, regulations, and policies, including all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this Contract.

In the event of the GRANTEE's noncompliance or refusal to comply with any applicable law or policy, the COMMISSION may rescind, cancel or terminate this Contract for cause in whole or in part. The COMMISSION also may declare the GRANTEE ineligible for further grant awards from the COMMISSION.

**CONFLICT OF INTEREST.** Notwithstanding any determination by the Executive Ethics Board or other tribunal, the COMMISSION may, by written notice to the GRANTEE, terminate this Contract if it is found after due notice and examination by the COMMISSION that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW, or any similar statute involving the GRANTEE in the procurement of, or performance under, this Contract.

In the event this Contract is terminated as provided above, the COMMISSION shall be entitled to pursue the same remedies against the GRANTEE as it could pursue in the event of a breach of contract by the GRANTEE. The rights and remedies of the COMMISSION provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Contract.

**HAZARDOUS SUBSTANCES.** The GRANTEE will defend, protect and hold harmless COMMISSION and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances as defined by state and federal law on the property covered by the project.

**NONDISCRIMINATION LAWS** – During the performance of this Contract, the GRANTEE shall comply with all federal and state nondiscrimination laws, regulations, or policies. If the GRANTEE does not comply or refuses to comply with nondiscrimination laws, regulations or policies, the COMMISSION may rescind, cancel, or terminate this Contract in whole or in part and may also declare the GRANTEE ineligible for further contracts with the COMMISSION. The GRANTEE shall be given a reasonable time in which to cure noncompliance. Any dispute may be resolved in accordance with the "Disputes" provision in this Contract.

**NONDISCRIMINATION**

Nondiscrimination Requirement. During the term of this Contract, CONTRACTOR, including any SUBCONTRACTOR, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, CONTRACTOR, including any SUBCONTRACTOR, shall give written notice of this nondiscrimination requirement to any labor organizations with which CONTRACTOR, or SUBCONTRACTOR, has a collective bargaining or other agreement.

Obligation to Cooperate. CONTRACTOR, including any SUBCONTRACTOR, shall cooperate and comply with any Washington state agency investigation regarding any allegation that CONTRACTOR, including any SUBCONTRACTOR, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

Default. Notwithstanding any provision to the contrary, COMMISSION may suspend CONTRACTOR, including any SUBCONTRACTOR, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until COMMISSION receives notification that CONTRACTOR, including any SUBCONTRACTOR, is cooperating with the investigating state agency. In the event CONTRACTOR, or SUBCONTRACTOR, is determined to have engaged in discrimination identified at RCW 49.60.530(3), COMMISSION may terminate this Contract in whole or in part, and CONTRACTOR, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. CONTRACTOR or SUBCONTRACTOR may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or

suspension for engaging in discrimination, CONTRACTOR, SUBCONTRACTOR, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. COMMISSION shall have the right to deduct from any monies due to CONTRACTOR or SUBCONTRACTOR, or that thereafter become due, an amount for damages CONTRACTOR or SUBCONTRACTOR will owe COMMISSION for default under this provision.

**PUBLIC DISCLOSURE/CONFIDENTIALITY** – GRANTEE acknowledges that the COMMISSION is subject to Chapter 42.17 RCW, the Public Disclosure Act and that this Contract shall be a public record as defined in RCW 42.17.250 through 42.17.340. Any specific information that is claimed by the GRANTEE to be confidential or proprietary must be clearly identified as such by the GRANTEE. To the extent consistent with Chapter 42.17 RCW, the COMMISSION shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view the GRANTEE's information, the COMMISSION will notify the GRANTEE of the request and the date that such records will be released to the requester unless GRANTEE obtains a court order enjoining that disclosure. If the GRANTEE fails to obtain the court order enjoining disclosure, the COMMISSION will release the request information on the date specified.

**RECORDS, DOCUMENTS, AND REPORTS** – The GRANTEE shall maintain complete financial records, including all accounts, books, records, documents, invoices and other evidence, that sufficiently and properly reflect all direct and indirect costs of any nature expenses incurred and revenues acquired under this Contract. The records must clearly show that matching expenditures, if required, are not less than the amount granted in the approved application and this Contract. The system of accounting employed by the GRANTEE shall be in accordance with generally accepted accounting principles, and will be applied in a consistent manner so that the project finances can be clearly identified.

These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the COMMISSION, the Office of the State Auditor, and Federal officials so authorized by law, rule, regulation, or contract. The GRANTEE will retain all books, records, documents, and other materials relevant to this Contract for six years after termination or expiration of the Contract, and make them available for inspection by persons authorized under this provision. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**REGISTRATION WITH THE DEPARTMENT OF REVENUE** - The GRANTEE shall complete registration, if required by law, with the Washington State Department of Revenue, P.O. Box 47450, Olympia, WA 98504-7450, <http://dor.wa.gov>. The GRANTEE shall be responsible for payment of all taxes due on payments made under this Contract.

**RIGHT OF INSPECTION** – The GRANTEE shall cooperate with and freely participate in any monitoring or evaluation activities conducted by the COMMISSION pertinent to the intent of this Contract, including right of entry for periodic site inspections. The GRANTEE shall provide right of access to the facilities and/or site of the activity, project, or program to the COMMISSION, or to any of its officers, or to any other authorized agent or official of the State of Washington or the Federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract.

#### **E. FUNDING, REIMBURSEMENT AND BUDGET**

**ADVANCE PAYMENTS PROHIBITED** - No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the COMMISSION.

**TAXES** – All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the GRANTEE or its staff shall be the sole responsibility of the GRANTEE.

**TRAVEL AND PER DIEM** - In the event the Contract expressly provides for the GRANTEE to be reimbursed for out-of-pocket expenses, the GRANTEE will be reimbursed for travel expenses at the State rates for mileage and per diem in effect at the time these expenses are incurred. The COMMISSION reserves the right to audit documents supporting billings made for out-of-pocket expenses.



## **F. TERMINATION AND DISPUTES**

**DISPUTES.** Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing of the other according to the process set out in this section. Either party's request for dispute hearing must be in writing and clearly state:

1. The disputed issue(s);
2. The relative positions of the parties;
3. The GRANTEE's name, address and project title.

The requesting party shall mail the request for hearing to the other party within 5 working days after the parties agree that they cannot resolve the dispute. Within 5 working days of receipt of the request, the receiving party shall respond by either accepting or refusing the request for dispute resolution.

If both parties agree to a dispute hearing, the dispute shall be heard by a panel of three persons consisting of one person selected by the GRANTEE, one person selected by the COMMISSION, and a third person chosen by the two persons initially appointed. Any hearing under this section shall be informal, with the specific processes to be determined by the panel according to the nature and complexity of the issues involved. The process may be solely based upon written material if the parties so agree. Provisions of this Contract shall govern the panel in deciding the disputes. The parties shall equally share all cost associated with implementation of this process.

The decision of the panel shall not be admissible in any succeeding judicial or quasi-judicial proceeding concerning the Contract. The parties agree that these dispute resolution proceedings shall precede any action in a judicial or quasi-judicial tribunal. Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternative dispute resolution method in addition to the dispute resolution procedure outlined above.

**GOVERNING LAW AND VENUE** – Washington law shall govern this Contract. In the event of a lawsuit involving this Contract, venue shall be proper in Thurston County.

**SAVINGS** If any State, Federal, private, or other funding source withdraws, reduces, or limits in any way the funds appropriated for the work under this Contract prior to normal termination of the Contract, the COMMISSION may terminate the Contract without advance notice. At the COMMISSION's discretion, the parties may renegotiate the Contract under those new funding limitations and conditions. If this Contract is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract prior to the effective date of termination.

**TERMINATION FOR CONVENIENCE** - Either party may terminate this Contract upon 15 days' prior written notification to the other party. If this Contract is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract prior to the effective date of termination.

**TERMINATION OR SUSPENSION FOR CAUSE**—In the event the COMMISSION determines the GRANTEE has failed to comply with the conditions of this Contract in a timely manner, the COMMISSION has the right to suspend or terminate the Contract. Before suspending or terminating the Contract, the COMMISSION shall notify the GRANTEE in writing of the need to take corrective action. If corrective action is not taken within fifteen (15) days of receiving notice, the COMMISSION may terminate or suspend the Contract.

If the Contract is terminated for cause, the COMMISSION reserves the right to require the GRANTEE to repay all or any portion of funds paid to the GRANTEE prior to termination. The GRANTEE shall make repayment within thirty (30) days of the demand. If the COMMISSION is required to institute legal proceedings to enforce this repayment provision, the COMMISSION shall be entitled to its costs, including reasonable attorneys' fees. However, repayment shall not be the sole or exclusive remedy available to the COMMISSION. No remedy available to the COMMISSION shall be deemed exclusive. The COMMISSION may elect to exercise any single, any combination, or all of the remedies available to it under this Contract, or under any provision of law, common law, or equity.

## **SUSPENSION AND DEBARMENT**

If federal funds are used for this contract, the CONTRACTOR shall assure that, its officers, agents,



SUBCONTRACTORS, and consultants shall not fund, contract with, or engage the services of any consultant, SUBCONTRACTOR, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds.

The CONTRACTOR certifies that the CONTRACTOR is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the AGREEMENT by any federal department or agency. If requested by COMMISSION, the CONTRACTOR shall complete a Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion form.

# Invoice Voucher

|            |                        |
|------------|------------------------|
| FORM       | STATE OF WASHINGTON    |
| A19-1A     | AFRS                   |
| (REV 7/96) | <b>INVOICE VOUCHER</b> |



| AGENCY USE ONLY |               |                   |
|-----------------|---------------|-------------------|
| AGENCY NO.      | LOCATION CODE | P.R. OR AUTH. NO. |
| <b>387</b>      | <b>001</b>    |                   |

**INSTRUCTION TO VENDOR OR CLAIMANT:** Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

**Vendor's Certificate.** I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

| AGENCY NAME AND LOCATION  |
|---|
| WASHINGTON STATE ARTS COMMISSION<br>PO BOX 42675<br>OLYMPIA WA 98504-2675 |

| VENDOR OR CLAIMANT (Warrant is to be payable to)  |
|---|
| City of Olympia<br>PO Box 1957, 601 4 <sup>th</sup> Ave E<br>Olympia, WA 98507<br>rhoey@ci.olympia.wa.us<br><br>SWV0008653-00 |

X BY: *Rich Hoey*

|                               |                     |
|-------------------------------|---------------------|
| <b>Assistant City Manager</b> | <b>Jun 26, 2024</b> |
| (TITLE)                       | (DATE)              |

| FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Service Contract Payments to IRS): |   |                                   |            | RECEIVED BY:      |                | DATE RECEIVED:                         |                |           |             |           |             |       |      |                 |                 |
|--|---|-----------------------------------|------------|-------------------|----------------|--|----------------|-----------|-------------|-----------|-------------|-------|------|-----------------|-----------------|
| DATE   | DESCRIPTION                               | QUANTITY                          | UNIT       | UNIT PRICE        | AMOUNT         | FOR AGENCY USE                         |                |           |             |           |             |       |      |                 |                 |
|  | <b>Creative Districts Grant – Olympia</b> |                                   |            |                   |                |  |                |           |             |           |             |       |      |                 |                 |
|  | Creative District Recertification         |                                   |            |                   |                |  |                |           |             |           |             |       |      |                 |                 |
|  | Per <b>Attachment "A"</b> Scope of Work   |                                   |            |                   |                |  |                |           |             |           |             |       |      |                 |                 |
|  | Contract No: <b>387-CD24-014</b>          |                                   |            |                   |                |  |                |           |             |           |             |       |      |                 |                 |
|  | 011 State Creative District Funds:        |                                   |            |                   | <b>\$7,500</b> |  |                |           |             |           |             |       |      |                 |                 |
|  | <b>Total Grant Awarded:</b>               |                                   |            |                   | <b>\$7,500</b> |  |                |           |             |           |             |       |      |                 |                 |
| Vendor Message:  |   |                                   |            |                   |                |  |                |           |             |           |             |       |      |                 |                 |
|  |   |                                   |            |                   |                | <b>Total:</b>                          | <b>\$7,500</b> |           |             |           |             |       |      |                 |                 |
| PREPARED BY:<br>Korja Giles  |   | TELEPHONE NUMBER:<br>360-485-1106 |            | DATE:<br>6/3/24   |                | AGENCY APPROVAL:<br><i>[Signature]</i> |                |           |             |           |             |       |      |                 |                 |
|  |   |                                   |            |                   |                | DATE:<br>Jun 26, 2024                  |                |           |             |           |             |       |      |                 |                 |
| DOC. DATE:   |   | PMT DUE DATE:                     |            | CURRENT DOC. NO.: |                | REF. DOC. NO.:                         |                |           |             |           |             |       |      |                 |                 |
|  |   |                                   |            |                   |                | VENDOR NUMBER:<br><b>SWV0267282-00</b> |                |           |             |           |             |       |      |                 |                 |
|  |   |                                   |            |                   |                | USE TAX:                               |                |           |             |           |             |       |      |                 |                 |
|  |   |                                   |            |                   |                | VENDOR MESSAGE:                        |                |           |             |           |             |       |      |                 |                 |
|  |   |                                   |            |                   |                | UBI NUMBER:                            |                |           |             |           |             |       |      |                 |                 |
| REF  | TRANS                                     | M                                 | FUND       | MASTER INDEX      | SUB            | SUB                                    | ORG            | WORKCLASS | COUNTY      | CITY/TOWN | PROJECT     | SUB   | PROJ | AMOUNT          | INVOICE NUMBER  |
| DOC  | CODE                                      | D                                 |            | APPN INDEX        | PROGRAM INDEX  | OBJ                                    | OBJ            | ALLOC     | Budget Unit | MOS       |             | PROJ  | PHAS |                 |                 |
|  |   |                                   | <b>001</b> | <b>011</b>        | <b>00107</b>   | <b>NZ</b>                              |                |           |             |           | <b>7CRD</b> |       |      | <b>\$7,500</b>  | <b>CD24-014</b> |
| ACCOUNTING APPROVAL FOR PAYMENT:   |   |                                   |            |                   |                |  |                |           |             |           |             | DATE: |      | WARRANT TOTAL:  |                 |
|  |   |                                   |            |                   |                |  |                |           |             |           |             |       |      | WARRANT NUMBER: |                 |
|  |   |                                   |            |                   |                |  |                |           |             |           |             |       |      |                 |                 |












# 387-CD24-014 Olympia

Final Audit Report

2024-06-27

|                 |  |
|-----------------|--|
| Created:        | 2024-06-03                                   |
| By:             | Korja Giles (korja.giles@arts.wa.gov)        |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAf9Fgvlh9TqTPxywvA0Lr5a34QcXr-uLM |

## "387-CD24-014 Olympia" History

-  Document created by Korja Giles (korja.giles@arts.wa.gov)  
2024-06-03 - 6:54:20 PM GMT
-  Document emailed to Rich Hoey (rhoey@ci.olympia.wa.us) for signature  
2024-06-03 - 6:55:34 PM GMT
-  Email viewed by Rich Hoey (rhoey@ci.olympia.wa.us)  
2024-06-03 - 10:35:00 PM GMT
-  Email viewed by Rich Hoey (rhoey@ci.olympia.wa.us)  
2024-06-26 - 10:47:10 PM GMT
-  Document e-signed by Rich Hoey (rhoey@ci.olympia.wa.us)  
Signature Date: 2024-06-26 - 10:47:43 PM GMT - Time Source: server
-  Document emailed to Karen Hanan (karen.hanan@arts.wa.gov) for signature  
2024-06-26 - 10:47:45 PM GMT
-  Email viewed by Karen Hanan (karen.hanan@arts.wa.gov)  
2024-06-27 - 2:31:06 AM GMT
-  Document e-signed by Karen Hanan (karen.hanan@arts.wa.gov)  
Signature Date: 2024-06-27 - 2:31:14 AM GMT - Time Source: server
-  Document emailed to Annette Roth (annette.roth@arts.wa.gov) for signature  
2024-06-27 - 2:31:16 AM GMT
-  Email viewed by Annette Roth (annette.roth@arts.wa.gov)  
2024-06-27 - 5:06:27 AM GMT
-  Document e-signed by Annette Roth (annette.roth@arts.wa.gov)  
Signature Date: 2024-06-27 - 5:06:38 AM GMT - Time Source: server



Agreement completed.

2024-06-27 - 5:06:38 AM GMT



**Adobe Acrobat Sign**



## 2024-2025 Creative District Goals

### Partnership with the Olympia Artspace Alliance

To support OAA in growing their organizational capacity, move the Creative District Strategic Plan forward, and practice shifting management of the Creative District away from the City and toward the Community, the City of Olympia has contracted with OAA to advance several strategic goals—with City funding and support—in 2024. These goals connect back to the broader Strategic Plan and include:

- **Ensure Ongoing Arts Programming:** OAA will continue supporting the Creative District through various programs such as Art in Olympia Storefronts, murals, space grants, artist mingles, and meet-up events, focusing on defining, promoting, and branding the Downtown Olympia Creative district.
- **Inventory and Data Collection:** Develop a Downtown Olympia Creative District Directory identifying creative enterprises within the district boundary through direct contact and correspondence, as well as other sources including the City of Olympia, Olympia Downtown Alliance (ODA), and other partners.
- **Continuous Outreach and Community Building:** Compile and share resources for artists and creatives, including support programs, grants, financial opportunities, and educational partnerships. Plan events for networking and outreach, promoting cross-promotion and social media exposure.
- **Building Brand Identity:** Develop a branding process for the Creative District, including creation of a logo, signage, asset usage guidelines, and key messaging, aligning with the Creative District Strategic Plan's goals of community building, artist support, promotions, advocacy for affordable space, and equitable access.

### Artesian Light Market

The City has earmarked funding and received an ArtsWA grant to support transforming the former “Artesian Commons” in the central corridor of our Creative District into a “Light Market” in support of the Creative District economy. Beginning with critical site improvements in 2024 focused especially on lighting, our goal is to move toward full activation of this space in 2025 in support of overarching Creative District goals for Space and Access.

### Boundary Adjustments and the Armory

While the Armory Creative Campus is currently considered just outside or “in the glow” of the Downtown Olympia Creative District, it will become a key Creative District asset through future boundary adjustments. This 50,000 sq. ft. facility on the edge of downtown will provide space, programs and activities to support Olympia’s artistic, collaborative, and entrepreneurial spirit. Eight anchor tenants have been selected, and construction to prepare the site for use will commence in 2024.

### Music

Music is a key element of Olympia’s creative economy, culture, and history, and this is reflected in two of our 2024-2025 Creative District goals.

- **The Olympia Music Project**—a project that began with a focus on Indie Music History under the guidance of the Olympia Heritage Commission—is an oral history effort to explore the locations, ideas, and influences of Olympia’s music scene. Phase one focused on the independent music scene from the 1980’s to early 2000’s. Phase two of this project will expand the timeline and develop a digital repository that belongs to and

is maintained by the community. It is underway in 2024 with leadership from a new local nonprofit formed just for this purpose.

- **Music City** conversation, strategy development, and policy review. In March of 2024, Music City expert Shain Shapiro joined our community for a Creative District conversation on supporting music in policy and planning efforts. Determining capacity to develop a music-specific strategy, fostering follow-up conversations with our music community, and internal policy review based on the initial conversation will occur through 2024-2025.

## Summary of Key 5-Year Goals

|                  |   |
|------------------|---|
| <b>2024-2025</b> | <ul style="list-style-type: none"> <li>• Partnership with Olympia Artspace Alliance (programming, data collection, Creative Community Directory database development, outreach and community building, and branding/identity work)</li> <li>• Artesian “Light Market” site improvements and RFP development for operations</li> <li>• Creative District boundary adjustment</li> <li>• Armory Creative Campus construction and exploration of CD boundary adjustment.</li> <li>• Olympia Music History Project Phase 2</li> <li>• Music City strategy exploration.</li> <li>• Exploration of Local Arts Agency (LAA) capacity building, development, or formation alongside key partners, such as OAA.</li> <li>• Continue investing in entrepreneurship development, specifically for our local creative economy and those within the Creative District.</li> <li>• Continue investing in marketing and promotions of Creative District businesses via contract with Olympia Downtown Alliance (ODA)</li> <li>• Research and identify best effort for wayfinding (kiosks, sidewalk decals, crosswalk art, street signage, augmented reality map, etc.)</li> <li>• Develop criteria for information on signage and wayfinding assets.</li> <li>• Grow pop-up galleries and installations, utilizing vacant spaces and storefronts for public display, artist exposure and potential sales by inventorying vacant spaces, growing relationships with property owners, and working with artists and property owners to develop agreeable frameworks and relationships to utilize vacant space.</li> <li>• Advocate for accessibility in public spaces—identify and review publicly accessible spaces for ADA+, including individuals who will use accommodations as part of this process.</li> <li>• <i>Rainbow Pride Flag Crosswalk Commemoration</i></li> <li>• <i>Pan African Flag Crosswalk Commemoration (in conjunction with Juneteenth Celebration)</i></li> <li>• <i>Cultural Events Program hosts, sponsors, or co-hosts Black History Month Celebration; Juneteenth Festival, Asian America, Native Hawaiian, Pacific Islanders Heritage Festival; Lula Fest (Hispanic Heritage Month Celebration); Indigenous Peoples’ Day Celebration; Dr. Martin Luther King Jr. Day; Capital City Pride; and Latinx Youth Summit</i></li> </ul> |
|------------------|---|

|      |  |
|------|--|
| 2026 | <ul style="list-style-type: none"> <li>• Continue identifying opportunities to transition leadership and investing in the capacity of OAA and/or other partner organizations as the City seeks to move into a support role.</li> <li>• Armory Creative Campus activation</li> <li>• Branding/identity development and implementation</li> <li>• Wayfinding for Creative District alongside broader City wayfinding efforts</li> <li>• Identify policy goals to support creatives and incentivize the addition of affordable work and live spaces in downtown (e.g. parking relief for loading and unloading at shows; revised regulations for redevelopment).</li> <li>• Artesian Light Market in operation</li> <li>• Strategize best geographic areas within Creative District for signage.</li> <li>• Develop Creative Community Directory, publish information to relevant website, and promote directory across Creative District partners' social media and platforms</li> <li>• Develop inventory of local professionals in the marketing and branding disciplines—both to support future Creative District promotions and to support individual creative enterprises within district boundaries.</li> <li>• Assist in transition of existing underutilized and affordable real estate to working arts space—identifying properties with opportunity to be converted into arts space and identifying potential incentives to assist with redevelopment.</li> <li>• Advocate for accessibility in public spaces—developing and maintaining relationships with property owners and managers to identify upgrade and retrofitting priorities.</li> <li>• Gather and confirm interest from partners and arts community organizations to gauge interest in “Community Showcase” events series</li> <li>• Work with artists and creatives to identify and address gaps in available resources for entrepreneurship development.</li> <li>• Work with various agencies to build relationships and develop proposals for funding opportunities.</li> <li>• Advocate for affordable housing for creatives—work with stakeholders to develop policy positions regarding housing affordability for creatives.</li> <li>• Identify and catalogue gaps in existing music venues as part of the Music City strategy conversations and exploration.</li> <li>• <i>Cultural Events Program hosts, sponsors, or co-hosts Black History Month Celebration; Juneteenth Festival, Asian America, Native Hawaiian, Pacific Islanders Heritage Festival; Lula Fest (Hispanic Heritage Month Celebration); Indigenous Peoples' Day Celebration; Dr. Martin Luther King Jr. Day; Capital City Pride; and Latinx Youth Summit</i></li> </ul> |
| 2027 | <ul style="list-style-type: none"> <li>• Continue identifying opportunities to transition leadership and investing in the capacity of OAA and/or other partner organizations as the City seeks to move into a support role.</li> <li>• Advocate for policy changes, including code requirements, that support affordable art space, music venues, market opportunities, and more</li> <li>• Build on Music City strategy explorations to identify policy and infrastructure improvements that will make it possible to add music venue capacity to the Creative District. As part of this work, audit all existing venues in the Creative District and consider non-traditional venues that may be new opportunities for live music such as restaurants and retailers.</li> </ul>  |



|             |  |
|-------------|--|
|             | <ul style="list-style-type: none"> <li>• Work with stakeholders to develop and overarching marketing strategy for the Creative District, focusing attention on exposure for District artists, creatives, and events.</li> <li>• Develop framework for Creative District “Community Showcase” events series for them to be turnkey for interested parties.</li> <li>• Deepen and develop partnerships and relationships with educational partners/resources to understand existing and grow potential learning opportunities for all interested creatives within the Creative District.</li> <li>• Increase reach to communicate funding opportunities to creatives and the artistic community in the Creative District.</li> <li>• Advocate for affordable housing for creatives—monitor changes to Olympia Municipal Code and upcoming local and State budgets and legislation.</li> <li>• Continue advocating for accessibility in public spaces—participating in ongoing efforts to receive, review, and address barriers or issues of access.</li> <li>• Ensure equitable access to training and resources, working with community partners to identify opportunities for free resources, scholarships, and sliding scale support.</li> <li>• Design and install signage or other wayfinding assets downtown identifying Creative District.</li> <li>• Connect artists and creatives with local marketing and branding professionals based on the services and type of assistance required.</li> <li>• <i>Cultural Events Program hosts, sponsors, or co-hosts Black History Month Celebration; Juneteenth Festival, Asian America, Native Hawaiian, Pacific Islanders Heritage Festival; Lula Fest (Hispanic Heritage Month Celebration); Indigenous Peoples’ Day Celebration; Dr. Martin Luther King Jr. Day; Capital City Pride; and Latinx Youth Summit</i></li> </ul> |
| <b>2028</b> | <ul style="list-style-type: none"> <li>• Continue identifying opportunities to transition leadership and investing in the capacity of OAA and/or other partner organizations as the City seeks to move into a support role.</li> <li>• Schedule Creative District “Community Showcase” events, organize and manage information into a working calendar that can be published and visible to the community and promoted by all Creative District Partners.</li> <li>• Package existing community training and educational resources, along with potential newly emerging resources, into a more comprehensive source of information for Creative District creatives.</li> <li>• Continue advocating for affordable housing for creatives using framework of adopted policy position.</li> <li>• Execute overarching Creative District marketing strategy.</li> <li>• Develop an overarching Music City strategy, based on previous years’ explorations, that will support retaining existing venues, recruit new venues, and add opportunity.</li> <li>• Continue advocating for accessibility in public spaces—participating in ongoing efforts to receive, review, and address barriers or issues of access; including ensuring opportunities for people who use accommodations to request changes and record/report problems.</li> <li>• Support equitable and accessible gatherings, working with communities to build trust and identify gaps in access and outreach in the creative district, and working with local cultural organizations to promote and inform all community members about Creative District opportunities and happenings.</li> </ul>  |

|      |   |
|------|---|
|      | <ul style="list-style-type: none"> <li>• <i>Cultural Events Program hosts, sponsors, or co-hosts Black History Month Celebration; Juneteenth Festival, Asian America, Native Hawaiian, Pacific Islanders Heritage Festival; Lula Fest (Hispanic Heritage Month Celebration); Indigenous Peoples' Day Celebration; Dr. Martin Luther King Jr. Day; Capital City Pride; and Latinx Youth Summit</i></li> </ul>  |
| 2029 | <ul style="list-style-type: none"> <li>• Complete handoff of Creative District leadership to LAA, OAA, or other community-based partner as the City of Olympia transitions into a support and funding role</li> <li>• Continue acting as a liaison at Creative District "Community Showcase" events, supporting artists and arts organizations, and promoting Creative District information, activities, and opportunities.</li> <li>• Serve as a liaison to connect artists and creatives to entrepreneurial resources, educational opportunities, funding, and other supports.</li> <li>• Continue advocating for affordable housing for creatives, building on continuous feedback, monitoring, and updating framework of adopted policy position.</li> <li>• Continue advocating for accessibility in public spaces—participating in ongoing efforts to receive, review, and address barriers or issues of access; including ensuring opportunities for people who use accommodations to request changes and record/report problems.</li> <li>• <i>Cultural Events Program hosts, sponsors, or co-hosts Black History Month Celebration; Juneteenth Festival, Asian America, Native Hawaiian, Pacific Islanders Heritage Festival; Lula Fest (Hispanic Heritage Month Celebration); Indigenous Peoples' Day Celebration; Dr. Martin Luther King Jr. Day; Capital City Pride; and Latinx Youth Summit</i></li> </ul> |



## City Council

### Approval of a Resolution Authorizing a Acceptance of a Grant from the Washington State Arts Commission in Support of the Artesian Commons Night Market

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.H  
**File Number:**24-0571

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

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#### Title

Approval of a Resolution Authorizing a Acceptance of a Grant from the Washington State Arts Commission in Support of the Artesian Commons Night Market

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to approve the Resolution authorizing acceptance of a grant from the Washington State Arts Commission in support of the Artesian Commons Night Market.

#### Report

##### Issue:

Whether to approve the Resolution authorizing acceptance of a grant from the Washington State Arts Commission in support of the Artesian Commons Night Market.

##### Staff Contact:

Mike Reid, Economic Development Director, Office of Community Vitality, 360.753.8591

##### Presenter(s):

None-Consent Calendar Item.

#### Background and Analysis:

Located at 415 4<sup>th</sup> Ave E in Olympia, the Artesian site is a city-owned former parking lot at the center of Olympia's Creative District. It is located next to a publicly accessible artesian well that draws a steady stream of visitors to its fresh water. However, most of the lot is currently fenced, unused, and empty.

The City has committed \$75,000 in its 2024 budget to activate this site and will issue a request for proposals seeking an entity to program and operate this space as a future open air "light market" in

alignment with the Creative District Strategic Plan. To further leverage the City's investment, the Washington State Arts Commission has approved a \$56,250 grant for Creative District Capital Project costs. If accepted, these grant funds will support important functional and safety site improvements like lighting, electrical upgrades, and physical improvements for security and access.

**Climate Analysis:**

Our Creative District is an integral part of our downtown; elements that help to create a vibrant downtown also help contribute to climate action. Focusing growth and activity into dense neighborhood areas helps reduce dependence on cars, thereby cutting greenhouse gas emissions.

**Equity Analysis:**

This project and associated funding will be implemented in alignment with the Downtown Olympia Creative District Strategic Plan and its stated mission: *We engage local artists and businesses in the development of a thriving creative economy and community that is antiracist and anti-bigoted.* Additionally, this project is intended to fill a community need for affordable access to creative space, including affordable space to bring goods to market as identified in the Creative District Strategic Plan.

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

The Artesian site is in Olympia's Creative District and Downtown core. The benefits of activating this site will add vibrancy to the Creative District and Downtown, create ripple effects extending to the entire community, attract visitors from elsewhere, and increase access to the economy for members of Olympia's creative community.

**Financial Impact:**

The result of this decision is a benefit of \$56,250.00 that will be used to support Creative District Capital Project costs.

**Options:**

1. Pass the resolution and accept the grant funding.
2. Do not pass the resolution and forego the grant funding.
3. Take other action.

**Attachments:**

Resolution  
Grant Contract  
Creative District Strategic Plan

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A GRANT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE WASHINGTON STATE ARTS COMMISSION (ARTS COMMISSION) FOR THE ARTESIAN COMMONS LIGHT MARKET**

**WHEREAS**, Olympia’s creative spirit invites diversity and belonging while contributing to our community’s sense of shared identity and overall wellbeing; and

**WHEREAS**, communities that have a healthy creative sector and a strong sense of pride and lovability tend to experience a greater overall economic health and resilience; and

**WHEREAS**, Olympia’s Creative District has been certified by the State of Washington since 2019 and, in 2024, achieved recertification through 2029—both affirming our creative community’s importance and creating a stronger network of resources and investment to support their success; and

**WHEREAS**, a key community need identified through extensive public engagement during development of the Creative District Strategic Plan is affordable space within the Creative District where artists and entrepreneurs can access the market; and

**WHEREAS**, activating the underutilized City-owned lot at 415 4<sup>th</sup> Ave E, adjacent to the Artesian Well, has also been identified as a community priority, and grant funding has been sought to support several necessary site improvements that will allow for that activation; and

**WHEREAS**, the Arts Commission has awarded the City a grant in the amount of \$56,250.00, and a Grant Agreement was entered into on April 17, 2024;

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

1. The Olympia City Council hereby ratifies and approves the Grant Agreement between the City of Olympia and the Washington State Arts Commission for the Artesian Commons Light Market Project, and the terms and conditions contained therein.
2. The City Manager is authorized to execute on behalf of the City of Olympia the Grant Agreement, and any other documents necessary to obligate funds for the Artesian Commons Light Market Project, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Grant Agreement, or to correct any scrivener’s errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**WASHINGTON STATE ARTS COMMISSION**

**Program: FY24 Creative District Capital Grants**

**Contract No. 387-CP24-016**

**GRANT CONTRACT**

THIS CONTRACT is made and entered into by and between the **WASHINGTON STATE ARTS COMMISSION**, 711 Capitol Way S, Suite 600, PO Box 42675, Olympia, WA 98504-2675 hereinafter referred to as the COMMISSION, and

|                            |   |
|----------------------------|---|
| Name:                      | City of Olympia   |
| Physical Address:          | PO Box 1967, 601 4 <sup>th</sup> Ave<br>Olympia, WA 98507 |
| Phone No:                  | 360-480-0923  |
| Email:                     | <u>rhoey@ci.olympia.wa.us</u>                             |
| Federal Employee ID (EIN): |   |
| SWV Number:                | SWV0008653-00   |

hereinafter referred to as the CONTRACTOR.

THE PARTIES MUTUALLY UNDERSTAND AND AGREE AS FOLLOWS:

**A. PURPOSE OF CONTRACT**

This Contract sets out the terms and conditions by which the COMMISSION provides a grant to the CONTRACTOR for the purpose of developing, sponsoring, promoting or administering an activity, project or program which is related to the conservation and development of artistic resources of the State of Washington. RCW 43.46 provides the statutory authorization for making the grant. The funding is administered under WAC Title 30.

**B. DESCRIPTION OF THE ACTIVITY, PROJECT, OR PROGRAM**

CONTRACTOR shall use funds provided under this **Contract No. 387-CP24-016** solely for the Purpose of developing, sponsoring, and administering a Creative District as certified by the COMMISSION representing the State of Washington.

**C. AMOUNT OF GRANT**

Total amount provided under this contract: **\$56,250.00**

1. The Commission provides **Capital Funds** in the amount of **\$56,250.00** to the CONTRACTOR.

**D. CONTRACT PERIOD OF PERFORMANCE**

Funds are awarded for the period beginning **March 1, 2024 to June 30th, 2025**. The CONTRACTOR must expend all funds by the ending date of this contract. The CONTRACTOR shall notify the COMMISSION immediately in writing if any portion of the funds will not be expended by the end of the fiscal year.

E. CONTRACT REPRESENTATIVES

The following shall be the contact persons for all communications and billings regarding the performance of this Contract. Either party shall provide written notification to the other of changes in contract representation.

| CONTRACTOR's Contract Representative: |  | COMMISSION's Contract Representative: |   |
|---------------------------------------|--|---------------------------------------|---|
| Name:                                 | <u>Rich Hoey</u><br><u>Assistant City Manager</u>                    | Name:                                 | <u>Annette Roth</u><br><u>Community Development Manager</u> |
| Org. Name:                            | <u>City of Olympia</u><br><u>PO Box 1967, 601 4<sup>th</sup> Ave</u> | Org. Name:                            | <u>Washington State Arts Commission</u>                     |
| Address:                              | <u>Olympia, WA 98507</u>   | Address:                              | <u>PO Box 42675, Olympia, WA</u><br><u>98504-2675</u>       |
| Phone:                                | <u>360-480-0923</u>  | Phone:                                | <u>360-252-9982</u>   |
| Email:                                | <u>rhoey@ci.olympia.wa.us</u>  | Email:                                | <u>annette.roth@arts.wa.gov</u>                             |

F. LIMITATION OF AUTHORITY

The COMMISSION's Agent shall be the Executive Director of the Washington State Arts Commission. Only the COMMISSION's Agent shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. The Agent may delegate this authority, but such delegation is effective only if in writing. See General Terms and Conditions for Contract Amendment or Modification procedures.

G. RIGHTS AND OBLIGATIONS

All rights and obligations of the parties to this Contract shall be subject to this Contract and its attachments including the following, which by this reference, are made a part of this Contract:

- Attachment A: Scope of Work and Reporting Requirements
- Attachment B: Budget and Payment Schedule
- Attachment C: General Terms and Conditions
- Attachment D: Invoice Voucher

H. INSURANCE

Automobile Liability: In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, the CONTRACTOR shall require the owner or driver of the automobile to provide automobile liability insurance. The minimum limit for automobile liability is: \$100,000/\$300,000 bodily injury and \$100,000 property damage.

I. ENTIRE CONTRACT

This Contract including all attachments contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract and attachments shall be deemed to exist or to bind any of the parties.

J. ANNUAL REPORT

Every Creative District is required to submit annual reports by August 15th of each year in order to maintain certification as a Creative District by the State of Washington. By signing this grant contract, the Creative District agrees to submit annual reports for each year of certification as a Creative District by the State of Washington.

THIS CONTRACT is executed by the persons signing below who warrant that they have authority to execute this contract.

**City of Olympia**

*Rich Hoey*

*(Signature of party authorized to sign for CONTRACTOR)*

**Rich Hoey**

*(Printed name of signatory)*

**Assistant City Manager**

*(Printed title of signatory)*

Date: **Apr 17, 2024**

**WASHINGTON STATE ARTS COMMISSION**

*Karen Hanan*

Karen Hanan, Executive Director

Date: **Apr 17, 2024**

APPROVED AS TO FORM:

(Signature of Kathryn Wyatt, Assistant Attorney General, State of Washington, July 11, 2013 on file in fiscal office)



**GRANT CONTRACT - ATTACHMENT "A"**  
**Scope of Work and Reporting Requirements**

**Program:** Creative District Capital Grants

**Contract No. 387-CP24-016**

**CONTRACTOR:** City of Olympia

The CONTRACTOR agrees that funds shall be received solely for the services and/or reimbursements described here below:

**Project Summary:**

**Olympia** has been certified as a Creative District by the State of Washington. The Creative District certification is effective for the 5-year period between **6/25/2019** and **6/25/2024**, as specified in Chapter 30-42 WAC.

This grant, effective March 1st, 2024 to June 30th, 2025 is intended to support the development and implementation of the Creative District occurring during the contract period.

**Scope of Work:**

- **Artesian commons light market**

**Allowable Expenses:**

All funds allocated through this grant contract are designated to support Creative District Capital Project costs.

**Annual Report Obligations:**

Creative District Certification is independent of this funding. Every Creative District is required to submit annual reports by or before August 15th of each year in order as well as comply with other program requirements to maintain certification in good standing as a Creative District by the State of Washington as required under Chapter 30-42 WAC.

**Logo Credit:**

Grant recipients are required to acknowledge support from the Washington State Arts Commission (ArtsWA) in all online and printed materials and announcements (including media interviews) associated with this grant as follows: "This Creative District is certified by the Washington State Arts Commission." Whenever possible use the ArtsWA logo on any printed, promotional materials related to this grant. ArtsWA will provide the suite of logos to Creative Districts upon acceptance of this grant contract.



WASHINGTON STATE  
ARTS COMMISSION

**GRANT CONTRACT - ATTACHMENT "B"**  
**Budget and Payment Schedule**

**Program:** Creative District Capital Grant

**Contract No. 387-CP24-016**

**CONTRACTOR:** City of Olympia

The CONTRACTOR agrees that in consideration of **sections A, B, and C** on page 1 of this CONTRACT, that funds as awarded will be paid to the CONTRACTOR by the COMMISSION with the following terms and conditions:

1. No funds will be paid to the CONTRACTOR in advance of the contract starting date stated in section D of the CONTRACT.
2. Grant funds can only be spent on the expenses for which COMMISSION funds were committed and described in the Allowable Expenses section of Attachment "A".
  - a. Invoice Vouchers will be signed and returned to the COMMISSION along with the signed contract as outlined in the cover letter included with this contract. The Invoice Voucher may not be altered by the GRANTEE.
  - b. When you have completed your scope of work and are ready to be paid, e-mail Annette Roth with copies of your documentation including materials with the required documentation.
3. The budget is as follows:
  - a. Capital Funds: **\$56,250.00**
4. Payment Schedule:
  - a. Up to four installments, for a total of **56,250.00** for the period 3/1/2024-6/30/2025

**GRANT CONTRACT - ATTACHMENT “C”**  
**General Terms and Conditions**

**Program: Olympia Creative District**

**Contract No. 387-CP24-016**

**CONTRACTOR: City of Olympia**

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## **A. HEADINGS AND DEFINITIONS**

**DEFINITIONS** - As used throughout this Contract, the following terms shall have the meaning set forth below:

1. "COMMISSION" shall mean the Washington State Arts Commission, any division, section, office, unit or other entity of the Commission, or any of the officers or other officials lawfully representing that Commission.
2. "Creative District" shall mean a land area designated by a local government and certified by the Commission in accordance with RCW 43.46.105 that contains either a hub of cultural facilities, creative industries, or arts-related businesses, or multiple vacant properties in close proximity that would be suitable for redevelopment as a creative district.
3. "State-certified creative district" means a creative district whose application for certification has been approved by the commission.
4. "AGENT" shall mean the Executive Director, Washington State Arts Commission, and/or the delegate authorized in writing to act on his/her behalf.
5. "CONTRACTOR" shall mean that Creative District Administrator or administrative entity that has been awarded a grant of funds under this Contract and shall include all designated employees of the CONTRACTOR.
6. "Local government" means a city, county, or town.

**HEADINGS** - Headings used in this Contract are for reference purposes only and shall not be considered a substantive part of this Contract.

## **B. GENERAL CONTRACT TERMS**

**AMENDMENTS OR MODIFICATION** - This Contract may be amended or modified only by mutual consent of the COMMISSION and CONTRACTOR. To be effective, any amendment or modification must be in writing, signed by all parties, and attached hereto. No oral understanding or agreement binds the parties.

**CONFORMANCE** - If any provision of this contract violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

**ORDER OF PRECEDENCE** - The items listed below are incorporated herein by reference. In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable Federal and Washington State statutes and regulations including applicable Federal and State Executive Orders.
2. Special Terms and Conditions of this Contract, including
  - a. Scope of Work and Reporting Requirements
  - b. Modifications to the General Terms and Conditions
3. General Terms and Conditions
4. NEA General Terms and Conditions if Federal funds are committed by this Contract.
5. All other attachments or material incorporated by reference.

**SEVERABILITY** - If any provision of this Contract or any provision of any document incorporated by reference is held invalid, such invalidity shall not affect the other provisions of this Contract which can

be given effect without the invalid provision, and to this end the provisions of this Contract are declared to be severable.

**WAIVER OF DEFAULT OR BREACH**-- Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Waiver of any default or breach shall not be construed to be a modification of the terms of the Contract.

**C. PERFORMANCE AND GENERAL RESPONSIBILITIES**

**COVENANT AGAINST CONTINGENT FEES** - The CONTRACTOR warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or a bona fide established agent maintained by the CONTRACTOR for the purpose of securing business. The COMMISSION shall have the right, in the event of breach of this clause by the CONTRACTOR, to annul this Contract without liability, or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

**INDEMNIFICATION** – To the fullest extent permitted by law, the CONTRACTOR shall indemnify, defend, and hold harmless the State of Washington, including the COMMISSION and all officials, agents, employees of the State from and against any liability, damages, claims, suits and/or expenses arising out of or resulting from performance of this Contract, including, but not limited to, injury to persons or property, failure to follow applicable law, acts that are libelous or slanderous, and the violation or infringement of any copyright, patent, trademark, trade name or unfair trade practice law. The CONTRACTOR's obligation to indemnify, defend, and hold harmless includes any claim by the CONTRACTOR's agents, employees, representatives, or any subcontractor or its employees. The CONTRACTOR shall be required to indemnify, defend, and hold harmless the State only to the extent claim is caused in whole or in part by negligent acts or omissions of the CONTRACTOR.

**INDEPENDENT CAPACITY OF CONTRACTOR** This Contract creates an independent contractor relationship. The CONTRACTOR and its employees or agents performing under this Contract are not employees or agents of the COMMISSION or the State of Washington. The CONTRACTOR and its employees or agents will not hold themselves out as nor claim to be officers or employees of the COMMISSION or of the State of Washington by reason of this Contract and will not make any claim, demand, or application to or for any right or privilege which would accrue to such an officer or employee under law. The COMMISSION shall not control or otherwise supervise the manner in which this Contract is performed.

**NONASSIGNABILITY** – The CONTRACTOR shall not assign this Contract, any rights or obligations under this Contract, or any claim arising under this Contract without prior written consent of the COMMISSION.

**PUBLICITY/ACKNOWLEDGEMENTS** – The CONTRACTOR shall acknowledge the COMMISSION in all printed or oral material and announcements, including in-person interviews with audio, video, or print journalists, which result from this Contract, as follows: "This program is supported, in part, by a grant from ArtsWA (the Washington State Arts Commission)."

**REPRODUCTION** - The CONTRACTOR relinquishes to the State and its assigns royalty-free, irrevocable, non-exclusive license to make photographic or graphic reproductions or otherwise use data and copyrightable materials that result from this Contract, provided that such use or reproduction shall be only for government purposes. Data shall include, but is not limited to, reports, documents, pamphlets, other printed matter, photographs, and sound recordings. Government purposes shall include, but are not limited to, (1) internal documents such as memoranda and (2) public releases such as advertising, brochures, media publicity and catalogs or other similar publications, social media or other electronic communications, provided that the author or artist is credited. All reproductions of

copyrightable material by the State in public releases shall contain a credit to the author or artist where applicable.

SERVICES WITHIN WASHINGTON - The CONTRACTOR agrees that no funds under this Contract will be used for activities or services outside the State of Washington, without prior authorization of the COMMISSION.

**D. COMPLIANCE WITH LAWS, RECORDKEEPING, AND INSPECTION**

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CRF Part 35. - The CONTRACTOR must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodation, state and local government services, and telecommunications.

COMPLIANCE WITH APPLICABLE LAW. The CONTRACTOR shall comply with all applicable and current federal, state, and local laws, regulations, and policies, including all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this Contract.

In the event of the CONTRACTOR's noncompliance or refusal to comply with any applicable law or policy, the COMMISSION may rescind, cancel or terminate this Contract for cause in whole or in part. The COMMISSION also may declare the CONTRACTOR ineligible for further grant awards from the COMMISSION.

CONFLICT OF INTEREST. Notwithstanding any determination by the Executive Ethics Board or other tribunal, the COMMISSION may, by written notice to the CONTRACTOR, terminate this Contract if it is found after due notice and examination by the COMMISSION that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW, or any similar statute involving the CONTRACTOR in the procurement of, or performance under, this Contract.

In the event this Contract is terminated as provided above, the COMMISSION shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of a breach of contract by the CONTRACTOR. The rights and remedies of the COMMISSION provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Contract.

HAZARDOUS SUBSTANCES. The CONTRACTOR will defend, protect and hold harmless COMMISSION and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances as defined by state and federal law on the property covered by the project.

NONDISCRIMINATION LAWS - During the performance of this Contract, the CONTRACTOR shall comply with all federal and state nondiscrimination laws, regulations, or policies. If the CONTRACTOR does not comply or refuses to comply with nondiscrimination laws, regulations or policies, the COMMISSION may rescind, cancel, or terminate this Contract in whole or in part and may also declare the CONTRACTOR ineligible for further contracts with the COMMISSION. The CONTRACTOR shall be given a reasonable time in which to cure noncompliance. Any dispute may be resolved in accordance with the "Disputes" provision in this Contract.

**NONDISCRIMINATION**

- a. Nondiscrimination Requirement. During the term of this Contract, CONTRACTOR, including any SUBCONTRACTOR, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, CONTRACTOR, including any SUBCONTRACTOR, shall give written notice of this

- nondiscrimination requirement to any labor organizations with which CONTRACTOR, or SUBCONTRACTOR, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. CONTRACTOR, including any SUBCONTRACTOR, shall cooperate and comply with any Washington state agency investigation regarding any allegation that CONTRACTOR, including any SUBCONTRACTOR, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
  - c. Default. Notwithstanding any provision to the contrary, COMMISSION may suspend CONTRACTOR, including any SUBCONTRACTOR, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until COMMISSION receives notification that CONTRACTOR, including any SUBCONTRACTOR, is cooperating with the investigating state agency. In the event CONTRACTOR, or SUBCONTRACTOR, is determined to have engaged in discrimination identified at RCW 49.60.530(3), COMMISSION may terminate this Contract in whole or in part, and CONTRACTOR, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. CONTRACTOR or SUBCONTRACTOR may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
  - d. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, CONTRACTOR, SUBCONTRACTOR, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. COMMISSION shall have the right to deduct from any monies due to CONTRACTOR or SUBCONTRACTOR, or that thereafter become due, an amount for damages CONTRACTOR or SUBCONTRACTOR will owe COMMISSION for default under this provision.

**PUBLIC DISCLOSURE/CONFIDENTIALITY** – CONTRACTOR acknowledges that the COMMISSION is subject to Chapter 42.17 RCW, the Public Disclosure Act and that this Contract shall be a public record as defined in RCW 42.17.250 through 42.17.340. Any specific information that is claimed by the CONTRACTOR to be confidential or proprietary must be clearly identified as such by the CONTRACTOR. To the extent consistent with Chapter 42.17 RCW, the COMMISSION shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view the CONTRACTOR's information, the COMMISSION will notify the CONTRACTOR of the request and the date that such records will be released to the requester unless CONTRACTOR obtains a court order enjoining that disclosure. If the CONTRACTOR fails to obtain the court order enjoining disclosure, the COMMISSION will release the request information on the date specified.

**RECORDS, DOCUMENTS, AND REPORTS** – The CONTRACTOR shall maintain complete financial records, including all accounts, books, records, documents, invoices and other evidence, that sufficiently and properly reflect all direct and indirect costs of any nature expenses incurred and revenues acquired under this Contract. The records must clearly show that matching expenditures, if required, are not less than the amount granted in the approved application and this Contract. The system of accounting employed by the CONTRACTOR shall be in accordance with generally accepted accounting principles, and will be applied in a consistent manner so that the project finances can be clearly identified.

These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the COMMISSION, the Office of the State Auditor, and Federal officials so authorized by law, rule, regulation, or contract. The CONTRACTOR will retain all books, records, documents, and other materials relevant to this Contract for six years after termination or expiration of the Contract, and make them available for inspection by persons authorized under this provision. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

REGISTRATION WITH THE DEPARTMENT OF REVENUE - The CONTRACTOR shall complete registration, if required by law, with the Washington State Department of Revenue, P.O. Box 47450, Olympia, WA 98504-7450, <http://dor.wa.gov>. The CONTRACTOR shall be responsible for payment of all taxes due on payments made under this Contract.

RIGHT OF INSPECTION - The CONTRACTOR shall cooperate with and freely participate in any monitoring or evaluation activities conducted by the COMMISSION pertinent to the intent of this Contract, including right of entry for periodic site inspections. The CONTRACTOR shall provide right of access to the facilities and/or site of the activity, project, or program to the COMMISSION, or to any of its officers, or to any other authorized agent or official of the State of Washington or the Federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract.

#### **E. FUNDING, REIMBURSEMENT AND BUDGET**

ADVANCE PAYMENTS PROHIBITED - No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the COMMISSION.

TAXES - All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

TRAVEL AND PER DIEM - In the event the Contract expressly provides for the CONTRACTOR to be reimbursed for out-of-pocket expenses, the CONTRACTOR will be reimbursed for travel expenses at the State rates for mileage and per diem in effect at the time these expenses are incurred. The COMMISSION reserves the right to audit documents supporting billings made for out-of-pocket expenses.

#### **F. TERMINATION AND DISPUTES**

DISPUTES. Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing of the other according to the process set out in this section. Either party's request for dispute hearing must be in writing and clearly state:

1. The disputed issue(s);
2. The relative positions of the parties;
3. The CONTRACTOR's name, address and project title.

The requesting party shall mail the request for hearing to the other party within 5 working days after the parties agree that they cannot resolve the dispute. Within 5 working days of receipt of the request, the receiving party shall respond by either accepting or refusing the request for dispute resolution.

If both parties agree to a dispute hearing, the dispute shall be heard by a panel of three persons consisting of one person selected by the CONTRACTOR, one person selected by the COMMISSION, and a third person chosen by the two persons initially appointed. Any hearing under this section shall be informal, with the specific processes to be determined by the panel according to the nature and complexity of the issues involved. The process may be solely based upon written material if the parties so agree. Provisions of this Contract shall govern the panel in deciding the disputes. The parties shall equally share all cost associated with implementation of this process.

The decision of the panel shall not be admissible in any succeeding judicial or quasi-judicial proceeding concerning the Contract. The parties agree that these dispute resolution proceedings shall precede any action in a judicial or quasi-judicial tribunal. Nothing in this



Contract shall be construed to limit the parties' choice of a mutually acceptable alternative dispute resolution method in addition to the dispute resolution procedure outlined above.

GOVERNING LAW AND VENUE – Washington law shall govern this Contract. In the event of a lawsuit involving this Contract, venue shall be proper in Thurston County.

SAVINGS If any State, Federal, private, or other funding source withdraws, reduces, or limits in any way the funds appropriated for the work under this Contract prior to normal termination of the Contract, the COMMISSION may terminate the Contract without advance notice. At the COMMISSION's discretion, the parties may renegotiate the Contract under those new funding limitations and conditions. If this Contract is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract prior to the effective date of termination.

TERMINATION FOR CONVENIENCE - Either party may terminate this Contract upon 15 days' prior written notification to the other party. If this Contract is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract prior to the effective date of termination.

TERMINATION OR SUSPENSION FOR CAUSE—In the event the COMMISSION determines the CONTRACTOR has failed to comply with the conditions of this Contract in a timely manner, the COMMISSION has the right to suspend or terminate the Contract. Before suspending or terminating the Contract, the COMMISSION shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within fifteen (15) days of receiving notice, the COMMISSION may terminate or suspend the Contract.


If the Contract is terminated for cause, the COMMISSION reserves the right to require the CONTRACTOR to repay all or any portion of funds paid to the CONTRACTOR prior to termination. The CONTRACTOR shall make repayment within thirty (30) days of the demand. If the COMMISSION is required to institute legal proceedings to enforce this repayment provision, the COMMISSION shall be entitled to its costs, including reasonable attorneys' fees. However, repayment shall not be the sole or exclusive remedy available to the COMMISSION. No remedy available to the COMMISSION shall be deemed exclusive. The COMMISSION may elect to exercise any single, any combination, or all of the remedies available to it under this Contract, or under any provision of law, common law, or equity.

#### SUSPENSION AND DEBARMENT

If federal funds are used for this contract, the CONTRACTOR shall assure that, its officers, agents, SUBCONTRACTORS, and consultants shall not fund, contract with, or engage the services of any consultant, SUBCONTRACTOR, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds.

The CONTRACTOR certifies that the CONTRACTOR is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the AGREEMENT by any federal department or agency. If requested by COMMISSION, the CONTRACTOR shall complete a Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion form.

GRANT CONTRACT - ATTACHMENT "D"  
Invoice Voucher

|                              |   |
|------------------------------|---|
| FORM<br>A19-1A<br>(REV 7/96) |  <b>STATE OF WASHINGTON</b><br><b>AFRS</b><br><b>INVOICE VOUCHER</b> |
|------------------------------|---|

|   |
|---|
| <b>AGENCY NAME AND LOCATION</b>   |
| WASHINGTON STATE ARTS COMMISSION<br>PO BOX 42675<br>OLYMPIA WA 98504-2675 |

|   |
|---|
| <b>VENDOR OR CLAIMANT (Warrant is to be payable to)</b>   |
| <b>City of Olympia</b><br>PO Box 1967, 601 4 <sup>th</sup> Ave<br>Olympia, WA 98507<br><br>rhoey@ci.olympia.wa.us<br><br>SWV No. <b>SWV0008653-00</b> |

|            |                 |                   |
|------------|-----------------|-------------------|
|            | AGENCY USE ONLY |                   |
| AGENCY NO. | LOCATION CODE   | P.R. OR AUTH. NO. |
| <b>387</b> | <b>001</b>      |                   |

INSTRUCTION TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

**Vendor's Certificate.** I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

X BY:

*Rich Hoey*

|                               |                     |
|-------------------------------|---------------------|
| (DIGITAL SIGNATURES ACCEPTED) |                     |
| <b>Assistant City Manager</b> | <b>Apr 17, 2024</b> |
| (TITLE)                       | (DATE)              |

|  |   |                   |            |                   |                    |                  |                |                      |                |       |                |                 |
|--|---|-------------------|------------|-------------------|--------------------|------------------|----------------|----------------------|----------------|-------|----------------|-----------------|
| FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Service Contract Payments to IRS): |   |                   |            |                   | RECEIVED BY:       |                  | DATE RECEIVED: |                      |                |       |                |                 |
| DATE   | DESCRIPTION                                   |                   |            |                   | QUANTITY           | UNIT             | UNIT PRICE     | AMOUNT               | FOR AGENCY USE |       |                |                 |
|  | <b>Creative Districts Grant – Olympia</b>     |                   |            |                   |                    |                  |                |                      |                |       |                |                 |
|  | Capital Grant – Artesian commons light market |                   |            |                   |                    |                  |                |                      |                |       |                |                 |
|  | Per <b>Attachment "A"</b> Scope of Work       |                   |            |                   |                    |                  |                |                      |                |       |                |                 |
|  | Contract No: <b>387-CP24-016</b>              |                   |            |                   |                    |                  |                |                      |                |       |                |                 |
|  | 057 Creative District Capital Funds:          |                   |            |                   | <b>\$56,250.00</b> |                  |                |                      |                |       |                |                 |
|  | 011 Creative District State Funds:            |                   |            |                   | <b>\$0</b>         |                  |                |                      |                |       |                |                 |
|  | <b>Total Grant Awarded:</b>                   |                   |            |                   | <b>\$56,250.00</b> |                  |                |                      |                |       |                |                 |
| Vendor Message:  |   |                   |            |                   |                    |                  |                |                      |                |       |                |                 |
| <b>Invoice Total:</b>  |   |                   |            |                   |                    |                  |                | <b>\$56,250.00</b>   |                |       |                |                 |
| PREPARED BY:   |   | TELEPHONE NUMBER: |            | DATE:             |                    | AGENCY APPROVAL: |                | DATE:                |                |       |                |                 |
| Korja Giles  |   | 360-485-1106      |            | 3/1/2024          |                    |                  |                |                      |                |       |                |                 |
| DOC. DATE  |   | PMT DUE DATE:     |            | CURRENT DOC. NO.: |                    | REF. DOC. NO.:   |                | VENDOR NUMBER:       |                |       |                |                 |
|  |   |                   |            |                   |                    |                  |                | <b>SWV0008653-00</b> |                |       |                |                 |
| REF  | TRANS   | DOC               | FUND       | MASTER APPN INDEX | PROGRAM INDEX      | SUB OBJ          | SUB OBJ        | ORG INDEX            | WORKCLASS      |       |                |                 |
| SUF  | CODE  |                   |            | INDEX             | INDEX              |                  |                |                      | ALLOC          |       |                |                 |
|  |   |                   | <b>057</b> | <b>D00</b>        | <b>00207</b>       | <b>NZ</b>        |                |                      |                |       |                |                 |
|  |   |                   |            |                   |                    |                  |                |                      |                |       |                |                 |
| ACCOUNTING APPROVAL FOR PAYMENT:   |   |                   |            |                   |                    |                  |                |                      |                | DATE: | WARRANT TOTAL: | WARRANT NUMBER: |












# 387-CP24-016 Olympia

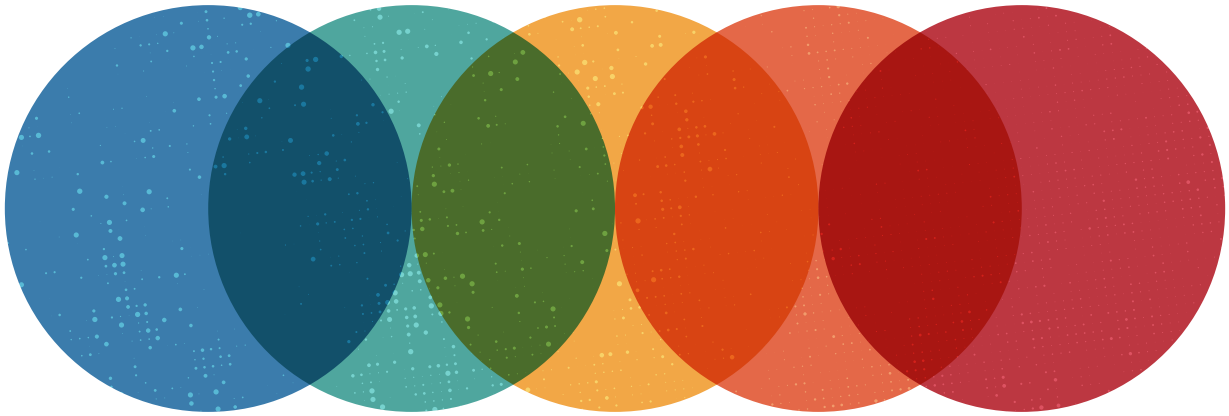
Final Audit Report

2024-04-17

|                 |  |
|-----------------|--|
| Created:        | 2024-03-07                                   |
| By:             | Korja Giles (korja.giles@arts.wa.gov)        |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAvg21hslXfWQh-1T-8tj4ktRQYjtV2uxc |

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*Downtown Olympia Creative District*

# ***Strategic Plan***

**FEBRUARY 1, 2023**

# Acknowledgements

*Many thanks to the Downtown Olympia Creative District Advisory committee, who were generous with their time and talent.*

|                         |  |
|-------------------------|--|
| <b>Mariella Luz</b>     | <i>Artist, Co-Chair</i>                                |
| <b>Aslan Meade</b>      | <i>Thurston Economic Development Council, Co-Chair</i> |
| <b>Aicha El Beloui</b>  | <i>Illustrator</i>                                     |
| <b>Amy Buckler</b>      | <i>City of Olympia</i>                                 |
| <b>Desireé Freeland</b> | <i>Olympia Downtown Alliance</i>                       |
| <b>Erika Naficy</b>     | <i>Enterprise for Equity</i>                           |
| <b>Hayes Waring</b>     | <i>Perennial K. Records, Musician</i>                  |
| <b>Heather Hahn</b>     | <i>Lantern Records</i>                                 |
| <b>Hillary Tully</b>    | <i>Arbutus Folk School</i>                             |
| <b>Iri Alexander</b>    | <i>Olympia Lamplighters</i>                            |
| <b>Jill Barnes</b>      | <i>Washington Center for the Performing Arts</i>       |
| <b>Lily Raabe</b>       | <i>Olympia Family Theater</i>                          |
| <b>Marygrace Goddu</b>  | <i>City of Olympia</i>                                 |
| <b>Meg Rosenberg</b>    | <i>Window Seat Media</i>                               |
| <b>Miguel Pineda</b>    | <i>Porcupine Media</i>                                 |
| <b>Randi Miller</b>     | <i>Hummingbird Studios</i>                             |
| <b>Regine Varughis</b>  | <i>Thomas Architecture Studio</i>                      |
| <b>Todd Cutts</b>       | <i>Olympia Downtown Alliance</i>                       |



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# Introduction

## BACKGROUND

The Downtown Olympia Creative District received its official designation from the Washington State Arts Commission in the summer of 2019. Originally, the designation was sought by the City of Olympia as an arm of its Arts, Culture and Heritage (ArCH) program and supported by strong data from multiple planning efforts previously completed by the City, including the 2017 Downtown Strategy, which began the work of identifying the Creative District.

After a year of unprecedented global pandemic restrictions and social unrest, the Olympia Downtown Alliance (Alliance) entered an Economic Recovery contract with the City of Olympia. The scope of the contract included development of a plan for the initial phases of the Creative District, including input from relevant stakeholders.

The Alliance began creative district research, convened an advisory committee, engaged in public process, facilitated monthly meetings, and conducted work sessions with focus on developing the Creative District strategic plan.





# Process

## TIMELINE

*The following represents the timeline followed by the Advisory committee. While a timeline was established, flexibility existed, and revisions were made as needed.*

2022



## FORMING THE ADVISORY COMMITTEE

The Downtown Olympia Creative District Advisory committee's (Advisory committee) initial development began with a series of one-on-one conversations. These conversations were to gauge interest and bandwidth of individuals to participate in a months long series of meetings and work sessions to develop the framework for the creative district.

Mindful thought and consideration to Black, Indigenous, and People of Color, with additional focus toward local artists, creatives, and professionals in creative industry sectors that represent Olympia, informed the selection of potential committee members.

The first meeting of the to be formed Advisory committee was held in February 2022 with near perfect attendance, with people participating either in zoom or in person. The Advisory committee continued to meet semi-monthly throughout the year.

## CREATIVE DISTRICT BACKGROUND RESEARCH

Olympia is among the first communities to become a certified Creative District in the state. According to a map of creative districts on the Washington State Arts Commission website, there are currently 11 fully certified districts, 3 districts in active-stage planning, 1 in pre-certification and 20 communities in early-stage planning.

Early research showed that creative districts in Washington and in states with comparable communities like Colorado, found success with a variety of projects. These projects range in size and capacity and are reflective of the uniqueness of each creative community. Examples include:

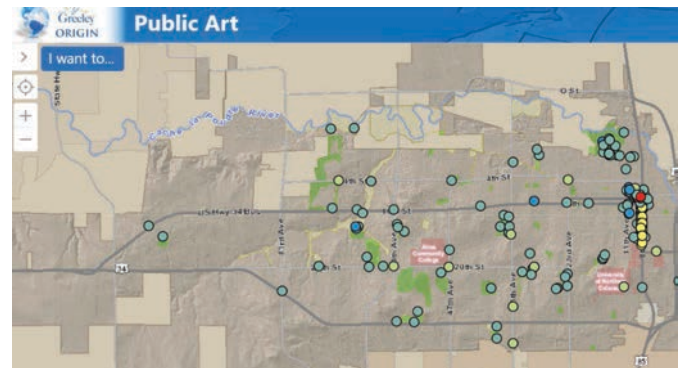


*Left: Large steel art panels depicting the foundation and values of the community. The panels are meant to serve as connecting pieces of all the unique aspects of the community and encourage people to walk around and explore. (Twisp, WA)*

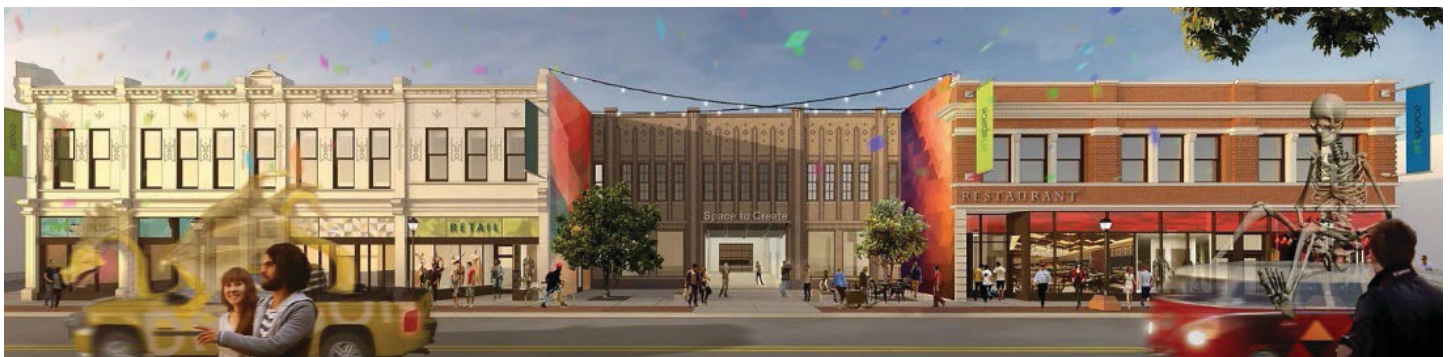
*Right: A multidisciplinary arts festival that invites visitors into the community and leads up to a second, larger music and arts festival, encouraging visitors to extend their stay, making Port Townsend a week-long travel destination. (Port Townsend, WA)*



*Right: With more than 100 pieces of art in public places, this arts in public spaces interactive map is designed to help the community identify art is outdoor, on loan or indoor. The map also provides additional information (name, and artist details). (Greeley, CO)*



*Below: The Commons at Space to Create Trinidad is a project that includes communal space, with emphasis on co-working, co-making, flex retail and kitchen amenities. This project aims to be a dynamic and ever-evolving place to gather, to share, to inspire and to create. (Trinidad, CO).*



These projects, or projects of similar magnitude can easily be visualized in the Downtown Olympia Creative District, and are supported by the framework developed in the strategic plan.

## PUBLIC ENGAGEMENT

The Olympia Creative District Advisory Committee launched a public engagement process, aimed to gain insight from diverse stakeholders that represent a variety of creative industry sectors, artists, creatives, residents, and businesses.

Each part of the process was intended to build on one another to fully capture the voice of the stakeholder and provide data to the Advisory committee.



### THIS PROCESS INCLUDED:

**606** UNIQUE  
SURVEY  
RESPONSES



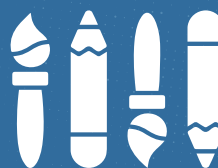
**10** ONE-HOUR LONG STAKEHOLDER  
INTERVIEWS WITH ADVISORY  
COMMITTEE MEMBERS



**7** LISTENING  
SESSIONS  
WITH



**40** PARTICIPANTS REPRESENTING  
A RANGE OF CREATIVE AND  
BUSINESS INDUSTRY SECTORS



**658** TOTAL NUMBER  
OF PEOPLE  
ENGAGED



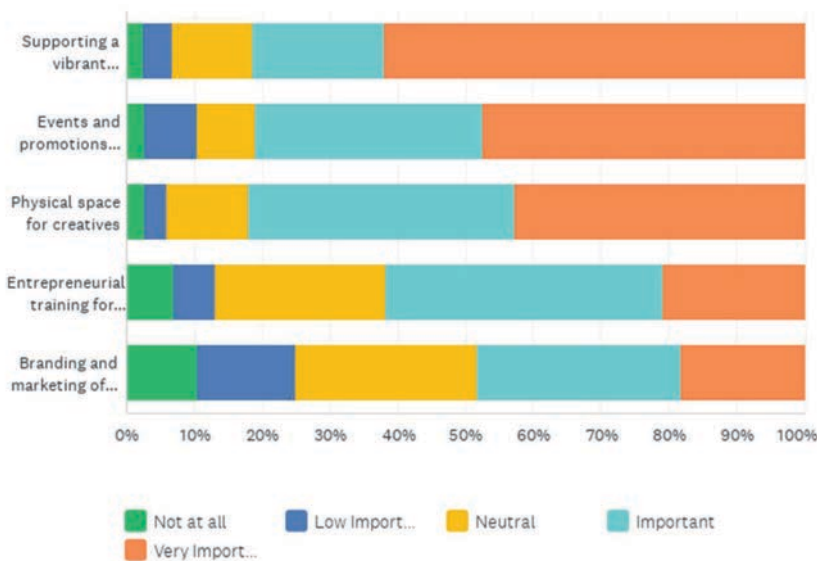
## SURVEY

Information gathered from the survey helped inform the advisory committee of respondents' insights regarding Creative District vision, values, and ultimately goals; allowing the Advisory committee to further weave these concepts throughout each part of the process.

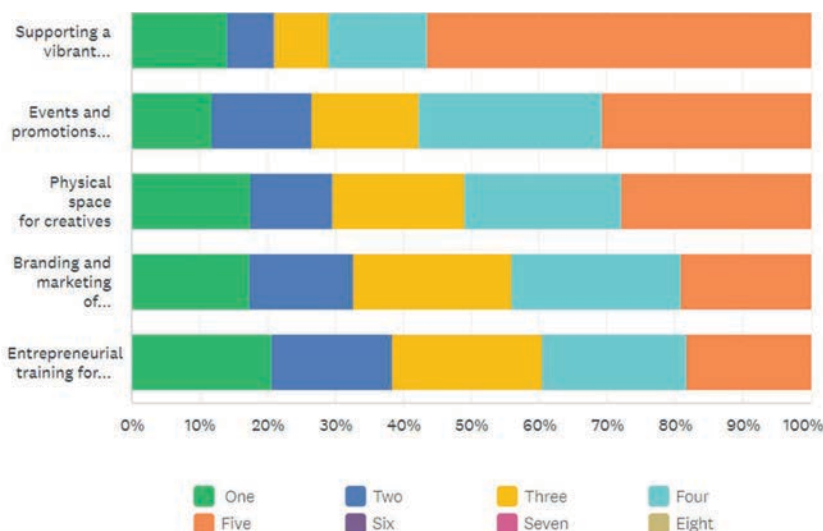
Respondent characteristics include those who responded to working in a creative industry sector at 30 %, with the remaining 70 % self-identifying as either as a Resident, Arts Advocate/Consumer, Employee, Student or Business Owner.

Other questions asked participants to rank prospective goals of the creative district. Responses brought forward three identified goals that would be elevated and inform the five goals of the creative district.

The goals "Supporting a vibrant downtown", "Events and promotions featuring creatives" and "Physical space for creatives" were the top three goals selected by survey participants.



**Graph A shows the ranking of answers from those who identified as a "Creative" or someone who works in a creative industry.**



**Graph B shows the ranking of answers from those who identified as someone who does not work in a creative industry.**



Apart from questions that were aimed to capture their unique characteristics, survey respondents who did not identify as working in creative industry, were asked the same questions around values, goals, vision, and programming as Creatives. We use the terms “Non – Creatives” or “noncreative” and “Creatives” to identify the survey track taken.

When asked to visualize a healthy and thriving Creative District we see that priorities for non-creatives (Word Cloud A) listed Downtown (19%), People (18%) and Art (14%) Creatives and (Word Cloud B) were Artists (36%), Downtown (33%) and Community (23%) among their top three.

**Word Cloud A**

enjoy marketing safe clean explore Clean streets visit go  
downtown feeling homeless people experience including op  
en children building Cleansafe displayed bring better affor  
dable come sense variety activities vibrant feelsafe sh  
opping welcoming resources parking free public th  
ink Affordable housing inclusion safe Opportunit  
ies businesses many support income homele  
ss everyone events safespaces Safety created ar  
tists ages people going downtown families  
art small business community allow spaces w  
ill make diversity creative small Olympia fun  
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**Word Cloud B**

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make parking lots work musicians thrive Opportunities C  
ity create shared destination rent place venues grants  
Inclusion customers creatives help homeless

To view full survey summary, see appendix.





## STAKEHOLDER INTERVIEWS

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Commonalities continued to surface as Alliance staff and Advisory Committee Co-Chairs conducted 10 one-on-one interviews with stakeholders.

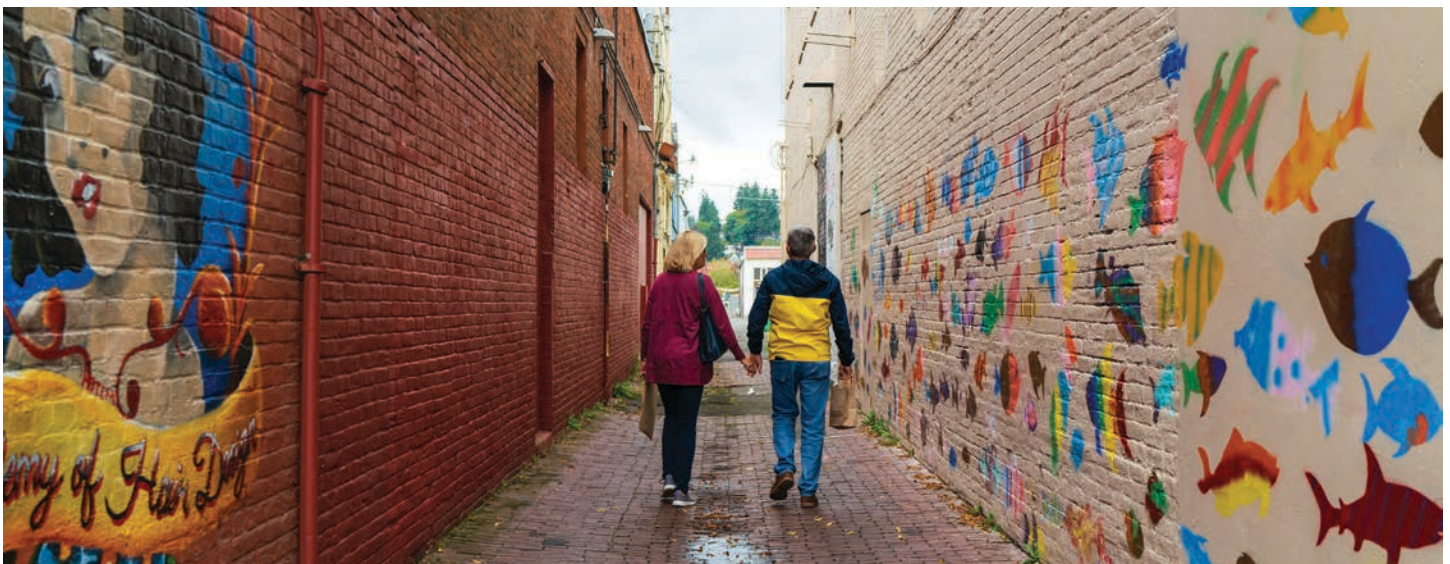
Repeatedly, the desired role of the Creative District was indicated to be as one of a connective hub of resources. A unifier of artists and arts organizations, that fosters collaboration and cross pollination of ideas and resources. The Creative District should be a support system for artists and creatives without forcing conformity, with key advocacy and oversight components. Including but not limited to the following:

- **Oversight at music venues so that musicians and performers are paid equitably**
- **Assistance in the development of artists as entrepreneurs**
- **Affordable housing and access to affordable creative workspace**

The Creative district should be proficient in developing awareness and excitement around the district with strategic marketing and PR that attracts an arts consumer that recognizes and values each piece of the district as well as the whole. Additionally, ways in which an arts consumer can take an active role in supporting local creatives included:

- **Purchasing local art**
- **Going to shows and concerts**
- **Being a tourist in your own town**

Our stakeholders strongly expressed that an inclusive Creative District should be an agent of racial and gender equity. It should include development of creative opportunities for people of all abilities, with deep consideration for low-income individuals and families, and those who are unhoused.





## FOCUS GROUPS

Committee members facilitated 7 Listening Sessions with 40 participants who self-opted in to participate.

We offered three separate opportunities for stakeholders to opt in to participate in a Creative District listening session. Two in person, one in the evening and one in the morning; with a third lunchtime session online, via Zoom. Facilitated by a committee member, each session consisted of 6 prompts to guide the conversation.

We asked groups to demonstrate what they would want to see in a Creative District, to visualize a thriving district, to talk about barriers in creative industry and to share thoughts on values for the district.

We routinely heard the importance of youth access, affordable living, affordable and accessible creative space, all ages music venues, regular events surrounding the arts and night markets, and the need for artists to be able to network and collaborate without pressure of conformity.

These sentiments were echoed in responses when asked to visualize a thriving Creative District and included arts education, a collective and diverse art space with heavy emphasis on artist being compensated appropriately and equitably for their work thereby assisting in attraction and retention of artists. Other terms used to describe the vision of the Creative District included: destination, synergy, networked,





abundantly generative, funky, unpredictable, historic, uniquely Olympia and cross pollination. Respondents provided the following information when asked about challenges and barriers to a successful District.

- **Lack of access to affordable housing.**
- **Affordable and all abilities accessible workspace.**
- **Inability to maintain a living by earning fair compensation for their creative product.**
- **Lack of support for youth in the arts including little to no all ages music venues/practice studios or arts education center available.**
- **Lack of incentives for building owners or landlords to rent to creatives.**
- **Lack in networking opportunities for artists results in an environment where artists and creatives are working in “silos”.**

When asked what the values of a Creative District should be, we heard words and terms such as low barrier, respect, eclectic, intentional, welcoming, locally sourced, legacy of creativity, common ground, mutual support, diversity, equity, safety, inclusion, arts first, and punk.

Additionally, through the exercise of refining the values outlined in the strategic plan beginning on page (21), the Advisory committee developed a racial equity statement. This statement further frames the importance for artists and creatives of all backgrounds to have low barrier opportunities and access to resources including but not limited to leadership opportunities, funding, and housing.

*The complete Downtown Olympia Creative District racial equity statement can be found in its' entirety in the appendix (pg.28).*





# Strategic Plan

Derived from the data and insight gained from each piece of the public engagement process and through work sessions over several months, the Advisory Committee and Alliance staff have developed the Downtown Olympia Creative District Strategic Plan. This plan intends to establish the identity and purpose of the Downtown Olympia Creative District, and further serve as a framework of actionable long- and short-term goals for the administrator to implement. This plan is designed to be utilized as a roadmap as the Creative district develops and eventually evolves.

## Vision Statement

*The Olympia Creative District features rich and diverse artistic and sensory experiences, engaging community members to develop creative endeavors.*

## Mission Statement

*We engage local artists and businesses in the development of a thriving creative economy an community that is antiracist and anti-bigoted.*

## Values

### **Innovation**

Lead the effort to keep our artistic and creative edge

### **Risk-Taking**

Operate without fear of failure, through an ethos of learning and growing.

### **Diversity, Equity and Inclusion**

Prioritize resources and access for people furthest from justice.

### **Autonomy**

Aid in the ability of creatives to support themselves through their endeavors.

### **Community**

Engage in culture that uplifts artists and creatives while developing cooperative and supportive relationships.

\*Additionally, through the exercise of refining these values, the Advisory committee developed the Downtown Olympia Creative District Racial Equity Statement. This statement is located in appendix "A" (pg. 30).

## Goals

### ***Build Community***

A web of people, organizations, businesses, and grassroots groups engaged in collaborative relationships rooted in mutual trust and respect.

### ***Support***

Provide educational, financial, and physical resources and advocacy to uplift and empower artists and creative businesses.

### ***Promotions***

To amplify the voice of artists while providing marketing tools and support for community visibility.

### ***Space***

Advocacy for artists and creatives who need specific, affordable space to create, practice or conduct business.

### ***Access***

Equitable accessibility for artists and the broad community to engage without barriers.

## **Goals Workplans**

The Creative District Advisory Committee defined actionable workplans for each goal. These workplans feature initiatives that have been vetted by the committee, and determined to be of high priority, as well as an associated implementation guideline, potential leads, partners, and funding sources.





# Build Community

**Definition:** A web of people, organizations, businesses, and grassroots groups engaged in collaborative relationships rooted in mutual trust and respect.

**Initiative:** Community Showcase

**Description:** An event(s) intended to create opportunities and provide visibility for artists and creatives, while encouraging and inviting the broader community to participate in events. Examples include:

- Rotating tours and open houses between partner arts organizations and businesses.
- Utilizing vacant storefront, galleries, and businesses to showcase an art exhibition, installation or live performance.

**Potential Lead(s):** Creative District, City of Olympia, Enterprise for Equity

**Partners:** Olympia Downtown Alliance, City of Olympia -Armory, Arts nonprofits: Olympia Lamplighters, Olympia Artspace Alliance, Harlequin, Olympia Film Society, Olympia Family Theatre, South Sound Studio Tours, Arbutus Folk School, Washington Center for the Performing Arts

**Potential funding sources:** May not require additional funding – intended as an extension of other priorities.

**Implementation guidelines (to be deployed by project lead):**

- Gather and confirm interest from partners and arts community organizations to gauge interest in event series.
- Develop framework for events in order for them to be turnkey for interested parties.
- Organize and manage information into a working calendar.
- Schedule events and publish to calendar visible to the community
- Promote events through associated social media and public relations efforts, and other community calendars
- Act as liaison at events, supporting artists and arts organizations and promoting creative district activities, and sharing information.

# Build Community

**Initiative:** Creative Community Directory

**Description:** An online accessible database of artists, creatives, and arts-related businesses in the Creative District. Potential professional information to be included could be:

- Artist contact information
- Organizational details and contact information
- Links to other projects or creative work
- Fee range

**Potential Lead(s):** Creative District, Experience Olympia & Beyond, Olympia Downtown Alliance, City of Olympia, PBIA, Enterprise for Equity

**Partners:** Community organizations (4 the Love Foundation, etc.), arts non-profits, venues (music and performing arts), galleries, City of Olympia – Armory/ArCH, ArtsWA

**Potential funding sources:** Grants, City of Olympia support, potential revenue from advertising.

**Implementation guidelines (to be deployed by project lead):**

- Develop tool to gather information
- Gather information from artists, creatives arts nonprofits and other community agencies.
- Develop database to include all relevant information.
- Input data and maintain database.
- Publish information to relevant website.
- Promote directory through associated social media and public relations efforts

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**Initiative:** Community Creative Events Calendar

**Description:** An online accessible calendar that informs the public about arts events and alerts artists and creatives about upcoming opportunities. This initiative would include information about the “Community Showcase” initiative.

**Potential Lead(s):** Creative District, Experience Olympia & Beyond, Enterprise for Equity

**Partners:** Community partners, arts non-profits, venues (music and performing arts), flyers and other social media hubs for artists and creatives, radio stations, media outlets.

**Potential funding sources:** Grants, sponsorships.

**Implementation guidelines (to be deployed by project lead):**

- Gather information from community partners and event organizers.
- Organize and manage information in working calendar.
- Publish relevant information to calendar.
- Promote calendar through associated social media and public relations efforts. Consider promoting to visitors outside of Thurston County.





# Support

**Definition:** Provide educational, financial, and physical resources and advocacy to uplift and empower artists and creative businesses.

**Initiative:** Entrepreneurial Development

**Description:** Provide ongoing educational opportunities for artists and creatives to learn technical skills to maintain or achieve financial solvency. Examples of opportunities could include financial and business management, marketing, branding, and grant application.

**Potential Lead(s):** Creative District, Enterprise for Equity, Thurston Economic Development Council

**Partners:** Entrepreneurs, artists, subject matter experts, suppliers, makers market organizers.

**Potential funding sources:** Cultural Access Program, National Endowment for the Arts (NEA), Grants for Arts Projects, business sponsorships, grants, in-kind donations.

**Implementation guidelines (to be deployed by project lead):**

- Work with artists and creatives, to identify and address gaps in available resources.
- Develop partnerships and relationships with educational partners/resources to understand existing and grow potential learning opportunities.
- Package existing community training and educational resources (and potential new opportunities) into one comprehensive source of information.
- Coordinate availability of resources.
- Serve as liaison to connect artists and creatives to resources.

# Support

**Initiative:** Funding for the Arts

**Description:** Maintain relationships with State and local agencies that advocate and allocate funding for arts programming, serve as a clearinghouse of information regarding funding cycles and criteria, and advise artists and creatives on potential matches.

**Potential Lead(s):** Creative District, Enterprise for Equity, Thurston Economic Development Council

**Partners:** Cultural Access Program, City of Olympia, ArtsWA, student work study programs through South Puget Sound Community College, The Evergreen State College – student interns, Creative District community, Arbutus Folk School – Artist in residence program.

**Potential funding sources:** Grants, in-kind donations, business sponsorships, arts and entrepreneurial organizations. National Endowment for the Arts (NEA) Grants for Arts Projects, ArtsWA Implementation guidelines (to be deployed by project lead): Research and actively seek out existing grant opportunities.

**Implementation guidelines (to be deployed by project lead):**

- Work with various agencies to build relationships and develop proposals for funding opportunities.
- Communicate opportunities to creative and artistic community

**Initiative:** Advocate for affordable housing for creatives

**Description:** Monitor changes to municipal code that may impact housing affordability and advocate at State and local level for affordable living space for artists and creatives.

**Potential Lead(s):** Creative District, Olympia Artspace Alliance, City of Olympia, AmeriCorps NCCC

**Partners:** Developers, building owners and property managers, low-income housing developers, Interfaith Works, City of Olympia, unhoused artists and creatives, housing trust funds.

**Potential funding sources:** City of Olympia Housing Trust Fund, State and Federal housing programs, National Endowment for the Arts – Our Town, other incentives.

**Implementation guidelines (to be deployed by project lead):**

- Work with stakeholders to develop policy position regarding housing affordability for creatives
- Monitor changes to Olympia Municipal code and upcoming local and State budgets and legislation
- Advocate using framework of adopted policy position





# Promotions

**Definition:** Amplify the voice of artists while providing marketing tools and support for community visibility and patronage.

**Initiative:** Wayfinding Signage within the Creative District boundaries

**Description:** Visual aid that clearly identifies the area as part of the Creative District and provides details on district related events and activities. Examples include:

- Digital Kiosks
- Decorative Street Signage
- Sidewalk Decals
- Crosswalk Art

**Potential Lead(s):** Creative District, City of Olympia

**Partners:** City of Olympia, InterCity Transit, Olympia Downtown Alliance, community stakeholders: restaurants, artists, venues, event organizers.

**Potential funding sources:** Department of Transportation, Thurston County, ArtsWA, InterCity Transit, Cultural Access Program

**Implementation guidelines (to be deployed by project lead):**

- Research and identify best effort for wayfinding.
  - Kiosks, sidewalk decals, crosswalk art, street signage, augmented reality map
- Develop criteria for information on signage.
- Strategize best geographic areas within creative district for signage.
- Design and install signage downtown identifying Creative District.



# Promotions

**Initiative:** Branding and marketing for artists and creatives

**Description:** Working with artists and creatives to assist in development of their brand and identifying and executing a marketing strategy. This initiative works in tandem with the initiatives identified with the “Build Community” and “Support” goals.

**Potential Lead(s):** Creative District, Porcupine Media, Mosaic Marketing Studio, Ideal GFX

**Partners:** Local printers, creative/marketing firms, web developers, graphic designers

**Potential funding sources:** City of Olympia, Olympia Downtown Alliance, Thurston County, Grants, Inspire! Olympia, ArtsWA, private donations, National Endowment for the Arts (NEA) Grants for Arts Projects.

## **Implementation guidelines (to be deployed by project lead):**

- Develop inventory of local professionals in the marketing and branding disciplines
- Understand services that individual stakeholders are interested in receiving
- Connect artists and creatives with local professionals based on the services and type of assistance required

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**Initiative:** Comprehensive marketing campaign for creatives within Creative District

**Description:** Hold designated space in the overall marketing strategy of the Creative District to provide no cost marketing to artists and creatives. This initiative works in tandem with initiatives within the “Build Community” goal. Examples include:

- Event listing on calendar
- Professional listing in Directory
- Sharing content across social media platforms
- Original content in newsletter, social media, website (artist of the month), billboards, video

**Potential Lead(s):** Creative District, ArtsWA, City of Olympia.

**Partners:** Media outlets, arts non-profits, City of Olympia – Armory, Cultural Access Program, Olympia Downtown Alliance

**Potential funding sources:** ArtsWA grant opportunities, City of Olympia, Cultural Access Program, National Endowment for the Arts (NEA) grants for arts projects.

## **Implementation guidelines (to be deployed by project lead):**

- Work with stakeholders to develop an overarching marketing strategy for the Creative District, focusing attention on exposure for District artists, creatives, and events.
- Execute marketing strategy.



# Space

**Definition:** Advocacy for artists and creatives who need specific, affordable space to create, practice, or conduct business.

**Initiative:** Add music venue capacity

**Description:** Inventory and advocate for additional music venue capacity in the district, with emphasis on all-ages music and performance spaces. This includes developing relationships with venues and connecting local artists with those venues.

**Potential Lead(s):** Creative District, Olympia Artspace Alliance, music venues, non-profit arts organizations.

**Partners:** City of Olympia, schools, arts non profits (CatMA, Capitol Theater, Hummingbird Studios, Washington Center for the Performing Arts), galleries, downtown businesses, Enterprise for Equity, Porcupine Media, Fire Marshall.

**Potential funding sources:** Grants – City, State, and National Endowment for the Arts (NEA) – Our

Town placemaking grant, Cultural Access Program, business sponsorships, in-kind.

**Implementation guidelines (to be deployed by project lead):**

- Audit of all existing music venues in the Creative district and consider non-traditional venues that may be new opportunities for live music such as restaurants and retailers. Identify and catalog gaps in existing venues. For example:
  - All ages venues/events.
  - Venues that offer residencies.
  - Venues open to new partnerships/ experimentation with space
- Develop relationships with existing venue owners to understand opportunities to allow for all-ages events.
- Development strategy to retain existing venues, recruit new venues, prioritize all-ages opportunities.

**Initiative:** Art Making Spaces – Practice Studios

**Description:** Provide assistance locating affordable space that can be used for creating or practicing art.

**Potential Lead(s):** Creative District, Olympia Artspace Alliance

**Partners:** Property owners with existing spaces, Olympia Artspace Alliance, Enterprise 4 Equity, Oly Mega Makers, Olympia Lamplighters, Oly Knitting Mills, City of Olympia – Armory, Hummingbird Studios, Arbutus Folk School, Olympia Downtown Alliance.

**Potential funding sources:** Cultural Access Program, Olympia Artspace Alliance

**Implementation guidelines (to be deployed by project lead):**

- Develop and share inventory of affordable art making space
- Develop and maintain relationships with property owners and managers.
- Act as a liaison between property owners/ managers and artists.



**Initiative:** Assist in transition of existing underutilized and affordable real estate to working arts space.

**Description:** Advocate for change in building codes and develop assistance programs to help alleviate the financial barrier in adaptive reuse of space for the arts community.

**Potential Lead(s):** Creative District

**Partners:** City of Olympia, Fire Marshall, Olympia Downtown Alliance

**Potential funding sources:** Urban revitalization grant, capital campaigns, Cultural Access Program, National Endowment for the Arts (NEA) grants for arts projects.

**Implementation guidelines (to be deployed by project lead):**

- Identify properties with opportunity to be converted into arts space.
  - Identify potential incentives to assist with redevelopment.
  - Work with City to understand code requirements.
  - Advocate for changes to code requirements as necessary.
- Assist in process to convert to arts space as needed.

**Initiative:** Installations/Pop-Up Galleries

**Description:** Utilize vacant space and storefronts for public display, artist exposure, and potential sales.

Examples could include:

- Art in empty storefronts
- Pop-up galleries and other creative temporary installations including murals.

**Potential Lead(s):** Creative District, Olympia Downtown Alliance, Olympia Artspace Alliance

**Partners:** Building owners with empty storefronts, City of Olympia – Armory, Hummingbird Studios, Olympia Downtown Alliance.

**Potential funding sources:** Trade/Free/No cost to artists – pairing with property managers and owners.

**Implementation guidelines (to be deployed by project lead):**

- Inventory vacant spaces within the District
- Build and maintain relationships with property owners of vacant spaces
- Work with artists and property owners to develop agreeable framework to use the vacant space
- Connect artists with property owners



# Access

**Definition:** Equitable accessibility for artists and the broad community to engage without barriers.

**Initiative:** Advocacy for accessibility in public spaces.

**Description:** The Creative District should play a role in supporting accessible public spaces for the public to engage with. Examples include:

- Ensure measure exist to support access for individuals with disabilities.
- Ensure conditions exist that support those with respiratory challenges.
- Database of service professionals complete with contact information and fee for services (Example: Visual and hearing interpreters, etc.)
- Community education about certified service animals.

**Potential Lead(s):** Creative District, City of Olympia (City leads in enforcement of accessibility issues in terms of retrofit to buildings, etc.)

**Partners:** Entities, activities and venues that host events related to the Creative District.

**Potential funding sources:** City of Olympia, Grants: State (Department of Commerce, Department of Social and Health Services), National Endowment for the Arts (NEA) – Our Town placemaking grant, Private foundations that provide funding for accessibility upgrades.

**Implementation guidelines (to be deployed by project lead):**

- Identify/review publicly accessible spaces for ADA+
  - Include individuals who will use accommodations as part of this process.
- Develop and maintain relationships with property owners and managers to identify upgrade and retrofitting priorities.
- Participate in an ongoing effort to receive, review and address barriers or issues of access. Include an opportunity for people who use accommodations to request changes, and to record problems.



# Access

**Initiative:** Economic Access

**Description:** Ensure equitable access to training, resources and opportunities for artists and creatives. Examples include:

- Free or sliding scale fee scale for training sessions and professional services.
- Scholarship opportunities.

**Potential Lead(s):** Creative District, individual event organizers.

**Partners:** Enterprise for Equity, Individual event organizers.

**Potential funding sources:** Patrons who opt to pay one forward, private donors, Cultural Access Program, City of Olympia, National Endowment for the Arts (NEA) grants for arts projects.

**Implementation guidelines (to be deployed by project lead):**

- Work with community partners to identify opportunities for free resources, scholarships and calculate sliding fee scale.
- Develop criteria for scholarship opportunities.
- Communicate opportunities to artists and creatives and assist when needed, in applying for services.

**Initiative:** Equitable and Accessible Gatherings

**Description:** Advocacy for venues with easy points of access for all abilities and all ages policies. Develop relationships within the community to bridge gaps in representation and belonging.

**Potential Lead(s):** Creative District, Olympia Downtown Alliance.

**Partners:** South Sound Seniors, cultural and social organizations, educational institutions.

**Potential funding sources:** Creative District. Cultural Access Program, grants, and partnerships between multiple organizations.

**Implementation guidelines (to be deployed by project lead):**

- Work with communities to build trust and identify gaps in access and outreach in the Creative District.
- Work with property owners and managers to identify and address gaps in ADA+ access.
- Ensure promotions pre/post event are reaching intended communities.
- Communicate with local cultural organizations to promote and inform about district programs and opportunities.



# Administration of Creative District



*This strategic plan document intends to serve as a road map to support a thriving Downtown Olympia Creative District. Implementation of this strategy is contingent on partners in the community.*

The preferred alternative for execution of this strategy is for one community organization to take responsibility for comprehensive coordination and administration of the strategy. While this alternative would retain the flexibility to allow multiple community partners to manage individual initiatives, it would allow the administering organization to execute the strategy in a coordinated and aligned manner, thereby increasing the probability of an impactful Creative District. It should be noted that in any of the below outlined scenarios, it will be necessary for the City of Olympia to provide funding, whether to provide seed funding to ensure the Creative District administration has a solid foundation, or long-term funding to sustain the district.

## MANAGED BY AN EXISTING ART NON-PROFIT

The most optimal approach to administering the Creative District is for it to be managed by a non-profit arts organization. Preferably an existing arts non-profit whose organizational structure is aligned with the Creative District values, goals, and framework as outlined in this plan. This model would require funding to provide the existing non-profit the resources needed to hire appropriate staff to oversee the day-to-day administrative functions of the Creative District, develop relationships, and implement initiatives.

**Potential Administrators could include:** Olympia Artspace Alliance

**Potential Funding Sources:** Cultural Access Program, City of Olympia

**Examples:** Whidbey Island for the Arts (Langley)

## Pros

- Best opportunity for seamless transition into an active program.
- Established credibility of existing non-profit will immediately raise visibility of Creative District.
- Provides existing organization additional capacity.
- Elevates the organizations' ability to further develop existing programs.

## Challenges

- Requires immediate funding
- Implementation of Creative District initiatives may require the formation of additional committees.

## FORMATION OF A CREATIVE DISTRICT NON-PROFIT

This approach would include formation of a new non-profit “Downtown Olympia Creative District” organization. This organization would include a Board of Directors comprised of stakeholders similar to that of the above referenced Advisory Committee. This Board of Directors would serve in a voluntary capacity and could, as a Board, work directly as volunteers on the implementation (and expansion) of this strategy.

Alternatively, the Board of Directors could hire and manage an Executive Director tasked with overall administrative responsibilities for the organization, development of organizational capacity, and execution of the strategy. This scenario would necessitate funding sources to staff the position.

Yet another scenario could include the non-profit Creative District organization contracting for service with an existing community partner to provide administrative support and execute the strategic plan. This scenario would necessitate funding sources to staff the position.

**Potential Administrators could include:** Lamplighters, Olympia Artspace Alliance, Olympia Downtown Alliance, Thurston Economic Development Council

**Potential Funding Sources include:** Cultural Access Program, City of Olympia

**Examples:** Port Townsend – Main Street program is the fiscal administrator

### Pros

- Opportunity to build cohesive identity and community building for creatives.
- Opportunity to amplify the voice and influence of creatives coming together.
- In the hiring or contracting scenario, the entity would have staffing resources that they would directly manage and hold accountable.

### Challenges

- Requires unknown community members willing and able to stand up a new non-profit agency.
- In the scenario in which a volunteer board executes the work plan, capacity to accomplish the work could prove to be a challenge.



## CITY CONTRACT FOR SERVICES

Another possible scenario would be the City of Olympia contracting directly with an existing community partner to coordinate execution of the Creative District strategy. This scenario would not include an independent Creative District organization, although it could serve as a bridge to creation of an independent organization as part of any scope of work.

**Examples:** Vancouver Creative District – Vancouver Downtown Association in partnership with the City of Vancouver.

### Pros

- In the absence of a separate non-profit, this assigns responsibility and maintains momentum; could be a bridge to creation of an independent district.
- City management of a contract for services would lend to public transparency and accountability.

### Challenges

- Buy-in from the creative community could be challenge, resulting a less effective effort overall.
- Some stakeholders may not approve of the City ultimately choosing who administers the district.
- City processes and procedures may lengthen timelines to enter into the contract and possibly impact decision making timelines.

## CITY OVERSIGHT

The City of Olympia could oversee and manage all aspects of the Creative District and execution of the strategic plan. This scenario would call for City staffing resources dedicated to the endeavor.

**Examples:** City of Edmonds (Creative District) and City of Issaquah (Creative District) each through their respective Economic Development and Arts & Culture departments.

### Pros

- Some oversight and cohesion in the absence of another managing entity.
- Potential access to significant City resources.
- Clear and well defined roles allow partnership to be mutually productive and beneficial.

### Challenges

- Typically results in slower and more expensive implementation
- Efforts could be put on hold for other priorities
- Some stakeholders may not approve of the City of Olympia managing the district







## INDIVIDUAL INITIATIVES MANAGED BY DIFFERENT ENTITIES

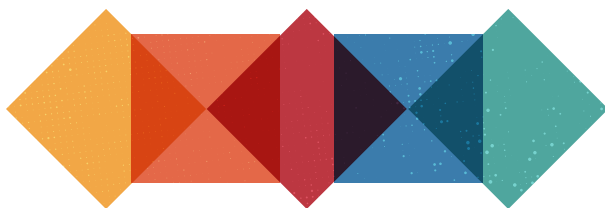
Should an overarching administrator for the Creative District not be used, existing organizations and community partners could work collaboratively to implement individual initiatives called out in the strategy. Interested entities could apply through a request for proposal process, managed by the City. Potential leads, partners, and funding sources are identified above.

### Pros

- The strategy provides some guidance to organizations about Creative District priorities of the creative community and community-at-large.
- Smaller, creative entities, groups, and organizations could organize around areas of passion identified in the plan.
- Funding bolsters organizations already doing the work.

### Challenges

- Somewhat disjointed approach unlikely to yield cohesive identity, least amount of creative community building opportunity.
- Approach could lead to multiple entities vying to administer the same initiatives within the work plan. There would be no clear guidance as to how this would be resolved.
- Given a lack of fiduciary responsibility if individual entities are taking on individual projects, grant funding could be a challenge.
- Unsustainable in the long term and could lend to periods of stalled momentum.



## CREATIVE DISTRICT BOUNDARIES







# Appendix

## RACIAL EQUITY STATEMENT

The Downtown Olympia Creative District is committed to being affirming for artists of all disciplines, across all backgrounds and identities. We recognize the harms of the past and acknowledge the sustained harm of many societal, environmental, and economic policies designed to perpetuate continued discrimination of Black, Indigenous, and People of Color (BIPOC) and other marginalized communities.

The Downtown Olympia Creative District will work to build trust and relationships with community partners as well as supporting artists within an anti-racist and anti-bigoted framework. We believe to have a thriving creative district we must ensure that people of all backgrounds are part of the decision-making processes, including race, gender, sexuality, ability, age, citizenship, economic status. This in conjunction with ongoing Diversity, Equity, Inclusion and Access (DEI&A) work to further understand the needs of historically excluded communities, while embedding best practices and guiding principles into the fabric of the Creative District and its' policies and procedures.

Additionally, the Creative District recognizes systemic barriers in successfully accessing opportunities for leadership, funding, housing, and other mutually beneficial resources for Black, Indigenous, and People of Color (BIPOC). Through thoughtful partnership we will work to remove those barriers and lay the foundation for a world of equity and human decency where a person's success, health and overall safety is not predetermined by their race, gender, economic status, age, ability, or sexuality.

# Racial Equity Commitments

DRAFT



- Ongoing Diversity, Equity, Inclusion, and Access (DEI&A) training for staff and community members in partnership with local artists and businesses.
- Embed equity best practices and guiding principles into the fabric of the Creative District. Research and apply an appropriate anti-racist and anti-bigotry framework to Creative District policies and procedures.
- Research and properly acknowledge that we are on Native Land at the start of all our events. The Downtown Olympia Creative District is on Squaxin Tribal Land.
- Prioritize partnerships with BIPOC organizations in our programming.
- Increase the number local events that center conversations about racial equity.
- Produce and host a series of public events and workshops designed to offer opportunities for audiences to deepen their own anti-racism education.
- Prioritize and pay more BIPOC creators to produce creative programs, and amplify the work of BIPOC communities.
- Create more opportunities for affordable housing and rentals for BIPOC creators.
- Uphold an equitable “code of conduct” within our organization.
- Work with racial equity facilitators to inform our ongoing equity work.
- Complete an annual organization-wide equity audit.
- Align efforts to complement Washington State Office of Equity PEAR Plan and PESB Cultural Competency, Diversity, Equity, and Inclusion Standards.
- Provide ongoing staff engagement and training with compensation for that work.
- Report annually on our racial equity work through an equity update, blog, or newsletter.
- Improve methods for receiving and responding to feedback from our partners and community members.
- Diversify our membership base - more BIPOC participants in our programs and services.
- Spotlight the work of our BIPOC partners to members and funders.
- Expand our network of vendor relationships and promote the work of BIPOC vendor partners.

***Racial equity commitments were created by a subcommittee and were drafted to be strongly considered by the administrator of the Creative District as an accompanying piece to the racial equity statement.***



## SURVEY SUMMARY

Characteristics of survey respondents include 57% who identified as a woman, 24% as a man, 7% as non-binary, 1% as transgender (equal between transgender man and transgender woman) and 11% who preferred not to answer. The age range of those who responded were 16% between 18-34, 28% between 35-49, 24% between 50-64 and 9% who preferred not to answer. An overwhelming percentage of survey respondents were white (non-Hispanic) at 81%, with 12% indicating other and the remaining 7% identifying as Hispanic or Latino/a (3%), American Indian or Alaska native (2%) and less than 1% as Asian/Pacific Islander, and less than 1% as Black or African American.

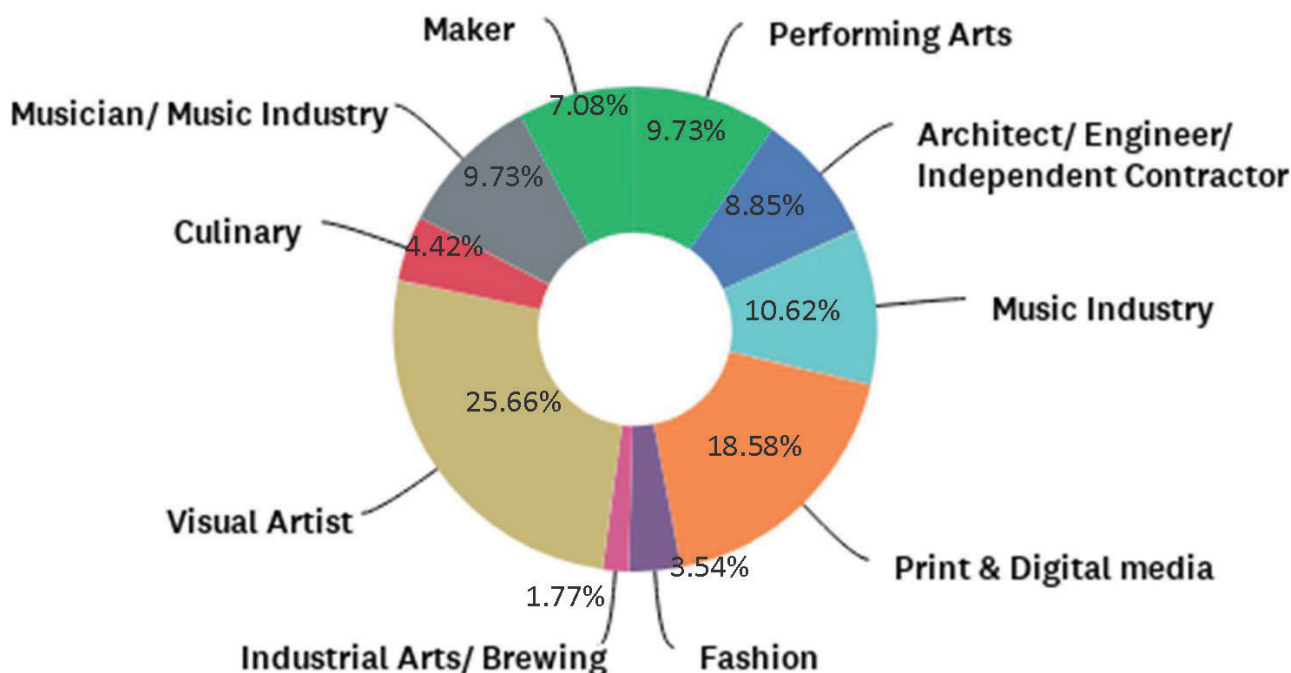
Additional respondent characteristics include those who responded to working in a creative industry sector at 30 %, with the remaining 70 % self-identifying as either as a Resident, Arts Advocate/Consumer, Employee, Student or Business Owner.

### **Creatives**

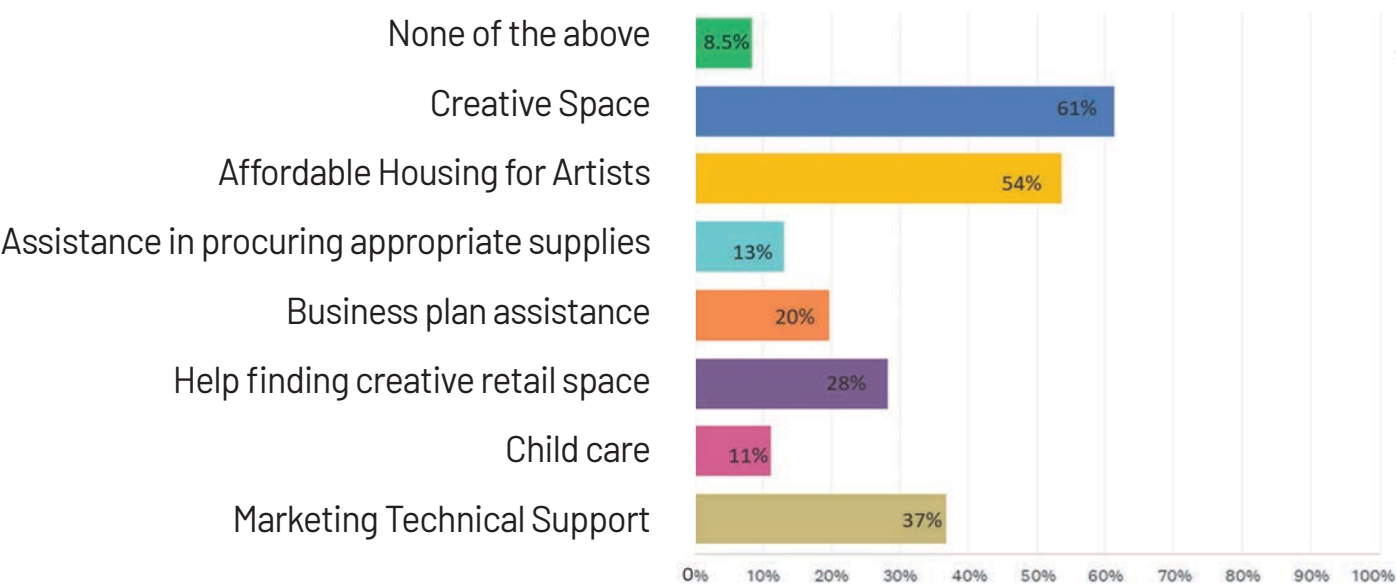
Of the broad base of creative industry sectors to choose from, the top three represented were Visual Artists at 26% of respondents, seconded by Print & Digital media artists at 19% and Music Industry professionals at 11%.

### **Which of the following best describes your industry sector?**

*Those who identified as working in a creative industry sector not specified in the graph are included in the appendix.*



The survey was structured to provide questions that were specific to respondents who answered “Yes” to working in a creative industry. These questions included asking if Creatives were able to support themselves solely with their creative product. Interestingly, 38% said “No”, 31% said “Yes” while another 31% responded “Partially”. To identify roadblocks of success for Creatives, we asked how the Creative District could help. The top three categories were Creative Space (61%), Affordable Housing for Artists (54%), and Marketing/Technical Support (37%).



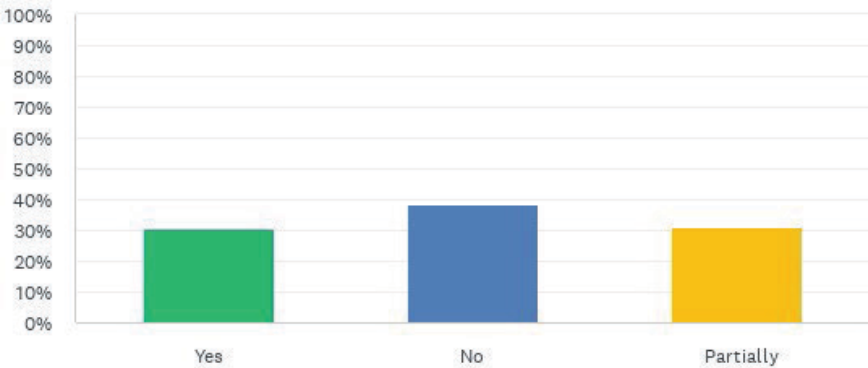
Additional comments not included in the graph are included in appendix

Creatives were asked if they had interest in buying or leasing creative space in Olympia, 40% said “Yes” and 60% said “No”. Though when asked if they were interested in sharing a creative space in Olympia the response was 65% at “Yes” and 35% at “No”. The response to potential use of creative space was close in percentage, the top three being “Makerspace” at 27%, “Workspace” at 24%, and “Other” at 24%.

When asked if they would benefit as someone who works in a creative industry because Olympia is a certified Creative District, creative respondents were a little hesitant, but not completely without hope. The choice of “Maybe a little bit” resulted in 47% of the response, with “Yes! Very much” at 37% and “Not at all” at 16%. Additionally, when asked if they were interested in a mentoring program helping other creatives in the industry, 67% said “Yes”, while 33% said “No”.

**Are you able to support yourself with your creative product?**

Answered: 125      Skipped: 518



When talking about barriers to being able to support oneself solely with their creative product, “Lack of affordable housing” was a frontrunner at 42%, followed by the “need to work outside of their creative passion” at 36%, and “Lack of viable customers” at 31% with “Financing” closely following at 30%. Additional obstacles included knowledge of how to operate a business(16%), government regulations (12%) and the inability to maintain adequate supplies to create (9%). Remaining 12% of respondents selected N/A.

All Respondents

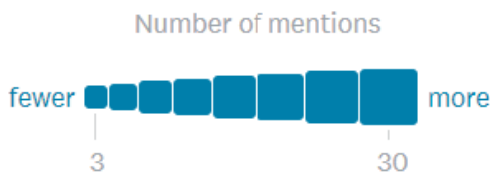
Apart from questions that were aimed to capture their unique characteristics, survey respondents who did not identify as working in creative industry, were asked the same questions around values, goals, vision, and programming as Creatives. We use the terms “Non – Creatives” or “noncreative” and “Creatives” to identify the survey track respondents took.

When asked to share a word that should be a value of the Creative District you see that there is commonality in both sets of respondents in the desire for community, diversity, and inclusion.

Creative Word Cloud

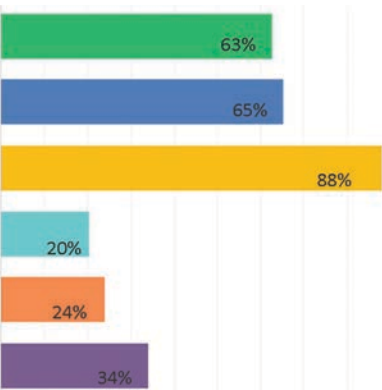


Non-Creative Word Cloud

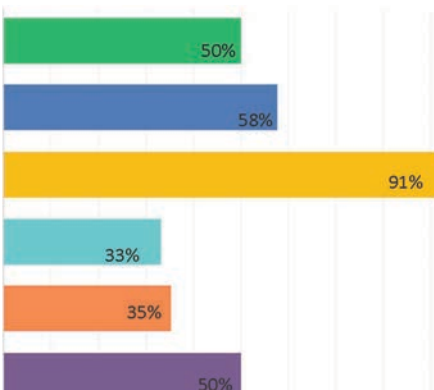


A trend in commonality continues when asked about potential programming in the Creative District. Respondents were able to choose all projects that apply. Graph A represents noncreative respondents and Graph B represents creative respondents. Interestingly, the top three among both sets of respondents follow the same pattern; with a clear frontrunner in both being “Arts Markets/ Bazaars/Festival” (88% /91%), followed by “Arts in public spaces” (65%, 58%) and rounding out with “Self guided public art” (63%, 50%).

Graph A



Graph B



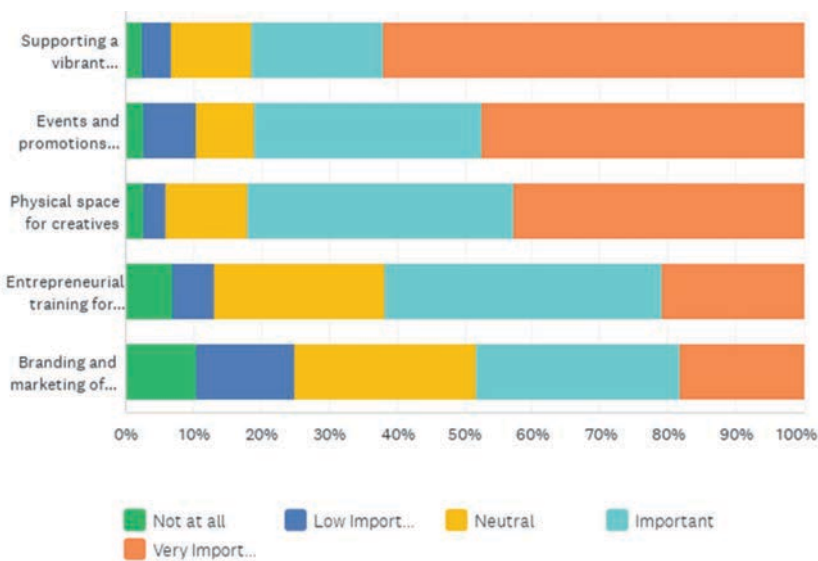
- Self-guided public art
- Arts in public spaces
- Arts Markets/Bazaars/Festivals
- Listening Club
- Writing Workshop
- Curated Arts Auction



When asked to rank the prospective goals of the Creative District we again see a correlation in importance in responses. “Supporting a vibrant downtown” ranked most important, “Events and promotions featuring creatives.” ranked second most important, and “Physical space for creatives.” ranked third. We do see a shift, as “Branding and marketing the district” ranked fourth most important for Creatives and “Entrepreneurial training for creatives” as fifth most while ranking came in vice versa for non-creatives.

When asked to visualize a healthy and thriving Creative District we see that priorities for non-creatives (Word Cloud A) listed Downtown (19%), People (18%) and Art (14%) Creatives and (Word Cloud B) were Artists (36%), Downtown (33%) and Community (23%) among their top three.

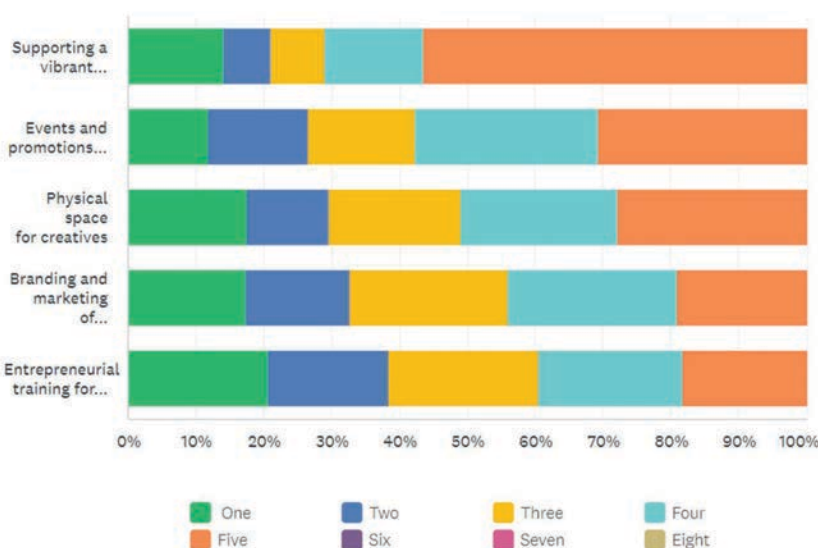
## CREATIVES RESPONSES



Word Cloud A

enjoy marketing safe clean explore Clean streets visit go downtown feeling homeless people experience including on children building Cleansafe displayed bring better affordable come Sense variety activities vibrant feelsafe shopping welcoming resources parking free public thinking Affordable housing inclusion safe Opportunities businesses many support income homeless everyone events safe spaces Safety created artists ages people going downtown families art small business community allow spaces will make diversity creative small Olympia fun Clean cultures area without housing help city local artists work Providing live cars place even Cleandown town galleries creatives grow accessibility creativity streets removal participate unique need crime ways sidewalks art events let Affordable space one downtown area kids diverse Less

## NON-CREATIVES RESPONSES



Word Cloud B

business art market will lowered Also instead events met keep products Public safety current Clean go Good sell affordab le creativedistrict business Affordablespace parking arts walk creative affordable space create housing safe Olympia build people afford art downtown area downtown creative business artists sidewalks community public spaces Safety support real estate live basic needs Affordable housing galleries space need public transportation make parking lots work musicians thrive Opportunities city create shared destination rent place venues grants Inclusion customers Creatives help homeless



*Downtown Olympia Creative District*

# **Strategic Plan**



## City Council

### Approval of an Ordinance Amending Olympia Municipal Code (OMC) Chapter 2.05 Related to the Independent Salary Commission

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.I  
**File Number:**24-0410

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**Type:** ordinance   **Version:** 3   **Status:** 2d Reading-Consent

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#### **Title**

Approval of an Ordinance Amending Olympia Municipal Code (OMC) Chapter 2.05 Related to the Independent Salary Commission

#### **Recommended Action**

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

The Community Livability and Public Safety Committee met on February 28 and directed staff to forward to the City Council updates to OMC Chapter 2.05 to address barriers to participating on the Independent Salary Commission.

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

Move to approve on second reading, an ordinance amending Olympia Municipal Code (OMC) Chapter 2.05 related to the Independent Salary Commission.

#### **Report**

##### **Issue:**

Whether to approve on second reading, an ordinance amending Olympia Municipal Code (OMC) Chapter 2.05 related to the Independent Salary Commission.

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

Debbie Sullivan, Assistant City Manager, 360.753.8499

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

Debbie Sullivan, Assistant City Manager

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

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

This Ordinance was on the May 14, 2024 City Council agenda for consideration, but at the time the City Council postponed action on the item to consider whether or not the Ordinance reflect that an appointed salary commissioner should be a registered voter in Thurston County. The Ordinance has returned for City Council consideration, with the qualifications edited to remove the requirement that an appointee be an "elector of Thurston County."



In July 2017, the City Council passed Ordinance No. 7089, in accordance with RCW 35.21.015, creating an Independent Salary Commission to review and establish the salaries for all seven members of the Olympia City Council. The Independent Salary Commission serves a two year-term and is comprised of five residents appointed by the Mayor and approved by Council.

The City Council asked the Community Livability and Public Safety Committee (Committee) to evaluate the Independent Salary Commission process, specifically to find opportunities to incorporate diversity, equity, and inclusion and to remove barriers for community members to serve on the Commission.

A review of the Independent Salary Commission revealed barriers to participation that should be removed to expand diversity and provide equity and inclusion for all residents of the City.

The ordinance outlines the following updates to OMC Chapter 2.05.

1. Changing the requirement to serve on the Commission from citizen to resident.
2. Removing the qualification that a Commissioner must be a registered Thurston County voter.
3. Offering a per meeting stipend, as provided to other Council-appointed Committees and Commissions, to defray expenses such as transportation, meals, and childcare.
4. Removing the requirement to only being able to meet during the months of June or July.

If approved, the changes will go into effect on July 11, 2024.

**Climate Analysis:**

The project is not expected to have an impact on greenhouse gas emissions.

**Equity Analysis:**

The goal is to find opportunities to incorporate diversity, equity, and inclusion and to reduce barriers for community members to participate on the Commission. These changes expand the number of residents who can participate and helps defray expenses that may prevent people from serving.

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

Community interests are addressed in the Equity Analysis.

**Financial Impact:**

The Independent Salary Commission will establish a salary and compensation schedule that will be implemented 30 days upon publication. This expense is included in the general fund operating budget.

**Options:**

1. Approve on second reading, an ordinance of the City of Olympia, Washington, amending Olympia Municipal Code Chapter 2.05 related to the Independent Salary Commission.
2. Amend the recommended changes to the ordinance based on Council feedback and approve the ordinance of the City of Olympia, Washington, amending Olympia Municipal Code Chapter 2.05 related to the Independent Salary Commission.
3. Do not approve an ordinance of the City of Olympia, Washington, amending Olympia

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**Type:** ordinance   **Version:** 3   **Status:** 2d Reading-Consent

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Municipal Code Chapter 2.05 related to the Independent Salary Commission.

**Attachments:**

Ordinance

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING  
OLYMPIA MUNICIPAL CODE CHAPTER 2.05 RELEATED TO THE INDEPENDENT  
SALARY COMMISSION**

**WHEREAS**, the Independent Salary Commission was created in 2017 by adoption of City of Olympia Ordinance No. 7089; and

**WHEREAS**, since 2017 the City of Olympia has engaged in efforts to expand and support diversity, equity, and inclusion so members of the community may participate in the City's respective boards, committees, and commissions by removing barriers to participation by the City's residents; and

**WHEREAS**, review of the Independent Salary Commission has revealed barriers to participation that should rightfully be removed to expand diversity and provide equity and inclusion for all residents of the City;

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

**Section 1. Amendment of OMC 2.05.** Olympia Municipal Code Chapter 2.05 is hereby amended to read as follows:

**Chapter 2.05**

**INDEPENDENT SALARY COMMISSION**

2.05.000 Chapter Contents

Sections:

2.05.010 Established.  
2.05.020 Purpose – Function.  
2.05.030 Membership.  
2.05.040 Qualifications.  
2.05.050 Operation.  
2.05.060 Responsibilities and Duties.  
2.05.070 Vacancies.  
2.05.080 Removal.  
2.05.090 Effective Date – Salaries.

**2.05.010 Established.**

There is created and established an independent salary commission.

**2.05.020 Purpose – Function.**

The independent salary commission shall review and establish the salaries of the Mayor, Mayor Pro Tem, and the Councilmembers and exercise the powers and perform the duties established by RCW 35.21.015, as now existing or hereafter amended.

**2.05.030 Membership.**

A. The independent salary commission shall consist of five members appointed by the Mayor and approved by the City Council.

B. The independent salary commission shall serve without compensation, but shall receive a stipend as provided in OMC 2.100.040(C) per meeting to defray expenses such as transportation, meals and child care.

C. Each member of the independent salary commission shall serve a term of two (2) years commencing upon appointment and terminating 24 months thereafter.

D. No member of the commission shall be appointed to more than two terms.

#### **2.05.040 Qualifications.**

A. No person shall be appointed to serve as a member of the independent salary commission unless that person is ~~a citizen of the United States, a resident of the City for at least one year immediately preceding such appointment, and an elector of Thurston County.~~

B. No officer, official, or employee of the City or any of their immediate family members may serve on the commission. "Immediate family member" as used in this subsection means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee, whether or not living in the household of the officer, official, or employee.

#### **2.05.050 Operation.**

A. The City Manager will appoint appropriate city staff to assist the independent salary commission for clerical and support purposes.

B. The independent salary commission shall keep a written record of its proceedings, which shall be a public record in accordance with state law.

C. All meetings of the commission shall be open to the public pursuant to the Open Public Meetings Act, Chapter 42.30 RCW. The commission shall actively solicit public comment at all meetings, either verbally or in writing.

D. The independent salary commission shall meet as often as necessary in 2017 in order to file a salary schedule with the City Clerk on or before October 1, 2017. Once a salary schedule has been filed, the commission will not meet again until at least one year following the date of filing. Thereafter, the commission shall meet no less than one time per year, ~~during the months of June or July.~~

E. Three members of the commission shall constitute a quorum and the votes of three members shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the independent salary commission.

#### **2.05.060 Responsibilities and Duties.**

The independent salary commission shall have the following responsibilities:

A. To study the relationship of salaries to the duties of the Mayor, Mayor Pro-Tem, and the City Council, and to study the costs personally incurred by Councilmembers in performing such duties;

B. To study the relationship of Olympia City Councilmembers' salaries and benefits to those salaries and benefits of Councilmembers in other city jurisdictions of a comparable nature and other current market conditions.

C. To establish salary and benefits by either increasing or decreasing the existing salary and benefits for each position of Mayor, Mayor Pro-Tem, and Councilmembers by an affirmative vote of not less than three (3) members.

D. To review and file a salary and compensation schedule with the City Clerk not later than October 1, 2017, and when a salary commission is convened thereafter, by October 1 in any subsequent year.

#### **2.05.070 Vacancies.**

In the event of a vacancy in the independent salary commission due to resignation or removal, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the former commissioner's position.

#### **2.05.080 Removal.**

A member of the independent salary commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence.

#### **2.05.090 Effective Date – Salaries.**

A. The City Clerk will publish the salary commission's schedule of salary and compensation which shall not become effective until thirty (30) days after publication. Such salary schedule shall be subject to referendum petition filed in accord with OMC Chapter 1.16 within thirty (30) days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures shall be submitted to the voters of the City at the next following general or municipal election occurring thirty (30) days or more after the referendum petition is filed and shall be governed by the provisions of the state Constitution or laws generally applicable to referendum measures.

B. Any salary increase or decrease shall become effective and incorporated into the City budget without further action of the City Council or salary commission.

C. Salary increases established by the commission shall be effective as to all members of the City Council, regardless of their terms of office.

D. Salary decreases established by the salary commission shall not be effective as to incumbent City Councilmembers until commencement of their next term of office.

E. Any adjustment of salary by the commission shall supersede any City ordinance related to the budget or fixing of salaries, but only to the extent there is a conflict.

F. Existing salaries for the Mayor, Mayor Pro-Tem, and Councilmembers established by City ordinance shall remain in effect unless and until changed in accordance with the provisions of this chapter.

**Section 2. 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 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

**Section 5. Effective Date.** This Ordinance shall take effect thirty (30) days after passage and publication, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Amending Ordinance 7387 (Operating, Special and Capital Budgets)

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.J  
**File Number:** 24-0528

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

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**Title**

Approval of an Ordinance Amending Ordinance 7387 (Operating, Special and Capital Budgets)

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to approve the proposed ordinance that amends Ordinance 7387 on second reading.

**Report**

**Issue:**

Whether to approve the proposed ordinance that amends Ordinance 7387 on second reading.

**Staff Contact:**

Joan Lutz, Budget & Fiscal Manager, Finance Department, 360.753.8760

**Presenter(s):**

None - Consent Calendar item.

**Background and Analysis:**

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

City Council may revise the City's Operating Budget by approving an ordinance. Generally, budget amendments are presented quarterly to Council for review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

The attached ordinance includes recommended amendments to the 2023 Operating Funds and Special Funds for the following Funds:

1. Special Acct Control Fund - \$320,000 appropriation for machinery and equipment. Use of fund balance.

2. Parking Fund - \$114,000 appropriation for general professional services. Use of fund balance.
3. Home Fund - \$610,000 appropriation for transfer to Home Fund Capital. Use of fund balance.
4. Wastewater Utility Operating Fund - \$200,000 appropriation for intergovernmental taxes. Use of fund balance.
5. Equipment Rental - \$90,000 appropriation for outside repairs and parts. Use of fund balance.
6. Unemployment Compensation - \$30,000 appropriation for intergovernmental payments. Unanticipated revenue.
7. Insurance Trust Fund - \$8,000 appropriation for property insurance payment. Unanticipated revenue.
8. Facilities Fund - \$8,000 appropriation for general professional services. Use of fund balance.

**Climate Analysis:**

This agenda item is expected to result in no impact to greenhouse gas emissions.

**Equity Analysis:**

One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

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

Members of the community may have an interest in this agenda item as it deals with City finances and fiscal governance.

**Financial Impact:**

Operating Funds - total increase in appropriations of \$732,000; Special Funds - total increase in appropriations of \$648,000 and Capital Funds - total increase in appropriations of \$1,380,000.

**Options:**

1. Approve ordinance amending ordinance 7387. This provides staff with budget capacity to proceed with initiatives approved by Council.
2. Do not approve the amending ordinance; staff will not have authorization to expend the funds.
3. Reschedule agenda item to another meeting.

**Attachments:**

Ordinance



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

**AN ORDINANCE RELATING TO THE ADOPTION OF THE CITY OF OLYMPIA, WASHINGTON, 2023 OPERATING, SPECIAL, AND CAPITAL BUDGETS AND 2023-2028 CAPITAL FACILITIES PLAN; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS AND AMENDING ORDINANCE NO. 7387**

**WHEREAS**, the Olympia City Council adopted the 2023 Operating, Special Funds and Capital Budgets and 2023-2028 Capital Facilities Plan (CFP) by passing Ordinance No. 7348 on December 13, 2022; and

**WHEREAS**, the Olympia City Council Amended Ordinance No. 7348 by passage of Ordinance 7363 on June 6, 2023; and

**WHEREAS**, the Olympia City Council Amended Ordinance No. 7363 by passage of Ordinance 7368 on August 22, 2023; and

**WHEREAS**, the Olympia City Council Amended Ordinance No. 7368 by passage of Ordinance 7387 on December 19, 2023; and

**WHEREAS**, throughout the year, updates are required to recognize changes relating to budget, finance, and salaries; and

**WHEREAS**, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3); and

**WHEREAS**, the following changes need to be made to Ordinance No. 7387;

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

**Section 1.** That certain document entitled the “Capital Facilities Plan”, covering the years 2023 through 2028, a copy of which will be on file with the Director of Finance and available on the City’s web site, is hereby adopted as the Capital Facility Plan (CFP) for the City of Olympia and is incorporated herein as though full set forth.

**Section 2.** Upon appropriation by the City Council of funds therefore, the City Manager shall be authorized to prepare plans and specifications, to take bids and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

**Section 3.** It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

**Section 4.** The Director of Finance (formerly known as the Director of Administrative Services) is hereby authorized to bring forward into fiscal year 2023 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years’ capital budgets.

**Section 5.** The 2023 Estimated Revenues and Appropriations for each Fund are as follows:

**Operating Budget**

| FUND                                  | USE OF<br>FUND<br>BALANCE                        | ESTIMATED<br>REVENUE                               | APPROP   | ADDITION<br>TO FUND<br>BALANCE             |
|---------------------------------------|--|--|--|--|
| General, Regular Operations           | \$13,136,995                                     | \$96,857,843                                       | \$109,994,838                                      | \$0  |
| General, Special Sub-Funds            |  |  |  |  |
| Special Accounts                      | <del>1,212,872</del><br>1,532,872                | 1,564,891  | <del>2,777,763</del><br>3,097,763                  | 0  |
| Development Fee Revenue               | 0  | 8,902,937  | 8,561,419  | 341,518                                    |
| Parking                               | 0<br>56,873                                      | 1,816,540  | <del>1,759,413</del><br>1,873,413                  | 57,127<br>0                                |
| Post Employment Benefits              | 300,000  | 1,020,000  | 1,320,000  | 0  |
| Washington Center Endowment           | 0  | 5,000  | 5,000  | 0  |
| Washington Center Operating           | 0  | 496,000  | 478,606  | 17,394                                     |
| Municipal Arts                        | 100,940  | 107,265  | 208,205  | 0  |
| <b>Total General Fund</b>             | <del>\$ 14,750,807</del><br><b>\$ 15,127,680</b> | <b>\$ 110,770,476</b>                              | <del>\$ 125,105,244</del><br><b>\$ 125,539,244</b> | <del>\$ 416,039</del><br><b>\$ 358,912</b> |
| Non-Voted General Obligation Debt     | 0  | 4,463,551  | 4,457,299  | 6,252                                      |
| Voted General Obligation Debt         | 0  | 1,055,984  | 1,055,984  | 0  |
| Water Utility O&M                     | 1,142,050  | 15,267,207   | 16,409,257   | 0  |
| Sewer Utility O&M                     | 87,653<br>287,653                                | 24,579,350   | <del>24,667,003</del><br>24,867,003                | 0  |
| Solid Waste Utility                   | 688,344  | 14,686,194   | 15,374,538   | 0  |
| Stormwater Utility                    | 352,810  | 7,762,663  | 8,115,473  | 0  |
| Water Rev Bond Redemption             | 70,000   | 3,222,806  | 3,292,806  | 0  |
| Sewer Bond Redemption                 | 35,000   | 525,470  | 560,470  | 0  |
| Storm/Surface Water Debt              | 0  | 123,649  | 123,649  | 0  |
| Equipment Rental                      | 0  | <del>3,380,017</del><br>3,470,017                  | <del>3,084,982</del><br>3,174,982                  | 295,035                                    |
| Facilities Internal Service           | 0<br>8,000                                       | 2,810,334  | <del>2,810,334</del><br>2,818,334                  | 0  |
| <b>Subtotal Other Operating Funds</b> | <del>\$ 2,375,857</del><br><b>\$ 2,583,857</b>   | <del>\$ 77,877,225</del><br><b>\$ 77,967,225</b>   | <del>\$ 79,951,795</del><br><b>\$ 80,249,795</b>   | <b>\$ 301,287</b>                          |
| <b>Total Operating Budget</b>         | <del>\$ 17,126,664</del><br><b>\$ 17,711,537</b> | <del>\$ 188,647,701</del><br><b>\$ 188,737,701</b> | <del>\$ 205,057,039</del><br><b>\$ 205,789,039</b> | <del>\$ 717,326</del><br><b>\$ 660,199</b> |

### Special Funds Budget

| FUND                                | USE OF<br>FUND<br>BALANCE | ESTIMATED<br>REVENUE           | APPROP                         | ADDITION<br>TO FUND<br>BALANCE |
|-------------------------------------|---------------------------|--------------------------------|--------------------------------|--------------------------------|
| HUD Fund                            | \$0                       | \$1,695,684                    | \$1,460,197                    | \$235,487                      |
| Lodging Tax Fund                    | 237,143                   | 1,040,000                      | 1,277,143                      | 0                              |
| Parking Business Improvement Area   | 52,365                    | 97,700                         | 150,065                        | 0                              |
| Farmers Market Repair & Replacement | 0                         | 10,000                         | 10,000                         | 0                              |
| Hands on Children's Museum          | 223,808                   | 720,000                        | 943,808                        | 0                              |
| Home Fund Operating Fund            | 0                         | 6,725,991                      | <del>4,509,070</del>           | <del>2,216,921</del>           |
|                                     |                           |                                | 5,119,070                      | <u>1,606,921</u>               |
| Cultural Access Tax Fund            | 105,480                   | 2,971,000                      | 3,076,480                      | 0                              |
| Fire Equipment Replacement Fund     | 754,469                   | 200,000                        | 954,469                        | 0                              |
| Equipment Rental Replacement        | 7,513,976                 | 2,695,957                      | 10,209,933                     | 0                              |
| Unemployment Compensation Fund      | 0                         | <del>112,500</del>             | <del>85,054</del>              | 27,446                         |
|                                     |                           | <u>142,500</u>                 | <u>115,054</u>                 |                                |
| Insurance Trust Fund                | 36,360                    | <del>3,776,311</del>           | <del>3,812,671</del>           | 0                              |
|                                     |                           | <u>3,784,311</u>               | <u>3,820,671</u>               |                                |
| Workers Compensation Fund           | 501,620                   | 1,947,875                      | 2,449,495                      | 0                              |
| <b>Total Special Fund Budget</b>    | <b>\$9,425,221</b>        | <del><b>\$21,993,018</b></del> | <del><b>\$28,938,385</b></del> | <del><b>\$2,479,854</b></del>  |
|                                     |                           | <b><u>\$22,031,018</u></b>     | <b><u>\$29,586,385</u></b>     | <b><u>\$1,869,854</u></b>      |

### Capital Budget

| FUND                                   | USE OF<br>FUND<br>BALANCE  | ESTIMATED<br>REVENUE        | APPROP                      | ADDITION<br>TO FUND<br>BALANCE |
|--|----------------------------|-----------------------------|-----------------------------|--------------------------------|
| Impact Fees                            | \$4,919,197                | \$0                         | \$4,919,197                 | \$0                            |
| SEPA Mitigation Fund                   | 112,680                    | 0                           | 112,680                     | 0                              |
| Park & Recreation Sidewalk Utility Tax | 0                          | 2,886,667                   | 1,578,581                   | 1,308,086                      |
| Transportation Benefit District        | 416,985                    | 1,585,000                   | 2,001,985                   | 0                              |
| Real Estate Excise Tax                 | 3,698,002                  | 3,104,507                   | 6,802,509                   | 0                              |
| Capital Improvements Fund              | 2,418,095                  | 50,000                      | 2,468,095                   | 0                              |
| Home Fund Capital                      | 3,281,139                  | 7,315,000                   | 10,596,139                  | 0                              |
| Transportation Capital Improvement     | 482,214                    | 27,909,221                  | 28,391,435                  | 0                              |
| General Facilities Capital             | 2,048,847                  | 2,111,185                   | 4,160,032                   | 0                              |
| Parks Capital Improvement Fund         | 1,728,516                  | 8,893,648                   | 10,622,164                  | 0                              |
| Drinking Water Capital Improvement     | 8,386,421                  | 4,317,536                   | 12,703,957                  | 0                              |
| Wastewater Capital Improvement         | 6,869,510                  | 908,284                     | 7,777,794                   | 0                              |
| Water Resources Capital Improvement    | 1,497,000                  | 613,000                     | 2,110,000                   | 0                              |
| Stormwater and Surface Water Capital   | 2,690,777                  | 1,524,356                   | 4,215,133                   | 0                              |
| <b>Total Capital Budget</b>            | <b>\$38,549,383</b>        | <b>\$61,218,404</b>         | <b>\$98,459,701</b>         | <b>\$1,308,086</b>             |
|  |                            |                             |                             |                                |
| <b>Total City Budget</b>               | <b><u>\$65,101,268</u></b> | <b><u>\$271,859,123</u></b> | <b><u>\$332,455,125</u></b> | <b><u>\$4,505,266</u></b>      |
|  | <b><u>\$65,686,141</u></b> | <b><u>\$271,987,123</u></b> | <b><u>\$333,835,125</u></b> | <b><u>\$3,838,139</u></b>      |

**Section 6. Severability.** The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

**Section 7. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 8. Effective Date.** This Ordinance shall take effect July 17, 2024.

\_\_\_\_\_  
MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Amending Chapter 3.16 of the Olympia Municipal Code for Consistency with State Law Related to Contracts

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 4.K  
**File Number:**24-0573

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

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#### **Title**

Approval of an Ordinance Amending Chapter 3.16 of the Olympia Municipal Code for Consistency with State Law Related to Contracts

#### **Recommended Action**

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

Not referred to a committee

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

Move to approve an ordinance amending Chapter 3.16 of the Olympia Municipal Code for consistency with State law related to contracts.

#### **Report**

##### **Issue:**

Whether to approve an ordinance amending Chapter 3.16 of the Olympia Municipal Code for consistency with State law related to contracts.

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

Sean Krier, City Clerk, 360.753.8110

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

None - Consent Calendar Item.

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

The Washington State Legislature passed a bill that addresses local government procurement. The bill impacts Chapter 3.16 of the Olympia Municipal Code which governs contracts. The proposed code revisions align with the updates made by the State Legislature.

Below is a summary of the changes:

- Small works roster bid threshold limit increased to \$350,000.
- Removal of public works procurement processes which are no longer permitted by state law.

- Reduced the required size of payment and performance bonds for public works projects from 100% of the contract amount to no less than 25% of the contract amount. Large performance bonds can be a prohibitively expensive upfront cost that prevents small businesses from bidding on public works projects.
- Minor edits to improve readability.

If approved by the City Council, these changes will go into effect on July 30, 2024.

**Climate Analysis:**

This item does not have any climate impacts.

**Equity Analysis:**

Reducing the required size of performance bonds will make it easier for small businesses to bid on small public works projects.

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

There are no known community interest related to this Ordinance.

**Financial Impact:**

This item does not have a financial impact.

**Options:**

1. Approve the ordinance amending Chapter 3.16 of the Olympia Municipal Code - Contracts.
2. Direct staff to modify the ordinance amending Chapter 3.16 of the Olympia Municipal Code - Contracts based on Council feedback.
3. Do not approve the ordinance amending Chapter 3.16 of the Olympia Municipal Code - Contracts.

**Attachments:**

Ordinance

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON AMENDING CHAPTER 3.16 OF THE OLYMPIA MUNICIPAL CODE, UPDATING IT FOR CONSISTENCY WITH STATE LAW**

**WHEREAS**, City staff review the Olympia Municipal Code for clarity to ensure accuracy and accessibility through plain language; and

**WHEREAS**, the organizational structure of City staff has been updated and requires Olympia Municipal Code (OMC) amendments that reflect the new staffing structure; and

**WHEREAS**, City staff reviews processes and procedures to identify and evaluate opportunities for greater efficiency and cost-savings; and

**WHEREAS**, the State legislature updated RCW 39.04.151, RCW 39.04.152, and RCW 39.04.155 changing certain requirements in public works procurement that must be updated in the Olympia Municipal Code;

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

**Section 1. Amendment of OMC Chapter 3.16.** Olympia Municipal Code Chapter 3.16 is hereby amended to read as follows:

Chapter 3.16  
CONTRACTS

3.16.000 Chapter Contents

Sections:

- [3.16.010](#) Purpose.
- [3.16.020](#) City Council Approval.
- [3.16.030](#) City Manager Approval.
- [3.16.040](#) City Manager Authorized to Delegate Certain Execution Authority.
- [3.16.050](#) City Manager Authority--Rules and Regulations for Contracting.
- [3.16.055](#) Documents to be Filed with the City Clerk.
  
- [3.16.060](#) Small Works Roster Established.
- [3.16.070](#) Method of Establishment of Small Works Roster.
- [3.16.080](#) Procedure for Utilization of Small Works Roster.
- [3.16.090](#) Posting of Small Works Roster Awards.
- [3.16.100](#) Public Works Construction Contracts--Change Order Level of Authority.
- ~~[3.16.110](#)~~ ~~Level of Funding Required for Project Award.~~
- [3.16.120](#) Public Works Construction Contracts -- Bond Reduction.

### **3.16.010 Purpose**

The purpose of this chapter is to establish a uniform practice for approval and execution of City of Olympia contracts, ensure City Council review of important and legally required contracts and other legal instruments, provide for efficient, streamlined preparation and execution of other contracts not requiring Council review, while also ensuring accountability by limiting the number of individuals authorized to execute contracts on the City's behalf. In addition, the purpose is to delegate to the City Manager authority to establish rules for competitive bidding where required by law and the acquisition of goods, services, and materials so long as such rules are with sound management practices and designed to secure the best quality for a fair price. The final purpose is to provide procedures for the creation and operation of a small works roster.

### **3.16.020 City Council Approval**

The following documents and instruments shall be presented to the City Council for approval prior to their execution by the City Manager:

A. Interlocal agreements: All contracts, agreements, memoranda of understanding, or other documents between the City of Olympia and any other governmental agency or agencies that are entered into pursuant to the supplemental authority for the City to contract in Chapter [39.34](#) RCW.

B. Instruments pertaining to real property: any contract, agreement, lease, easement, bill of sale, or other instrument pertaining to the City's use, disposition, conveyance, or acquisition of real property.

Exceptions:

(1) An acceptance by the City in its regulatory capacity of a dedication from a development is not subject to Council approval.

(2) Temporary construction licenses are not subject to Council approval.

(3) The City Manager is authorized to sign the following without further City Council approval: All instruments pertaining to the City's use, disposition, conveyance, or acquisition of real property by whatever method, provided that such transaction is associated with a capital improvement project that has been previously approved by Council.

C. Any contract, agreement, or other document with a cost over \$350,000.

### **3.16.030 City Manager Approval**

A. The City Manager or the City Manager's designee, is authorized to approve and execute on behalf of the City of Olympia any contract, agreement, or document not otherwise subject to OMC ~~Section [3.16.020](#) and cost up to, and including, \$350,000.~~

B. The City Manager or the City Manager's designee, is authorized to:

1. declare any public work an emergency, if it meets the criteria outlined under RCW [39.04.280](#). A written finding of the emergency must be filed with the City Clerk no later than two weeks following contractor award of such work.



2. make written policies governing the waiver of competitive bidding requirements, provided the purchase or project qualifies for waiver under RCW [39.04.280](#), or other state or local law. Immediately following contract award, the contract and the factual basis for the exemption from public bidding must be recorded and open for public inspection.

3. make a final decision to deem a contractor not-responsible and/or to reject bids for any public works project that falls within the City Manager's contract authority under this chapter.

### **3.16.040 City Manager Authorized to Delegate Certain Execution Authority**

The City Manager is authorized, but not required, to delegate to an Assistant City Manager or their designee; or a department director or their director's designee; the authority to approve and execute on behalf of the City of Olympia any contract, agreement or document not otherwise subject to OMC ~~Section~~ [3.16.020](#) and with an amount equal to or less than the amount delegated to the City Manager ~~of less than \$150,000.~~

### **3.16.050 City Manager Authority--Rules and Regulations for Contracting**

The City Manager is authorized to establish written rules and regulations for the construction/acquisition of public works, and the procurement of goods, services, and materials by the City. Such rules and regulations shall be governed by sound management practices designed to secure the best quality at a fair price and comply with applicable state and federal laws and regulations. As such rules and regulations are established, copies shall be sent to the City Council; provided, however, that inadvertent failure to send such rules and regulations to the City Council shall not be grounds to invalidate any action by the City Manager or the City Manager's designee which is otherwise lawful. The City Manager is authorized to revise the rules and regulations from time to time as circumstances change or as the City Manager may, in the City Manager's discretion, deem appropriate.

### **3.16.055 Documents to be Filed with the City Clerk**

One (1) original of any document governed by OMC ~~Sections~~ [3.16.020](#) through [3.16.040](#) shall be filed with the City Clerk; provided, however, that failure to so file any such document shall not invalidate or excuse performance of any obligations contained therein.

### **Small Works Roster Established**

The City Engineer or the City Engineer's designee (collectively hereafter Engineer) is authorized and directed to establish a City construction contractor's small works rosters comprised of all contractors who request to be on the rosters and who are, where required by law, properly licensed or registered and bonded to perform contracting work in the State of Washington.

### **3.16.070 Method of Establishment of Small Works Roster**

~~The small works roster shall be established by either or both of the following:~~

~~A. —The Engineer may advertise for consultants in a newspaper of general circulation in order to update the small works roster. The Engineer shall add to the rosters those contractors who respond to the advertisement and request to be included on the rosters. In order to be included on the roster, contractors shall supply information as required by the Engineer.~~

B.—The City of Olympia may establish the small works roster through contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for City use those statewide electronic databases for small public works rosters developed and maintained by MRSC. At least once per year, on behalf of the City, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

### **3.16.080 Procedure for Utilization of Small Works Roster**

A. The small works roster may be utilized, in lieu of advertising or requesting formal bids, as follows:

1. Whenever the City seeks to construct any public work project ~~in which~~, the total estimated cost ~~of which~~, including costs of materials, supplies, labor, and equipment is within the threshold defined in RCW 39.04.152(1), \$350,000 or less or such other amounts as may be authorized by the law.
2. When the small works roster is utilized, the City shall invite written or electronic proposals from all appropriate contractors on the appropriate small works roster. The City Engineer shall establish procedures for securing telephone, written, or electronic quotations.
3. The invitation to the contractor on the small works roster shall include an estimate of the scope and nature of the work to be performed, materials and equipment to be furnished, and time required for completion. However, detailed plans and specifications need not be included in the invitation. This subsection does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.
4. When awarding a contract for work under the small works roster, the City shall award the contract to the contractor submitting the lowest responsive, responsible ~~proposal~~bid; provided, however, that the City reserves its right under applicable law to reject any or all ~~proposals~~bids, and to waive procedural irregularities.
5. A contract awarded from a small works roster under this section need not be advertised.
6. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by at least one of the following: telephone or electronic request.

~~B.—In lieu of awarding contracts under Subsection (A) of this section, the City may award a contract for work, construction, alteration, repair, or improvement project estimated to cost less than fifty thousand (\$50,000) dollars or such other amounts as may be authorized by law, using the limited public works process provided under this subsection. Public works projects awarded under this subsection are exempt from the other requirements of the small works roster process provided under subsection (A) of this section and are exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.~~

~~For limited public works projects, the City shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster and shall award the contract to the lowest responsive, responsible bidder; provided, however, that the City may reject a quotation or waive procedural irregularities in a quotation and proceed to award. After an award is made, the quotations shall be open to public inspection~~

and available by electronic request. The City must equitably distribute opportunities for limited public works projects among contractors willing to perform in the geographic area of the work. The City shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded. The City may waive the payment and performance bond requirements of chapter 39.08 RCW and may waive the retainage requirements of RCW 60.28.011(1)(a), thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materials suppliers, suppliers, and taxes, increases, and penalties imposed under Titles 50, 51, and 82 RCW that may be due from the contractor for the limited public works project, however the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

~~CB.~~ The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process or limited public works process.

~~D.~~ The City may use the limited public works process to solicit and award small works roster contracts to minibusinesses and microbusinesses as defined under RCW 39.26.010 that are registered contractors.

### **3.16.090 Posting of Small Works Roster Awards**

When the City utilizes the small works roster procedure as established in OMC Section 3.16.080 to award contract for public works projects, the City shall post a list of the contracts awarded under OMC Section 3.16.080. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed, and the date of the award, and shall be posted on the City's electronic web page.

### **3.16.100 Public Works Construction Contracts--Change Order Level of Authority**

The City Manager or the City Manager's designee is authorized to approve change orders with a cumulative total of \$350,000 or less for any project. Council approval is required for cumulative change orders totaling over \$350,000 for a project, except when such approval is deemed "urgent" by the City Manager. An "urgent" change order is defined as one where delay in implementation could cause environmental or property damage or endanger public safety, as determined by the City Manager. An "urgent" determination may also be made when delays are estimated to cost the City of Olympia \$1,000 or more per day.

### **3.16.110 Level of Funding Required for Project Award**

~~No Public Works contract award will be made on projects bid via the formal bidding process (construction in excess of \$350,000) unless funds in the amount of at least 110 percent of the bid are available. Similarly, no contract award will be made on projects bid via the Small Works roster bidding process (construction \$350,000 or less) unless funds in the amount of at least 115 percent of the bid are available.~~

### **3.16.120 Public Works Construction Contracts - Bond Reduction**

As authorized by RCW 39.08.030(1)(a), the City may, at its option, reduce the amount of a performance bond to not less than 25 percent of the total contract amount for public works contracts.

**Section 2. 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 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

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

**Section 5. Effective Date.** This Ordinance shall take effect on August 30, 2024.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**



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DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of the Community Oversight of Law Enforcement Recommendations

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 6.A  
**File Number:** 24-0579

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

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#### Title

Approval of the Community Oversight of Law Enforcement Recommendations

#### Recommended Action

##### Committee Recommendation:

The Social Justice and Equity Commission recommends approval of the Community Oversight of Law Enforcement recommendations.

##### City Manager Recommendation:

Move to approve the Community Oversight of Law Enforcement recommendations.

#### Report

##### Issue:

Whether to approve the Community Oversight of Law Enforcement recommendations.

##### Staff Contact:

Stacey Ray, Interim Assistant City Manager, 360.753.8046

##### Presenters:

Stacey Ray, Interim Assistant City Manager  
Chrissy Carroll, Community Work Group Member  
Olivia Hickerson, Community Work Group Member  
Mark Hodgson, Chair, Social Justice & Equity Commission  
Robin Rosen-Evans, Vice-Chair, Social Justice & Equity Commission

#### Background and Analysis

In November 2021, The City Council accepted a recommendation by a Founding Member Work Group to establish a new Social Justice & Equity Commission. The final recommendation was informed by listening sessions with historically marginalized and underrepresented community members. In addition to an overall mission and scope of work for the Commission, the work group also recommended that the City establish a separate board or commission to oversee complaints specifically related to policing.

In December 2022, the Olympia City Council also accepted a set of recommendations from a

community work group on how to reimagine public safety for the City of Olympia. To develop those recommendations, the work group listened extensively to the community over the course of a year, and then developed strategies and actions that reflected the needs and desires of a diversity of residents. One of the strategies they identified was to expand the community's role in the City's public safety system.

The City Council asked that the newly formed Social Justice & Equity Commission (Commission) include in their 2023 work plan development of a recommendation for City Council's consideration on community involvement in law enforcement. The purpose being to ensure the Olympia Police Department is transparent and accountable; fostering confidence and trust through processes that are accessible to all; complaint and use of force investigations that are impartial, thorough, and without bias; and policies, practices, and training that are continuously being improved.

In May 2023, the Commission launched a process to develop recommendations in collaboration with a community member work group and Olympia Police Department (OPD) officers. The goal being to ensure the final recommendations are representative of a diversity of lived experiences, perspectives, and professional expertise, and reflect the community's values and needs.

In the first phase of the process, a Commission subcommittee, the community work group members, and OPD participants each worked independently to:

1. Learn how community members are currently involved in law enforcement;
2. Learn about current systems for oversight and accountability;
3. Identify values to be reflected in the final recommendation; and
4. Identify priorities and draft concepts for community involvement and oversight

In the second phase, participants from all three groups came together for two large group work sessions to develop a set of recommendations for community involvement in and oversight of law enforcement. Throughout the process, the recommendations were informed by agreed upon values, recognized attributes of successful oversight models, extensive research, and intentional outreach, including:

- Shared values amongst the participant groups;
- Nationally recognized best practices in civilian oversight;
- Continuous input from OPD, community member work group, and the Commission;
- Research, including interviews with staff, on other communities with systems of community involvement and oversight;
- Interviews with City staff and current Community Use of Force Board members;
- Input from City Councilmembers;
- Comments from community members; and
- Responses to an *Engage Olympia* community survey.

On March 11, the Commission subcommittee met with the Police Auditor and Police Chief to pilot a conversation about the Auditor's draft 2023 End of Year Report. The Commission's and staff takeaways from that experience also informed the draft recommendations.

On April 22, the Social Justice and Equity Commission unanimously approved a set of recommendations and implementation considerations to present to the City Council Community Livability & Public Safety Committee on May 22. Following their discussion with Commissioners,

Committee members unanimously approved discussing the recommendations with the full City Council at a Study Session on June 11.

The purpose of this agenda item is for the Commission to present to the City Council for approval a set of recommendations on community involvement in policing, including a complimentary set of implementation considerations.

**Climate Analysis:**

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

**Equity Analysis:**

Enhancing Olympia's community involvement and oversight in policing was identified as a need through the process to establish the Social Justice & Equity Commission and highlighted as a priority in the Reimagining Public Safety Recommendations. The co-design process used to develop the recommendations was led by the Social Justice & Equity Commission and intentionally designed to be inclusive of community members with a diversity of lived experiences and perspectives, including marginalized community members and those who have been impacted by policing. The resulting recommendations center equity, including by addressing systems change, reducing barriers and enhancing accessibility, improving transparency and proactive communication, advancing data collection and data-driven decision-making, and creating greater opportunity for community involvement.

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

Community groups, those most impacted by policing, and underrepresented community groups have requested more community involvement in policing with a goal of building trust and legitimacy in the City's public safety system. Meeting summaries, survey results, and other documentation from the process have continually been made available on *Engage Olympia* to support community members following and engaging in the process.

**Financial Impact:**

The estimated cost for this project is \$90,250 and was appropriated in the 2023 operating budget.

**Options:**

1. Approve the recommendations for community involvement and oversight in policing.
2. Don't approve the recommendations for community involvement and oversight in policing.
3. Don't approve the recommendations and return them to the Social Justice & Equity Commission for further development.

**Attachments:**

Draft Recommendations  
Implementation Considerations  
[Hyperlink to Engage Olympia](#)

## Social Justice & Equity Commission Recommendations for Community Involvement and Oversight

Last Revised: 4/23/24

### Proposed Enhancements to the City of Olympia's Police Oversight Hybrid Model

- I. Overall Purpose: Build trust and legitimacy in the City of Olympia's public safety system by enhancing and maintaining the community's role to ensure police accountability and transparency.

### Civilian Police Auditor

- II. Civilian Police Auditor - The purpose of the Civilian Police Auditor (Police Auditor) is to ensure OPD accountability and transparency by:
  - Auditing the misconduct complaint and reportable use of force investigation systems of the Olympia Police Department (OPD);
  - Making recommendations for operational, training, or policy changes related to observations during the auditing process or where OPD potentially is not aligned with best practices;
  - Assessing whether OPD Police Officers interact with the Olympia community in a socially just and equitable manner through auditing misconduct complaint and reportable use of force investigations; and,
  - Engaging with the Olympia community about policing, police oversight, and related community concerns.
- A. **Powers and Duties**
  - 1) Alleged Misconduct Complaints
    - (a) The Police Auditor is empowered to receive a complaint of alleged misconduct directly submitted to them and shall expeditiously refer it to OPD with a recommendation as to how it should be handled for investigation. If OPD does not follow the Police Auditor's recommendation, OPD shall provide a written explanation to the Police Auditor within a minimum of five (5) days of making the decision.
    - (b) The Police Auditor shall review all complaints received by the Office of Professional Standards to ensure all allegations appropriate to the complaint are included for investigation and/or whether the complaint is appropriate for investigation by the Office of Professional Standards, and to determine if there are other issues of immediate concern. When referring a complaint to the Police Auditor for review, the Office of Professional Standards shall include all related, accessible information, such as complainant and witness statements, police incident reports, photographs or Body Worn Camera footage, or other evidence available at the time of the referral. If the Police



Auditor has not addressed the complaint within a minimum of five (5) days of receipt, the Office of Professional Standards may proceed to begin investigating the complaint without input from the Police Auditor. This does not prevent the Department from taking immediate administrative action where appropriate per OPD policies.

- (c) The Police Auditor shall review all investigations, after they are completed to audit how they have been resolved, to ensure appropriate allegations were included for each complaint, and to identify any issues or trends related to the investigations reviewed or complaint investigation process to address through recommendations for operational, training, or policy changes.
- (d) In reviewing completed complaint investigations, the Police Auditor shall determine if each investigation meets the standard of being complete, thorough, fair, and timely.
- (e) The Police Auditor shall make a written request to the OPD Chief of Police for further investigation if the Police Auditor concludes that further work is needed for a complaint investigation to meet the established standard. The Chief of Police may respond to such requests from the Police Auditor either by providing the additional investigation or by providing the Police Auditor with a written explanation indicating the reasons why further investigation is not being conducted. The City Manager shall be provided with a copy of the written response in all cases where the Chief of Police elects not to conduct the additional investigation requested by the Police Auditor.
- (f) The Police Auditor shall regularly share with the Community Board an overview of misconduct complaint investigations audited, and any recommendations for operational, training, or policy changes made to OPD, so Board members can learn, ask questions, share concerns, and provide the community's perspective regarding the recommendations.

2) Use of Force

- (a) The Police Auditor shall audit all OPD reportable use of force incidents to determine if each use of force reported was consistent with applicable OPD policy and to identify any issues or trends related to use of force to address through recommendations for operational, training, or policy changes.
- (b) In reviewing reportable use of force incidents, the Police Auditor shall determine if each use of force report considered meets the standard of being completed and reviewed by OPD in accordance with applicable OPD policy and is respectful of the civil rights of all individuals involved.
- (c) The Police Auditor shall regularly share with the Community Board all use of force incident reports audited, and any recommendations for operational, training, or policy changes made to OPD, so Board members can learn, ask questions, and share concerns, and provide the community's perspective regarding the recommendations.

- 3) Operational, Policy, and Training Recommendations for Olympia Police Department
  - (a) The Police Auditor can make recommendations for operational, training, or policy changes related to their routine audit of misconduct complaint investigations, reportable uses of force, and the internal investigation process, or when the Police Auditor identifies instances when OPD potentially is not aligned with best practices.
  - (b) The Police Auditor, on an annual basis, will be provided a list of all OPD policy and training topics where review and potential changes are anticipated for the upcoming year and can indicate to OPD which topics appear relevant to their auditing of complaint, use of force, and internal investigation processes, or topics of particular concern for the community, so as to be given the opportunity to review and provide comment on specific changes before they are finalized by OPD. The Police Auditor also will receive notice and be provided an opportunity to review and provide comment regarding any policy or training topic that was not on the annual list provided to the Police Auditor, but that OPD decides to review for potential changes during the pending year.
- 4) Community Engagement
  - (a) The Police Auditor shall implement alternative ways to communicate about the auditing function and information concerning misconduct complaint investigations, use of force, and investigation processes that have been audited, with a goal of fostering widespread understanding of the Police Auditor's work, Olympia's police oversight system, and ways community members can get involved.
  - (b) The Police Auditor, in collaboration with members of the Community Board and in coordination with OPD, shall engage with the community through routine public meetings and outreach events.

**B. Recruitment, Selection, and Qualifications of the Police Auditor**

- 1) The Police Auditor shall be selected by the City Council, with involvement from the Community Board in the recruitment and selection process.
- 2) The Police Auditor shall have significant legal, investigative, criminal justice, civil rights, law enforcement oversight, labor law, auditing, monitoring, and/or prosecutorial experience. While not required, it is preferred that the Police Auditor have a JD degree and a demonstrated ability to audit and evaluate misconduct and/or use of force investigations, to assess complex aggregate data for patterns and trends, and to recommend systemic improvements to police policies and practices. The Police Auditor shall not have been formerly employed by the Olympia Police Department as a commissioned officer, and shall also have the following additional qualifications and characteristics:
  - (a) A reputation for integrity and professionalism, and the ability to maintain a high standard of integrity and professionalism in meeting their Police Auditor duties;

- (b) A commitment to the need for and responsibilities of law enforcement, including enforcement, community caretaking, and the need to protect the constitutional rights of all affected parties;
  - (c) A commitment to the statements of purpose and policies provided for the City of Olympia's Police Oversight Model, the Police Auditor, and the Community Board;
  - (d) A history of successful leadership experience;
  - (e) The ability to relate, communicate orally and in writing, and engage effectively with all who have a stake in policing, including, but not limited to, the general public, complainants, members of marginalized communities, Olympia Police Department commissioned and civilian employees, City Council Members, representatives of the City Manager's Office, other City personnel, and Community Board Members;
  - (f) An appreciation for the City of Olympia's ethnic and socioeconomic diversity and experience working with and valuing the perspectives of diverse groups and individuals; and,
  - (g) The ability to carry out the Police auditor duties in a manner that reflects sound judgement, independence, fairness, and objectivity in an environment where controversy is common.
- 3) The Police Auditor is subject to a background investigation.
  - 4) The Police Auditor shall protect from disclosure confidential, non-public Olympia Police Department files and records to which the Police Auditor has been provided access. Police Auditor written or oral reports shall not contain identifying information about anyone involved in any Olympia Police Department matter to which they are given access, except as specifically provided by law or policy.
  - 5) The Police Auditor may be retained under a professional services contract or as an employee of the City of Olympia, under conditions and for compensation determined appropriate by the City Council.
  - 6) The City Manager's Office shall confer with the Police Auditor when they are initially retained and, thereafter, on at least an annual basis to identify potential training and networking opportunities the Police Auditor will pursue to enhance their professional development, including anti-bias training, Olympia-based immersive experiences, and learning opportunities outside of the region. The Auditor will be responsible for their own professional development expenses.

**C. Where the Police Auditor Fits in the Organization/Reporting Structure**

- 1) The Police Auditor shall report to City Council and serves in an advisory capacity.
- 2) At a minimum, the Police Auditor shall submit monthly activity reports, a midyear report, and an annual report, filing the mid-year and annual reports with the City Council, with copies provided to the Community Board, City Manager, and Chief of Police. Copies of the monthly activity report shall be

provided to the Community Board, City Manager's Office, and posted on the City's website.

- 3) Prior to finalizing and filing their mid-year or annual report with City Council, the Police Auditor shall provide a draft of the report to the Community Board. The draft report shall be provided to the Community Board at least seven (7) days prior to the mid-year or annual meeting to be held between the Police Auditor and Community Board, during which Community Board members can ask questions and provide input to the Police Auditor concerning the report.
- 4) At all times, the Police Auditor shall be totally independent and their findings, requests for further investigations, recommendations, and reports shall reflect the views of the Police Auditor alone. No person shall attempt to influence or undermine the independence of the Police Auditor in performance of their duties and responsibilities.
- 5) While the Police Auditor shall be totally independent, the Police Auditor's responsibilities can best be accomplished through open communication and a collaborative relationship with the OPD, which will support an expeditious, objective, and independent analysis and timely reports to the Community Board, City Manager's Office, and the City Council, and which ultimately enhances transparency and accountability of the OPD.
- 6) The Police Auditor should exercise discretion in favor of recusing themselves from review of any OPD use of force incident, misconduct complaint investigation, or other matter that might reasonably be expected to create a conflict or the appearance of a conflict of interest. Recusal should occur when there exists any financial or personal interest, direct or indirect, that is incompatible with the discharge of the Police Auditor's duties, or might reasonably be expected to impair the Police Auditor's objectivity and independence of judgment in the exercise of their official duties.
- 7) City Council shall identify a Police Auditor Pro Tempore in any circumstance when the Police Auditor recuses themselves from review of a matter due to an actual or apparent conflict of interest or for a specified period of time, not to exceed three (3) months, if the Police Auditor is unavailable to fulfill their duties for any reason.

**D. The Police Auditor's Relationship to the Community Board**

- 1) The Police Auditor shall develop an annual work plan, to include prioritizing the specific OPD policies, training, and other issues of interest the Police Auditor intends to review, which shall be reviewed by the Community Board for input.
- 2) The Police Auditor shall meet with the Community Board, at a minimum, once per quarter, to summarize the misconduct complaint and reportable use of force investigations audited and any recommendations, and for Community Board Members to ask questions and share any concerns. Based on such input, the Auditor can subsequently adjust their mid-year or annual written report prior to filing the report with City Council.

## Community Board

### III. Community Board - The purpose of the Community Board is to ensure OPD accountability and transparency by:

- Monitoring independent investigations of use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW 9A.16.040;
- Participating on OPD Use of Force Review Boards convened to evaluate whether force was used lawfully, appropriately, and is consistent with training and policy;
- Assisting with the recruitment and selection of the Police Auditor;
- Advising the Police Auditor regarding their annual work plan;
- Assessing whether the Police Auditor met expectations regarding interactions with the Community Board;
- Providing feedback to the Police Auditor on their draft use of force and misconduct complaint investigation audit reports and providing the community's perspective regarding recommendations for operational, training, or policy changes; and,
- Collaborating with the Police Auditor on community engagement about policing, police oversight, and related community concerns.

#### A. Powers and Duties

##### 1) Use of Force

- (a) Two Community Board Members will be selected by the Olympia Police Department (OPD) to serve as Community Representatives on the Capital Metro Independent Investigation Team (CMIIT) when CMIIT investigates an OPD officer-involved use of deadly force incident that results in death, substantial bodily harm, or great bodily harm or an in-custody death, per the Law Enforcement Training and Community Safety Act (LETSCA). OPD will establish a process for selection of the Community Representatives at the time service is needed and provide their information to the CMIIT Commander for notice and activation of their role. Community Representatives selected for participation on a CMIIT are required to have credible ties to the impacted community.
- (b) The CMIIT Standard Operating Procedures (SOP) and Guidelines for Officer-Involved Deadly Force Incidents (Updated January 2023) shall apply when Community Board members serve as CMIIT Community Representatives. As specified in the SOP, Community Representatives shall:
  - 1. Participate directly in the vetting, interviewing, and/or selection of Independent Investigation Team (IIT) investigators.
  - 2. Review conflict of interest statements from IIT investigators, which are to be submitted within 72 hours of the commencement of each investigation by the investigators.

3. Be present at the briefings with the involved agency (or agencies) Command staff.
  4. Have access to the investigation file when it is completed.
  5. Be provided a copy of all press releases and communication to the media prior to release.
  6. Review notification of equipment use of the involved agency.
  7. Sign a binding confidentiality agreement at the beginning of each police use of deadly force investigation that remains in effect until the investigation is complete and referred to the conflict Prosecutor.
  8. If the confidentiality agreement is violated, the Community Representative may be subject to removal from the CMIIT.
  9. Service Commitment: This is a voluntary commitment, and there are no requirements for the length or duration that a member wishes to serve in this role. The CMIIT Commander who establishes the list may remove a subject at his/her choosing. It would be recommended that a non-law enforcement member who is currently activated not be removed until after the completion of the CMIIT investigation. However, a Commander can remove an individual anytime they deem necessary and/or appropriate.
- (c) OPD shall Increase the number of Community Board representatives on OPD's internal Use of Force Review Board from one (1) to two (2) people. As members of a Use of Force Review Board, Community Board representatives shall have the same authority and responsibility as other Use of Force Board members, as outlined in Policy 301, OPD's Operations Policy Manual.
- 2) Alleged Misconduct Complaints
- (a) The Community Board will regularly meet with the Police Auditor to receive an overview of misconduct complaint investigations audited, and any recommendations for operational, training, or policy changes made to OPD, so Board members can learn, ask questions, and share concerns.
  - (b) Community Board Members shall not advise on or undertake the review of allegations and investigations related to the actions of individual police officers, including alleged misconduct complaints and uses of force, except as specifically authorized (i.e., participating on a CMIIT use of force investigation or on an OPD Use of Force Review Board).
- 3) Policy and Training Recommendations for the Olympia Police Department
- (a) The Community Board can advise OPD on matters of policy, training, outreach, and education, as requested by OPD.

- (b) The Community Board shall provide input to the Police Auditor regarding their annual work plan and priorities for reviewing specific operational, policy, or training issues.
- (c) The Community Board shall provide the community perspective regarding operational, training, or policy changes recommended by the Police Auditor in their audit reports.

**B. Recruitment and Selection**

- 1) The Community Board shall be comprised of seven (7) members.
- 2) The Community Board shall be recruited and appointed from a broad diversity of candidates.
- 3) The City of Olympia shall develop a broad communications and outreach plan to recruit individuals for the Community Board.
- 4) Community Board Members shall reside or work in the City of Olympia at the time of their appointment or reappointment. Community Board Members shall not have worked for the Olympia Police Department as a commission or civilian employee within twenty (20) years of their appointment. In addition, Community Board Members shall have no other prior relationship with the Olympia Police Department that might create actual or perceived bias for or against the Department of Olympia Police Officers. Candidates for the Community Board shall be required to disclose prior employment, contracts, and affiliations with the Olympia Police Department.
- 5) Community Board Members shall be representative of the City of Olympia's diverse population, drawn from different socio-economic backgrounds and racial and ethnic groups, including immigrant/refugee communities, and from the LGBTQ+, youth, faith, business, and other communities reflecting the overall demographics of Olympia. Consideration should be given to selecting Community Board members who speak English as a second language, have experience with living unhoused, or who have personal or professional experience with mental health challenges or substance use disorders.
- 6) All Community Board members shall have the following qualifications and characteristics:
  - (a) A reputation for integrity and professionalism;
  - (b) A commitment to the need for and responsibilities of law enforcement, including enforcement, community caretaking, and the need to protect the constitutional rights of all affected parties;
  - (c) A commitment to the statements of purpose and policies provided for the City of Olympia's Police Oversight Model, the Police Auditor, and the Community Board.

- (d) The ability to relate, communicate orally and in writing, and engage effectively with all who have a stake in policing, including, but not limited to, the general public, complainants, members of marginalized communities, Olympic Police Department commissioned and civilian employees, City Council Members, representatives of the City Manager's Office, other City of Olympia personnel, the Police Auditor, and other members of the Community Board.
  - (e) An appreciation for the City of Olympia's ethnic and socioeconomic diversity and experience working with and valuing the perspectives of diverse groups and individuals; and,
  - (f) The ability to exercise sound judgement, independence, fairness, and objectivity in an environment where controversy is common.
- 7) Candidates for appointment as Community Board Members are subject to a background investigation. Community Board Members who participate on CMIIT teams investigating certain uses of force must meet other qualifications, as outlined above under II.A.(1)b).
  - 8) Community Board Members shall protect from disclosure confidential, non-public Olympia Police Department files and records to which they have been provided access. Community Board written or oral reports shall not contain identifying information about anyone involved in any Olympia Police Department matter to which they are given access, except as specifically provided by law or policy.
  - 9) The City of Olympia shall consider whether compensation in the form of a stipend for Community Board Members is permissible. In deliberating about the provision of a stipend to Community Board Members, consideration should be given to providing a higher level stipend to those who participate on a CMIT investigation or OPD internal Use of Force Review Board, in recognition of the significant time commitment involved with these activities.
  - 10) Community Board Members shall be eligible to serve a maximum of two (2) three (3)-year consecutive terms. All terms shall be staggered, such that no more than three (3) members' terms expire in any given year. If a member is appointed prior to the expiration of the term of the member's predecessor, the member may complete that term and then be reappointed to serve up to two (2) three (3)-year terms.
  - 11) The term of appointment of any Community Board Member who has been absent from three (3) consecutive regular or special meetings, or who has missed more than one third (1/3) of Community Board meetings in a twelvemonth period, shall automatically terminate. The City Council may remove members by a majority vote of the Council.

**C. Onboarding and Training**

- 1) Community Board Members will participate in onboarding, initial training, and on-going training. Training for Community Board Members will cover topics to include (but not be limited to) legal and OPD policy requirements for the use of



force, reportable use of force investigations and review; OPD training on use of force tactics and tools; the role of critical decision-making, community care taking, de-escalation, duty to warn, and other considerations regarding use of force; OPD's police misconduct complaint investigation process and factors to consider in evaluating relevant evidence and whether an investigation is complete, thorough, fair, and timely; biased policing, implicit bias, and racial profiling; and procedural justice principles.

- 2) Community Board Members shall participate in a minimum of one (1) ride-along within the first six (6) months of their appointment and attend the Olympia Police Department's Community Academy within one (1) year of their appointment, class schedules permitting.

**D. Where Community Board Fits in the Organization/Reporting Structure**

- 1) The Community Board shall report to City Council and serves in an advisory capacity.
- 2) Community Board Members should exercise discretion in favor of recusing themselves from consideration of any OPD use of force incident or other matter that might reasonably be expected to create a conflict or the appearance of a conflict of interest. Recusal should occur when there exists any financial or personal interest, direct or indirect, that is incompatible with the discharge of a Community Board Member's duties, or might reasonably be expected to impair the Community Board Member's objectivity and independence of judgment in the exercise of their official duties.

**E. The Community Board's Relationship to the Police Auditor**

- 1) The Community Board shall be involved through City Council in the recruitment and selection of the Police Auditor.
- 2) The Community Board shall advise the Police Auditor regarding their annual work plan and assess whether the Police Auditor met expectations regarding their interactions with the Community Board.
- 3) The Community Board shall meet in person with the Police Auditor, at a minimum, once per quarter, providing an opportunity for the Auditor to summarize their misconduct complaint investigation and use of force investigations audit and recommendations, and for Community Board Members to ask questions, share any concerns, and provide the community perspective regarding recommended operational, training, or policy changes. The Auditor can subsequently adjust their written report, as needed, prior to finalizing and filing their audit report with City Council.
- 4) The Community Board can request that the Police Auditor provide an in-depth review of one completed use of force investigation per quarter, though time and other resources permitting, the Community Board and Police Auditor can mutually agree that the Police Auditor review more than one completed use of force investigation per quarter with the Community Board. Such investigation reviews shall include the opportunity during regular quarterly meetings for

Community Board Members to access relevant evidence collected during the investigation, with the only redactions being those required by law or policy. If the Community Board does not make a request for an in-depth review of a specific completed investigation, the Police Auditor shall select a use of force investigation to review with the Community Board. The duty to observe confidentiality regarding the Olympia Police Department's files and records shall apply to the investigation review process.

- 5) The Community Board shall collaborate with the Police Auditor on community engagement and support the Police Auditor's community engagement efforts to help facilitate communication between the community and OPD, increase public understanding of OPD policies and practices, and provide input on OPD policies and training that reflect community values and resource priorities.

### **Communications with the Community to Enhance Accountability and Transparency**

- A. OPD shall create a dashboard to track OPD's response to each recommendation made by the Police Auditor, indicating whether the recommendation will be implemented and, if so, when implementation is expected and the steps involved, or indicating the recommendation will not be implemented, with an explanation as to why not.
- B. OPD shall seek input from the Community Board as to the types of data OPD should prioritize making available to the public and to the Police Auditor.
- C. OPD shall include information on Olympia's police oversight system and opportunities for community involvement in OPD in the Community Academy curriculum.
- D. OPD continues to provide anti-bias and implicit bias training and seek opportunities to become a part of and build trust with the communities they serve by meeting with residents, taking part in immersive experiences, and learning about their cultures and needs.
- E. OPD shall consider ways to enhance the involvement of community members on OPD hiring, promotion, and selection panels to encourage broader community representation and involvement from stakeholders with applicable experiences, perspectives, and expertise.
- F. OPD shall ensure that the Police Auditor and Community Board have access to information necessary for fulfilling their expanded duties and responsibilities.
- G. OPD shall consider how to activate the option available under current OPD policy to mediate a misconduct complaint and, where appropriate, use other approaches to foster early complaint resolution, such as sharing Body-worn Camera footage of the underlying incident with the complainant.
- H. OPD shall consider whether there are ways to improve communications regarding the investigation of uses of force that are of particular concern to the community, including final investigative or charging outcomes.
- I. OPD shall consider the pursuit of a change in state and/or local law to set a specific timeline for the prosecutorial decision whether to criminally charge an officer following

an independent investigation of a use of force involving substantial harm or great bodily harm.

**Regular Assessment (Measures of Success)**

- A. Within one (1) year of City Council's adoption of the final recommendations made by the Social Justice and Equity Commission regarding police oversight in Olympia, assess and report out to the community the implementation status of all such recommendations.
- B. At least once per year, assess whether the Police Auditor and Community Board are meeting the specific duties, responsibilities, and standards of review as mandated under the Olympic Municipal Code and as amended following City Council's consideration of the final recommendations made by the Social Justice and Equity Commission regarding police oversight in Olympia.



## Implementation Considerations

Listed below are topics that have been raised in the comments and questions involving how the recommendations, if approved, would be put into practice by the City. While these items are not included in the policy-level recommendations, they are noted here to reflect what was heard from process participants and inform City staff of what to consider as specific procedures are being developed.

### Transition to and Regular Assessment of a New System:

- Identify a timeline for recruiting the Police Auditor and Board members following City Council acceptance of the recommendations.
- Identify what the near-term, intermediate-term, and long-term projected results/effects of the oversight system, how the system will be assessed and who will be responsible for overseeing the annual assessment.

### Community Board:

- Conduct ongoing recruitment to maintain seven active members.
- When recruiting for Board members, clearly communicate what can disqualify someone from meeting the necessary standards and background check for participation as a Board member.
- Be clear about the expected time commitment for serving as a Community Board member.
- Identify and communicate how community members can directly engage with the Community Board and Police Auditor.
- Outline procedures for how the regular (quarterly) meetings between the Police Auditor and Community Board would be held and facilitated, including:
  - How and when the Board receives information in advance of the regular meetings with the Auditor.
  - How cases of interest are selected and shared with the Board as learning opportunities.
- Identify how desired and required trainings will be determined for Board members, including when and how they will be offered for existing and newly appointed members.
- Define the process for when and how a Community Board member would recuse themselves.
- Articulate the relationship between the Social Justice & Equity Commission and the Community Board. An example includes whether the Community Board has a member designated from the Commission, and whether the two bodies maintain ongoing communication.



### Civilian Police Auditor:

- In the Request for Proposal (RFP) process, consider how to recruit and discern candidates who is committed to continuing education and training and has current training, experience in, and/or an appreciation for understanding implicit bias, racial profiling, the lived experiences and perspectives of marginalized groups, and procedural justice principles.
- Explore a four-year term for the Auditor's contract, including annual reviews to determine if the Auditor is accomplishing their work plan, and meeting the expectations for their relationship with the Community Board, City Council, the City Manager's Office, and OPD.
- Include in the Auditor's responsibilities a commitment to continuing education that is in alignment with the Community Board so as to help foster a shared basis of understanding and common language for collaborating.
- Consider broadening training from only classroom-based to immersive and shared experiential opportunities with local community members.
- Identify how desired and required trainings will be determined for the Auditor.
- Clearly articulate and communicate the ways in which community members can engage directly with the Community Board and Police Auditor.
- Outline specifically the Community Board's roles and responsibilities in working with City Council in recruitment and selection of the Police Auditor.
- Identify methods by which to make the Police Auditor's reporting process more transparent.
- Identify how cases of interest are jointly selected and shared with the Board as learning opportunities.
- Outline a process for the Auditor to receive complaints and then transfer to OPD for investigation.
- Identify specific procedures for utilizing a secondary Auditor as needed, for example, if the lead Auditor needs to recuse themselves, is unavailable, or otherwise can't fulfill the full scope of their duties.
- Define the process for when and how the Police Auditor would recuse themselves.

### Olympia Police Department:

- Develop a public facing dashboard or other mechanism for tracking recommendations received from the Police Auditor, whether the recommendation will be implemented, a timeline for recommendations to be implemented, an explanation as to why any recommendation was rejected.
- Clarify ways that the Department's community engagement team can collaborate with the



Police Auditor and Community Board to facilitate community outreach and education.

- Outline specifically the process steps for involving Community Representatives on CMIIT investigations and/or internal Use of Force Boards.
- Ensure follow-up for community members who participate in hiring, promotion, and selection panels.
- Be committed to continuing education in and outside the region so as to learn from a broader set of experiences, expertise, and perspectives.
- Include immersive and experiential opportunities as ways of learning about community cultures and needs.
- Be committed to sharing our model for community involvement and oversight, and what we are learning through the development and implementation phases with other communities.
- Collect and share data on founded complaints (and other metrics to be identified) that can help later in assessing the effectiveness of the system.

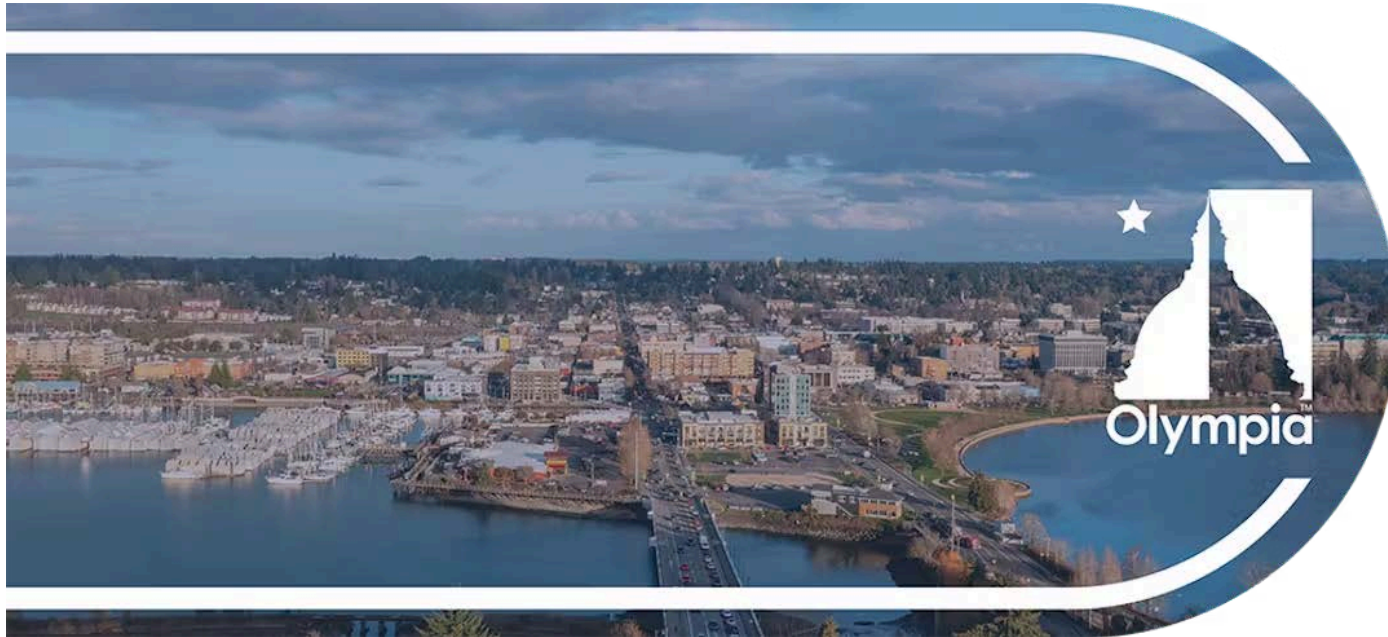
#### Communication & Education:

- Ensure the Auditor and their work is visible, transparent, and accessible to the general public, and that they are understood to be independent from OPD in their auditing, receiving of complaints, and issuing findings and recommendations.
- Clearly articulate roles and responsibilities for communicating with the community, including for the Auditor, dedicated staff in the City Manager's Office, Board members, and OPD, and identify when that communication is better served independently or collaboratively.
- Conduct proactive outreach and follow-up with justice system-impacted individuals to ensure they know about and can readily access methods by which to, if needed, file complaints or voice concerns.
- Consider one site for all police oversight related information.
- Develop a glossary of terminology used regarding Olympia's police oversight system and processes.





# Community Oversight of Law Enforcement



## What's happening?

At their May 22 meeting, the City Council's Community Livability and Public Safety (CLPS) Committee unanimously approved the recommendations, which were discussed at a City Council study session on June 11. The Council will consider and take formal action on the recommendations at the July 9 regular business meeting.



## About the project

The City of Olympia's Social Justice and Equity Commission is exploring models for community involvement and oversight for the Olympia Police Department to recommend to the City Council. The Commission will identify opportunities to improve policies, practices, and training to enhance transparency and accountability.

To accomplish this goal, members of the Commission, members of the community, and members of the Olympia Police Department are working together, bringing a diversity of lived experiences and professional expertise to the process, and collaborate to develop a recommendation that reflects our community's values and needs.

In the first phase of the process, each group worked independently to:

- Learn how community members are currently involved in law enforcement;
- Learn about current systems for oversight and accountability;
- Identify values they feel need to be reflected in their recommendation; and
- Identify priorities and draft concepts for community involvement and guidance.

In the second phase, participants from all three groups are coming together to develop one draft recommendation. They are collecting input from community members on the draft through a survey, and then work together to finalize a recommendation.

In the last phase, the Social Justice and Equity Commission will bring forward a final recommendation to the City Council Community Livability and Public Safety Committee, then to the City Council for consideration and final approval.

## Why are we doing this?

In December 2022, the Olympia City Council accepted a set of recommendations from a community work group on how to reimagine public safety for the City of Olympia. To develop those recommendations, the work group listened extensively to our community over the course of a year, and then developed strategies

and actions that reflected the needs and desires of a diversity of our residents. One of the strategies they identified was to expand the community's role in the City's public safety system.

Unlike other communities across the nation, this process is not being driven by a federal or state requirement, but instead, is a continuation of the Olympia Police Department's long history of embracing changes that enhance public trust, transparency, and accountability, and inspire greater community confidence in the Department.

## How is this work being done?

This process involves three different work groups that come together in the second and third phases of the process to collaborate on developing a recommendation on how community members are involved with and offer guidance to law enforcement.

### **Community Participants**

The Community Participants are a group of ten community members with varying experiences with law enforcement who bring to the process a diversity of lived experiences and perspectives.

### **Olympia Police Department Participants**

The OPD Participants include officers and staff from different divisions and levels of leadership within the department who bring to the process law enforcement expertise and lived experience.

### **Social Justice and Equity Commission Subcommittee Participants**

A subcommittee of the Social Justice and Equity Commission will serve as Participants on behalf of the Commission, bringing an equity perspective to the process, contributing professional and lived expertise, and being charged with developing the final recommendation to be forwarded to the City Council for consideration.

## How to get involved

### **Stay informed**

Community members are invited to follow the process by reviewing meeting summaries and presentation materials, which will be shared after each group meeting.

You can also attend [Social Justice and Equity Commission meetings](#).

NEWS FEED

IDEAS

SURVEY

## CLPS forwards recommendations to City Council for discussion

24 May 2024



At the Community Livability and Public Safety (CLPS) Committee meeting on May 22, the Committee voted to forward the recommendations to the City Council for discussion, which the Council will do at their June 11 meeting.

[View the announcement](#)

## Summary: Large Group Session #2

24 Apr 2024



Members of the Community Participants, Social Justice & Equity Commission, and Olympia Police Department gathered on Saturday, April 13, to discuss and provide input on a set of draft recommendations for community involvement and oversight.

- [View meeting summary](#)
- [View presentation slides](#)
- [View draft recommendations](#)



## Social Justice & Equity Commission Approves Draft Recommendations

23 Apr 2024



At their meeting on Monday, April 22, Social Justice & Equity Commissioners approved a set of draft recommendations and implementation considerations for community involvement and oversight of law enforcement. The Commission will meet next with the City Council Community Livability & Public Safety Committee on Wednesday, May 22.

- [View the draft recommendations](#)
- [View implementation considerations](#)

## Community Survey Analysis

28 Mar 2024



The community survey was available on Engage Olympia from February 16 to March 12, 2024. The survey received a total of 69 responses (plus one test response). [View the Community Survey Analysis](#) for more information on the trends that emerged.

## Summary: Large Group Work Session #1

13 Feb 2024



Members of the Community Participants, Social Justice & Equity Commission, and Olympia Police Department gathered on Saturday, January 27, to discuss and provide input on a set of draft recommendations for community involvement and oversight.

- [View meeting summary](#)
- [View presentation slides](#)
- [View draft recommendations](#)





## Community Oversight of Law Enforcement: Staff and Consultant Responses to Participant Questions

27 Dec 2023



Community member and Commission participants in this process have asked staff to respond to questions to help them better understand the Olympia Police Department, existing system of community involvement and oversight, and any other areas of interest that could help inform the recommendations.

- [View the Q&A](#)

*Page last updated: 18 Jun 2024, 09:44 AM*

### Who's Listening

#### Stacey Ray

Director of Strategic Planning & Performance  
City of Olympia

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



### Project timeline



**2023**

The three co-design groups will meet independently between now and the end of the year.



**January 2024**

Representatives from the groups will participate in a large group work session.



**February 2024**

Community members are invited to share input on draft recommendations through a survey on Engage Olympia.

**March & April 2024**

The Social Justice & Equity Commission will prepare to deliver a recommendation to the City Council.

**April 2024**

Representatives from the groups will participate in another large group work session.

**May 2024**

The Social Justice & Equity Commission will deliver a recommendation the City Council Community Livability & Public Safety Committee.

**June 2024**

the Social Justice & Equity Commission will deliver a final recommendation to the City Council for consideration.

**Meeting summaries**

[April 13, 2024 - Large Group Work Session #2 \(1.09 MB\) \(pdf\)](#)



[March 11, 2024: Social Justice and Equity Subcommittee Meeting \(1.7 MB\) \(pdf\)](#)

-  Jan. 27, 2024: Large Group Work Session #1 (1.26 MB) (pdf)
-  April 22, 2024: Social Justice and Equity Commission Meeting (704 KB) (pdf)
-  Dec. 6, 2023: Community Participants Meeting (1010 KB) (pdf)
-  Oct. 16, 2023: Social Justice and Equity Subcommittee Meeting (510 KB) (pdf)
-  Jan. 4, 2024: OPD Participants Meeting (1.25 MB) (pdf)
-  Dec. 18, 2023: Social Justice and Equity Subcommittee Meeting (1.13 MB) (pdf)
-  Dec. 12, 2023: OPD Participants Meeting (1.1 MB) (pdf)
-  Nov. 20, 2023: Social Justice and Equity Subcommittee Meeting (1.81 MB) (pdf)
-  Nov. 15, 2023: Community Participants Meeting (994 KB) (pdf)
-  Nov. 2, 2023: Community Participants Meeting (811 KB) (pdf)
-  Oct. 14, 2023: Community Participants Meeting (2.45 MB) (pdf)
-  Sept. 25, 2023: Social Justice and Equity Subcommittee Meeting (1.9 MB) (pdf)

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## City Council

### Approval of an Ordinance Harmonizing Olympia Municipal Code with the Missing Middle Housing Ordinance

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 6.B  
**File Number:** 24-0544

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

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#### **Title**

Approval of an Ordinance Harmonizing Olympia Municipal Code with the Missing Middle Housing Ordinance

#### **Recommended Action**

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

Not referred to a committee.

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

Move to approve an Ordinance harmonizing the Olympia Municipal Code with the Missing Middle Housing Ordinance (# 7160).

#### **Report**

##### **Issue:**

Whether to approve an Ordinance harmonizing the Olympia Municipal Code with the Missing Middle Housing Ordinance (# 7160).

##### **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:**

On November 13, 2018, the Olympia City Council passed its "Missing Middle" infill housing ordinance, which was primarily designed to increase the variety of housing types allowed in low density residential zoning districts. The ordinance was appealed to the Growth Management Hearings Board (GMHB), which ultimately invalidated the ordinance in July of 2019. The case continued before Superior Court and the Court of Appeals, where the City eventually prevailed. In June of 2023, the Court Appeals reversed the Board's order and remanded it for dismissal. The GMHB dismissed the case on November 9, 2023. This means that the Missing Middle Housing Ordinance is once again valid and in effect.

However, during the time the Missing Middle Housing Ordinance (Ordinance 7160) was invalidated, the City took multiple actions to update Title 18, Unified Development Code. Several of these subsequent actions amend the same sections of code that were amended by the Missing Middle ordinance. Perhaps the most significant of which was the Housing Options Code Amendments (Ordinance 7267 adopted on December 15, 2020), which also increased the variety of housing types allowed in residential zones. Other revisions are also applicable, such as those associated with the Parking and Loading (OMC 18.38) and Administration (OMC 18.70) Chapters of Title 18.

There is a process, although rarely needed, to consolidate these varying ordinances together. This is referred to as a “harmonization” ordinance. To harmonize these regulations, the City Council reviews the ordinance in question (the Missing Middle Housing Ordinance) against the existing municipal code language, which includes all subsequent text amendments to the code sections in question. Through the harmonization process, the governing body then selects the language that prevails.

To help identify the differences between the Missing Middle Housing Ordinance #7160 and the Olympia Municipal Code as amended since Ordinance 7160 was invalidated, a Harmonization Report was prepared. It compares conflicting code sections, summarizes the difference between the two versions, and recommends which version to use going forward. That report was then used to develop the ordinance before City Council presently.

Since all of these code amendments have gone through their own public processes for development and review, the City Council has the discretion to select which language to use. This is helpful because the City currently has, for some code sections, more than one set of regulations in effect which are not the same. These regulations may be fairly similar or can be different enough to warrant fixing the code as soon as possible to provide clear requirements. The harmonization process will settle those inconsistencies that currently exist.

### Grant

In October 2023, the City of Olympia was awarded a grant for \$75,000 from the Washington State Department of Commerce. The purpose of the grant is to fund work to support the adoption of policies and codes and the implementation of other measures specific to HB 1110, specifically related to middle housing issues.

A grant contract was formally signed by both parties in February of 2024. There are two primary work products associated with the grant. The first is to complete the process to “harmonize” the City’s Missing Middle Housing Ordinance with the Olympia Municipal Code (described above).

The second is to address the new middle housing requirements adopted into state law with the passage of House Bill 1110. This includes provisions to allow more than one residential unit per lot in some instances and to allow “unit lot subdivisions”, a type of subdivision for which our code is completely silent. The work will also be done in a way that is consistent with and helps to implement other new statutes, such as those related to Accessory Dwelling Units and Design Review. This second phase of the work is set to begin in July 2024.

It is anticipated that there will likely be instances where the outcome of the harmonization work will be amended by the work in Phase 2. This is because of the specificity of the new requirements, which were not necessarily considered in 2017 and 2018, when the City’s middle housing work began; or in 2021, when the Housing Option Code Amendments were adopted. These additional changes to

Growth Management Act (GMA) were made in 2022, 2023, and 2024 and will need to be addressed.

The code amendments do not have to be adopted by June of 2025, but public hearing drafts are due by June 15, 2025, under the terms of the grant. The second phase of the work will include public outreach and participation, as those provisions will be new and not previously considered or adopted through a public process.

**Climate Analysis:**

The Climate Framework Analysis will be prepared for the second phase of the work, which will begin in July.

**Equity Analysis:**

The Equity Framework Analysis will be prepared for the second phase of the work, which will begin in July.

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

Middle housing issues have been controversial in Olympia. There will be continued outreach and opportunity to review and comment on draft code amendments associated with the second phase of this work. Part of the effort will include educating the public and staff members on the new requirements so that comments can help shape the implementation measures that are most appropriate for our community.

**Financial Impact:**

This work is supported by a \$75,000 middle housing grant from Growth Management Services of the Washington State Department of Commerce.

**Options:**

1. Adopt the Harmonization Ordinance, as proposed.
2. Adopt the Harmonization Ordinance, with specific modifications.
3. Do not adopt the Harmonization Ordinance.

**Attachments:**

Ordinance  
Harmonization Report  
Middle Housing Webpage

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING TITLE 18, UNIFIED DEVELOPMENT CODE, OF THE OLYMPIA MUNICIPAL CODE, RELATED TO HOUSING, AND INTEGRATING AND HARMONIZING ORDINANCE NO. 7160 INTO TITLE 18 OF THE OLYMPIA MUNICIPAL CODE**

**WHEREAS**, the City of Olympia Comprehensive Plan update, adopted in December 2014, identified a need to accommodate 20,000 new residents by the year 2035; and

**WHEREAS**, the City of Olympia Comprehensive Plan establishes that population growth will be accommodated within the City's existing Urban Growth Area (UGA) to avoid sprawl through encroachment into designated rural or resource lands located beyond the UGA boundary; and

**WHEREAS**, the City of Olympia Comprehensive Plan identifies the need for infill residential development in existing neighborhoods by allowing for a broader variety of housing types that would be compatible with existing neighborhoods in the areas designated as Low Density Neighborhoods; and

**WHEREAS**, the Comprehensive Plan identifies multiple ways in which the City of Olympia will accommodate future growth, including through future development of the three high density neighborhood overlay areas and through residential infill in existing neighborhoods. The Plan does not identify a particular order in which to address these needs; and

**WHEREAS**, the Olympia City Council adopted Ordinance No. 7160 on November 13, 2018, to provide additional infill housing opportunities to serve a portion of the population growth currently anticipated by and analyzed in the City's adopted Comprehensive Plan; and

**WHEREAS**, Ordinance No. 7160 was appealed to the Western Washington Growth Management Hearings Board (WWGMHB), which issued a Final Decision and Order on July 12, 2019, which declared the ordinance invalid; and

**WHEREAS**, the City appealed the WWGMHB Final Decision and Order to Thurston County Superior Court, which reversed the WWGMHB's decision and vacated the Final Decision and Order; and

**WHEREAS**, the Superior Court's decision was further appealed to Division One of the Washington State Court of Appeals, which upheld the Superior Court's order on June 26, 2023; and

**WHEREAS**, upon remand the WWBMGH dismissed the case on November 9, 2023, allowing Ordinance No. 7160 to become effective; and

**WHEREAS**, during the pendency of legal appeals of Ordinance No. 7160, the Washington State Growth Management Act was amended several times by the Washington State Legislature to encourage, and in some cases mandate, cities to adopt ordinances permitting a broader variety of housing types in neighborhoods that had been previously restricted to more limited forms of housing such as single-family homes (codified primarily in RCW 36.70A.600 - .699); and

**WHEREAS**, to implement the provisions of RCW 36.70A.600 - .699, the Olympia City Council adopted Ordinance No. 7267 amending Title 18 of the Olympia Municipal Code (OMC) on December 15, 2020, and subsequently adopted several additional ordinances amending Title 18 OMC; and

**WHEREAS**, City staff has compared the provisions of Ordinance No. 7160 to those subsequently adopted ordinances and found that there is a need to integrate and harmonize the ordinances to provide for clear and consistent implementation of their provisions; and

**WHEREAS**, the proposed amendments in this ordinance will harmonize Ordinance No. 7160 with all subsequently adopted ordinances that address the need to provide for infill residential in the Low Density Neighborhoods; and

**WHEREAS**, the City of Olympia has maintained a webpage and issued periodic electronic newsletters and e-mails since 2017 as a means of providing information and updates to the public on the infill housing projects that resulted in the adoption of Ordinance Nos. 7160 and 7267, that was accessible at the public's convenience; and

**WHEREAS**, on March 18, 2024, the proposed amendments in this ordinance 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. When Ordinance No. 7160 was under consideration, supportive comments were received from the Growth Management Services division of the Washington State Department of Commerce. No other state agencies provided comments during the 60-day comment period; and

**WHEREAS**, the proposed amendments integrate and harmonize amendments made in ordinances previously adopted by the Olympia City Council, and include only amendments from those previously adopted ordinances; and

**WHEREAS**, because the proposed amendments specifically include only amendments made in ordinances previously adopted by the Olympia City Council, the SEPA analyses and determinations conducted for those ordinances remain applicable. Further, the City SEPA Responsible Official has determined those previous environmental reviews are adequate under WAC 197-11-060(4) and additional review under the State Environmental Policy Act is not warranted; and

**WHEREAS**, because the proposed amendments specifically include only amendments made in ordinances previously adopted by the Olympia City Council, including Ordinance Nos. 7160 and 7267, the recitals included in those ordinances are also incorporated in this ordinance; and

**WHEREAS**, the City of Olympia will not issue approvals of subdivisions of land, land use review, or building permits unless the applicant can demonstrate compliance with all City requirements and standards. If that does not occur, such as if there is a specific infrastructure or physical constraint that would make development unfeasible for a particular parcel, City approvals will not be issued which satisfies the language in RCW 36.70A.600(1)(c); 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 18.70 OMC; and

**WHEREAS**, the Attorney General Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property (December 2006) was reviewed and used by the City in objectively evaluating the proposed development regulations amendments; 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 18.04.020. Olympia Municipal Code Subsection 18.04.020(B) is hereby amended to read as follows:**

OMC 18.04.020 – Purposes

B. The additional purposes of each individual residential district are as follows:

1. Residential - 1 Unit Per 5 Acres. This designation provides for low-density residential development in designated sensitive drainage basins in a manner that protects aquatic habitat from degradation.
2. Residential Low Impact (RLI). To accommodate some residential development within sensitive drainage basis at densities averaging from two ~~(2)~~ to four ~~(4)~~ units per acre, provided that the development configuration avoids stormwater and aquatic habitat impacts.
3. Residential - 4 Units per Acre (R-4 and R-4CB). To accommodate residential development in areas sensitive to stormwater runoff in a manner and at a density (up to four ~~(4)~~ units per acre) that avoids stormwater related problems (e.g., flooding and degradation of environmentally Critical Areas).
4. Residential 4-8 Units per Acre (R 4-8). To accommodate residential development at densities ranging from a minimum of four ~~(4)~~ units per acre to a maximum of eight ~~(8)~~ units per acre; to allow sufficient residential density to facilitate effective mass transit service; and to help maintain the character of established neighborhoods.
5. Residential 6-12 Units per Acre (R 6-12). To accommodate residential development, at densities between six ~~(6)~~ and twelve ~~(12)~~ units per acre, in locations with frequent mass transit service (existing or planned). ~~This includes areas along or near (e.g., within one-fourth (1/4) mile) arterial and major collector streets. Parcels located in the High Density Corridor Transition Area are allowed fourplex housing types.~~
6. Mixed Residential 7-13 Units per Acre (MR 7-13). To accommodate a compatible mixture of houses, duplexes, townhouses, and apartments in integrated developments with densities averaging between seven ~~(7)~~ and ~~thirteen~~ ~~(13)~~ units per acre; to provide a broad range of housing opportunities; to provide a variety of housing types and styles; and to provide for development with a density and configuration that facilitates effective and efficient mass transit service. This district generally consists of parcels along arterial or collector streets of sufficient size to enable development of a variety of housing types.
7. Mixed Residential 10-18 Units per Acre (MR 10-18). To accommodate a compatible mixture of single-family and multifamily dwellings in integrated developments close to major shopping and/or employment areas (at densities averaging between ten ~~(10)~~ and ~~eighteen~~ ~~(18)~~ units per acre); to provide a variety of housing types and styles; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; to provide opportunities for people to live close to work and shopping in order to reduce the number and length of automobile trips; and to enable provision of affordable housing.
8. Residential Multifamily - 18 Units per Acre (RM-18). To accommodate predominantly multifamily housing, at an average maximum density of ~~eighteen~~ ~~(18)~~ units per acre, along or near (e.g., one-fourth (1/4) mile) arterial or major collector streets where such development can be arranged and designed to be compatible with adjoining uses; to provide for development



with a density and configuration that facilitates effective and efficient mass transit service; and to enable provision of affordable housing.

9. Residential Multifamily - 24 Units per Acre (RM-24). To accommodate predominantly multifamily housing, at an average maximum density of ~~twenty-four (24)~~ units per acre, in locations close (e.g., one-fourth (1/4) mile) to major employment and/or shopping areas; to provide for development with a density and configuration that facilitates effective and efficient mass transit service; and to enable provision of affordable housing.
10. Residential Multifamily - High Rise (RMH). To accommodate multifamily housing in multistory structures near the State Capitol Campus; to provide opportunities for people to live close to work, shopping, services and a major mass transit hub; to create a desirable living environment for residents of the district; and to ensure that new high rise buildings incorporate features which reduce their perceived scale and allow sunlight to reach street level.
11. Residential Mixed Use (RMU). To accommodate attractive, high-density housing, pedestrian oriented commercial and mixed-use development which reinforces downtown's historic character; to provide for coordinated pedestrian amenities; to preserve viable downtown housing; to enable businesses to locate within walking distance of residences and offices; to provide a transition between commercial and residential districts; and to require new high rise buildings to incorporate features which reduce their perceived scale and allow sunlight to reach street level.
12. Urban Residential (UR). To accommodate multifamily housing in multistory structures in or near the State Capitol Campus; downtown, High Density Corridor, or other activity center areas; to provide opportunities for people to live close to work, shopping, and services; to help achieve City density goals, to create or maintain a desirable urban living environment for residents of the district; and to ensure that new urban residential buildings incorporate features which encourage walking and add interest to the urban environment.
13. Manufactured Housing Park (MHP). To accommodate mobile homes and manufactured housing in mobile/manufactured housing parks; to accommodate manufactured housing on individual lots; to accommodate single-family houses, duplexes and townhouses, at densities between five (5) and ~~twelve (12)~~ units per acre, in locations with frequent mass transit service (existing or planned). This includes areas along or near (e.g., within one-fourth (1/4)-mile) arterial and major collector streets.

**Section 2. Amendment of OMC 18.04.060(B). Olympia Municipal Code Subsection 18.04.060(B) is hereby amended to read as follows:**

**OMC 18.04.060 - Residential Districts' Use Standards**

**B. Accessory Structures**

Accessory structures are detached structures and are permitted in all residential districts subject to the following requirements:

1. Time of Establishment. Accessory structures shall not be built prior to commencing construction of the main building on the lot. However, lots may be created which contain an accessory structure (without an associated primary use) constructed prior to submission of the subdivision application.

2. Subordination to Primary Use. Accessory structures shall be clearly incidental and subordinate to the use of the lot (e.g., structures used for storage of personal property or the pursuit of hobbies) or used for agricultural purposes. In residential districts with a maximum density of twelve units or less per acre each accessory structure shall not exceed 800 square feet in size, except for:
  - a. structures accessory to an agricultural use which are located on a parcel one acre or larger in size.
  - b. garages and carports as described below in OMC 18.04.060(B)(3) below.
3. Detached garages and carports shall meet the following standards:
  - a. Shall not exceed a total of 1,200 square feet of floor space per dwelling unit, unless approved as a conditional use.
  - b. Must be designed so the appearance of the building remains consistent with the primary structure by addressing the following:
    - i. Similar materials and colors as the primary use;
    - ii. A roof type or pitch similar to the primary use;
  - c. Detached garages or carports exceeding 1,200 square feet per dwelling unit may be permitted as conditional uses in the districts specified in Table 4.01 provided that they will not be adverse to the public interest and are compatible with the surrounding neighborhood. The criteria for garages/carports outlined above in OMC 18.04.060(B)(3) and OMC 18.175.060 must be met. The approval authority shall establish a maximum size for garages receiving conditional use approval. See OMC 18.04.080.
4. See OMC 18.04.060(P)(4) regarding accessory structures in mobile home/manufactured home parks.

**Section 3. Amendment of OMC 18.04.060(F). Olympia Municipal Code Subsection 18.04.060(F) is hereby amended to read as follows:**

**F. CO-HOUSING.**

Co-housing developments are allowed in the districts specified in Table 4.01 and 6.01 subject to the following requirements:

1. Common Structure. The following provisions apply to co-housing developments in the residential districts listed in OMC 18.04.
  - a. Quantity, size, and use. Co-housing projects may contain any number of common structures; however, no more than two ~~(2)~~ common structures shall exceed ~~eight hundred (800)~~ square feet in size and none shall exceed ~~five thousand (5,000)~~ square feet in size. At least one ~~(1)~~ common structure shall contain a dining room and kitchen large enough to serve at least ~~fifty~~ 50 percent ~~(50%)~~ of the development's residents at a time based upon

occupancy of one (1) person per bedroom, and at least one (1) of the following: a children's day care center, mail boxes for a majority of the residents, recreational facilities (such as pool tables or exercise equipment), laundry facilities, or a meeting room available for the use of all residents.

- b. Location. Common structures may be located in all developable portions of the site (e.g., excluding critical areas and their associated buffers and required building setback areas). However, within ~~forty (40)~~ feet of the site's perimeter or a public street extending through the site, no more than two (2) common or accessory structures may be contiguous to one another (i.e., uninterrupted by a dwelling or a landscaped open space with no dimension less than ~~forty (40)~~ feet). This requirement does not apply to structures which would not be visible from the site's perimeter or through streets (e.g., due to topography or vegetation) or which adjoin undevelopable property (e.g., critical areas) which will separate proposed structures by at least ~~forty (40)~~ feet from existing and potential dwelling sites. In no case shall more than ~~fifty (50)~~ percent (50%) of any street frontage be occupied by common and/or accessory structures.
2. Business Uses. Co-housing developments may contain business uses allowed as home occupations (see Section [18.04.060-\(L\)](#)) in structures other than residential dwellings, subject to the conditions below:
  - a. The total building square footage devoted to business uses in the entire development shall not exceed the rate of ~~five hundred (500)~~ square feet per dwelling unit.
  - b. Business uses shall not occupy more than ~~fifty (50)~~ percent of a common building. The proportion of dwellings devoted to business uses shall comply with OMC [18.04.060-\(L\)](#), Home Occupations.
  - c. Structures containing a business which are visible from public rights-of-way adjoining the development shall give no outward appearance of a commercial use, other than one (1) sign mounted flush to the building in which the business is located. (See OMC [18.43](#), Signs.) No outdoor storage related to a business may be visible from public rights-of-way bordering the development.
  - d. Each business located in a co-housing development may employ a maximum of two (2) people who do not reside in the development. This limitation does not apply to seasonal agricultural employees.
  - e. Business uses shall not emit noise, pollutants, waste products, or create impacts which would pose a nuisance or health risk for the occupants of abutting properties.
3. Dwelling Units. Dwelling units in co-housing developments shall only be required to contain minimal kitchen facilities (e.g., a sink and stove or hot plate), consistent with the ~~Uniform~~ Building Code, provided that a common structure provides a fully equipped kitchen (e.g., containing a stove, refrigerator, and sink) and dining area available to all residents of the development.
4. Approval Process. Applications for co-housing projects shall be processed pursuant to OMC [18.56](#).
5. Common Areas. A note shall be added to the plat or site plan, as applicable, which establishes common areas and precludes their conversion to another use. (See OMC [18.100](#), Design Review, for applicable design guidelines.)

6. Platting.

- a. Dwellings in co-housing developments (as allowed in Table 4.01 or 6.01 for the applicable district) are not required to be located on individual lots.
- b. Perimeter setbacks. The minimum building setbacks for unplatted co-housing developments in the R-4, R 4-8, and R 6-12 districts are as follows:
  - i. Five ~~(5)~~ feet from the side property line of an adjoining parcel.
  - ii. ~~Twenty~~ (20)-feet from public rights-of-way and the rear property lines of adjoining parcels.

The setbacks required in Subsections a. and b. above may be reduced per OMC 18.04.080.H.2(H)(2) and 18.04.080.H.5(H)(5).

- c. Dwelling separation. Residential structures (i.e., houses, duplexes, and townhouse structures with up to four ~~(4)~~-units) in co-housing developments in an R-4, R 4-8, or R 6-12 district, which are not on individual lots, shall be separated by at least ten ~~(10)~~-feet along the site's perimeter and six ~~(6)~~-feet elsewhere. Dwellings on individual lots are subject to the applicable setback standards specified in Table 4.04 or 6.01.

(See OMC [18.100](#), Design Review, for applicable design guidelines.)

**Section 4. Amendment of OMC 18.04.060(H). Olympia Municipal Code Subsection 18.04.060(H) is hereby amended to read as follows:**

OMC 18.04.060 - Residential Districts' Use Standards

H. COTTAGE HOUSING.

Cottage housing developments shall comply with the following requirements:

1. Courtyard. The development shall contain a courtyard or usable landscaped area owned in common by the owners of the dwellings. (See ~~Section OMC 18.04.080(J)~~, Development Standards.)
2. Site Design. Dwelling units shall be located on at least two (2) sides of the courtyard or common area. (See also ~~Section OMC 18.175.100~~ Site Design: Cottage Housing.) A cottage may share a common wall with one other cottage.
3. Number of Units. The development shall include no less than four ~~(4)~~ and no more than ~~twelve (12)~~ dwelling units per courtyard.
4. Dwelling Size. The first story of dwellings in cottage developments, including any garage, shall not exceed ~~eight hundred (800)~~ 1,000 square feet in size. Two ~~(2)~~-story structures shall not exceed ~~one thousand six hundred (1600)~~-square feet in size. Dwelling size does not include the area of a private garage.
5. Parking. ~~At least 50% of on~~ On-site parking ~~shall~~ may be accommodated in a shared parking lot(s). (See ~~Chapter 18.38~~ OMC, Parking.)
6. Covenants. Covenants shall be recorded which establish common areas and preclude their conversion to another use.

7. Platting. Dwellings in cottage housing developments may, but are not required to, be located on individual lots.
8. Phasing. A proposed cottage housing development may be developed in phases. The project as a whole shall be portrayed on the site plan submitted for land use review, and proposed phases of development shall be shown on the same site plan. The site plan shall be reviewed in accordance with OMC Chapter 18.60 Land Use Review and Approval for compliance with all applicable requirements and standards. Each phase shown on an approved site plan shall individually receive review and approval for engineering, building and any other necessary permits in accordance with applicable standards and regulations. The site plan shall address the duration of each phase prior to land use or plat approval. The phasing plan shall not exceed five years, unless a development agreement specifying a longer time period has been approved and recorded in accordance with Chapter 18.53 OMC.

**Section 5. Amendment of OMC 18.04.060(O). Olympia Municipal Code Subsection 18.04.060(O) is hereby amended to read as follows:**

OMC 18.04.060 - Residential Districts' Use Standards

O. MANUFACTURED HOMES.

A manufactured home is allowed in all zoning districts that allow single family residences, if the home is a new, designated manufactured home (See OMC 18.02.180.D, Definitions), and meets the following criteria:

1. Was originally constructed with and now has a composition or wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch; and
2. Has exterior siding similar in appearance to siding materials commonly used on conventional site-built single family residences that are built pursuant to the applicable Building Code.

**Section 6. Amendment of OMC 18.04.060(E). Olympia Municipal Code Subsection 18.04.060(E) is hereby amended to read as follows:**

OMC 18.04.060 - Residential Districts' Use Standards

EE. GARAGE PLACEMENT AND WIDTH.

(Also see OMC chapter 18.100 OMC, Design Review, and OMC chapter 18.175 OMC, Infill and Other Residential.)

1. Applicability. The standards listed in Subsection 3 below apply only to:
  - a. Single-family dwellings on lots of less than five thousand (5,000) square feet in size;
  - b. Single-family dwellings on lots within the areas depicted by Figure 4-2a;
  - c. Duplexes;
  - d. Triplexes; and
  - e. Fourplexes;:-

f. Courtyard apartments; and

g. Cottage housing.

2. Exceptions. The dwellings listed in Subsection ~~1-a.1(a)~~ above are exempt when located on one of the following types of lots:
  - a. Lots fronting on private access lanes (see the City of Olympia Engineering Design and Development Standards as adopted in ~~OMC~~chapter 12.02 OMC) where the garage would not face a public street;
  - b. Flag lots (see ~~OMC~~chapter 18.02.180 OMC, Definitions, Lots);
  - c. Wedge-shaped lots (see ~~OMC~~chapter 18.02.180 OMC, Definitions, Lots); and
  - d. Lots with trees or topography which preclude compliance with the provisions of this Section, as determined by the approval authority.
3. Garage Standards.
  - a. Garages shall not protrude ahead of the dwelling's ground floor front facade more than:
    - i. Eight ~~(8)~~-feet on two ~~(2)~~-story dwellings (i.e., dwellings with habitable space above the ground floor); or
    - ii. Four ~~(4)~~-feet on single-story dwellings.

These requirements above (i. and ii.) do not apply to garages with doors which do not face the street (see OMC 18.175.060, Garage Design), or garages flush with the supporting posts of covered porches which span the remainder of the dwelling's front facade.

- b. Garage width shall not exceed the following percentage of the dwelling's front facade:
  - i. Two-story dwellings (containing habitable space above the ground floor): sixty ~~(60)~~ percent.
  - ii. Single-story dwellings: ~~fifty 50~~ percent ~~(50%)~~.

For purposes of the above measurements, garage width shall include the garage doors facing the street plus any required supporting panel. The dwelling's facade shall be measured in a straight line, parallel to the building face, between the outermost ends of the facade facing the street. See Figure 4-2b.

**Section 7. Amendment of OMC 18.04.060(HH). Olympia Municipal Code Subsection 18.04.060(HH) is hereby amended to read as follows:**

OMC 18.04.060 - Residential Districts' Use Standards

HH. DUPLEXES ON CORNER LOTS AND SINGLE ROOM OCCUPANCIES.

- A. Duplexes are allowed on all corner lots in all zoning districts that permit single-family residences provided the applicant can demonstrate compliance with other development standards, such as

setbacks, lot coverages, building height and number of stories, stormwater provisions, parking, and design review.

A-B. Single-room occupancies in the R 6-12 Zoning District are subject to the Infill and Other Residential Design Review provisions, chapter 18.175 OMC.

**Section 8. Amendment of OMC 18.04.080(A). Olympia Municipal Code Subsection 18.04.080(A) is hereby amended to read as follows:**

OMC 18.04.080 - Residential Districts Development Standards

A. Maximum Housing Densities.

1. Calculation of Maximum Density.

- a. The maximum housing densities specified in Table 4.04 are based on the total area of the entire site, including associated and/or previously dedicated right-of-way, but not including streams, wetlands, landslide hazard areas, "important habitat areas," and "important riparian areas" and land to be dedicated or sold for public parks, schools, or similar non-residential uses.
- b. Convalescent homes. Convalescent homes and nursing homes containing dwelling units which rely on shared cooking/dining facilities count as one dwelling unit for purposes of the maximum density calculation. Independent dwelling units (i.e., containing a bed, bathroom and a kitchen with a sink, stove, and refrigerator) in convalescent/nursing homes, however, are counted as individual dwelling units in the density calculation. The density for a site or parcel containing a convalescent/nursing home which is part of a larger project is calculated separately from other portions of the site under development (i.e., density may not be transferred from a site occupied by a nursing home to another portion of the development).

2. Mixed Residential and Multifamily Districts. The maximum housing densities shown in Table 4.04 refer to the maximum density of each project. Projects within multiple districts must conform with the density for the portion in each district.

3. Accessory Dwelling Units. Accessory dwelling units built on infill lots are not subject to the maximum density limits specified in Table 4.04. In addition, accessory units built on a maximum of 20 percent of a subdivision's lots prior to the time the primary unit on the lot is initially sold are not subject to the maximum density limitations.

4. Density Bonuses. The maximum housing densities identified in Table 4.04 may be increased and authorized by the Director or by the hearing examiner as noted below, provided, however, that in the R 4-8 District, TDRs must be obtained (see OMC [18.04.080\(A\)\(5\)](#)):

- a. Restoration of Critical Areas. At the request of the applicant, the Hearing Examiner may grant a density bonus of up to 20 percent for sites on which damaged or degraded wetlands or stream corridors (e.g., streams and stream banks within the outer limits of any required buffer) will be restored and maintained according to specifications approved by the City. A Request for this density bonus must accompany the land use application and is a Type III application pursuant to OMC [18.70.040](#), except as provided in OMC [18.04.080\(A\)\(4\)\(b-d\)](#). Prior to taking action on a request for this density bonus, the Hearing Examiner shall consider the public's comments, the expected public benefit that would be derived from such restoration, the probable net effect of the restoration, and the

increased density on the site, the relative cost of the restoration and the value of the increased density, and the potential impact of increased density on surrounding land uses, traffic, infrastructure, schools, and parks. The City may require the applicant to provide an estimate of the cost of the proposed restoration and other information as necessary to make this determination. This bonus does not apply to site features which were damaged in the course of a current project (e.g., under an active permit) or as a result of an illegal or intentional action by the current property owner or their representative.

- b. Cottage housing. Cottage housing projects receive a ~~20~~50 percent density bonus.
- c. Townhouses. Townhouses receive a 15 percent density bonus in the R 4-8 and R 6-12 districts.
- d. Low income housing. A density bonus is granted for low income housing (see Section [18.02.180](#), Definitions) at the rate of one additional housing unit allowed for each unit of low income housing provided, up to a maximum of a 20 percent bonus.

The applicant shall submit to the Department a document approved by the City Attorney stating that the low income housing which is the basis for the density bonus will remain for a period of at least 20 years from the date the final inspection is conducted by the Building Official. This document must be recorded, at the applicant's expense, at the Thurston County Auditor's Office as part of the chain of title of the affected parcels.

- 5. Transfer of Development Rights. Development Rights must be obtained from an eligible property owner in a Thurston County Transfer of Developments Rights (TDR) Sending Zone in order to develop above eight units per acre in an R 4-8 District. However, this requirement does not apply to density bonuses granted in accordance with OMC [18.04.080](#)(4). With one TDR credit, a density of nine units per acre can be achieved in the Residential 4-8 District.
- 6. City staff will review residential permitting in areas designated as Low Density Neighborhood in the adopted Comprehensive Plan Future Land Use Map on an annual basis to review the achieved density. If achieved density approaches or exceeds the density anticipated in the comprehensive plan, the City will make revisions as needed to maintain consistency between the Comprehensive Plan and development regulations.

**Section 9. Amendment of OMC 18.04.080(B). Olympia Municipal Code Subsection 18.04.080(B) is hereby amended to read as follows:**

**OMC 18.04.080 - Residential Districts Development Standards**

**B. Minimum Housing Densities**

- 1. Calculation of Minimum Density.
  - a. (Note: Table 5.05 in Section 18.05.) The total area of the entire site shall be included in the minimum density calculation except streams, wetlands, landslide hazard areas, floodplains, "important habitat areas," and "important riparian areas" and their associated buffers; tracts accommodating stormwater facilities required in compliance with the Drainage Manual tracts provided for trees pursuant to ~~the Tree Protection and Replacement Ordinance~~[chapter 16.60 OMC](#); existing, opened street rights-of-way; and land to be sold or dedicated to the public in fee (e.g., school sites and public parks, but not street rights-of-way to be dedicated as part of the proposed development).



- b. All dwelling units in convalescent homes/nursing homes and accessory dwelling units count toward the minimum density required for the site by Table 4.04.
2. Average Density. A housing project may contain a variety of housing densities (consistent with Table 4.04) provided that the average density for the entire development (e.g., all of the property subject to a single subdivision, site plan, or PRD approval) is neither less than the minimum density nor more than the maximum average density established for the applicable district in Table 4.04.
3. Allowance for Site Constraints. At the request of the applicant, the Director may reduce the minimum density required in Table 4.04, to the extent the Director deems warranted, to accommodate site constraints which make development at the required minimum density impractical or inconsistent with the purposes of this Article. Factors which may warrant a density reduction include poor soil drainage, the presence of springs, topography exceeding ~~twenty~~ (20)-percent slope, rock outcrops, sensitive aquifers used as a public water source or wellhead protection areas). As a condition of granting a density reduction, the applicant must demonstrate that the minimum density cannot be achieved by clustering the housing on the buildable portions of the site (see ~~Section OMC 18.04.080(F)~~). The Director may also authorize a reduction in the minimum density requirements, if necessary, to enable development of small (i.e., less than six ~~(6)~~ acres in size), oddly shaped, or partially developed parcels if the site's configuration or constraints (e.g., existing structures) preclude development at the minimum density specific in Table 4.04. Also see Subsection (E), Developments without Sewer Service, below.
4. Allowance for Transitional Housing and Mixed Residential Projects. The Director may reduce the minimum densities required by Table 4.04 to enable provision of lower density housing along the perimeter of multifamily housing projects, as required by Section [18.04.060\(14\)](#) or as necessary to accommodate the mix of housing types required by Section [18.04.060\(Q\)\(1\)](#).

**Section 10. Amendment of OMC 18.04.080(J). Olympia Municipal Code Subsection 18.04.080(J) is hereby amended to read as follows:**

OMC 15.04.020 – Definitions

**J. Private and Common Open Space.**

1. Development of Open Space. Open space (e.g., private yard areas and common open space) required by Table 4.04 shall be devoted to undisturbed native vegetation, landscaping (consistent with ~~Chapter 18.36 OMC~~, Landscaping and Screening), and/or outdoor recreational facilities. Driveways, loading areas, maneuvering space and parking lots shall not be considered open space. Required open space shall not be covered with impervious surfaces, except for stoops, porches, or balconies, walkways, tennis courts, swimming pools, or similar uses which require an impervious surface. Up to a five percent (5%) increase in impervious surface coverage may be allowed to accommodate such hard surfaced facilities. ~~Also see Chapter 16.60 Tree, Soil and Native Vegetation Protection and Replacement.~~
2. Cottage Housing Developments. Cottage housing developments shall provide open space as follows:
  - a. A minimum of ~~two hundred (200)~~ square feet of private, contiguous, usable, open space shall be provided adjacent to each dwelling unit. No dimension of this open space area shall be less than ~~ten (10)~~ feet provided that at least fifty percent (50%) of such open space may be combined with soil and vegetation protection areas standards.

- b. A minimum of ~~fifteen hundred (1,500)~~-square feet or ~~two hundred (200)~~-square feet per unit, whichever is more, shall be provided in common open space (i.e., available for the use of all residents of the development). This open space shall be contained in a contiguous area with no dimension less than ~~thirty (30)~~-feet. A substantial portion of such open space shall be sufficiently level (e.g., less than five percent ~~(5%)~~-slope) and well drained to enable active use in summer.
3. Mixed Density Districts. Parcels or sites accommodating multifamily housing (e.g., triplexes, fourplexes, and larger apartment buildings) in a MR 7-13 or MR 10-18 district shall contain at least ~~thirty 30 percent (30%)~~ open space. At least ~~fifty 50 percent (50%)~~ of such open space must be available for the common use of the residents of the multifamily housing. Such open space shall be developed consistent with Section [18.04.080\(J\)\(1\)](#) above. This open space requirement shall be reduced to ~~twenty 20 percent (20%)~~ if the multifamily housing adjoins a park, school or open space site of at least ~~ten thousand (10,000)~~ square feet in size. Impervious surface coverage limits specified in Table 4.04 shall be adjusted accordingly.
4. Manufactured or Mobile Home Parks. At least five hundred (500) square feet of common open space shall be provided per dwelling unit (see Section [18.04.060\(P\)\(8\)](#)). At least fifty percent (50%) of such open space shall comply with soil and vegetation protection area standards.
5. Residential - 4 Chambers Basin District. Required open space for stormwater dispersion may be provided in a common area or within each individual private lot of a development. All required drainage dispersal areas shall be protected from filling and grading and all other activities which would decrease the ability of such areas to disperse and infiltrate stormwater. Side yard setback areas shall be designed to disperse roof runoff to the maximum extent practical. To qualify as a "drainage dispersal tract" (required to create lots of less than one acre) such area shall be held in common or deeded to homeowners association and otherwise conform with the requirements of stormwater tracts as set forth in the Olympia Stormwater Drainage Manual.

**Section 11. Amendment of OMC 15.04.020(NN). Olympia Municipal Code Subsection 15.04.020(NN) is hereby amended to read as follows:**

NN. "Single Room Occupancy Dwelling" means a housing type consisting of one room, ~~often with~~ cooking facilities and with private or shared bathroom facilities and cooking facilities that are either in the room or shared.

**Section 12. Amendment of OMC 18.02.080(H). Olympia Municipal Code Subsection 18.02.080(H) is hereby amended to read as follows:**

OMC 18.02.080 - Interpretations

- H. Rounding of Quantities. Discrete physical measurements, including but not limited to, those not subject to fractional division, such as number of housing units or parking spaces, shall be rounded to the next higher whole number when the fraction is greater than .5, and to the next lower whole number when the fraction is equal to or less than .5, except as otherwise provided in this Development Code. When a density bonus is provided for certain housing types, such as townhouses and cottage developments, the density bonus is applied to the whole number, after rounding up. If rounding down, the fractional number will be used.

**Section 13. Amendment of OMC 18.02.180(B). Olympia Municipal Code Subsection 18.02.180(B) is hereby amended to read as follows:**

## OMC 18.02.180 – Definitions

### 18.02.180 B Specific

Building, Main. The principal building on a lot or building site designed or used to accommodate the primary use to which the premises is devoted. When more than one building on the premise is designed or used for the primary use, each such building is considered a main building. (See also 18.40.060.A.1 OMC)

### **Section 14. Amendment of OMC 18.02.180(D). Olympia Municipal Code Subsection 18.02.180(D) is hereby amended to read as follows:**

### 18.02.180 D Specific

Dwelling Unit. See definition for single-family. Various types of housing or human shelter, which are listed below and categorized by use.

- a. Dwelling, Conventional.
  - i. Accessory Dwelling Unit. A dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, sanitation and sleeping.
  - ii. Apartment. A dwelling within a structure designed and used for occupancy by three (3) or more individual persons or families living independently of each other. These structures include triplexes, fourplexes, and other multi-unit configurations.
  - iii. Boarding Home. Any home or institution, however named, which is advertised, announced or maintained for the express or implied purpose of providing board and domiciliary care to three or more aged persons not related by blood or marriage to the operator, under the provisions of Chapter [18.20](#) RCW. It may not include any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. (See also Dwelling, Assisted Living.)
  - iv. Co-Housing. Co-housing developments consist of two (2) or more dwelling units, one or more shared community structures (e.g., containing a meeting hall, dining hall/kitchen, community center, or day care) and perhaps a community garden, recreation area, or similar community oriented use.
  - v. Condominium. A development consisting of an undivided interest in common for a portion of a parcel coupled with a separate interest in space in a residential or commercial building on the parcel.
  - vi. Cottage Housing Development. Four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area(s). Any two units within a cottage housing development may be attached as a duplex.
  - vii. Courtyard Apartment. A dwelling within a structure or small detached structures on one parcel designed and used for occupancy by four (4) or more individual persons or families living independently of each other. The units are oriented around a shared open space courtyard from which all ground floor units have primary entrances facing.

- viii. Duplex. One (1) building containing two single-family dwelling units totally separated from each other by a one-hour fire wall or floor.
- ix. Guest House. Living quarters without kitchen facilities located on the same lot with a principal building and occupied for the sole use of members of the family, temporary guests, or persons permanently employed on the premises. (See also Accessory Dwelling Unit.)
- x. Manufactured Home. A single-family residence constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes and installed in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing and bearing the appropriate insignia indicating such compliance.
- ~~xi. Manufactured Home, Designated. A manufactured home constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes, and which meets the requirements of OMC 18.04.060(O).~~
- ~~xii. Manufactured Home, New. Any manufactured home required to be titled under Title 46 RCW, which has not been previously titled to a retail purchaser, and is not a "used mobile home" as defined in RCW 82.45.032(2).~~
- xiii. Mobile Home. A single-family residence transportable in one or more sections, built on a permanent chassis, designed to be used as a permanent dwelling and constructed before June 15, 1976.
- xiv. Modular Home. A structure constructed in a factory and installed in accordance with the applicable Building Code and bearing the appropriate insignia indicating such compliance. This definition includes "pre-fabricated," "panelized" and "factory built" units.
- xiiiv. Single-Family Dwelling. A single dwelling unit providing complete, independent living facilities for a family, including permanent provisions for living, sleeping, cooking and sanitation.
- xivi. Single-Room Occupancy. A ~~housing type building~~ consisting of dwellings of one room with cooking facilities and with shared bathroom facilities, and cooking facilities that are either in the room or shared. (See also Boarding Home, Lodging House and Bed and Breakfast.)
- xvii. Townhouse. A single-family dwelling unit which is part of a group of two or more such units separated by a completely independent structural wall (including utilities in separate walls), extending from the ground to the roof in accordance with the applicable Building Code and which has no doors, windows or other provisions for human passage or visibility through the wall. In certain zoning districts, such dwelling units are platted with common side and/or rear property lines between the structural walls. See Chapter [18.64](#).
- xviii. Triplex. One building containing three single-family dwelling units totally separated from each other by a one-hour fire wall or floor.
- ~~xviiiix. Fourplex. One building containing four single-family dwelling units totally separated from each other by a one-hour fire wall or floor.~~
- ~~xivx. Sixplex. One building containing six single-family dwelling units totally separated from each other by a one-hour fire wall or floor.~~

b. Dwelling, Transient.

- i. Bed and Breakfast. A dwelling for the purpose of providing lodging for travelers and guests for a period of less than two weeks for compensation and having at least one kitchen used to provide breakfast but no other meals. Such dwelling may have no more than five such guest rooms for persons other than the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guest rooms is a hotel.
- ii. Hotel. Any building containing six or more guest rooms where lodging, with or without meals, is provided for compensation, and where no provisions are made for cooking in any individual room or suite.
- iii. Lodging House. A dwelling having only one kitchen and used for the purpose of providing lodging, or lodging and meals, for compensation for no more than five persons other than the members of the immediate family of the operator occupying such dwelling. Any such dwelling having over five such guests is considered a hotel. (See also Boarding Home.)  
[NOTE: A lodging house allows for an unlimited stay, unlike a Bed and Breakfast which is limited to two weeks.]
- iv. Motel. Guest rooms or suites occupied on a transient basis often with most rooms gaining access from an exterior walkway. (See also Recreational Vehicle.)
- v. Short-Term Rental. A lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or a portion thereof, is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights. (This definition has the same meaning as RCW [64.37.010\(9\)](#)). (See also Short-Term Rental Operator).
- vi. Short-Term Rental – Homestay. A type of short-term rental wherein rooms are rented within a dwelling unit that is occupied by a property owner or long-term rental tenant residing in that dwelling unit.
- vii. Short-Term Rental – Vacation Rental. A type of short-term rental wherein an entire dwelling unit or portion thereof is rented and there is no property owner or long-term tenant residing in that dwelling unit.
- viii. Trailer House. See Recreational Vehicle.

c. Dwelling, Assisted Living.

- i. Adult Day Care Home. A residence in which adults (at least 18 years in age) and who are not related to the caregiver stay for no more than 12 hours per day. Emergency medical care may be provided in such facilities, but not convalescent care. (See also Convalescent Home and Elder Care Home.)
- ii. Convalescent Home. Any home, place, institution or facility which provides convalescent or chronic care, or both, for a period in excess of 24 consecutive hours for three or more patients not related by blood or marriage to the operator, who by reason of illness or infirmity, are unable properly to care for themselves. Such establishment must be duly licensed by the State of Washington as a "nursing home" in accordance with the provisions of chapter [18.51](#) RCW.
- iii. Congregate Care Facilities. A building or complex of dwellings specifically designed for occupancy by senior citizens which provides for shared use of facilities, such as kitchens,

dining areas, and recreation areas. Such complexes may also provide kitchens and dining space in individual dwelling units. Practical nursing care may be provided, but not nursing care as described in OMC [18.04.060\(S\)](#).

- iv. Elder Care Home. An elder care home or adult family home in the primary residence of a person licensed pursuant to chapter [70.128](#) RCW to provide personal care, room, and board. Home health care and limited nursing care (dispensing of medicine and emergency medical aid) may be provided, but not convalescent care. (See also Convalescent Home, and Boarding Home.)
- v. Group Homes. A place of residence for the handicapped, physically or mentally disabled, developmentally disabled, homeless, or otherwise dependent persons. Group Homes are intended to provide residential facilities in a home-like environment. Such homes range from licensed establishments operated with 24 hour supervision to non-licensed facilities offering only shelter. They may not include correctional facilities (except as authorized by chapters [137-56](#) and [137-57](#) WAC for work/training release programs), nursing homes, Type III group care facilities, foster family homes, or adult family homes as defined by the Washington State Department of Social and Health Services or its successor agency. Group homes include, but are not limited to the following:
  - (a) Confidential Shelters. Shelters for victims of domestic violence as defined and regulated in chapter [70.123](#) RCW and chapter [388-61A](#) WAC. Such facilities are characterized by a need for confidentiality.
  - (b) Home for the Disabled. A home or other facility which provides board and domiciliary care to individuals who, by reason of infirmity, require such care. An infirmity may be based on conditions including, but not limited to, physical handicap, mental illness, and other developmental disabilities. These group homes are a type of boarding home, as defined and regulated in chapter [18.20](#) RCW. However, boarding homes serving the aged infirm are not included in this definition.
  - (c) Homeless Shelter. A facility offering lodging and/or emergency shelter to homeless individuals for an indefinite period of time and meeting the standards of chapter [248-144](#) WAC.
    - (i) Emergency Housing. Temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that are intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.
    - (ii) Emergency Shelter. A facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.
  - (d) Group Home for Youth. Any home maintained and operated for the care of children on a 24 hour basis as defined and regulated in chapter [388-73](#) WAC and chapter [74.15](#) RCW.

- (e) Group Home for Offenders. A home or other facility operated for housing and supervision of work/training release residents during their stay in a work/training release program as defined and regulated in chapters [137-56](#) and [137-57](#) WAC.
- vi. Hospice Care Center. Facilities licensed under chapter [70.41](#) RCW which provide for the emotional and physical care of terminally ill patients. Such centers provide food, lodging, and palliative care on a full-time (24 hour) basis for two or more people, unrelated to the Center's operator, who are in the latter stages of a disease expected to cause death.
- vii. Nursing Homes. See Convalescent Home.
- viii. Rest Home. See Congregate Care.
- ix. Permanent Supportive Housing. Subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in Chapter [59.18](#) RCW.
- x. Transitional Housing. This housing provides stability for residents for a limited time period, usually two weeks to 24 months, to allow them to recover from a crisis such as homelessness or domestic violence before transitioning into permanent housing. Transitional housing often offers supportive services, which enable a person to transition to an independent living situation.

**Section 15. Amendment of OMC 18.02180(M). Olympia Municipal Code Subsection 18.02.180(M) Specific is hereby amended to read as follows:**

18.02.180 M Specific

Main Building. See Building, Maintenance.

**Section 16. Amendment of OMC 18.05.050(E). Olympia Municipal Code Subsection 18.05.050(E) is hereby amended to read as follows:**

OMC 18.05.050 – General Standards

E. Mix and Location of Residential Uses.

- 1. Mix of Dwelling Types--General. Developments in the Urban Village, Neighborhood Village, and Community Oriented Shopping Center districts must attain a mix of residential uses consistent with Tables 5.03A and 5.03B. Table 5.03A addresses the relationship between single-family and multifamily dwellings in general. Table 5.03B addresses the requirement for a variety of multifamily housing types, based on overall size of the project.
  - a. For purposes of meeting the required mix as shown in Table 5.03A, Single Family and Similar Dwelling Types shall include:

- i. Single-family detached residences, including designated manufactured homes
  - ii. Group homes with six (6) or fewer clients
  - iii. Single family residences above commercial uses (e.g., a single residence above a convenience store)
  - iv. Townhouses
  - v. Duplexes
  - vi. Cottage housing
- b. For purposes of meeting the required mix as shown in Table 5.03A, Multifamily and Similar Dwelling Types shall include:
- i. Apartments with five ~~(5)~~ or more units per structure
  - ii. Boarding homes and single room occupancies
  - ii. ~~Duplexes, t~~Triplexes, and fourplexes
  - iv. Group homes with seven ~~(7)~~ or more clients
  - v. Multifamily residences above commercial uses (e.g., multiple apartments above retail or office uses)
- c. Other residences.
- i. For purposes of meeting the required mix as shown in Table 5.03A, the following uses are classified as "other" (i.e., neither "single-family and similar", nor "multifamily and similar"):
- (a) Accessory dwelling units
  - (b) Nursing/convalescent homes and congregate care facilities
  - (c) Multifamily units in an urban village on the blocks contiguous to the town square.
- ii. Such "other" uses are not counted in determining the required proportions of single-family and multifamily dwellings in Table 5.03A. However, such uses shall be counted in the calculation of total dwellings for purposes of ~~Sections~~OMC 18.05.080(B) Maximum Housing Densities and OMC 18.05.080(C) Minimum Housing Densities, in the manner provided in those sections.

**Section 17. Amendment of OMC 18.05.080(C). Olympia Municipal Code Subsection 18.05.080(C) is hereby amended to read as follows:**

OMC 18.05.080 – Development Standards

C. Minimum Housing Densities.



1. Calculation of Minimum Density. The minimum average densities specified in Table 5.05 are based on the entire site, with the following limitations: [Note: Table 5.05 in Section 18.05]

a. The entire site shall be included in the minimum density calculation except streams, wetlands, landslide hazard areas, floodplains, "important habitat areas," and "important riparian areas" and their associated buffers; tracts accommodating stormwater facilities required in compliance with the Drainage Design Manual; existing, opened street rights-of-way; and land to be sold or dedicated to the public, other than street rights-of-way (e.g., school sites and parks, but not street rights-of-way to be dedicated as part of the proposed development).

b. All dwelling units in convalescent homes/nursing homes ~~and accessory units~~ count toward the minimum density required for the site by Table 5.05, in the same manner as provided above in Section [18.05.080\(B\)\(3\) Maximum Housing Densities — Convalescent Homes](#) and [18.05.080\(B\)\(4\) Maximum Housing Densities — Accessory Dwelling Units](#).

c. The following requirements shall apply to all villages and centers:

i. The minimum residential density of a village center and that of the remainder of a village or center shall be calculated separately from one another.

ii. There shall be no minimum density requirement for a village center other than the requirement for mixed use buildings specified in ~~Section OMC~~ [18.05.050\(C\)\(2\) Village/Community Center—Mixed Use](#) above. The procedures for calculating the required number of units are as provided in ~~Sections OMC~~ [18.05.080\(3\)\(1\)\(a\), \(2\), and \(3\)](#) above.

iii. The remainder of a village shall comply with the minimum density requirements in Table 5.05.

2. Average Density. A housing project may contain a variety of housing densities provided that the average density for the entire development (i.e., all of the property subject to a single Master Planned Development approval) is neither less than the minimum density nor more than the maximum density established for the district in Table 5.05. No part of the development, however, may exceed the maximum density established in row one of Table 5.05 (see ~~Section OMC~~ [18.05.080\(B\)\(2\) Maximum Densities](#)).

3. Density Allowance for Site Constraints. At the request of the applicant, the Director or Hearing Examiner may reduce the minimum density required in Table 5.05, to the extent the Director or Hearing Examiner deems warranted, in order to accommodate site constraints which make development at the required minimum density impractical or inconsistent with the purposes of this Article (e.g., poor soil drainage, the presence of springs, steep topography (e.g., over 20 percent), rock outcrops, or wellhead protection areas). As a condition of granting a density reduction, the applicant must demonstrate that the minimum density cannot be achieved by clustering the housing on the buildable portions of the site (see ~~Section OMC~~ [18.05.080\(F\) Clustered Housing](#)).

4. Density Allowance for Natural Features/Habitat Protection. At the request of the applicant, the Director may reduce the minimum densities to the extent necessary to accommodate trees to be retained consistent with ~~Chapter~~ [16.60 OMC](#), Tree Protection and Replacement. (Also see ~~Section OMC~~ [18.05.080\(F\)\(1\)](#), Mandatory Clustering.) At the request of the applicant, the Director may also authorize a reduction in the minimum density requirements in order to enable retention of Significant Wildlife Habitat identified on Map 2-4 in the Comprehensive Plan.

**Section 18. Amendment of OMC 18.05.140. Olympia Municipal Code Section 18.05.140 is hereby amended to read as follows:**

18.05.140 – Woodbury Crossing Village

On September 15, 2009, the Olympia City Council approved and adopted the ~~Weerbury~~Woodbury Crossing Master Plan, the details and regulations of which are found in Ordinance No. 6655, on file with the City Clerk.

**Section 19. Amendment of OMC 18.40.060(A). Olympia Municipal Code Subsection 18.40.060(A) is hereby amended to read as follows:**

OMC 18.40.060 – General Standards

18.40.060 General standards

These standards apply to more than one (1) land use district and are therefore combined in this Chapter. These standards are to be considered in addition to standards and design guidelines located in specific land use district chapters.

A. Required Building Site.

1. Building Site--Number of Buildings. Every main building hereafter erected shall be located on a legal lot of record as provided for in this title. There shall be no more than one ~~(1)~~-main building on any one ~~(1)~~ lot in the R-4, R 4-8, and R 6-12 use districts unless the housing type approved specifically allows for more, such as courtyard apartments, cottage housing or co-housing development.
2. Lot or Building Site--Reduction. No lot or parcel of land now existing or hereafter established shall be so reduced or diminished that yards, open space, width or total lot area be made smaller than the minimum required by this title; nor shall any existing lot or parcel of land that is now smaller than the minimum required by this title be further reduced or diminished in any manner.

**Section 20. Amendment of OMC 18.64.080. Olympia Municipal Code Section 18.64.080 is hereby amended to read as follows:**

18.64.080 Development standards

- A. Maximum Site Area. The maximum site area for solely townhouse development in the R4, R 4 8 or R 6-12 District is four acres. There is no maximum site area in other districts where townhouses are permitted.
- B. ~~Units per Structure.~~
  1. ~~In R4, R 4 8 and portions of the R 6 12 Districts not located within the Transition Area, each townhouse structure must contain no more than four individual dwelling units, and there may be no more than one builder per townhouse structure.~~
  2. ~~In all Districts except the R4, R 4 8 and portions of the R 6 12 district not located within the Transition Area, requirements of the underlying district apply with regard to number of units per structure.~~

E.—Density and Lot Area.

1. Density. Each townhouse development is subject to density provisions contained in the underlying District.
2. Lot Size. See Table 4.04, Residential Development Standards.

EC. Building, Impervious, and Hard Surface Coverage. Outside of 'village' and 'center' districts subject to table 5.05, building and impervious surface building coverage for an individual townhouse lot may not exceed ~~60%-percent~~ or the underlying district limit, whichever is greater, and hard surface coverage may not exceed ~~70%-percent~~ or the underlying district, whichever is greater.

ED. Minimum Lot Width. Each individual townhouse lot must have a minimum width as follows:

1. R4 and R 4-8 Districts: 18 feet;
2. R 6-12 Districts: 16 feet;
3. All other Districts: See Tables 4.04 and 5.05.

FE. Setback Requirements. Setback requirements for front yards and for side yards of end dwelling units of townhouse structures are the same as the underlying district, ~~except as follows: For townhouse projects within property zoned R4, R 4-8 and R 6-12 the side yard of each building must be no fewer than 10 feet for buildings with three or four units and five feet for those with two units.~~

GF. Height. Same as the underlying district.

HG. Parking. Townhouse developments must provide off-street parking pursuant to Chapter [18.38](#).

IH. Residential Design Review Criteria and Garage Width. Townhouse developments must meet the Residential Design Criteria Section ~~Chapter~~ [18.175 OMC](#) and, if applicable, must comply with garage placement and width provisions of OMC [18.04.060\(EE\)](#), provided that such standards are applied to the entirety of each building, and not to each dwelling unit.

**Section 21. Amendment of OMC 18.100.060(A). Olympia Municipal Code Subsection 18.100.060(A) is hereby amended to read as follows:**

**18.100.060 Projects Subject to Design Review**

A. The following projects are subject to design review:

1. Projects within designated design review districts and corridors, as shown on the Official Design Review Map (See OMC [18.100.080](#));
2. Commercial projects adjacent to residential zones;
3. Commercial or residential projects for Heritage Register properties or those within an historic district;
4. Projects with a building area greater than 5,000 square feet that require a Conditional Use Permit in a residential zone;
5. Multifamily projects;

6. Single family housing, including designated manufactured homes, on lots less than 5,000 square feet or on substandard lots;
7. Dwellings proposed on lots within the area depicted on Figure 4-2a, "Areas Subject to Infill Regulations";
8. Master Planned Developments;
9. Manufactured housing parks;
10. Duplexes, triplexes, fourplexes, courtyard apartments, single room occupancies , townhouses, accessory dwelling units, and cottage housing;
11. All projects within scenic vistas as identified on the official maps of the City (See OMC [18.100.110](#)); and,
12. For the purpose of design review, projects within one of the Downtown Design Sub-Districts will be reviewed for consistency with the criteria in ~~OMC Chapter~~ [18.120](#) OMC only.

**Section 22. Amendment of OMC 18.100.090. Olympia Municipal Code Section 18.100.090 is hereby amended to read as follows:**

**18.100.090 Design Review Process**

All projects subject to design review shall be reviewed either by the Design Review Board (DRB), the Joint Review Committee (JRC) or by staff as noted below. The DRB, JRC, or staff shall provide a recommendation to the review authority. The review authority shall give substantial weight to the recommendation of the DRB or JRC. (A project reviewed by the JRC shall not also be reviewed by the Heritage Review Committee.)

- A. Projects subject to review by the Design Review Board or Joint Design Review Committee, as described in OMC [18.76.180](#):
  1. Any proposed development project located within the following design districts:
    - a. Downtown District; and,
    - b. Residential Scale Design District.
  2. Any proposed building development over 5,000 square feet in gross floor area, located within the following design districts and corridors:
    - a. High Density Corridors;
    - b. West Bay Drive District;
    - c. Auto Mall District;
    - d. Port Peninsula District;
    - e. Freeway Corridor; and,
    - f. Design Review Corridors.

3. Any multifamily building with five ~~(5)~~ units or more, any townhouse building with five ~~(5)~~ units or more, and any multifamily development with ~~twenty (20)~~ units or more.
  4. All Master Planned Developments.
  5. Projects with a building area greater than 5,000 square feet that require a Conditional Use Permit in a residential zone.
- B. Projects subject to review by Staff:
1. Single family dwellings on lots within the area depicted on Figure 4-2a in chapter 18.04 OMC.
  2. Minor additions or alterations to residential or commercial projects on a Heritage Register or within a Historic District.
  3. Any proposed development of 5,000 square feet or less in gross floor area, and signs in the following design districts and corridors:
    - a. High Density Corridors;
    - b. West Bay Drive District;
    - c. Auto Mall District;
    - d. Port Peninsula District;
    - e. Freeway Corridor; and,
    - f. Design Review Corridors.
  4. Duplexes, triplexes, or fourplexes and all -apartment buildings with less than five units.
  45. Any other project subject to design review not described in "A"OMC 18.100.090(A) above.

**Section 23. Amendment of OMC 18.100.100. Olympia Municipal Code Section 18.100.100 is hereby amended to read as follows:**

**18.100.100 How to Use Design Criteria**

- A. Requirements and Guidelines. Each section of the design review chapters consists of a requirement and possibly several guidelines. Compliance with each requirement is necessary; the guidelines provide methods to achieve compliance with the requirement. Applicable guidelines must be incorporated into the project design except in cases where proposed design solutions are considered by the Board and/or staff to be equal to or better than the guidelines, and meet the intent of the requirement. If the project does not conform to the design criteria, the Board and/or staff will indicate the requirements that have not been met.
- B. Illustrations. Illustrations contained within specific criteria sections are intended to be in harmony with the text of the same section. In the event of conflict between text and an illustration, the text shall govern.

- C. Design Review Criteria Chapters. Design criteria are separated into chapters, depending on whether the development is commercial or residential, and the location or type of that development, as outlined below.

18.105 Historic Structures and Buildings within the Historic Districts. This Chapter applies to structures listed on the Olympia Heritage Register, Washington Heritage Register, and the National Register of Historic Places, and all structures within a Historic District.

18.110 Basic Commercial Design Criteria. This chapter applies to all commercial projects throughout the City that require design review, in addition to the district-specific requirements found in the following chapters, as applicable. It also applies to projects with a building area greater than 5,000 square feet in gross floor area that require a Conditional Use Permit in a residential zone, to commercial projects adjacent to residential buildings, to commercial or residential projects. The design districts are shown on the Official Design Review Districts and Corridors.

18.120 Downtown Design Criteria. This chapter applies to all commercial, mixed use, and residential projects that require design review that are located in one of the Downtown Design Sub-Districts.

18.130 Commercial Design Criteria - High Density Corridors. This chapter applies to all projects that require design review that are located in the HDC districts.

18.135 Commercial Design Criteria - Residential Scale District. This chapter applies to all projects that require design review that are located in the Residential Scale District.

18.140 Commercial Design Criteria - Auto Oriented District. This chapter applies to all projects that require design review that are located in the Auto Oriented District.

18.145 Commercial Design Criteria - Freeway Corridor. This chapter applies to all projects that require design review that are located in the Freeway Corridor District.

18.150 Commercial Design Criteria - Port Peninsula. This chapter applies to all projects that require design review that are located in the Port Peninsula design review district. This chapter contains the only design criteria that apply to the Port Peninsula.

18.155 Commercial Design Criteria - West Bay Drive District. This chapter applies to all projects that require design review that are located in the West Bay Drive District.

18.170 Residential Design Criteria - Multifamily. Design criteria contained in this chapter (~~Sections OMC 18.170.030 - 18.170.160~~) apply to all multifamily residential buildings with five or more units not specifically governed by chapter 18.175 OMC, and any multifamily development with ~~twenty (20)~~ units or more throughout the City. Projects of this type and size are reviewed by the Design Review Board.

18.175 Residential Design Criteria - Infill and other residential. ~~Sections OMC 18.175.020 through OMC 18.175.060~~ of this chapter apply to single-family dwellings, including designated manufactured housing, proposed on lots within the area depicted on Figure 4-2a in chapter 18.04 OMC, on lots less than 5000 square feet, or on substandard lots; duplexes, triplexes, fourplexes, and townhouse buildings of four (4) units or less throughout the city; townhouses and courtyard apartments in the R4, R4CB, RLI, R 4-8, and R 6-12 zoning districts; and single room occupancies in the R 6-12 zoning district. ~~Sections OMC 18.175.080 and OMC 18.175.090~~ apply to accessory dwelling units throughout the city, including manufactured home accessory dwelling units. ~~Section OMC 18.175.100~~ applies to cottage development.

18.180 Residential Design Criteria - Manufactured home parks. This chapter applies only to manufactured home parks.

**Section 24. Amendment of OMC 18.04.040 Table 4.01. Olympia Municipal Code Section 18.04.040, Table 4.01 is hereby amended to read as follows:**

**18.04.040 TABLES: Permitted and Conditional Uses**

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT                                       | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13         | MR 10-18        | RM 18         | RM 24         | RMH           | RMU              | MHP | UR            | APPLICABLE REGULATIONS                            |
|--|------|-----|-------|-----|-------|--------|-----------------|-----------------|---------------|---------------|---------------|------------------|-----|---------------|---|
| District-Wide Regulations                      |      |     |       |     |       |        | 18.04.060 (N,Q) | 18.04.060 (N,Q) | 18.04.060 (N) | 18.04.060 (N) | 18.04.060 (N) | 18.04.060 (N,BB) |     | 18.04.060 (N) |   |
| <b>1. SINGLE-FAMILY HOUSING</b>                |      |     |       |     |       |        |                 |                 |               |               |               |                  |     |               |   |
| Accessory Dwelling Units                       | P    | P   | P     | P   | P     | P      | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(A)<br>18.04.060(B)                      |
| Co-Housing                                     | P    | P   | P     | P   | P     | P      | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(F)<br><del>18.04.060(FF)</del>          |
| Cottage Housing                                |      |     |       | P   | P     | P      | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(H)<br><del>18.04.060(FF)</del>          |
| Manufactured/Mobile Home Parks (Rental Spaces) |      |     |       |     |       |        |                 | C               | C             | C             |               |                  | C   |               | 18.04.060(P)                                      |
| Manufactured Homes                             | P    | P   | P     | P   | P     | P      | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(O)<br><del>18.04.060(FF)</del>          |
| Single-family Residences                       | P    | P   | P     | P   | P     | P      | P               | P               | P             | P             | P             | P                | P   | P             | <del>18.04.060(FF)</del>                          |
| Townhouses                                     | P    | P   |       | P   | P     | P      | P               | P               | P             | P             | P             | P                | P   | P             | 18.64<br><del>18.04.060(FF)</del><br>18.04.080(A) |
| Short-Term Rentals                             | P    | P   | P     | P   | P     | P      | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(JJ)                                     |



**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT                                | R1/5 | R-4 | R-4CB | RLI      | R 4-8    | R 6-12                                      | MR 7-13  | MR 10-18 | RM 18    | RM 24    | RMH      | RMU      | MHP | UR | APPLICABLE REGULATIONS                          |
|---|------|-----|-------|----------|----------|---|----------|----------|----------|----------|----------|----------|-----|----|---|
| <b>2. MULTIFAMILY HOUSING</b>           |      |     |       |          |          |   |          |          |          |          |          |          |     |    |   |
| Apartments                              |      |     |       | P        |          |   | P        | P        | P        | P        | P        | P        |     | P  | 18.04.060(N)<br><del>18.04.060(FF)</del>        |
| Courtyard Apartments                    |      |     |       |          | <u>P</u> | P   | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> |     |    | 18.04.060(II)<br><u>18.04.080(A)</u>            |
| Boarding Homes                          |      |     |       | P        |          |   |          | P        | P        | P        |          |          |     |    |   |
| Collegiate Greek system residences      | P    |     |       | P        |          |   |          | P        | P        | P        |          |          |     |    |   |
| Dormitories                             | P    |     |       | P        |          |   |          | P        | P        | P        | P        | P        |     | P  |   |
| Duplexes - Existing                     | P    | P   |       | P        | P        | P   | P        | P        | P        | P        | P        | P        | P   | P  | 18.04.060(J)                                    |
| Duplexes                                | P    | P   | P     | P        | P        | P   | P        | P        | P        | P        | P        | P        | P   | P  | <del>18.04.060(FF)</del><br><u>18.04.080(A)</u> |
| Duplexes on Corner Lots                 | P    | P   | P     | P        | P        | P   | P        | P        | P        | P        | P        | P        | P   | P  | 18.04.060(HH)                                   |
| Single Room Occupancies                 |      |     |       |          |          | <u>P</u><br><u>18.04.060</u><br><u>(HH)</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> |     |    | <u>18.04.060(HH)</u>                            |
| Triplexes                               |      |     | P     | P        | P        | P   | P        | P        | P        | P        | P        | P        |     | P  |   |
| Fourplexes                              |      |     | P     | <u>P</u> | P        | P   | P        | P        | P        | P        | P        | P        |     | P  |   |
| Sixplexes                               |      |     |       |          |          | P   |          |          |          |          |          |          |     |    |   |
| Group Homes with 6 or Fewer (or up to 8 | P    | P   | P     | P        | P        | P   | P        | P        | P        | P        | P        | P        | P   | P  | 18.04.060(K)                                    |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR | APPLICABLE REGULATIONS        |
|--|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|----|-------------------------------|
| with DSHS approval)<br>Clients and Confidential Shelters |      |     |       |     |       |        |         |          |       |       |     |     |     |    |                               |
| Group Homes with 7 or More Clients                       | C    |     |       | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C  | 18.04.060(K)                  |
| Lodging Houses   |      |     |       |     |       |        |         |          | P     | P     | P   | P   |     | P  |                               |
| Nursing/Convalescent Homes                               | C    |     |       | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C  | 18.04.060(S)                  |
| Retirement Homes   |      |     |       | P   |       |        | P       | P        | P     | P     | P   | C   |     | P  |                               |
| Transitional Housing, Permanent Supportive Housing       | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P  |                               |
| <b>3. COMMERCIAL</b>                                     |      |     |       |     |       |        |         |          |       |       |     |     |     |    |                               |
| Child Day Care Centers                                   |      | C   | C     | C   | C     | C      | C       | P        | P     | P     | P   | P   | C   | P  | 18.04.060(D)<br>18.04.060(AA) |
| Commercial Printing                                      |      |     |       |     |       |        |         |          |       |       |     | P   |     |    |                               |
| Drive-In and Drive-Through Businesses -- Existing        |      |     |       |     |       |        |         |          |       |       |     | P   |     |    | 18.04.060(J)                  |
| Food Stores  |      |     |       |     |       |        |         |          |       |       | P   | P   |     | P  | 18.04.060(AA)                 |
| Hardware Stores  |      |     |       |     |       |        |         |          |       |       |     | P   |     |    |                               |
| Home Occupations (including Adult Day                    | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P  | 18.04.060(L)                  |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR | APPLICABLE REGULATIONS |
|--|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|----|------------------------|
| Care, Elder Care Homes, Family Child Care Homes, Short-Term Rentals – Homestays, and Bed & Breakfast Houses) |      |     |       |     |       |        |         |          |       |       |     |     |     |    |                        |
| Hospice Care   | C    |     |       | C   |       |        | C       | C        | C     | C     | C   | C   |     | C  | 18.04.060(M)           |
| Laundries  |      |     |       |     |       |        |         |          |       |       | P   | P   |     | P  | 18.04.060(AA)          |
| Nursery (Retail and/or Wholesale Sales)  | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     |     |     | C   |    | 18.04.060(G)           |
| Offices  |      |     |       |     |       |        |         |          |       |       |     | P   |     | P  | 18.04.060(AA)(2)       |
| Personal Services  |      |     |       |     |       |        |         |          |       |       |     | P   |     |    |                        |
| Pharmacies   |      |     |       |     |       |        |         |          |       |       |     | P   |     |    |                        |
| Restaurants, without Drive-In and Drive-Through  |      |     |       |     |       |        |         |          |       |       |     | P   |     |    |                        |
| Servicing of Personal Apparel and Equipment  |      |     |       |     |       |        |         |          |       |       |     | P   |     |    |                        |
| Specialty Stores   |      |     |       |     |       |        |         |          |       |       |     | P   |     |    |                        |
| Veterinary Clinics - Existing  | P    | P   |       | P   | P     | P      |         |          |       |       |     |     | P   |    | 18.04.060(J)           |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR  | APPLICABLE REGULATIONS |
|--|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|-----|------------------------|
| Veterinary Clinics   | P    |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| <b>4. ACCESSORY USES</b>                                     |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Accessory Structures   | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.04.060(B)           |
| Electric Vehicle Infrastructure                              | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.04.060(GG)          |
| Garage/Yard/Rummage or Other Outdoor Sales                   | P    | P   |       | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 5.24                   |
| Large Garages  |      |     | C     |     | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(B)           |
| Residence Rented for Social Event, 7 times or more in 1 year | C    | C   |       | C   | C     | C      | C       | C        | C     | C     | C   |     | C   | C   |                        |
| Satellite Earth Stations                                     | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.44.100              |
| <b>5. RECREATIONAL USES</b>                                  |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Community Parks & Playgrounds                                | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | P   | P   | C   | P   | 18.04.060(T)           |
| Country Clubs  | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   |                        |
| Golf Courses   |      | C   | C     |     | C     | C      | C       | C        | C     | C     |     |     | C   |     |                        |
| Neighborhood Parks   | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(T)           |
| Open Space - Public  | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(T)           |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR  | APPLICABLE REGULATIONS |
|--|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|-----|------------------------|
| Racing & Performing Pigeons                                  |      | C   | C     | C   | C     | C      |         |          |       | C     | C   |     | C   | C   | 18.04.060(Y)           |
| Stables, Commercial and Private Existing                     |      | C   |       | C   | C     |        |         |          |       |       |     |     |     |     | 18.04.060(J)           |
| Trails - Public  | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(T)           |
| <b>6. AGRICULTURAL USES</b>                                  |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Agricultural Uses  | P    | P   | P     | P   | P     | P      | P       | P        | P     |       |     |     | P   |     |                        |
| Greenhouses, Bulb Farms                                      | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(G)           |
| <b>7. TEMPORARY USES</b>                                     |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Emergency Housing  | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     |     |     | P   |     | 18.04.060(DD)          |
| Emergency Housing Facility                                   | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.50                  |
| Model Homes  | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   |     | P   | P   | 18.04.060(DD)          |
| Residence Rented for Social Event, 6 times or less in 1 year | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   |     | P   | P   | 18.04.060(DD)          |
| Wireless Communication Facility                              | P    | P   |       | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.44.060              |
| <b>8. OTHER</b>  |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR  | APPLICABLE REGULATIONS |
|--|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|-----|------------------------|
| Animals  | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.04.060(C)           |
| Cemeteries                                       |      | C   | C     |     | C     | C      | C       | C        | C     | C     |     |     | C   |     | 18.04.060(E)           |
| Community Clubhouses                             | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   |                        |
| Crisis Intervention                              | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(I)           |
| Historic House Museum                            |      | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   |                        |
| Parking Lots and Structures                      |      |     |       | C   |       |        |         |          |       |       | P   | P   |     |     | 18.38.220 and .240     |
| Places of Worship                                | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(U)           |
| Public Facilities                                | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(V)           |
| Public Facilities - Essential                    | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(W)           |
| Radio, Television and Other Communication Towers | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.44.100              |
| Schools  | C    |     |       | C   | C     | C      | C       | C        | C     | C     | C   |     | C   | C   | 18.04.060(CC)          |
| Social Organizations                             |      |     |       |     |       |        |         |          |       |       | P   | P   |     | C   |                        |
| Mineral Extraction - Existing                    |      |     |       |     | C     |        | C       |          |       |       |     |     |     |     | 18.04.060(J)           |
| Utility Facility                                 | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(X)           |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT                          | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR  | APPLICABLE REGULATIONS |
|-----------------------------------|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|-----|------------------------|
| Wireless Communication Facilities | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.44                  |
| Workshops for Disabled People     | C    |     |       | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(R)           |

**LEGEND**

P = Permitted Use

C = Conditional Use

R1/5 = Residential - 1 Unit Per 5 Acres

R-4 = Residential - 4

R-4CB = Residential - 4 Units per Acre RLI = Residential Low Impact

R 4-8 = Residential 4-8

R 6-12 = Residential 6-12

MR 7-13 = Mixed Residential 7-13

MR 10-18 = Mixed Residential 10-18

RM 18 = Residential Multifamily - 18

RM 24 = Residential Multifamily - 24

RMH = Residential Multifamily High Rise

RMU = Residential Mixed Use

MHP = Manufactured Housing Park

UR = Urban Residential

**Section 25. Amendment of OMC 18.04.080, Table 4.** Olympia Municipal Code Section 18.04.080, Table 4.04 is hereby amended to read as follows:

OMC 18.04.080 – TABLE 4.04

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT  | R 1/5  | R4  | R-4 CB   | RLI   | R 4-8  | R 6-12   | MR 7-13  | MR 10-18   | RM-18  | RM-24  | RMH  | RMU   | MHP  | UR   | ADDITIONAL REGULATIONS   |
|---|--|---|--|---|--|--|--|--|--|--|--|---|--|--|--|
| MAXIMUM HOUSING DENSITY (in units per acre)         | 1/5  | 4   | 4  | 4   | 8  | 12   | 24   | 30   | 24   | 30   | ---  | ---   | 12   | ---  | 18.04.080(A)   |
| MAXIMUM AVERAGE HOUSING DENSITY (in units per acre) | ---  | 4   | 4  | 4   | 8  | 12   | 13   | 18   | 18   | 24   | ---  | ---   | 12   | ---  | 18.04.080(A)(2)  |
| MINIMUM AVERAGE HOUSING DENSITY (in units per acre) | ---  | ---   | ---  | 2   | 4  | 6  | 7  | 10   | 8<br>Manu-<br>factured<br>Housing<br>Parks =<br>5                      | 18<br>Manu-<br>factured<br>Housing<br>Parks =<br>5                   | ---  | ---   | 5  | ---  | 18.04.080(B)   |
| MINIMUM LOT SIZE                                    | 4 acres for residential use; 5 acres for non-residential use | 2,000 SF minimum; 3,000 SF average = townhome use; 5,000 SF = other | One acre; reduced to 12,000 SF if associated with a drainage dispersal tract | 2,000 SF minimum; 3,000 SF average = townhome use; 4,000 SF = other | 2,500 SF = cottage; 2,000 SF minimum; 3,000 SF average = townhome use; | 2,000 SF = cottage; 1,600 SF minimum; 2,400 SF average = townhome use; | 1,600 SF = cottage; 1,600 SF minimum; 2,400 SF average = townhome use; | 1,600 SF = cottage; 1,600 SF minimum; 2,400 SF average = townhome use; | 1,600 SF = cottage; 1,600 SF minimum; 2,400 SF average = townhome use; | 1,600 SF minimum; 2,400 SF average = townhome use; 2,500 SF = mobile | 1,600 SF minimum; 2,000 SF average = townhome use; 2,500 SF = mobile | 1,600 SF minimum; 2,000 SF average = townhome use | 2,000 SF = cottage; 1,600 SF minimum; 2,400 SF average = townhome use; | 1,600 SF minimum; 2,000 SF average = townhome use; 2,500 SF = mobile | 18.04.080I<br>18.04.080(D)<br>18.04.080I<br>18.04.080(F)<br>Chapter 18.64 (to townhouses)<br>18.04.060(P)<br>(mobile home parks) |



**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT          | R<br>1/5                       | R4                             | R-4<br>CB                                     | RLI   | R<br>4-8                                      | R<br>6-12                                     | MR<br>7-13   | MR<br>10-18  | RM-18                                    | RM-24                  | RMH       | RMU | MHP   | UR        | ADDITIONAL<br>REGULATIONS  |
|-------------------|--------------------------------|--------------------------------|---|---|---|---|--|--|--|------------------------|-----------|-----|---|-----------|--|
|                   |                                |                                | of at least 65% in the same subdivision plat. | (including duplexes on corner lots); 6,000 SF = duplex not on a corner lot; 7,200 SF = multi-family | 4,000 SF = other                              | 3,500 SF = other                              | 9,000 SF = multifamily; 3,000 SF = other   | 7,200 SF = multifamily; 3,000 SF = other   | 7,200 SF = multifamily; 3,000 SF = other | home park              | home park |     | 7,200 SF = duplex; 2,500 SF = mobile home park; 3,500 SF = other  | home park |  |
| MINIMUM LOT WIDTH | 30' except: 16' = townhome use | 50' except: 18' = townhome use | 100'  | 30' except: 16' = townhome use; 60' = duplex not on corner lots; 80' = multi-family                 | 45' except: 35' = cottage; 18' = townhome use | 40' except: 30' = cottage; 16' = townhome use | 40' except: 30' = cottage; 16' = townhome use; 70' = duplex not on corner lot; 80' = multifamily | 40' except: 30' = cottage; 16' = zero lot; 16' = townhome use; 70' = duplex not on corner lot; 80' = multifamily | 30' = mobile home park                   | 30' = mobile home park | ---       | --- | 40' except: 30' = cottage; 16' = townhome use; 80' = duplex not on a corner lot; 30' = mobile home park | ---       | 18.04.080(D)(1)<br>18.04.080(F)<br>18.04.080(G)<br>18.04.060(P)<br>(mobile home parks) |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT                             | R<br>1/5  | R4                                     | R-4<br>CB                               | RLI  | R<br>4-8   | R<br>6-12  | MR<br>7-13   | MR<br>10-18  | RM-18  | RM-24   | RMH  | RMU  | MHP  | UR  | ADDITIONAL<br>REGULATIONS                                    |
|--------------------------------------|---|--|---|--|--|--|--|--|--|---|--|--|--|---|--|
| MINIMUM<br>FRONT<br>YARD<br>SETBACKS | 20'<br>except:<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 20'                                    | 20'                                     | 20'<br>except:<br>10' with<br>side or<br>rear<br>parking;<br>10' for<br>flag lots<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 20'<br>except:<br>10' with<br>side or<br>rear<br>parking;<br>10' for<br>flag<br>lots; 5'<br>for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 20'<br>except:<br>10' with<br>side or<br>rear<br>parking;<br>10' for<br>flag<br>lots; 5'<br>for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 20'<br>except:<br>10' with<br>side or<br>rear<br>parking;<br>10' for<br>flag<br>lots; 5'<br>for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 15'<br>except:<br>10' with<br>side or<br>rear<br>parking;<br>10' for<br>flag<br>lots; 5'<br>for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 10'  | 5'  | 5'<br>except:<br>10' for<br>structur<br>es 35'<br>or taller    | 10'<br>except:<br>20' along<br>Legion<br>Way | 20'<br>except:<br>10' with<br>side or<br>rear<br>parking;<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 0-10'<br>except:<br>10' on<br>Capitol<br>House<br>Block | 18.04.080(H)<br>18.04.080(I)                                 |
| MINIMUM<br>REAR YARD<br>SETBACKS     | 10'<br>except:<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals | 25'                                    | 50'                                     | 10'<br>except:<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals<br>.   | 20'<br>except:<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals<br>; 10' for<br>cottage<br>s, and<br>wedge<br>shaped<br>lots           | 20'<br>except:<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals<br>; 10' for<br>cottage<br>s, and<br>wedge<br>shaped<br>lots           | 20'<br>except:<br>15' for<br>multifa<br>mily;<br>10' for<br>cottage<br>s, and<br>wedge<br>shaped<br>lots   | 15'<br>except:<br>10' for<br>cottage<br>s, and<br>wedge<br>shaped<br>lots,<br>20' with<br>alley<br>access  | 10'<br>except:<br>15' for<br>multifa<br>mily | 10'<br>except:<br>20' next<br>to an R<br>4-8 or<br>R-12<br>district | 5'<br>except:<br>20' for<br>structur<br>es 35'<br>or<br>higher | 5'   | 20'<br>except:<br>5' for<br>agricult<br>ural<br>building<br>s with<br>farm<br>animals<br>; 10' for<br>cottage<br>s               | 5'<br>except:<br>10' for<br>structur<br>es over<br>42'  | 18.04.080(D)<br>18.04.080(F)<br>18.04.080(H)<br>18.04.080(I) |
| MINIMUM<br>SIDE YARD<br>SETBACKS     | 5'<br>except:<br>10' along<br>flanking  | 5'<br>except:<br>10' along<br>flanking | 10'<br>minimu<br>m each<br>side,<br>and | 5'<br>except:<br>10' along<br>flanking   | 5'<br>except:<br>10' along<br>flanking   | 5'<br>except:<br>10' along<br>flanking   | 5'<br>except:<br>10' along<br>flanking   | 5'<br>except:<br>10' along<br>flanking   | 5'<br>except:<br>10' along<br>flanking       | 5'<br>except:<br>10' along<br>flanking                              | 5'<br>except:<br>10' along<br>flanking                         | ---  | 5'<br>except:<br>10' along<br>flanking   | No<br>minimu<br>m 10'<br>on<br>Capitol                  | 18.04.080(H)   |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT                | R 1/5  | R4   | R-4 CB  | RLI   | R 4-8   | R 6-12  | MR 7-13  | MR 10-18  | RM-18  | RM-24   | RMH                                    | RMU   | MHP  | UR                                       | ADDITIONAL REGULATIONS |
|-------------------------|--|--|---|---|---|---|--|---|--|---|--|---|--|--|------------------------|
|                         | streets; provide d garages are set back 20'; 5' for agricultural buildings with farm animals | street; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 5' for agricultural building with farm animals | minimum total of 60' for both side yards.     | streets; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 5' for agricultural building s with farm animals | streets; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 3' for cottage s; 5' for agricultural building s with farm animals | streets; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 3' for cottage s; 5' for agricultural building s with farm animals | streets; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 3' for cottage s; | streets; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 3' for cottage s | streets; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 3' for cottage s; 10' for multifamily; 20' next to R 4-8, or R 6-12 district 10' – mobile home park | streets; except garages shall meet Minimum Front Yard Setback s; 6' on one side of zero lot; 20' next to R 4-8, R 6-12 district. 10' – mobile home park | streets; 6' on one side of zero lot;   |   | streets; 6' on one side of zero lot; 3' for cottage s; 5' for agricultural building s with farm animals ; 10' – mobile home park | House Block                              |                        |
| MAXIMUM BUILDING HEIGHT | 35'  | 35', except: 16' for accessory building s; 24'   | 40' except: 16' for accessory building s; 24' | 40' except: 16' for accessory building s; 24'   | 35', except: 16' for accessory building s; 24'  | 35', except: 16' for accessory building s; 24'  | 45', except: 25' for cottage s; 16' for accessory building s; 24'  | 45', except: 25' for cottage s; 16' for accessory building s; 24'   | 35', except: 16' for accessory building s; 24'   | 42' except: 24' for detached accessory  | 60' except: 24' for detached accessory | See 18.04.080 (I); 24' for detached accessory | 2 stories or 35' whichever is less, except:  | 42' or as shown on Figure 4-5A & 18.04.0 | 18.04.080(I)           |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT                  | R<br>1/5   | R4  | R-4<br>CB   | RLI   | R<br>4-8  | R<br>6-12  | MR<br>7-13  | MR<br>10-18   | RM-18   | RM-24          | RMH            | RMU            | MHP   | UR   | ADDITIONAL<br>REGULATIONS |
|---------------------------|--|---|---|---|---|--|---|---|---|----------------|----------------|----------------|---|--|---------------------------|
|                           |  | for detached accessory <u>structures and</u> dwelling units | for detached accessory <u>structures and</u> dwelling units                             | for detached accessory <u>structures and</u> dwelling units | for detached accessory <u>structures and</u> dwelling units; 25' for cottages; 35' on sites 1 acre or more, if setbacks equal or exceed building height | for detached accessory <u>structures and</u> dwelling units          | for detached accessory <u>structures and</u> dwelling units | for detached accessory <u>structures and</u> dwelling units | for detached accessory <u>structures and</u> dwelling units | dwelling units | dwelling units | dwelling units | 16' for detached accessory <u>structures and</u> dwelling units; 25' for cottages                   | 80 (1)(3); 24' for detached accessory <u>structures and</u> dwelling units |                           |
| MAXIMUM BUILDING COVERAGE | 45% = lots of 10,000 SF; 25%=lots of 10,001 SF to 1 acre; 6%=1.01 acre or more | 35% = 60% = townhomes                                       | 6%; increased to 18% if associated with drainage dispersal tract of at least 65% in the | Refer to Maximum Coverage below                             | 45% = .25 acre or less<br>40% = .26 acres or more<br>60% = townhomes  | 55% = .25 acre or less<br>40% = .26 acres or more<br>60% = townhomes | 45%   | 50%   | 50%   | 55%            | 85%            | 85%            | 45% = .25 acres or less<br>30% = .26 to 1 acre<br>25% = 1.01 to 3 acres<br>20% = 3.01 acres or more | 85% except for stoops, porches or balconies                                |                           |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT                                      | R<br>1/5  | R4                             | R-4<br>CB   | RLI  | R<br>4-8  | R<br>6-12   | MR<br>7-13   | MR<br>10-18  | RM-18        | RM-24        | RMH          | RMU | MHP   | UR  | ADDITIONAL<br>REGULATIONS  |
|---|---|--------------------------------|---|--|---|---|--------------|--------------|--------------|--------------|--------------|-----|---|---|--|
|   |   |                                | same<br>subdivis<br>ion plat.   |  |   |   |              |              |              |              |              |     |   |   |  |
| MAXIMUM<br>ABOVE-<br>GRADE<br>STORIES         |   | 2<br>stories                   | 3<br>stories  | 3<br>stories   | 2<br>stories  | 2<br>stories  | 4<br>stories | 4<br>stories | 3<br>stories | 3<br>stories | 5<br>stories |     |   | 5<br>stories  |  |
| MAXIMUM<br>IMPERVIOU<br>S SURFACE<br>COVERAGE | 45% or<br>10,000sf<br>(whiche<br>ver is<br>greater)<br>= lots<br>less<br>than 4<br>acres;<br>6%=4.<br>1 acre<br>or more | 35%<br>60% =<br>Townho<br>uses | 6%;<br>increase<br>d to<br>18% if<br>associat<br>ed with<br>drainag<br>e<br>dispers<br>al tract<br>of at<br>least<br>65% in<br>the<br>same<br>subdivis<br>ion plat. | 2,500<br>SF or<br>6%<br>coverag<br>e<br>whichev<br>er is<br>greater.   | 45% =<br>.25 acre<br>or less<br>40% =<br>.26 acre<br>or more<br>60% =<br>Townho<br>uses | 55% =<br>.25 acre<br>or less<br>40% =<br>.26<br>acres or<br>more<br>60% =<br>Townho<br>uses | 65%          | 65%          | 65%          | 75%          | 85%          | 85% | 65% =<br>.25 acre<br>or less<br>40% =<br>.26 to 1<br>acre<br>35% =<br>1.01 to<br>3 acres<br>25% =<br>3.01 +<br>acres<br>70% =<br>townho<br>uses | 85%<br>except<br>for<br>stoops,<br>porches<br>or<br>balconie<br>s | 18.04.080(K)   |
| MAXIMUM<br>HARD<br>SURFACE                    | 65% or<br>10,000sf<br>(whiche<br>ver is<br>greater)<br>= lots<br>less<br>than 4<br>acres;<br>25%=4                      | 65%<br>80% =<br>Townho<br>uses | 25%   | 55% or<br>3,500sf<br>(whiche<br>ver is<br>greater)<br>=.25<br>acre or<br>less;<br>25% or<br>6,000sf<br>(whiche | 65% =<br>.25 acre<br>or less<br>70% =<br>.26 acre<br>or more<br>80% =<br>Townho<br>uses | 65% =<br>.25 acre<br>or less<br>70% =<br>.26 acre<br>or more<br>80% =<br>Townho<br>uses     | 75%          | 75%          | 75%          | 80%          | 90%          | 90% | 85% =<br>.25 acre<br>or less<br>60% =<br>.26 to 1<br>acre<br>55% =<br>1.01 to<br>3 acres  | 95%   | 18.04.080(K)<br>Hard Surfaces are<br>treated as<br>impervious, unless<br>shown workable<br>through an<br>approved design<br>(that complies<br>with DDECM),<br>which requires |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT           | R 1/5                            | R4 | R-4 CB   | RLI                                 | R 4-8  | R 6-12   | MR 7-13  | MR 10-18   | RM-18  | RM-24  | RMH                 | RMU  | MHP  | UR   | ADDITIONAL REGULATIONS                                   |
|--------------------|----------------------------------|----|--|-------------------------------------|--|--|--|--|--|--|---------------------|--|--|--|--|
|                    | .1 acre or more                  |    |  | ver is greater) = .26 acre or more. |  |  |  |  |  |  |                     |  | 25% = 3.01+ acres<br>90% = townhome uses   |  | adequate underlying soils.                               |
| MINIMUM OPEN SPACE | 220 tree units per acre required |    | 65% drainage dispersal area may be required; it may double as tree tract or critical areas buffer. |                                     | 200 SF/unit for cottages; 450 SF/unit for courtyard apartment developments | 200 SF/unit for cottages; 450 SF/unit for courtyard apartment developments | 25% for multifamily; 450 SF/unit for cottage developments 200 SF/unit for cottages | 25% for multifamily; 450 SF/unit for cottage developments 200 SF/unit for cottages | 25% for multifamily; 500 SF/space for mobile home park | 20% for multifamily; 500 SF/space for mobile home park | 10% for multifamily | 10% for multifamily; 500 SF/space for mobile home park | 450 SF/unit for cottages developments 200 SF/unit for cottages ≤ 500 SF/space for mobile home park | 15% may include stoops, porches or balcony areas | 18.04.080(J); for Courtyard Apartments see 18.04.060(II) |

**LEGEND**

SF = Square Feet

Zero Lot = A Lot with Only One Side Yard --- = No Regulation

RL1 = Residential Low Impact

R 6-12 = Residential 6-12

R-4 = Residential – 4

R 4-8 = Residential 4-8

RM 18 = Residential Multifamily – 18

MR 7-13 = Mixed Residential 7-13 MR 10-18 = Mixed Residential 10-18

RMU = Residential Mixed Use

MR 7-13 = Mixed Residential 7-13 RMH = Residential Multifamily High Rise UR – Urban Residential

**Section 26. Amendment of OMC 18.05.040, Table 5.01.** Olympia Municipal Code Section 18.05.040, Table 5.01 is hereby amended to read as follows:

**18.05.040 Permitted, conditional, required and prohibited uses**

**TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES**

| <b>DISTRICT</b>   | <b>Neighborhood Center</b> | <b>Neighborhood Village</b> | <b>Urban Village</b> | <b>Community Oriented Shopping Center</b> | <b>APPLICABLE REGULATIONS</b>                |
|---|----------------------------|-----------------------------|----------------------|---|--|
| District-Wide Regulations   |                            |                             |                      |   | 18.05.050                                    |
| <b>1. RESIDENTIAL USES</b>  |                            |                             |                      |   |  |
| Accessory Dwelling Units  | P                          | P                           | P                    | P   | 18.04.060(A)                                 |
| Apartments  | C                          | R                           | R                    | R   | 18.05A.150-.240,<br>18.05.050(E)             |
| Boarding Homes  | C                          | P                           | P                    | P   |  |
| Congregate Care Facilities  |                            | P                           | P                    | P   | 18.05.050(E)(1)(c)(i)                        |
| Cottage Housing   |                            | P                           | P                    | P   | 18.05A.330,<br>18.04.060(H),<br>18.05.050(E) |
| <u>Courtyard Apartments</u>                                       | <u>P</u>                   | <u>P</u>                    | <u>P</u>             | <u>P</u>                                  | <u>18.04.060(GG),</u><br><u>18.05.050(E)</u> |
| Duplexes  | <u>P</u>                   | P                           | P                    | P   | 18.05A.250-.290                              |
| Duplexes on Corner Lots   | P                          | P                           | P                    | P   | 18.04.060(HH)                                |
| Group Homes with 6 or Fewer Clients (up to 8 if approved by DSHS) |                            | P                           | P                    | P   | 18.04.060(K),<br>18.04.060(W)                |
| Group Homes with 7 or More Clients                                |                            | C                           | C                    | C   | 18.04.060(K),<br>18.04.060(W)                |
| Manufactured Homes  | P                          | P                           | P                    | P   | 18.04.060(O)                                 |
| Nursing/Convalescent Homes  |                            | P                           | P                    | P   | 18.04.060(S)                                 |

**TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES**

| <b>DISTRICT</b>  | <b>Neighborhood Center</b> | <b>Neighborhood Village</b> | <b>Urban Village</b> | <b>Community Oriented Shopping Center</b> | <b>APPLICABLE REGULATIONS</b>                |
|--|----------------------------|-----------------------------|----------------------|---|--|
| Residences Above Commercial Uses                       | P                          | P                           | P                    | P   |  |
| Short-Term Rental – Vacation Rentals                   | P                          | P                           | P                    | P   | 18.04.060(JJ)                                |
| Single-Family Residences                               | P                          | R                           | R                    | R   | 18.05A.250-.290                              |
| Single Room Occupancy Units                            |                            |                             |                      |   |  |
| Townhouses   | P                          | P                           | P                    | P   | 18.05A.150-.240 or<br>18.05A.250-.290, 18.64 |
| <u>Triplexes and Fourplexes</u>                        | <u>P</u>                   | <u>P</u>                    | <u>P</u>             | <u>P</u>                                  | 18.04.060(GG),<br>18.05.050(E)               |
| Transitional Housing, Permanent Supportive Housing     | P                          | P                           | P                    | P   |  |
| <b>2. OFFICES</b>                                      |                            |                             |                      |   |  |
| Banks  | P                          | P                           | P                    | P   | 18.05.060(A)                                 |
| Offices – Business                                     | P                          | P                           | P                    | P   |  |
| Offices – Government                                   | P                          | P                           | P                    | P   |  |
| Offices – Medical                                      | P                          | P                           | P                    | P   |  |
| Veterinary Offices and Clinics                         | C                          | C                           | C                    | C   |  |
| <b>3. RETAIL SALES</b>                                 |                            |                             |                      |   |  |
| Apparel and Accessory Stores                           | P                          | P                           | P                    | P   |  |
| Building Materials, Garden Supplies, and Farm Supplies | P                          | P                           | P                    | P   |  |
| Food Stores  | R                          | R                           | P                    | P   |  |
| Furniture, Home Furnishings, and Appliances            |                            |                             |                      |   |  |
| General Merchandise Stores                             | P                          | P                           | P                    | P   |  |
| Grocery Stores   | P                          | P                           | R                    | R   | 18.05.060(C)                                 |
| Office Supplies and Equipment                          |                            |                             |                      |   |  |



**TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES**

| <b>DISTRICT</b>  | <b>Neighborhood Center</b> | <b>Neighborhood Village</b> | <b>Urban Village</b> | <b>Community Oriented Shopping Center</b> | <b>APPLICABLE REGULATIONS</b> |
|--|----------------------------|-----------------------------|----------------------|---|-------------------------------|
| Pharmacies and Medical Supply Stores                         | P                          | P                           | P                    | P   |                               |
| Restaurants  |                            |                             | P                    |   | 18.05.060(A) &<br>18.05A.095  |
| Restaurants, Without Drive-In or Drive-Through Service       | P                          | P                           | P                    | P   |                               |
| Specialty Stores   | P                          | P                           | P                    | P   |                               |
| <b>4. SERVICES</b>   |                            |                             |                      |   |                               |
| Health Fitness Centers and Dance Studios                     | P                          | P                           | P                    | P   |                               |
| Hotels/Motels  |                            |                             |                      |   |                               |
| Laundry and Laundry Pick-up Agency                           | P                          | P                           | P                    | P   |                               |
| Personal Services  | P                          | P                           | P                    | P   |                               |
| Printing, Commercial   |                            |                             | P                    | P   |                               |
| Radio/TV Studios   |                            |                             |                      |   |                               |
| Recycling Facility - Type I                                  | P                          | P                           | P                    | P   |                               |
| Servicing of Personal Apparel and Equipment                  | P                          | P                           | P                    | P   |                               |
| <b>5. ACCESSORY USES</b>                                     |                            |                             |                      |   |                               |
| Accessory Structures   | P                          | P                           | P                    | P   | 18.04.060(B)                  |
| Electric Vehicle Infrastructure                              | P                          | P                           | P                    | P   | 18.04.060(GG)                 |
| Garage/Yard/Rummage or Other Outdoor Sales                   | P                          | P                           | P                    | P   | 5.24                          |
| Satellite Earth Stations                                     | P                          | P                           | P                    | P   | 18.44.100                     |
| Residences Rented for Social Event, 7 times or more per year | C                          | C                           | C                    | C   | 18.04.060.DD                  |
| <b>6. RECREATIONAL USES</b>                                  |                            |                             |                      |   |                               |
| Auditoriums and Places of Assembly                           |                            |                             |                      |   |                               |

**TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES**

| <b>DISTRICT</b>                          | <b>Neighborhood Center</b> | <b>Neighborhood Village</b> | <b>Urban Village</b> | <b>Community Oriented Shopping Center</b> | <b>APPLICABLE REGULATIONS</b> |
|--|----------------------------|-----------------------------|----------------------|---|-------------------------------|
| Art Galleries                            |                            |                             |                      |   |                               |
| Commercial Recreation                    |                            |                             |                      |   |                               |
| Community Gardens                        | P                          | P                           | P                    | P   |                               |
| Community Parks & Playgrounds            | P/C                        | P/C                         | P/C                  | P/C                                       | 18.04.060(T)                  |
| Health Fitness Centers and Dance Studios |                            |                             |                      |   |                               |
| Libraries                                |                            |                             |                      |   |                               |
| Museums                                  |                            |                             |                      |   |                               |
| Neighborhood Parks/Village Green/Plaza   | R                          | R                           | R                    | R   | 18.04.060(T),<br>18.05.080(N) |
| Open Space – Public                      | P                          | P                           | P                    | P   | 18.04.060(T)                  |
| Theaters (no Drive-Ins)                  |                            |                             |                      |   |                               |
| Trails – Public                          | P                          | P                           | P                    | P   | 18.04.060(T)                  |
| <b>7. TEMPORARY USES</b>                 |                            |                             |                      |   |                               |
| Emergency Housing                        | P                          | P                           | P                    | P   |                               |
| Mobile Vendors                           |                            |                             | P                    | P   |                               |
| Model Homes                              | P                          | P                           | P                    | P   |                               |
| Parking Lot Sales                        |                            |                             | P                    | P   | 18.06.060(Z)                  |
| <b>8. OTHER USES</b>                     |                            |                             |                      |   |                               |
| Agricultural Uses, Existing              | P                          | P                           | P                    | P   |                               |
| Animals/Pets                             | P                          | P                           | P                    | P   | 18.04.060(C)                  |
| Child Day Care Centers                   | P                          | P                           | R                    | P   | 18.05.060(B),<br>18.04.060(D) |
| Community Clubhouses                     | P                          | P                           | P                    | P   |                               |

**TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES**

| <b>DISTRICT</b>   | <b>Neighborhood<br/>Center</b> | <b>Neighborhood<br/>Village</b> | <b>Urban<br/>Village</b> | <b>Community<br/>Oriented<br/>Shopping Center</b> | <b>APPLICABLE<br/>REGULATIONS</b> |
|---|--------------------------------|---------------------------------|--------------------------|---|-----------------------------------|
| Conference Centers  |                                |                                 |                          |   |                                   |
| Crisis Intervention   | C                              | C                               | C                        | C   | 18.04.060(I)                      |
| Home Occupations (including adult day care, bed and breakfast houses, short-term rental – homestays, elder care homes, and family child care homes) | P                              | P                               | P                        | P   | 18.04.060(L),<br>18.04.060(JJ)    |
| Hospice Care  | C                              | C                               | C                        | C   | 18.04.060(M)                      |
| Non-Profit Physical Education Facilities  | C                              | C                               | C                        | C   |                                   |
| Places of Worship   | C                              | C                               | C                        | C   | 18.04.060(U)                      |
| Public Facilities   | C                              | C                               | C                        | C   | 18.04.060(V)                      |
| Radio, Television, and other Communication Towers & Antennas  | C                              | C                               | C                        | C   | 18.04.060(W), 18.44.100           |
| Schools   | C                              | C                               | C                        | C   | 18.04.060(CC)                     |
| Sheltered Transit Stops   | R                              | R                               | R                        | R   | 18.05.050(C)(4)                   |
| Social Organizations  |                                |                                 |                          |   |                                   |
| Utility Facilities  | P/C                            | P/C                             | P/C                      | P/C   | 18.04.060(X)                      |
| Wireless Communications Facilities  | P/C                            | P/C                             | P/C                      | P/C   | 18.44                             |

**LEGEND**

P = Permitted      C = Conditional      R = Required

**Section 27. Amendment of OMC 18.06.040, Table 6.01.** Olympia Municipal Code Section 18.06.040, Table 6.01 is hereby amended to read as follows:

**18.06.040 TABLES: Permitted and Conditional Uses**

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                     | <b>NR</b>    | <b>PO/RM</b>        | <b>GC</b>             | <b>MS</b> | <b>UW</b>        | <b>UW-H</b>    | <b>DB</b>        | <b>A<br/>S</b> | <b>CSH</b>        | <b>HDC-1</b> | <b>HDC-2</b>          | <b>HDC-3</b>          | <b>HDC-4</b>          | <b>APPLICABLE REGULATIONS</b> |
|--|--------------|---------------------|-----------------------|-----------|------------------|----------------|------------------|----------------|-------------------|--------------|-----------------------|-----------------------|-----------------------|-------------------------------|
| District-Wide Regulations                      | 18.06.060(R) |                     |                       |           | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2) |                |                   |              |                       |                       | 18.130 .020           |                               |
| <b>1. EATING &amp; DRINKING ESTABLISHMENTS</b> |              |                     |                       |           |                  |                |                  |                |                   |              |                       |                       |                       |                               |
| Drinking Establishments                        |              |                     | P                     |           | P                | P              | P                |                | C<br>18.06.060(P) |              | P                     | P                     | P                     |                               |
| Drinking Establishments - Existing             |              | P<br>18.06.060 (GG) |                       |           |                  | P              |                  |                |                   |              |                       |                       |                       |                               |
| Restaurants, with drive-in or drive-through    |              |                     | P<br>18.06.060 (F)(3) |           |                  |                |                  |                |                   |              | C<br>18.06.060 (F)(1) | C<br>18.06.060 (F)(1) | P<br>18.06.060 (F)(3) |                               |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                                 | <b>NR</b>          | <b>PO/RM</b> | <b>GC</b> | <b>MS</b>          | <b>UW</b>        | <b>UW-H</b>    | <b>DB</b>          | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|--------------------|--------------|-----------|--------------------|------------------|----------------|--------------------|------------|------------|--------------|--------------|--------------|--------------|-------------------------------|
| Restaurants, with drive-in or drive-through, existing      |                    |              | P         |                    |                  |                | P 18.06.060(U)     |            |            |              |              | C            | P            |                               |
| Restaurants, without drive-in or drive-through             | P 18.06.060 (U)(3) | C            | P         | P 18.06.060 (U)(2) | P                | P              | P 18.06.060 (U)(1) | P          | P          | P            | P            | P            | P            |                               |
| District-Wide Regulations                                  | 18.06.060(R)       |              |           |                    | 18.06.060 (F)(2) | 18.06.060(H H) | 18.06.060 (F)(2)   |            |            |              |              |              |              |                               |
| <b>2. INDUSTRIAL USES</b>                                  |                    |              |           |                    |                  |                |                    |            |            |              |              |              |              |                               |
| Industry, Heavy  |                    |              |           |                    |                  |                |                    |            |            |              |              |              |              |                               |
| Industry, Light  |                    |              | C         |                    | P/C 18.06.060(N) |                |                    |            |            |              |              |              |              |                               |
| On-Site Treatment & Storage Facilities for Hazardous Waste |                    |              |           |                    | P 18.06.060(Q)   |                |                    |            |            |              |              |              |              |                               |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                       | <b>NR</b>        | <b>PO/RM</b> | <b>GC</b> | <b>MS</b> | <b>UW</b>                | <b>UW-H</b>           | <b>DB</b>           | <b>A<br/>S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b>             | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|------------------|--------------|-----------|-----------|--------------------------|-----------------------|---------------------|----------------|------------|--------------|--------------------------|--------------|--------------|-------------------------------|
| Piers, Wharves, Landings                         |                  |              |           |           | P                        |                       |                     |                |            |              |                          |              |              |                               |
| Printing, Industrial                             |                  |              | C         |           | P/C<br>18.06.060<br>(N)  |                       |                     |                |            |              |                          |              |              |                               |
| Publishing                                       |                  | C            | C         |           | P                        |                       | P                   |                | C          | C            |                          |              |              |                               |
| Warehousing                                      |                  |              | P         |           | P/C<br>18.06.060<br>(AA) |                       | P                   |                |            |              |                          |              |              |                               |
| Welding & Fabrication                            |                  |              | C         |           | P/C<br>18.06.060<br>(N)  |                       | P                   |                |            |              |                          |              |              |                               |
| Wholesale Sales                                  |                  | C            | P         |           | P/C                      | P                     |                     | P              |            | P            | 18.06.<br>060<br>(BB)(2) |              |              |                               |
| Wholesale Products Incidental to Retail Business |                  |              | P         |           | P                        | P                     |                     |                |            |              |                          | P            | P            |                               |
| District-Wide Regulations                        | 18.06.<br>060(R) |              |           |           | 18.06.<br>060(F)(2)      | 18.06.<br>060(H<br>H) | 18.06.<br>060(F)(2) |                |            |              |                          |              |              |                               |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                               | NR               | PO/RM | GC | MS | UW                         | UW-H                         | DB                             | A<br>S | CSH | HDC-1 | HDC-2 | HDC-3                        | HDC-4                        | APPLICABLE REGULATIONS |
|---|------------------|-------|----|----|----------------------------|------------------------------|--------------------------------|--------|-----|-------|-------|------------------------------|------------------------------|------------------------|
| <b>3. OFFICE USES (See also SERVICES, HEALTH)</b> |                  |       |    |    |                            |                              |                                |        |     |       |       |                              |                              |                        |
| Banks   |                  | P     | P  |    | P/C<br>18.06.<br>060(D)(2) | P<br>18.06.<br>060<br>(D)(2) | P/C<br>18.06.<br>060<br>(D)(2) | P      | P   | P     | P     | P<br>18.06.<br>060<br>(D)(1) | P<br>18.06.<br>060<br>(F)(3) |                        |
| Business Offices                                  |                  | P     | P  |    | P                          | P                            | P                              | P      | P   | P     | P     | P                            | P                            |                        |
| Government Offices                                |                  | P     | P  |    | P                          | P                            | P                              | P      | P   | P     | P     | P                            | P                            |                        |
| District-Wide Regulations                         | 18.06.<br>060(R) |       |    |    | 18.06.<br>060(F)(2)        | 18.06.<br>060(H<br>H)        | 18.06.<br>060(F)(2)            |        |     |       |       |                              |                              |                        |
| <b>4. RECREATION AND CULTURE</b>                  |                  |       |    |    |                            |                              |                                |        |     |       |       |                              |                              |                        |
| Art Galleries                                     | P                | P     | P  |    | P                          | P                            | P                              |        | P   | P     | P     | P                            | P                            |                        |
| Auditoriums and Places of Assembly                |                  |       | P  |    | P                          | P                            | P                              |        |     |       |       | P                            | P                            |                        |
| Boat Clubs  |                  |       |    |    | P                          | P                            |                                |        |     |       |       |                              |                              |                        |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>               | <b>NR</b> | <b>PO/RM</b>          | <b>GC</b> | <b>MS</b> | <b>UW</b>              | <b>UW-H</b> | <b>DB</b> | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b>          | <b>HDC-2</b>      | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|-----------|-----------------------|-----------|-----------|------------------------|-------------|-----------|------------|------------|-----------------------|-------------------|--------------|--------------|-------------------------------|
| Boating Storage Facilities               |           |                       |           |           | P                      |             |           | P          |            |                       |                   |              |              |                               |
| Commercial Recreation                    |           | C                     | P         |           | P                      | P           | P         | P          |            | C                     | C                 | P            | P            |                               |
| Health Fitness Centers and Dance Studios | P         | P<br>18.06.060<br>(L) | P         | P         | P                      | P           | P         | P          | P          | P<br>18.06.060<br>(L) | P<br>18.06.060(L) | P            | P            |                               |
| Libraries                                | C         | C                     | C         | C         | P                      | P           | P         |            | P          | C                     | P                 | P            | P            | 18.04.060(V)                  |
| Marinas/Boat Launching Facilities        |           |                       |           |           | P<br>18.06.060<br>(CC) | P           |           |            |            |                       |                   |              |              |                               |
| Museums                                  |           | C                     | P         |           | P                      | P           | P         |            | P          | C                     | C                 | P            | P            | 18.04.060(V)                  |
| Parks, Neighborhood                      | P         | P                     | P         | P         | P                      | P           | P         |            | P          | P                     | P                 | P            | P            | 18.04.060(T)                  |
| Parks & Playgrounds, Other               | P         | P                     | P         | P         | P                      | P           | P         |            | P          | P                     | P                 | P            | P            | 18.04.060(T)                  |
| Theaters (Drive-in)                      |           |                       | C         |           |                        |             |           |            |            |                       |                   |              |              |                               |
| Theaters (No drive-ins)                  |           |                       | P         |           | P                      | P           | P         |            |            |                       | C                 | P            | P            |                               |



**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                                    | NR           | PO/RM    | GC       | MS       | UW              | UW-H         | DB              | A S | CSH | HDC-1    | HDC-2    | HDC-3    | HDC-4    | APPLICABLE REGULATIONS    |
|--|--------------|----------|----------|----------|-----------------|--------------|-----------------|-----|-----|----------|----------|----------|----------|---------------------------|
| District-Wide Regulations                              | 18.06.060(R) |          |          |          | 18.06.060(F)(2) | 18.06.060(H) | 18.06.060(F)(2) |     |     |          |          |          |          |                           |
| <b>5. RESIDENTIAL</b>                                  |              |          |          |          |                 |              |                 |     |     |          |          |          |          |                           |
| Apartments   |              | P        | P        | P        | P               | P            | P               |     | P   | P        | P        | P        | P        |                           |
| Apartments above ground floor in mixed use development | P            | P        | P        | P        | P               | P            | P               |     | P   | P        | P        | P        | P        |                           |
| Boarding Houses  |              | P        | P        | P        | P               | P            | P               |     | P   | P        | P        | P        | P        |                           |
| Co-Housing   |              | P        | P        | <u>P</u> |                 | P            | P               |     |     | P        | P        | <u>P</u> | P        |                           |
| <u>Courtyard Apartments</u>                            | <u>P</u>     | <u>P</u> | <u>P</u> | <u>P</u> |                 |              |                 |     |     | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u> | <u>18.04.060(II)</u><br>- |
| Collegiate Greek system residence, dormitories         |              | C        | P        | P        | P               | P            | P               |     | P   | C        | P        | P        | P        |                           |
| Duplexes   | P            | P        | P        | P        |                 |              | P               |     | P   | P        | P        |          | P        |                           |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                            | <b>NR</b> | <b>PO/RM</b> | <b>GC</b>         | <b>MS</b> | <b>UW</b> | <b>UW-H</b> | <b>DB</b>         | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b>      | <b>HDC-4</b>      | <b>APPLICABLE REGULATIONS</b>              |
|---|-----------|--------------|-------------------|-----------|-----------|-------------|-------------------|------------|------------|--------------|--------------|-------------------|-------------------|--|
| Duplexes on Corner Lots                               | P         | P            | P                 | P         |           |             | P                 |            | P          | P            | P            | P                 | P                 | 18.04.060 (HH)                             |
| Group Homes (6 or less or up to 8 with DSHS approval) | P         | P            | P<br>18.06.060(K) | P         | P         | P           | P<br>18.06.060(K) |            | P          | P            | P            | P<br>18.06.060(K) | P<br>18.06.060(K) | 18.04.060(K)                               |
| Group Homes (7 or more)                               | C         | C            | C<br>18.06.060(K) | C         | C         | C           | C<br>18.06.060(K) |            | C          | C            | C            | C<br>18.06.060(K) | P<br>18.06.060(K) | 18.04.060(K)                               |
| Mobile or Manufactured Homes Park - Existing          |           | C            | C                 | C         |           |             |                   |            |            | C            |              |                   | C                 | 18.04.060(P)                               |
| Quarters for Night Watch person/Caretaker             |           |              |                   |           | P         | P           |                   |            |            |              |              |                   |                   |  |
| Retirement Homes                                      |           | P            | P                 | P         | P         | P           | P                 |            | P          | P            | P            | P                 | P                 |  |
| Single-Family Residences                              | P         | P            | P                 | P         |           |             | P                 |            | P          | P            | P            | P                 | P                 |  |
| Accessory Dwelling Units                              | <u>P</u>  | <u>P</u>     | <u>P</u>          | <u>P</u>  | <u>P</u>  | <u>P</u>    | <u>P</u>          |            | <u>P</u>   | <u>P</u>     | <u>P</u>     | <u>P</u>          | <u>P</u>          | <u>18.04.060(A)</u><br><u>18.04.060(B)</u> |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                         | <b>NR</b>    | <b>PO/RM</b> | <b>GC</b> | <b>MS</b> | <b>UW</b>       | <b>UW-H</b>   | <b>DB</b>       | <b>A<br/>S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|--------------|--------------|-----------|-----------|-----------------|---------------|-----------------|----------------|------------|--------------|--------------|--------------|--------------|-------------------------------|
| Single Room Occupancy Units                        | <u>P</u>     | P            | P         | P         | P               | P             | P               |                | P          | P            | P            | P            | P            | <u>18.04.060(HH)</u>          |
| Townhouses   | P            | P            | P         | P         |                 | P             | P               |                | P          | P            | P            | P            | P            | <u>18.64</u>                  |
| Triplexes, Fourplexes, and Cottage Housing         | <u>P</u>     | P            |           | <u>P</u>  |                 |               |                 |                |            | <u>P</u>     | <u>P</u>     | <u>P</u>     | P            | <u>18.04.060(H)</u>           |
| Transitional Housing, Permanent Supportive Housing | P            | P            | P         | P         | P               | P             | P               |                | P          | P            | P            | P            | P            |                               |
| District-Wide Regulations                          | 18.06.060(R) |              |           |           | 18.06.060(F)(2) | 18.06.060(HH) | 18.06.060(F)(2) |                |            |              |              |              |              |                               |
| <b>6. RETAIL SALES</b>                             |              |              |           |           |                 |               |                 |                |            |              |              |              |              |                               |
| Apparel and Accessory Stores                       |              |              | P         |           | P               | P             | P               |                |            |              |              | P            | P            |                               |
| Boat Sales and Rentals                             |              |              | P         |           | P               | P             | P               | P              |            |              |              |              | P            |                               |
| Building Materials,                                | P            |              | P         |           | P               | P             | P               |                |            |              |              | P            | P            |                               |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT   | NR                       | PO/RM                 | GC | MS | UW                    | UW-H                  | DB                       | A S | CSH | HDC-1                 | HDC-2 | HDC-3                 | HDC-4                 | APPLICABLE REGULATIONS |
|---|--------------------------|-----------------------|----|----|-----------------------|-----------------------|--------------------------|-----|-----|-----------------------|-------|-----------------------|-----------------------|------------------------|
| Garden and Farm Supplies                                    |                          |                       |    |    |                       |                       |                          |     |     |                       |       |                       |                       |                        |
| Commercial Greenhouses, Nurseries, Bulb Farms               | C                        | C<br>18.04.060<br>(G) | C  | C  |                       |                       |                          |     | C   |                       | P     | P                     |                       | 18.04.060(G)           |
| Electric Vehicle Infrastructure                             | P                        | P                     | P  | P  | P<br>18.06.060<br>(W) | P<br>18.06.060<br>(W) | P<br>18.06.060(W)        | P   | P   | P                     | P     | P                     | P                     |                        |
| Food Stores   | P                        | P<br>18.06.060<br>(H) | P  |    | P                     | P                     | P                        |     | P   | P<br>18.06.060<br>(H) | P     | P                     | P                     |                        |
| Furniture, Home Furnishings, and Appliances                 |                          |                       | P  |    | P                     | P                     | P                        |     |     |                       | P     | P                     | P                     |                        |
| Gasoline Dispensing Facilities accessory to a permitted use | P<br>18.06.060<br>(W)(4) |                       | P  |    | P<br>18.06.060<br>(W) |                       | P<br>18.06.060<br>(W)(2) | P   |     |                       |       | P<br>18.06.060<br>(W) | P<br>18.06.060<br>(W) |                        |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>   | <b>NR</b>         | <b>PO/RM</b>        | <b>GC</b> | <b>MS</b> | <b>UW</b>          | <b>UW-H</b> | <b>DB</b>          | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b>        | <b>HDC-2</b> | <b>HDC-3</b>       | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|-------------------|---------------------|-----------|-----------|--------------------|-------------|--------------------|------------|------------|---------------------|--------------|--------------------|--------------|-------------------------------|
| Gasoline Dispensing Facility accessory to a permitted use - Existing | P<br>18.06.060(W) |                     | P         |           | P<br>18.06.060 (W) |             | P<br>18.06.060 (W) |            |            |                     | P            | P<br>18.06.060 (W) | P            |                               |
| General Merchandise Stores   | P                 | P<br>18.06.060 (J)  | P         |           | P                  | P           | P                  |            |            | P<br>18.06.060 (J)  | P            | P                  | P            |                               |
| Mobile, Manufactured, and Modular Housing Sales                      |                   |                     | P         |           |                    |             |                    |            |            |                     |              |                    |              |                               |
| Motor Vehicle Sales  |                   |                     | P         |           |                    |             | P                  | P          |            |                     |              |                    | P            |                               |
| Motor Vehicle Supply Stores  |                   |                     | P         |           | P                  | P           | P                  | P          |            |                     | P            | P                  | P            |                               |
| Office Supplies and Equipment  |                   | P<br>18.06.060 (DD) | P         |           | P                  | P           | P                  |            | P          | P<br>18.06.060 (DD) | P            | P                  | P            | 18.06.060 (CC)                |
| Pharmacies and Medical Supply Stores                                 | P                 | P<br>18.06.060 (EE) | P         | P         | P                  | P           | P                  |            | P          | P<br>18.06.060 (EE) | P            | P                  | P            | 18.06.060 (DD)                |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                        | <b>NR</b>                | <b>PO/RM</b>             | <b>GC</b> | <b>MS</b>                | <b>UW</b>           | <b>UW-H</b>       | <b>DB</b>           | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b>             | <b>HDC-2</b> | <b>HDC-3</b>             | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|---|--------------------------|--------------------------|-----------|--------------------------|---------------------|-------------------|---------------------|------------|------------|--------------------------|--------------|--------------------------|--------------|-------------------------------|
| Specialty Stores                                  | P<br>18.06.060<br>(Y)(3) | P<br>18.06.060<br>(Y)(4) | P         | C<br>18.06.060<br>(Y)(2) | P                   | P                 | P                   |            |            | P<br>18.06.060<br>(Y)(4) | P            | P<br>18.06.060<br>(Y)(1) | P            |                               |
| District-Wide Regulations                         | 18.06.060(R)             |                          |           |                          | 18.06.060<br>(F)(2) | 18.06.060<br>(HH) | 18.06.060<br>(F)(2) |            |            |                          |              |                          |              |                               |
| <b>7. SERVICES, HEALTH</b>                        |                          |                          |           |                          |                     |                   |                     |            |            |                          |              |                          |              |                               |
| Hospitals   |                          |                          |           | P                        |                     |                   | P                   |            | P          |                          |              |                          |              |                               |
| Nursing, Congregate Care, and Convalescence Homes | C                        | P                        | C         | P                        |                     |                   | C                   |            | C          | C                        | C            | P                        | P            | 18.04.060(S)                  |
| Offices, Medical                                  |                          | P                        | P         | P                        | P                   | P                 | P                   | P          | P          | P                        | P            | P                        | P            |                               |
| Veterinary Offices/Clinics                        |                          | P                        | P         | P                        |                     |                   | P                   |            |            | P                        | P            | P                        | P            |                               |
| District-Wide Regulations                         | 18.06.060(R)             |                          |           |                          | 18.06.060<br>(F)(2) | 18.06.060<br>(HH) | 18.06.060<br>(F)(2) |            |            |                          |              |                          |              |                               |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                                 | NR           | PO/RM                 | GC                | MS                | UW              | UW-H      | DB              | A S | CSH | HDC-1 | HDC-2 | HDC-3 | HDC-4 | APPLICABLE REGULATIONS |
|---|--------------|-----------------------|-------------------|-------------------|-----------------|-----------|-----------------|-----|-----|-------|-------|-------|-------|------------------------|
| <b>8. SERVICES, LODGING</b>                         |              |                       |                   |                   |                 |           |                 |     |     |       |       |       |       |                        |
| Bed & Breakfast Houses (1 guest room)               | P            | P<br>18.06.060<br>(E) | P<br>18.06.060(E) | P<br>18.06.060(E) | P               | P         | P               |     |     | P     | P     | P     | P     | 18.04.060(L)<br>(3)(c) |
| Bed & Breakfast Houses (2 to 5 guest rooms)         | C            | P<br>18.06.060<br>(E) | P<br>18.06.060(E) | P<br>18.06.060(E) | P               | P         | P               |     | C   | P     | P     | P     | P     | 18.04.060(L)<br>(3)(c) |
| Short-Term Rentals – Vacation Rentals               | P            | P                     | P                 | P                 | P               | P         | P               |     | P   | P     | P     | P     | P     |                        |
| Hotels/Motels                                       |              |                       | P                 | C                 | P               |           | P               |     | P   |       |       |       | P     |                        |
| Indoor Emergency Shelters, Indoor Emergency Housing |              |                       | P                 | C                 | P               |           | P               |     | P   |       |       |       | P     |                        |
| Lodging Houses                                      |              | P                     | P                 | P                 | P               |           | P               |     | P   | P     | P     | P     | P     |                        |
| Recreational Vehicle Parks                          |              |                       | P                 |                   |                 |           |                 |     |     |       |       |       | P     |                        |
| District-Wide Regulations                           | 18.06.060(R) |                       |                   |                   | 18.06.060(F)(2) | 18.06.060 | 18.06.060(F)(2) |     |     |       |       |       |       |                        |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                    | NR           | PO/RM | GC | MS | UW              | UW-H          | DB              | A S | CSH | HDC-1             | HDC-2             | HDC-3             | HDC-4 | APPLICABLE REGULATIONS |
|--|--------------|-------|----|----|-----------------|---------------|-----------------|-----|-----|-------------------|-------------------|-------------------|-------|------------------------|
|  |              |       |    |    |                 | (HH)          |                 |     |     |                   |                   |                   |       |                        |
| <b>9. SERVICES, PERSONAL</b>           |              |       |    |    |                 |               |                 |     |     |                   |                   |                   |       |                        |
| Adult Day Care Home                    | P            | P     | P  | P  | P               | P             | P               |     | P   | P                 | P                 | P                 | P     | 18.04.060(L)(3)(b)     |
| Child Day Care Centers                 | C            | P     | P  | P  | P               | P             | P               |     | P   | P                 | C                 | P                 | P     | 18.04.060(D)           |
| Crisis Intervention                    | C            | P     | C  | P  |                 |               | P               |     | C   | P                 | C                 | C                 | C     | 18.04.060(I)           |
| Family Child Care Homes                | P            | P     | P  | P  | P               | P             | P               |     | P   | P                 | P                 | P                 | P     | 18.04.060(L)           |
| Funeral Parlors and Mortuaries         |              | C     | P  |    |                 |               | P               |     |     | C                 |                   | P                 | P     |                        |
| Laundries and Laundry Pick-up Agencies | P            | P     | P  | P  | P               | P             | P               |     |     | P<br>18.06.060(O) | P<br>18.06.060(O) | P<br>18.06.060(O) | P     |                        |
| Personal Services                      | P            | P     | P  | P  | P               | P             | P               | P   | P   | P                 | P                 | P                 | P     |                        |
| District-Wide Regulations              | 18.06.060(R) |       |    |    | 18.06.060(F)(2) | 18.06.060(HH) | 18.06.060(F)(2) |     |     |                   |                   |                   |       |                        |



**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT  | NR | PO/RM                  | GC | MS | UW | UW-H | DB | A<br>S | CSH | HDC-1 | HDC-2 | HDC-3 | HDC-4 | APPLICABLE REGULATIONS |
|--|----|------------------------|----|----|----|------|----|--------|-----|-------|-------|-------|-------|------------------------|
| <b>10. SERVICES, MISCELLANEOUS</b>                                     |    |                        |    |    |    |      |    |        |     |       |       |       |       |                        |
| Auto Rental Agencies   |    |                        | P  |    | P  | P    | P  | P      |     |       | C     | P     | P     |                        |
| Equipment Rental Services, Commercial                                  |    |                        | P  |    | P  |      | P  |        |     |       | P     | P     | P     |                        |
| Equipment Rental Services, Commercial - Existing                       |    | P<br>18.06.060<br>(FF) |    |    |    |      |    |        |     |       |       |       |       |                        |
| Ministorage  |    |                        | P  |    |    |      | P  |        |     |       |       |       |       |                        |
| Printing, Commercial   | P  | P                      | P  |    | P  | P    | P  |        | P   | P     | P     | P     | P     |                        |
| Public Facilities (see also Public Facilities, Essential on next page) | C  | C                      | C  | C  | P  | C    | P  | P      | P   | C     | C     | C     | C     | 18.04.060(V)           |
| Radio/T.V. Studios   |    | P                      | P  |    | P  | P    | P  |        | P   | P     | P     | P     | P     |                        |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                                  | <b>NR</b> | <b>PO/RM</b> | <b>GC</b> | <b>MS</b> | <b>UW</b>          | <b>UW-H</b> | <b>DB</b>          | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b>       | <b>HDC-4</b>       | <b>APPLICABLE REGULATIONS</b> |
|---|-----------|--------------|-----------|-----------|--------------------|-------------|--------------------|------------|------------|--------------|--------------|--------------------|--------------------|-------------------------------|
| Recycling Facilities  | P         | P            | P         | P         | P                  |             | P                  |            | P          | P            | P            | P                  | P                  | 18.06.060(V)                  |
| School - Colleges and Business, Vocational or Trade Schools |           | C            | P         |           | P                  | P           | P                  |            | P          | C            | C            | C                  | P                  | 18.06.060(X)                  |
| Service and Repair Shops                                    |           |              | P         |           |                    |             | P                  | P          |            |              |              | P                  | P                  |                               |
| Service Stations/Car Washes                                 |           |              | P         |           |                    |             | P<br>18.06.060 (W) | P          |            |              |              | P<br>18.06.060 (W) | P<br>18.06.060 (W) |                               |
| Service Stations/Car Washes - Existing                      |           |              | P         |           | P<br>18.06.060 (W) |             | P<br>18.06.060 (W) |            |            |              | P            | P<br>18.06.060 (W) | P<br>18.06.060 (W) |                               |
| Servicing of Personal Apparel and Equipment                 | P         | P            | P         |           | P                  | P           | P                  |            |            | P            | P            | P                  | P                  |                               |
| Truck, Trailer, and Recreational Vehicle Rentals            |           |              | P         |           |                    |             |                    | P          |            |              |              |                    |                    |                               |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                       | <b>NR</b>    | <b>PO/RM</b> | <b>GC</b> | <b>MS</b>         | <b>UW</b>       | <b>UW-H</b>   | <b>DB</b>       | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|--------------|--------------|-----------|-------------------|-----------------|---------------|-----------------|------------|------------|--------------|--------------|--------------|--------------|-------------------------------|
| Workshops for Disabled People                    | C            | C            | C         | C                 | P               | C             | P               |            | C          | C            | C            | C            | C            | 18.04.060(R)                  |
| District-Wide Regulations                        | 18.06.060(R) |              |           |                   | 18.06.060(F)(2) | 18.06.060(HH) | 18.06.060(F)(2) |            |            |              |              |              |              |                               |
| <b>11. PUBLIC FACILITIES, ESSENTIAL</b>          |              |              |           |                   |                 |               |                 |            |            |              |              |              |              |                               |
| Airports   |              |              | C         |                   |                 |               |                 |            |            |              |              |              | C            | 18.06.060(G)                  |
| Inpatient Facilities                             |              | C            | C         | C<br>18.06.060(G) | C               |               | C               |            | C          | C            | C            | P            | P            | 18.06.060(G)<br>18.04.060(K)  |
| Jails  |              |              | C         |                   | C               |               | C               |            | C          |              |              |              | C            | 18.06.060(G)                  |
| Mental Health Facilities                         |              |              | C         | C<br>18.06.060(G) | C               |               | C               |            |            |              |              |              | C            | 18.06.060(G)<br>18.04.060(K)  |
| Other Correctional Facilities                    |              | C            | C         | C<br>18.06.060(G) | C               | C             | C               |            | C          | C            | C            | C            | C            | 18.06.060(G)                  |
| Other facilities as designated by the Washington |              | C            | C         |                   | C               |               | C               |            |            | C            | C            | C            | C            | 18.06.060(G)                  |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>   | <b>NR</b>    | <b>PO/RM</b> | <b>GC</b> | <b>MS</b> | <b>UW</b>       | <b>UW-H</b>   | <b>DB</b>       | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|--------------|--------------|-----------|-----------|-----------------|---------------|-----------------|------------|------------|--------------|--------------|--------------|--------------|-------------------------------|
| State Office of Financial Management, except prisons and solid waste handling facilities |              |              |           |           |                 |               |                 |            |            |              |              |              |              |                               |
| Radio/TV and Other Communication Towers and Antennas                                     | C            | C            | C         | C         | C               | C             | C               | C          | C          | C            | C            | C            | C            | 18.06.060(G)<br>18.44.100     |
| Sewage Treatment Facilities  | C            | C            | C         | C         | P               |               | P               |            | C          | C            | C            | C            | C            | 18.06.060(G)<br>18.04.060(X)  |
| State Education Facilities   |              | C            | C         |           | C               |               | C               |            | C          | C            | C            | C            | C            | 18.06.060(G)<br>18.06.060(X)  |
| State or Regional Transportation Facilities  | C            | C            | C         | C         | C               | C             | C               |            | C          | C            | C            | C            | C            | 18.06.060(G)                  |
| District-Wide Regulations  | 18.06.060(R) |              |           |           | 18.06.060(F)(2) | 18.06.060(HH) | 18.06.060(F)(2) |            |            |              |              |              |              |                               |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>             | <b>NR</b> | <b>PO/RM</b> | <b>GC</b> | <b>MS</b> | <b>UW</b> | <b>UW-H</b> | <b>DB</b> | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|-----------|--------------|-----------|-----------|-----------|-------------|-----------|------------|------------|--------------|--------------|--------------|--------------|-------------------------------|
| <b>12. TEMPORARY USES</b>              |           |              |           |           |           |             |           |            |            |              |              |              |              |                               |
| Entertainment Events                   |           |              | P         |           | P         | P           | P         |            |            |              |              |              | P            |                               |
| Off Site Contractor Offices            | P         | P            | P         | P         | P         | P           | P         | P          | P          | P            | P            | P            | P            | 18.04.060(D D)                |
| Emergency Housing                      | P         | P            | P         | P         | P         |             |           | P          | P          | P            | P            | P            | P            | 18.04.060(D D)                |
| Emergency Housing Facilities           | P         | P            | P         | P         | P         | P           | P         | P          | P          | P            | P            | P            | P            | 18.50                         |
| Fireworks, as determined by Fire Dept. |           |              | P         |           | P         | P           | P         |            |            |              | P            | P            | P            | 9.48.160                      |
| Mobile Sidewalk Vendors                |           | P            | P         | P         | P         | P           | P         |            |            | P            | P            | P            | P            |                               |
| Parking Lot Sales                      |           |              | P         |           | P         | P           | P         | P          |            |              | P            | P            | P            |                               |
| Residences Rented for Social           | P         | P            | P         | P         | P         | P           | P         |            | P          | P            | P            | P            | P            | 18.04.060(D D)                |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                               | <b>NR</b>    | <b>PO/RM</b> | <b>GC</b> | <b>MS</b> | <b>UW</b>        | <b>UW-H</b>    | <b>DB</b>        | <b>A<br/>S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b> | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|--|--------------|--------------|-----------|-----------|------------------|----------------|------------------|----------------|------------|--------------|--------------|--------------|--------------|-------------------------------|
| Event (6 or less in 1 year)                              |              |              |           |           |                  |                |                  |                |            |              |              |              |              |                               |
| Residences Rented for Social Event (7 or more in 1 year) | C            | C            | C         | C         | C                | C              | C                |                | C          | C            | C            | C            | C            |                               |
| Temporary Surface Parking Lot                            |              | P            | P         |           | P                | P              | P                |                | P          |              |              |              |              |                               |
| District-Wide Regulations                                | 18.06.060(R) |              |           |           | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2) |                |            |              |              |              |              |                               |
| <b>13. OTHER USES</b>                                    |              |              |           |           |                  |                |                  |                |            |              |              |              |              |                               |
| Accessory Structures/Uses                                | P            | P            | P         | P         | P                | P              | P                | P              | P          | P            | P            | P            | P            |                               |
| Adult Oriented Businesses                                |              |              | P         |           |                  |                |                  |                |            |              |              |              | P            | 18.06.060(B)                  |
| Agriculture  | P            | P            | P         | P         |                  |                |                  |                | P          | P            | P            | P            | P            |                               |
| Animals  | P            | P            | P         | P         | P                | P              | P                |                | P          | P            | P            | P            | P            | 18.06.060(C)                  |
| Cemeteries   | C            | C            | C         | C         |                  |                |                  |                | C          | C            | C            |              | C            |                               |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| <b>COMMERCIAL DISTRICT</b>                  | <b>NR</b> | <b>PO/RM</b> | <b>GC</b> | <b>MS</b> | <b>UW</b> | <b>UW-H</b> | <b>DB</b>             | <b>A S</b> | <b>CSH</b> | <b>HDC-1</b> | <b>HDC-2</b> | <b>HDC-3</b>          | <b>HDC-4</b> | <b>APPLICABLE REGULATIONS</b> |
|---|-----------|--------------|-----------|-----------|-----------|-------------|-----------------------|------------|------------|--------------|--------------|-----------------------|--------------|-------------------------------|
| Conference Center                           |           |              | P         |           | P         | P           | P                     |            |            |              |              |                       | P            |                               |
| Gambling Establishments                     |           |              | C         |           |           |             |                       |            |            |              |              |                       |              |                               |
| Garage/Yard/Rummage and Other Outdoor Sales | P         | P            | P         | P         | P         | P           | P                     |            | P          | P            | P            | P                     | P            | 5.24                          |
| Home Occupations                            | P         | P            | P         | P         | P         | P           | P                     |            | P          | P            | P            | P                     | P            | 18.04.060(L)                  |
| Parking Facility, Commercial                |           | P            | P         |           | P         | P           | P<br>18.06.060<br>(S) |            |            | P            | P            | P<br>18.06.060<br>(S) | P            | 18.04.060(V)                  |
| Places of Worship                           | C         | C            | P         | C         | P         | P           | P                     |            | C          | C            | C            | P                     | P            | 18.04.060(U)                  |
| Racing Pigeons                              | C         | C            | C         | C         |           |             |                       |            | C          | C            | C            | C                     | C            | 18.04.060(Y)                  |
| Satellite Earth Stations                    | P         | P            | P         | P         | P         | P           | P                     | P          | P          | P            | P            | P                     | P            | 18.44.100                     |
| Schools                                     | C         | C            | P         | C         | C         | C           | C                     |            | C          | C            | C            | P                     | P            | 18.04.060(CC)                 |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                | NR  | PO/RM | GC  | MS  | UW  | UW-H | DB  | AS  | CSH                 | HDC-1 | HDC-2 | HDC-3 | HDC-4 | APPLICABLE REGULATIONS |
|------------------------------------|-----|-------|-----|-----|-----|------|-----|-----|---------------------|-------|-------|-------|-------|------------------------|
| Social Organizations               |     | P     | P   |     | P   | P    | P   |     | P/C<br>18.06.060(I) | P     | P     | P     | P     |                        |
| Utility Facility                   | P/C | P/C   | P/C | P/C | P/C | P/C  | P/C | P/C | P/C                 | P/C   | P/C   | P/C   | P/C   | 18.04.060(X)           |
| Wireless Communications Facilities | P/C | P/C   | P/C | P/C | P/C | P/C  | P/C | P/C | P/C                 | P/C   | P/C   | P/C   | P/C   | 18.44                  |

| LEGEND                 |   |  |                               |
|------------------------|---|--|-------------------------------|
| P = Permitted Use      | PO/RM = Professional Office/Residential Multifamily | GC = General Commercial                | HDC-1=High Density Corridor-1 |
| MS = Medical Services  |   | UW = Urban Waterfront                  | HDC-2=High Density Corridor-2 |
| DB = Downtown Business | AS=Auto Services                                    | UW-H = Urban Waterfront-Housing        | HDC-3=High Density Corridor-3 |
| C = Conditional Use    | NR = Neighborhood Retail                            | CSH = Commercial Services-High Density | HDC-4=High Density Corridor-4 |



**Section 28. Olympia Municipal Code.** Copies of the Olympia Municipal Code are and shall be retained on file with the office of the City Clerk.

**Section 29. 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 30. 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 is unaffected.

**Section 31. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 32. Effective Date.** This Ordinance takes effect five (5) days after passage and publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**



# Harmonization Report

**Missing Middle Infill Housing Ordinance (#7160)  
and City of Olympia Municipal Code**

March 2024

# History/Summary

The GMHB had issued an order of invalidity on the City’s Missing Middle Housing Ordinance. This meant the ordinance was no longer in effect, and the City was not able to implement the Missing Middle Infill Housing Ordinance since July 2019.

On May 31, 2022, the Thurston County Superior Court’s Order of Judicial Review reversed and vacated the GMHB’s decision. An appeal of the Superior Court’s ruling was filed with the WA State Court of Appeals, which affirmed the Superior Court’s ruling in an opinion dated June 26, 2023. The Missing Middle Infill Housing Ordinance has been upheld, and the appeal was remanded to the GMHB for dismissal. The GMHB dismissed the case on November 9, 2023.

# What's happening now?

The Olympia City Council will go through a process to harmonize the Missing Middle Ordinance with all other ordinances that have been adopted since July 2019. This is because the zoning standards have been amended since the adoption of the Missing Middle Infill Housing ordinance, and now there are some discrepancies in development regulations even though there are several similarities.

## Phase 1

The Olympia City Council will go through a process to harmonize the Missing Middle Ordinance with all other ordinances that have been adopted since July 2019. This work is expected to be completed by the City Council early in 2024.

## Phase 2

The State of Washington has further amended the Growth Management Act, which contains specific requirements for cities to implement for a variety of “middle” housing types. Once the harmonization work is completed, staff will begin a public process to review the codes to see where changes are needed to address new state requirements and how they should be implemented in Olympia.

This work is expected to begin in mid-2024 and be completed by June 2025. It will likely include changes to land use and design review process and potentially the subdivision code, in addition to zoning standards.

# What is Middle Housing?

Middle Housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes. Middle Housing is a key component of the City's housing strategy, as it supports housing affordability for households across all income level - a key community vision in Olympia’s Comprehensive Plan and Housing Action Plan.

## Harmonizing the Missing Middle Infill Housing Ordinance with Subsequently Approved Ordinances

| #  | MM Provision  | Current Online Code – as of Nov 28, 2023  | Differences/Notes   | Staff Rec  |
|--|---|---|---|--|
| <b>OMC 18.04 – RESIDENTIAL DISTRICTS</b> |   |   |   |  |
| 1  | <b>18.04.020 – Purposes</b><br><b>18.04.020.B.4</b><br>Residential 4-8 Units per Acre (R 4-8). To accommodate <del>single-family houses and townhouses</del> <u>low density residential uses</u> at densities ranging from a minimum of four (4) units per acre to a maximum of eight (8) units per acre; to allow sufficient residential density to facilitate effective mass transit service; and to help maintain the character of established neighborhoods.  | 4. Residential 4-8 Units per Acre (R 4-8). To accommodate residential development at densities ranging from a minimum of four (4) units per acre to a maximum of eight (8) units per acre; to allow sufficient residential density to facilitate effective mass transit service; and to help maintain the character of established neighborhoods.   | Both include the purpose of residential development at densities between 4 and 8 units per acre but a worded slightly differently.  | Keep current language.   |
| 2  | <b>18.04.020.B.5</b><br>Residential 6-12 Units per Acre (R 6-12). To accommodate <del>single-family houses, duplexes and townhouses</del> <u>low-density residential uses</u> at densities between six (6) and twelve (12) units per acre, in locations with frequent mass transit service (existing or planned). <del>This includes areas along or near (e.g., within one-fourth (¼) mile) arterial and major collector streets. Parcels located in the High Density Corridor Transition Area are allowed triplex and fourplex housing types (18.04.060(FF)).</del>  | 5. Residential 6-12 Units per Acre (R 6-12). To accommodate residential development, at densities between six (6) and twelve (12) units per acre, in locations with frequent mass transit service (existing or planned). This includes areas along or near (e.g., within one-fourth (¼) mile) arterial and major collector streets. Parcels located in the High Density Corridor Transition Area are allowed fourplex housing types.  | Both include the purpose of residential development at densities between 6 and 12 units per acre but are worded slightly differently. Current version includes reference to arterial and collector streets and parcels located in the High Density Corridor Transition Areas that allow fourplexes. | Use the Missing Middle Housing Ordinance language.   |
| 3  | <b>18.04.040</b><br>Table 4.01, Permitted and Conditional Uses  | SEE APPENDIX A  | The existing language allows more flexibility in choosing which housing type to build on any lot in the zoning districts because the minimum lot size is the same for almost all housing types in each zoning district.   | Use the existing language. It is simpler in its approach to allowing various housing types and is seemingly more aligned with new state requirements for middle housing. |
| 4  | <b>18.04.060.A Accessory Dwelling Units</b><br>A. ACCESSORY DWELLING UNITS (ADU).<br><br>Accessory dwelling units (ADU) are permitted in all residential districts subject to the following requirements:<br><br>1. Number. One (1) ADU shall be allowed per residential lot in conjunction with any detached single family structure. (See Section 18.04.080(A)(3) regarding ADUs in new subdivisions.)<br><br>2. Location. The ADU shall be permitted as a second dwelling unit added to, created within, or detached from the original dwelling. The ADU shall be oriented in a way that maintains, to the extent practical, the privacy of residents in adjoining dwellings. (See Chapters 18.100, Design Review and 18.175, Infill and Other Residential.) | A. ACCESSORY DWELLING UNITS (ADU).<br><br>Accessory dwelling units (ADU) are permitted in all residential districts subject to the following requirements:<br><br>1. Number. One (1) ADU shall be allowed per residential lot in conjunction with any detached single-family structure. (See OMC <a href="#">18.04.080</a> (A)(3) regarding ADUs in new subdivisions.)<br><br>2. Location. The ADU shall be permitted as a second dwelling unit added to, created within, or detached from the original dwelling. The ADU shall be oriented in a way that maintains, to the extent practical, the privacy of residents in adjoining dwellings. (See chapter <a href="#">18.100</a> OMC, Design Review, and chapter <a href="#">18.175</a> OMC, Infill and Other Residential.) | Current online code allows ADUs to be up to 850 sq. ft. in size (rather than 800 sq. ft.). Current code addresses covered porches and patios.<br><br>New state laws will require modification of the ADU standards and will require this section to be updated.                                     | UPDATE TO MEET NEW STATE LAW in phase 2 work.<br><br>Retain provisions for covered porches and patios.   |

| # | MM Provision   | Current Online Code – as of Nov 28, 2023  | Differences/Notes | Staff Rec |
|---|--|---|-------------------|-----------|
|   | <p>3. Size. The ADU shall have a gross floor area of no more than eight hundred (800) square feet, <del>and no more than the following equivalent ratios: except this size limitation shall not apply to an ADU created entirely within an existing single-family dwelling without expanding that dwelling.</del></p> <p><del>a. forty percent (40%) of the gross floor area of the primary residence and accessory dwelling unit combined, or</del></p> <p><del>b. sixty-six and two-thirds percent (66 2/3%) of the gross floor area of the primary residence alone; excluding any garage area, except as authorized by Section 18.04.060(A)(7).</del></p> <p><del>[NOTE: Section 18.04.060(O)(1) requires that manufactured homes placed on a lot outside a manufactured housing park must be at least eight hundred sixty-four square feet in floor area. Consequently, a manufactured home can be used as a primary residence, but not as an ADU.]</del></p> <p>4. Ownership. The property owner (i.e., title holder and/or contract purchaser) must live on the site as his/her principal residence. Owners shall sign a notarized affidavit attesting to their principal residency upon permit application. Owners shall provide evidence thereof through such means as voter registration, drivers license, or the like. This requirement does not apply to ADUs built prior to the initial sale of the primary unit on the lot. Purchasers of such ADUs shall meet these requirements within sixty (60) days of purchase. (See Section 18.04.080(A)(3).)</p> <p><del>—A covenant or deed restriction, approved by the Olympia City Attorney, shall be signed and recorded with the Thurston County Auditor which specifies the requirement that the property owner must live on the site as his/her principal residence.</del></p> <p>54. Occupancy. No more than one (1) family (as defined in Chapter 18.02, Definitions) shall be allowed to occupy an ADU.</p> <p>65. Existing ADUs. Accessory dwellings created prior to the enactment of these regulations, June 19, 1995, may be approved subject to applicable requirements. Existing ADUs located on lots which cannot accommodate an additional off street parking space required by Chapter 18.38, Parking, may receive a waiver from the parking requirement.</p> <p>If the owner of an existing unauthorized ADU applies to make the unit legal, but cannot meet all of the standards, he/she will be allowed a "grace period" of six months from date of application to comply with applicable standards. However, where health and safety is an issue, the Building Official will determine when the necessary modifications must be made. If the owner cannot meet the standards, the unauthorized accessory unit must be removed or its use as a dwelling must be suspended.</p> | <p>3. Size. The ADU shall have a gross floor area of no more than 850 square feet. Covered porches or patios (or similar covered spaces) do not count toward the gross floor area of the ADU but are limited to a total of 120 square feet in size for each ADU and may not be enclosed.</p> <p>4. Accessory Dwelling Units may be attached to accessory structures such as a garage or shop building. In such circumstances, the ADU may be up to 850 square feet in size and the accessory structure may be up to 800 square feet in size (or larger if the underlying zoning district allows or a conditional use permit for a large garage has been approved).</p> <p>5. Occupancy. No more than one family (as defined in chapter 18.02 OMC, Definitions) shall be allowed to occupy an ADU.</p> <p>6. Existing ADUs. Accessory dwellings created prior to the enactment of these regulations, June 19, 1995, may be approved subject to applicable requirements. If the owner of an existing unauthorized ADU applies to make the unit legal, but cannot meet all of the standards, the owner will be allowed a "grace period" of six months from date of application to comply with applicable standards. However, where health and safety are an issue, the Building Official will determine when the necessary modifications must be made. If the owner cannot meet the standards, the unauthorized accessory unit must be removed or its use as a dwelling must be suspended.</p> <p>7. Deviation From Requirements. The Director or the Director's designee may allow deviation from the requirements of this section (OMC 18.04.060(A)) as follows:</p> <p>a. To allow use of the entirety of a single floor in a dwelling constructed two or more years prior to the date of application in order to efficiently use all floor area; and</p> <p>b. To enable ADUs to be established in structures constructed prior to June 19, 1995, which are located in rear or side setbacks, provided that Building Code requirements and the Development Standards contained in OMC 18.04.080 are met. [NOTE: See chapter 18.100 OMC, Design Review, and chapter 18.175 OMC, Infill and Other Residential for applicable design guidelines.]</p> |                   |           |



| # | MM Provision  | Current Online Code – as of Nov 28, 2023   | Differences/Notes   | Staff Rec              |
|---|---|--|---|------------------------|
|   | <p><del>76.</del> Deviation From Requirements. The Director or the Director’s designee may allow deviation from the requirements of this section (18.04.060(A)) as follows:</p> <p>a. To allow use of the entirety of a single floor in a dwelling constructed two (2) or more years prior to the date of application in order to efficiently use all floor area; and</p> <p>b. To enable ADUs to be established in structures constructed prior to June 19, 1995, which are located in rear or side setbacks, provided that Uniform Building Code requirements and the Development Standards contained in Section 18.04.080 are met. [NOTE: See Chapters 18.100, Design Review and 18.175, Infill and Other Residential for applicable design guidelines.]; and</p>        |  |   |                        |
| 5 | <p><b>18.04.060.B Accessory Structures</b></p> <p>2. Subordinance to Primary Use. Accessory structures shall be clearly incidental and subordinate to the use of the lot (e.g., structures used for storage of personal property or the pursuit of hobbies) or used for agricultural purposes. In single-family and two-family residential districts each accessory structure shall not exceed eight hundred (800) square feet in size, except for structures accessory to an agricultural use which are located on a parcel one (1) acre or larger in size. <u>When an ADU is attached to a detached accessory structure, the accessory structure may be up to 800 square feet and the ADU may be up to 800 square feet (per 18.04.060.A.3).</u></p>                       | <p>2. Subordinance to Primary Use. Accessory structures shall be clearly incidental and subordinate to the use of the lot (e.g., structures used for storage of personal property or the pursuit of hobbies) or used for agricultural purposes. In residential districts with a maximum density of twelve units or less per acre each accessory structure shall not exceed 800 square feet in size, except for:</p> <p>a. structures accessory to an agricultural use which are located on a parcel one acre or larger in size.</p> <p>b. garages and carports as described below.</p>   | <p>The MM ordinance refers to “single-family and two-family residential districts” but the City of Olympia does not have zoning districts by that name. Those terms used to be used to describe the R 4-8 and R 6-12 zones.</p> <p>Current language refers to “residential districts with a maximum density of twelve units or less per acre...”</p>                      | Keep current language. |
| 6 | <p><b>18.04.060.B Accessory Structures</b></p> <p>3. Garages. Private garages shall meet the following standards:</p> <p>a. Garages shall not exceed a total of eight hundred (800) square feet of floor space per dwelling unit.</p> <p>b. Garages exceeding eight hundred (800) square feet per dwelling unit may be permitted as conditional uses in the districts specified in Table 4.01 provided that they will not be adverse to the public interest and are compatible with the surrounding neighborhood. The Hearing Examiner shall establish a maximum size for garages receiving conditional use approval. (See Section 18.04.080.) <u>An ADU attached to a garage exceeding eight hundred (800) square feet may only be permitted as a conditional use.</u></p> | <p>3. Detached garages and carports shall meet the following standards:</p> <p>a. Shall not exceed a total of 1,200 square feet of floor space per dwelling unit, unless approved as a conditional use.</p> <p>b. Must be designed so the appearance of the building remains consistent with the primary structure by addressing the following:</p> <p>i. Similar materials and colors as the primary use;</p> <p>ii. A roof type or pitch similar to the primary use;</p> <p>c. Detached garages or carports exceeding 1,200 square feet per dwelling unit may be permitted as conditional uses in the districts specified in Table 4.01 provided that they will not be adverse to the public interest and are compatible with the surrounding neighborhood. The criteria for garages/carports outlined above in OMC <a href="#">18.04.060(B)(3)</a> and OMC <a href="#">18.175.060</a> must be met. The approval authority shall establish a maximum size for garages receiving conditional use approval. See OMC <a href="#">18.04.080</a>.</p> | <p>Garage standards were updated to include carports and increase the size for when a conditional use permit for a large garage is required (increased from 800 square feet to 1,200 square feet). The new code language also incorporates from design standards, including similar materials and colors and a roof type or pitch that is similar to the primary use.</p> | Keep current language. |

| # | MM Provision  | Current Online Code – as of Nov 28, 2023  | Differences/Notes  | Staff Rec                  |
|---|---|---|--|----------------------------|
| 7 | <b>18.04.060.F. CO-HOUSING</b><br>3. Dwelling Units. Dwelling units in co-housing developments shall only be required to contain minimal kitchen facilities (e.g., a sink and stove or hot plate), consistent with the Uniform Building Code, provided that a common structure provides a fully equipped kitchen (e.g., containing a stove, refrigerator, and sink) and dining area available to all residents of the development.  | 3. Dwelling Units. Dwelling units in co-housing developments shall only be required to contain minimal kitchen facilities (e.g., a sink and stove or hot plate), consistent with the Uniform Building Code, provided that a common structure provides a fully equipped kitchen (e.g., containing a stove, refrigerator, and sink) and dining area available to all residents of the development.  | Existing language retains reference to the Uniform Building Code, which is no longer in use.   | Use MM Ordinance language. |
| 8 | <b>18.04.060.H – COTTAGE HOUSING</b><br>Cottage housing developments shall comply with the following requirements: <ol style="list-style-type: none"> <li>1. Courtyard. The development shall contain a courtyard or usable landscaped area owned in common by the owners of the dwellings. (See Section 18.04.080(J), Development Standards.)</li> <li>2. Site Design. Dwelling units shall be located on at least two (2) sides of the courtyard or common area. (See also Section 18.175.100 Site Design: Cottage Housing.) <u>A cottage may share a common wall with one (1) other cottage.</u></li> <li>3. Number of Units. The development shall include no less than four (4) and no more than twelve (12) dwelling units per courtyard.</li> <li>4. Dwelling Size. The first story of dwellings in cottage developments, including any garage, shall not exceed <del>eight hundred (800)</del> <u>one thousand (1000)</u> square feet in size. Two (2) story structures shall not exceed one thousand six hundred (1600) square feet in size. <u>Dwelling size does not include the area of a private garage.</u></li> <li>5. Parking. <del>At least 50% of on-site parking shall be accommodated in a shared parking lot(s).</del> <u>On-site parking shall may be accommodated in a shared parking lot(s).</u> (See Chapter 18.38, Parking.)</li> <li>6. Covenants. Covenants shall be recorded which establish common areas and preclude their conversion to another use.</li> <li>7. <u>Platting. Dwellings in cottage housing developments may, but are not required to, be located on individual lots.</u></li> <li>8. <u>Phasing. A proposed cottage housing development may be developed in phases. The project as a whole shall be portrayed on the site plan submitted for land use review, and proposed phases of development shall be shown on the same site plan. The site plan shall be reviewed in accordance with OMC Chapter 18.60 Land Use Review and Approval for compliance with all applicable requirements and standards. Each phase shown on an approved site plan shall individually receive review and approval for engineering, building and any other necessary permits in accordance with applicable standards and regulations. The site plan shall address the duration of each phase prior to land use or plat approval. The phasing plan shall not exceed five years, unless a development agreement specifying a longer time period has been approved and recorded in accordance with OMC Chapter 18.53.</u></li> </ol> | H. COTTAGE HOUSING.<br>Cottage housing developments shall comply with the following requirements: <ol style="list-style-type: none"> <li>1. Courtyard. The development shall contain a courtyard or usable landscaped area owned in common by the owners of the dwellings. (See Section <u>18.04.080(J)</u>, Development Standards.)</li> <li>2. Site Design. Dwelling units shall be located on at least two (2) sides of the courtyard or common area. (See also Section <u>18.175.100</u> Site Design: Cottage Housing.)</li> <li>3. Number of Units. The development shall include no less than four (4) and no more than twelve (12) dwelling units per courtyard.</li> <li>4. Dwelling Size. The first story of dwellings in cottage developments, including any garage, shall not exceed eight hundred (800) square feet in size. Two (2) story structures shall not exceed one thousand six hundred (1600) square feet in size.</li> <li>5. Parking. At least 50% of on-site parking shall be accommodated in a shared parking lot. (See Chapter <u>18.38</u>, Parking.)</li> <li>6. Covenants. Covenants shall be recorded which establish common areas and preclude their conversion to another use.</li> </ol> | The MM Ordinance allowed for more flexibility in Cottage Housing than is currently allowed. This includes allowing two units to be attached, to increase the size of the ground floor (not including the garage). The MM Ordinance also allows for cottage housing developments to not have to be subdivided, and it also allowed for phasing of developments. | Use the MM Ordinance.      |

| #  | MM Provision   | Current Online Code – as of Nov 28, 2023  | Differences/Notes  | Staff Rec  |
|----|--|---|--|--|
| 9  | 18.04, TABLE 4.02  | SEE APPENDIX B  | Change appears to only include table lines.  | n/a  |
| 10 | 18.04, TABLE 4.03  | SEE APPENDIX B  | Change appears to only include table lines.  | n/a  |
| 11 | <p><b>18.04.060.O – MANUFACTURED HOMES</b></p> <p>A manufactured home is allowed in all zoning districts that allow single family residences, if the home is a new, designated manufactured home (See OMC <del>18.02.180.A</del> Definitions), and meets the following criteria:</p> <p><del>1. Is comprised of at least two fully enclosed parallel sections each of not less than 12 feet wide by 36 feet long;</del></p> <p><del>2</del>1. Was originally constructed with and now has a composition or wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch; and</p> <p><del>3</del>2. Has exterior siding similar in appearance to siding materials commonly used on conventional site built single family residences that are built pursuant to the applicable Building Code.</p>  | <p>O. MANUFACTURED HOMES.</p> <p>A manufactured home is allowed in all zoning districts that allow single family residences, if the home is a new, designated manufactured home (See OMC <a href="#">18.02.180.D</a>, Definitions), and meets the following criteria:</p> <p>1. Was originally constructed with and now has a composition or wood shake or shingle, coated metal, or similar roof of nominal 3:12 pitch; and</p> <p>2. Has exterior siding similar in appearance to siding materials commonly used on conventional site-built single family residences that are built pursuant to the applicable Building Code.</p> | Similar language. The MM Ordinance removed reference to the manufactured home being a “new, designated” home.  | Use MM Ordinance language.   |
| 12 | <p><b>18.04.060.EE – GARAGE PLACEMENT AND WIDTH</b></p> <p>(Also see <del>Chapters 18.100, Design Review and OMC Section 18.175.060</del>, Infill and Other Residential <u>Design Guidelines, Garage Design.</u>)</p> <p>1. Applicability. The standards listed in Section c3. below apply only to:</p> <p>a. Single-family dwellings on lots of five thousand (5,000) square feet or less in size located in subdivisions for which a complete preliminary plat application is submitted after April 22, 1996;</p> <p>b. Single-family dwellings on lots within the areas depicted by Figure 4-2a, where at least fifty (50) percent of the lots within three hundred (300) feet on the same block face and the block face directly across the street are vacant or occupied by dwellings with flush or recessed garages;</p> <p>c. Duplexes;</p> <p>d. Triplexes; and</p> <p>e. Fourplexes;</p> <p><u>f. Courtyard apartments; and</u></p> <p><u>g. Cottage housing.</u></p> | <p>EE. GARAGE PLACEMENT AND WIDTH.</p> <p>(Also see OMC <a href="#">18.100</a>, Design Review, and OMC <a href="#">18.175</a>, Infill and Other Residential.)</p> <p>1. Applicability. The standards listed in Subsection 3 below apply only to:</p> <p>a. Single-family dwellings on lots of less than five thousand (5,000) square feet in size;</p> <p>b. Single-family dwellings on lots within the areas depicted by Figure 4-2a;</p> <p>c. Duplexes;</p> <p>d. Triplexes; and</p> <p>e. Fourplexes.</p>   | The main difference is the housing types the garage placement and width standards apply to. The MM Ordinance added courtyard apartments and cottage housing types to the list. | Recommend using the MM Ordinance language – but keep the reference to “Subsection 3” instead of “Section c3” since there is no c3. |
| 13 | 18.04.060, FIGURE 4-2a   | SEE APPENDIX C  | Increased map legibility.  | n/a  |
| 14 | <p><b>18.04.060.FF – HIGH DENSITY CORRIDOR TRANSITION AREA</b></p> <p><del>FF. HIGH DENSITY CORRIDOR TRANSITION AREA.</del></p> <p><del>The High Density Corridor Transition Area is delineated in Figures 4-2c and 4-2d. The following standards shall apply to this area:</del></p>  | FF. RESERVED.   | None.  | Retain existing language.  |



| #  | MM Provision  | Current Online Code – as of Nov 28, 2023   | Differences/Notes  | Staff Rec  |
|----|---|--|--|--|
|    | <del>1. Triplex and Fourplex housing types shall be permitted uses in areas designated in Figures 4-2c and 4-2d.</del><br><del>2. The development standards of the underlying zone shall apply to triplexes and fourplexes, except as stated below:</del><br><del>a. A triplex shall have a minimum lot size of 7,200 square feet. A fourplex shall have a minimum lot size of 9,600 square feet.</del><br><del>b. Both triplexes and fourplexes shall have a minimum lot width of 80 feet.</del><br><del>c. Three stories are allowed with a maximum 35 foot height.</del><br><del>d. Side yard setbacks for triplex and fourplex housing types shall be a minimum of ten feet.</del><br><del>e. Development subject to the provisions of this chapter shall meet design standards contained in 18.175 Infill and Other Residential.</del>   |  |  |  |
| 15 | Figure 4-2c Deleted. This graphic showed the designated High Density Corridor Transition Area on the eastside of Olympia, where triplexes and fourplexes were allowed.  | There is no Figure 4-2c in the current code.   | None.  | n/a  |
| 16 | Figure 4-2d Deleted. This graphic showed the designated High Density Corridor Transition Area on the westside of Olympia, where triplexes and fourplexes were allowed.  | There is no Figure 4-2d in the current code.   | None.  | n/a  |
| 17 | <b>18.04.060. <del>GG</del>FF. ELECTRIC VEHICLE INFRASTRUCTURE (EVI).</b><br>(Note – Section Letter Change only)  | GG. ELECTRIC VEHICLE INFRASTRUCTURE (EVI).   | None.  | Keep existing language.  |
| 18 | <b>18.04.060.GG. TRIPLEXES, FOURPLEXES, COURTYARD APARTMENTS.</b><br><br>1. <u>Triplexes, fourplexes and courtyard apartments are permitted in the R 4-8 Zoning District in areas shown in Figure 4-2c. Properties shall be considered to be part of these areas when any portion of a property is located within six hundred (600) feet, as measured in a straight line, of a street or a commercial zoning district boundary as shown in Figure 4-2c.</u><br><br>2. <u>Courtyard apartments shall be less than two stories when located in the R 4-8 Zoning District.</u><br><br>3. <u>Courtyard apartments are limited to two-story structures when located in the R 6-12 Zoning District.</u><br><br>4. <u>Triplexes, fourplexes, and courtyard apartments in the R 4-8 and R 6-12 Zoning Districts are subject to the Infill and Other Residential Design Review provisions, Chapter 18.175.</u> | 18.04.060.GG is electric vehicle infrastructure code language currently.   | The topic included in 18.04.060.GG is completely different between the MM Ordinance and the current code language.   | Recommend existing language. Since these housing types are now allowed in most low density residential zones with same height limits and development standards as single family homes in the same zones, the language from the MM Ordinance is no longer needed. |
| 19 | <b>18.04.060. HH. SINGLE-ROOM OCCUPANCIES.</b><br><br>1. <u>Single-room occupancies in the R 6-12 Zoning Districts are subject to the Infill and Other Residential Design Review provisions, Chapter 18.175.</u>  | HH. DUPLEXES ON CORNER LOTS.<br><br>Duplexes are allowed on all corner lots in all zoning districts that permit single-family residences provided the applicant can demonstrate compliance with other development standards, such as setbacks, lot | The MM Ordinance allowed single room occupancy (SRO) uses in the R 6-12 zone, so noted that Infill & Other Residential design review provisions would apply. Later code amendments | Rename 18.04.060.HH to cover both SROs and Duplexes on Corner Lots.  |

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|    |   | coverages, building height and number of stories, stormwater provisions, parking, and design review.   | allowed duplexes on corner lots in all zoning districts where single family residences are allowed.   |  |
| 20 | <b>NEW Figure 4-2c added</b>  | See Appendix D   | Figure 4-2c shows where triplexes, fourplexes, and courtyard apartments are allowed in R4-8 and R6-12 zones.  | Do not retain Figure 4-2c unless MM Ordinance housing types prevail.   |
| 21 | <b>18.04.080, Table 4.04 – Residential Development Standards</b>  | See Appendix E   | The current residential development standards are more aligned with each zoning district than variable based on the type of housing proposed.   | Use existing language. This is seemingly more aligned with the new state requirements for Middle housing.  |
| 22 | <b>18.04.080 - Residential districts’ development standards</b><br>A. Maximum Housing Densities.<br><br>1. Calculation of Maximum Density.<br><br>a. The maximum housing densities specified in Table 4.04 are based on the total area of the entire site, including associated and/or previously dedicated right-of-way, but not including streams, wetlands, landslide hazard areas, "important habitat areas," and "important riparian areas" and land to be dedicated or sold for public parks, schools or similar non-residential uses.<br><br><u>b. The maximum housing densities specified in Table 4.04 shall not apply on lots 10,000 square feet or less for townhomes, nor on lots ½-acre or less for duplexes, triplexes, fourplexes, and courtyard apartments in the R 4-8 and R 6-12 zoning districts; however, the minimum lot sizes in Table 4.04 shall still apply. (See also OMC 18.64.080.B)</u><br><br><del>b.</del> c. Convalescent homes. Convalescent homes and nursing homes containing dwelling units which rely on shared cooking/dining facilities shall count as one (1) dwelling unit for purposes of the maximum density calculation. Independent dwelling units (i.e., containing a bed, bathroom and a kitchen with a sink, stove, and refrigerator) in convalescent/nursing homes, however, shall be counted as individual dwelling units in the density calculation. The density for a site or parcel containing a convalescent/ nursing home which is part of a larger project shall be calculated separately from other portions of the site under development (i.e., density shall not be transferred from a site occupied by a nursing home to another portion of the development). | A. Maximum Housing Densities.<br><br>1. Calculation of Maximum Density.<br><br>a. The maximum housing densities specified in Table 4.04 are based on the total area of the entire site, including associated and/or previously dedicated right-of-way, but not including streams, wetlands, landslide hazard areas, "important habitat areas," and "important riparian areas" and land to be dedicated or sold for public parks, schools, or similar non-residential uses.<br><br>b. Convalescent homes. Convalescent homes and nursing homes containing dwelling units which rely on shared cooking/dining facilities count as one dwelling unit for purposes of the maximum density calculation. Independent dwelling units (i.e., containing a bed, bathroom and a kitchen with a sink, stove, and refrigerator) in convalescent/nursing homes, however, are counted as individual dwelling units in the density calculation. The density for a site or parcel containing a convalescent/nursing home which is part of a larger project is calculated separately from other portions of the site under development (i.e., density may not be transferred from a site occupied by a nursing home to another portion of the development). | The MM Ordinance added language that would allow some subdivision of lots that are 10,000 square feet or less in size for townhouses, or on lots that are ½ acre or less in size for duplexes, triplexes, fourplexes, and courtyard apartments in the R 4-8 and R 6-12 zoning districts. The provision potentially allows for a slight bonus density for projects where the minimum lot size requirements can be satisfied for all lots but when density allowed may be slightly exceeded. In the case of townhouses, this may allow for more home ownership opportunities since, in these zoning districts, townhouses are on individual lots and can be sold independently of each other. | Retain the MM Ordinance language unless it conflicts with any other code amendments proposed to implement the state’s new middle housing requirements. Recommend including in Phase 1 and then reassessing it in Phase 2 work. |
| 23 | <b>18.04.080.A.4</b><br><u>4. Duplexes. Duplexes created by remodeling an existing single-family dwelling without expanding the building are not subject to the maximum density limits specified in Table 4.04.</u>   | This was a new provision that did not exist outside of the MM Ordinance.   | The MM Ordinance language about converting an existing home into a duplex not needing to meet density limits is not replicated in the existing code.  | This provision is no longer needed given the subsequent code amendments made under the “Housing  |

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|    |   |  |   | Options” ordinance. (See Ordinance 7267). |
| 24 | <p><b>18.04.080.A.5</b></p> <p>45. Density Bonuses. The maximum housing densities identified in Table 4.04 may be increased as follows, provided, however, that in the R 4-8 District, TDRs must be obtained (see Section 18.04.080(A)(5)(b):</p> <p>a. Restoration of Critical Areas. At the request of the applicant, the Hearing Examiner may grant a density bonus of up to twenty (20) percent for sites on which damaged or degraded wetlands or stream corridors (e.g., streams and stream banks within the outer limits of any required buffer) will be restored and maintained according to specifications approved by the City. Sites proposed for this density bonus shall be posted with a notice describing the proposal and opportunities for the public to comment. Property owners within three hundred (300) feet of the site shall be given notice of the proposal and fifteen (15) days to comment. Such notice may be done concurrently with any other notice required by this Code. Prior to taking action on a request for a density bonus, the Hearing Examiner shall consider the public’s comments, the expected public benefit that would be derived from such restoration, the probable net effect of the restoration and the increased density on the site, the relative cost of the restoration and the value of the increased density, and the potential impact of increased density on surrounding land uses, traffic, infrastructure, schools, and parks. The City may require the applicant to provide an estimate of the cost of the proposed restoration and other information as necessary to make this determination. This bonus does not apply to site features which were damaged in the course of a current project (e.g., under an active permit) or as a result of an illegal or intentional action by the current property owner or their representative.</p> <p>b. Cottage housing. Cottage housing projects shall receive a <del>twenty (20)</del> <u>fifty (50)</u> percent density bonus.</p> <p>c. Townhouses. Townhouses shall receive a fifteen (15) percent density bonus in the R 4-8 and R 6-12 districts.</p> <p>d. Low income housing. A density bonus shall be granted for low income housing (see Section 18.02.180, Definitions) at the rate of one (1) additional housing unit allowed for each unit of low income housing provided, up to a maximum of a twenty (20) percent bonus.</p> <p>The applicant shall submit to the Department a document approved by the City Attorney stating that the low income housing which is the basis for the density bonus shall remain for a period of at least twenty (20) years from the date the final inspection is conducted by the Building Official. This document shall be recorded, at</p> | <p><i>(This is 18.04.080.A.4 in the current code language)</i></p> <p>4. Density Bonuses. The maximum housing densities identified in Table 4.04 may be increased and authorized by the Director or by the hearing examiner as noted below, provided, however, that in the R 4-8 District, TDRs must be obtained (see OMC <a href="#">18.04.080(A)(5)</a>):</p> <p>a. Restoration of Critical Areas. At the request of the applicant, the Hearing Examiner may grant a density bonus of up to 20 percent for sites on which damaged or degraded wetlands or stream corridors (e.g., streams and stream banks within the outer limits of any required buffer) will be restored and maintained according to specifications approved by the City. A Request for this density bonus must accompany the land use application and is a Type III application pursuant to OMC <a href="#">18.70.040</a>, except as provided in OMC <a href="#">18.04.080(A)(4)(b-d)</a>. Prior to taking action on a request for this density bonus, the Hearing Examiner shall consider the public’s comments, the expected public benefit that would be derived from such restoration, the probable net effect of the restoration, and the increased density on the site, the relative cost of the restoration and the value of the increased density, and the potential impact of increased density on surrounding land uses, traffic, infrastructure, schools, and parks. The City may require the applicant to provide an estimate of the cost of the proposed restoration and other information as necessary to make this determination. This bonus does not apply to site features which were damaged in the course of a current project (e.g., under an active permit) or as a result of an illegal or intentional action by the current property owner or their representative.</p> <p>b. Cottage housing. Cottage housing projects receive a 20 percent density bonus.</p> <p>c. Townhouses. Townhouses receive a 15 percent density bonus in the R 4-8 and R 6-12 districts.</p> <p>d. Low income housing. A density bonus is granted for low income housing (see Section <a href="#">18.02.180</a>, Definitions) at the rate of one additional housing unit allowed for each unit of low income housing provided, up to a maximum of a 20 percent bonus.</p> | <p>The MM Ordinance increased the density bonus allowed for cottage housing from 20% up to 50%.</p> | <p>Use the MM Ordinance language.</p>     |

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|    | the applicant's expense, at the Thurston County Auditor's Office as part of the chain of title of the affected parcels.   | The applicant shall submit to the Department a document approved by the City Attorney stating that the low income housing which is the basis for the density bonus will remain for a period of at least 20 years from the date the final inspection is conducted by the Building Official. This document must be recorded, at the applicant's expense, at the Thurston County Auditor's Office as part of the chain of title of the affected parcels.   |   |                            |
| 25 | <b>18.04.080.A.6</b><br><del>56.</del> Transfer of Development Rights. Development Rights must be obtained from an eligible property owner in a Thurston County Transfer of Developments Rights (TDR) Sending Zone in order to develop above <del>seven (7)</del> <u>eight (8)</u> units per acre in an R 4-8 District. However, this requirement does not apply to density bonuses granted in accordance with Section 18.04.080(45). <u>With one TDR credit, a density of nine (9) units per acre can be achieved in the R 4-8 District.</u>   | <i>(This is 18.04.080.A.5 in the current code language)</i><br>5. Transfer of Development Rights. Development Rights must be obtained from an eligible property owner in a Thurston County Transfer of Developments Rights (TDR) Sending Zone in order to develop above eight units per acre in an R 4-8 District. However, this requirement does not apply to density bonuses granted in accordance with OMC <u>18.04.080(4)</u> . With one TDR credit, a density of nine units per acre can be achieved in the Residential 4-8 District.  | The language is the same.   | Keep existing language.    |
| 26 | <b>18.04.080B</b><br>B. Minimum Housing Densities<br><br>1. Calculation of Minimum Density.<br><br>a. (Note: Table 5.05 in Section 18.05.) The total area of the entire site shall be included in the minimum density calculation except streams, wetlands, landslide hazard areas, floodplains, "important habitat areas," and "important riparian areas" and their associated buffers; tracts accommodating stormwater facilities required in compliance with the Drainage Manual tracts provided for trees pursuant to <del>the Tree Protection and Replacement Ordinance Chapter 16.60 OMC</del> ; existing, opened street rights-of-way; and land to be sold or dedicated to the public in fee (e.g., school sites and public parks, but not street rights-of-way to be dedicated as part of the proposed development).<br><br>b. All dwelling units in convalescent homes/nursing homes <u>and accessory dwelling units</u> count toward the minimum density required for the site by Table 4.04. | B. Minimum Housing Densities<br><br>1. Calculation of Minimum Density.<br><br>a. (Note: Table 5.05 in Section 18.05.) The total area of the entire site shall be included in the minimum density calculation except streams, wetlands, landslide hazard areas, floodplains, "important habitat areas," and "important riparian areas" and their associated buffers; tracts accommodating stormwater facilities required in compliance with the Drainage Manual tracts provided for trees pursuant to the Tree Protection and Replacement Ordinance; existing, opened street rights-of-way; and land to be sold or dedicated to the public in fee (e.g., school sites and public parks, but not street rights-of-way to be dedicated as part of the proposed development).<br><br>b. All dwelling units in convalescent homes/nursing homes and accessory dwelling units count toward the minimum density required for the site by Table 4.04. | The difference in this language is regarding how the tree protection standards are referenced.<br><br>There may be a discrepancy in this section with other code sections about whether or not ADUs count toward density (minimum vs. maximum). | Use MM Ordinance language. |
| 27 | <b>18.04.080.B.5</b><br><del>5. Transfer of Development Rights. In the alternative, in order to develop at a density of four (4) to four point ninety nine (4.99) dwelling units per acre in the R 4-8 District, Development Rights may be obtained from an eligible property owner in a Thurston County Transfer of Development Rights Sending Zone (see Section 18.02.180, Definitions). The number of dwelling units proposed for the site plus the number of Development Rights units applied to the site shall total at least five (5) units per acre. (For example, if the applicant proposes to develop a ten (10) acre site</del>   | This language does not remain in the current code.  | None.   | n/a                        |



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|    | at four (4) units per acre, the applicant would have to obtain ten (10) Development Rights.) (Also see Chapter 18.90, Transfer of Development Rights.)   |   |  |                           |
| 28 | <b>18.04.080.G – LOT WIDTH</b><br><del>3. Narrow Lots. The length of the primary structure on a lot of forty (40) feet or less in width shall not exceed three (3) times the structure's width or seventy (70) feet, whichever is less. This provision does not apply to attached housing units (e.g., townhouses).</del>  | G. Lot Width.<br><br>1. Measurement. The minimum lot width required by Table 4.04 shall be measured between the side lot lines at the point of intersection with the minimum front setback line.  | The current language was updated to be easier to understand and apply, based on input from the permitting staff. | Retain existing language. |
| 29 | <b>18.04.080.J – PRIVATE AND COMMON OPEN SPACE</b><br>1. Development of Open Space. Open space (e.g., private yard areas and common open space) required by Table 4.04 shall be devoted to undisturbed native vegetation, landscaping (consistent with Chapter 18.36, Landscaping and Screening), and/or outdoor recreational facilities. Driveways, loading areas, maneuvering space and parking lots shall not be considered open space. Required open space shall not be covered with impervious surfaces, except for stoops, porches, or balconies, walkways, tennis courts, swimming pools, or similar uses which require an impervious surface. Up to a five <del>(5)</del> percent <u>(5%)</u> increase in impervious surface coverage may be allowed to accommodate such hard surfaced facilities. Also see Chapter 16.60 Tree, Soil and Native Vegetation Protection and Replacement.<br><br>2. Cottage Housing Developments. Cottage housing developments shall provide open space as follows:<br><br>a. A minimum of two hundred (200) square feet of private, contiguous, usable, open space shall be provided adjacent to each dwelling unit. No dimension of this open space area shall be less than ten (10) feet <u>provided that at least fifty percent (50%) of such open space may be combined with soil and vegetation protection area standards.</u><br><br>b. A minimum of fifteen hundred (1500) square feet or two hundred (200) square feet per unit, whichever is more, shall be provided in common open space (e.g., available for the use of all residents of the development). This open space shall be contained in a contiguous area with no dimension less than thirty (30) feet. A substantial portion of such open space shall be sufficiently level (e.g., less than five <del>(5)</del> percent <u>(5%)</u> slope) and well drained to enable active use in summer <del>provided that at least fifty percent (50%) of such open space shall comply with soil and vegetation protection area standards.</del><br><br>3. Mixed Density Districts. Parcels or sites accommodating multifamily housing (e.g., triplexes, fourplexes, and larger apartment buildings) in a MR 7-13 or MR 10-18 district shall contain at least thirty <del>(30)</del> percent <u>(30%)</u> open space. At least fifty <del>(50)</del> percent <u>(50%)</u> of such open space must be available for the common use of the residents of the multifamily housing. Such open space shall be developed consistent with Section 18.04.080(J)(1) above. This open space | J. Private and Common Open Space.<br>1. Development of Open Space. Open space (e.g., private yard areas and common open space) required by Table 4.04 shall be devoted to undisturbed native vegetation, landscaping (consistent with Chapter <u>18.36</u> , Landscaping and Screening), and/or outdoor recreational facilities. Driveways, loading areas, maneuvering space and parking lots shall not be considered open space. Required open space shall not be covered with impervious surfaces, except for stoops, porches, or balconies, walkways, tennis courts, swimming pools, or similar uses which require an impervious surface. Up to a five percent (5%) increase in impervious surface coverage may be allowed to accommodate such hard surfaced facilities. Also see Chapter <u>16.60</u> Tree, Soil and Native Vegetation Protection and Replacement.<br><br>2. Cottage Housing Developments. Cottage housing developments shall provide open space as follows:<br><br>a. A minimum of two hundred (200) square feet of private, contiguous, usable, open space shall be provided adjacent to each dwelling unit. No dimension of this open space area shall be less than ten (10) feet provided that at least fifty percent (50%) of such open space may be combined with soil and vegetation protection area standards.<br><br>b. A minimum of fifteen hundred (1,500) square feet or two hundred (200) square feet per unit, whichever is more, shall be provided in common open space (i.e., available for the use of all residents of the development). This open space shall be contained in a contiguous area with no dimension less than thirty (30) feet. A substantial portion of such open space shall be sufficiently level (e.g., less than five percent (5%) slope) and well drained to enable active use in summer.<br><br>3. Mixed Density Districts. Parcels or sites accommodating multifamily housing (e.g., triplexes, fourplexes, and larger apartment buildings) in a MR 7-13 or MR 10-18 district shall | No difference – the language was updated in subsequent amendments.   | Retain existing language. |

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|   | requirement shall be reduced to twenty <del>(20)</del> percent <u>(20%)</u> if the multifamily housing adjoins a park, school or open space site of at least ten thousand (10,000) square feet in size. Impervious surface coverage limits specified in Table 4.04 shall be adjusted accordingly.  | contain at least thirty percent (30%) open space. At least fifty percent (50%) of such open space must be available for the common use of the residents of the multifamily housing. Such open space shall be developed consistent with Section <u>18.04.080</u> (J)(1) above. This open space requirement shall be reduced to twenty percent (20%) if the multifamily housing adjoins a park, school or open space site of at least ten thousand (10,000) square feet in size. Impervious surface coverage limits specified in Table 4.04 shall be adjusted accordingly. |   |  |
| <b>OMC 15.04 – GENERAL PROVISIONS GOVERNING THE ASSESSMENT OF IMPACT FEES</b> |  |  |   |  |
| 30  | <b>15.04.020.LL</b><br>LL. "Single Room Occupancy Dwelling" means a housing type consisting of one room, <del>often with cooking facilities and with private or shared bathroom facilities, and cooking facilities that are either in the room or shared.</del>  | LL. "Olympia School District Schools Study" means the "Olympia School District - Rate Study for Impact Fees for School Facilities, 1994," and as amended.<br>NN. "Single Room Occupancy Dwelling" means a housing type consisting of one room, often with cooking facilities and with private or shared bathroom facilities.   | Single Room Occupancy Dwelling is now defined in 15.04.020.NN.  | Update the definition using the MM Ordinance language but keep the current letter of NN. Ensure any reference in Title 18 is updated to new letter (NN). |
| <b>OMC 18.02 – BASIC PROVISIONS</b>   |  |  |   |  |
| 31  | <b>18.02.080.H</b><br>H. Rounding of Quantities. Discrete physical measurements, including but not limited to, those not subject to fractional division, such as number of housing units or parking spaces, shall be rounded to the next higher whole number when the fraction is greater than .5, and to the next lower whole number when the fraction is equal to or less than .5, except as otherwise provided in this Development Code. <u>When a density bonus is provided for certain housing types, such as townhouses and cottage developments, the density bonus is applied to the whole number, after rounding up. If rounding down, the fractional number will be used.</u> | H. Rounding of Quantities. Discrete physical measurements, including but not limited to, those not subject to fractional division, such as number of housing units or parking spaces, shall be rounded to the next higher whole number when the fraction is greater than .5, and to the next lower whole number when the fraction is equal to or less than .5, except as otherwise provided in this Development Code.  | Additional direction is provided around rounding when density bonuses are also being applied.   | Use MM Ordinance language.   |
| <b>OMC 18.02.180 - Definitions</b>  |  |  |   |  |
| 32  | <b>18.02.180</b><br>Building, Main. The principal building on a lot or building site designed or used to accommodate the primary use to which the premises is devoted. When more than one building on the premise is designed or used for the primary use, each such building is considered a main building. <u>(See also 18.40.060.A.1 OMC)</u>   | Building, Main. The principal building on a lot or building site designed or used to accommodate the primary use to which the premises is devoted. When more than one building on the premise is designed or used for the primary use, each such building is considered a main building.   | The MM Ordinance included a reference to 18.40.060.A.1, which states: <i>Building Site--Number of Buildings. Every main building hereafter erected shall be located on a legal lot of record as provided for in this title. There shall be no more than one (1) main building on any one (1) lot in the R-4, R 4-8, and R 6-12 use districts. SEE ITEM #49 FOR MM ORDINANCE REVISIONS TO 18.40.060.A.1.</i> | Use MM Ordinance language.   |

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| 33 | <p><b>18.02.180</b><br/>Dwelling Unit. See definition for single-family. Various types of housing or human shelter, which are listed below and categorized by use.</p> <p>a. Dwelling, Conventional.</p> <p>i. Accessory Dwelling Unit. A dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for <del>cooking, sanitation and sleeping</del> <u>living, sleeping, cooking, and sanitation</u>.</p> <p>ii. Apartment. A dwelling within a structure designed and used for occupancy by three or more individual persons or families living independently of each other. <del>These structures include triplexes, fourplexes, and other multi-unit configurations; provided that this definition does not include triplexes, fourplexes, courtyard apartments, or single-room occupancies where those are defined separately.</del></p> <p>iii. Boarding Home. Any home or institution, however named, which is advertised, announced or maintained for the express or implied purpose of providing board and domiciliary care to three or more aged persons not related by blood or marriage to the operator, under the provisions of Chapter 18.20 RCW. It shall not include any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. (See also Dwelling, Assisted Living.)</p> <p>iv. Co-Housing. Co-housing developments consist of two or more dwelling units, one or more shared community structures (e.g., containing a meeting hall, dining hall/kitchen, community center, or day care) and perhaps a community garden, recreation area, or similar community oriented use.</p> <p>v. Condominium. A development consisting of an undivided interest in common for a portion of a parcel coupled with a separate interest in space in a residential or commercial building on the parcel.</p> <p>vi. Cottage Housing Development. Four or more small, <del>detached</del> dwelling units sharing a commonly owned courtyard/common area and parking area(s). <u>Any two units within a cottage housing development may be attached as a duplex.</u></p> <p>vii. <u>Courtyard Apartment. Five to twelve (5-12) attached apartment units arranged on two (2) or three (3) sides of a central courtyard or lawn area.</u></p> <p>viii. Duplex. One building containing two single-family dwelling units totally separated from each other by a one-hour fire wall or floor.</p> | <p>Dwelling Unit. See definition for single-family. Various types of housing or human shelter, which are listed below and categorized by use.</p> <p>a. Dwelling, Conventional.</p> <p>i. Accessory Dwelling Unit. A dwelling unit that has been added onto, created within, or separated from a single-family detached dwelling for use as a complete independent living unit with provisions for cooking, sanitation and sleeping.</p> <p>ii. Apartment. A dwelling within a structure designed and used for occupancy by three (3) or more individual persons or families living independently of each other. These structures include triplexes, fourplexes, and other multi-unit configurations.</p> <p>iii. Boarding Home. Any home or institution, however named, which is advertised, announced or maintained for the express or implied purpose of providing board and domiciliary care to three or more aged persons not related by blood or marriage to the operator, under the provisions of Chapter <u>18.20</u> RCW. It may not include any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. (See also Dwelling, Assisted Living.)</p> <p>iv. Co-Housing. Co-housing developments consist of two (2) or more dwelling units, one or more shared community structures (e.g., containing a meeting hall, dining hall/kitchen, community center, or day care) and perhaps a community garden, recreation area, or similar community oriented use.</p> <p>v. Condominium. A development consisting of an undivided interest in common for a portion of a parcel coupled with a separate interest in space in a residential or commercial building on the parcel.</p> <p>vi. Cottage Housing Development. Four or more small, detached dwelling units sharing a commonly owned courtyard/common area and parking area.</p> <p>vii. Courtyard Apartment. A dwelling within a structure or small detached structures on one parcel designed and used for occupancy by four (4) or more individual persons or families living independently of each other. The units are oriented</p> | Both versions include definitions for various types of dwelling units. | Include updated definitions from the MM Ordinance but retain the housing types that were not defined in the MM Ordinance but are included in the current code. |

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|   | <p><u>ix. Fourplex. One building containing four single-family dwelling units totally separated from each other by a one-hour fire wall or floor.</u></p> <p><del>viii.</del> Guest House. Living quarters without kitchen facilities located on the same lot with a principal building and occupied for the sole use of members of the family, temporary guests, or persons permanently employed on the premises. (See also Accessory Dwelling Unit.)</p> <p><del>ix.</del> Manufactured Home. A single-family residence constructed after June 15, 1976, <u>in accordance with state and federal requirements for manufactured homes, and</u> installed in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing and bearing the appropriate insignia indicating such compliance.</p> <p><del>x. Manufactured Home, Designated. A manufactured home constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes, and which meets the requirements of OMC 18.04.060(O).</del></p> <p><del>xi. Manufactured Home, New. Any manufactured home required to be titled under Title 46 RCW, which has not been previously titled to a retail purchaser, and is not a "used mobile home" as defined in RCW 82.45.032(2).</del></p> <p>xii. Mobile Home. A single-family residence transportable in one or more sections, built on a permanent chassis, designed to be used as a permanent dwelling and constructed before June 15, 1976.</p> <p>xiii. Modular Home. A structure constructed in a factory and installed in accordance with the applicable Building Code and bearing the appropriate insignia indicating such compliance. This definition includes "pre-fabricated," "panelized" and "factory built" units.</p> <p>xiv. Single-Family Dwelling. A single unit providing complete, independent living facilities for a family, including permanent provisions for living, sleeping, cooking and sanitation.</p> <p>xv. Single-Room Occupancy. A housing type consisting of one room <del>with cooking facilities and</del> with shared bathroom facilities, <u>and cooking facilities that are either in the room or shared.</u> (See also Boarding Home, Lodging House and Bed and Breakfast.)</p> <p><u>xvi. Triplex. One building containing three single-family dwelling units totally separated from each other by a one-hour fire wall or floor.</u></p> | <p>around a shared open space courtyard from which all ground floor units have primary entrances facing.</p> <p>viii. Duplex. One (1) building containing two single-family dwelling units totally separated from each other by a one-hour fire wall or floor.</p> <p>ix. Guest House. Living quarters without kitchen facilities located on the same lot with a principal building and occupied for the sole use of members of the family, temporary guests, or persons permanently employed on the premises. (See also Accessory Dwelling Unit.)</p> <p>x. Manufactured Home. A single-family residence constructed after June 15, 1976, and installed in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing and bearing the appropriate insignia indicating such compliance.</p> <p>xi. Manufactured Home, Designated. A manufactured home constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes, and which meets the requirements of OMC <a href="#">18.04.060</a>(O).</p> <p>xii. Manufactured Home, New. Any manufactured home required to be titled under Title <a href="#">46</a> RCW, which has not been previously titled to a retail purchaser, and is not a "used mobile home" as defined in RCW <a href="#">82.45.032</a>(2).</p> <p>xiii. Mobile Home. A single-family residence transportable in one or more sections, built on a permanent chassis, designed to be used as a permanent dwelling and constructed before June 15, 1976.</p> <p>xiv. Modular Home. A structure constructed in a factory and installed in accordance with the applicable Building Code and bearing the appropriate insignia indicating such compliance. This definition includes "pre-fabricated," "panelized" and "factory built" units.</p> <p>xv. Single-Family Dwelling. A single unit providing complete, independent living facilities for a family, including permanent provisions for living, sleeping, cooking and sanitation.</p> <p>xvi. Single-Room Occupancy. A housing type consisting of one room with cooking facilities and with shared bathroom facilities.</p> |                   |           |



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|   | xvii. Townhouse. A single-family dwelling unit which is part of a group of two or more such units separated by a completely independent structural wall (including utilities in separate walls), extending from the ground to the roof in accordance with the applicable Building Code and which has no doors, windows or other provisions for human passage or visibility through the wall. In certain zoning districts, such dwelling units are platted with common side and/or rear property lines between the structural walls. See Chapter 18.64. | <p>(See also Boarding Home, Lodging House and Bed and Breakfast.)</p> <p>xvii. Townhouse. A single-family dwelling unit which is part of a group of two or more such units separated by a completely independent structural wall (including utilities in separate walls), extending from the ground to the roof in accordance with the applicable Building Code and which has no doors, windows or other provisions for human passage or visibility through the wall. In certain zoning districts, such dwelling units are platted with common side and/or rear property lines between the structural walls. See Chapter <a href="#">18.64</a>.</p> <p>xviii. Triplex. One building containing three single-family dwelling units totally separated from each other by a one-hour fire wall or floor.</p> <p>xix. Fourplex. One building containing four single-family dwelling units totally separated from each other by a one-hour fire wall or floor.</p> <p>xx. Sixplex. One building containing six single-family dwelling units totally separated from each other by a one-hour fire wall or floor.</p> |   |   |
| 34                                      | Main Building. See Building, Maintenance.  | Main Building. See Building, Maintenance.  | The MM Ordinance corrected a typographical error in the code.                           | Use the MM Ordinance language.  |
| <b>OMC 18.05 – VILLAGES AND CENTERS</b> |  |  |   |   |
| 35                                      | <b>TABLE 5.01</b>  | See Appendix F   | The MM Ordinance made minor modifications to the housing types allowed within villages. | Staff recommends using the existing language, unless modification is needed as part of the other work on ADUs and middle housing types. This is because the existing villages and centers are already governed by approved master plans and little change is likely as a result of these changes. |

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| 36                                      | <b>18.05.140 – Woodbury Crossing Village</b><br>On September 15, 2009, the Olympia City Council approved and adopted the <del>Woorbury</del> Woodbury Crossing Master Plan, the details and regulations of which are found in Ordinance No. 6655, on file with the City Clerk.   | On September 15, 2009, the Olympia City Council approved and adopted the Woorbury Crossing Master Plan, the details and regulations of which are found in Ordinance No. 6655, on file with the City Clerk.  | The existing language has a typo in the Master Plan name.   | Use MM Ordinance language.  |
| <b>OMC 18.06 – COMMERCIAL DISTRICTS</b> |  |   |   |   |
| 37                                      | <b>OMC 18.06.040, Table 6.01</b>   | See Appendix G  | The MM Ordinance allowed more housing types in Commercial zones.  | Use MM Ordinance language but remove all references to 18.06.060T, which was removed in a subsequent ordinance (7180) in a privately initiated code amendment application for MS zoning district. |
| <b>OMC 18.38 – PARKING AND LOADING</b>  |  |   |   |   |
| 38                                      | <b>OMC 18.38.100, Table 38.01 (Showing Residential portion only)</b>   | See Appendix H  | There are notable changes in the amount of parking required for residential uses as a result of Ordinance 7366, which was a specific review of parking and residential uses in 2023.  | Retain existing code language.  |
| 39                                      | <b>18.38.160.D</b><br>D. High Density Corridor 1, <del>and 2</del> , 3 and 4; and Urban Residential (UR).<br><br>1. Townhouse units shall provide one and one-half (1.5) parking spaces per unit;<br><br>2. Multifamily units <del>developments containing three or more units</del> shall provide one (1) parking space per unit;<br><br>3. Small restaurants (up to 750 square feet of service area) shall provide two (2) parking spaces/1,000 square feet; and<br><br>4. Small retail including food stores and laundries (up to 3,000 square feet) shall provide two (2) parking spaces per 1,000 square feet. (The first 350 square feet are exempt from parking requirements.) Small retail may provide additional parking up to three and one-half (3.5) parking spaces per 1,000 square feet. | D. High Density Corridor 1 and 2, and Urban Residential (UR).<br><br>1. Townhouse units shall provide one and one-half (1.5) parking spaces per unit;<br><br>2. Multifamily units shall provide one (1) parking space per unit;<br><br>3. Small restaurants (up to 750 square feet of service area) shall provide two (2) parking spaces/1,000 square feet; and<br><br>4. Small retail including food stores and laundries (up to 3,000 square feet) shall provide two (2) parking spaces per 1,000 square feet. (The first 350 square feet are exempt from parking requirements.) Small retail may provide additional parking up to three and one-half (3.5) parking spaces per 1,000 square feet. | The MM Ordinance added applicability to HDC 3 and 4 zoning districts and clarified that the multifamily provisions applied to proposals with three units or more.<br><br>Note: Residential parking revisions were made in 2023 that may be in slight conflict with 18.38.160.D.2. Revised language should clarify how/if this language relates to the residential parking reductions. | Review applicability. Is there any HDC or UR zoning outside of the residential parking exempt areas of Downtown or within ½-mile of frequent transit?   |
| 40                                      | <b>OMC 18.38, Figure 38-2</b>  | See Appendix I  | In the MM Ordinance, the graphic in Figure 38-2 was updated to provide better clarity of the map in the code (which showed the Downtown Parking Exempt Area boundaries).  | Retain existing code. Amendments to the Downtown Residential Exempt Parking Area were adopted in Ordinance 7335 in Sept of 2022.  |

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| <b>OMC 18.60 – LAND USE REVIEW AND APPROVAL</b> |   |   |   |                                |
| 41  | <p><b>18.60.040 Applicability</b><br/>Construction and development of projects reviewed through the Land Use Approval process shall be in strict compliance with the approved site plan and conditions attached thereto. When required by this section, site plan review and land use approval shall be completed and all appeal periods terminated prior to issuance of a building or any other construction permit. Land use approval is required for the following types of projects:</p> <p>A. Any change of occupancy of a building from one <del>Uniform Building Code</del> group or division of a group to another <del>or a change of use of land</del>;</p> <p>B. Any new nonresidential and nonagricultural use of land;</p> <p>C. The location or construction of any nonresidential or nonagricultural building, or any multifamily project in which more than four (4) dwelling units would be contained; and</p> <p>D. Any <u>substantial</u> addition to such structure or remodel or substantial revision of the site plan associated with such use.</p> | <p>18.60 has been repealed. 18.70.020 states:</p> <p>A. When required by this section, approval of a land use permit application must be completed and all appeal periods terminated prior to issuance of a building or any other construction permit. A permit holder shall construct and develop projects that have been reviewed as land use permit applications in compliance with the approved site plan and conditions attached thereto.</p> <p>B. Land use approval is required for the following types of projects:</p> <ol style="list-style-type: none"> <li>1. A change of use of land or addition that results in a substantial revision to the approved site plan;</li> <li>2. Any new nonresidential and nonagricultural use of land; and</li> <li>3. The location or construction of any nonresidential or nonagricultural building, or any project in which more than four dwelling units are contained.</li> </ol> <p>C. Upon finding that any land use permit application meets the criteria for land use review, but the scope/scale of the project does not warrant the land use review process, the Director may waive the land use review process and appropriate land use application fees. Application of this exemption does not result in waiver of code requirements or construction permit processes.</p> | The applicability of permitting was updated during the process to update the Permit Processing standards. The language was updated but the outcome is substantially the same. | Retain existing code language. |
| <b>OMC 18.64 - TOWNHOUSES</b>                   |   |   |   |                                |
| 42  | <p><b>18.64.020 Purpose</b><br/>The purpose of this Chapter is to:</p> <p>A. Permit within Residential and Commercial Districts the development of townhouses which may be sold as individual lots and residences;</p> <p><u>B. Permit townhouse structures built to standards which are designed to include amenities usually associated with conventional single-family detached housing to ensure compatibility with the surrounding neighborhood;</u></p> <p><u>CB.</u> Promote affordable housing, efficient use of land and energy, and the availability of a variety of housing types in different locations;</p> <p><u>DC.</u> Promote infill development on physically suitable lands in residential areas, without adversely affecting adjacent development.</p>  | <p>The purpose of this Chapter is to:</p> <p>A. Permit within Residential and Commercial Districts the development of townhouses which may be sold as individual lots and residences;</p> <p>B. Permit townhouse structures built to standards which are designed to include amenities usually associated with conventional single-family detached housing to ensure compatibility with the surrounding neighborhood;</p> <p>C. Promote affordable housing, efficient use of land and energy, and the availability of a variety of housing types in different locations;</p>  | No difference.  | n/a                            |

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|    |   | D. Promote infill development on physically suitable lands in residential areas, without adversely affecting adjacent development.   |   |                            |
| 43 | <p><b>18.64.080 Development standards</b></p> <p>A. Maximum Site Area. The maximum site area for solely townhouse development in the R4, R 4-8 or R 6-12 District shall be four (4) acres. There is no maximum site area in other districts where townhouses are permitted.</p> <p><del>B. Units per Structure.</del></p> <p><del>1. In R4, R 4-8 and portions of the R 6-12 Districts not located within the Transition Area, each townhouse structure shall contain no more than four (4) individual dwelling units, and there shall be no more than one (1) builder per townhouse structure.</del></p> <p><del>2. In all Districts except the R4, R 4-8 and portions of the R 6-12 district not located within the Transition Area, requirements of the underlying district shall apply with regard to number of units per structure.</del></p> <p><del>C. Density and Lot Area.</del></p> <p><del>1. Density. Each townhouse development on a parcel of land greater than 10,000 square feet shall be subject to density provisions contained in the underlying District.</del></p> <p><del>2. Lot Size. See Table 4.04, Residential Development Standards.</del></p> <p><del>D. Building, Impervious and Hard Surface Coverage. Outside of ‘village’ and ‘center’ districts subject to table 5.05, building and impervious surface building coverage for an individual townhouse lot shall not exceed 60% or the underlying district limit, whichever is greater, and hard surface coverage shall not exceed 70% or the underlying district, whichever is greater. Provided further that total coverage for each townhouse building shall not exceed building, impervious surface and hard surface coverages of the underlying district.</del></p> <p><del>E. Minimum Lot Width. Each individual townhouse lot shall have a minimum width as follows:</del></p> <p><del>1. R4 and R 4-8 Districts: Eighteen (18) feet;</del></p> <p><del>2. R 6-12 Districts: Sixteen (16) feet;</del></p> <p><del>3. All other Districts: See Tables 4.04 and 5.05.</del></p> <p><del>F. Setback Requirements. Setback requirements for front yards and for side yards of end dwelling units of townhouse structures shall be the same as the underlying district, except as follows: For townhouse projects within property zoned R4, R 4-8 and R 6-12 the side yard of each building shall be no less than ten (10) feet for buildings with three (3) or four (4) units and five (5) feet for those with two (2) units.</del></p> <p><del>G. Height. Same as the underlying district.</del></p> | <p>A. Maximum Site Area. The maximum site area for solely townhouse development in the R4, R 4-8 or R 6-12 District is four acres. There is no maximum site area in other districts where townhouses are permitted.</p> <p>B. Units per Structure.</p> <p>1. In R4, R 4-8 and portions of the R 6-12 Districts not located within the Transition Area, each townhouse structure must contain no more than four individual dwelling units, and there may be no more than one builder per townhouse structure.</p> <p>2. In all Districts except the R4, R 4-8 and portions of the R 6-12 district not located within the Transition Area, requirements of the underlying district apply with regard to number of units per structure.</p> <p>C. Density and Lot Area.</p> <p>1. Density. Each townhouse development is subject to density provisions contained in the underlying District.</p> <p>2. Lot Size. See Table 4.04, Residential Development Standards.</p> <p>D. Building, Impervious, and Hard Surface Coverage. Outside of ‘village’ and ‘center’ districts subject to table 5.05, building and impervious surface building coverage for an individual townhouse lot may not exceed 60% or the underlying district limit, whichever is greater, and hard surface coverage may not exceed 70% or the underlying district, whichever is greater.</p> <p>E. Minimum Lot Width. Each individual townhouse lot must have a minimum width as follows:</p> <p>1. R4 and R 4-8 Districts: 18 feet;</p> <p>2. R 6-12 Districts: 16 feet;</p> <p>3. All other Districts: See Tables 4.04 and 5.05.</p> <p>F. Setback Requirements. Setback requirements for front yards and for side yards of end dwelling units of townhouse structures are the same as the underlying district, except as follows: For townhouse projects within property zoned R4, R 4-8 and R 6-12 the side yard of each building must be no fewer than 10 feet for buildings with three or four units and five feet for those with two units.</p> | The MM Ordinance made changes to the Townhouse standards to allow more than 4 units in one structure/ building in R-4, R 4-8, and R 6-12 zones; to not calculate density when subdividing lots 10,000 square feet or less in size for townhouse lots; and to have the same 5’ side yard setback that other residential housing types would have in the same zoning districts. | Use MM Ordinance language. |

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|                                   | <p><del>H</del>G. Parking. Townhouse developments shall provide off-street parking pursuant to Chapter 18.38.</p> <p><del>H</del>I. Residential Design Review Criteria and Garage Width. Townhouse developments shall meet the Residential Design Criteria Section Chapter 18.175 and, if applicable, shall comply with garage placement and width provisions of 18.04.060(EE), provided that such standards shall be applied to the entirety of each building, and not to each dwelling unit.</p>   | <p>G. Height. Same as the underlying district.</p> <p>H. Parking. Townhouse developments must provide off-street parking pursuant to Chapter <a href="#">18.38</a>.</p> <p>I. Residential Design Review Criteria and Garage Width. Townhouse developments must meet the Residential Design Criteria Section Chapter <a href="#">18.175</a> and, if applicable, must comply with garage placement and width provisions of OMC <a href="#">18.04.060</a>(EE), provided that such standards are applied to the entirety of each building, and not to each dwelling unit.</p>  |   |   |
| <b>OMC 18.100 – DESIGN REVIEW</b> |  |  |   |   |
| 44                                | <p><b>18.100.060.A.10 - Projects Subject to Design Review</b></p> <p>10. Duplexes, triplexes, fourplexes, <u>courtyard apartments, single room occupancies, townhouses, accessory dwelling units, and cottage housing;</u></p>   | <p>18.100.060.A.10</p> <p>10. Duplexes, triplexes, fourplexes, townhouses, accessory dwelling units, and cottage housing;</p>  | Courtyard apartments and single room occupancies were added to the list of housing types that are subject to design review. <i>NOTE: Recent changes in state law specific to design review and middle housing will need to be reviewed as well.</i> | Use MM Ordinance language with the understanding that changes may be made in the near future to reflect the related work specific to design review.   |
| 45                                | <p><b>18.100.090 - Design Review Process</b></p> <p>B. Projects subject to review by Staff:</p> <p>1. Single family dwellings on lots within the area depicted on Figure 4-2a <u>in Chapter 18.04</u>.</p> <p>2. Minor additions or alterations to residential or commercial projects on a Heritage Register or within a Historic District.</p> <p>3. Any proposed development of 5,000 square feet or less in gross floor area, and signs in the following design districts and corridors:</p> <p style="padding-left: 20px;">a. High Density Corridors;<br/>b. West Bay Drive District;<br/>c. Auto Mall District;<br/>d. Port Peninsula District;<br/>e. Freeway Corridor; and,<br/>f. Design Review Corridors.</p> <p>4. <u>Duplexes, triplexes, or fourplexes and all multifamily buildings with less than five (5) units.</u></p> <p><del>45</del>. Any other project subject to design review not described in "A" above.</p> | <p>18.100.090.B</p> <p>B. Projects subject to review by Staff:</p> <p>1. Single family dwellings on lots within the area depicted on Figure 4-2a.</p> <p>2. Minor additions or alterations to residential or commercial projects on a Heritage Register or within a Historic District.</p> <p>3. Any proposed development of 5,000 square feet or less in gross floor area, and signs in the following design districts and corridors:</p> <p style="padding-left: 20px;">a. High Density Corridors;<br/>b. West Bay Drive District;<br/>c. Auto Mall District;<br/>d. Port Peninsula District;<br/>e. Freeway Corridor; and,<br/>f. Design Review Corridors.</p> <p>4. Any other project subject to design review not described in "A" above.</p> | The MM Ordinance stated that middle housing types with less than 5 units are subject to staff level design review.  | Use the MM Ordinance language with the understanding that changes in design review will be considered under a separate process that will likely result in code changes within a relatively short timeframe. |



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| 46 | <p><b>18.100.100 How to Use Design Criteria</b></p> <p>C. Design Review Criteria Chapters. Design criteria are separated into chapters, depending on whether the development is commercial or residential, and the location or type of that development, as outlined below.</p> <p>18.105 Historic Structures and Buildings within the Historic Districts. This Chapter applies to structures listed on the Olympia Heritage Register, Washington Heritage Register, and the National Register of Historic Places, and all structures within a Historic District.</p> <p>18.110 Basic Commercial Design Criteria. This chapter applies to all commercial projects throughout the City that require design review, in addition to the district-specific requirements found in the following chapters, as applicable. It also applies to projects with a building area greater than 5,000 square feet in gross floor area that require a Conditional Use Permit in a residential zone, to commercial projects adjacent to residential buildings, to commercial or residential projects. The design districts are shown on the Official Design Review Districts and Corridors.</p> <p>18.120 Commercial Design Criteria - Downtown District. This chapter applies to all commercial projects that require design review that are located in the Downtown Design Review District. In addition, commercial projects in the Downtown Design District may also be subject to the requirements of Chapter 18.16, Pedestrian Streets.</p> <p>18.130 Commercial Design Criteria - High Density Corridors. This chapter applies to all projects that require design review that are located in the HDC districts.</p> <p>18.135 Commercial Design Criteria - Residential Scale District. This chapter applies to all projects that require design review that are located in the Residential Scale District.</p> <p>18.140 Commercial Design Criteria - Auto Oriented District. This chapter applies to all projects that require design review that are located in the Auto Oriented District.</p> <p>18.145 Commercial Design Criteria - Freeway Corridor. This chapter applies to all projects that require design review that are located in the Freeway Corridor District.</p> <p>18.150 Commercial Design Criteria - Port Peninsula. This chapter applies to all projects that require design review that are located in the Port Peninsula design review district. This chapter contains the only design criteria that apply to the Port Peninsula.</p> | <p>C. Design Review Criteria Chapters. Design criteria are separated into chapters, depending on whether the development is commercial or residential, and the location or type of that development, as outlined below.</p> <p>18.105 Historic Structures and Buildings within the Historic Districts. This Chapter applies to structures listed on the Olympia Heritage Register, Washington Heritage Register, and the National Register of Historic Places, and all structures within a Historic District.</p> <p>18.110 Basic Commercial Design Criteria. This chapter applies to all commercial projects throughout the City that require design review, in addition to the district-specific requirements found in the following chapters, as applicable. It also applies to projects with a building area greater than 5,000 square feet in gross floor area that require a Conditional Use Permit in a residential zone, to commercial projects adjacent to residential buildings, to commercial or residential projects. The design districts are shown on the Official Design Review Districts and Corridors.</p> <p>18.120 Downtown Design Criteria. This chapter applies to all commercial, mixed use, and residential projects that require design review that are located in one of the Downtown Design Sub-Districts.</p> <p>18.130 Commercial Design Criteria - High Density Corridors. This chapter applies to all projects that require design review that are located in the HDC districts.</p> <p>18.135 Commercial Design Criteria - Residential Scale District. This chapter applies to all projects that require design review that are located in the Residential Scale District.</p> <p>18.140 Commercial Design Criteria - Auto Oriented District. This chapter applies to all projects that require design review that are located in the Auto Oriented District.</p> <p>18.145 Commercial Design Criteria - Freeway Corridor. This chapter applies to all projects that require design review that are located in the Freeway Corridor District.</p> <p>18.150 Commercial Design Criteria - Port Peninsula. This chapter applies to all projects that require design review that are located in the Port Peninsula design review district. This chapter contains the only design criteria that apply to the Port Peninsula.</p> | <p>The MM Ordinance included amendments to clarify when 18.170 or 18.175 applied to certain housing types.</p> <p>There are new state laws that impact how local governments can apply design review standards. Implementing the new state law provisions for design review will likely result in changes to this section as well.</p> | <p>Use MM Ordinance language with the understanding that it will likely change rather soon, as the new design review requirements are implemented. Integrate when these changes are made, if ready.</p> |

| #                                       | MM Provision   | Current Online Code – as of Nov 28, 2023  | Differences/Notes   | Staff Rec                      |
|---|--|---|---|--------------------------------|
|   | <p>18.155 Commercial Design Criteria - West Bay Drive District. This chapter applies to all projects that require design review that are located in the West Bay Drive District.</p> <p>18.170 Residential Design Criteria - Multifamily. Design criteria contained in this chapter (OMC Sections 18.170.030 - 18.170.160) apply to all multifamily residential buildings with five or more units <u>not specifically governed by Section 18.175</u>, and any multifamily development with twenty (20) units or more throughout the city. Projects of this type and size are reviewed by the Design Review Board.</p> <p>18.175 Residential Design Criteria - Infill and other residential. Sections 18.175.020 through 18.175.060 of this chapter apply to single-family dwellings, including designated manufactured housing, proposed on lots within the area depicted on Figure 4-2a in Chapter 18.04 OMC, on lots less than 5000 square feet, or on substandard lots, duplexes, triplexes, fourplexes, <del>and townhouse buildings of four (4) units or less throughout the city</del> <u>townhouses and courtyard apartments in the R4, R4CB, RLI, R 4-8, and R 6-12 zoning districts; and singleroom occupancies in the R 6-12 zoning district.</u> OMC Sections 18.175.080 and 18.175.090 apply to accessory dwelling units throughout the city, <u>including manufactured home accessory dwelling units.</u> OMC Section 18.175.100 applies to cottage development.</p> <p>18.180 Residential Design Criteria - Manufactured home parks. This chapter applies only to manufactured home parks.</p> | <p>18.155 Commercial Design Criteria - West Bay Drive District. This chapter applies to all projects that require design review that are located in the West Bay Drive District.</p> <p>18.170 Residential Design Criteria - Multifamily. Design criteria contained in this chapter (Sections <a href="#">18.170.030</a> - <a href="#">18.170.160</a>) apply to all multifamily residential buildings with five or more units and any multifamily development with twenty (20) units or more throughout the city. Projects of this type and size are reviewed by the Design Review Board.</p> <p>18.175 Residential Design Criteria - Infill and other residential. Sections <a href="#">18.175.020</a> through <a href="#">18.175.060</a> of this chapter apply to single-family dwellings, including designated manufactured housing, proposed on lots within the area depicted on Figure 4-2a, on lots less than 5000 square feet, or on substandard lots, duplexes, triplexes, fourplexes, and townhouse buildings of four (4) units or less throughout the city. Sections <a href="#">18.175.080</a> and <a href="#">18.175.090</a> apply to accessory dwelling units throughout the city. Section <a href="#">18.175.100</a> applies to cottage development.</p> <p>18.180 Residential Design Criteria - Manufactured home parks. This chapter applies only to manufactured home parks.</p> |   |                                |
| <b>OMC 18.05 – VILLAGES AND CENTERS</b> |  |   |   |                                |
| 47                                      | <p><b>18.05.050.E</b><br/>E. Mix and Location of Residential Uses.</p> <p>1. Mix of Dwelling Types--General. Developments in the Urban Village, Neighborhood Village, and Community Oriented Shopping Center districts must attain a mix of residential uses consistent with Tables 5.03A and 5.03B. Table 5.03A addresses the relationship between single-family and multifamily dwellings in general. Table 5.03B addresses the requirement for a variety of multifamily housing types, based on overall size of the project.</p> <p>a. For purposes of meeting the required mix as shown in Table 5.03A, Single Family and Similar Dwelling Types shall include:</p> <ol style="list-style-type: none"> <li>Single-family detached residences, including designated manufactured homes</li> <li>Group homes with six (6) or fewer clients</li> <li>Single family residences above commercial uses (e.g., a single residence above a convenience store)</li> <li>Townhouses</li> <li><u>Duplexes</u></li> </ol>  | <p>E. Mix and Location of Residential Uses.</p> <p>1. Mix of Dwelling Types--General. Developments in the Urban Village, Neighborhood Village, and Community Oriented Shopping Center districts must attain a mix of residential uses consistent with Tables 5.03A and 5.03B. Table 5.03A addresses the relationship between single-family and multifamily dwellings in general. Table 5.03B addresses the requirement for a variety of multifamily housing types, based on overall size of the project.</p> <p>a. For purposes of meeting the required mix as shown in Table 5.03A, Single Family and Similar Dwelling Types shall include:</p> <ol style="list-style-type: none"> <li>Single-family detached residences, including designated manufactured homes</li> <li>Group homes with six (6) or fewer clients</li> <li>Single family residences above commercial uses (e.g., a single residence above a convenience store)</li> </ol>   | The MM Ordinance identified duplexes as meeting the single family and similar dwelling types in Villages and Centers zoning and added single room occupancies as a type of multifamily and similar housing types. | Use the MM Ordinance language. |

| #  | MM Provision   | Current Online Code – as of Nov 28, 2023   | Differences/Notes   | Staff Rec                      |
|----|--|--|---|--------------------------------|
|    | <p>vi. Cottage housing</p> <p>b. For purposes of meeting the required mix as shown in Table 5.03A, Multifamily and Similar Dwelling Types shall include:</p> <p>i. Apartments with five (5) or more units per structure</p> <p>ii. Boarding homes <u>and single-room occupancies</u></p> <p>iii. <del>Duplexes, triplexes</del>, and fourplexes</p> <p>iv. Group homes with seven (7) or more clients</p> <p>v. Multifamily residences above commercial uses (e.g., multiple apartments above retail or office uses)</p> <p>c. Other residences.</p> <p>i. For purposes of meeting the required mix as shown in Table 5.03A, the following uses are classified as "other" (i.e., neither "single-family and similar", nor "multifamily and similar"):</p> <p>(a) Accessory dwelling units</p> <p>(b) Nursing/convalescent homes and congregate care facilities</p> <p>(c) Multifamily units in an urban village on the blocks contiguous to the town square.</p> <p>ii. Such "other" uses are not counted in determining the required proportions of single family and multifamily dwellings in Table 5.03A. However, such uses shall be counted in the calculation of total dwellings for purposes of Sections 18.05.080(B) Maximum Housing Densities and 18.05.080(C) Minimum Housing Densities, in the manner provided in those sections.</p> | <p>iv. Townhouses</p> <p>v. Cottage housing</p> <p>b. For purposes of meeting the required mix as shown in Table 5.03A, Multifamily and Similar Dwelling Types shall include:</p> <p>i. Apartments with five (5) or more units per structure</p> <p>ii. Boarding homes</p> <p>iii. Duplexes, triplexes, and fourplexes</p> <p>iv. Group homes with seven (7) or more clients</p> <p>v. Multifamily residences above commercial uses (e.g., multiple apartments above retail or office uses)</p> <p>c. Other residences.</p> <p>i. For purposes of meeting the required mix as shown in Table 5.03A, the following uses are classified as "other" (i.e., neither "single-family and similar", nor "multifamily and similar"):</p> <p>(a) Accessory dwelling units</p> <p>(b) Nursing/convalescent homes and congregate care facilities</p> <p>(c) Multifamily units in an urban village on the blocks contiguous to the town square.</p> <p>ii. Such "other" uses are not counted in determining the required proportions of single-family and multifamily dwellings in Table 5.03A. However, such uses shall be counted in the calculation of total dwellings for purposes of Sections <u>18.05.080</u>(B) Maximum Housing Densities and 18.05.080(C) Minimum Housing Densities, in the manner provided in those sections.</p> |   |                                |
| 48 | <p><b>18.05.080.C</b></p> <p>C. Minimum Housing Densities.</p> <p>1. Calculation of Minimum Density. The minimum average densities specified in Table 5.05 are based on the entire site, with the following limitations: [Note: Table 5.05 in Section 18.05]</p> <p>a. The entire site shall be included in the minimum density calculation except streams, wetlands, landslide hazard areas, floodplains, "important habitat areas," and "important riparian areas" and their associated buffers; tracts accommodating stormwater facilities required in compliance with the Drainage Design Manual; existing, opened street rights-of-way; and land to be sold or dedicated to the public, other than street rights-of-way (e.g., school sites and parks, but not street rights-of-way to be dedicated as part of the proposed development).</p>   | <p>C. Minimum Housing Densities.</p> <p>1. Calculation of Minimum Density. The minimum average densities specified in Table 5.05 are based on the entire site, with the following limitations: [Note: Table 5.05 in Section 18.05]</p> <p>a. The entire site shall be included in the minimum density calculation except streams, wetlands, landslide hazard areas, floodplains, "important habitat areas," and "important riparian areas" and their associated buffers; tracts accommodating stormwater facilities required in compliance with the Drainage Design Manual; existing, opened street rights-of-way; and land to be sold or dedicated to the public, other than street rights-of-way (e.g., school sites and parks, but not street rights-of-way to be dedicated as part of the proposed development).</p>   | The MM Ordinance did not count accessory units toward the minimum density in Villages and Centers zoning districts. | Use the MM Ordinance language. |




| #  | MM Provision   | Current Online Code – as of Nov 28, 2023   | Differences/Notes  | Staff Rec                         |
|--|--|--|--|-----------------------------------|
|  | <p>b. All dwelling units in convalescent homes/nursing homes <del>and accessory units</del> count toward the minimum density required for the site by Table 5.05, in the same manner as provided above in Section 18.05.080(B)(3) Maximum Housing Densities -- Convalescent Homes and 18.05.080(B)(4) Maximum Housing Densities -- Accessory Dwelling Units.</p> <p>c. The following requirements shall apply to all villages and centers:</p> <p>i. The minimum residential density of a village center and that of the remainder of a village or center shall be calculated separately from one another.</p> <p>ii. There shall be no minimum density requirement for a village center other than the requirement for mixed use buildings specified in Section 18.05.050(C)(2) Village/Community Center--Mixed Use above. The procedures for calculating the required number of units are as provided in Sections 18.05.080(3)(1)(a), (2), and (3) above.</p> <p>iii. The remainder of a village shall comply with the minimum density requirements in Table 5.05.</p> | <p>b. All dwelling units in convalescent homes/nursing homes and accessory units count toward the minimum density required for the site by Table 5.05, in the same manner as provided above in Section <u>18.05.080</u>(B)(3) Maximum Housing Densities -- Convalescent Homes and 18.05.080(B)(4) Maximum Housing Densities -- Accessory Dwelling Units.</p> <p>c. The following requirements shall apply to all villages and centers:</p> <p>i. The minimum residential density of a village center and that of the remainder of a village or center shall be calculated separately from one another.</p> <p>ii. There shall be no minimum density requirement for a village center other than the requirement for mixed use buildings specified in Section <u>18.05.050</u>(C)(2) Village/Community Center--Mixed Use above. The procedures for calculating the required number of units are as provided in Sections <u>18.05.080</u>(3)(1)(a), (2), and (3) above.</p> <p>iii. The remainder of a village shall comply with the minimum density requirements in Table 5.05.</p> |  |                                   |
| <b>OMC 18.40 – PROPERTY DEVELOPMENT AND PROTECTION STANDARDS</b> |  |  |  |                                   |
| 49   | <p><b>18.40.060.A</b></p> <p>A. Required Building Site.</p> <p>1. Building Site – Number of Buildings. Every main building hereafter erected shall be located on a legal lot of record as provided for in this title. There shall be no more than one (1) main building on any one (1) lot in the R-4, R 4-8, and R 6-12, use districts <u>unless the housing type approved specifically allows for more, such as courtyard apartments, cottage housing or co-housing developments.</u></p> <p>2. Lot or Building Site – Reduction. No lot or parcel of land now existing or hereafter established shall be so reduced or diminished that yards, open space, width or total lot area be made smaller than the minimum required by this title; nor shall any existing lot or parcel of land that is now smaller than the minimum required by this title be further reduced or diminished in any manner.</p>   | <p>A. Required Building Site.</p> <p>1. Building Site--Number of Buildings. Every main building hereafter erected shall be located on a legal lot of record as provided for in this title. There shall be no more than one (1) main building on any one (1) lot in the R-4, R 4-8, and R 6-12 use districts.</p> <p>2. Lot or Building Site--Reduction. No lot or parcel of land now existing or hereafter established shall be so reduced or diminished that yards, open space, width or total lot area be made smaller than the minimum required by this title; nor shall any existing lot or parcel of land that is now smaller than the minimum required by this title be further reduced or diminished in any manner.</p>   | <p>The MM Ordinance included a statement that clarifies that more than one main building would be allowed if the housing types allowed in the R-4, R 4-8, and R 6-23 zones allowed for it (such as cottage housing that does not include a subdivision with each cottage on its own lot).</p> <p><i>See also Item #32.</i></p> | Retain the MM Ordinance language. |

## APPENDIX A

### OMC 18.04 – RESIDENTIAL DISTRICTS

TABLE 4.01 as of NOVEMBER 2023 with MM Ordinance differences shown in Red Text

TABLE 4.01  
PERMITTED AND CONDITIONAL USES

| DISTRICT   | R1/5 | R-4   | R-4CB | RLI | R 4-8                                | R 6-12                               | MR 7-13         | MR 10-18        | RM 18         | RM 24         | RMH           | RMU              | MHP | UR            | APPLICABLE REGULATIONS  |
|--|------|---|-------|-----|--------------------------------------|--------------------------------------|-----------------|-----------------|---------------|---------------|---------------|------------------|-----|---------------|---|
| District-Wide Regulations  |      |   |       |     |                                      |                                      | 18.04.060 (N,Q) | 18.04.060 (N,Q) | 18.04.060 (N) | 18.04.060 (N) | 18.04.060 (N) | 18.04.060 (N,BB) |     | 18.04.060 (N) |   |
| <b>1. SINGLE-FAMILY HOUSING</b>  |      |   |       |     |                                      |                                      |                 |                 |               |               |               |                  |     |               |   |
| Accessory Dwelling Units   | P    | P   | P     | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(A)<br><del>18.04.060(B)</del>                                     |
| Co-Housing   | P    | P   | P     | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(F)<br><del>18.04.060(FF)</del>                                    |
| Cottage Housing  |      |   |       | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(H)<br><del>18.04.060(FF)</del>                                    |
| Manufactured/Mobile Home Parks (Rental Spaces)                           |      |   |       |     |                                      |                                      |                 | C               | C             | C             |               |                  | C   |               | 18.04.060(P)  |
| Manufactured Homes   | P    | P   | P     | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(O)<br><del>18.04.060(FF)</del>                                    |
| Single-family Residences   | P    | P   | P     | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | <del>18.04.060(FF)</del>  |
| Townhouses   | P    | P   |       | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.64<br><del>18.04.060(FF)</del><br><del>18.04.080(A)</del>                |
| Short-Term Rentals   | P    | P   | P     | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(JJ)   |
| <b>2. MULTIFAMILY HOUSING</b>  |      |   |       |     |                                      |                                      |                 |                 |               |               |               |                  |     |               |   |
| Apartments   |      |   |       | P   |                                      |                                      | P               | P               | P             | P             | P             | P                |     | P             | 18.04.060(N)<br><del>18.04.060(FF)</del>                                    |
| Courtyard Apartments   |      |   |       |     | <u>P</u><br><del>18.04.060(GG)</del> | <u>P</u><br><del>18.04.060(GG)</del> | <u>P</u>        | <u>P</u>        | <u>P</u>      | <u>P</u>      | <u>P</u>      | <u>P</u>         |     |               | <u>18.04.060(II)</u><br><del>18.04.060(GG)</del><br><del>18.04.080(A)</del> |
| Boarding Homes   |      |   |       | P   |                                      |                                      |                 | P               | P             | P             |               |                  |     |               |   |
| Collegiate Greek system residences                                       | P    |   |       | P   |                                      |                                      |                 | P               | P             | P             |               |                  |     |               |   |
| Dormitories  | P    |   |       | P   |                                      |                                      |                 | P               | P             | P             | P             | P                |     | P             |   |
| Duplexes - Existing  | P    | P   |       | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(J)  |
| Duplexes   | P    |  | P     | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | <del>18.04.060(FF)</del><br><del>18.04.080(A)</del>                         |
| Duplexes on Corner Lots<br>(This was not a category in the MM Ordinance) | P    | P   | P     | P   | P                                    | P                                    | P               | P               | P             | P             | P             | P                | P   | P             | 18.04.060(HH)   |
| Single Room Occupancies  |      |   |       |     |                                      | <u>P</u>                             | <u>P</u>        | <u>P</u>        | <u>P</u>      | <u>P</u>      | <u>P</u>      | <u>P</u>         |     |               | <del>18.04.060(HH)</del>  |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI               | R 4-8  | R 6-12  | MR 7-13           | MR 10-18          | RM 18 | RM 24             | RMH               | RMU               | MHP | UR                | APPLICABLE REGULATIONS  |
|--|------|-----|-------|-------------------|--|---|-------------------|-------------------|-------|-------------------|-------------------|-------------------|-----|-------------------|---|
|  |      |     |       |                   |  | <a href="#">18.04.060(HH)</a>                 |                   |                   |       |                   |                   |                   |     |                   |   |
| Triplexes <i>(NOTE: This was not a distinct category in the MM Ordinance)</i>  |      |     | P     | P                 | P  | P   | P                 | P                 | P     | P                 | P                 | P                 |     | P                 |   |
| Fourplexes <i>(NOTE: This was not a distinct category in the MM Ordinance)</i>   |      |     | P     |                   | P  | P   | P                 | P                 | P     | P                 | P                 | P                 |     | P                 |   |
| Triplexes and Fourplexes <i>(NOTE: Triplexes and fourplexes were a combined category in the MM Ordinance and earlier versions of this table)</i>   |      |     | P     | <a href="#">P</a> | <a href="#">P</a><br><a href="#">18.04.060(GG)</a> | <del>18.04.060(HH)</del><br><a href="#">P</a> | <a href="#">P</a> | <a href="#">P</a> | P     | <a href="#">P</a> | <a href="#">P</a> | <a href="#">P</a> |     | <a href="#">P</a> | <a href="#">18.04.080(A)</a><br><a href="#">18.04.060(GG)</a> |
| Sixplexes <i>(NOTE: This was not a distinct category in the MM Ordinance)</i>  |      |     |       |                   |  | P   |                   |                   |       |                   |                   |                   |     |                   |   |
| Group Homes with 6 or Fewer (or up to 8 with DSHS approval) Clients and Confidential Shelters  | P    | P   | P     | P                 | P  | P   | P                 | P                 | P     | P                 | P                 | P                 | P   | P                 | 18.04.060(K)  |
| Group Homes with 7 or More Clients   | C    |     |       | C                 | C  | C   | C                 | C                 | C     | C                 | C                 | C                 | C   | C                 | 18.04.060(K)  |
| Lodging Houses   |      |     |       |                   |  |   |                   |                   | P     | P                 | P                 | P                 |     | P                 |   |
| Nursing/Convalescent Homes   | C    |     |       | C                 | C  | C   | C                 | C                 | C     | C                 | C                 | C                 | C   | C                 | 18.04.060(S)  |
| Retirement Homes   |      |     |       | P                 |  |   | P                 | P                 | P     | P                 | P                 | C                 |     | P                 |   |
| Transitional Housing, Permanent Supportive Housing   | P    | P   | P     | P                 | P  | P   | P                 | P                 | P     | P                 | P                 | P                 | P   | P                 |   |
| <b>3. COMMERCIAL</b>   |      |     |       |                   |  |   |                   |                   |       |                   |                   |                   |     |                   |   |
| Child Day Care Centers   |      | C   | C     | C                 | C  | C   | C                 | P                 | P     | P                 | P                 | P                 | C   | P                 | 18.04.060(D)<br>18.04.060(AA)                                 |
| Commercial Printing  |      |     |       |                   |  |   |                   |                   |       |                   |                   | P                 |     |                   |   |
| Drive-In and Drive-Through Businesses -- Existing  |      |     |       |                   |  |   |                   |                   |       |                   |                   | P                 |     |                   | 18.04.060(J)  |
| Food Stores  |      |     |       |                   |  |   |                   |                   |       |                   | P                 | P                 |     | P                 | 18.04.060(AA)   |
| Hardware Stores  |      |     |       |                   |  |   |                   |                   |       |                   |                   | P                 |     |                   |   |
| Home Occupations (including Adult Day Care, Elder Care Homes, Family Child Care Homes, Short-Term Rentals – Homestays, and Bed & Breakfast Houses) | P    | P   | P     | P                 | P  | P   | P                 | P                 | P     | P                 | P                 | P                 | P   | P                 | 18.04.060(L)  |
| Hospice Care   | C    |     |       | C                 |  |   | C                 | C                 | C     | C                 | C                 | C                 |     | C                 | 18.04.060(M)  |
| Laundries  |      |     |       |                   |  |   |                   |                   |       |                   | P                 | P                 |     | P                 | 18.04.060(AA)   |
| Nursery (Retail and/or Wholesale Sales)  | C    | C   | C     | C                 | C  | C   | C                 | C                 | C     | C                 |                   |                   | C   |                   | 18.04.060(G)  |
| Offices  |      |     |       |                   |  |   |                   |                   |       |                   |                   | P                 |     | P                 | 18.04.060(AA)(2)  |
| Personal Services  |      |     |       |                   |  |   |                   |                   |       |                   |                   | P                 |     |                   |   |
| Pharmacies   |      |     |       |                   |  |   |                   |                   |       |                   |                   | P                 |     |                   |   |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR  | APPLICABLE REGULATIONS |
|--|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|-----|------------------------|
| Restaurants, without Drive-In and Drive-Through              |      |     |       |     |       |        |         |          |       |       |     | P   |     |     |                        |
| Servicing of Personal Apparel and Equipment                  |      |     |       |     |       |        |         |          |       |       |     | P   |     |     |                        |
| Specialty Stores   |      |     |       |     |       |        |         |          |       |       |     | P   |     |     |                        |
| Veterinary Clinics - Existing                                | P    | P   |       | P   | P     | P      |         |          |       |       |     |     | P   |     | 18.04.060(J)           |
| Veterinary Clinics   | P    |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| <b>4. ACCESSORY USES</b>                                     |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Accessory Structures   | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.04.060(B)           |
| Electric Vehicle Infrastructure                              | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.04.060(GG)          |
| Garage/Yard/Rummage or Other Outdoor Sales                   | P    | P   |       | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 5.24                   |
| Large Garages  |      |     | C     |     | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(B)           |
| Residence Rented for Social Event, 7 times or more in 1 year | C    | C   |       | C   | C     | C      | C       | C        | C     | C     | C   |     | C   | C   |                        |
| Satellite Earth Stations                                     | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.44.100              |
| <b>5. RECREATIONAL USES</b>                                  |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Community Parks & Playgrounds                                | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | P   | P   | C   | P   | 18.04.060(T)           |
| Country Clubs  | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   |                        |
| Golf Courses   |      | C   | C     |     | C     | C      | C       | C        | C     | C     |     |     | C   |     |                        |
| Neighborhood Parks   | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(T)           |
| Open Space - Public  | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(T)           |
| Racing & Performing Pigeons                                  |      | C   | C     | C   | C     | C      |         |          |       | C     | C   |     | C   | C   | 18.04.060(Y)           |
| Stables, Commercial and Private Existing                     |      | C   |       | C   | C     |        |         |          |       |       |     |     |     |     | 18.04.060(J)           |
| Trails - Public  | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(T)           |
| <b>6. AGRICULTURAL USES</b>                                  |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Agricultural Uses  | P    | P   | P     | P   | P     | P      | P       | P        | P     |       |     |     | P   |     |                        |
| Greenhouses, Bulb Farms                                      | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(G)           |
| <b>7. TEMPORARY USES</b>                                     |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Emergency Housing  | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     |     |     | P   |     | 18.04.060(DD)          |
| Emergency Housing Facility                                   | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.50                  |
| Model Homes  | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   |     | P   | P   | 18.04.060(DD)          |
| Residence Rented for Social Event, 6 times or less in 1 year | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   |     | P   | P   | 18.04.060(DD)          |

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

| DISTRICT   | R1/5 | R-4 | R-4CB | RLI | R 4-8 | R 6-12 | MR 7-13 | MR 10-18 | RM 18 | RM 24 | RMH | RMU | MHP | UR  | APPLICABLE REGULATIONS |
|--|------|-----|-------|-----|-------|--------|---------|----------|-------|-------|-----|-----|-----|-----|------------------------|
| Wireless Communication Facility                  | P    | P   |       | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.44.060              |
| <b>8. OTHER</b>                                  |      |     |       |     |       |        |         |          |       |       |     |     |     |     |                        |
| Animals  | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   | 18.04.060(C)           |
| Cemeteries                                       |      | C   | C     |     | C     | C      | C       | C        | C     | C     |     |     | C   |     | 18.04.060(E)           |
| Community Clubhouses                             | P    | P   | P     | P   | P     | P      | P       | P        | P     | P     | P   | P   | P   | P   |                        |
| Crisis Intervention                              | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(I)           |
| Historic House Museum                            |      | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   |                        |
| Parking Lots and Structures                      |      |     |       | C   |       |        |         |          |       |       | P   | P   |     |     | 18.38.220 and .240     |
| Places of Worship                                | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(U)           |
| Public Facilities                                | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(V)           |
| Public Facilities - Essential                    | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(W)           |
| Radio, Television and Other Communication Towers | C    | C   | C     | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.44.100              |
| Schools  | C    |     |       | C   | C     | C      | C       | C        | C     | C     | C   |     | C   | C   | 18.04.060(CC)          |
| Social Organizations                             |      |     |       |     |       |        |         |          |       |       | P   | P   |     | C   |                        |
| Mineral Extraction - Existing                    |      |     |       |     | C     |        | C       |          |       |       |     |     |     |     | 18.04.060(J)           |
| Utility Facility                                 | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.04.060(X)           |
| Wireless Communication Facilities                | P/C  | P/C | P/C   | P/C | P/C   | P/C    | P/C     | P/C      | P/C   | P/C   | P/C | P/C | P/C | P/C | 18.44                  |
| Workshops for Disabled People                    | C    |     |       | C   | C     | C      | C       | C        | C     | C     | C   | C   | C   | C   | 18.04.060(R)           |

**LEGEND**

P = Permitted Use

C = Conditional Use

R1/5 = Residential - 1 Unit Per 5 Acres

R-4 = Residential - 4

R-4CB = Residential - 4 Units per Acre

RLI = Residential Low Impact

R 4-8 = Residential 4-8

R 6-12 = Residential 6-12

MR 7-13 = Mixed Residential 7-13

MR 10-18 = Mixed Residential 10-18

RM 18 = Residential Multifamily - 18

RM 24 = Residential Multifamily - 24

RMH = Residential Multifamily High Rise

RMU = Residential Mixed Use

MHP = Manufactured Housing Park

UR = Urban Residential

**APPENDIX B**  
**Comparison of Tables 4.02 and 4.03**

| TABLE 4.02   |           |          |          |
|--|-----------|----------|----------|
| GROUP HOME   |           |          |          |
| SEPARATION REQUIREMENTS - R-4, R 4-8, R 6-12 DISTRICTS |           |          |          |
|  | Offenders | Youth    | Homeless |
| Offenders  | 2 miles   | 1 mile   | 1/2 mile |
| Youth  | 1 mile    | 1 mile   | 1/4 mile |
| Homeless   | 1/2 mile  | 1/4 mile | 1/4 mile |

| TABLE 4.02   |           |          |          |
|--|-----------|----------|----------|
| GROUP HOME   |           |          |          |
| SEPARATION REQUIREMENTS – R-4, R 4-8, R 6-12 DISTRICTS |           |          |          |
|  | Offenders | Youth    | Homeless |
| Offenders  | 2 miles   | 1 mile   | 1/2 mile |
| Youth  | 1 mile    | 1 mile   | 1/4 mile |
| Homeless   | 1/2 mile  | 1/4 mile | 1/4 mile |

| TABLE 4.03  |           |        |          |
|---|-----------|--------|----------|
| GROUP HOME  |           |        |          |
| SEPARATION REQUIREMENTS - ALL DISTRICTS EXCEPT R-4, R 4-8, AND R 6-12 |           |        |          |
|   | Offenders | Youth  | Homeless |
| Offenders   | 2 miles   | 1 mile | None     |
| Youth   | 1 mile    | 1 mile | None     |
| Homeless  | None      | None   | None     |

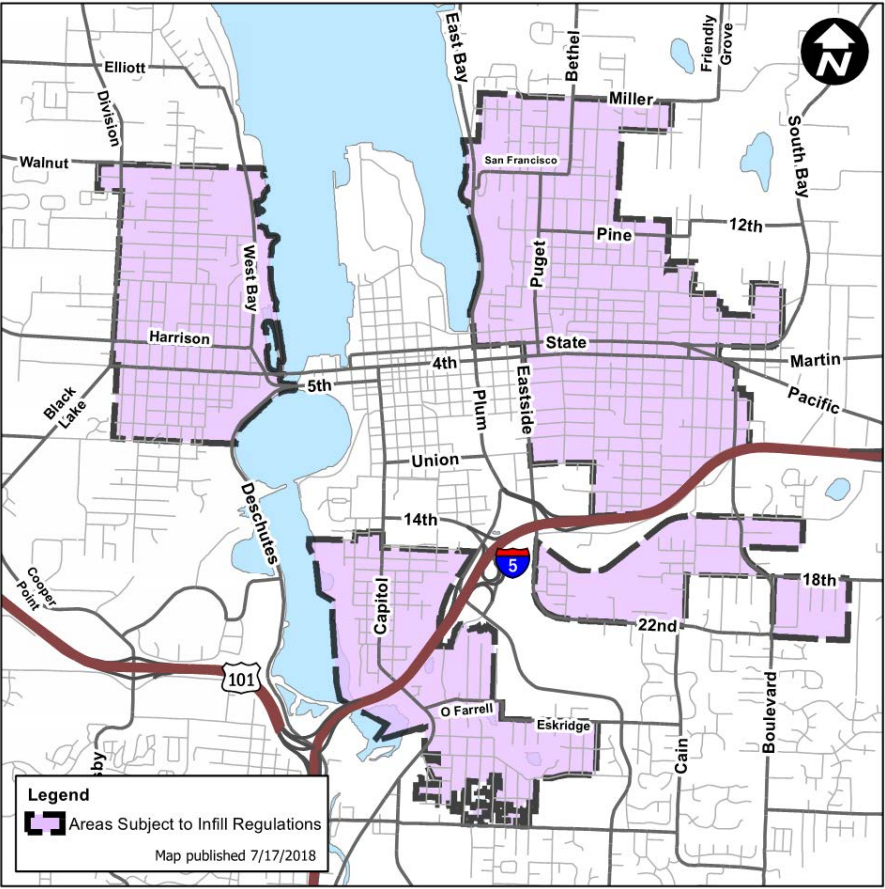
| TABLE 4.03  |           |        |          |
|---|-----------|--------|----------|
| GROUP HOME  |           |        |          |
| SEPARATION REQUIREMENTS – ALL DISTRICTS EXCEPT R-4, R 4-8, AND R 6-12 |           |        |          |
|   | Offenders | Youth  | Homeless |
| Offenders   | 2 miles   | 1 mile | None     |
| Youth   | 1 mile    | 1 mile | None     |
| Homeless  | None      | None   | None     |

There does not appear to be any changes between the language in the MM Ordinance and either previous or current versions of Tables 4.02 and 4.03, other than the addition of the grid lines in the table. No changes necessary.



**APPENDIX C**  
**COMPARISON OF FIGURE 4-2a**

Current online version of Figure 4-2a:



**Areas Subject to Infill Regulations**

Where the boundary coincides with a street, lots on both sides of the street are subject to the applicable regulations and design guidelines.

**FIGURE 4-2a**

MM Ordinance version of Figure 4-2a



**Areas Subject to Infill Regulations**

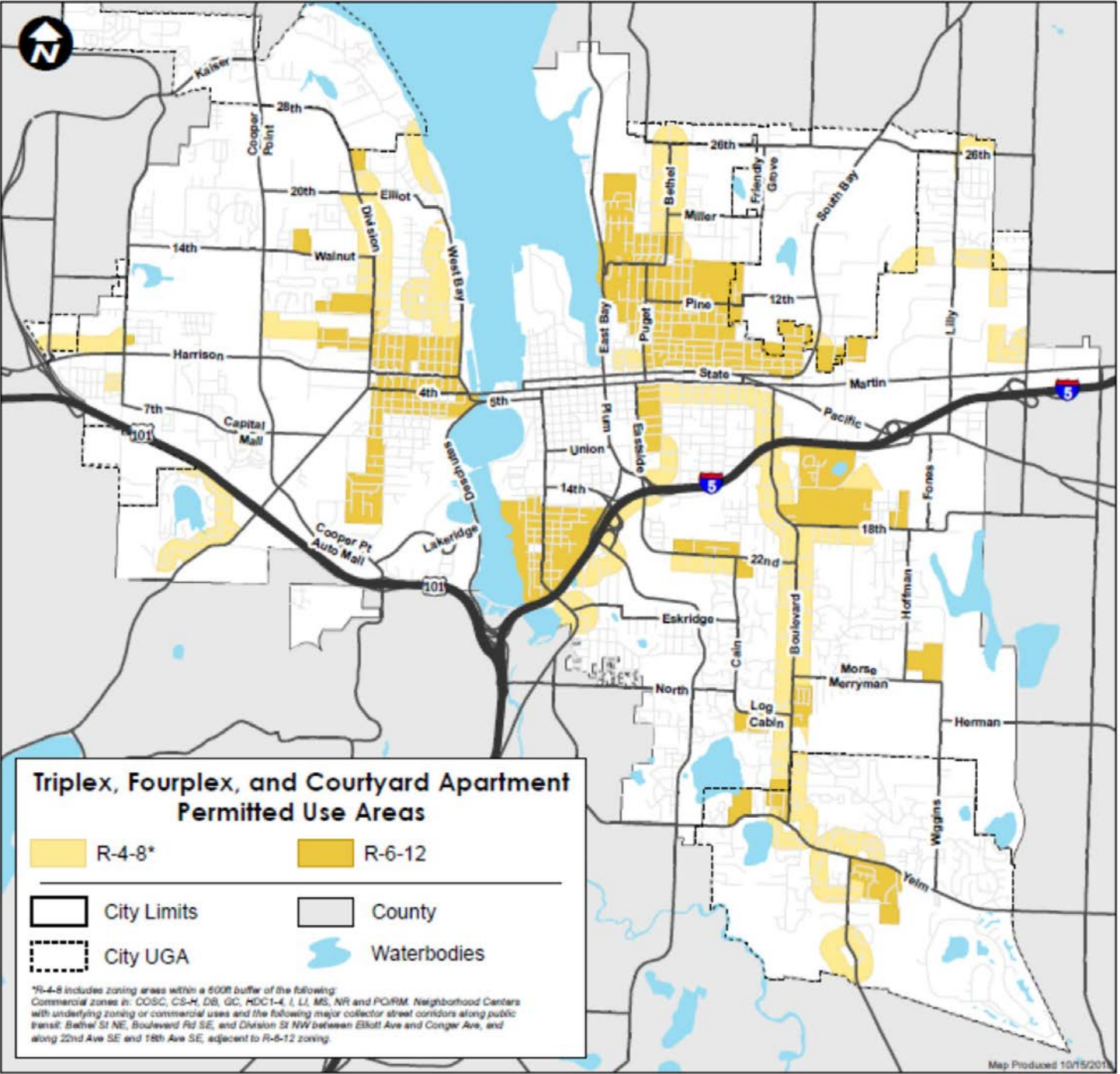
Where the boundary coincides with a street, lots on both sides of the street are subject to the applicable regulations and design guidelines.

**FIGURE 4-2a**

The purpose of the map revision was to provide a clearer image. The boundaries did not change. No change needed.

APPENDIX D

Figure 4-2c Added in Missing Middle Infill Housing Ordinance





## APPENDIX E

Table 4.04 in OMC Chapter 18.04

**RESIDENTIAL DEVELOPMENT STANDARDS as of November 2023 with MM Ordinance Provisions shown in RED TEXT**

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT  | R1/5   | R4  | R-4CB  | RLI   | R 4-8   | R 6-12  | MR 7-13  | MR 10-18   | RM-18  | RM-24   | RMH   | RMU   | MHP  | UR  | ADDITIONAL REGULATIONS   |
|---|--|---|--|---|---|---|--|--|--|---|---|---|--|---|--|
| MAXIMUM HOUSING DENSITY (in units per acre)         | 1/5  | 4   | 4  | 4   | 8   | 12  | 24   | 30   | 24   | 30  | ---   | ---   | 12   | ---   | 18.04.080(A)   |
| MAXIMUM AVERAGE HOUSING DENSITY (in units per acre) | ---  | 4   | 4  | 4   | 8   | 12  | 13   | 18   | 18   | 24  | ---   | ---   | 12   | ---   | 18.04.080(A)(2)  |
| MINIMUM AVERAGE HOUSING DENSITY (in units per acre) | ---  | ---   | ---  | 2   | 4   | 6   | 7  | 10   | 8<br>Manufactured Housing Parks = 5  | 18<br>Manufactured Housing Parks = 5  | ---   | ---   | 5  | ---   | 18.04.080(B)   |
| MINIMUM LOT SIZE                                    | 4 acres for residential use; 5 acres for non-residential use | 2,000 SF minimum<br>3,000 SF average = townhouse;<br>5,000 SF = other | One acre; reduced to 12,000 SF if associated with a drainage dispersal tract of at least 65% in the same subdivision plat. | 2,000 SF minimum<br>3,000 SF average = townhouse;<br>4,000 SF = other (including duplexes on corner lots);<br>6,000 SF = duplex not on a corner lot;<br>7,200 SF = multi-family | 2,500 SF = cottage;<br>2,000 SF minimum,<br>3,000 SF average = townhouse;<br><u>7,200 SF = duplex.</u><br><u>9,600SF = triplex.</u><br><u>13,000 SF = fourplex.</u><br><u>17,500 SF = other</u><br>4,000 SF = other | 2,000 SF = cottage;<br>1,600 SF minimum,<br>2,400 SF average = townhouse;<br>3,500 SF = other<br><u>6,000 SF = duplex.,</u><br><u>7,200 SF = triplex.</u><br><u>9,600 SF = fourplex.</u><br><u>13,000 SF = other</u><br><u>multifamily.</u> | 1,600 SF = cottage;<br>1,600 SF minimum,<br>2,400 SF average = townhouse;<br>9,000 SF = multifamily;<br>3,000 SF = other | 1,600 SF = cottage;<br>1,600 SF minimum,<br>2,400 SF average = townhouse;<br>7,200 SF = multifamily;<br>3,000 SF = other | 1,600 SF = cottage;<br>1,600 SF minimum,<br>2,400 SF average = townhouse;<br>7,200 SF = multifamily;<br>3,000 SF = other | 1,600 SF minimum,<br>2,400 SF average = townhouse;<br>2,500 SF = mobile home park | 1,600 SF minimum,<br>2,000 SF average = townhouse;<br>2,500 SF = mobile home park | 1,600 SF minimum,<br>2,000 SF average = townhouse | 2,000 SF = cottage;<br>1,600 SF minimum<br>2,400 SF average = townhouse;<br>7,200 SF = duplex;<br>2,500 SF = mobile home park;<br>3,500 SF = other | 1,600 SF minimum,<br>2,000 SF average = townhouse;<br>2,500 SF = mobile home park | 18.04.080I 18.04.080(D)<br>18.04.080I 18.04.080(F)<br>Chapter <a href="#">18.64</a> (townhouses)<br>18.04.060(P) (mobile home parks) |
| MINIMUM LOT WIDTH                                   | 30' except: 16' = townhouse                                  | 50' except: 18' = townhouse   | 100'   | 30' except: 16' = townhouse;  | 45' except: 35' = cottage;  | 40' except: 30' =   | 40' except: 30' = cottage  | 40' except: 30' = cottage; 40'   | 30' = mobile home park   | 30' = mobile home park  | ---   | ---   | 40' except: 30' = cottage; 16'   | ---   | 18.04.080(D)(1)<br>18.04.080(F) 18.04.080(G)   |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT                    | R1/5  | R4   | R-4CB  | RLI   | R 4-8   | R 6-12  | MR 7-13  | MR 10-18   | RM-18  | RM-24  | RMH  | RMU                              | MHP   | UR                                       | ADDITIONAL REGULATIONS                              |
|-----------------------------|---|--|--|---|---|---|--|--|--|--|--|----------------------------------|---|--|---|
|                             |   |  |  | 60' = duplex not on corner lots; 80' = multi-family   | 18' = townhouse   | cottage; 16' = townhouse <del>80' = duplex; triplex; fourplex</del>   | 16' = townhouse 70' = duplex not on corner lot; 80' = multifamily  | = zero lot; 16' = townhouse; 70' = duplex not on corner lot; 80' = multifamily   |  |  |  |                                  | = townhouse; 80' = duplex not on a corner lot; 30' = mobile home park   |  | 18.04.060(P) (mobile home parks)                    |
| MINIMUM FRONT YARD SETBACKS | 20' except: 5' for agricultural buildings with farm animals   | 20'  | 20'  | 20' except: 10' with side or rear parking; 10' for flag lots 5' for agricultural buildings with farm animals                                  | 20' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals                                     | 20' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals   | 20' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals                              | 15' except: 10' with side or rear parking; 10' for flag lots; 5' for agricultural buildings with farm animals                              | 10'  | 5'   | 5' except: 10' for structures 35' or taller                        | 10' except: 20' along Legion Way | 20' except: 10' with side or rear parking; 5' for agricultural buildings with farm animals  | 0-10' except: 10' on Capitol House Block | 18.04.080(H) 18.04.080(I)                           |
| MINIMUM REAR YARD SETBACKS  | 10' except: 5' for agricultural buildings with farm animals   | 25'  | 50'  | 10' except: 5' for agricultural buildings with farm animals.  | 20' except: 5' for agricultural buildings with farm animals; 10' for cottages, and wedge shaped lots  | 20' except: 5' for agricultural buildings with farm animals 10' for cottages, and wedge shaped lots   | 20' except: 15' for multifamily; 10' for cottages, and wedge shaped lots   | 15' except: 10' for cottages, and wedge shaped lots, 20' with alley access   | 10' except: 15' for multifamily  | 10' except: 20' next to an R 4-8 or R-12 district  | 5' except: 20' for structures 35' or higher                        | 5'                               | 20' except: 5' for agricultural buildings with farm animals; 10' for cottages   | 5' except: 10' for structures over 42'   | 18.04.080(D) 18.04.080(F) 18.04.080(H) 18.04.080(I) |
| MINIMUM SIDE YARD SETBACKS  | 5' except: 10' along flanking streets; provided garages are set back 20'; 5' for agricultural buildings with farm animals | 5' except: 10' along flanking street; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 5' for agricultural | 10' minimum each side, and minimum total of 60' for both side yards. | 5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 5' for agricultural | 5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; 5' for | 5' except: <del>10' for triplex; fourplex</del> 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; | 5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; | 5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; | 5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; | 5' except: 10' along flanking streets; except garages shall meet Minimum Front Yard Setbacks; 6' on one side of zero lot; 3' for cottages; | 5' except: 10' along flanking streets; 6' on one side of zero lot; | ---                              | 5' except: 10' along flanking streets; 6' on one side of zero lot; 3' for cottages; 5' for agricultural buildings with farm animals; 10' – mobile home park | No minimum 10' on Capitol House Block    | 18.04.080(H)  |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT  | R1/5                                 | R4  | R-4CB  | RLI  | R 4-8   | R 6-12  | MR 7-13  | MR 10-18   | RM-18  | RM-24   | RMH   | RMU  | MHP  | UR   | ADDITIONAL REGULATIONS |
|---|--------------------------------------|---|--|--|---|---|--|--|--|---|---|--|--|--|------------------------|
|   |                                      | building with farm animals  |  | buildings with farm animals  | agricultural buildings with farm animals  | 5' for agricultural buildings with farm animals   |  |  | multifamily; 20' next to R 4-8, or R 6-12 district 10' – mobile home park                            | district. 10' – mobile home park                      |   |  |  |  |                        |
| <b>CURRENT CODE FOR MAXIMUM BUILDING HEIGHT</b> | 35'                                  | 35', except: 16' for accessory buildings; 24' for detached accessory dwelling units | 40' except: 16' for accessory buildings; 24' for detached accessory dwelling units | 40' except: 16' for accessory buildings; 24' for detached accessory dwelling units | 35', except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottage; 35' on sites 1 acre or more, if setbacks equal or exceed building height                                | 35', except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottages                             | 45', except: 25' for cottage; 16' for accessory buildings; 24' for detached accessory dwelling units | 45', except: 25' for cottage; 16' for accessory buildings; 24' for detached accessory dwelling units | 35', except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottage | 42' except: 24' for detached accessory dwelling units | 60' except: 24' for detached accessory dwelling units | See 18.04.080 (I); 24' for detached accessory dwelling units | 2 stories or 35' whichever is less, except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottages | 42' or as shown on Figure 4-5A & 18.04.080 (I)(3); 24' for detached accessory dwelling units | 18.04.080(I)           |
| <b>MM ORDINANCE FOR MAXIMUM BUILDING HEIGHT</b> | 35'                                  | 35', except: <del>16</del> 24' for accessory buildings                              | 40' except: <del>16</del> 24' for accessory buildings                              | 40' except: <del>16</del> 24' for accessory buildings                              | 35', except: <del>16</del> 24' for accessory buildings; 25' for cottage; 35' on sites 1 acre or more, if setbacks equal or exceed building height. <u>Courtyard apartments must be less than two stories.</u> | 35', except: <del>16</del> 24' for accessory buildings; 25' for cottages. <u>Courtyard apartments are limited to two stories.</u> | 45', except: 25' for cottage; <del>16</del> 24' for accessory buildings                              | 45', except: 25' for cottage; <del>16</del> 24' for accessory buildings                              | 35, except: <del>16</del> 24' for accessory buildings; 25' for cottage                               | 42'   | 60'   | See 18.04.080 (I)  | 2 stories or 35' whichever is less, except: 16' for accessory buildings; 25' for cottages  | 42' or as shown on Figure 4-5A & 18.04.080 (3)   | 18.04.080(I)           |
| MAXIMUM BUILDING COVERAGE                       | 45% = lots of 10,000 SF; 25%=lots of | 35% 60% = townhouses  | 6%; increased to 18% if  | Refer to Maximum   | 45% = .25 acre or less 40% = .26  | 55% = .25 acre or less 40% = .26  | 45%  | 50%  | 50%  | 55%   | 85%   | 85%  | 45% = .25 acres or less 30% = .26 to   | 85% except for stoops,   |                        |

**TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS**

| DISTRICT   | R1/5   | R4                      | R-4CB  | RLI   | R 4-8  | R 6-12  | MR 7-13   | MR 10-18  | RM-18     | RM-24     | RMH       | RMU | MHP  | UR  | ADDITIONAL REGULATIONS  |
|--|--|-------------------------|--|---|--|---|-----------|-----------|-----------|-----------|-----------|-----|--|---|---|
|  | 10,001 SF to 1 acre;<br>6%=1.01 acre or more   |                         | associated with drainage dispersal tract of at least 65% in the same subdivision plat.                         | Coverage below  | acres or more<br>60% = townhouses                                    | acres or more<br>60% = townhouses                                     |           |           |           |           |           |     | 1 acre 25% = 1.01 to 3 acres<br>20% = 3.01 acres or more   | porches or balconies                        |   |
| <b>CURRENT CODE FOR</b><br>MAXIMUM ABOVE-GRADE STORIES |  | 2 stories               | 3 stories  | 3 stories   | 2 stories  | 2 stories   | 4 stories | 4 stories | 3 stories | 3 stories | 5 stories |     |  | 5 stories                                   |   |
| <b>MM CODE FOR</b><br>MAXIMUM ABOVE-GRADE STORIES      |  | 2 stories               | 3 stories  | 3 stories   | 2 stories  | 2 stories, 3 stories = triplex, fourplex                              | 4 stories | 4 stories | 3 stories | 3 stories | 5 stories |     |  | 5 stories                                   | <i>NOTE: No Changes to Maximum Above-Grade Stories were made in the MM Ordinance.</i>   |
| MAXIMUM IMPERVIOUS SURFACE COVERAGE                    | 45% or 10,000sf (whichever is greater) = lots less than 4 acres;<br>6%=4.1 acre or more  | 35%<br>60% = Townhouses | 6%; increased to 18% if associated with drainage dispersal tract of at least 65% in the same subdivision plat. | 2,500 SF or 6% coverage whichever is greater.   | 45% = .25 acre or less<br>40% = .26 acre or more<br>60% = Townhouses | 55% = .25 acre or less<br>40% = .26 acres or more<br>60% = Townhouses | 65%       | 65%       | 65%       | 75%       | 85%       | 85% | 65% = .25 acre or less<br>40% = .26 to 1 acre<br>35% = 1.01 to 3 acres<br>25% = 3.01 + acres<br>70% = townhouses | 85% except for stoops, porches or balconies | 18.04.080(K)  |
| MAXIMUM HARD SURFACE                                   | 65% or 10,000sf (whichever is greater) = lots less than 4 acres;<br>25%=4.1 acre or more | 65%<br>80% = Townhouses | 25%  | 55% or 3,500sf (whichever is greater) = .25 acre or less;<br>25% or 6,000sf (whichever is | 65% = .25 acre or less<br>70% = .26 acre or more<br>80% = Townhouses | 65% = .25 acre or less<br>70% = .26 acre or more<br>80% = Townhouses  | 75%       | 75%       | 75%       | 80%       | 90%       | 90% | 85% = .25 acre or less<br>60% = .26 to 1 acre<br>55% = 1.01 to 3 acres<br>25% = 3.01+ acres                      | 95%   | 18.04.080(K)<br>Hard Surfaces are treated as impervious, unless shown workable through an approved design (that complies with DDECM), which requires adequate underlying soils. |

TABLE 4.04  
RESIDENTIAL DEVELOPMENT STANDARDS

| DISTRICT                          | R1/5                                   | R4 | R-4CB   | RLI                                | R 4-8   | R 6-12  | MR 7-13  | MR 10-18  | RM-18  | RM-24  | RMH                    | RMU  | MHP   | UR   | ADDITIONAL REGULATIONS   |
|-----------------------------------|--|----|---|------------------------------------|---|---|--|---|--|--|------------------------|--|---|--|--|
|                                   |  |    |   | greater) =<br>.26 acre or<br>more. |   |   |  |   |  |  |                        |  | 90% =<br>townhouses   |  |  |
| <div>MINIMUM<br/>OPEN SPACE</div> | 220 tree units<br>per acre<br>required |    | 65% drainage<br>dispersal area<br>may be<br>required; it<br>may double<br>as tree tract<br>or critical<br>areas buffer. |                                    | <del>200 SF/unit<br/>for cottages;</del><br>450 SF/unit<br>for <del>cottage</del><br><u>courtyard</u><br><u>apartment</u><br>developments | <del>200 SF/unit<br/>for cottages;</del><br>450 SF/unit<br>for <del>cottage</del><br><u>courtyard</u><br><u>apartment</u><br>developments | 25% for<br>multifamily;<br><del>450 SF/unit<br/>for cottage<br/>developments</del> | 25% for<br>multifamily;<br><del>450 SF/unit<br/>for cottage<br/>developments</del><br><u>200 SF/unit<br/>for cottages</u> | 25% for<br>multifamily;<br>500 SF/space<br>for mobile<br>home park | 20% for<br>multifamily;<br>500 SF/space<br>for mobile<br>home park | 10% for<br>multifamily | 10% for<br>multifamily;<br>500 SF/space<br>for mobile<br>home park | <del>450 SF/unit<br/>for cottage<br/>developments</del><br><u>200 SF/unit<br/>for cottages</u><br>500 SF/space<br>for mobile<br>home park | 15% may<br>include<br>stoops,<br>porches or<br>balcony areas | 18.04.080(J); for Courtyard<br>Apartments see<br>18.04.060(II) |

LEGEND

- SF = Square Feet
- RL1 = Residential Low Impact
- R-4 = Residential – 4
- MR 7-13 = Mixed Residential 7-13
- MR 7-13 = Mixed Residential 7-13
- Zero Lot = A Lot with Only One Side Yard
- R 4-8 = Residential 4-8
- MR 10-18 = Mixed Residential 10-18
- RMH = Residential Multifamily High Rise
- = No Regulation
- R 6-12 = Residential 6-12
- RM 18 = Residential Multifamily – 18
- RMU = Residential Mixed Use
- UR – Urban Residential

(Ord. 7310 §5, 2022; Ord. 7267 §9, 2020; Ord. 7249 §5, 2020; Ord. 7094 §4, 2017; Ord. 7027 §22, 2016; Ord. 6842 §5, 2013; Ord. 6594 §6, 2008; Ord. 6517 §12, 2007).

## APPENDIX F

### OMC Chapter 18.05, Villages and Centers – Table 5.01

Current version (as of Nov 2023) with Missing Middle Ordinance changes shown in Red Text.

TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES

| DISTRICT  | Neighborhood Center | Neighborhood Village | Urban Village | Community Oriented Shopping Center | APPLICABLE REGULATIONS                            |
|---|---------------------|----------------------|---------------|------------------------------------|---|
| District-Wide Regulations   |                     |                      |               |                                    | 18.05.050   |
| <b>1. RESIDENTIAL USES</b>  |                     |                      |               |                                    |   |
| Accessory Dwelling Units  | P                   | P                    | P             | P                                  | 18.04.060(A)                                      |
| Apartments  | C                   | R                    | R             | R                                  | 18.05A.150-.240, <del>18.05.050(E)</del>          |
| Boarding Homes  | C                   | P                    | P             | P                                  |   |
| Congregate Care Facilities  |                     | P                    | P             | P                                  | 18.05.050(E)(1)(c)(i)                             |
| Cottage Housing   |                     | P                    | P             | P                                  | 18.05A.330, 18.04.060(H), <del>18.05.050(E)</del> |
| <u>Courtyard Apartments</u>                                       | <u>P</u>            | <u>P</u>             | <u>P</u>      | <u>P</u>                           | <u>18.04.060(GG), 18.05.050(E)</u>                |
| Duplexes  | <u>P</u>            | P                    | P             | P                                  | 18.05A.250-.290                                   |
| Duplexes on Corner Lots   | P                   | P                    | P             | P                                  | 18.04.060(HH)                                     |
| Group Homes with 6 or Fewer Clients (up to 8 if approved by DSHS) |                     | P                    | P             | P                                  | 18.04.060(K), 18.04.060(W)                        |
| Group Homes with 7 or More Clients                                |                     | C                    | C             | C                                  | 18.04.060(K), 18.04.060(W)                        |
| Manufactured Homes  | P                   | P                    | P             | P                                  | 18.04.060(O)                                      |
| Nursing/Convalescent Homes  |                     | P                    | P             | P                                  | 18.04.060(S)                                      |
| Residences Above Commercial Uses                                  | P                   | P                    | P             | P                                  |   |
| Short-Term Rental – Vacation Rentals                              | P                   | P                    | P             | P                                  | 18.04.060(JJ)                                     |
| Single-Family Residences  | P                   | R                    | R             | R                                  | 18.05A.250-.290                                   |
| Single Room Occupancy Units                                       |                     |                      |               |                                    |   |
| Townhouses  | P                   | P                    | P             | P                                  | 18.05A.150-.240 or 18.05A.250-.290, 18.64         |
| <u>Triplexes and Fourplexes</u>                                   | <u>P</u>            | <u>P</u>             | <u>P</u>      | <u>P</u>                           | <u>18.04.060(GG), 18.05.050(E)</u>                |
| Transitional Housing, Permanent Supportive Housing                | P                   | P                    | P             | P                                  |   |
| <b>2. OFFICES</b>   |                     |                      |               |                                    |   |
| Banks   | P                   | P                    | P             | P                                  | 18.05.060(A)                                      |
| Offices – Business  | P                   | P                    | P             | P                                  |   |
| Offices – Government  | P                   | P                    | P             | P                                  |   |
| Offices – Medical   | P                   | P                    | P             | P                                  |   |
| Veterinary Offices and Clinics                                    | C                   | C                    | C             | C                                  |   |
| <b>3. RETAIL SALES</b>  |                     |                      |               |                                    |   |

**TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES**

| DISTRICT   | Neighborhood Center | Neighborhood Village | Urban Village | Community Oriented Shopping Center | APPLICABLE REGULATIONS    |
|--|---------------------|----------------------|---------------|------------------------------------|---------------------------|
| Apparel and Accessory Stores                                 | P                   | P                    | P             | P                                  |                           |
| Building Materials, Garden Supplies, and Farm Supplies       | P                   | P                    | P             | P                                  |                           |
| Food Stores  | R                   | R                    | P             | P                                  |                           |
| Furniture, Home Furnishings, and Appliances                  |                     |                      |               |                                    |                           |
| General Merchandise Stores                                   | P                   | P                    | P             | P                                  |                           |
| Grocery Stores   | P                   | P                    | R             | R                                  | 18.05.060(C)              |
| Office Supplies and Equipment                                |                     |                      |               |                                    |                           |
| Pharmacies and Medical Supply Stores                         | P                   | P                    | P             | P                                  |                           |
| Restaurants  |                     |                      | P             |                                    | 18.05.060(A) & 18.05A.095 |
| Restaurants, Without Drive-In or Drive-Through Service       | P                   | P                    | P             | P                                  |                           |
| Specialty Stores   | P                   | P                    | P             | P                                  |                           |
| <b>4. SERVICES</b>   |                     |                      |               |                                    |                           |
| Health Fitness Centers and Dance Studios                     | P                   | P                    | P             | P                                  |                           |
| Hotels/Motels  |                     |                      |               |                                    |                           |
| Laundry and Laundry Pick-up Agency                           | P                   | P                    | P             | P                                  |                           |
| Personal Services  | P                   | P                    | P             | P                                  |                           |
| Printing, Commercial   |                     |                      | P             | P                                  |                           |
| Radio/TV Studios   |                     |                      |               |                                    |                           |
| Recycling Facility - Type I                                  | P                   | P                    | P             | P                                  |                           |
| Servicing of Personal Apparel and Equipment                  | P                   | P                    | P             | P                                  |                           |
| <b>5. ACCESSORY USES</b>                                     |                     |                      |               |                                    |                           |
| Accessory Structures   | P                   | P                    | P             | P                                  | 18.04.060(B)              |
| Electric Vehicle Infrastructure                              | P                   | P                    | P             | P                                  | 18.04.060(GG)             |
| Garage/Yard/Rummage or Other Outdoor Sales                   | P                   | P                    | P             | P                                  | 5.24                      |
| Satellite Earth Stations                                     | P                   | P                    | P             | P                                  | 18.44.100                 |
| Residences Rented for Social Event, 7 times or more per year | C                   | C                    | C             | C                                  | 18.04.060.DD              |
| <b>6. RECREATIONAL USES</b>                                  |                     |                      |               |                                    |                           |
| Auditoriums and Places of Assembly                           |                     |                      |               |                                    |                           |
| Art Galleries  |                     |                      |               |                                    |                           |
| Commercial Recreation  |                     |                      |               |                                    |                           |
| Community Gardens  | P                   | P                    | P             | P                                  |                           |
| Community Parks & Playgrounds                                | P/C                 | P/C                  | P/C           | P/C                                | 18.04.060(T)              |
| Health Fitness Centers and Dance Studios                     |                     |                      |               |                                    |                           |
| Libraries  |                     |                      |               |                                    |                           |

**TABLE 5.01  
PERMITTED, CONDITIONAL AND REQUIRED USES**

| DISTRICT  | Neighborhood Center | Neighborhood Village | Urban Village | Community Oriented Shopping Center | APPLICABLE REGULATIONS      |
|---|---------------------|----------------------|---------------|------------------------------------|-----------------------------|
| Museums   |                     |                      |               |                                    |                             |
| Neighborhood Parks/Village Green/Plaza  | R                   | R                    | R             | R                                  | 18.04.060(T), 18.05.080(N)  |
| Open Space – Public   | P                   | P                    | P             | P                                  | 18.04.060(T)                |
| Theaters (no Drive-Ins)   |                     |                      |               |                                    |                             |
| Trails – Public   | P                   | P                    | P             | P                                  | 18.04.060(T)                |
| <b>7. TEMPORARY USES</b>  |                     |                      |               |                                    |                             |
| Emergency Housing   | P                   | P                    | P             | P                                  |                             |
| Mobile Vendors  |                     |                      | P             | P                                  |                             |
| Model Homes   | P                   | P                    | P             | P                                  |                             |
| Parking Lot Sales   |                     |                      | P             | P                                  | 18.06.060(Z)                |
| <b>8. OTHER USES</b>  |                     |                      |               |                                    |                             |
| Agricultural Uses, Existing   | P                   | P                    | P             | P                                  |                             |
| Animals/Pets  | P                   | P                    | P             | P                                  | 18.04.060(C)                |
| Child Day Care Centers  | P                   | P                    | R             | P                                  | 18.05.060(B), 18.04.060(D)  |
| Community Clubhouses  | P                   | P                    | P             | P                                  |                             |
| Conference Centers  |                     |                      |               |                                    |                             |
| Crisis Intervention   | C                   | C                    | C             | C                                  | 18.04.060(I)                |
| Home Occupations (including adult day care, bed and breakfast houses, short-term rental – homestays, elder care homes, and family child care homes) | P                   | P                    | P             | P                                  | 18.04.060(L), 18.04.060(JJ) |
| Hospice Care  | C                   | C                    | C             | C                                  | 18.04.060(M)                |
| Non-Profit Physical Education Facilities  | C                   | C                    | C             | C                                  |                             |
| Places of Worship   | C                   | C                    | C             | C                                  | 18.04.060(U)                |
| Public Facilities   | C                   | C                    | C             | C                                  | 18.04.060(V)                |
| Radio, Television, and other Communication Towers & Antennas  | C                   | C                    | C             | C                                  | 18.04.060(W), 18.44.100     |
| Schools   | C                   | C                    | C             | C                                  | 18.04.060(CC)               |
| Sheltered Transit Stops   | R                   | R                    | R             | R                                  | 18.05.050(C)(4)             |
| Social Organizations  |                     |                      |               |                                    |                             |
| Utility Facilities  | P/C                 | P/C                  | P/C           | P/C                                | 18.04.060(X)                |
| Wireless Communications Facilities  | P/C                 | P/C                  | P/C           | P/C                                | 18.44                       |

**LEGEND**

P = Permitted      C = Conditional      R = Required



APPENDIX G

Table 6.01 from OMC Chapter 18.06 – Commercial Uses

18.06.040 TABLES: Permitted and Conditional Uses

TABLE 6.01  
PERMITTED AND CONDITIONAL USES

| COMMERCIAL DISTRICT  | NR                    | PO/RM              | GC                    | MS                    | UW                  | UW-H           | DB                    | AS | CSH               | HDC-1 | HDC-2                 | HDC-3                 | HDC-4                 | APPLICABLE REGULATIONS |
|--|-----------------------|--------------------|-----------------------|-----------------------|---------------------|----------------|-----------------------|----|-------------------|-------|-----------------------|-----------------------|-----------------------|------------------------|
| District-Wide Regulations                                  | 18.06.060(R)          |                    |                       |                       | 18.06.060 (F)(2)    | 18.06.060 (HH) | 18.06.060 (F)(2)      |    |                   |       |                       |                       | 18.130.020            |                        |
| 1. EATING & DRINKING ESTABLISHMENTS                        |                       |                    |                       |                       |                     |                |                       |    |                   |       |                       |                       |                       |                        |
| Drinking Establishments                                    |                       |                    | P                     |                       | P                   | P              | P                     |    | C<br>18.06.060(P) |       | P                     | P                     | P                     |                        |
| Drinking Establishments - Existing                         |                       | P<br>18.06.060(GG) |                       |                       |                     | P              |                       |    |                   |       |                       |                       |                       |                        |
| Restaurants, with drive-in or drive-through                |                       |                    | P<br>18.06.060 (F)(3) |                       |                     |                |                       |    |                   |       | C<br>18.06.060 (F)(1) | C<br>18.06.060 (F)(1) | P<br>18.06.060 (F)(3) |                        |
| Restaurants, with drive-in or drive-through, existing      |                       |                    | P                     |                       |                     |                | P<br>18.06.060(U)     |    |                   |       |                       | C                     | P                     |                        |
| Restaurants, without drive-in or drive-through             | P<br>18.06.060 (U)(3) | C                  | P                     | P<br>18.06.060 (U)(2) | P                   | P              | P<br>18.06.060 (U)(1) | P  | P                 | P     | P                     | P                     | P                     |                        |
| District-Wide Regulations                                  | 18.06.060(R)          |                    |                       |                       | 18.06.060 (F)(2)    | 18.06.060 (HH) | 18.06.060 (F)(2)      |    |                   |       |                       |                       |                       |                        |
| 2. INDUSTRIAL USES   |                       |                    |                       |                       |                     |                |                       |    |                   |       |                       |                       |                       |                        |
| Industry, Heavy  |                       |                    |                       |                       |                     |                |                       |    |                   |       |                       |                       |                       |                        |
| Industry, Light  |                       |                    | C                     |                       | P/C<br>18.06.060(N) |                |                       |    |                   |       |                       |                       |                       |                        |
| On-Site Treatment & Storage Facilities for Hazardous Waste |                       |                    |                       |                       | P<br>18.06.060(Q)   |                |                       |    |                   |       |                       |                       |                       |                        |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                                       | NR           | PO/RM | GC | MS | UW                         | UW-H                     | DB                         | AS | CSH | HDC-1 | HDC-2                | HDC-3                    | HDC-4                    | APPLICABLE REGULATIONS |
|---|--------------|-------|----|----|----------------------------|--------------------------|----------------------------|----|-----|-------|----------------------|--------------------------|--------------------------|------------------------|
| Piers, Wharves, Landings                                  |              |       |    |    | P                          |                          |                            |    |     |       |                      |                          |                          |                        |
| Printing, Industrial                                      |              |       | C  |    | P/C<br>18.06.060(N)        |                          |                            |    |     |       |                      |                          |                          |                        |
| Publishing  |              | C     | C  |    | P                          |                          | P                          |    | C   | C     |                      |                          |                          |                        |
| Warehousing   |              |       | P  |    | P/C<br>18.06.060(AA)       |                          | P                          |    |     |       |                      |                          |                          |                        |
| Welding & Fabrication                                     |              |       | C  |    | P/C<br>18.06.060(N)        |                          | P                          |    |     |       |                      |                          |                          |                        |
| Wholesale Sales   |              | C     | P  |    | P/C                        | P                        |                            | P  |     | P     | 18.06.060<br>(BB)(2) |                          |                          |                        |
| Wholesale Products<br>Incidental to Retail<br>Business    |              |       | P  |    | P                          | P                        |                            |    |     |       |                      | P                        | P                        |                        |
| District-Wide<br>Regulations                              | 18.06.060(R) |       |    |    | 18.06.060<br>(F)(2)        | 18.06.060<br>(HH)        | 18.06.060<br>(F)(2)        |    |     |       |                      |                          |                          |                        |
| <b>3. OFFICE USES<br/>(See also SERVICES,<br/>HEALTH)</b> |              |       |    |    |                            |                          |                            |    |     |       |                      |                          |                          |                        |
| Banks   |              | P     | P  |    | P/C<br>18.06.060<br>(D)(2) | P<br>18.06.060<br>(D)(2) | P/C<br>18.06.060<br>(D)(2) | P  | P   | P     | P                    | P<br>18.06.060<br>(D)(1) | P<br>18.06.060<br>(F)(3) |                        |
| Business Offices  |              | P     | P  |    | P                          | P                        | P                          | P  | P   | P     | P                    | P                        | P                        |                        |
| Government Offices  |              | P     | P  |    | P                          | P                        | P                          | P  | P   | P     | P                    | P                        | P                        |                        |
| District-Wide<br>Regulations                              | 18.06.060(R) |       |    |    | 18.06.060<br>(F)(2)        | 18.06.060<br>(HH)        | 18.06.060<br>(F)(2)        |    |     |       |                      |                          |                          |                        |
| <b>4. RECREATION<br/>AND CULTURE</b>                      |              |       |    |    |                            |                          |                            |    |     |       |                      |                          |                          |                        |
| Art Galleries   | P            | P     | P  |    | P                          | P                        | P                          |    | P   | P     | P                    | P                        | P                        |                        |
| Auditoriums and Places<br>of Assembly                     |              |       | P  |    | P                          | P                        | P                          |    |     |       |                      | P                        | P                        |                        |
| Boat Clubs  |              |       |    |    | P                          | P                        |                            |    |     |       |                      |                          |                          |                        |
| Boating Storage<br>Facilities                             |              |       |    |    | P                          |                          |                            | P  |     |       |                      |                          |                          |                        |

TABLE 6.01  
PERMITTED AND CONDITIONAL USES

| COMMERCIAL DISTRICT                                    | NR           | PO/RM             | GC       | MS                       | UW                 | UW-H           | DB               | AS | CSH | HDC-1             | HDC-2             | HDC-3    | HDC-4    | APPLICABLE REGULATIONS |
|--|--------------|-------------------|----------|--------------------------|--------------------|----------------|------------------|----|-----|-------------------|-------------------|----------|----------|------------------------|
| Commercial Recreation                                  |              | C                 | P        |                          | P                  | P              | P                | P  |     | C                 | C                 | P        | P        |                        |
| Health Fitness Centers and Dance Studios               | P            | P<br>18.06.060(L) | P        | P                        | P                  | P              | P                | P  | P   | P<br>18.06.060(L) | P<br>18.06.060(L) | P        | P        |                        |
| Libraries  | C            | C                 | C        | C                        | P                  | P              | P                |    | P   | C                 | P                 | P        | P        | 18.04.060(V)           |
| Marinas/Boat Launching Facilities                      |              |                   |          |                          | P<br>18.06.060(CC) | P              |                  |    |     |                   |                   |          |          |                        |
| Museums  |              | C                 | P        |                          | P                  | P              | P                |    | P   | C                 | C                 | P        | P        | 18.04.060(V)           |
| Parks, Neighborhood                                    | P            | P                 | P        | P                        | P                  | P              | P                |    | P   | P                 | P                 | P        | P        | 18.04.060(T)           |
| Parks & Playgrounds, Other                             | P            | P                 | P        | P                        | P                  | P              | P                |    | P   | P                 | P                 | P        | P        | 18.04.060(T)           |
| Theaters (Drive-in)                                    |              |                   | C        |                          |                    |                |                  |    |     |                   |                   |          |          |                        |
| Theaters (No drive-ins)                                |              |                   | P        |                          | P                  | P              | P                |    |     |                   | C                 | P        | P        |                        |
| District-Wide Regulations                              | 18.06.060(R) |                   |          |                          | 18.06.060 (F)(2)   | 18.06.060 (HH) | 18.06.060 (F)(2) |    |     |                   |                   |          |          |                        |
| 5. RESIDENTIAL   |              |                   |          |                          |                    |                |                  |    |     |                   |                   |          |          |                        |
| Apartments   |              | P                 | P        | P                        | P                  | P              | P                |    | P   | P                 | P                 | P        | P        |                        |
| Apartments above ground floor in mixed use development | P            | P                 | P        | P                        | P                  | P              | P                |    | P   | P                 | P                 | P        | P        |                        |
| Boarding Houses  |              | P                 | P        | P                        | P                  | P              | P                |    | P   | P                 | P                 | P        | P        |                        |
| Co-Housing   |              | P                 | P        | <u>P</u><br>18.06.060(T) |                    | P              | P                |    |     | P                 | P                 | <u>P</u> | P        |                        |
| <u>Courtyard Apartments</u>                            | <u>P</u>     | <u>P</u>          | <u>P</u> | <u>P</u><br>18.06.060(T) |                    |                |                  |    |     | <u>P</u>          | <u>P</u>          | <u>P</u> | <u>P</u> | <u>18.040.060(GG)</u>  |
| Collegiate Greek system residence, dormitories         |              | C                 | P        | P                        | P                  | P              | P                |    | P   | C                 | P                 | P        | P        |                        |
| Duplexes   | P            | P                 | P        | P                        |                    |                | P                |    | P   | P                 | P                 |          | P        |                        |
| Duplexes on Corner Lots                                | P            | P                 | P        | P                        |                    |                | P                |    | P   | P                 | P                 | P        | P        | 18.04.060(HH)          |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                                   | NR           | PO/RM    | GC                | MS                              | UW               | UW-H           | DB                | AS | CSH      | HDC-1    | HDC-2    | HDC-3             | HDC-4             | APPLICABLE REGULATIONS                        |
|---|--------------|----------|-------------------|---------------------------------|------------------|----------------|-------------------|----|----------|----------|----------|-------------------|-------------------|---|
| Group Homes (6 or less or up to 8 with DSHS approval) | P            | P        | P<br>18.06.060(K) | P                               | P                | P              | P<br>18.06.060(K) |    | P        | P        | P        | P<br>18.06.060(K) | P<br>18.06.060(K) | 18.04.060(K)                                  |
| Group Homes (7 or more)                               | C            | C        | C<br>18.06.060(K) | C                               | C                | C              | C<br>18.06.060(K) |    | C        | C        | C        | C<br>18.06.060(K) | P<br>18.06.060(K) | 18.04.060(K)                                  |
| Mobile or Manufactured Homes Park - Existing          |              | C        | C                 | C                               |                  |                |                   |    |          | C        |          |                   | C                 | 18.04.060(P)                                  |
| Quarters for Night Watch person/Caretaker             |              |          |                   |                                 | P                | P              |                   |    |          |          |          |                   |                   |   |
| Retirement Homes                                      |              | P        | P                 | P                               | P                | P              | P                 |    | P        | P        | P        | P                 | P                 |   |
| Single-Family Residences                              | P            | P        | P                 | P                               |                  |                | P                 |    | P        | P        | P        | P                 | P                 |   |
| <u>Accessory Dwelling Units</u>                       | <u>P</u>     | <u>P</u> | <u>P</u>          | <u>P</u><br><u>18.06.060(T)</u> | <u>P</u>         | <u>P</u>       | <u>P</u>          |    | <u>P</u> | <u>P</u> | <u>P</u> | <u>P</u>          | <u>P</u>          | <u>18.04.060(A)</u><br><u>18.04.060(B)</u>    |
| <b>CURRENT CODE:</b><br>Single Room Occupancy Units   |              | P        | P                 | P                               | P                | P              | P                 |    | P        | P        | P        | P                 | P                 |   |
| <b>MM ORDINANCE:</b><br>Single Room Occupancy Units   | <u>P</u>     | <u>P</u> | <u>GP</u>         | <u>P</u><br><u>18.06.060(T)</u> | P                | P              | P                 |    | P        | <u>P</u> | <u>P</u> | <u>P</u>          | <u>GP</u>         | <u>18.04.060(HH)</u>                          |
| Townhouses  | P            | P        | P                 | P                               |                  | P              | P                 |    | P        | P        | P        | P                 | P                 | <u>18.64</u>                                  |
| Triplexes, Four-plexes, and Cottage Housing           | <u>P</u>     | P        |                   | <u>P</u><br><u>18.06.060(T)</u> |                  |                |                   |    |          | <u>P</u> | <u>P</u> | <u>P</u>          | P                 | <u>18.04.060(H);</u><br><u>18.040.060(GG)</u> |
| Transitional Housing, Permanent Supportive Housing    | P            | P        | P                 | P                               | P                | P              | P                 |    | P        | P        | P        | P                 | P                 |   |
| District-Wide Regulations                             | 18.06.060(R) |          |                   |                                 | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2)  |    |          |          |          |                   |                   |   |
| <b>6. RETAIL SALES</b>                                |              |          |                   |                                 |                  |                |                   |    |          |          |          |                   |                   |   |
| Apparel and Accessory Stores                          |              |          | P                 |                                 | P                | P              | P                 |    |          |          |          | P                 | P                 |   |
| Boat Sales and Rentals                                |              |          | P                 |                                 | P                | P              | P                 | P  |          |          |          |                   | P                 |   |

**TABLE 6.01**  
**PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT  | NR                    | PO/RM                 | GC | MS                    | UW                | UW-H              | DB                    | AS | CSH | HDC-1                 | HDC-2 | HDC-3                 | HDC-4              | APPLICABLE REGULATIONS |
|--|-----------------------|-----------------------|----|-----------------------|-------------------|-------------------|-----------------------|----|-----|-----------------------|-------|-----------------------|--------------------|------------------------|
| Building Materials, Garden and Farm Supplies                         | P                     |                       | P  |                       | P                 | P                 | P                     |    |     |                       |       | P                     | P                  |                        |
| Commercial Greenhouses, Nurseries, Bulb Farms                        | C                     | C<br>18.04.060(G)     | C  | C                     |                   |                   |                       |    | C   |                       | P     | P                     |                    | 18.04.060(G)           |
| Electric Vehicle Infrastructure                                      | P                     | P                     | P  | P                     | P<br>18.06.060(W) | P<br>18.06.060(W) | P<br>18.06.060(W)     | P  | P   | P                     | P     | P                     | P                  |                        |
| Food Stores  | P                     | P<br>18.06.060(H)     | P  |                       | P                 | P                 | P                     |    | P   | P<br>18.06.060(H)     | P     | P                     | P                  |                        |
| Furniture, Home Furnishings, and Appliances                          |                       |                       | P  |                       | P                 | P                 | P                     |    |     |                       | P     | P                     | P                  |                        |
| Gasoline Dispensing Facilities accessory to a permitted use          | P<br>18.06.060 (W)(4) |                       | P  |                       | P<br>18.06.060(W) |                   | P<br>18.06.060 (W)(2) | P  |     |                       |       | P<br>18.06.060(W)     | P<br>18.06.060 (W) |                        |
| Gasoline Dispensing Facility accessory to a permitted use - Existing | P<br>18.06.060(W)     |                       | P  |                       | P<br>18.06.060(W) |                   | P<br>18.06.060(W)     |    |     |                       | P     | P<br>18.06.060(W)     | P                  |                        |
| General Merchandise Stores   | P                     | P<br>18.06.060(J)     | P  |                       | P                 | P                 | P                     |    |     | P<br>18.06.060(J)     | P     | P                     | P                  |                        |
| Mobile, Manufactured, and Modular Housing Sales                      |                       |                       | P  |                       |                   |                   |                       |    |     |                       |       |                       |                    |                        |
| Motor Vehicle Sales  |                       |                       | P  |                       |                   |                   | P                     | P  |     |                       |       |                       | P                  |                        |
| Motor Vehicle Supply Stores  |                       |                       | P  |                       | P                 | P                 | P                     | P  |     |                       | P     | P                     | P                  |                        |
| Office Supplies and Equipment  |                       | P<br>18.06.060(DD)    | P  |                       | P                 | P                 | P                     |    | P   | P<br>18.06.060(DD)    | P     | P                     | P                  | 18.06.060(CC)          |
| Pharmacies and Medical Supply Stores                                 | P                     | P<br>18.06.060(EF)    | P  | P                     | P                 | P                 | P                     |    | P   | P<br>18.06.060(EF)    | P     | P                     | P                  | 18.06.060(DD)          |
| Specialty Stores   | P<br>18.06.060 (Y)(3) | P<br>18.06.060 (Y)(4) | P  | C<br>18.06.060 (Y)(2) | P                 | P                 | P                     |    |     | P<br>18.06.060 (Y)(4) | P     | P<br>18.06.060 (Y)(1) | P                  |                        |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                                 | NR           | PO/RM             | GC                | MS                | UW               | UW-H           | DB               | AS | CSH | HDC-1 | HDC-2 | HDC-3 | HDC-4 | APPLICABLE REGULATIONS |
|---|--------------|-------------------|-------------------|-------------------|------------------|----------------|------------------|----|-----|-------|-------|-------|-------|------------------------|
| District-Wide Regulations                           | 18.06.060(R) |                   |                   |                   | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2) |    |     |       |       |       |       |                        |
| <b>7. SERVICES, HEALTH</b>                          |              |                   |                   |                   |                  |                |                  |    |     |       |       |       |       |                        |
| Hospitals   |              |                   |                   | P                 |                  |                | P                |    | P   |       |       |       |       |                        |
| Nursing, Congregate Care, and Convalescence Homes   | C            | P                 | C                 | P                 |                  |                | C                |    | C   | C     | C     | P     | P     | 18.04.060(S)           |
| Offices, Medical                                    |              | P                 | P                 | P                 | P                | P              | P                | P  | P   | P     | P     | P     | P     |                        |
| Veterinary Offices/Clinics                          |              | P                 | P                 | P                 |                  |                | P                |    |     | P     | P     | P     | P     |                        |
| District-Wide Regulations                           | 18.06.060(R) |                   |                   |                   | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2) |    |     |       |       |       |       |                        |
| <b>8. SERVICES, LODGING</b>                         |              |                   |                   |                   |                  |                |                  |    |     |       |       |       |       |                        |
| Bed & Breakfast Houses (1 guest room)               | P            | P<br>18.06.060(E) | P<br>18.06.060(E) | P<br>18.06.060(E) | P                | P              | P                |    |     | P     | P     | P     | P     | 18.04.060(L)(3)(c)     |
| Bed & Breakfast Houses (2 to 5 guest rooms)         | C            | P<br>18.06.060(E) | P<br>18.06.060(E) | P<br>18.06.060(E) | P                | P              | P                |    | C   | P     | P     | P     | P     | 18.04.060(L)(3)(c)     |
| Short-Term Rentals – Vacation Rentals               | P            | P                 | P                 | P                 | P                | P              | P                |    | P   | P     | P     | P     | P     |                        |
| Hotels/Motels                                       |              |                   | P                 | C                 | P                |                | P                |    | P   |       |       |       | P     |                        |
| Indoor Emergency Shelters, Indoor Emergency Housing |              |                   | P                 | C                 | P                |                | P                |    | P   |       |       |       | P     |                        |
| Lodging Houses                                      |              | P                 | P                 | P                 | P                |                | P                |    | P   | P     | P     | P     | P     |                        |
| Recreational Vehicle Parks                          |              |                   | P                 |                   |                  |                |                  |    |     |       |       |       | P     |                        |
| District-Wide Regulations                           | 18.06.060(R) |                   |                   |                   | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2) |    |     |       |       |       |       |                        |
| <b>9. SERVICES, PERSONAL</b>                        |              |                   |                   |                   |                  |                |                  |    |     |       |       |       |       |                        |
| Adult Day Care Home                                 | P            | P                 | P                 | P                 | P                | P              | P                |    | P   | P     | P     | P     | P     | 18.04.060(L)(3)(b)     |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT  | NR           | PO/RM              | GC | MS | UW                  | UW-H              | DB                  | AS | CSH | HDC-1             | HDC-2             | HDC-3             | HDC-4              | APPLICABLE REGULATIONS |
|--|--------------|--------------------|----|----|---------------------|-------------------|---------------------|----|-----|-------------------|-------------------|-------------------|--------------------|------------------------|
| Child Day Care Centers   | C            | P                  | P  | P  | P                   | P                 | P                   |    | P   | P                 | C                 | P                 | P                  | 18.04.060(D)           |
| Crisis Intervention  | C            | P                  | C  | P  |                     |                   | P                   |    | C   | P                 | C                 | C                 | C                  | 18.04.060(I)           |
| Family Child Care Homes  | P            | P                  | P  | P  | P                   | P                 | P                   |    | P   | P                 | P                 | P                 | P                  | 18.04.060(L)           |
| Funeral Parlors and Mortuaries   |              | C                  | P  |    |                     |                   | P                   |    |     | C                 |                   | P                 | P                  |                        |
| Laundries and Laundry Pick-up Agencies                                 | P            | P                  | P  | P  | P                   | P                 | P                   |    |     | P<br>18.06.060(O) | P<br>18.06.060(O) | P<br>18.06.060(O) | P                  |                        |
| Personal Services  | P            | P                  | P  | P  | P                   | P                 | P                   | P  | P   | P                 | P                 | P                 | P                  |                        |
| District-Wide Regulations  | 18.06.060(R) |                    |    |    | 18.06.060<br>(F)(2) | 18.06.060<br>(HH) | 18.06.060<br>(F)(2) |    |     |                   |                   |                   |                    |                        |
| <b>10. SERVICES, MISCELLANEOUS</b>                                     |              |                    |    |    |                     |                   |                     |    |     |                   |                   |                   |                    |                        |
| Auto Rental Agencies   |              |                    | P  |    | P                   | P                 | P                   | P  |     |                   | C                 | P                 | P                  |                        |
| Equipment Rental Services, Commercial                                  |              |                    | P  |    | P                   |                   | P                   |    |     |                   | P                 | P                 | P                  |                        |
| Equipment Rental Services, Commercial - Existing                       |              | P<br>18.06.060(FF) |    |    |                     |                   |                     |    |     |                   |                   |                   |                    |                        |
| Ministorage  |              |                    | P  |    |                     |                   | P                   |    |     |                   |                   |                   |                    |                        |
| Printing, Commercial   | P            | P                  | P  |    | P                   | P                 | P                   |    | P   | P                 | P                 | P                 | P                  |                        |
| Public Facilities (see also Public Facilities, Essential on next page) | C            | C                  | C  | C  | P                   | C                 | P                   | P  | P   | C                 | C                 | C                 | C                  | 18.04.060(V)           |
| Radio/T.V. Studios   |              | P                  | P  |    | P                   | P                 | P                   |    | P   | P                 | P                 | P                 | P                  |                        |
| Recycling Facilities   | P            | P                  | P  | P  | P                   |                   | P                   |    | P   | P                 | P                 | P                 | P                  | 18.06.060(V)           |
| School - Colleges and Business, Vocational or Trade Schools            |              | C                  | P  |    | P                   | P                 | P                   |    | P   | C                 | C                 | C                 | P                  | 18.06.060(X)           |
| Service and Repair Shops   |              |                    | P  |    |                     |                   | P                   | P  |     |                   |                   | P                 | P                  |                        |
| Service Stations/Car Washes  |              |                    | P  |    |                     |                   | P<br>18.06.060(W)   | P  |     |                   |                   | P<br>18.06.060(W) | P 18.06.060<br>(W) |                        |

**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT   | NR           | PO/RM | GC | MS                | UW                | UW-H           | DB                | AS | CSH | HDC-1 | HDC-2 | HDC-3             | HDC-4           | APPLICABLE REGULATIONS       |
|---|--------------|-------|----|-------------------|-------------------|----------------|-------------------|----|-----|-------|-------|-------------------|-----------------|------------------------------|
| Service Stations/Car Washes - Existing  |              |       | P  |                   | P<br>18.06.060(W) |                | P<br>18.06.060(W) |    |     |       | P     | P<br>18.06.060(W) | P 18.06.060 (W) |                              |
| Servicing of Personal Apparel and Equipment   | P            | P     | P  |                   | P                 | P              | P                 |    |     | P     | P     | P                 | P               |                              |
| Truck, Trailer, and Recreational Vehicle Rentals  |              |       | P  |                   |                   |                |                   | P  |     |       |       |                   |                 |                              |
| Workshops for Disabled People   | C            | C     | C  | C                 | P                 | C              | P                 |    | C   | C     | C     | C                 | C               | 18.04.060(R)                 |
| District-Wide Regulations   | 18.06.060(R) |       |    |                   | 18.06.060 (F)(2)  | 18.06.060 (HH) | 18.06.060 (F)(2)  |    |     |       |       |                   |                 |                              |
| <b>11. PUBLIC FACILITIES, ESSENTIAL</b>   |              |       |    |                   |                   |                |                   |    |     |       |       |                   |                 |                              |
| Airports  |              |       | C  |                   |                   |                |                   |    |     |       |       |                   | C               | 18.06.060(G)                 |
| Inpatient Facilities  |              | C     | C  | C<br>18.06.060(G) | C                 |                | C                 |    | C   | C     | C     | P                 | P               | 18.06.060(G)<br>18.04.060(K) |
| Jails   |              |       | C  |                   | C                 |                | C                 |    | C   |       |       |                   | C               | 18.06.060(G)                 |
| Mental Health Facilities  |              |       | C  | C<br>18.06.060(G) | C                 |                | C                 |    |     |       |       |                   | C               | 18.06.060(G)<br>18.04.060(K) |
| Other Correctional Facilities   |              | C     | C  | C<br>18.06.060(G) | C                 | C              | C                 |    | C   | C     | C     | C                 | C               | 18.06.060(G)                 |
| Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities |              | C     | C  |                   | C                 |                | C                 |    |     | C     | C     | C                 | C               | 18.06.060(G)                 |
| Radio/TV and Other Communication Towers and Antennas  | C            | C     | C  | C                 | C                 | C              | C                 | C  | C   | C     | C     | C                 | C               | 18.06.060(G)<br>18.44.100    |
| Sewage Treatment Facilities   | C            | C     | C  | C                 | P                 |                | P                 |    | C   | C     | C     | C                 | C               | 18.06.060(G)<br>18.04.060(X) |



**TABLE 6.01  
PERMITTED AND CONDITIONAL USES**

| COMMERCIAL DISTRICT                                      | NR           | PO/RM | GC | MS | UW               | UW-H           | DB               | AS | CSH | HDC-1 | HDC-2 | HDC-3 | HDC-4 | APPLICABLE REGULATIONS       |
|--|--------------|-------|----|----|------------------|----------------|------------------|----|-----|-------|-------|-------|-------|------------------------------|
| State Education Facilities                               |              | C     | C  |    | C                |                | C                |    | C   | C     | C     | C     | C     | 18.06.060(G)<br>18.06.060(X) |
| State or Regional Transportation Facilities              | C            | C     | C  | C  | C                | C              | C                |    | C   | C     | C     | C     | C     | 18.06.060(G)                 |
| District-Wide Regulations                                | 18.06.060(R) |       |    |    | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2) |    |     |       |       |       |       |                              |
| <b>12. TEMPORARY USES</b>                                |              |       |    |    |                  |                |                  |    |     |       |       |       |       |                              |
| Entertainment Events                                     |              |       | P  |    | P                | P              | P                |    |     |       |       |       | P     |                              |
| Off Site Contractor Offices                              | P            | P     | P  | P  | P                | P              | P                | P  | P   | P     | P     | P     | P     | 18.04.060(DD)                |
| Emergency Housing  | P            | P     | P  | P  | P                |                |                  | P  | P   | P     | P     | P     | P     | 18.04.060(DD)                |
| Emergency Housing Facilities                             | P            | P     | P  | P  | P                | P              | P                | P  | P   | P     | P     | P     | P     | 18.50                        |
| Fireworks, as determined by Fire Dept.                   |              |       | P  |    | P                | P              | P                |    |     |       | P     | P     | P     | 9.48.160                     |
| Mobile Sidewalk Vendors                                  |              | P     | P  | P  | P                | P              | P                |    |     | P     | P     | P     | P     |                              |
| Parking Lot Sales  |              |       | P  |    | P                | P              | P                | P  |     |       | P     | P     | P     |                              |
| Residences Rented for Social Event (6 or less in 1 year) | P            | P     | P  | P  | P                | P              | P                |    | P   | P     | P     | P     | P     | 18.04.060(DD)                |
| Residences Rented for Social Event (7 or more in 1 year) | C            | C     | C  | C  | C                | C              | C                |    | C   | C     | C     | C     | C     |                              |
| Temporary Surface Parking Lot                            |              | P     | P  |    | P                | P              | P                |    | P   |       |       |       |       |                              |
| District-Wide Regulations                                | 18.06.060(R) |       |    |    | 18.06.060 (F)(2) | 18.06.060 (HH) | 18.06.060 (F)(2) |    |     |       |       |       |       |                              |
| <b>13. OTHER USES</b>                                    |              |       |    |    |                  |                |                  |    |     |       |       |       |       |                              |
| Accessory Structures/Uses                                | P            | P     | P  | P  | P                | P              | P                | P  | P   | P     | P     | P     | P     |                              |

TABLE 6.01  
PERMITTED AND CONDITIONAL USES

| COMMERCIAL DISTRICT                         | NR  | PO/RM | GC  | MS  | UW  | UW-H | DB                | AS  | CSH                 | HDC-1 | HDC-2 | HDC-3             | HDC-4 | APPLICABLE REGULATIONS |
|---|-----|-------|-----|-----|-----|------|-------------------|-----|---------------------|-------|-------|-------------------|-------|------------------------|
| Adult Oriented Businesses                   |     |       | P   |     |     |      |                   |     |                     |       |       |                   | P     | 18.06.060(B)           |
| Agriculture                                 | P   | P     | P   | P   |     |      |                   |     | P                   | P     | P     | P                 | P     |                        |
| Animals                                     | P   | P     | P   | P   | P   | P    | P                 |     | P                   | P     | P     | P                 | P     | 18.06.060(C)           |
| Cemeteries                                  | C   | C     | C   | C   |     |      |                   |     | C                   | C     | C     |                   | C     |                        |
| Conference Center                           |     |       | P   |     | P   | P    | P                 |     |                     |       |       |                   | P     |                        |
| Gambling Establishments                     |     |       | C   |     |     |      |                   |     |                     |       |       |                   |       |                        |
| Garage/Yard/Rummage and Other Outdoor Sales | P   | P     | P   | P   | P   | P    | P                 |     | P                   | P     | P     | P                 | P     | 5.24                   |
| Home Occupations                            | P   | P     | P   | P   | P   | P    | P                 |     | P                   | P     | P     | P                 | P     | 18.04.060(L)           |
| Parking Facility, Commercial                |     | P     | P   |     | P   | P    | P<br>18.06.060(S) |     |                     | P     | P     | P<br>18.06.060(S) | P     | 18.04.060(V)           |
| Places of Worship                           | C   | C     | P   | C   | P   | P    | P                 |     | C                   | C     | C     | P                 | P     | 18.04.060(U)           |
| Racing Pigeons                              | C   | C     | C   | C   |     |      |                   |     | C                   | C     | C     | C                 | C     | 18.04.060(Y)           |
| Satellite Earth Stations                    | P   | P     | P   | P   | P   | P    | P                 | P   | P                   | P     | P     | P                 | P     | 18.44.100              |
| Schools                                     | C   | C     | P   | C   | C   | C    | C                 |     | C                   | C     | C     | P                 | P     | 18.04.060(CC)          |
| Social Organizations                        |     | P     | P   |     | P   | P    | P                 |     | P/C<br>18.06.060(I) | P     | P     | P                 | P     |                        |
| Utility Facility                            | P/C | P/C   | P/C | P/C | P/C | P/C  | P/C               | P/C | P/C                 | P/C   | P/C   | P/C               | P/C   | 18.04.060(X)           |
| Wireless Communications Facilities          | P/C | P/C   | P/C | P/C | P/C | P/C  | P/C               | P/C | P/C                 | P/C   | P/C   | P/C               | P/C   | 18.44                  |

LEGEND

|                        |   |  |                               |
|------------------------|---|--|-------------------------------|
| P = Permitted Use      | PO/RM = Professional Office/<br>Residential Multifamily | GC = General Commercial                | HDC-1=High Density Corridor-1 |
| MS = Medical Services  |   | UW = Urban Waterfront                  | HDC-2=High Density Corridor-2 |
| DB = Downtown Business | AS=Auto Services  | UW-H = Urban Waterfront-Housing        | HDC-3=High Density Corridor-3 |
| C = Conditional Use    | NR = Neighborhood Retail                                | CSH = Commercial Services-High Density | HDC-4=High Density Corridor-4 |

(Ord. 7310 §7, 2022; Ord. 7289 §8, 2021; Ord. 7288 §42, 2021; Ord. 7279 §1, 2021; Ord. 7267 §12, 2020; Ord. 7187 §3, 2019; Ord. 7180 §1, 2019; Ord. 7163 §3, 2018; Ord. 7032 §6 (Exh. E), 2016; Ord. 6975 §3, 2015; Ord. 6759 §5, 2011; Ord. 6592 §5, 2008).

## APPENDIX H

**TABLE 38-01 From OMC Chapter 18.38 – Parking and Loading (Residential Section excerpt)**

### MISSING MIDDLE ORDINANCE EXCERPT

| RESIDENTIAL  |  |  |   |
|--|--|--|---|
| Accessory Dwelling Unit  | <u>None</u>  | None   | None  |
| Bed and Breakfast  | One (1) space in addition to space(s) required for the residential unit.   | One (1) per ten (10) rooms. Minimum of one (1).  | None  |
| Community Club Houses  |  | None   | One (1) per ten (10) auto stalls. Minimum of two (2).   |
| Cottage Housing  | One (1) space per unit or 1.5 space per unit if <u>paved</u> on-street parking is not available along street frontage <u>of lot outside of vehicular travel lanes and driveways</u> (One (1) space per twenty (20) linear feet).   | One per five (5) units, or one (1) per three (3) units if no on-street parking. Minimum of two (2).  | One per ten (10) units, or one (1) per six (6) units if no on-street parking. Minimum of two (2). |
| <u>Duplexes, triplexes, fourplexes, courtyard apartments and townhouses</u>                          | <u>One (1) space per unit or 1.5 spaces per unit if paved on-street parking is not available along street frontage of a lot outside of vehicular travel lanes and driveways (One (1) space per twenty (20) linear feet).</u>   | <u>None</u>  | <u>None</u>   |
| Elder Care Home  | One (1) space in addition to space(s) required for the residential unit.   | Minimum of two (2).  | Minimum of two (2).   |
| Fraternities, Sororities and Dormitories   | One (1) space for every three (3) beds, plus one (1) space for the manager.  | One per fourteen (14) beds. Minimum of two (2).  | Ten (10) per dormitory, fraternity or sorority building.  |
| Group Home   | One (1) space for each staff member plus one (1) space for every five (5) residents. Additionally, one (1) space shall be provided for each vehicle used in connection with the facility.  | One (1) per ten (10) staff members plus one (1) per thirty (30) residents. Minimum of one (1). Additional spaces may be required for conditional uses. | None  |
| Home Occupations   | None, except as specifically provided in this table.   | None   | None  |
| Mobile Home Park   | Two (2) spaces per lot or unit, whichever is greater. If recreation facilities are provided, one (1) space per ten (10) units or lots.   | None   | None  |
| Multiple-Unit Dwellings, except duplexes, triplexes, fourplexes, courtyard apartments and townhouses | One and one-half (1.5) off-street parking spaces per dwelling unit. Multiple-Unit dwellings located on HDC-4 properties, where the new project provides for the development of replacement dwelling units in a development agreement, and the project site is all or part of an area of 40 acres or more that was in contiguous ownership in 2009, are exempt from the parking requirements of this section. If parking is voluntarily provided by the property owner, then the Director shall permit such parking to be shared with parking provided for non-residential development on the property. | One (1) storage space per unit that is large enough for a bicycle.   | One (1) per ten (10) units. Minimum of two (2) per building.                                      |
| Single Family <u>Detached Homes</u>  | Two (2) spaces per unit. Note: parking spaces may be placed in tandem (behind the other). DB, CSH and RMH zone districts require one (1) space/unit. <u>Single family detached homes 800 square feet or less in size are required to provide one off-street parking space.</u>   | None   | None  |
| <u>Single</u> Room Occupancies.  | <u>One (1) space per four (4) units.</u>   | None   | One (1) per ten (10) units. Minimum of two (2) per building.                                      |
| Studio Apartments  | Apartments with one (1) room enclosing all activities shall provide one (1) off-street parking space per dwelling unit   | None   | One (1) per ten (10) units. Minimum of two (2) per building.                                      |

CURRENT (as of November 2023) PARKING REQUIREMENTS FOR RESIDENTIAL USES:

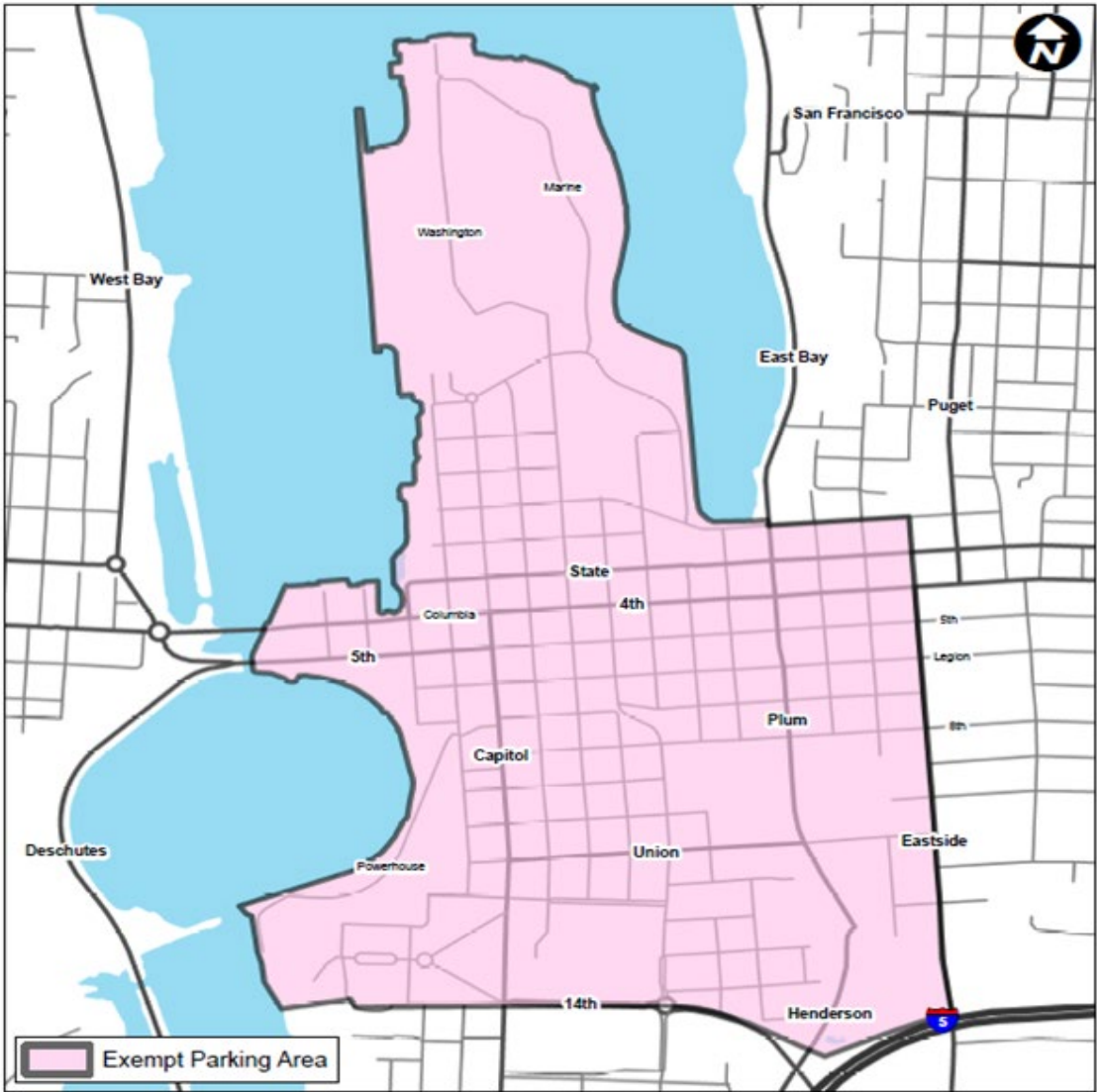
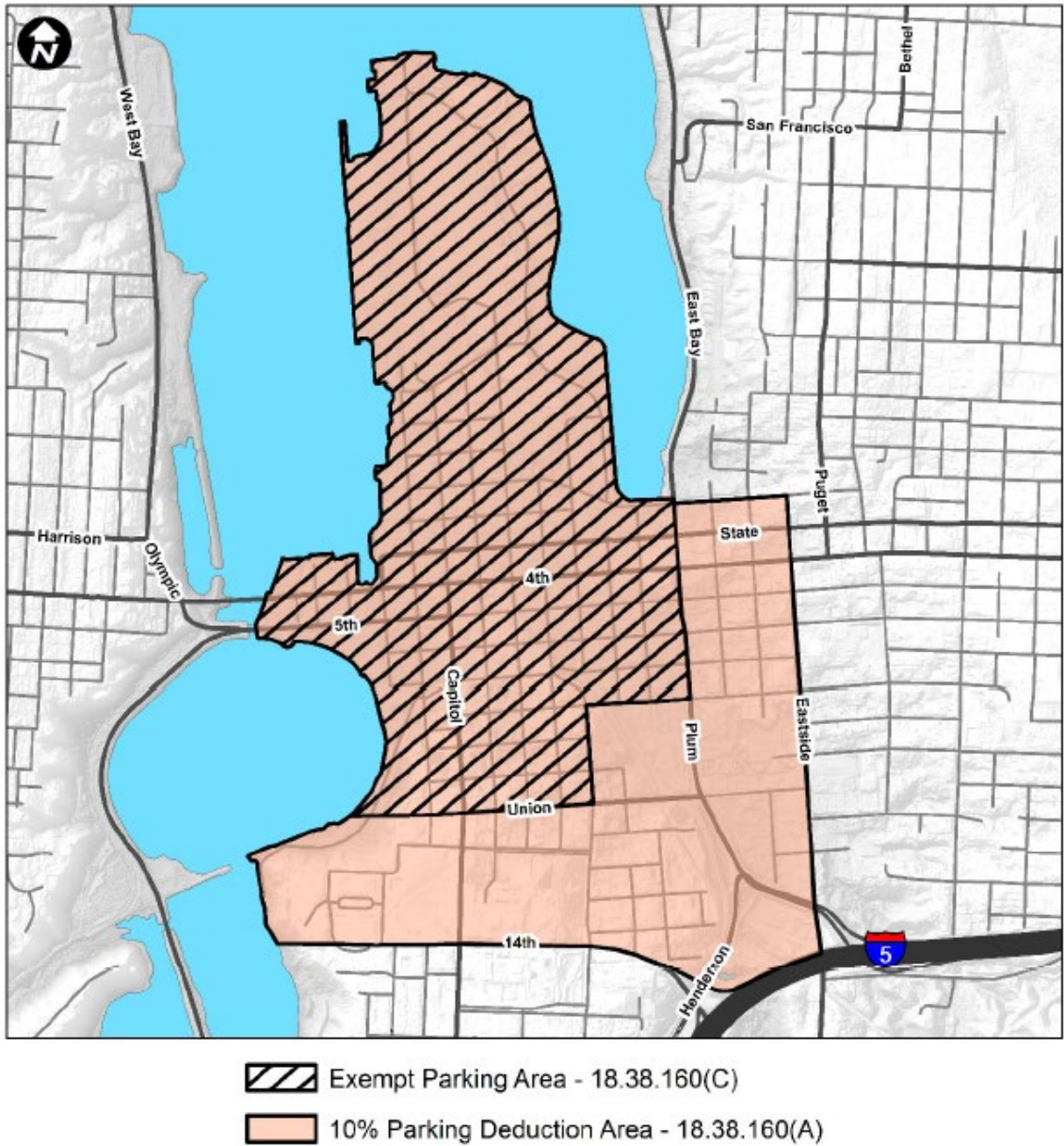
| RESIDENTIAL   |   |   |   |
|---|---|---|---|
| Accessory Dwelling Unit   | None.   | None  | None  |
| Single Family Home, Duplex, and Townhouses on individual lots   | Minimum of 0.5 spaces per unit. See OMC 18.38.100(C).   | None  | None  |
| Bed and Breakfast   | 1 space in addition to space(s) required for the residential unit.  | 1 per 10 rooms. Minimum of 1.   | None  |
| Collegiate Greek system residences and dormitories  | 1 space for every 3 beds, plus 1 space for the manager.   | 1 per 14 beds. Minimum of 2.  | 10 per dormitory, or Collegiate Greek system residence                        |
| Community Club Houses   |   | None  | 1 per 10 auto stalls. Minimum of 2.   |
| Cottage Housing   | Minimum of 0.5 spaces per unit.   | 1 per 5 units, or 1 per 3 units if no on-street parking. Minimum of 2.  | 1 per 10 units, or 1 per 6 units if no on-street parking. Minimum of 2.       |
| Elder Care Home   | 1 space in addition to space(s) required for the residential unit.  | Minimum of 2.   | Minimum of 2.   |
| Group Home  | 1 space for each staff member plus 1 space for every 5 residents. Additionally, 1 space shall be provided for each vehicle used in connection with the facility.  | 1 per ten 10 staff members plus 1 per 30 residents. Minimum of 1. Additional spaces may be required for conditional uses. | None  |
| Home Occupations  | None, except as specifically provided in this table.  | None  | None  |
| Mobile Home Park  | 0.5 spaces per lot or unit, whichever is greater. If recreation facilities are provided, one (1) space per ten (10) units or lots. See OMC 18.38.100(C).  |   |   |
| Multifamily Dwellings (3 units or more)   | 0.5-1.5 spaces per unit.  | 1 storage space per unit.   | 1 per 10 units. Minimum of 2 per building.                                    |
| Any residential development within half a mile of frequent transit routes (transit service 4 times per hour for 12 or more hours per day)   | 0-1.5 spaces per unit.  | For projects with 3 or more units: 1 storage space per unit   | For projects with 3 or more units: 1 per 10 units. Minimum of 2 per building. |
| Short-Term Rental   | 1 additional space when there are more than 2 bedrooms rented in 1 dwelling unit, and 1 additional space when there are 2 vacation rentals on one 1 parcel and 1 is a single-family home. EXCEPTION: A short-term rental in existence prior to September 26, 2021, need not provide the additional parking spaces required by the preceding sentence, provided all other applicable requirements are met and provided the unit is continuously operated as a short-term rental. | None  | None  |
| Residential units for seniors or people with disabilities, when located within one quarter mile of a transit stop that receives transit service at least four times per hour for twelve or more hours per day | None for the units. Staff and visitor parking may be required at a ratio of 1 space per every 4 units. The City may require more parking in areas with a lack of access to street parking capacity, physical space impediments, or other reasons supported by evidence that would make on-street parking infeasible for the units.  |   |   |

APPENDIX I

Figure 38-2 from OMC Chapter 18.38 – Parking and Loading

Missing Middle Ordinance:

Current Code (as of November2023)



Note: Ordinance 7335, Adopted in September of 2022, retained the outer boundary of the Downtown Residential Exemption Area but eliminated the portion within it that was only allowed a 10% reduction.



# Middle Housing



## What's happening?

The City prevailed in the appeal and the Washington State Growth Management Hearings Board (GMHB) issued an order of dismissal following remand on Nov. 9, 2023. However, the zoning standards have been amended since the adoption of the Missing Middle Infill Housing ordinance was adopted, and now there are some discrepancies in development regulations even though there are several similarities.

### Phase 1

The Olympia City Council will go through a process to harmonize the Missing Middle Ordinance with all other ordinances that have been adopted since July 2019. This work is expected to be completed by the City Council early in 2024.

### Phase 2

The State of Washington has further amended the Growth Management Act, which contains specific requirements for cities to implement for a variety of “middle” housing types. Once the harmonization work is completed, staff will begin a public process to review the codes to see where changes are needed to address new state requirements and how they should be implemented in Olympia.

This work is expected to begin in mid-2024 and be completed by June 2025. It will likely include changes to land use and design review process and potentially the subdivision code, in addition to zoning standards.

- [Community Engagement Plan](#)
- [House Bill 1110](#)

## What is Middle Housing?

Middle Housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes. Middle Housing is a key component of the City's housing strategy, as it supports housing affordability for households across all income level - a key community vision in Olympia's Comprehensive Plan and Housing Action Plan.

Search the FAQs...





## City Council

### Approval of an Ordinance Adopting the Capital Mall Triangle Subarea Plan

**Agenda Date:** 7/9/2024  
**Agenda Item Number:** 6.C  
**File Number:** 24-0548

---

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

---

#### Title

Approval of an Ordinance Adopting the Capital Mall Triangle Subarea Plan

#### Recommended Action

##### Committee Recommendation:

The Land Use & Environment Committee recommends moving to approve an Ordinance adopting the Capital Mall Triangle Subarea Plan.

##### City Manager Recommendation:

Move to approve an Ordinance adopting the Capital Mall Triangle Subarea Plan.

#### Report

##### Issue:

Whether to approve an Ordinance adopting the Capital Mall Triangle Subarea Plan.

##### Staff Contact:

David Ginther, Senior Planner, Community Planning and Development, 360.753.8335

##### Presenter(s):

David Ginther, Senior Planner, Community Planning & Development

#### Background and Analysis:

In 2014, the Olympia Comprehensive Plan was updated following significant public outreach and multiple public participation opportunities. The five-year long update effort included 30 public meetings and resulted in approximately 2,000 public comments. The adopted Comprehensive Plan contains a vision for the Capital Mall area to:

1. Eventually transition to a high-density mixed-use neighborhood where people can walk, bike, or take the bus to obtain goods, services, and entertainment.
2. Keep the subarea a regional draw for the retailers and other businesses.

The main purpose of the Capital Mall Triangle planning project is to determine how to facilitate the vision articulated in the Comprehensive Plan. The subarea plan contains the vision, goals, and implementation recommendations to help move the area towards the community's vision for the area.

The community input received over the past two years contains three main themes: 1) safe and comfortable mobility for all forms of transportation, 2) a livable and complete urban neighborhood that is also economically healthy, and 3) a climate resilient, environmentally friendly, and sustainable area. These themes are woven throughout the plan and are explained in detail in Chapter 3.

Recommendations in the plan can be grouped into a few broad categories. These include the following:

- Focus public investment on people-oriented community facing infrastructure to catalyze development.
- Create a framework for a more connected transportation network that is safer for all forms of transportation.
- Adjust development regulations to provide more opportunities for redevelopment and provide incentives for desired development such as affordable housing
- Protect and support the economic vitality of the area

The Land Use & Environment Committee (LUEC) discussed the draft Subarea Plan at its meeting on May 9, 2024. LUEC forwarded an approval recommendation to the City Council with changes outlined in an attachment to the staff report for the June 11, 2024, Council study session. The City Council reviewed the Subarea Plan and directed staff to bring it back for approval at the July 9, 2024, City Council meeting. The changes recommended by LUEC and reviewed by the City Council have been integrated into the Subarea Plan.

A planned action ordinance will be completed after the approval of the subarea plan. This ordinance, combined with the environmental impact statement that was done for the project, provides project-level environmental review up front for some future development so that project level environmental review is streamlined when development occurs. The ordinance will also contain changes to development regulations as recommended by the subarea plan.

### **Climate Analysis:**

The planning project will result in long-term reduction of greenhouse gas emissions. It will facilitate development of high-density residential housing in a core urban area that is designated in the City's comprehensive plan for high-density housing mixed with commercial and other services.

Development of this style of housing in this location will result in a number of benefits in regards to climate impacts including the following: reducing sprawl; providing needed housing in close proximity to goods, services, and jobs; providing more efficient housing that consumes less energy, less drinking water, and produces less wastewater; construction of a more efficient transportation network with more connections and more opportunities for active forms of travel; and a reduction in vehicle miles traveled.

### **Equity Analysis:**

The community will benefit from additional housing being developed. There is significant nationwide data which shows that increasing the housing supply has a positive impact on the cost of renting or buying housing. The additional inventory of housing will help to address the high demand and provide much needed housing for the additional residents expected in the next 20 years. Both those seeking low-income housing as well as market rate housing will benefit from additional housing options.



Businesses in general will benefit from additional residents (potential customers) located near their establishments. Smaller businesses could be impacted by rising property values and higher commercial rents within the subarea. This could occur as the area develops and becomes a more desirable location in which to live and conduct business. Project staff met with the business community on multiple occasions to determine how best to meet their needs and address their concerns. The subarea plan addresses business displacement and provide recommendations on methods to mitigate potential impacts. A corridor study is recommended for the Harrison Avenue area due to its concentration of local and small businesses which contrast with the rest of the subarea.

Residents of adjacent neighborhoods, future residents of the subarea, employees, and customers will benefit from new transportation connections into and through the subarea. These multi-modal connections will be constructed and funded as new development occurs within the subarea. Along with associated safety improvements, these connections will provide easier and safer access into and through the subarea for all modes of travel, including active forms of travel such as walking, rolling, and biking. Community members without vehicles will benefit from improved transit efficiency and service. The subarea plan recommends coordinating with Intercity Transit regarding planning for a more appropriate location for the main transit stop within the subarea. This would potentially reduce route times and help to improve the efficiency of routes and schedules.

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

The project has received approximately 300 written comments from the community focused mainly on 1) transportation connections and safety; 2) housing, development, and community amenities; and 3) environmental issues.

Extensive outreach has been conducted for the project using multiple methods and a variety of participation opportunities have been offered. These include five public community meetings, five stakeholder work group meetings, three business focused meetings, 17 interviews, 19 presentations for organizations, and 15 briefings for city advisory committees/commissions and City Council. See the attached "Public Outreach" document, *Table 1-1 Engagement Summary* in Chapter 1 of the subarea plan, and *Appendix D - Engagement Report* of the subarea plan for additional information on outreach, public participation, and community input.

#### **Financial Impact:**

The project is funded by a \$250,000 Transit Oriented Development and Implementation grant from the Washington State Department of Commerce. The City of Olympia has supplemented the project with an additional \$83,529.

#### **Options:**

1. Approve the ordinance adopting the Capital Mall Triangle Subarea Plan.
2. Approve the ordinance adopting the Capital Mall Triangle Subarea Plan with amendments.
3. Do not approve the ordinance adopting the Capital Mall Triangle Subarea Plan.

#### **Attachments:**

Ordinance

Planning Commission Recommendation

Public Outreach

Project Webpage

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

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATED TO  
THE CAPITAL MALL TRIANGLE SUBAREA PLAN**

**WHEREAS**, the City has adopted a Comprehensive Plan complying with the state Growth Management Act, RCW chapter 36.70A; and

**WHEREAS**, the Capital Mall Triangle Subarea is a 288-acre area that surrounds the Capital Mall and is bordered by Black Lake Boulevard on the east, Cooper Point Road on the west, and on the north by Capital High School and a low-density single family residential neighborhood, which are approximately two city blocks north of Harrison Avenue; and

**WHEREAS**, the Capital Mall Triangle Subarea is a regional shopping destination, but it has a current land use pattern that includes traditional big box retail, is auto-oriented, and has a suburban mall surrounded by large parking lots accessed by a network of 5-lane arterials. Street connectivity is limited, and existing intersections are strained in the subarea; and

**WHEREAS**, the Capital Mall Triangle Subarea is designated by the Comprehensive Plan as an Urban Corridor and is singled out as one of three ‘focus areas’ for these corridors. The Comprehensive Plan states, *“In cooperation with landowners and others, the City will be focusing its planning efforts on three of these urban corridor ‘focus areas’, possibly in the form of a ‘master plan’ that addresses issues such as land use, infrastructure and design.”*; and

**WHEREAS**, the Capital Mall Triangle Subarea is one of the three areas in the City of Olympia with the High Density Neighborhoods Overlay. The Comprehensive Plan explains that the goal of this overlay is to *“Concentrate housing into three high-density Neighborhoods: Downtown Olympia, Pacific/Martin/Lilly Triangle; and the area surrounding Capital Mall.”*; and

**WHEREAS**, the Comprehensive Plan recommends the City work to *“Maximize the potential of the Capital Mall area as a regional shopping center by encouraging development that caters to a regional market, by providing pedestrian walkways between businesses and areas; by increasing shopper convenience and reducing traffic by supporting transit service linked to downtown; by encouraging redevelopment of parking areas with buildings and parking structures; and by encouraging multifamily housing.”*; and

**WHEREAS**, the Comprehensive Plan states, *“This area should continue to be economically viable and contribute to the community’s goals with infill, redevelopment, and connections to adjacent areas for all modes of travel. It is to evolve into a complete urban neighborhood with a mix of jobs, housing, and services.”*; and

**WHEREAS**, consistent with the goals and policies of the Comprehensive Plan, the City has engaged in extensive subarea planning to guide the Capital Mall Triangle Subarea’s growth and redevelopment; and

**WHEREAS**, the purpose of Capital Mall Triangle Subarea planning process is to facilitate the transition of the subarea, as envisioned in the Comprehensive Plan, into a complete, vibrant, and economically viable urban neighborhood; and

**WHEREAS**, the Capital Mall Triangle Subarea plan will guide land use within the subarea and provide goals, policies, and recommended actions to facilitate the transition of the subarea consistent with the community's adopted vision; and

**WHEREAS**, on December 21, 2021, the City of Olympia entered into a grant agreement with the Washington State Department of Commerce to fund a subarea plan and a planned action environmental impact statement (EIS) for the Capital Mall Triangle Subarea; and

**WHEREAS**, the City of Olympia developed a Public Participation Plan for the development and review of the subarea plan and EIS; and

**WHEREAS**, the City used its Capital Mall Triangle Subarea Plan webpage for this planning proposal as a means of providing project information and updates to the public that was accessible at the public's convenience; and

**WHEREAS**, the City used the Parties of Record contact list for the Capital Mall Triangle Subarea Plan and the City's Enews publication as a means of providing project information and updates to the public throughout the planning process; and

**WHEREAS**, the City held public meetings and hearings as part of a coordinated Capital Mall Triangle Subarea public participation program throughout 2022, 2023, and 2024; and

**WHEREAS** the City issued E-Newsletters to all members subscribed to the Planning and Development listserv on March 31, 2022, June 29, 2022, October 11, 2022, October 24, 2022, January 25, 2023, March 30, 2023, May 3, 2023, June 7, 2023, September 28, 2023, February 5, 2024, February 26, 2024, and March 18, 2024; and

**WHEREAS** the City issued email updates to all Parties of Record for this planning process on March 18, 2022, March 31, 2022, June 29, 2022, August 2, 2022, September 30, 2022, October 21, 2022, January 25, 2023, March 27, 2023, May 3, 2023, June 7, 2023, September 28, 2023, October 19, 2023, February 5, 2024, February 26, 2024, and March 18, 2024; and

**WHEREAS** the City held public community meetings on October 20, 2022, February 2, 2023, September 20, 2023, October 18, 2023, October 25, 2023, and March 7, 2024; and

**WHEREAS** the City met with representatives of several business organizations on May 24, 2023, and held public business focused meetings on June 15, 2023, and October 12, 2023; and

**WHEREAS** the City convened a Stakeholder Work Group and held meetings on October 4, 2022, January 11, 2023, September 20, 2023, and November 28, 2023; and

**WHEREAS**, on June 23, 2022, the City entered into a Professional Services Agreement with Makers Architecture and Urban Design, for professional consulting services for the subarea plan and planned action EIS; and

**WHEREAS**, on September 12, 2022, the City completed an environmental checklist and submitted it to the Community Planning and Development Department of the City of Olympia for review; and

**WHEREAS**, on October 24, 2022, the City as lead agency issued a Determination of Significance for the Capital Mall Triangle Subarea Plan; and

**WHEREAS**, the City as lead agency provided public comment opportunities through an EIS scoping period from October 24, 2022, to November 14, 2022; and

**WHEREAS**, the City conducted a community meeting on October 20, 2022, and provided notice to the community, including affected federally recognized tribal governments and agencies with jurisdiction over the future development anticipated for the planned action, in compliance with RCW 43.21C.440; and

**WHEREAS**, the City provided a public comment period for the Draft Capital Mall Triangle Subarea Plan and draft planned action EIS from September 28, 2023, to October 30, 2023; and

**WHEREAS**, the City conducted public meetings on October 18, 2023, and October 25, 2023, to receive community input on the Draft Capital Mall Triangle Subarea Plan and draft planned action EIS; and

**WHEREAS**, on February 7, 2024, the Capital Mall Triangle Subarea Plan and Final Planned Action Environmental Impact Statement were sent to the Washington State Department of Commerce Growth Management Services as required by RCW 36.70A.106; and

**WHEREAS**, on February 8, 2024, the Capital Mall Triangle Subarea Plan and Final Planned Action Environmental Impact Statement were released to the public and placed on the project webpage; and

**WHEREAS**, on March 18, 2024, the Olympia Planning Commission received a briefing on the Capital Mall Triangle Subarea Plan; and

**WHEREAS**, on March 22, 2024, notice of the Planning Commission public hearing for the Capital Mall Triangle Subarea Plan was provided to all Parties of Record pursuant to Chapter 18.78 OMC, Public Notification; and

**WHEREAS**, on March 22, 2024, notice of the Planning Commission public hearing was provided to all Recognized Neighborhood Associations with the City of Olympia pursuant to Chapter 18.78 OMC, Public Notification, and Chapter 18.86 OMC, Neighborhood Association Recognition and Notification; and

**WHEREAS**, on March 22, 2024, notice of the Planning Commission public hearing was provided to all Parties of Record, all persons subscribed to the Planning and Development E-newsletter listserv, and all properties within 300 feet of the subarea boundary; and

**WHEREAS**, on March 22, 2024, a legal notice was published in The Olympian newspaper regarding the date of the Planning Commission’s public hearing on the subarea plan; and

**WHEREAS**, on April 1, 2024, the Planning Commission held a public hearing on the Capital Mall Triangle Subarea Plan; and

**WHEREAS**, on April 15, 2022, the Planning Commission deliberated on the Capital Mall Triangle Subarea Plan and forwarded a recommendation to the City Council to approve the Capital Mall Triangle Subarea Plan; and

**WHEREAS**, on May 9, 2024, the Land Use and Environment Committee received a briefing on the Capital Mall Triangle Subarea Plan; and

**WHEREAS**, on June 11, 2024, the Olympia City Council held a study session on the Capital Mall Triangle Subarea Plan; and

**WHEREAS**, the Proposed Amendments are consistent with the Olympia Comprehensive Plan and the Olympia Municipal Code; and

**WHEREAS**, the Proposed Amendments have been reviewed pursuant to the Comprehensive Plan Amendment process outlined in chapter 18.59 OMC; and

**WHEREAS**, the Attorney General Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property (December 2006) was reviewed and used by the City in objectively evaluating the proposed subarea plan; 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.** The attached Capital Mall Triangle Subarea Plan is hereby approved.

**Section 2. The City Clerk shall make** copies of the Capital Mall Triangle Subarea Plan available on the City of Olympia website.

**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 is 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 takes effect July 24, 2024.

---

MAYOR

ATTEST:

---

CITY CLERK

APPROVED AS TO FORM:

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:





# Capital Mall Triangle Subarea Plan

**City of Olympia**

June 2024



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## Participants

### City Council

Mayor Dontae Payne  
Mayor Pro-tem Yến Huỳnh  
Former Mayor Cheryl Selby  
Dani Madrone  
Clark Gilman  
Lisa Parshley  
Robert Vanderpool  
Jim Cooper

Kym Foley  
Jeremy Graham  
Tobi Hill-Meyer  
Randy Haines  
Rebekah Ziesemer  
Amy Buckler  
Carrie McCausland  
Nicole Floyd

Kerry Martin  
Brenda McGuigan  
Mark Steepy  
Thera Black  
Leshya Wig  
Carole Richmond  
Danielle Rants  
Jerry Bustamante  
James Randall  
Robert Marino

### City Staff

David Ginther - Project Manager  
Michelle Swanson  
Laura Keehan  
Susan Clark  
Pamela Braff  
Darian Lightfoot  
Mike Reid  
Joyce Phillips

### Stakeholder Work Group

Rob LaFontaine  
Eric Phillips  
Rebecca Brown  
Mathew Fitzgerald  
Kevin Johnston  
Bruce Coulter  
Michael Maile  
Jill Ivie  
Ryan Hollander

### Consultant Team

MAKERS architecture and urban  
design, LLC  
Leland Consulting Group  
Fehr & Peers  
MxM Landscape Architecture  
ESA

## Land Acknowledgement

The City of Olympia honors and acknowledges the indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe.



# Introduction

# 01



# Purpose

The Capital Mall Triangle subarea, also referred to as the “Triangle,” is a 288-acre area on the westside of Olympia. The Triangle is a regional shopping destination, but it has a current land use pattern that includes traditional big box retail, is auto-oriented, and has a suburban mall surrounded by vast parking lots accessed by a network of 5-lane arterials. Street connectivity is limited, and existing intersections are strained in the subarea.

The subarea is designated as an Urban Corridor and is one of the three areas in the City with the High Density Neighborhoods Overlay. The adopted Olympia Comprehensive Plan envisions the Triangle transitioning to a high-density, walkable, mixed-use urban neighborhood with a mix of jobs, housing, and services anchored by high frequency, direct transit service.

However, there has been little change to the subarea since 2014 when the vision and goals for the area were integrated into the Comprehensive Plan update. Therefore, the purpose of this plan is to help the subarea achieve the high-density, walkable, mixed-use urban neighborhood vision by addressing development barriers, encouraging transit-oriented development and redevelopment in the subarea, and by planning for more transportation options. A \$250,000 grant from the State of Washington Department of Commerce funds the long-range planning required for the subarea.

# Process and Public Engagement

From August through November 2023, the project team gathered stakeholders' and community members' ideas and goals for the subarea. This engagement included 14 interviews with business and property owners, a site walk with neighborhood associations, more than 3,000 mailed notices to every address inside and near the subarea, over 200 public des, and a meeting with high school students. A summary table of the public engagement done for this plan is below.

**Table 1-1. Engagement Summary Table**

| Event  | Date                    | Audience   | What we learned   |
|--|-------------------------|--|---|
| <b>Announcements of project details</b>                | January – November 2023 | 624 recipients<br>1,500 recipients<br>1,603 recipients<br>1,600 recipients<br>2,800 recipients | ▪ N/A   |
| <b>Meetings with West Olympia Business Association</b> | February & July 2022    | West Olympia Business Association. Mall manager, City Manager, and Mayor also attended one.    | ▪ Significant interest in planning for the future of the subarea. Much of the response was focused on business and economic priorities, transportation, and development.                          |
| <b>Meeting with Thurston Chamber</b>                   | July 2022               | Thurston Chamber   | ▪ Planning for the area should be comprehensive and take into account all interests including businesses, employees, housing, development/redevelopment, and the impacts of changing regulations. |
| <b>Meeting with Neighborhood Group</b>                 | July 2022               | Burbank/Elliot Neighborhood Association  | ▪ Varied questions and comments but a general concern with safety, transportation, and housing affordability.   |
| <b>Podcast interview with Mayor Selby</b>              | July 2022               | Mayor Selby does interview on Jim Greene's podcast (Greene Realty Group)                       | ▪ N/A   |
| <b>Meeting with mall ownership (x2)</b>                | August 2022             | Mall ownership/management group  | ▪ General interest and support for planning for the future of the subarea. Also, a concern that future regulations and plans need to be flexible to account for changing market conditions.       |



| Event  | Date                  | Audience   | What we learned   |
|--|-----------------------|--|---|
| <b>Site visit and interview with three neighborhood associations</b> | August 2022           | Southwest Neighborhood Association, Northwest Neighborhood Association, Burbank/Elliott Neighborhood Association   | <ul style="list-style-type: none"> <li>▪ Concern about traffic safety and feeling unsafe walking from neighborhood to Capital Mall area</li> <li>▪ Safe multimodal connections throughout adjacent neighborhoods that connect to the mall area</li> <li>▪ Street trees and/or a green buffer from main arterials</li> <li>▪ More community services like daycares and more places like West Central Park</li> </ul>             |
| <b>Presentations to local groups</b>                                 | August - October 2022 | Thurston County Chamber of Commerce, West Olympia Business Association, West Olympia Community Visioning Group, Planning Commission, Council of Neighborhood Associations Land Use and Environment Committee, Multiple Listing Services Association, Realtors Forum, Builders Expo | <ul style="list-style-type: none"> <li>▪ Presented project background and goals</li> <li>▪ Discussed project schedule and how to get involved</li> <li>▪ Different groups prioritized different things, but overall, there was a general agreement with project goals</li> </ul>  |
| <b>Interview with ownership of shopping centers</b>                  | September 2022        | Owner of shopping center that includes Goodwill and owner of shopping center that includes Five Guys   | <ul style="list-style-type: none"> <li>▪ General interest in the planning project and support for flexibility in future regulation changes and plans for the area to allow for redevelopment consistent with the vision for the area.</li> </ul>  |
| <b>Stakeholder Work Group meeting 1</b>                              | October 2022          | Stakeholder Work Group   | <ul style="list-style-type: none"> <li>▪ Major themes include livable neighborhoods, transportation, housing, local businesses, and climate change</li> <li>▪ Participated in polling exercises and each member of group got an opportunity to speak on their own top priorities/ideas</li> <li>▪ What was appreciated about the Capital Mall Triangle area was that it is amenity rich and convenient shopping area</li> </ul> |



| Event  | Date         | Audience                        | What we learned   |
|--|--------------|---------------------------------|---|
| <b>Community Workshop</b>                            | October 2022 | Olympia general public          | <ul style="list-style-type: none"> <li>▪ Main themes include a desire for safe and comfortable mobility; livable, compact, complete environments; and environmental commitment</li> <li>▪ Participated in polling exercises</li> <li>▪ Some diversity of views on levels of affordability to focus on and whether tax incentive tools should be used to encourage housing</li> </ul>  |
| <b>Meeting with Capital High School Climate Club</b> | October 2022 | High School Students            | <ul style="list-style-type: none"> <li>▪ Values high schoolers felt should drive the plan include safe &amp; comfortable mobility, housing affordability and choice for all, economic vitality, climate adaptation, kid/teen friendly environment</li> <li>▪ Connecting bike paths across Olympia, from downtown, to the mall, and to the high school</li> <li>▪ Could see a major hub on the west side of the mall connecting up to Yauger Park</li> </ul> |
| <b>Meeting with mall ownership</b>                   | October 2022 | Mall ownership/management group | <ul style="list-style-type: none"> <li>▪ The mall group wants flexibility for their property in the long term.</li> <li>▪ Interest in understanding layering of various code requirements—stormwater, trees, parking, affordable housing</li> <li>▪ Interested in benefits of the Planned Action EIS and what it will study</li> </ul>  |

| Event                                       | Date          | Audience   | What we learned   |
|---|---------------|--|---|
| <b>SEPA scoping comment period</b>          | October 2022  | ~3,800 recipients<br>97 comments received  | <ul style="list-style-type: none"> <li>▪ Comment topic areas, in order from most to least mentions, included land use, transportation, climate, trees, stormwater, economic, and a few mentions of wildlife and utilities</li> <li>▪ Interest in meeting housing needs, including addressing concerns about people experiencing homelessness</li> <li>▪ Diverging views on increasing allowed building heights. Specific concerns included solar access (and shade on solar panels), wind turbulence, excess heat, and carbon emissions of concrete/steel construction type. Interest in mixed-use, compact, livable, multimodal community.</li> <li>▪ Interest in improving walking, rolling (i.e., using a wheelchair, stroller, or small wheeled device), and biking connections and experience</li> <li>▪ Concerns about transportation congestion and parking with growth</li> <li>▪ Interest in sustainable, resilient, green development</li> <li>▪ Interest in trees and parks/open space</li> <li>▪ Interest in business vitality</li> </ul> |
| <b>Meeting with agencies and committees</b> | November 2022 | InterCity Transit, Olympia Planning Commission, & Land Use and Environment Committee | <ul style="list-style-type: none"> <li>▪ Concerns, comments, and questions generally were about affordable housing, displacement, equity, environmental impacts, and impacts on adjacent neighborhoods and on the transportation system.</li> </ul>   |
| <b>Stakeholder Work Group meeting 2</b>     | January 2023  | Stakeholder Work Group   | <ul style="list-style-type: none"> <li>▪ Shared draft alternatives in presentation</li> <li>▪ Provided opportunity for the group to ask questions on sections they wanted more information on</li> <li>▪ General agreement amongst group not to give up on outdoor public space</li> <li>▪ Concern about if new streets would add cars. Group reiterates interest in walking and biking connections</li> <li>▪ Open discussion on the name for Alternative 3</li> </ul>   |

| Event  | Date          | Audience                        | What we learned  |
|--|---------------|---------------------------------|--|
| <b>Open House community meeting 2</b>            | February 2023 | General public                  | <ul style="list-style-type: none"> <li>▪ Shared draft alternatives on poster boards</li> <li>▪ Participants could use stickers and stick notes to share interests or concerns.</li> <li>▪ General support for parks and outdoor open space</li> <li>▪ A lot of support for green building standards</li> <li>▪ Significant support for allowing 14 story buildings in Alternative 3</li> </ul> |
| <b>Meeting with mall ownership</b>               | February 2023 | Mall ownership/management group | <ul style="list-style-type: none"> <li>▪ Interested in what the City is willing to invest in area (City doesn't currently have funds for major investments)</li> <li>▪ Mall redevelopment nationwide has complemented and benefited existing businesses with residential, mixed-use, hotel, and/or other uses</li> <li>▪ Would like Mall Loop Dr to go straight east</li> </ul>                |
| <b>Meeting with Thurston Chamber of Commerce</b> | February 2023 | Thurston Chamber of Commerce    | <ul style="list-style-type: none"> <li>▪ A variety of comments and questions related to economic development and business support</li> <li>▪ Inquiry about the unknown costs of green development requirements</li> </ul>  |

| Event   | Date              | Audience   | What we learned  |
|---|-------------------|--|--|
| <b>Meeting with mall ownership</b>              | March 2023        | Mall ownership/management group  | <ul style="list-style-type: none"> <li>▪ Appreciates that Alternative 3 goes furthest on redevelopment flexibility</li> <li>▪ Likes the idea of a neighborhood center and large community gathering space (could be public or private) directly north of the mall</li> <li>▪ Curious about what main street treatment, green building requirements might be</li> <li>▪ Interested in City upfront investment in regional stormwater facility with development payback over time</li> <li>▪ Would like a flexible tree code</li> <li>▪ Likes transit hub, but needs to be well managed</li> <li>▪ Several potential opportunity sites on mall property for redevelopment in short, mid, and long terms. Could compliment and further support the existing businesses on site</li> </ul> |
| <b>Meeting with committees and local groups</b> | March -April 2023 | Bicycle Pedestrian Advisory Committee (BPAC), Olympia Master Builders (OMB), and Thurston Economic Development (EDC) | <ul style="list-style-type: none"> <li>▪ Staff briefed the groups on project updates. Staff received comments and questions on a variety of subjects, generally related to the focus of the subject group.</li> </ul>  |
| <b>Meeting with mall ownership</b>              | May 2023          | Mall ownership/management group  | <ul style="list-style-type: none"> <li>▪ Used Miro to allow mall ownership group to envision the future of the mall as it adapts to changing trends in retail</li> <li>▪ Like having transit nearby, buses need stronger subgrade in access roads</li> <li>▪ Current tenants are doing well. No immediate drive to develop mall itself, but some properties nearby, including excess parking</li> <li>▪ Envisions smaller block sizes and much more intense redevelopment over time, with better streetscape for people and connections to neighboring areas</li> </ul>  |

| Event                                   | Date                    | Audience  | What we learned  |
|---|-------------------------|---|--|
| <b>Business Listen-in</b>               | June 2023               | Business owners, property owners, and developers                    | <ul style="list-style-type: none"> <li>▪ Continue making use of regional destination</li> <li>▪ Evolve Harrison Avenue into more people-oriented street with more intense redevelopment</li> <li>▪ Study and plan traffic operations</li> <li>▪ Encourage a few 50-60 unit residential projects and affordable, family-sized units</li> <li>▪ Support affordable commercial space</li> <li>▪ Attract development with stormwater facility or other project</li> </ul>  |
| <b>Stakeholder Work Group meeting 3</b> | September 2023          | Stakeholder Work Group  | <ul style="list-style-type: none"> <li>▪ Interest in healthy trees that have adequate soil volumes and avoid breaking paving</li> <li>▪ Interest in preserving existing conifers but focusing on deciduous trees when adding trees</li> <li>▪ Support for transportation project ideas, including several for better multimodal connections and placemaking</li> <li>▪ Discussion about purpose of required streets, clarifications that streets benefit people walking, rolling, and biking by including multimodal facilities, improving connectivity, and directing and slowing vehicular traffic</li> <li>▪ Intercity Transit interests and considerations for roundabouts, Harrison Avenue corridor study, and transit hub locations</li> </ul> |
| <b>DEIS public comment period</b>       | October – November 2023 | General public<br>~2,800 notice recipients<br>100 comments received | <ul style="list-style-type: none"> <li>▪ Strong support for Alternative 3 with some Alternative 2 actions mixed in</li> <li>▪ More affordable housing and mixed in with market rate</li> <li>▪ Reduce commercial parking requirements</li> <li>▪ A split between interest in smaller dispersed parks and one large central park</li> <li>▪ Concern for stormwater impacts</li> </ul>   |

| Event  | Date                    | Audience   | What we learned   |
|--|-------------------------|--|---|
| <b>Meetings with committees and local groups</b> | October - November 2023 | Bicycle Pedestrian Advisory Committee (BPAC), Planning Commission, Land Use and Environment City Council subcommittee (LUEC) | <ul style="list-style-type: none"> <li>Variety of comments and questions related to public participation and outreach, displacement and equity, future projects and consideration of safety for walking and rolling modes of transportation, and potential impacts from changes to development regulations</li> </ul>   |
| <b>Community meeting 3</b>                       | October 2023            | General public   | <ul style="list-style-type: none"> <li>Be bold with building allowances and height (support for 14 stories in central Triangle)</li> <li>Allow for innovation and encourage open space and greenery</li> <li>Concern about fee in lieu option for MFTE, prefer mixed-income neighborhoods and housing</li> <li>Connect to downtown without car travel</li> </ul>  |
| <b>Community meeting 4</b>                       | October 2023            | General public   | <ul style="list-style-type: none"> <li>Interest in base maximum heights not going over 8 stories for most of the area</li> <li>Interest in high rise buildings close to the mall and center of the subarea</li> <li>More affordable housing and mixed in with market rate</li> <li>Increase connectivity and safe multimodal opportunities</li> </ul>   |
| <b>Stakeholder Work Group meeting 4</b>          | November 2023           | Stakeholder Work Group   | <ul style="list-style-type: none"> <li>Liked base maximum heights of 7 – 8 stories in HDC zones</li> <li>Interest in shrinking the affordable housing maximum height bonus overlay area</li> <li>Interest in no parking minimums or maximums for all uses in the subarea</li> <li>Interest in a central main public gathering space around Kenyon Street and 4<sup>th</sup> Avenue</li> <li>Interest in public-private partnerships for 3 smaller unidentified gathering space/streetscape projects in the subarea</li> </ul> |



# Background

# 02





# Study Area

The Olympia Capital Mall Triangle subarea (see **Map 2-1**) is located on the west side of Olympia. The southern point of the triangle is the intersection of Black Lake Boulevard SW and Cooper Point Road SW. The subarea is bounded on the east and west by Black Lake Boulevard and Cooper Point Road. The northern boundary of the subarea follows zone district boundaries which are located approximately one to two blocks north of Harrison Avenue. The subarea is approximately 288 acres.

**Map 2-1. Capital Mall Triangle Study Area**



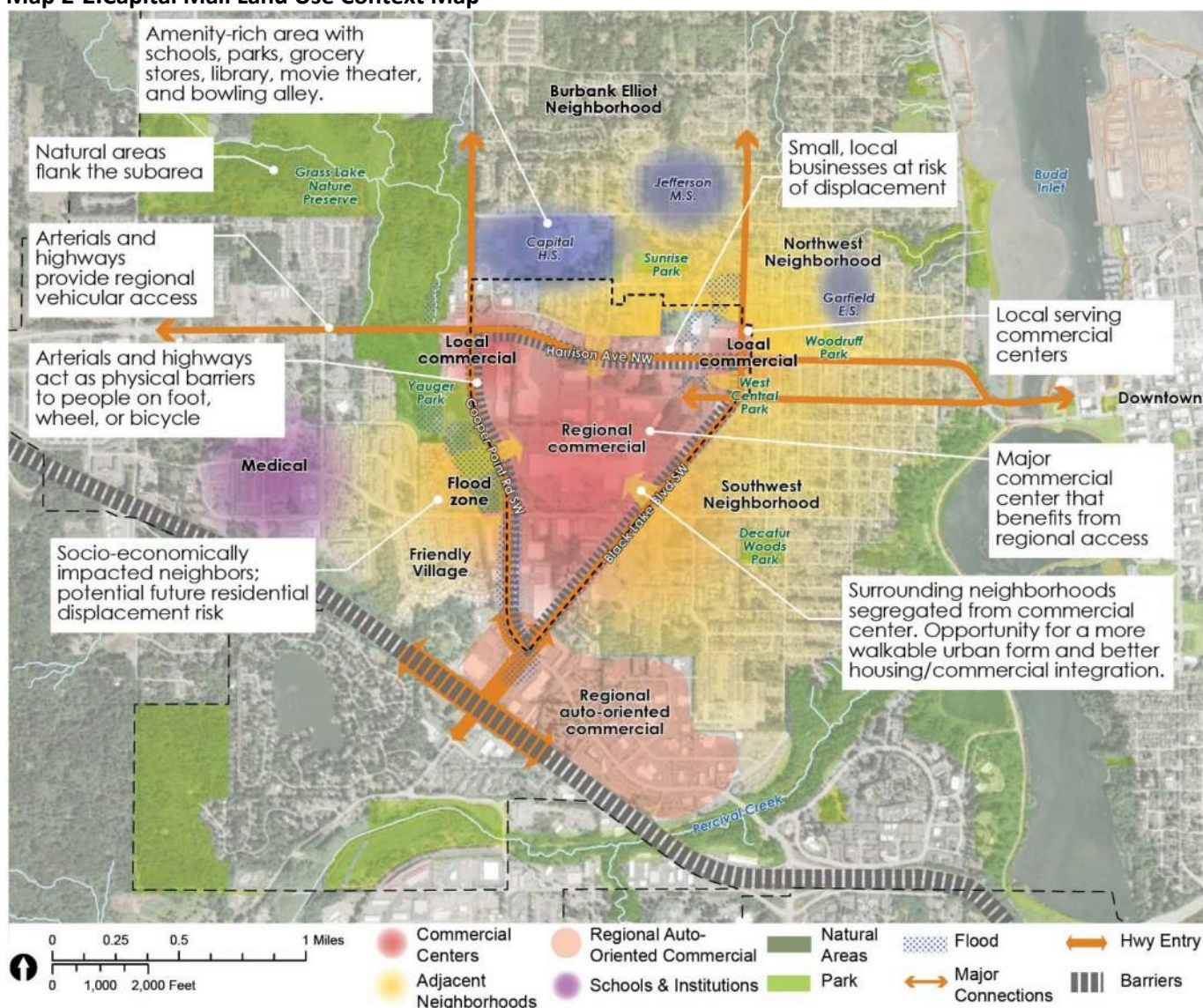
Source: City of Olympia, MAKERS, (2022)



# Assets, Challenges, & Opportunities

The Capital Mall Triangle and environs are rich with economic opportunities and community assets, while also being challenged by a disconnected and auto-oriented environment. The following pages describe these assets and challenges this plan addresses, also summarized in **Map 2-2**. See *Appendix A: Existing Conditions Report* for additional detail.

**Map 2-2. Capital Mall Land Use Context Map**



Source: MAKERS (2022)

## Assets

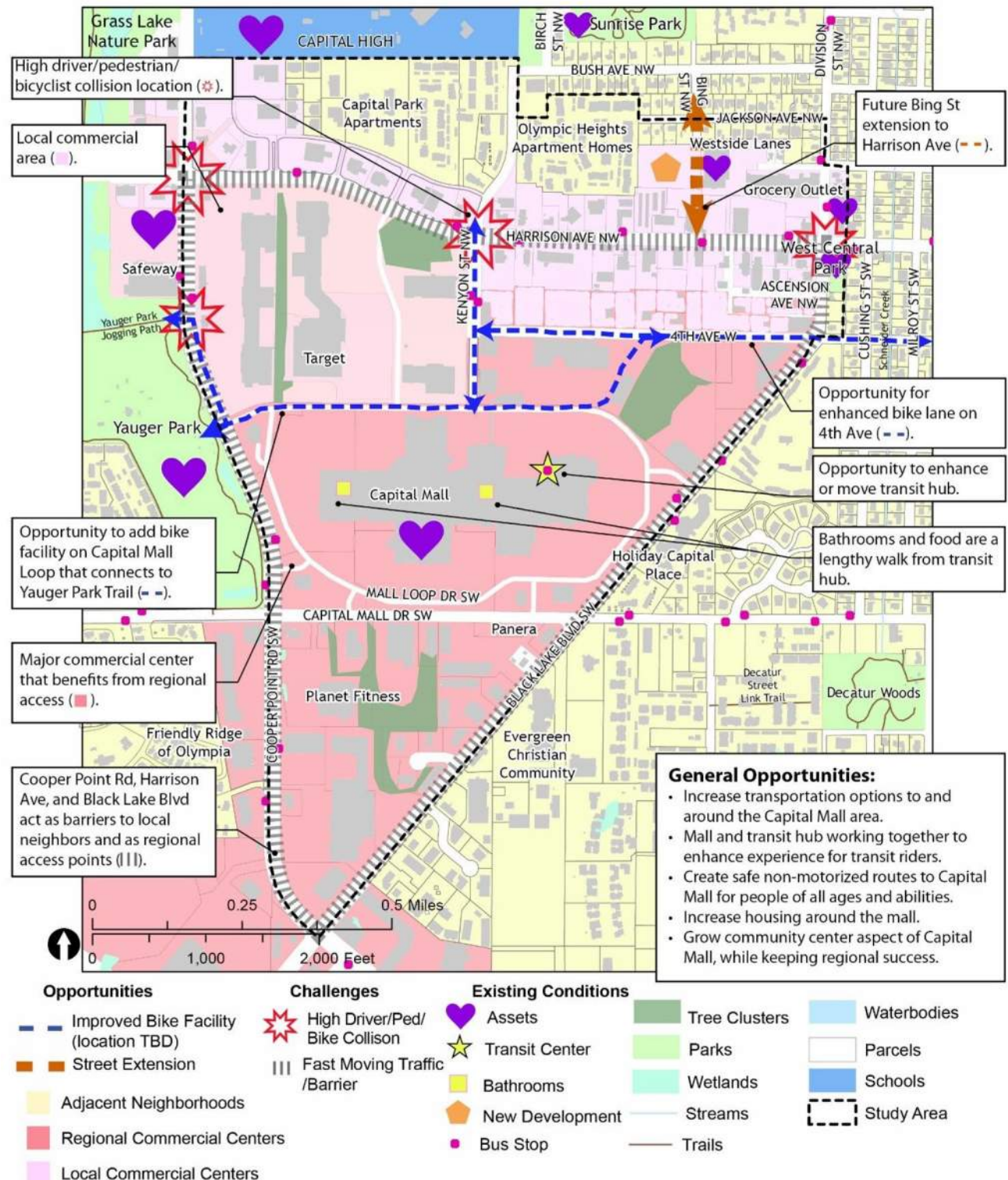
The Capital Mall Triangle Subarea (the Triangle) is a regional commercial center, rich with many businesses, services, and amenities, including:

- **Healthy regional center.** The Capital Mall Triangle is well-located for regional access and is economically healthy. The mall is the only major shopping center in South Puget Sound and has a very large trade area.
- **Diversity of shops and services.** The Triangle contains a wealth of businesses, retail, eateries, and services within close proximity that serve both a regional and local customer base.
- **Amenity rich.** Community and civic amenities within and near the Triangle include Capital Mall, Capital High School, Yaeger Park, Sunrise Park, West Central Park, Grass Lake Nature Park, Decatur Woods Park, the West Olympia Timberland Library, grocery stores, a bowling alley, and a movie theater.
- **Transit service.** A transit hub is located at the Capital Mall, and Intercity Transit serves the area relatively well. Inter-county transit also serves the area, bringing people to and from Mason and Grays Harbor counties.
- **Surrounding neighborhoods.** Homes, schools, and parks are found immediately outside the Triangle. West of Yaeger Park is one of Olympia's more dense neighborhoods with tree-lined, buffered sidewalks and a senior community. Also, west of the subarea is a MultiCare medical center campus. To the east and north are well established neighborhoods, with some multifamily closer to the subarea and large areas of predominately single family houses a block or two away.





Map 2-3. Assets, Challenges, and Opportunities



Source: MAKERS (2023)

## Challenges

The Triangle developed as a regional commercial area mostly in the 1980s and was designed to prioritize the automobile rather than humans, resulting in physical challenges to achieving the current vision:

- Lacks a walkable/rollable<sup>1</sup> urban form.** The Triangle is scaled to and designed for the automobile. For example, the mall is wide enough to cover 5 downtown blocks, meaning people on foot, bike, or wheel cannot travel in normal and direct ways. Multiple locations along the arterials have high driver/pedestrian/bicyclist collision rates. Sidewalks and informal paths are challenging for people on wheels.
- Divided land uses.** Neighborhoods surround the Triangle but are physically divided from the shopping mall, and residents must cross wide streets with challenging intersections to reach destinations. Harrison Avenue, Cooper Point Road, and Black Lake Boulevard provide regional access but act as physical barriers for locals looking to get to the mall without driving. Virtually no residences are found within the arterial triangle.
- Underutilized surface parking.** The surface parking lots consume a massive amount of land and were developed prior to modern tree and stormwater codes, so they contribute to urban heat and flooding.
- Residential development is lacking.** Though the Triangle is designated as a high-density residential area in the City, there has been no residential development in the Triangle in over 20 years. Redevelopment trends are not on track to meet housing needs.




---

<sup>1</sup> “Rolling” refers to using a wheelchair, stroller, or other small wheeled mobility device.

## Opportunities

Some key opportunities include the following:

- Make use of underutilized parking lots to develop new housing.
- Better connect the Capital Mall area to Downtown with enhanced bike infrastructure.
- Add or formalize safe bike routes or trails connecting the high school and surrounding residential homes to the mall.
- Enhance (or move) the Transit Hub and transit experience in and around Capital Mall area.
- Improve community health and wellbeing and climate resiliency with greater use of Low Impact Development (nature-based drainage solutions).
- Reduce transportation-related greenhouse gas emissions with a greater mix of uses in close proximity paired with infrastructure to support transit, active transportation modes, and electric vehicles.



# Current Land Use Vision

The existing land uses are described in the prior assets, challenges, and opportunities lists. This section focuses on current policies and regulations guiding development in the Triangle.

## Comprehensive Plan

The Comprehensive Plan describes the vision for the Capital Mall Triangle subarea as a regional shopping center, which also includes one of the area's best balances of jobs within walking distance of medium-density housing. The area should continue to be economically viable and contribute to the community's goals with infill, redevelopment, and connections to adjacent areas for all modes of travel. Lastly, as one of Olympia's three designated Urban Centers, the vision is for a complete urban neighborhood with a mix of jobs, housing, and services.

The arterials shaping the subarea and the land around them are designated as Urban Corridors. The Urban Corridor designation is intended for arterials in the City of Olympia that are prime candidates to evolve into a more human scale, transit-oriented, mixed-use environment. The subarea has also been designated as a High-Density Neighborhood, which is defined as multifamily, commercial, and mixed-use neighborhoods with densities of at least 25 dwelling units per acre for new residential projects.

## Zoning and Development Regulations

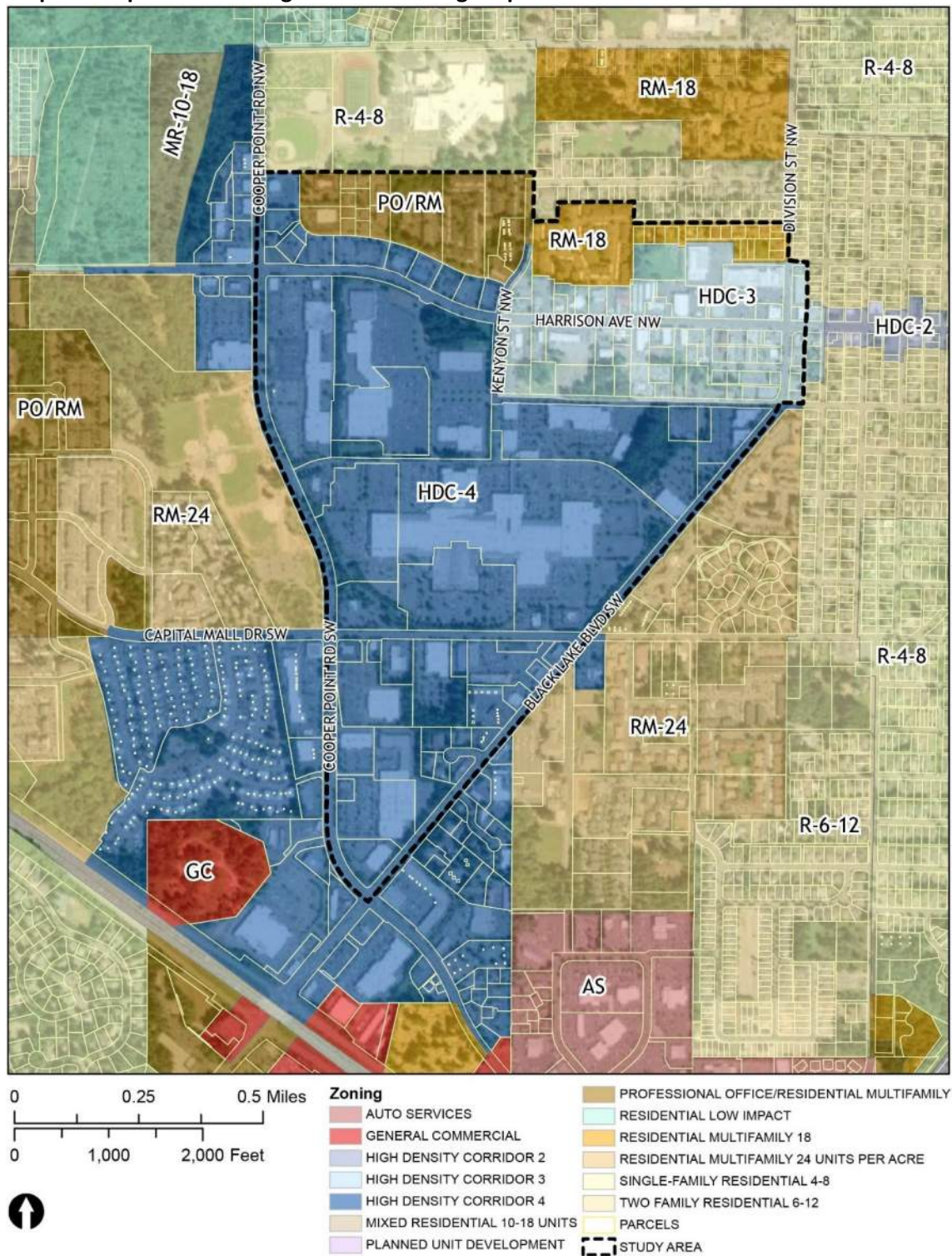
The zoning for the subarea (see **Map 2-4**) includes High Density Corridor 3 (HDC3), High Density Corridor 4 (HDC4), Professional Office/Residential Multifamily (PO/RM), Residential Multifamily 18/acre (RM18), and zone transition standards that increase setbacks and upper story stepbacks and decrease heights in HDC zones near lower density zones. The HDC zones allow up to 75 feet in height, but development capacity is limited by parking requirements and other barriers (see **Zoning Proposals and Development Incentives**).

- HDC3 – Accommodates a mix of medium to high intensity uses with access to transit. Max height: 75 feet.
- HDC4 – Accommodates a mix of high intensity uses with access to transit. Max height: 75 feet.
- PO/RM – Accommodates a transitional area between residential and commercial uses. Max height: 60 feet.
- RM18 – Looks to accommodate predominately multifamily housing, at an average maximum density of eighteen units per acre. Max height: 35 feet.





**Map 2-4. Capital Mall Triangle Current Zoning Map**



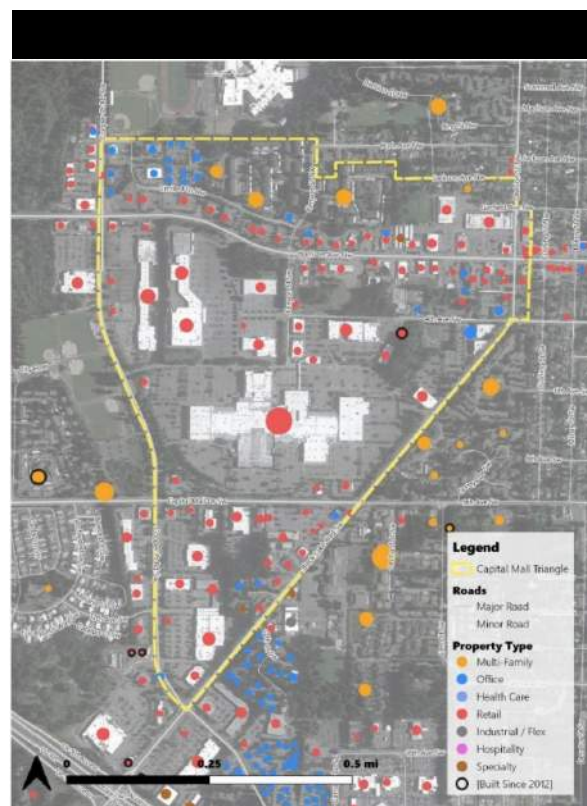
Source: MAKERS (2022)

# Market/Development

The Capital Mall Triangle subarea currently contains 1.8 million square feet of commercial area with retail space accounting for 76% of building area in the subarea. The subarea also has 500 housing units and is home to 1,172 residents.

Most of the construction in the subarea occurred in the 1970s, 1980s, and 2000s with the average year built for buildings in the subarea being 1985 and the average year built for multifamily properties in the subarea is 1987. However, between 2000 and 2022, the subarea has only seen light industrial, office, and retail development (total of 430,248 square feet). Even with the High-Density Neighborhood Overlay, no new residential development occurred between 2017 and 2022. The subarea does currently have a proposed 114-unit apartment building in the development review process.

The primary barrier to residential development in the subarea is the excessive parking requirements for shopping center, small retail, and other commercial uses (*see Appendix C: Land Use Alternatives*). Stormwater requirements and the City's tree ordinance likely add significant land area and costs to development and therefore limit development potential. Additionally, the combination of high costs to redevelop existing commercial land and the Westside's apartment rents being lower than those in Downtown Olympia lowers the feasibility of residential development in the subarea (*see Appendix A: Existing Conditions Report*).



Note: Circle size correlates with rentable building area, in square feet. Source: Costar & LCG (2022)



# Parks and Public Space

Yauger, Grass Lake, Sunrise, Woodruff, and Decatur Woods Parks are the public parks within a half mile of the Capital Mall Triangle subarea. The subarea also has a privately owned park at Division Street NW and Harrison Avenue called West Central Park, which is the only retail/restaurant-activated gathering place in the area. Most of the subarea and the surrounding residential neighborhoods are within a half mile of a park.

- Yauger Park abuts the west side of the subarea. This 39-acre park has multiple baseball, softball, and sports fields, a skatepark, a playground, community gardens, horseshoe pits, jogging paths, and it supports stormwater management for the City.
- Sunrise Park hosts a playground, halfcourt basketball court, and community garden. The park also has a large green field that can be used for play and picnicking. Grass Lake Park is Olympia's second largest park at 195 acres and provides opportunities for connection with nature through passive recreation as well as environmental protection of important natural features.
- Woodruff Park is a 2.46-acre park, with tennis courts, pickleball courts, half-court basketball, grass volleyball court, picnic shelter, and a seasonal sprayground.
- Decatur Woods Park has a playground, picnic shelter, and grassy play area, in addition to a forested area with a ¼-mile long walking path.

**Map 2-6. Parks near the Capital Mall Subarea**



Source: MAKERS (2023)



# Transportation

The following streets provide access and mobility through the Subarea:

- Harrison Avenue, Cooper Point Road, and Black Lake Boulevard/Division Street are four-lane arterials with center turn lanes/medians.
- Capital Mall Drive is a three-lane major collector that cuts across the Subarea, with two lanes in the eastbound direction and one in the westbound.
- Kenyon Street and 4th Avenue are two-lane major collectors.

The subarea does not have a conventional grid system, leading traffic to be concentrated on a limited number of streets. This limits multimodal access to the mall area by making the existing streets car-centric and unpleasant for walking, rolling, or bicycling even when sidewalks and bike lanes are present. Additionally, the streets are far apart, which increases the distance people have to travel. This also makes it harder for people to walk, roll, or bike to their destinations.

The surrounding arterials have long been designated as Strategy Corridors in both the Regional Transportation Plan and the City's Comprehensive Plan. Strategy Corridors are streets where widening is not a preferred option to improve mobility. Instead, the City's focus is on making multimodal improvements.

Intercity Transit, Mason Transit, and Grays Harbor Transit are the three transit agencies serving the subarea. There is a transit hub at Capital Mall serving routes 41, 45, 47, 48, and 68 from Intercity Transit. Stops for route 6 from Mason Transit and route 40 from Grays Harbor Transit are on Harrison Avenue.

The City of Olympia Transportation Master Plan (TMP) was adopted in 2021. The TMP has highlighted a number of transportation projects that are already planned to be completed in the next 20 years within the subarea, which can be seen in **Table 7-1 Subarea Transportation Projects** and **Map 7-2 Transportation Projects**.



# Stormwater

Approximately 75% of the of the 288-acre Triangle Mall subarea is impervious surface consisting of buildings, parking lots, streets, and sidewalks. Stormwater collection and conveyance systems for most of the subarea direct stormwater flows in generally westerly and southerly directions, with flows ultimately discharged off-site into Percival Creek south of the Triangle Mall subarea. Percival Creek flows into Capitol Lake, which has an outlet to the Budd Inlet arm of Puget Sound. Stormwater flows in the northeastern portion of the Triangle flow off-site to the north and east in the Schneider Creek basin, which discharges to Budd Inlet.

Much of the Triangle subarea consists of legacy (pre-1990) development that was constructed with stormwater management systems that do not meet current standards for incorporating Low Impact Development (LID) strategies and for flow control and runoff treatment. High peak flows and conveyance capacity constraints have contributed to flooding problems in the southern portion of the Triangle Mall subarea at the intersection of Cooper Point Road and Black Lake Boulevard. The City is seeking funding for improvements to the stormwater system intended to address flooding at the intersection, including major piping system upgrades. Without conveyance improvements, the City estimates the intersection will flood during an approximately 15-year recurrence interval storm (i.e., approximately 7% annual probability), based on past precipitation data, and potentially more frequently in the future with increasing rainfall intensities expected with climate change.



# Plan Concept

# 03



# Goals and Objectives

The following section came from the community engagement summarized in the **Process** section on page 3.

## Climate and Equity

Equity and climate are underlying tenets behind the plan and are infused throughout the following goals and objectives and the plan's recommendations.

## Overarching Themes from Engagement

1. **Safe and comfortable mobility**—walkable and bikeable for all ages and abilities, and for active modes to be more prominent and convenient than they are today
2. **Livable, compact, complete environment**—an economically vibrant, livable, mixed-use, compact environment with plenty of housing choices, especially for people with middle and lower incomes; more local businesses; public places to hang out; parks; and community amenities, such as a community center and daycare
3. **Environmental commitment**—a climate resilient, environmentally friendly, and sustainable area



## Land Use and Economic Development

### Goals

1. A thriving regional commercial center with improved local centers
2. Abundant housing supply, options, and affordability
3. Land uses that support and make use of transit, active transportation, and short trips
4. An attractive and vibrant urban form that has a mix of activities to live, work, play, educate, and flourish in close proximity
5. Business prosperity, including small and local businesses



### Objectives

#### Land Use and Economic Development

- a. Retain the economic prosperity and healthy regional draw of the subarea's businesses.
- b. Retain and attract small and local businesses to the subarea.
- c. Prevent or minimize small business displacement.



- d. Foster the continued diversity of restaurants, shops, fitness, and services.

### Housing

- a. Fill in excess parking lots with multifamily and/or mixed-use development.
- b. Increase the number and variety of homes, especially townhouses, multiplexes, and small and large midrise apartments/condominiums.
- c. Ensure that much of the new housing is affordable to people with workforce and low incomes.
- d. Remove regulatory barriers and incentivize development for mixed-use and residential buildings through a variety of tools (e.g., update development standards, reduce parking mandates, explore flexibility with tree code, expand and update MFTE areas).
- e. Seek opportunities and partners to accomplish the above (e.g., identify land owned by the City, other public entity, faith-based institution, or non-profit that could be used to expand affordable housing in the subarea; partner with community land trusts).
- f. Prevent or minimize residential displacement in and around the subarea.

## Transportation

### Goals

- 1. Safe, efficient, and comfortable multimodal mobility
- 2. Convenient and reliable transit/Prioritized transit

- 3. Less need for car usage within and near the subarea
- 4. More connected/redundant street pattern
- 5. Well connected to adjacent neighborhoods and attractions



### Objectives

#### Active transportation/Multimodal

- a. Maintain a functional transportation system that safely allows emergency vehicles and delivery of goods and services.
- b. Protect people on foot, wheels, or bicycles by physically separating them from fast-moving vehicles (e.g., enhanced, buffered, or separated bike facilities and sidewalks).
- c. Develop a network of trails, bike facilities, and crossings that safely connects schools and parks to the Triangle (to enable teens/kids and neighbors to move more freely in the subarea) and the Triangle to downtown and the Capitol Campus (to encourage bicycle commuting).
- d. Fix, fill in, and maintain sidewalks for better pedestrian movement.
- e. Develop interior connectivity with redevelopment of the Triangle.

- f. Improve arterial crossing safety at major intersections, park trails, and key destinations, and reduce distance between crossings.
- g. Support micromobility options to make short trips to transit and throughout the Triangle easier.

#### Transit

- h. Move or upgrade the transit hub and provide a direct bus route to the mall transit hub (i.e., less circuitous routes through the mall parking lot).
- i. Work with Intercity, Mason, and Grays Harbor Transit to extend bus service to cover all mall operations hours and increase bus service frequency.
- j. Encourage better connections between the transit hub and bathrooms and food options to allow quick access for transit riders.

## Urban Design and Community Livability

### Goals

1. An attractive and vibrant urban form that has a mix of activities to live, work, play, educate, and flourish in close proximity
2. A multigenerational, especially kid/teen and elders, friendly and supportive environment



### Objectives

- a. With redevelopment, include parks and public spaces (a “public living room”) to lounge and hang out without spending money.
- b. Maintain and increase kid/teen friendly activities, places to eat, and places to be.
- c. Seek opportunities to add community amenities, like a senior center, daycare, and larger library in or near Capital Mall.
- d. Foster multiple distinct districts to increase vibrancy, variety, and full-service communities within a 15-minute walk/roll.

## Climate and Environment

### Goals

3. A climate friendly, environmentally friendly, resilient, and sustainable community
4. Healthy tree coverage, greenery, and vegetation for a high density neighborhood
5. Safer and more resilient to flooding and extreme heat



## Objectives

- a. Expand greenery and mitigate stormwater runoff and urban heat (considering climate change and future flooding and heat risks) using Low Impact Development (LID) in transportation improvements and redevelopment. Tree varieties, spacing, and planting requirements should be appropriate for a dense urban area.
- b. Implement the Thurston Climate Mitigation Plan by planning for more compact growth and density in the Triangle, an already developed area that is well-connected with transit to services and jobs.
- c. Find ways for existing tree canopy coverage to support housing density while managing stormwater and reducing urban heat. Recognize that most new vegetation is likely to be varieties selected for a high-intensity urban environment.
- d. Implement the Thurston Climate Mitigation Plan by reducing energy demand in new development and existing buildings, supporting the transition to all-electric buildings, and encouraging sustainability features like rooftop solar panels, heat pumps, green roofs, microgrids, EV charging stations, and green building technologies.
- e. Consider embodied carbon in building materials in new construction and significant redevelopment projects.
- f. Evaluate the feasibility, costs, and benefits of establishing an Ecodistrict within the subarea. Several of the characteristics of an Ecodistrict are already planned for with the subarea plan.



# Plan Framework

The following concepts are the major game-changing strategies that will evolve the Triangle into the mixed use, economically thriving, affordable, green, well-connected urban center Olympians envision.

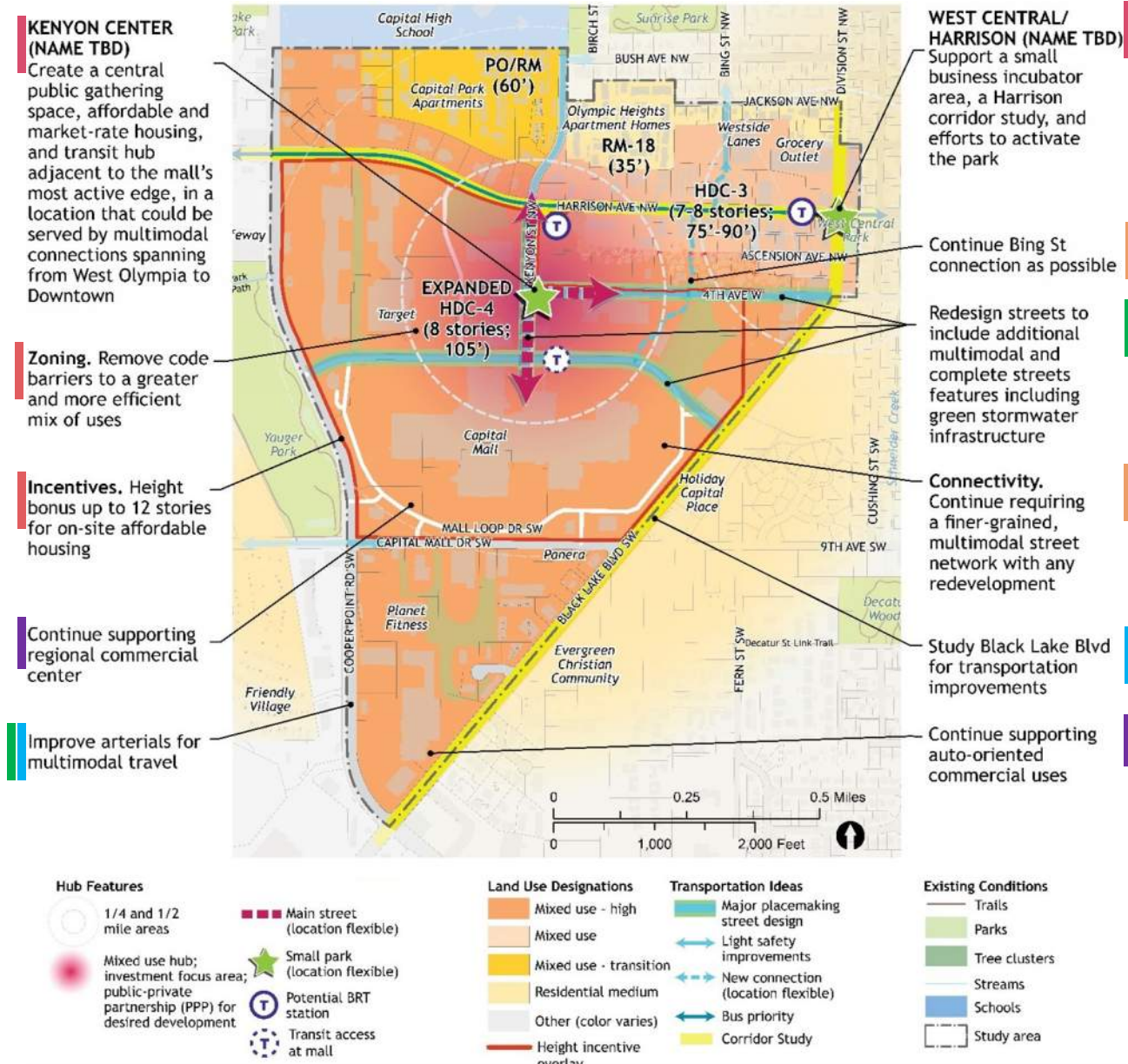
**1. Catalyze the evolution of the Triangle through focused public investment in community space.** Remove regulatory barriers and partner with property owners to catalyze opportunity site redevelopment. Target public investment in public, people-focused, community-facing infrastructure, which in turn sparks more private investment. Invest in high-quality, well-maintained, and activated park(s) and gathering space(s) for residents and visitors to come together, reinforcing the existing draw to the area. Public investments may include park/gathering space, community center, street infrastructure, transit improvements, affordable housing, or other. Foster holistic development that does it all, meeting people's existing and future needs within this urban center.

**2. Framework for connectivity.** Update development regulations so that as redevelopment occurs, block sizes are at a human scale and all modes are comfortably supported. Ensure freight and delivery access is maintained.

**3. Safe mobility for all.** Make public streetscape investments that improve the safety of all road users, particularly children, people with disabilities, and elders who may not be able to drive or walk long distances. Reduce exposure to risks and add separated infrastructure for these vulnerable roadway users.

**4. Green infrastructure.** Update requirements for and invest in Low Impact Development (LID), which uses systems that mimic natural processes which result in the infiltration or evapotranspiration of stormwater runoff. LID aims to preserve and protect water quality and associated aquatic habitat and reduce flooding risks. LID could be installed with new or redevelopment projects or by the City. Additionally, LID can provide landscaped areas (e.g., raingardens) to improve aesthetics and reduce the amount of hard surfacing in the area.

**5. Protect existing assets.** Continue supporting existing businesses and neighbors. The actions above are intended to bolster the Triangle as a regional draw that also serves locals better. Prevent residential and commercial displacement and support locals in surviving and thriving even through changes in the Triangle.

**Map 3-1. Capital Mall Triangle Subarea Framework Map**

Source: MAKERS (2023)

**Table 3-1. Subarea Plan Major Proposals**

| TOPIC   | CURRENT CONDITIONS <sup>2</sup>   | SUBAREA PLAN RECOMMENDATION   |
|---|---|---|
| Intent Summary  | The subarea is designated an urban center and has high intensity zoning. Though it is a functioning regional commercial center, desired infill development has not occurred.  | Remove barriers and provide flexibility for the Capital Mall Triangle Subarea to develop into a compact, mixed-income, high-density, mixed-use area in Olympia.   |
| <b>LAND USE ACTIONS</b>   |   |   |
| HDC-4 area height   | 60' – 75' (6-7 stories)   | <b>Base:</b> 105' (8 stories)<br><br><b>Incentive:</b> Up to 12 stories (130') allowed for onsite affordable housing that is located near transit and within the height incentive overlay (note: no change to zone scale transition measures) |
| HDC-3 area height   | 60' – 75' (6-7 stories)   | <b>Base:</b> 75' (7 stories)<br><br><b>Incentive:</b> Up to 8 stories (90') allowed for affordable housing (note: no change to zone scale transition measures)  |
| PO/RM area height   | 60' (6 stories)   | 60' (6 stories)   |
| RM-18 area height   | 35' (3 stories)   | 35' (3 stories)   |
| Residential parking   | Residential developments within ½-mile of frequent transit routes do not have a minimum parking requirement. Residential parking minimums were eliminated for the area located between Cooper Point Road, Black Lake Boulevard, and Harrison Avenue through a city-wide regulation change adopted in June 2023. | Apply existing City code as amended in June 2023  |
| Commercial parking<br>Notes: 1) A minimum of one ADA parking space is required in situations where no | Retail parking requirement:<br>3.5 per 1,000 sq. ft.<br>Office parking requirement:<br>3.5 per 1,000 sq. ft.  | Retail parking range:<br>0 to 3.5 per 1,000 sq. ft.<br>Office parking range:<br>0 to 3.5 per 1,000 sq. ft.  |

<sup>2</sup> As of January 2024

| TOPIC   | CURRENT CONDITIONS <sup>2</sup>   | SUBAREA PLAN RECOMMENDATION   |
|---|---|---|
| standard parking spaces are provided.<br>2) These parking changes are to apply only within the Capital Mall Triangle Subarea. | Shopping Center parking requirement:<br>4.5 per 1,000 sq. ft.<br><br>Restaurant parking requirement:<br>10 per 1,000 sq. ft.  | Shopping Center parking range:<br>0 to 4.5 per 1,000 sq. ft.<br><br>Restaurant parking range:<br>0 to 10 per 1,000 sq. ft. of dining area   |
| Minimum density   | None (Comprehensive Plan policy states a minimum of 15 units/acre in HDC zones, but not in zoning code)   | 15 units/acre for residential or the residential portion of a mixed-use project   |
| Zone scale transitions  | 35' height limit within 100' of land zoned less than 14 units/acre;<br>Up to 60' or the height allowed in the abutting district within 50' of land zoned 14 units/acre or more. | No change   |
| <b>STRATEGIES</b>   |   |   |
| Affordable housing height bonus   | None  | HDC-4 area height incentive overlay:<br>130' (12 stories)<br><br>HDC-3: 90' (8 stories)   |
| Main street treatment   | Comprehensive Plan policy (but no code) for pedestrian-oriented streets near mall.  | Main streets required near the Kenyon Center and other hubs.  |
| Park/gathering place  | Comprehensive Plan policy (but no code) for pedestrian-oriented streets near mall.  | A ½ acre plaza/gathering space required at the Kenyon Center with expected public investment.<br>Public-private partnerships for 3 additional parks/plazas on a first come first serve basis (see LU-14).<br><br>Provide trails through tree tracts where possible. |
| Connectivity improvements   | Blocks in commercial districts shall not exceed a perimeter of 2,000 feet (EDDS 2.040)  | Block sizes will have 1,200 - 1,600-foot perimeters as the goal with flexibility up to 2,000 feet, depending on site conditions and when providing for finer-grained ped/bike connections.  |
| Green building  | Existing stormwater regulations and building code   | Continued State and City efforts on building code updates. Some low impact development (green stormwater infrastructure) may be included in catalyst streets projects.  |

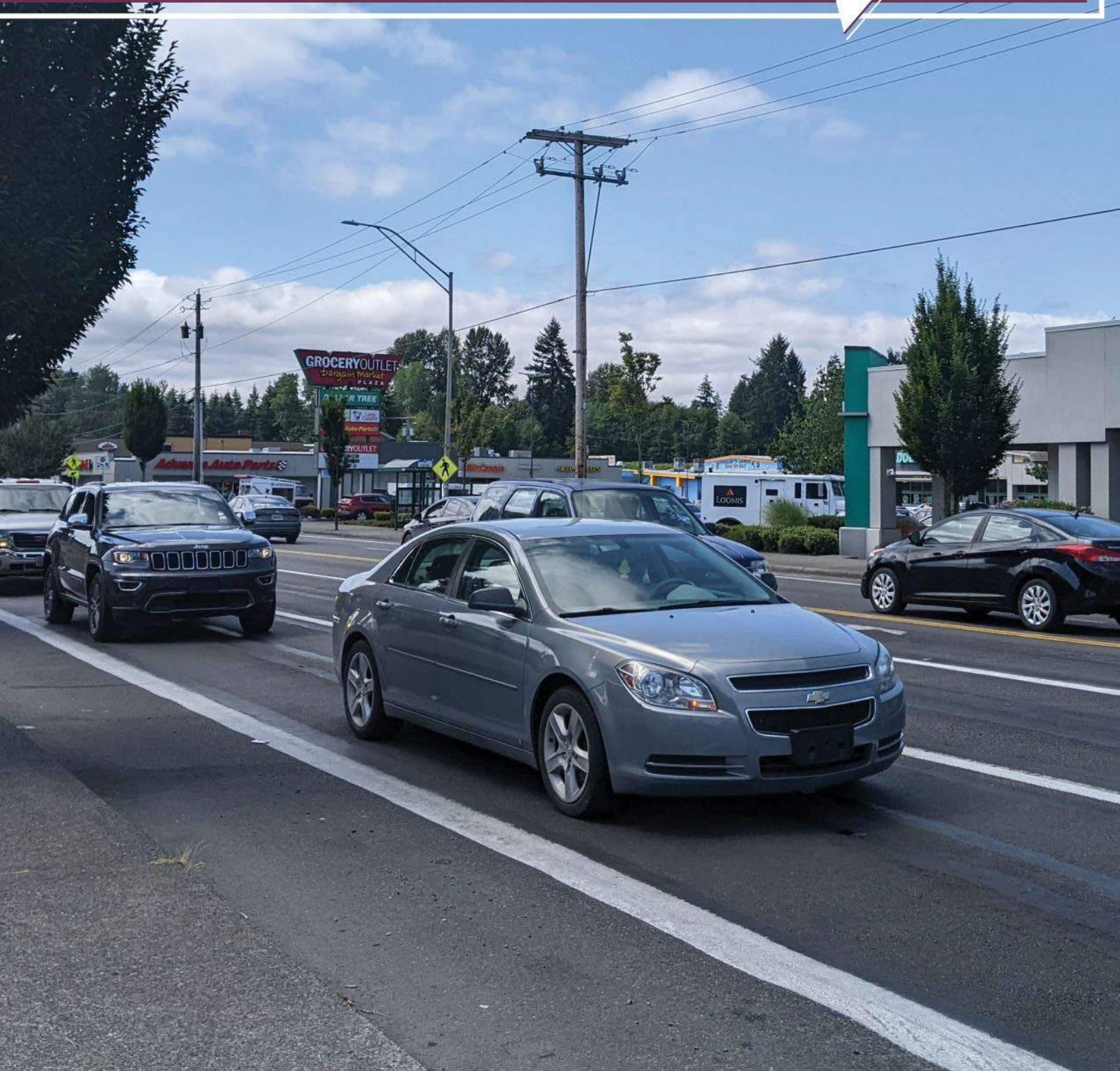
| TOPIC     | CURRENT CONDITIONS <sup>2</sup>                                      | SUBAREA PLAN RECOMMENDATION   |
|-----------|--|---|
|           |  | Encourage and incentivize development that is consistent with the Buildings and Energy actions and Climate and Environment Objectives (a) through (e).  |
| Tree code | 30 tree units per acre are required on the buildable area of a site. | Apply existing code similarly to how it is applied downtown to foster the transition to a complete high density urban neighborhood. Making use of existing flexibility within the code will become more appropriate as development occurs within this area. |

| TOPIC                              | CURRENT CONDITIONS   | SUBAREA PLAN RECOMMENDATION  |
|------------------------------------|--|--|
| <b>TRANSPORTATION</b>              |  |  |
| TMP 20-year projects               | Yes  | Yes  |
| Bus priority lanes                 | Bus priority lane on Harrison                              | Bus priority on Harrison (primarily signal prioritization)   |
| Multimodal improvements            | TMP 20-year project list                                   | Add new projects to the TMP, including major street redesigns around the Kenyon Center; multimodal projects along arterials and connections to adjacent neighborhoods.   |
| Transit hub                        | IT is planning for higher frequency transit along Harrison | Higher frequency transit is focused on Harrison. Continue coordination with IT to maintain transit access in the central Triangle.   |
| <b>2045 HOUSING AND EMPLOYMENT</b> |  |  |
| Total housing units by 2045        | 761 (Market Trend)<br>1,500 (TRPC)                         | 2,749  |
| Total employees by 2045            | 5,194  | 5,298  |
| <b>PUBLIC INVESTMENT</b>           |  |  |
| Likely investment levels           | Minimal, including TMP 20-year projects                    | Moderate plus<br><br>Invest in public space in the Kenyon Center, with complete streets, possibly on Kenyon and 4 <sup>th</sup> Avenue (depending on eventual location of the center), streetscapes with mini-plazas in up to 3 yet-to-be-identified locations, stormwater, and planned transportation improvements. |



# Land Use & Development

04



## What is this chapter about?

Designated as a High-Density Neighborhood, the subarea is planned and zoned for a high-density, walkable, mixed-use urban neighborhood, allowing up to 7 stories in much of the subarea. Currently, retail space accounts for 76% of the building area in the subarea, with a major regional shopping and commercial center, property owners who are open to mixed-use redevelopment, and large underutilized surface parking lots. The subarea also has 500 housing units, mostly north of Harrison Avenue.

However, even with these strengths and the desire for residential and mixed-use developments, the subarea has only seen low intensity light industrial, office, and retail development between 2000 and 2022. Layered development requirements, in combination with market factors, have limited the development potential (see *Appendix B: Market Analysis*). The following—altogether, not necessarily individually—are barriers: high commercial parking requirements for shopping centers, tree requirements, high costs of stormwater facilities, building height limits (in long term), and lack of comfortable, human-scaled, connected streets/paths.

This chapter recommends changes to the zoning and development code and other development incentives to nudge the Triangle’s evolution into the envisioned mixed-use environment. It also considers residential and commercial displacement risks and ways to keep all who want to be in and near the Triangle in the area.

## What We Heard

*“I want to retire in an apartment high above a vibrant neighborhood with lots of people out and about”*

*“Downtown in feel. Lots of mixed-use space. Walkable. Alive.”*

*“Dense multi use neighborhood with limited auto access and plenty of bike/walking paths supported by a robust streetcar/bus network”*

*“The City should gift the two lots it owns on 4<sup>th</sup> Avenue to one of the above listed low income”*

*“Affordable senior housing.”*

*“People from all economic levels of Olympia, including low-income folks and retail workers, can make their homes (live), shop (essentials and more), and have community (spaces to gather WITHOUT SPENDING MONEY) in the Triangle...”*



## Zoning Proposals

This section describes proposed rezones and changes to development code and parking minimums.

### **LU-1 Reduce subarea parking minimums**

Parking, especially structured, is expensive to construct, takes up valuable space, and may not be needed to the same degree as in the past with a more accessible mixing of uses and multimodal options. Adding flexibility to parking requirements can make development more economically feasible and result in a more human-friendly neighborhood. Changes include:

- Eliminating residential parking minimums for the area between Cooper Point Road, Black Lake Boulevard, and Harrison Avenue (adopted June 2023)
- Eliminating residential parking minimums for residential developments within ½-mile of frequent transit routes (adopted June 2023)
- Apply parking maximums of 1.5 stalls per unit for multifamily projects 5-units and up (existing standard)
- Retail and office parking requirements of 2-3.5 stalls per 1,000 sq ft
- Shopping center parking requirements of 2.5-4.5 stalls per 1,000 sq ft
- Restaurant parking requirements of 3.5-8 stalls per 1,000 sq ft of dining area

### **LU-2 Increase max height of HDC-4 area**

Height limit increases would align allowed height with typical midrise construction allowed in the building code and allow greater development flexibility in the long term. The HDC-4 zone area would increase height limit to 105 feet and allow 8 stories.

### **LU-3 Increase max height of HDC-3 area**

The base max height for HDC-3 zoned areas would be set at 75 feet and allow 7 stories.

### **LU-4 Adjust upper floor stepback requirements**

In HDC-4 areas, require upper floor stepbacks (minimum 8 feet) on floors above 6 stories instead of 3 stories to support feasible and energy-efficient buildings.

### **LU-5 Encourage mass timber construction**

No upper-level stepback for mass timber/cross laminated timber (CLT) constructed buildings within the HDC-4 zone.

**LU-6 Zoning for residential uses**

Update development regulations (especially the HDC pedestrian street code in OMC 18.130.060.A.1) to more easily accommodate residential-only buildings where ground floor commercial is not necessary.

**LU-7 Add minimum density to zones**

In the Comprehensive Plan, the Future Land Use Designations for Urban Corridors sets a minimum residential density of 15 dwelling units per acre. Adopt a minimum density of 15 du/ac for residential uses in the HDC zones with appropriate applicability thresholds to flexibly accommodate investment in existing buildings.

## Development Incentives

In addition to the zoning proposals listed above, which would reduce barriers to development, additional incentives include the following.

**LU-8 Affordable housing height bonus**

Apply the affordable housing height bonus to the overlay area outlined in red in Figure 4-1. Affordable housing taking advantage of this height bonus must have 100% of units serve households with area median incomes (AMI) of 80% or less and stay as an affordable unit for at least 50 years.

- The max height of affordable housing in the height incentive overlay for the HDC-4 zone will be 130 feet and allow 12 stories.
- The max height of affordable housing for the HDC-3 zone will be 90 feet and allow 8 stories.

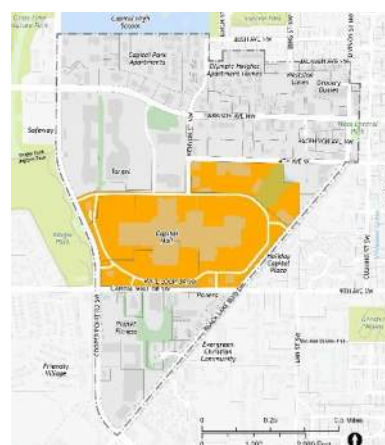


*Figure 4-1. Affordable housing height bonus overlay area (red outline).*

Source: MAKERS (2023)

**LU-9 Urban neighborhood tree code application**

Note that the mall property (orange properties in Figure 4-2.) currently has more trees and tree units than the required amount. However, in the event of redevelopment of non-mall properties (or potentially with major redevelopment of the mall), additional trees would be required under the current application of standards. Apply the tree code in the Triangle similarly to how it is applied downtown. As the area develops, use of options such as fee in lieu (often used downtown) will be appropriate for the subarea. The fee in lieu would allow developers to pay into a public fund that will be used to add public trees to public rights-of-way, parks, and open spaces. This would allow a more targeted approach to tree placement, tree canopy coverage, and urban heat concerns.



*Figure 4-2. Capital Mall properties (orange parcels).*

*Source: MAKERS (2023)*

**LU-10 Monitor MFTE program**

The City expanded the multifamily tax exemption (MFTE) into the Triangle subarea in late 2023. Monitor the program's use and adjust as needed to meet goals. Ensure that the citywide MFTE program incentivizes development in the Triangle at least as much as other parts of the city.

**LU-11 Tax increment financing (TIF) area**

Study and potentially establish a tax increment area (TIA) in the subarea to capture some of the value of new construction and invest in infrastructure improvements. TIAs are best positioned to generate funds when significant private development is proposed. Continue coordination with property owners to clarify opportunities. The northern portion of the subarea, generally between Harrison Avenue and Capital Mall Drive, is a likely candidate.



*Figure 4-3. New technologies like soil cells allow for proper soil volumes for urban trees while still accommodating utilities, irrigation, and paving in tight conditions.*

*Source: Seattle Department of Transportation*

See **Stormwater & Tree Canopy** for additional recommendations that incentivize redevelopment.

## Catalyst Sites

Focused public investment—through fully public or public-private partnerships worked out through a development agreement—can spark desired change by helping a development project become economically feasible, which in turn renders private investment. Olympia’s community expressed the most interest in catalyzing a “center of gravity” at the Kenyon Center, an area generally in the vicinity of Kenyon Street NW around 4<sup>th</sup> Avenue W and Mall Loop Drive, as well as in several yet-to-be-identified locations.

Public investments will go toward projects related to gathering space, street upgrades/active transportation, and stormwater. See **Parks** and **Stormwater** for more details.

### LU-12 Focus on catalyst sites

Continue coordinating with property owners to evaluate, envision, co-create a long-term vision for (e.g., conceptual site/street design), and pursue development/redevelopment at catalyst sites. Prioritize public investments at or near these sites to encourage redevelopment. Consider conducting analyses or a “pro forma” development report to inform the decision to invest public funds. Seek funding opportunities, such as through tax increment financing (TIF) (see **LU-11**) or an Economic Development District (EDD).



*Figure 4-4. Rendering of public space in future Northline Village redevelopment at Alderwood Mall, Lynnwood. Result of a development agreement between the City and developer.*

### LU-13 Kenyon Center plaza and street upgrades

To spur desired development, focus public investments into the signature catalyst site in the subarea—the Kenyon Center. The Kenyon Center is in the generally vicinity of Kenyon Street NW, 4<sup>th</sup> Avenue W, and Mall Loop Drive SW. The mall businesses close to the Kenyon/Mall Loop Drive intersection include a movie theatre and restaurants, which lend themselves well to evening uses that energize a neighborhood.

Work with property owners and developers to invest in two major projects:

1. A ½ acre (or more) plaza, which will help create a magnetic social pull to the area and act as a central attraction that knits the subarea together.
2. The general area of 4<sup>th</sup> Avenue – Kenyon Street – Mall Loop Drive - people-friendly streetscape upgrades with comfortable paths and stormwater-focused landscaping, which would connect people to the plaza, entertainment, shopping, and housing.

Depending on the mall ownership group’s long-term plans, bus routing and street configuration should be considered for fastest, most reliable transit service. Ongoing programming and maintenance will be needed to ensure its long-term success.

The timeline will likely depend on grant opportunities and/or may be incremental and phased over many years. See **Table 9-2. Catalyst Projects Rough Cost Estimates.**

Co-siting public attractions, such as a library, public art, or other similar draws, could further elevate the importance of the area.



*Figure 4-5. Kenyon Center catalyst site area (see Map 3-1), which could include several properties and mall parking lots along Kenyon Street NW near 4th Avenue W and Mall Loop*



*Figure 4-6. 4<sup>th</sup> Avenue shared use path, landscape, and low impact development (green stormwater infrastructure) conceptual vision.*



**LU-14 First come first serve catalyst sites**

Adopt code language that supports up to three first come first serve public-private partnership catalyst projects and tie them to funding sources (e.g., **LU-11** Tax Increment Financing). Projects are expected to be streetscapes with mini-plazas, stormwater, and planned transportation improvements. These are in unspecified locations and distinct from the **LU-13** Kenyon Center catalyst projects. Interested developers can partner with the City—in up to three locations—to share costs for elements that provide public benefit.

**LU-15 Community benefits/development agreements**

Development agreements, or community benefits agreements, are voluntary, negotiated contracts between a developer and a city/county that specify the public benefits the development will provide and each parties' responsibilities. They can achieve affordable housing, affordable commercial space, community gathering space, relocation assistance and phasing considerations for existing businesses, and other public amenities. For example, developers can agree to build out the ground floor space for small businesses and cultural anchors, making it more affordable for them to get into a new space, and then gradually afford market rent over time. The Delridge Grocery Co-op in Seattle was able to lease space in a new building with lower-than-normal startup costs because of the development agreement laying out the need for this type of commercial space.



*Figure 4-7. Typical street standard option for new essential streets. Some of the first new developments could make use of public funding to meet street requirements.*

**LU-16 Strategic land purchases**

While the City can use tools like community land trusts to reserve land for future projects that meet the City's goals, a more straightforward route may be for the City to purchase specific plots of land within the subarea that can be reserved for a future use that the market may not provide on its own. Where possible, the City should purchase parcels for future public-serving uses like affordable housing, affordable retail, parks or parklets, or even stormwater retention. Depending on the desired use, the City could choose to undertake the development or transfer control of the land through a below market rate sale or lease. Land subsidies reduce the amount of gap funding needed by low income housing developers, thus improving project feasibility.

As the Capital Mall Triangle begins to attract more development, land prices are likely to rise. Purchasing land in the subarea before this occurs ensures that the City will be able to reserve space in catalytic areas for future public benefit at a time when they are not in direct competition with private investors, thus limiting the size of subsidy required. Although opportunities for purchasing land within the subarea may be limited, identifying key parcels and having an acquisition process in place will help the City act more nimbly when an opportunity arises.

## Affordable Housing and Residential Displacement

The City has a variety of affordable housing development incentives including impact fee exemptions for parks and transportation, special exceptions for water hookup charges, reduced parking requirements, regional funding opportunities (e.g., Home Fund, HB 1406 program), the Multi Family Tax Exemption program, renter protections, and several others. The Housing Program also offers grant and loan opportunities for low-income housing preservation to address displacement. Additionally, the City has worked with LOTT (the regional wastewater utility serving Lacey, Olympia, Tumwater, and Thurston County) and the Olympia and North Thurston School Districts to reduce charges and fees for low-income housing.

The zoning code changes, minimum parking reductions, tax incentives, and public investment will make it easier to build more housing in the subarea, which will increase the housing supply. Such changes will also make it easier to provide subsidized affordable housing projects in the area. Two City-owned parcels in the subarea along 4<sup>th</sup> Avenue are being investigated for their suitability for a possible affordable housing development.

### LU-17 Partnerships with affordable housing providers

The City has partnered on a number of affordable and low income projects with affordable housing developers/organizations. The City should continue work to maintain existing partnerships and foster new partnerships.



*Figure 4-8. Family Support Center of South Sound. 62 units of permanent supportive housing for low-income families. Occupancy set for November 2023. The City contributed \$5 million to the project.*



**LU-18 Anti-displacement programs**

Economic displacement occurs when pressures of increased housing costs, such as rising rents, compel households to relocate. Housing costs are largely driven by the interaction of supply and demand in the regional housing market. Newer buildings in a constrained market usually come with higher rents. More demand to live in the subarea can potentially outpace the construction of new housing and increase the demand for existing affordable housing surrounding the subarea.

To address economic displacement risk nearby, Olympia will:

- Conduct a housing displacement analysis.
  - The City of Olympia is coordinating with other local jurisdictions to hire a consultant to conduct a housing displacement analysis. Completion of work is expected in early 2025.
- Require a 5-year rent stabilization at the end of a 12-year MFTE period, which limits rent increases to no more than 7% a year.
- Partner with community land trusts.
- Provide need-based rehabilitation assistance for existing housing to address weatherization and energy efficiency improvements.
- Provide down payment assistance for first-time buyers or longtime residents looking to stay in the area.
- Provide or connect people to the State's property tax assistance programs for longtime residents who own their homes and would struggle to stay in the subarea without assistance (the State's program is for senior citizens and people with disabilities).

**LU-19 Offer height incentives for affordable housing**

Consistent with Strategy 3.o of the Housing Action Plan, a height incentive is provided to affordable housing developments located within the core of the subarea. See LU-8 for more information and details.

**LU-20 Donate and/or lease land to affordable housing developers.**

Consistent with Strategy 1.a. of the Housing Action Plan, the City of Olympia should investigate the suitability of city owned properties within the subarea for affordable housing. Consider leasing or selling the properties to affordable housing developers as a way to facilitate the creation of more affordable housing within the subarea. There are two city-owned properties on 4<sup>th</sup> Avenue that should be evaluated. The City should also promote family-sized housing to be included in affordable housing developments. See LU-17 regarding coordination and partnerships with affordable housing developers.

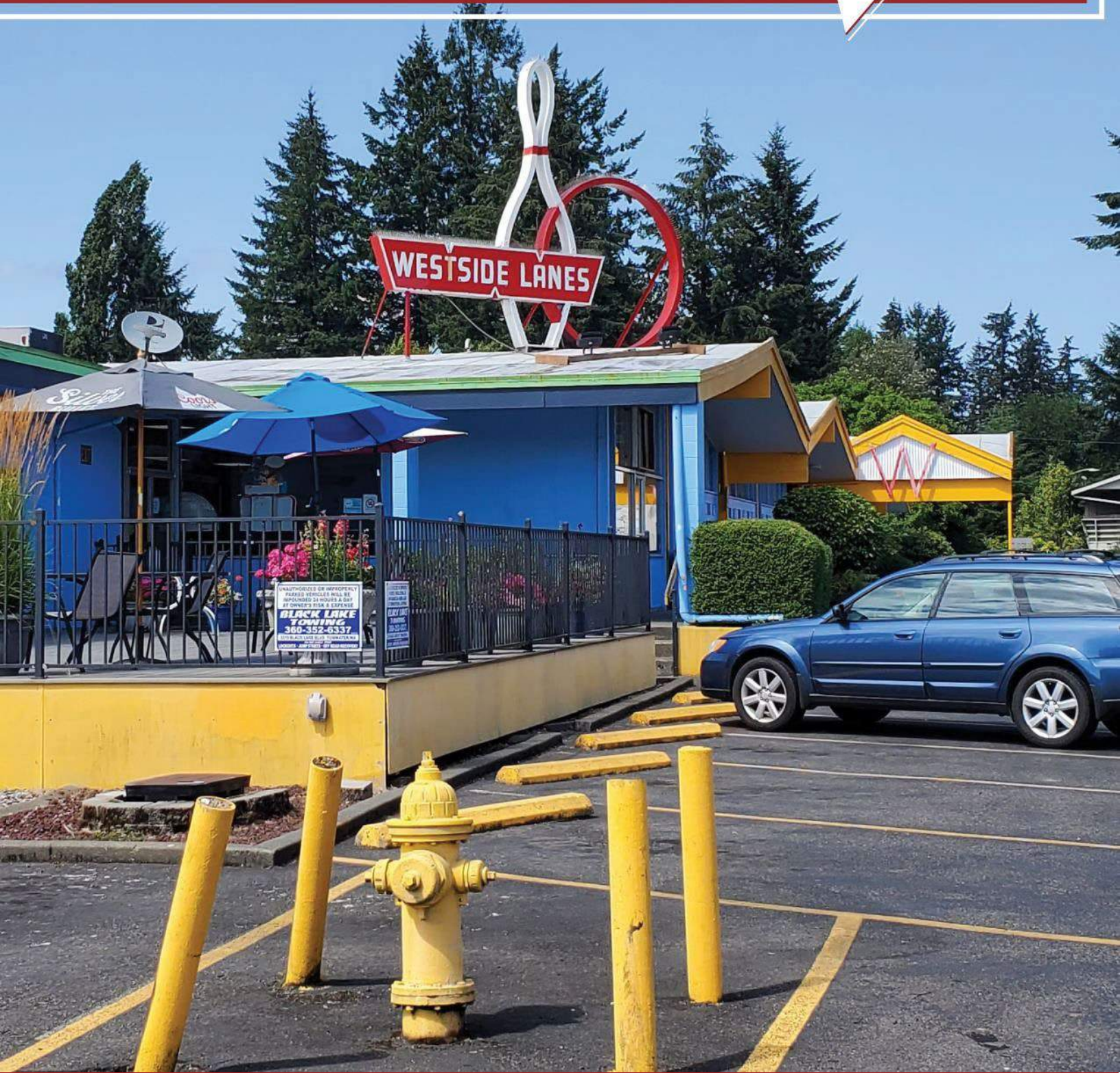
**LU-21 Expand housing supply by streamlining the development process.**

Consistent with Strategy 3 of the Housing Action Plan, the City of Olympia should adopt a planned action ordinance for development within the subarea. This will streamline the development process and help to encourage more housing overall.



# Economic Development

05





## What is this chapter about?

The subarea and the surrounding area serve as a regional destination for shopping and services. Three main economic activities contribute to this regional draw: 1) Capital Mall and surrounding shopping centers, 2) the Olympia Auto Mall, located less than one mile southeast of the mall, and 3) MultiCare Capital Medical Center and surrounding medical offices, located less than one mile west of the mall. Of these three, only the Capital Mall and surrounding shopping centers are located within the Triangle subarea. In addition to providing important services for the Olympia community, these three draws also contribute to Olympia's employment and tax base. The City estimates approximately 7-11% of overall tax revenue is derived from the Triangle.

Adding housing and improving connectivity and placemaking elements have the potential to shift the subarea from a traditional shopping center area to a neighborhood and community destination, serving both residents of Olympia and the broader trade area. Retail and service-based businesses thrive when they are paired with other uses that drive foot traffic—this includes housing, food and beverage, entertainment, and additional retail, as well as public amenities like parks. The economic vitality of the Triangle depends on its ability to modernize and densify, which this subarea plan encourages.

North of the mall, the Harrison Avenue corridor serves as a neighborhood and regional commercial district, with a mix of locally-owned small businesses (restaurant, auto services, grocery, retail, etc.) and some national chains (fast food and banks). Small businesses also rent space in the mall and other shopping centers in the subarea. Redevelopment of existing retail is likely to increase commercial rents in the area, both for the renovated buildings and those adjacent to them. In addition, the older, smaller buildings that house local businesses could be at a higher risk of redevelopment. The potential addition of dense housing in the subarea as well as improved connectivity will be a boon to the existing small local businesses, but only if they are able to continue operating there. Supporting these businesses by mitigating commercial displacement through redevelopment will help maintain the variety of businesses in the area, improving economic vitality and serving specific cultural and community needs.

## What We Heard

*“Service like the rest of the City or commensurate with the commercial and residential tax revenue we bring in”*

*“Busy with people shopping, relaxing, visiting, wandering with few cars”*

*“Less chain stores and parking lots”*

*“It would be a vibrant welcoming area where people want to go to eat and recreate.”*

*“The westside of Olympia currently has a strong set of locally owned businesses; I hope these businesses will be preserved, and that other sites or streets within the subarea will be set aside for local businesses.”*

*“...areas containing existing commercial development like the Triangle are not blank canvasses. They were originally intended and designed to draw citizens residing throughout the region they serve, and it is important to preserve this characteristic as we attempt to attract more citizens to live and work within their boundaries. ... Therefore, ... focus on measures that allow developers to build upon and enhance the existing character of the Triangle over time as the market dictates, while avoiding onerous measures intended to immediately compel transformation of the Triangle into something drastically different than exists today.”*

*“Lots of independent small businesses, as well as taller structures for housing and mixed use. More GOOD restaurants.”*

## Regional Commercial Center

The City’s Economic Development staff regularly connect with Mall management, local medical leaders, and the owners and managers of the auto mall. City staff also regularly attend monthly meetings of the West Olympia Business Association (WOBA). These proactive relationships provide an opportunity to share information and plans, and for the City staff to understand if there are emerging issues appropriate for City departments or other economic development partners to address.

### ED-1 Proactively maintain relationships

Continue ongoing coordination with regional economic drivers and WOBA to share information, address emerging issues, and coordinate plans. Ensure that continued engagement includes smaller businesses, particularly those in the northern portion of the subarea.

See **Development Incentives & Catalyst Sites** for additional recommendations that would support a healthy economic environment.

See **Transportation** for how the multimodal network will continue to support the regional commercial center.

**ED-2 Economic Development District**

Support regional Community Economic Development Strategy (CEDS) efforts to achieve a US Economic Development Administration-designated Economic Development District. If designated, seek funding for catalyst projects (streets and parks) (**LU-13** and **LU-14**) and a regional stormwater facility (**UN-4**).

## **Business Enterprise Resources and Support**

The Harrison Avenue corridor is naturally incubating small businesses in Olympia by providing affordable commercial space and a regional and local clientele. The following recommendations reinforce City and regional partner efforts to support small businesses.

**ED-3 Continue local business technical support**

The Thurston region has a robust network providing full spectrum business support and training programs that are supported in part by the City of Olympia. For example, the Thurston EDC's Center for Business and Innovation (CBI) offers a suite of no-cost services and resources for entrepreneurs, business owners, and managers. This includes business start-up and scale-up training, consulting, assistance to access state and federal government contracts and financial loan opportunities. Enterprise for Equity (E4E) also offers financial training, business training, business technical assistance, and microloans for emerging and existing entrepreneurs and businesses, while placing a priority on individuals who have limited incomes. The City of Olympia provides funding to both the CBI and E4E to ensure Olympia residents have no cost access to business training programs. Other entities such as Northwest Cooperative Development Center, the Thurston County Chamber of Commerce, and local colleges South Puget Sound Community College (SPSCC) and the Evergreen State College (TESC) play strong roles in providing training and support to strengthen our business ecosystem.

The City's draft economic opportunities plan, Olympia Strong reinforces the importance of these enterprises toward building a stronger, more inclusive economy. Olympia Strong recommends the City continue funding scholarships for Olympia residents to access business training, and enhanced support to improve access to capital, community resource navigators, and efforts to attract and help grow anchor employers that align with Olympia values, among other initiatives.

**ED-4 Co-ops and creative models**

With twelve co-operative businesses in operation, Olympia boasts the most co-operative businesses per capita in the State of Washington. Most are located in downtown Olympia. There appears to be increasing interest in cooperative models, and the Evergreen State College, in partnership with the Northwest Cooperative Development Center (NWCDC), began their first cooperative training program in 2022. The Olympia Strong plan includes recommended support for training programs offered through NWCDC.

**ED-5 Building and façade improvement program**

Many properties can be functionally and/or aesthetically improved to enhance tenants' business success. Building and façade improvement programs provide public matching funds to enable capital improvements to commercial buildings.

Olympia has an existing Neighborhood Matching Grant program, but the amounts awarded are too small to catalyze significant capital improvements to buildings. These grants could be targeted towards small, local businesses in the Triangle, and could enable these businesses to remain in place and thrive. Therefore, these grants can have a strong anti-displacement component. Depending on available resources and city priorities, grants can range from \$5,000 to \$50,000, and sometimes more.

The City should consult its legal counsel when and if it decides to implement a building and façade improvement program. Historically, State law has limited cities' ability to make grants and loans due to prohibitions on the "gift of public funds"—certain funds to private entities. However, a building and façade improvement program can be crafted that helps businesses, while also honoring the spirit and letter of state law.

**What makes a successful building improvement program?**

While many such programs focus on the exterior or façade of a business, some of the most successful programs, such as the one in Beaverton, Oregon, offer more flexible grants that can be used for exterior or interior improvements. Businesses are then able to direct grant funds toward the projects with the biggest return on investment, whether that is new paint or signage on the exterior, new commercial-grade kitchen appliances or mechanical systems, or upgraded interior spaces.

Grant and loan programs that follow this model have been used extensively across the country; Tacoma, Auburn, and Vancouver all have successful programs.

## Business Anti-Displacement/Affordable Commercial Space

The following actions slow and prevent physical (redevelopment on the same property) and economic (rising rents) business displacement.

### ED-6 Harrison Avenue corridor planning

Work with businesses along the Harrison Avenue corridor to further develop the vision for the area, understand displacement risks, and connect businesses to resources for securing land and buildings. Determine whether there are opportunities to develop some of the larger tracts of land without displacing existing tenants. Also see **T-4** Harrison Avenue corridor study.

### ED-7 Community land trusts

A community land trust (CLT) is a non-profit organization which buys and holds land for public benefit, including affordable housing and/or commercial space. Building occupants pay a monthly land lease fee to the trust, which maintains ownership of the land itself. CLTs build community wealth by cooperatively owning land, maintaining affordability, and retaining local businesses.

A similar model is a community investment trust (CIT) (e.g., Mercy Corp's [East Portland CIT](#)).

Seek partner organizations and facilitate funding opportunities (e.g., federal grants), land acquisition, and development permitting to establish CLTs in the Triangle, especially along Harrison Avenue.

### ED-8 Ground floor commercial financing

Commercial space can be riskier for developers and lenders to finance than residential space, with fears that it may return lower rents than residential, have higher maintenance costs, and/or may be hard to lease. In addition, because of state restrictions on city/county funds, financing affordable commercial space can be more challenging than affordable housing. However, cities can use federal and private funds. Seattle used federal CDBG funds to support the [Liberty Bank Building](#) redevelopment, which includes affordable commercial space and community amenities on the ground floor. Using the federal funds avoids the state restrictions; however, CDBG's regulatory process and compliance is challenging, especially for smaller projects that can't absorb that cost.



Funding may also be more easily managed by Public Development Authorities (PDAs) and Ports rather than cities. PDAs, as quasi-public corporations, serve and are accountable to the public and administer public funds, while having the flexibility of a corporation. PDAs are particularly useful for developing and maintaining the ground floor space for commercial and arts activities and leasing to businesses and nonprofits. Ground floor improvement costs can otherwise be insurmountable to individual businesses and nonprofits. Successful PDAs include [Africatown-Central District Preservation and Development Association](#), the [Seattle Chinatown-International District Preservation and Development Authority](#), and [Twisp Public Development Authority](#).

#### **ED-9 Small-scale and flexible space design**

Preservation of existing affordable space is typically most effective for maintaining affordability, but if the area is redeveloping, set requirements or incentives to support nontraditional commercial uses on the ground floor, such as:

- Apply store size caps (can be an average) to ensure spaces for small and micro-retail are accommodated in new development.
- Require flexible space for a range of businesses (e.g., restaurants, micro-retail) and arts organizations to reduce initial move-in/tenant improvement costs. Flexible space means high ceilings to accommodate commercial kitchen grade HVAC and arts needs (dancers, lighting, etc.), opportunities for multiple entries (to divide space into smaller commercial units).

#### **ED-10 Construction disruption assistance**

Support businesses with marketing, signage, technical assistance, and/or grants or forgivable loans as reparations for revenue lost during construction projects (redevelopment or street/infrastructure projects).

**ED-11 Commercial tenant protections**

Commercial tenant protections are an emerging area of interest. Most cities have enacted stronger protections for residential tenants rather than commercial ones. While rent control is prohibited in the state of Washington, there are other protections that can be extended to commercial tenants through municipal programs. These can include tenant harassment protections, which give tenants the legal recourse if they face abusive pressure to relocate.

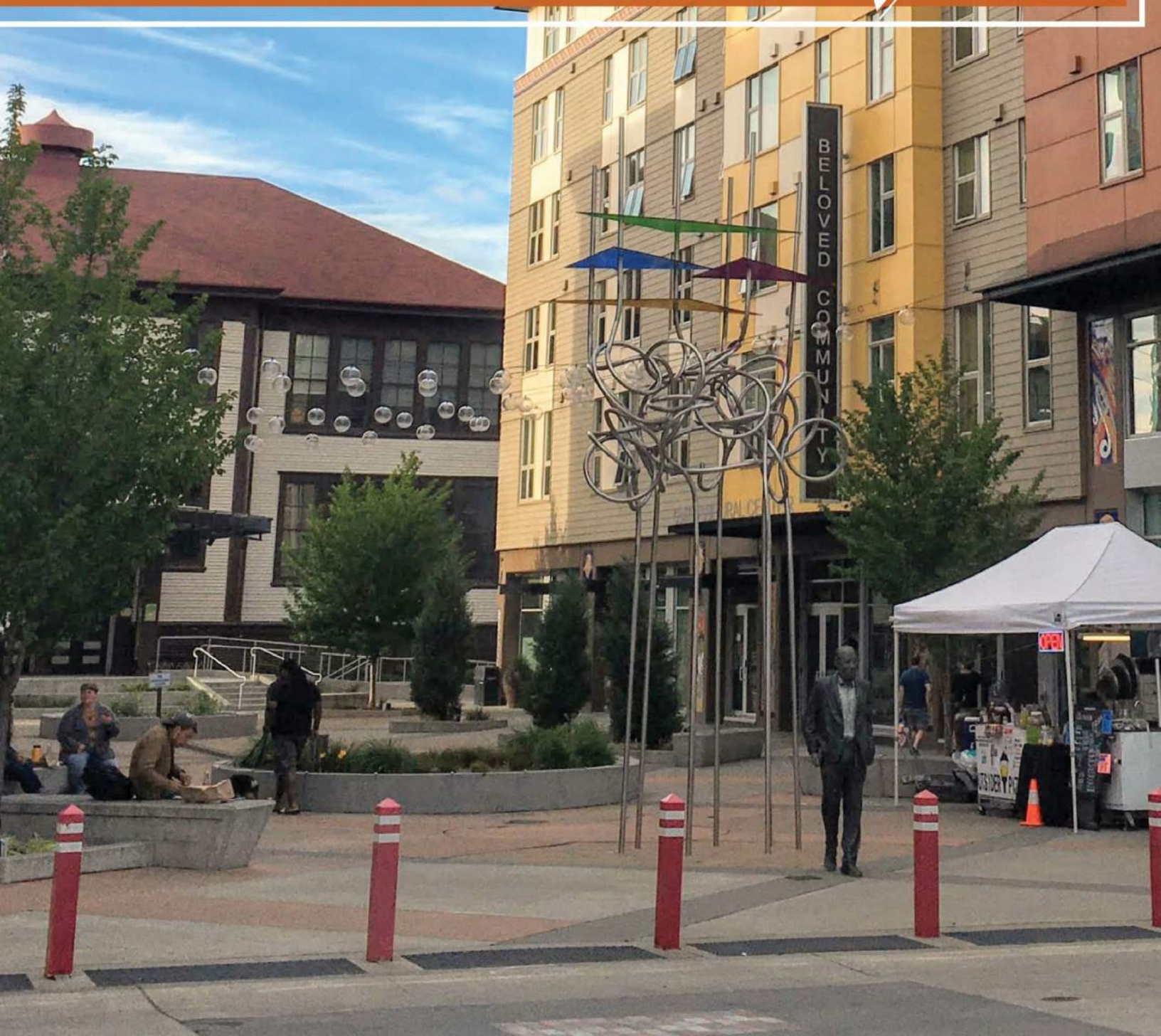
Olympia should explore this more through resources provided by organizations like the Association of Washington Cities, the American Planning Association, and the Municipal Research and Services Center.

**ED-12 Local hiring ordinances**

In cases where the City or other public agencies are involved in infrastructure investments (e.g., transportation, transit, parks, stormwater, other utilities) or redevelopment, they can use local hiring ordinances to ensure that local businesses and workers benefit from that public investment. While much of the development in the Capital Mall Triangle is expected to be private, implementing this kind of program at the outset will help ensure that smaller businesses realize some of the gains from public investment in the subarea. Local hiring ordinances can be part of community benefit and/or development agreements, as described in **LU-15** Community benefits/development agreements.

# Design & Community Livability

# 06





## What is this chapter about?

The transition of the subarea from a suburban mall area surrounded by vast parking lots to a high-density, walkable, mixed-use urban neighborhood will mostly likely happen over a medium to long period of time. New development will reduce large parking lots, bring new building forms, and add or upgrade streets to be more walkable. The subarea being both a mixed-use urban neighborhood and a regional destination means the area will be a continual destination, drawing new investment in community amenities.

Capital Mall is home to the popular West Olympia Timberland Library and has acted as a temporary healthcare site during the first year of the Covid-19 Pandemic. Most of the subarea is within a half mile walk to parks such as Yauger Park, West Central Park, and Sunrise Park. However, most residents, customers, and employees would have to cross a major arterial to reach one of these parks. The subarea also has Garfield Elementary, Jefferson Middle, and Capital High Schools nearby, along with several other schools on the westside of Olympia. Garfield, LP Brown, and Hansen Elementary Schools all offer before and after school care on site from the YMCA ([Y Care on Site](#)). However, there are currently limited after school services for middle and high school students. Additionally, the current school district boundaries impact some students in and around the subarea by requiring them to be bussed to schools further away than the nearby schools close to the subarea. Lastly, the subarea includes Olympia Fire Station 2. Future development in the subarea will provide opportunities to expand community amenities such as parks, plazas, and after-school care.

## What We Heard

*“A secondary downtown bustling with housing, restaurants with and urban neighborhood feel”*

*“Aquatics center and park surrounded by mixed use. All accomplished with state of the art environmental methods.”*

*“Spaces for community of all ages integrated together (childcare, work, senior living)”*

*“We need a day care center at Capital mall.”*

*“I want to retire in an apartment high above a vibrant neighborhood with lots of people out and about”*

*“Walkable, mixed-use high-density mixed-income "uptown" urban center”*

## Neighborhood Hubs

Neighborhood hubs are places where people want to gather and live. They include main streets with pleasant walkability, public gathering spaces or other valuable amenities, public art, and are accessible to locals in the surrounding area. Community members expressed the strongest interest in two hubs—**Kenyon Center** (discussed in **LU-13**) and the **Division/Harrison/West Central Park area**—and flexibility for additional hubs that may naturally develop over time.

Because of the existing retail and entertainment nature of the Triangle, neighborhood hubs may not need any new commercial uses. Instead, public investment and requirements would focus on people-friendly and green streetscapes and small public spaces to supplement and leverage existing retail (see **LU-13** and **LU-14**).



*Figure 6-1. Identified neighborhood hubs (green stars).*

See **Catalyst Sites** for how City investments may support neighborhood hubs.

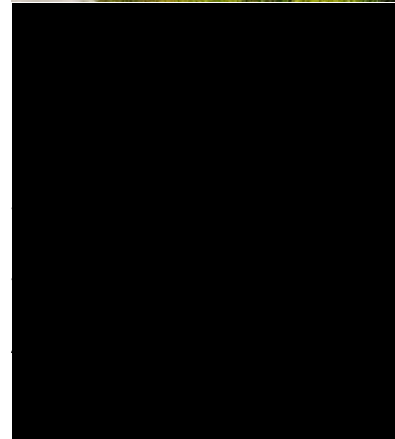
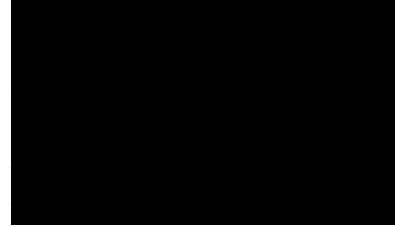


*Figure 6-2. Neighborhood hubs—through people-friendly streetscapes and parks—provide places for people to gather.*

**DC-1 Main street designations**

Designate the following existing and future streets as main streets to achieve wide sidewalks buffered from vehicular traffic, active ground floors (i.e., non-residential, flexible for a wide range of commercial uses, such as office/coworking space, residential amenity space, artisan manufacturing) where necessary to face and activate the street or park/gathering space, and pedestrian-oriented building front design (e.g., wide weather protection, ample transparency) with any redevelopment:

- Kenyon Center: short segments (e.g., 200-300 ft) along the new plaza and where retail/restaurant/entertainment already exists at/near the mall.
- Division St between Garfield Avenue NW and Ascension Avenue NW. This designation's intent is to support the existing neighborhood hub and further activate the West Central Park.
- Up to 3 additional unspecified locations that make use of public investment per **LU-14**. These locations would have limited or no ground floor commercial requirements but would need wide sidewalks, mini-plazas or pocket parks, and a ground floor relationship between the building and sidewalk.



**DC-2 High visibility corner designations**

Update design standards to require high visibility corner treatments—to create welcoming entries into the subarea that functionally and comfortably connect neighbors—at the following locations:

- Division Street NW and Harrison Avenue NW
- Mall Loop Drive and Black Lake Boulevard SW
- Mall Loop Drive and Cooper Point Road SW
- Capital Mall Drive SW and Cooper Point Road SW
- Kenyon Center, location(s) to be jointly determined with City and private developer

High visibility corner design standards flexibly encourage landscape and architectural treatments to announce entry into a special area. On low traffic volume streets, these may prioritize outdoor gathering space for people, but on arterials, they are eye-catching landmarks. Though the high visibility corner designation may require a building to orient toward an arterial and its cross-street, limit requirements to a short segment at the corner. It may be appropriate for a development to “turn its back” on an arterial so that it can focus its lively side on the cross street or other pathway with a more inviting pedestrian environment than the arterial. Do not require high visibility corners to have ground floor retail, except where designated per **DC-1**.



*Figure 6-5. High visibility corner examples.*



## Parks

Although 95 percent of the subarea is within a half-mile (10 minute) walk to an existing park, residents, customers, and employees within the subarea would have to cross a major arterial to reach one, creating barriers to access these community and recreation amenities. Yauger Park, Decatur Woods, and Sunrise Park have playgrounds, but require an uncomfortable arterial crossing for families with small children. Yauger Park and Sunrise Park have community gardens. Yauger Park is mostly dedicated to sports fields—four baseball and one basketball court—and also has a skate park. Importantly, Yauger Park also functions as a floodable stormwater detention park. Woodruff Park includes basketball, pickleball and tennis sports courts, and a seasonal spray park. Decatur Woods includes mature trees, trails, and picnic areas. Grass Lake Nature Park features trails and environmental protection and education.

As more people move to the subarea with future growth and residential development, the need for more park space within the subarea—that is easier for residents to walk, bike, and roll to—will increase. New parks within the subarea would co-benefit residents and businesses, creating more of a draw for people to stay and linger near businesses.

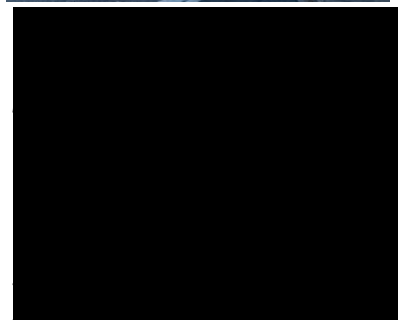
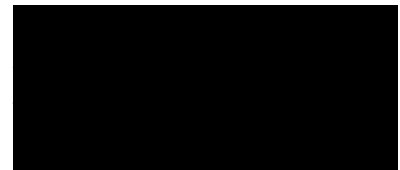
Note that an urban plaza is already required with redevelopment north of the mall. In addition, purposeful, planned public investment in strategic places (see **Catalyst Sites**) is an opportune way to meet multiple public benefits, including significant park and community space as part of development.

### DC-3 Parks performance metric

Consider a new performance metric for the Triangle that focuses on park and play space at close intervals (e.g., approximately  $\frac{1}{8}$  to  $\frac{1}{4}$  mile to a small park ([APA Planning Magazine](#))).

### DC-4 Significant community gathering space

Increased housing development and population will increase the need for parks, plazas, and/or community centers where people can gather to play and lounge. Require a minimum  $\frac{1}{2}$  acre public plaza in the Kenyon Center with redevelopment.

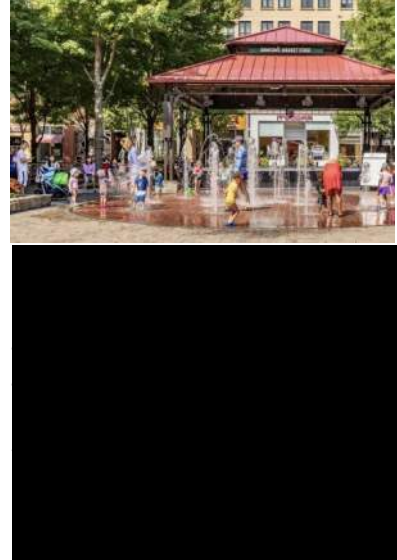


**DC-5 Small parks/plazas**

Require small parks/plazas in the three first come first serve catalyst sites (see **Catalyst Sites**), accomplished through public-private partnerships, and along main streets (see **DC-1** Main street designations) (most yet-to-be-designated through the first-come-first-serve catalyst site process). Requirements may include publicly accessible minor pocket parks, widened sidewalks with seating, children's play areas, outdoor dining, special landscaped spots, or similar spaces with redevelopment. These should weave through the Triangle, especially along designated main streets and through/alongside tree tracts (as trails or linear parks), to provide:

- Desired amenities for residents, workers, and shoppers
- Place identity-building features
- Public art
- Low Impact Development and urban heat mitigation
- Co-benefits of improved connectivity and increased public gathering space

These spaces may be privately owned and managed.

**DC-6 Public space design**

Adopt robust design standards for public spaces provided with redevelopment to achieve active edges around plazas, appropriate solar access and shade, adequate seating, appropriate night lighting, weather protection, bicycle parking, natural drainage, quality materials, universal accessibility, positive public space design, public art when possible, natural surveillance, and other human-centered design principles.

**DC-7 Yaeger Park connection**

Develop a paved bicycle and pedestrian trail to connect the Grass Lake Trail at Harrison Avenue south through Yaeger Park to connect with the west side of the subarea.

## Community Spaces

Community members expressed interest in several spaces that would support and build community, such as a community center, daycare, expanded library, youth activities, aquatic center, Senior Center, and Boys and Girls Club/YMCA/after school programs.

### **DC-8 Community recreation center**

Seek partnerships with community center service providers (e.g., YMCA) to jointly rehabilitate an existing facility or develop a new community center facility. This could be accomplished in tandem with a **Catalyst Sites** project.

The City has discussed a recreation facility on the west side, and these discussions could evolve to specify the Triangle in the future.

### **DC-9 Expanded library**

The existing Timberland Regional Library located in Capital Mall is one of the busiest and most popular libraries in the area. Public comments showed importance the community places on the library and that there is community support to expand the library. The City should work with Timberland Regional Library with a goal towards expanding the library.

### **DC-10 Swimming pool**

The City has completed a Regional Aquatic Feasibility Study and identified a design that would require 6-8 acres of land. The specific location is slated to be identified in coordination with regional funding partners. This area could be considered as a potential site. (See [Regional Aquatics Facility Study](#) on Engage Olympia for more information.)

### **DC-11 Support daycare location in the subarea**

Childcare is a particularly challenging use to achieve because of high costs to license and operate a daycare and limited public funding. The business model is generally not able to afford the high commercial space rents of new construction. Renovating existing spaces for childcare can also be challenging because of licensing requirements for multiple entrances, large outdoor play areas, ADA accessibility to all spaces, and so on. To locate a daycare in the subarea, consider the following options:

- Offer development capacity incentives for providing daycare space in new development.
- Facilitate conversations between daycare providers, property owners, and developers.
- Research funding opportunities for starting up new daycares.

## Design for Health and Sociability

A lack of social connections increases the risk of many health issues and chronic stress ([CDC, 2021](#)). Loneliness is most prevalent in low-density areas where commuting by car reduces opportunities for social interactions and high-rise buildings if residential design does not promote community and relationship building ([Mattisson et al., 2015](#); [Kalantari and Shepley, 2021](#)). Development and design that support active living, non-car commutes, and social connections improve residents' chances at health and wellbeing.

Air and noise pollution near heavily trafficked roads and highways impacts health, especially for children and vulnerable populations in places such as schools, daycares, elder care facilities, and medical centers ([Washington Tracking Network](#), [EPA 2018](#), [American Lung Association](#), Jansen, et al at [National Center for Biotechnology Information](#), [National Bureau of Economic Research](#), [National Center for Biotechnology Information](#), [National Bureau of Economic Research](#)). Commercial buildings are often able to control indoor air quality and noise, and duration of exposure may be more limited than in residences.

### DC-12 Residential building design for social connection

Remove code barriers and adopt design standards to encourage community-building spaces, such as:

- Encourage small social group sizes—important for building trust amongst neighbors—by encouraging building types that limit the number of units sharing a single entry or shared common space to 8 to 12 units. This may include removing barriers to single-stair access construction.
- Encourage cooperative and cohousing models that include shared amenities to encourage community building.
- Clearly delineate public to private space that encourages both social interaction but also creates private retreat areas for sense of safety and control over social exposure.
- Locate shared spaces along residents' daily paths to encourage chance interactions.

### DC-13 Residential open space

Adopt residential open space standards to focus on achievable social spaces that help build trust amongst neighbors, sense of ownership over shared space, and chances at interaction. Study the interaction of shared open space standards with tree code requirements.

**DC-14 Design for air/noise quality**

Consider adopting landscaping, site planning, and building orientation design standards to mitigate traffic-generated air and noise pollution. Review building standards to ensure indoor air quality and appropriate noise levels.

## Schools

There are three public K-12 schools near the subarea, and children living in and around the subarea are potentially zoned for three different elementary schools. The Olympia School District regularly coordinates with the City of Olympia and Thurston County to plan for population growth. Their Capital Planning & Construction Department develops their [Facilities Master Plan](#) and [Capital Facilities Plan](#) to guide school property investments based on current capacity, future enrollment projections, educational vision, and prioritization of facility needs.

**DC-15 Coordinated school planning**

Continue coordination between the City of Olympia's growth planning and School District planning. If needed, support the school district in holding community conversations to redraw school zones to respond to growth in the Triangle. If needed, support the school district in identifying opportunities for school facility expansion.

**DC-16 After school programs**

Facilitate school district conversations with after school program partners (e.g., Boys and Girls Club, YMCA), community members, and InterCity Transit (if after school program is located off-site). If needed, support and expedite permitting for site identification, evaluation, rehabilitation, acquisition, and/or development. If possible, seek opportunities for shared-use agreements for facilities that could benefit the full community (i.e., community center that also houses after school programs).

## Fire/Emergency Services/Police

### Fire

Fire Station 2 is located on the northern boundary of the subarea at 330 Kenyon Street NW. Station 2 is the busiest fire station in the City and protects the largest geographical response area. Fire Station 2 currently houses an Engine Company and a Medic Unit, together responding to over 4,800 calls for service in 2022. In 2024, an Aid Unit will be added to this Fire Station to help meet the 911 demand for this response area. To prepare for the additional response unit, the station will be modestly altered to accommodate the Aid Unit and associated staff.

The Community Assistance Referral and Education (CARES) Program received a significant enhancement in 2023 and will be realized by 2024. The CARES Program mission is to improve the health and independence of our underserved community by providing patient advocacy, healthcare, and social services navigation. This program will reduce the number of low-acuity 911 calls through proactive case management and treatment.

Aside from the response improvements noted above, there are no other staffing increases planned for this area of town. However, as the population grows, plans for increased staffing are possible and will be addressed at a citywide level.

### Police

**OPD West Side Station.** An Olympia Police Department sub-station sits at 1415 Harrison Avenue NW, just east of the Triangle near Woodruff Park. Patrol officers, neighborhood officers, administrative staff, volunteers, crisis responders, Familiar Faces peers, and a Designated Crisis Responder work out of the station. The station is not open to the public and functions as a place for officers to work on reports, take breaks, and conduct meetings. It keeps officers closer to the calls they are responding to than the downtown main station. It is a working office for other employees.

**Current staffing for West Olympia.** For most of the day, the west side has two patrol officers responding to calls in the area. On weekdays, two neighborhood officers are on shift and split time between the east and west side. The Crisis Response Unit does not have designated areas and responds to calls all over the city, seven days a week.

There are no current staffing increases planned. However, as the population grows, plans for increased staffing are possible and addressed at a citywide level.

The Familiar Faces program assists people who have complex health and behavioral problems, frequent contact with OPD's Walking Patrol, and are among the most vulnerable and resistant to services and resources. Specialists offer a shared life experience and nonjudgmental and unconditional support.

**DC-17 Crime Prevention through Environmental Design (CPTED)**

Adopt CPTED design standards for public and private development. Certified City employees are available at different stages of the planning process to provide feedback in the areas of Natural Surveillance, Access Control, and Territoriality and Maintenance. They can review window, bike rack, crosswalk and activity placement, landscaping selection and placement, activity generators and more. Ensure that CPTED is used to benefit all community members, create positive public spaces, and equitably distribute vegetation and tree canopy.

**DC-18 Emergency services**

On-going coordination with emergency service providers will be needed as the area develops. The needs of the residents and businesses and the services provided will need to be reevaluated to determine if changes in services are necessary.

**DC-19 Public art**

Include public art in public areas such as parks/plazas, streetscapes, stormwater facilities (as appropriate), and other publicly accessible areas when possible. The only public art currently in the subarea are several traffic box wraps and a few decorative street tree protection guards adjacent to West Central Park.



# Transportation

07



## What is this chapter about?

When the Triangle developed, the main transportation focus was vehicle travel. The subarea is now faced with the challenge of retrofitting an environment designed for vehicles to also work for people walking and rolling, while still maintaining regional access. This chapter recommends transportation projects and requirements (to occur with redevelopment) to help that evolution.

In 2021, the City adopted its first [Transportation Master Plan](#), which outlines all the projects that need to be built to have a complete network for people walking, rolling, biking, taking transit, and driving. The City estimated how many of those projects could be built within 20 years, assuming that funding levels remained about the same.

Those projects on the 20-year list are included in this plan (see **Map 2-7 & Table 2-1**). Because the focus of the TMP was on City-owned streets, those projects are on the boundary of the Triangle. This plan gives us the opportunity to look within the Triangle and establish a new pattern for future development that will:

- Make it easier for people to walk, roll, bike, and take the bus within and through the area, reducing vehicle trips per capita.
- Create a more welcoming, human-scale development pattern that is attractive and vibrant.
- Support the economic goals of serving as a regional shopping center while transforming to a more urban, mixed-use area.
- With fewer and shorter vehicle trips, reduce greenhouse gas carbon emissions and pollutants in stormwater runoff, such as tire rubber ([6PPD-quinone](#)), trace elements from exhaust, heavy metals, and petroleum product spills.

Additionally, several projects on the street around the Triangle will improve safety, particularly for pedestrians and bicyclists. The new street connections envisioned within the Triangle will complement the safety projects and improve mobility for everyone getting around the westside, whether walking, rolling, biking, taking transit, or driving.

The Capital Mall Triangle Subarea Plan was written in conjunction with a planned action Environmental Impact Statement (EIS). A planned action is:

- A development action for which the environmental impacts have been addressed by an Environmental Impact Statement (EIS). Environmental impacts include those to the natural environment and the built environment.
- Associated with a plan for a specific area, or a subarea plan.
- A detailed review under with the State Environmental Protection Act (SEPA) which is consistent with [RCW 43.21C.031](#) and [WAC 197-11-164 through 172](#).
- Done before private development projects are proposed.

By analyzing possible environmental impacts and their mitigation before development happens, the environmental review process for private development projects in this subarea will be streamlined.

The EIS for this project identified more vehicle trips as a transportation impact, and it proposed a mitigation method called a trip cap. For projects proposed in this area that will generate fewer vehicle trips than the trip cap, the City will allow a streamlined environmental review process of transportation impacts. Any projects that generate vehicle trips above the trip cap would be required to do a full SEPA analysis for transportation.

To address comments from WSDOT about potential impacts of new development to US 101, the City will consider creating a two-tiered trip cap in the planned action ordinance. The first tier will be lower than the one described in the EIS. If that lower trip cap is met, the City will require additional SEPA review for private development projects in the subarea and evaluate travel patterns in the area and consider additional mitigation measures. The second tier will be the one described in the EIS. The City will monitor the new trips generated in the subarea once the Planned Action Ordinance is effective.



## What We Heard

*“A Dutch-style urban neighborhood where the default mode of transportation is cycling or walking, with frequent (every 5-10 minutes) and reliable transit”*

*“Walkable, thriving, community, where I can do the business of life with people I love.”*

*“A vibrant and walkable community resilient to environmental and economic challenges where people live, work, play”*

*“The parking lots would be gone and people would travel by foot, bicycle, small shared EVs.”*

*“I don't feel safe as a pedestrian crossing major streets”*

*“We want the city to have bike lanes, that are protected from traffic.”*

## Policies, Programs, and Requirements

### T-1 Regional access

Continue to support access to the area as a regional draw while setting up the area to successfully transform into an urban center by encouraging street connections. Street connections will help ensure mobility for everyone who needs to get around, whether walking, rolling, biking, taking transit, or driving.



Figure 7-1. Cooper Point Road and Black Lake Boulevard

## T-2 Essential streets and through-block connections

Adopt **Map 7-1** to supplement Olympia's existing connectivity standards and illustrate a baseline framework for future connectivity. **Map 7-1** illustrates a flexible framework; precise locations will be jointly determined with the City during property owner/developer site planning and design phases.

Streets will continue to be built to current City standards, which require sidewalks on all streets and bicycle facilities on larger streets (see **T-3** for more specificity). The new streets will make it easier for people to walk, roll, or bike to their destinations because they will offer more direct routes and include pedestrian and bicycle facilities. New street connections will also support transit, as the buses will be able to turn around easier and take more direct routes through the area, eliminating the current meandering path through the parking lot. In addition, street standards will continue to require freight and delivery access accommodation.

Require maximum block perimeters of 1,200 to 1,600 feet but allow perimeters of up to 2,000 feet, depending on site conditions. If block perimeters larger than 1,600 feet are allowed, require smaller through-block connections designed for pedestrian, bicycle, and emergency vehicle access. Adopt spacing guidelines like in Figure 7-3.

Also see **Neighborhood Hubs** in **Design & Community Livability** for main street considerations.

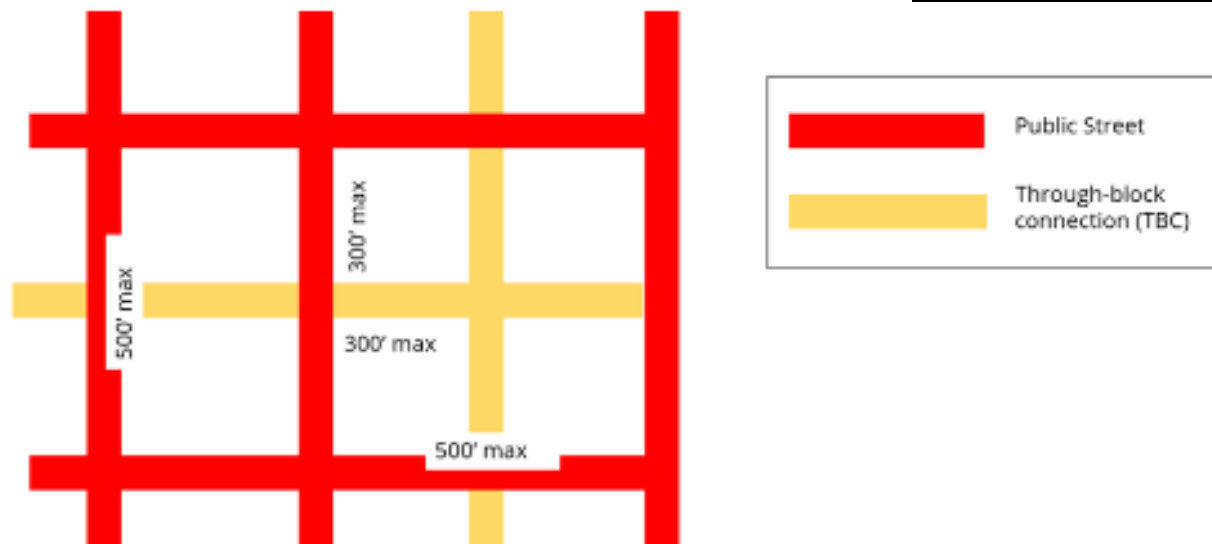
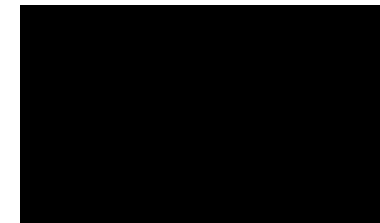
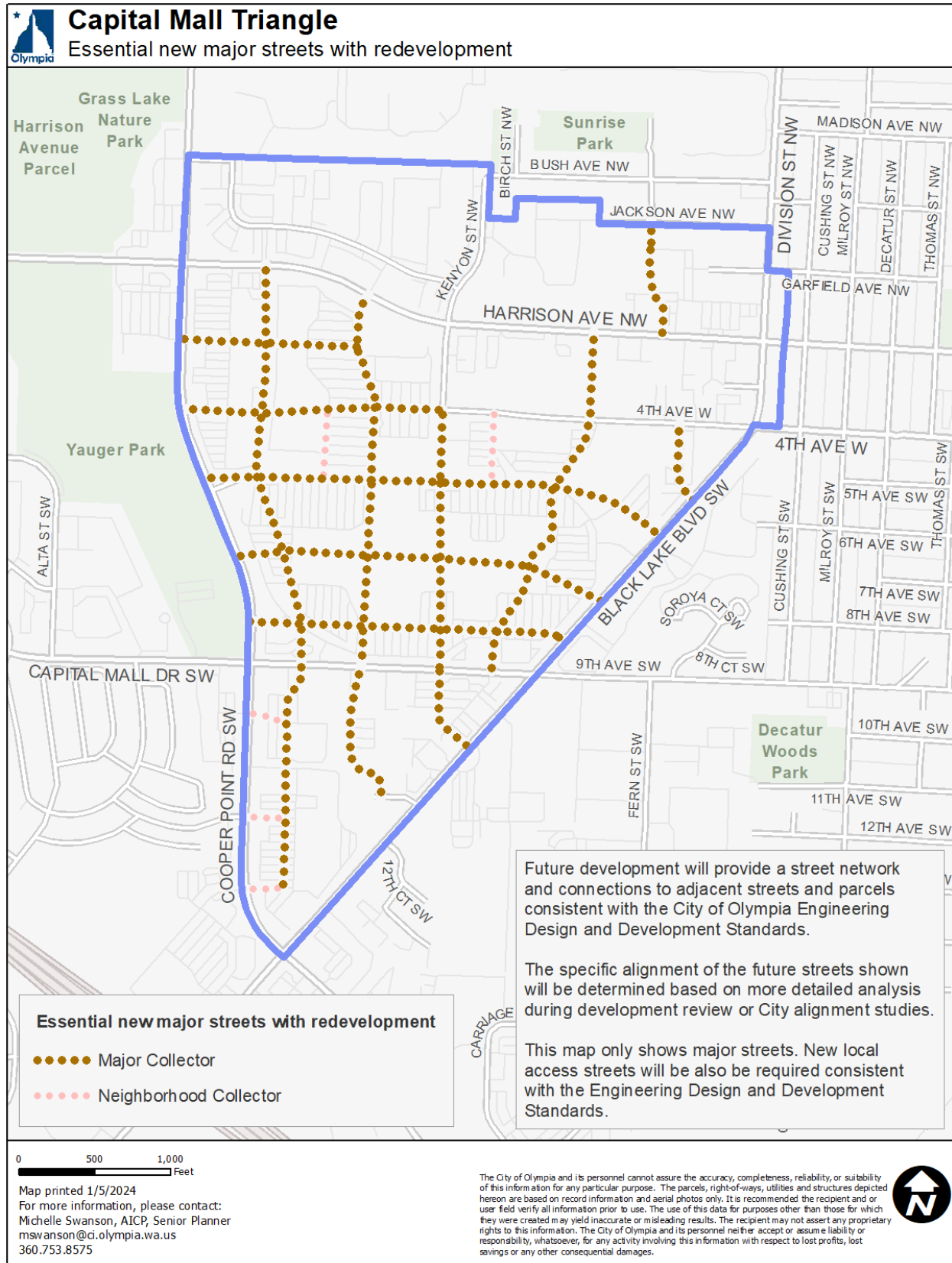


Figure 7-3. Potential essential street and through-block connection spacing requirements

Map 7-4. Essential New Streets Required with Development

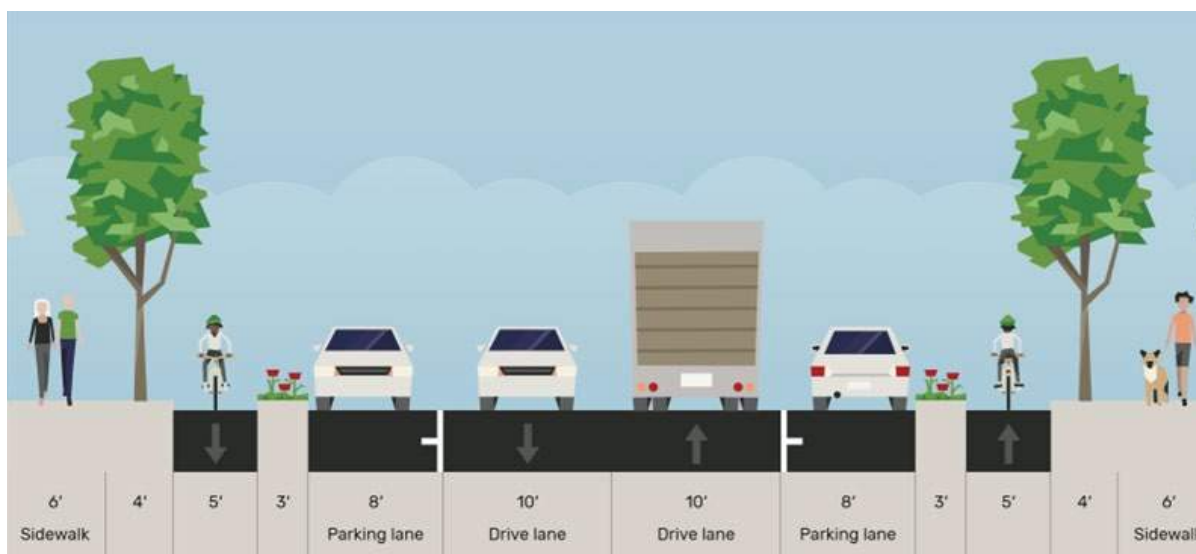


Source: City of Olympia (2024)

**T-3 Street classifications and design**

Designate future essential streets with the classifications shown on **Map 7-1. Essential New Streets Required with Development**. These classifications achieve a hierarchy of streets that accommodate vehicular movement, including freight and buses, where any ped/bike facilities must be separated, to a finer-grained network of paths (not illustrated on the map, but required to be no further apart than 300 feet per the connectivity standards described in recommendation **T-2**).

On arterials, with redevelopment, require landscape buffers and separated sidewalks and bike lanes. Include low impact development (green stormwater infrastructure) as feasible. Also see project numbers 13 and 14 in **Table 7-1. Transportation Capital Projects**.



*Figure 7-5. Typical street standard option for new essential streets. Some of the first new developments could make use of public funding to meet street requirements.*

**T-4 Enhanced bike parking**

Require with redevelopment and/or fund a program to install enhanced bike parking and charging for e-bikes and other micromobility products, with an emphasis on multifamily housing, retail destinations, and other community gathering spaces.



## Studies and Coordination

### **T-5 Harrison Avenue corridor study**

Intercity Transit's Prop 1 funds high frequency bus service and signal prioritization, with the planning stage beginning in approximately 2026. Study the corridor in greater detail to better understand land use and transportation dynamics and priorities along the corridor, prioritize transit, including the study of priority bus lanes (also known as "business access and transit" lanes), and appropriately balance all modes of travel. See related recommendations **ED-5** Harrison Avenue corridor planning and **T-11** Project 17 Harrison Avenue Roundabouts.

### **T-6 Transit hub location**

Intercity Transit plans to focus high frequency bus service in the subarea on Harrison Avenue. Coordinate with Intercity Transit to ensure a safe and comfortable hub that is well-connected to activity hotspots in the Triangle and maintain transit access near Capital Mall.

### **T-7 Black Lake Boulevard corridor study**

Study Black Lake Boulevard to optimize all modes of travel with a focus on this route as an entry to Highway 101.

### **T-8 Transit signal priority**

Collaborate with Intercity Transit to implement transit signal priority (TSP) along Harrison Avenue within the Triangle.

### **T-9 Subarea micromobility feasibility study**

In collaboration with Intercity Transit, study potential micromobility options and/or partnerships that could be implemented to improve active mode connectivity within the subarea. These could include e-scooters, e-bikes, micro-transit, or something else. This is particularly important for connecting high frequency transit stations expected along Harrison Avenue to locations within the Triangle.

## Capital Projects

This subarea plan reflects the projects that were identified in the City's Transportation Master Plan as being feasible within 20 years. It also identifies other projects that would improve safety and comfort when traveling in and to the Triangle. To implement the new projects, the City will need to consider them when updating the Transportation Master Plan (TMP). Note that new streets, sidewalks, and bike facilities would be required with large-scale redevelopment. New streets are required to be ADA accessible. Funding is yet to be identified for any projects not yet on the 20-year TMP project list.

### **T-10 TMP 20-year projects**

Continue implementing the TMP 20-year projects (listed in **Table 7-1. Transportation Capital Projects**) as planned. As possible, prioritize subarea plan projects in the Capital Facilities Plan to achieve a better citywide transportation system that leverages its urban centers.

### **T-11 TMP projects beyond 2045**

Continue prioritizing and implementing the TMP projects with expected implementation beyond 2045 (listed in **Table 7-1. Transportation Capital Projects**) as possible.

### **T-12 New transportation projects**

In the next TMP update process, prioritize the multimodal, placemaking, safety, and pedestrian/bicycle facilities projects listed in **Table 7-1. Transportation Capital Projects**.

**Table 7-1. Transportation Capital Projects**

“Mode Priority” reflects the mode to be most improved; all projects are meant to accommodate multiple modes.

The “TMP” column indicates how the project relates to the current TMP:

- **20-year plan:** Currently listed on Olympia’s 20-year plan for implementation by 2045
- **Beyond 2045:** Currently listed in the TMP, but expected to be implemented beyond 2045
- **New project:** A new project recommended by this Subarea Plan for incorporation in the next TMP update; to be considered amongst citywide priorities and evaluation criteria

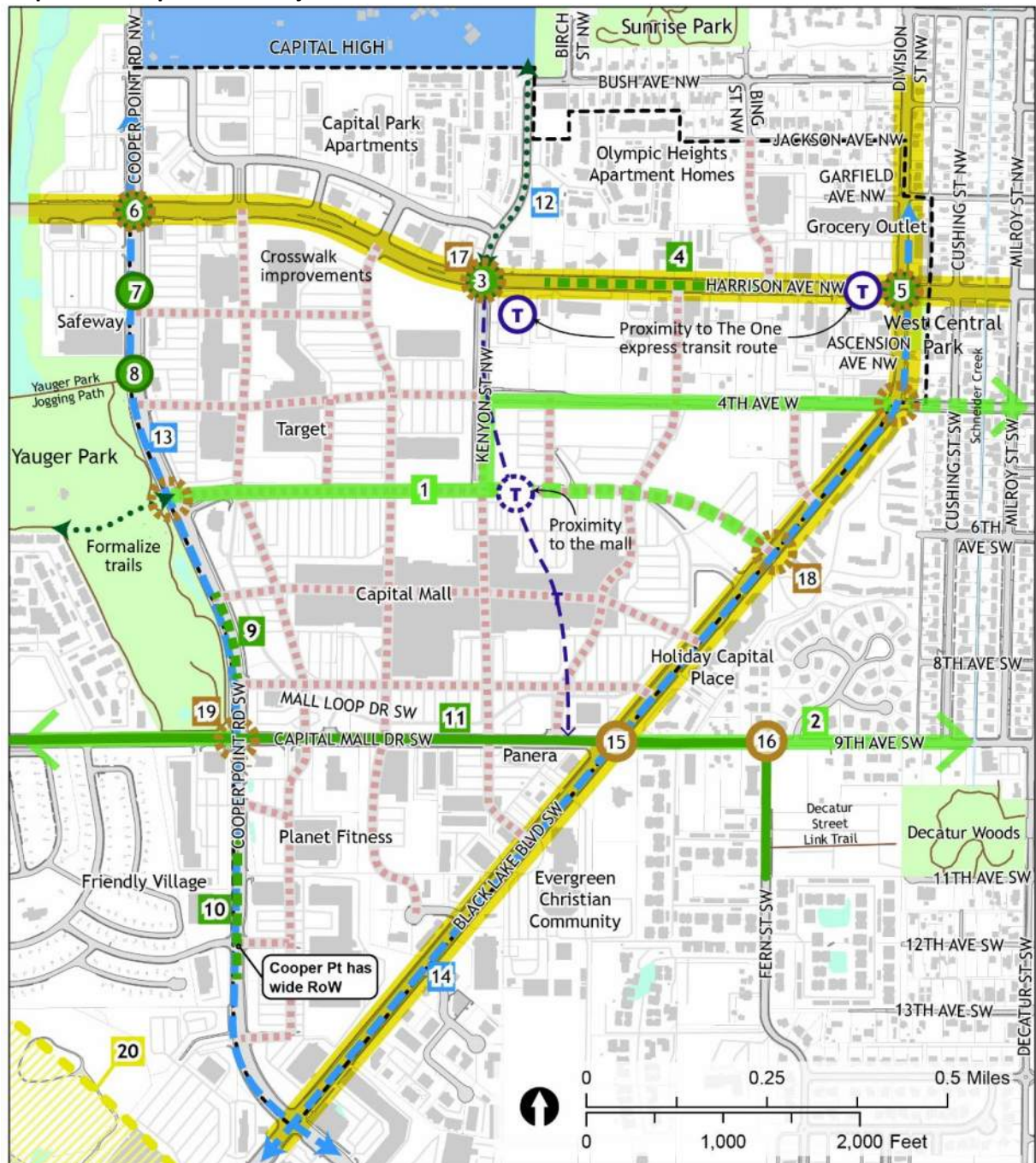
| Project ID                                     | Project Name   | Description   | Mode Priority | TMP                 |
|--|--|---|---------------|---------------------|
| Multimodal placemaking and safety improvements |  |   |               |                     |
| 1  | 4 <sup>th</sup> Avenue W – Kenyon Street – Mall Loop Drive Multimodal Placemaking and Safety | East-west people-oriented route through the Triangle. This is considered a priority investment for catalyzing desired development and connecting the subarea to adjacent neighborhoods and downtown (see <b>Catalyst Sites: LU-13</b> Kenyon Center plaza and street upgrades). | Multimodal    | <b>Beyond 2045</b>  |
| 2  | Capital Mall Drive/9 <sup>th</sup> Avenue SW   | Additional placemaking improvements west and east of the Triangle to connect neighbors more comfortably   | Multimodal    | <b>New project</b>  |
| Crosswalk improvements on arterials            |  |   |               |                     |
| 3  | Harrison Avenue and Kenyon Street Pedestrian Safety Improvements                             | Improve Harrison Avenue and Kenyon Street intersection for greater pedestrian safety  | Pedestrian    | <b>20-year plan</b> |
| 4  | Harrison Avenue east of Kenyon Street Mid-block Crossing(s)                                  | Add mid-block crossing(s) on Harrison Avenue east of Kenyon Street. Potentially align the mid-block crossing with the Bing St connection that is required with development (mapped in <b>Map 7-2.</b> ).  | Pedestrian    | <b>20-year plan</b> |
| 5  | Harrison Avenue and Division Street Pedestrian Safety Improvements                           | Improve the Harrison Avenue and Division Street intersection for greater pedestrian safety  | Pedestrian    | <b>20-year plan</b> |
| 6  | Cooper Point Road and Harrison Avenue Bicycle Safety Improvements                            | Implement protected bike intersection improvements at the Intersection of Cooper Point Road and Harrison Avenue   | Bicycle       | <b>20-year plan</b> |
| 7  | Cooper Point Road north of Skate Park Mid-block Crossing                                     | Add a mid-block crosswalk on Cooper Point Road north of the Skate Park crosswalk and south of Harrison Avenue   | Pedestrian    | <b>20-year plan</b> |

| Project ID         | Project Name   | Description   | Mode Priority          | TMP          |
|--------------------|--|---|------------------------|--------------|
| 8                  | Cooper Point Road and Skate Park Pedestrian Safety Improvements  | Monitor recent improvements to the RRFB at the Cooper Point Road and Skate Park crosswalk. Improve if needed.   | Pedestrian             | 20-year plan |
| 9                  | Cooper Point Road north of Capital Mall Drive Mid-block Crossing | Add mid-block crossing(s) on Cooper Point Road just north of Capital Mall Drive   | Pedestrian             | 20-year plan |
| 10                 | Cooper Point Road south of Capital Mall Drive Mid-block Crossing | Add mid-block crossing(s) on Cooper Point Road just south of Capital Mall Drive   | Pedestrian             | 20-year plan |
| Bicycle facilities |  |   |                        |              |
| 11                 | Capital Mall Drive SW Enhanced Bike Lane                         | Implement enhanced bike lane along 7 <sup>th</sup> Avenue SW/Capital Mall Drive/9 <sup>th</sup> Avenue SW between Kaiser Road SW and Fern Street SW and along Fern Street between 9 <sup>th</sup> Avenue SW and the 11 <sup>th</sup> Avenue Pathway | Bicycle                | 20-year plan |
| 12                 | Capital High School Connection                                   | Improve Kenyon Street from Capital High School through Harrison Avenue for safe and comfortable walking, rolling, and bicycling connection between the school and mall  | Pedestrian/<br>Bicycle | New project  |
| 13                 | Cooper Point Rd Bicycle Facilities                               | Require (or pursue a City-led project, whichever comes first) separated shared use paths along Cooper Point Road if separated bike lanes and sidewalks are infeasible.  | Pedestrian/<br>Bicycle | Beyond 2045  |
| 14                 | Black Lake Boulevard Bicycle Facilities                          | Require (or pursue a City-led project, whichever comes first) separated shared use paths along Black Lake Boulevard if separated bike lanes and sidewalks are infeasible. Design to be determined during the Black Lake Boulevard Corridor Study.   | Pedestrian/<br>Bicycle | Beyond 2045  |
| Roundabouts        |  |   |                        |              |
| 15                 | 9 <sup>th</sup> Avenue and Black Lake Boulevard Roundabout       | Construct a roundabout at 9 <sup>th</sup> Avenue and Black Lake Boulevard   | Multimodal             | 20-year plan |
| 16                 | 9 <sup>th</sup> Avenue and Fern Street Roundabout                | Construct a roundabout at 9 <sup>th</sup> Avenue and Fern Street  | Multimodal             | 20-year plan |
| 17                 | Harrison Avenue Roundabouts                                      | Design and construct roundabouts (or other intersection improvements) as determined by the Harrison Avenue corridor study.  | Multimodal             | Beyond 2045  |

| Project ID      | Project Name                       | Description  | Mode Priority | TMP                 |
|-----------------|------------------------------------|--|---------------|---------------------|
| 18              | Black Lake Boulevard Roundabouts   | Design and construct roundabouts (or other intersection improvements) as determined by the Black Lake Boulevard corridor study.  | Multimodal    | <b>Beyond 2045</b>  |
| 19              | Cooper Point Roundabouts           | Consider designing and constructing roundabouts on Cooper Point Road SW at Capital Mall Drive SW and Mall Loop Drive.  | Multimodal    | <b>Beyond 2045</b>  |
| Other vehicular |                                    |  |               |                     |
| 20              | US 101/West Olympia Access Project | New access ramps to US 101 at Kaiser Road and Yauger Way. The first phase of this project will complete the design, environmental permit and mitigation work, and right-of-way acquisition. The final project will include a new westbound off-ramp from US 101 to Kaiser Road and an eastbound on-ramp from Kaiser Road to US 101. The project will also construct a new westbound off-ramp from US 101 to Yauger Way via an at-grade connection through the existing interchange at US 101 and Black Lake Boulevard. | Vehicle       | <b>20-year plan</b> |

Source: City of Olympia, Fehr & Peers, and MAKERS (2023); TMP (2021)

Map 7-2. Transportation Projects



## Projects included in the 20-year TMP

- Corridor study
- Multimodal/placemaking/safety
- - - Ped/bike connection improvements (location TBD)
- ↔ Enhanced bike facilities/shared use paths
- ☼ Roundabout (not in 20-year TMP)
- Transit hub options
- - - Transit priority (location TBD)
- Required with redevelopment (location TBD)

## "No Action" Projects (included in 20-year TMP)

- Active transportation
- - - Potential crossing
- - - Major reconstruction
- Active transportation
- Roundabout

Source: City of Olympia, MAKERS, and Fehr & Peers (2023); TMP (2021)



# Utilities & Natural Environment

# 08





## What is this chapter about?

The City of Olympia provides the following utility services to the planning area:

- Sewer (collection only, treatment is provided by the LOTT Clean Water Alliance)
- Drinking water
- Stormwater
- Garbage and recycling collection

All City-owned and operated utilities develop and periodically update management plans. These provide the strategic direction for each utility and ensure each utility is prepared to serve growth consistent with the City of Olympia's comprehensive plan.

As the region experiences increasing impacts from climate change, Olympia's utility services will likely play a larger role in helping the city mitigate and adapt to climate impacts and be more sustainable. Items such as managing stormwater and flood risk, having a healthy tree canopy, and making buildings more sustainable are covered in this chapter's actions.

## What We Heard

*"An aesthetically beautiful community that meets basic and psychological needs. A symbiotic relationship with nature"*

*"an area that is used by the community while still being environmentally sustainable"*

*"A sustainable project that demonstrates our commitment to the environment"*

*"Flood reduction and low impact development"*

*"Multistory, efficient buildings"*

*"The mature trees (green infrastructure) are important for both climate mitigation and adaptation."*

## General Utilities

### UN-1 Coordinated planning

Continue coordination of City-owned and operated utilities with the City of Olympia's growth and economic development planning.

### UN-2 Management Plan updates

Continue to periodically update City-owned management plans regardless of whether a utility is required to by Washington state law.

**UN-3 Strategic public infrastructure**

Use strategic public infrastructure to stimulate private investment in economic development and redevelopment activities in the planning area such as latecomers agreements and system oversizing. City-owned and operated utilities should continue to pursue federal, state, and private grants to finance infrastructure in the Triangle. Explore strategies to achieve microgrids and backup power with redevelopment and/or as renovations.

**Stormwater**

Any investment in stormwater facilities, including Low Impact Development (LID), protects public health, safety, and welfare by preventing or reducing flooding and improving water quality. Public investment or cost-sharing to accomplish LID and/or regional stormwater facilities is also an incentive for private development, which can spur further economic development and city revenues. The City maintains and is currently updating its Hazard Mitigation Plan, which addresses flooding and interrelated hazards.

**Facilities**

The Yauger Park Regional Facility adjacent to the subarea is a City-managed regional stormwater treatment and detention facility serving shopping center properties. However, the existing pond does not have capacity to accommodate future (re)development needing off-site water quality treatment or flow control.

The Storm and Surface Water Utility owns property along 4<sup>th</sup> Avenue W (the Ascension property) for a future stormwater flow control and water treatment facility to address stormwater generated from existing developed areas that discharge to the downstream stormwater conveyance system in the Schneider Creek basin.

The arterials bounding the Triangle provide a unique opportunity for LID with their wide right-of-way and strong community interests in improved safety and comfort for people outside of vehicles.

See Stormwater **Funding Tools** below for ways to accomplish these facilities.

**UN-4 Regional stormwater facilities**

Yauger Park is the existing regional stormwater facility for the area and is performing well but has little capacity to expand or serve new impervious surfaces.

New regional facilities could be a result of Community-Based Public-Private Partnerships (CBP3s) that focus on removing impervious surfaces and saving space for Low Impact Development that accomplishes stormwater flow control and treatment.

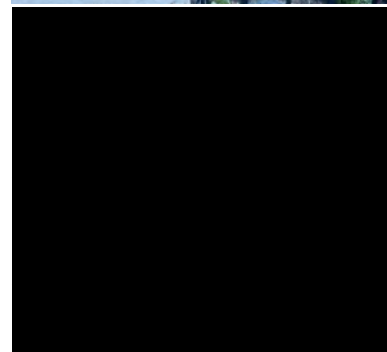
Also see **Catalyst Sites** and **Development Incentives** for reasons why coordinated and/or public-private investments for large costs like stormwater infrastructure—that also improves public health and safety—can spur desired development. Consider coordinating stormwater management activities between property owners to find efficiencies and reduce costs (e.g., a single detention facility paid for through a latecomers agreement or other cost-sharing method that serves multiple properties may be more cost-effective than a detention facility on each property).

#### UN-5 Low Impact Development

Invest in and require Low Impact Development (LID) to slow and clean stormwater run-off. As much as possible, integrate LID with street and path design to perform additional functions, such as buffering people from fast cars, providing shade, and offering visual access to nature, as well as to make use of right-of-way funding opportunities. Grants are typically more prevalent for right-of-way projects than for private development or open space projects. Also, Federal and State grant funding opportunities can support tree and understory/shrub plantings when used as LID. Combining with street safety projects may improve grant funding ability. Increasing vegetation and tree canopy in hardscaped areas within the Triangle can help improve equity issues citywide. On City rights-of-way, the City would maintain plantings over time.

Update standards, foster partnerships, and seek funding to:

- Explore the potential for LID along streets to have enough capacity to manage run-off from both the right-of-way and offset private property requirements (e.g., the Swale on Yale in Seattle).
- Require LID alongside and within medians on Cooper Point and Black Lake with redevelopment (and/or with a City project, whichever comes first), paired with multimodal improvement.
- Require LID above-and-beyond stormwater manual requirements on catalyst sites taking advantage of public-private partnerships to achieve LID-lined streets and paths. See **Catalyst Sites** for priority locations.



## Funding Tools

### UN-6 In-Lieu Fee Mitigation Program

Study feasibility, benefits, and impact of an in-lieu fee mitigation program. These involve restoration, establishment, enhancement, and/or preservation of aquatic resources through funds paid to a program sponsor to satisfy compensatory mitigation requirements for unavoidable impacts to wetlands and other aquatic resources.

### UN-7 Stormwater Transfer Control Program

If approved by the Department of Ecology, a Stormwater Transfer Control Program could allow development happening outside of the Triangle—where there is adequate stormwater management capacity—to help fund stormwater facilities in the Triangle. Such a program can be implemented to fully satisfy permit requirements associated with flow control as it is triggered at new and redevelopment sites. The goal of this innovative stormwater management approach is to direct stormwater management effort to watersheds where reducing high stream flows is more likely to contribute to maintaining or restoring designated and existing beneficial uses.

This program must be approved by Department of Ecology and does require substantial resources in order to get up and running, public involvement, and long-term program tracking. It may be feasible to implement dependent on development densities, real estate values, as well as community support or interest in transferring impacts to out-of-basin prioritized watersheds.

### UN-8 Community-Based Public-Private Partnerships

Low impact development policies alone do not guarantee green stormwater solutions are used (as opposed to underground vaults, etc.). Community-Based Public-Private Partnerships (CBP3s) should be investigated to incentivize investments in stormwater solutions that ensure community co-benefits, especially considering the intent to provide affordable housing to low-income communities. Ecology anticipates that grants for CBP3s will be available and community-based organizations may have additional sources of grant funding.

## Tree Canopy

Tree code updates are discussed under **LU-7** Update tree code. Tree canopy is also integrally related to embedding LID systems (see **UN-5** Low Impact Development) throughout the subarea.

### **UN-9 Public investment in urban tree canopy**

To mitigate urban heat impacts, improve air quality, and mitigate noise from traffic, use public investments to add trees and plantings in rights-of-way and public or private parks. Coordinate with **UN-5** Low Impact Development. The City conducted an urban heat assessment in and near the Triangle in the summer of 2023. If staffing and funding allow for it to be continued in future years, it will help document the distribution of extreme heat impacts in Olympia. This assessment would be helpful in planning for tree canopy goals. Additionally, in 2023 a tree canopy assessment was conducted for the entire City. A similar tree canopy assessment was conducted in 2011. This data will be useful in planning for tree planting locations within the subarea and advancing tree canopy goals which also combat urban heat issues.

## Buildings and Energy

Energy use in new buildings in Washington is governed by the Washington State Energy Code (WSEC). Approximately every three years, the Washington State Building Code Council (SBCC) updates the state's energy code to incorporate the latest technologies into new buildings and continue progress towards state targets for efficiency and fossil fuel-free new construction.

### **UN-10 New building electrification**

The WSEC update will substantially reduce emissions in new commercial buildings. However, it will not completely eliminate fossil fuel emissions in new buildings. The City of Olympia is considering code changes that would help bridge the gap between the WSEC and full building electrification, including the installation of heat pumps that heat buildings using electricity instead of natural gas.

### **UN-11 Deep energy retrofits**

Provide incentives and technical support to enable deep energy retrofits of existing buildings. Pair energy-efficiency measures with solar photovoltaics (PV), building electrification, and battery back-ups to optimize financial, resilience, and greenhouse gas reduction benefits.

**UN-12 Cool/green/blue roofs**

Consider incentives or requirements for strategies to reduce heat, manage stormwater runoff, and provide amenity space for people on roofs, including any combination of the following types:

- Green roofs provide space for plants to help manage and treat runoff from the roof surface (these could be paired with flexible strategies mentioned in **LU-9** Urban neighborhood tree code application).
- Blue roofs are non-vegetated systems that focus on collecting stormwater for use on site or for temporary detention to reduce storm impacts on local infrastructure

**UN-13 Embodied/low-carbon building materials**

Develop a strategy to reduce embodied carbon associated with redevelopment of the subarea. Identify policies and/or incentives to prioritize the most impactful approaches to reduce embodied carbon in buildings (e.g., prioritize use of existing building assets by reducing barriers to adaptive reuse of existing buildings). With any development or redevelopment, encourage the use of low-carbon building materials.

**UN-14 Public EV charging**

Support the development of public electric vehicle (EV) charging areas for commercial/residential use, to be located near residential uses for overnight charging, but available for shoppers and visitors during the day.

**UN-15 Resilience**

Support the development of Resilience Hubs and other policies/strategies to improve community-wide resilience to climate change and other natural hazards.



# Implementation

09





## What is this chapter about?

This chapter describes the key first steps and relationships between actions to achieve the vision for the Triangle. It opens by describing the City's early priority actions and then the longer-term focus. Finally, a chart summarizes the recommended actions from Chapters 4-8, identifying ideal timing, priority, responsible parties, potential costs and funding resources, and relationships between actions.

## Priority Actions

Although this is a long-term plan that includes actions to take place over the next 20 years, several priority actions should be accomplished over the next few years. For this plan to be realized, public and private investment will be required. Trends over the past 20 years show that, without change, minimal private investment would occur in the Triangle. The following steps lay the groundwork for attracting private investment. Olympia will need to dedicate staff resources for code updates and secure additional funding sources for capital investments. Olympia's first steps include:

1. **Adopt zoning, development, street standard updates, and the Planned Action Ordinance.** These will remove code barriers to development and increase development capacity in the bulk of the Triangle. Combined with expected public investments, these changes make it easier for development to meet community expectations and provide public benefit (e.g., affordable housing, open space, mini-plazas, excellent street design and connectivity, tree canopy, etc.). Regulatory changes include:
  - a. Zoning and development code updates (**LU-1 - LU-8**)
  - b. Design standards for affordable commercial space (**ED-9**)
  - c. Design standards for community livability, sociability, and active living (**DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17**)
  - d. Street, connectivity, and bike infrastructure standards for multimodal options and low impact development (**T-2, T-3, T-4, and UN-5**)
2. **Secure funding for catalyst sites and key publicly-funded projects.** This includes TIF (**LU-11**), latecomers agreements for regional stormwater projects (**UN-3**), and/or any other mechanisms (e.g., climate implementation grants for flooding and urban heat projects). See **Table 9-2. Catalyst Projects Rough Cost Estimates** for rough order of magnitude cost estimates for catalyst projects.

This early step will ensure that the City is able to make public improvements (e.g., Kenyon Center streets and plaza) and/or ready to enter into a public-private partnership when there is interest from the private development community. Where possible, co-create conceptual site/street designs for key publicly funded projects.

3. **Continue coordinating with Intercity Transit** on high frequency transit planning along Harrison Avenue, the transit hub location, and micromobility opportunities.
4. **Update the TMP with transportation projects.** Weigh the recommended projects amongst the citywide project list, considering that the City has identified the Triangle for greater levels of growth and change than was expected under the current TMP. Update impact fees as needed and continue seeking grants to ensure adequate transportation funding.
5. **Foster relationships and actively seek partnerships.** Continue collaborating with property owners and businesses to hone the vision for any redevelopment, market the area to community-oriented developers, and foster relationships for public-private partnerships.

## Mid- and Long-term Implementation

With the groundwork in place, Olympia will then **focus on orchestrating private development**—likely through several public-private partnerships—to build out the public spaces, streetscapes, and well-connected paths envisioned in this plan. This will likely be an incremental, market-driven, site-by-site evolution over several decades.

Other major mid- and long-term actions include:

- Continue implementing the TMP.
- Continue conducting conceptual design and pursuing grants and other funds that can enable infrastructure projects, including a regional stormwater facility, microgrid/back-up power, and tree canopy.
- Study the Harrison and Black Lake Boulevard corridors and identify more specific actions for these areas.
- Monitor progress of new programs, including MFTE, TIF, affordability and anti-displacement efforts, and building electrification and other climate response programs.
- Evaluate and complete other actions as described in **Table 9-1. Actions Summary**.

## Actions Summary

The following chart summarizes the actions found in Chapters 4-8.

### Actions Summary Table Key

#### Timing

|            |   |
|------------|---|
| <b>S</b>   | Short term (by approximately 2028)      |
| <b>M</b>   | Mid term (approximately 2029-2035)      |
| <b>L</b>   | Long term (approximately 2035-2044)     |
| <b>O</b>   | Opportunistic (as funding is available) |
| <b>S-L</b> | Ongoing                                 |

#### Priorities

|          |                 |
|----------|-----------------|
| <b>H</b> | High priority   |
| <b>M</b> | Medium priority |
| <b>L</b> | Low priority    |

#### Cost Estimate

|                 |                           |
|-----------------|---------------------------|
| <b>\$</b>       | Less than \$100,000       |
| <b>\$\$</b>     | \$100,000 - \$1,000,000   |
| <b>\$\$\$</b>   | \$1,000,000 – 10,000,000  |
| <b>\$\$\$\$</b> | Greater than \$10,000,000 |

#### Responsible Parties and Other Acronyms

|                 |  |
|-----------------|--|
| <b>BAT</b>      | Business access and transit  |
| <b>CPD</b>      | Community Planning and Development   |
| <b>CC</b>       | City Council   |
| <b>ED</b>       | Economic Development   |
| <b>Frontage</b> | Street, landscape strip, and sidewalk improvements required with development |
| <b>HH</b>       | Housing and Homelessness   |
| <b>IT</b>       | Intercity Transit  |
| <b>MFTE</b>     | Multifamily Tax Exemption  |
| <b>MOG</b>      | Mall ownership group   |
| <b>OPD</b>      | Olympia Police Department  |
| <b>OSD</b>      | Olympia School District  |
| <b>PAR</b>      | Parks, Arts & Recreation   |
| <b>PO</b>       | Property owners  |
| <b>PC</b>       | Planning Commission  |
| <b>PW</b>       | Public Works   |
| <b>TIF</b>      | Tax increment financing  |
| <b>TSP</b>      | Transit signal priority  |
| <b>TDM</b>      | Transportation demand management   |
| <b>TDR</b>      | Transfer of development rights   |
| <b>TMP</b>      | Transportation Master Plan   |
| <b>CFP</b>      | Capital Facilities Plan  |

**Table 9-1. Actions Summary**

| Action   | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/<br>Partners<br>(lead in bold) | Cost Estimate<br>(\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/<br>Funding | Related Actions/Notes   |
|--|----------------------|------------------|--|---|---------------------------------|---|
| <b>Land Use &amp; Development</b>                    |                      |                  |  |   |                                 |   |
| <b>LU-1</b> Reduce subarea parking minimums          | S                    | H                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17</b> ), street and connectivity standards ( <b>T-2 - T-4</b> ), and LID requirements ( <b>UN-5</b> ). |
| <b>LU-2</b> Increase max height of HDC-4 area        | S                    | L                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Same as above   |
| <b>LU-3</b> Increase max height of HDC-3 area        | S                    | L                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Same as above   |
| <b>LU-4</b> Adjust upper floor setback requirements  | S                    | L                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Same as above   |
| <b>LU-5</b> Encourage mass timber construction       | S                    | M                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Same as above   |
| <b>LU-6</b> Zoning for residential uses              | S                    | H                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Same as above   |
| <b>LU-7</b> Add minimum density to zones             | S                    | M                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Same as above   |
| <b>LU-8</b> Affordable housing height bonus          | S                    | H                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Same as above   |
| <b>LU-9</b> Urban neighborhood tree code application | S                    | H                | <b>CPD</b>   | \$  | Public                          |   |
| <b>LU-10</b> Monitor MFTE program                    | S                    | H                | <b>CPD</b> , PC, CC                                | \$  | Public                          |   |
| <b>LU-11</b> Tax increment financing (TIF) area      | S                    | H                | <b>CPD</b> , PC, CC                                | \$  | Public                          | Funding source for catalyst site investments  |

| Action  | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/ Partners (lead in bold) | Cost Estimate (\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/ Funding | Related Actions/Notes   |
|---|----------------------|------------------|--|--|------------------------------|---|
| <b>LU-12</b> Focus on catalyst sites                              | S                    | H                | <b>CPD</b> , ED, MOG, PC, CC                 | \$   | Public (e.g., TIF), private  | Must take place for catalyst site partnerships to occur ( <b>LU-13 - LU-15</b> ).   |
| <b>LU-13</b> Kenyon Center plaza and street upgrades              | M                    | H                | <b>CPD</b> , ED, HH, MOG, PC, CC             | \$\$\$                                     | Public (e.g., TIF), grant    | Dependent on coordination with property owners ( <b>LU-12</b> ) and funding source identification, including <b>LU-12</b> , <b>LU-11</b> , and TMP/CFP and associated impact fee updates ( <b>T-10 - T-12</b> ). See <b>Table 9-2. Catalyst Projects Rough Cost Estimates</b> . |
| <b>LU-14</b> First come first serve catalyst sites                | S                    | H                | <b>CPD</b> , ED, HH, MOG/PO, CC              | \$\$\$                                     | Public (e.g., TIF), grant    | Same as above   |
| <b>LU-15</b> Community benefits/ development agreements           | O                    | H                | <b>CPD</b> , ED, MOG/PO, PC, CC              | \$   | Public, private              | Mechanism for implementing joint catalyst site improvements ( <b>LU-13</b> and <b>LU-14</b> )   |
| <b>LU-16</b> Strategic land purchases                             | O                    | M                | <b>ED</b> , HH, CPD, CC                      | \$\$\$                                     | Public, grant                | This action can aid <b>LU-17</b> and <b>LU-18</b> implementation.   |
| <b>LU-17</b> Partnerships with affordable housing providers       | O                    | H                | <b>HH</b> , ED                               | \$\$                                       | Public, grant                | When possible, include affordable housing projects in catalyst site and development agreement projects ( <b>LU-13 - LU-15</b> ).  |
| <b>LU-18</b> Anti-displacement programs                           | S-L                  | H                | <b>HH</b> , ED, CPD                          | \$-\$\$                                    | Public, grant                |   |
| <b>LU-19</b> Height incentives for affordable housing             | S                    | H                | CPD  | \$   | Public                       |   |
| <b>LU-20</b> Donate or lease land to affordable housing providers | S-L                  | H                | HH, CC                                       | \$   | Public                       |   |
| <b>LU-21</b> Streamline development process                       | S                    | H                | CPD, CC                                      | \$   | Public                       | Adoption of a planned action ordinance  |

| Action  | Timing (\$,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/ Partners (lead in bold)                             | Cost Estimate (\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/ Funding | Related Actions/Notes   |
|---|-----------------------|------------------|--|--|------------------------------|---|
| <b>Economic Development</b>                           |                       |                  |  |  |                              |   |
| <b>ED-1</b> Proactively maintain relationships        | S-L                   | H                | <b>ED</b> , CPD  | \$   | Public                       |   |
| <b>ED-2</b> Economic Development District             | S                     | M                | <b>ED</b> , CPD  | \$   | Public                       | If designated, seek funding for catalyst projects (streets and parks) ( <b>LU-13</b> and <b>LU-14</b> ) and a regional stormwater facility ( <b>UN-4</b> )  |
| <b>ED-3</b> Continue local business technical support | S-L                   | H                | <b>ED</b>  | \$-\$\$                                    | Public, grant                |   |
| <b>ED-4</b> Co-ops and creative models                | S-L                   | M                | <b>ED</b>  | \$-\$\$                                    | Public, grant                |   |
| <b>ED-5</b> Building and façade improvement program   | S                     | H                | <b>ED</b>  | \$-\$\$                                    | Public, grant                |   |
| <b>ED-6</b> Harrison Ave corridor planning            | S                     | H                | <b>CPD</b> , <b>ED</b> , local businesses, neighborhoods, HH, PC, CC, PW | \$   | Public, grant                | Coordinate economic development and transportation planning ( <b>T-4</b> ) for Harrison.  |
| <b>ED-7</b> Community land trusts                     | S-L                   | H                | <b>HH</b> or <b>ED</b> , CPD   | \$   | Public, grant                | Could have affordable housing and/or commercial space focus   |
| <b>ED-8</b> Ground floor commercial financing         | S-L                   | H                | <b>ED</b> , CPD  | \$   | Public, grant                | Consider for catalyst site and community benefit/development agreement projects ( <b>LU-13</b> - <b>LU-15</b> ).  |
| <b>ED-9</b> Small-scale and flexible space design     | S                     | M                | <b>CPD</b> , <b>ED</b> , PC, CC  | \$   | Public                       | Adopt alongside other zoning and development code updates ( <b>LU-1</b> - <b>LU-8</b> , <b>DC-1</b> , <b>DC-2</b> , <b>DC-4</b> , <b>DC-5</b> , <b>DC-13</b> , <b>DC-14</b> , <b>DC-15</b> , <b>DC-17</b> ), street and connectivity standards ( <b>T-2</b> - <b>T-4</b> ), and LID requirements ( <b>UN-5</b> ). |

| Action  | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/<br>Partners<br>(lead in bold) | Cost Estimate<br>(\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/<br>Funding | Related Actions/Notes   |
|---|----------------------|------------------|--|---|---------------------------------|---|
| <b>ED-10</b> Construction disruption assistance | S-L                  | H                | <b>PW</b> , ED                                     | \$  | Public, grant                   | Offer alongside applicable transportation projects ( <b>T-10 - T-12</b> ) |
| <b>ED-11</b> Commercial tenant protections      | S                    | M                | <b>ED</b>  | \$  | Public, grant                   |   |
| <b>ED-12</b> Local hiring ordinances            | S                    | M                | <b>ED</b>  | \$  | Public                          |   |



| Action  | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/ Partners (lead in bold) | Cost Estimate (\$,\$\$, \$\$\$, \$\$\$\$) | Potential Resources/ Funding | Related Actions/Notes  |
|---|----------------------|------------------|--|---|------------------------------|--|
| Design & Community Livability                     |                      |                  |  |   |                              |  |
| <b>DC-1</b> Main street designations              | S                    | H                | <b>CPD</b> , PC, CC, PW                      | \$  | Public                       | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17</b> ), street and connectivity standards ( <b>T-2 - T-4</b> ), and LID requirements ( <b>UN-5</b> ).  |
| <b>DC-2</b> High visibility corner designations   | S                    | M                | <b>CPD</b> , PC, CC                          | \$  | Public                       | Same as above  |
| <b>DC-3</b> Parks performance metric              | M                    | M                | <b>PAR</b>                                   | \$  | Public                       | Approach with next Parks, Arts & Recreation Plan update  |
| <b>DC-4</b> Significant community gathering space | S                    | H                | <b>CPD</b> , PAR, PC, CC                     | \$  | Public, private              | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17</b> ), street and connectivity standards ( <b>T-2 - T-4</b> ), and LID requirements ( <b>UN-5</b> ). Implemented through the <b>LU-13</b> Kenyon Center public investments catalyst projects. |
| <b>DC-5</b> Small parks/plazas                    | S                    | H                | <b>CPD</b> , PAR, PC, CC                     | \$  | Public, private              | Same as above. Primarily implemented through the <b>LU-14</b> First come first serve catalyst sites.   |
| <b>DC-6</b> Public space design                   | S                    | H                | <b>CPD</b> , PAR, PC, CC                     | \$  | Public                       | Same as above  |
| <b>DC-7</b> Yauger Park connection                | M                    | H                | <b>PAR</b> , PW                              | \$\$                                      | Public, grant                |  |
| <b>DC-8</b> Community recreation center           | S-L                  | H                | <b>ED</b> , PAR                              | \$- \$\$\$\$                              | Public, grant                | ED leads for any non-profit/private entity partnership projects, which could be in the S-M timing. PAR leads study for City facility by 2034; construction in long term.   |

| Action   | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/ Partners (lead in bold) | Cost Estimate (\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/ Funding | Related Actions/Notes   |
|--|----------------------|------------------|--|--|------------------------------|---|
| <b>DC-9</b> Expanded library                                       | S-M                  | M                | CC   | \$\$                                       | Public                       |   |
| <b>DC-10</b> Swimming pool   | S-M                  | M                | <b>PAR</b> , regional partners               | \$\$\$\$                                   | Public, grant                | Regional Aquatic Center location is undetermined and will be informed by regional partners.   |
| <b>DC-11</b> Support daycare location in the subarea               | S-L                  | H                | <b>CPD</b>                                   | \$   | Public, grant                |   |
| <b>DC-12</b> Residential building design for social connection     | S                    | H                | <b>CPD</b> , PC, CC                          | \$   | Public                       | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17</b> ), street and connectivity standards ( <b>T-2 - T-4</b> ), and LID requirements ( <b>UN-5</b> ). |
| <b>DC-13</b> Residential open space                                | S                    | H                | <b>CPD</b> , PC, CC                          | \$   | Public                       | Same as above   |
| <b>DC-14</b> Design for air/noise quality                          | S                    | L                | <b>CPD</b> , PC, CC                          | \$   | Public                       | Same as above   |
| <b>DC-15</b> Coordinated school planning                           | S-L                  | H                | <b>CPD</b> , OSD                             | \$   | Public                       |   |
| <b>DC-16</b> After school programs                                 | M                    | H                | <b>CPD</b> , OSD, PAR                        | \$   | Public, grants               | See related action <b>DC-10 Community recreation center</b> .   |
| <b>DC-17</b> Crime Prevention through Environmental Design (CPTED) | S                    | M                | <b>CPD</b> , OPD, PC, CC                     | \$   | Public                       | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, , DC-14, DC-15</b> ), street and connectivity standards ( <b>T-2 - T-4</b> ), and LID requirements ( <b>UN-5</b> ).             |
| <b>DC-18</b> Emergency Services                                    | M-L                  | M                | <b>PAR</b> , <b>PW</b> , <b>CPD</b> , CC     | \$-\$\$                                    | Public                       |   |
| <b>DC-19</b> Public art  | S-L                  | M                | <b>PAR</b> , <b>PW</b> , <b>CPD</b> , CC     | \$-\$\$                                    | Public, grants               |   |

| Action   | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/<br>Partners<br>(lead in bold) | Cost Estimate<br>(\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/<br>Funding | Related Actions/Notes  |
|--|----------------------|------------------|--|---|---------------------------------|--|
| Transportation   |                      |                  |  |   |                                 |  |
| <b>T-1</b> Regional access                                 | S-L                  | H                | <b>PW</b> , CPD, PC, CC                            | \$  | Public                          | Include policy support for regional access in the Comprehensive Plan and TMP   |
| <b>T-2</b> Essential streets and through-block connections | S                    | H                | <b>PW</b> , CPD, PC, CC                            | \$  | Public, grant                   | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17</b> ), other street and connectivity standards ( <b>T-3</b> and <b>T-4</b> ), and LID requirements ( <b>UN-5</b> ). |
| <b>T-3</b> Street classifications and design               | S                    | H                | <b>PW</b> , CPD, PC, CC                            | \$  | Public                          | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17</b> ), other street and connectivity standards ( <b>T-2</b> and <b>T-4</b> ), and LID requirements ( <b>UN-5</b> ). |
| <b>T-4</b> Enhanced bike parking                           | S                    | H                | <b>CPD</b> , PW, PC, CC                            | \$  | Public                          | Adopt alongside zoning and development code updates ( <b>LU-1 - LU-8, ED-9, DC-1, DC-2, DC-4, DC-5, DC-13, DC-14, DC-15, DC-17</b> ) and other street and connectivity standards ( <b>T-2</b> and <b>T-3</b> ).                                    |
| <b>T-5</b> Harrison Avenue corridor study                  | M or O               | H                | <b>CPD</b> , PW, IT, ED, PC, CC                    | \$  | Public, grant                   | Coordinate economic development ( <b>ED-6</b> ) and transportation planning for Harrison. Coordinate with Intercity Transit's BRT planning. Related <b>T-11</b> capital project 17 Harrison Avenue Roundabouts.                                    |
| <b>T-6</b> Transit hub location                            | S                    | H                | <b>IT</b> , CPD, PW                                | \$  | Public                          | Coordinate with IT's The One BRT planning  |

| Action   | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/<br>Partners<br>(lead in bold) | Cost Estimate<br>(\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/<br>Funding | Related Actions/Notes   |
|--|----------------------|------------------|--|---|---------------------------------|---|
| <b>T-7</b> Black Lake Boulevard corridor study   | O                    | H                | <b>PW</b> , WSDOT, IT                              | \$  | Public, grant                   |   |
| <b>T-8</b> Transit signal priority   | O                    | H                | <b>IT</b> , PW                                     | \$  | Public, grant                   | Coordinate with IT's The One BRT planning   |
| <b>T-9</b> Subarea micromobility feasibility study   | S                    | H                | <b>PW</b> , IT, CPD                                | \$  | Public, grant                   | Coordinate with IT's The One BRT planning   |
| <b>T-10</b> TMP 20-year projects   | S-L                  | H                | <b>PW</b>  | \$-<br>\$\$\$\$                               | Public, grant                   |   |
| <b>T-11</b> TMP projects beyond 2045   | M-L                  | M                | <b>PW</b>  | \$-<br>\$\$\$\$                               | Public, grant                   | With next TMP update  |
| <b>T-12</b> New transportation projects  | O                    | H                | <b>PW</b> , CPD, ED                                | \$  | Public                          | With next TMP update  |
| <b>T-12.1</b> 4 <sup>th</sup> Ave W – Kenyon St – Mall Loop Dr Multimodal Placemaking and Safety | O                    | H                | <b>CPD</b> , PW, ED                                | \$\$\$  | Public, grant, private          | Public project and frontage requirements. See <b>Table 9-2. Catalyst Projects Rough Cost Estimates.</b> |
| <b>T-12.2</b> Capital Mall Dr/9 <sup>th</sup> Ave SW   | O                    | H                | <b>PW</b>  | \$\$\$  | Public, grant, private          | Public project and frontage requirements  |
| <b>T-12.3</b> Capital High School Connection   | O                    | H                | <b>PW</b>  | \$\$\$  | Public, grant, private          | Public project and frontage requirements  |
| <b>T-12.4</b> Cooper Point Rd Bicycle Facilities   | O                    | M                | <b>PW</b>  | \$\$\$  | Private, public, grant          | Frontage requirements and/or public project   |
| <b>T-12.5</b> Black Lake Boulevard Bicycle Facilities  | O                    | M                | <b>PW</b>  | \$\$\$  | Private, public, grant          | Frontage requirements and/or public project   |

| Action  | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/ Partners (lead in bold) | Cost Estimate (\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/ Funding | Related Actions/Notes   |
|---|----------------------|------------------|--|--|------------------------------|---|
| Utilities & Natural Environment                         |                      |                  |  |  |                              |   |
| <b>UN-1</b> Coordinated planning                        | S-L                  | H                | <b>PW</b> , CPD, ED                          | \$   | Public                       |   |
| <b>UN-2</b> Management Plan updates                     | S-L                  | H                | <b>PW</b> , CPD                              | \$   | Public                       |   |
| <b>UN-3</b> Strategic public infrastructure             | S-L                  | H                | <b>PW</b> , CPD, ED                          | \$-<br>\$\$\$\$                            | Public, grants, private      |   |
| <b>UN-4</b> Regional stormwater facilities              | O                    | H                | <b>PW</b> , CPD, ED                          | \$-<br>\$\$\$\$                            | Public, grants, private      | Coordinate with catalyst sites and development incentives actions ( <b>LU-12</b> - <b>LU-16</b> ) |
| <b>UN-5</b> Low Impact Development                      | S and O              | H                | <b>PW</b> , CPD                              | \$   | Public, grants, private      | LID frontage requirements alongside other code updates. Also see <b>T-3</b> street standards.     |
| <b>UN-6</b> In-Lieu Fee Mitigation Program              | L                    | L                | PW   | \$   | Public, grants               |   |
| <b>UN-7</b> Stormwater Transfer Control Program         | S                    | M                | PW   | \$   | Public                       | Mechanism to fund stormwater facilities in the Triangle   |
| <b>UN-8</b> Community-Based Public-Private Partnerships | O                    | H                | <b>PW</b> , ED, HH, CPD                      | \$   | Public, grants, private      | Ecology grants for CBOs to use green stormwater solutions   |
| <b>UN-9</b> Public investment in urban tree canopy      | O                    | H                | <b>PW</b> , Climate, CPD                     | \$   | Public, grants, private      | Coordinate with <b>UN-5</b> Low Impact Development  |
| <b>UN-10</b> New building electrification               | S                    | H                | <b>Climate</b> , CPD, PC, CC                 | \$   | Public, grants               | Citywide code update, implemented with private development  |
| <b>UN-11</b> Deep energy retrofits                      | S-L                  | H                | <b>Climate</b> , CPD, PC, CC                 | \$   | Public, grants               | Citywide effort   |
| <b>UN-12</b> Cool/green/blue roofs                      | M                    | M                | <b>Climate</b> , CPD, PC, CC                 | \$   | Public, grants               | Consider with citywide code update  |

| Action  | Timing (S,M,L,O,S-L) | Priority (H,M,L) | Responsible Parties/ Partners (lead in bold) | Cost Estimate (\$, \$\$, \$\$\$, \$\$\$\$) | Potential Resources/ Funding | Related Actions/Notes  |
|---|----------------------|------------------|--|--|------------------------------|--|
| <b>UN-13</b> Embodied/low-carbon building materials | S                    | M                | Climate, CPD, PC, CC                         | \$   | Public, grants               | Coordinate with <b>ED-5</b> Building and façade improvement program and <b>ED-6</b> Harrison Ave corridor planning |
| <b>UN-14</b> Public EV charging                     | O                    | H                | <b>CPD</b> , PW, Climate                     | \$   | Public, grants, private      | Look for opportunities with redevelopment and streets projects   |
| <b>UN-15</b> Resilience                             | O                    | H                | Climate, PW, CPD                             | \$   | Public, grants               |  |

Table 9-2. Catalyst Projects Rough Cost Estimates

| Project   | Current (2023) Cost - Low Range | Current (2023) Cost - High Range | 2029 Cost – Low Range | 2029 Cost – High Range |
|---|---------------------------------|----------------------------------|-----------------------|------------------------|
| <b>Half-acre Catalyst Public Park.</b> ½ acre public park with spray park.  | \$7,5648,695                    | \$14,204,720                     | \$11,819,090          | \$21,949,738           |
| Without spray park  | \$3,272,088                     | \$6,076,736                      |                       |                        |
| <b>4<sup>th</sup> Ave Streetscape Retrofit (300 linear feet).</b> 300 lf of half-street improvements including: 1 travel lane (10'), bioretention/swale (10.5'), shared use path (12'), and sidewalk (6'). Limited lighting improvements.   | \$607,218                       | \$1,127,691                      | \$938,300             | \$1,742,556            |
| <b>Half New Street (300 linear feet).</b> New street connection elsewhere in subarea. Assumed 65' right-of-way for 300 lf. From the yellow striping of the travel lanes, 1 travel lane (10'), bioretention/swale (10'), asphalt bike lanes (5'), concrete sidewalk (6'). Includes lighting but not signalization. | \$851,238                       | \$1,580,871                      | \$1,315,370           | \$2,442,830            |

Source: MxM Landscape Architecture and City of Olympia, 2023

# Appendices

## Capital Mall Triangle Subarea Plan



**City of Olympia**

February 2024





# Appendix A

## Existing Conditions Report



# **CITY OF OLYMPIA CAPITAL MALL TRIANGLE SUBAREA PLAN & PLANNED ACTION EIS**

**EXISTING CONDITIONS REPORT  
FINAL DRAFT FEBRUARY 2024**

*Prepared by:*  
**MAKERS  
ESA  
Fehr & Peers  
Leland Consulting Group  
MxM**

# ACKNOWLEDGEMENTS

## Agencies

City of Olympia

## Consultant Team

MAKERS, Prime

ESA

Fehr & Peers

Leland Consulting Group

MxM

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# KEY TAKEAWAYS

This document is an early step in the planning process and is intended to describe existing conditions in the study area. Topics addressed in this report include:

- Land Use
- Transportation
- Stormwater

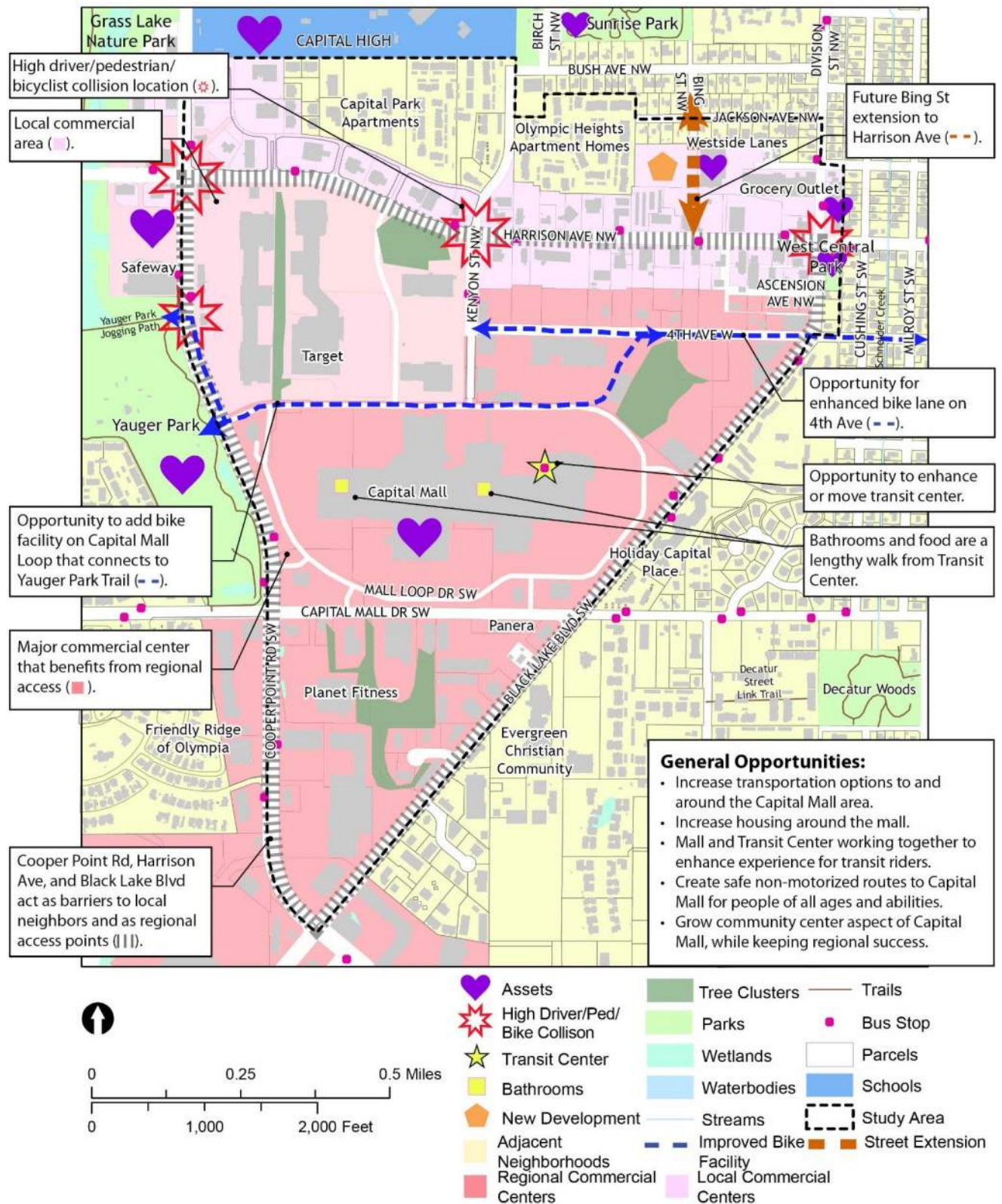
While each chapter in the report explores a unique aspect of the study area, some recurring themes cut across chapters. A short summary of these overarching themes and key findings associated with each of the topics is included below.

*Note: The report analyzing current market conditions, development feasibility, housing, demographics, and displacement risk is attached. It is titled “Market Analysis: Existing Conditions”*

## Overall Themes

**Assets.** The Capital Mall Triangle Subarea (the Triangle) is rich with many businesses, services, and amenities, including:

- **Healthy regional center.** The Capital Mall Triangle is well-located for regional access and is economically healthy. The mall is the only major shopping center in South Puget Sound and has a very large trade area.
- **Diversity of shops and services.** The Triangle contains a wealth of businesses, retail, eateries, and services within close proximity that serve both a regional and local customer base.
- **Amenity rich.** Community and civic amenities include Capital Mall, Capital High School, Yauger Park, Sunrise Park, West Central Park, Grass Lake Nature Park, Decatur Woods Park, the West Olympia Timberland Library, grocery stores, bowling alley, and a movie theater.
- **Transit service.** The Transit Center is located at the Capital Mall, and InterCity Transit serves the area relatively well.
- **Surrounding neighborhoods.** Homes, schools, and parks are found immediately outside the Triangle. West of Yauger Park is one of Olympia’s more dense neighborhoods with tree-line, buffered sidewalks and a senior community. To the east and north are well established single family neighborhoods.



SOURCE: MAKERS (2022)

**EXHIBIT 1 Assets, Challenges, and Opportunities**



**Challenges.** The Triangle developed as a regional commercial area mostly in the 1980s and was designed to prioritize the automobile rather than humans, resulting in physical challenges:

- **Lacks a walkable/rollable urban form.** The Triangle is scaled to and designed for the automobile. For example, the mall is wide enough to cover 5 downtown blocks, meaning people on foot, bike, or wheel cannot travel in normal and direct ways. Multiple locations along the arterials have high driver/pedestrian/bicyclist collision rates. Sidewalks and informal paths are challenging for people on wheels.
- **Divided land uses.** Neighborhoods surround the Triangle but are physically divided from the shopping mall, and residents must cross challenging intersections to reach destinations. Harrison Ave, Cooper Point Rd, and Black Lake Blvd provide regional access but act as physical barriers for locals looking to get to the mall without driving. Virtually no residences are found within the arterial triangle.
- **Underutilized surface parking.** The surface parking lots consume a massive amount of land and were developed prior to modern tree and stormwater codes, so they contribute to urban heat and flooding.

**Opportunities.** Some key opportunities include the following:

- Make use of underutilized parking lots to meet Olympia housing supply and other needs without directly displacing businesses or residents. However, as investments improve the area, prepare for potential economic displacement risks to nearby renters as rents rise.
- Connect the Capital Mall area to Downtown with an enhanced/protected bike lane on 4<sup>th</sup> Ave.
- Add or formalize safe bike routes or trails connecting the high school and surrounding residential homes to the mall.
- Enhance (or move) the Transit Center and transit experience in and around Capital mall area.
- Improve community health and wellbeing and climate resiliency with greater use of green stormwater infrastructure (nature-based drainage solutions).
- Reduce transportation-related greenhouse gas emissions with a greater mix of uses in close proximity paired with infrastructure to support transit, active transportation modes, and electric vehicles.

## Land Use

- The Capital Mall Triangle study area is a regional center that is successful because of its regional access from US 101 via Cooper Point Road and Black Lake Boulevard. The subarea is the only major shopping center in the South Puget Sound, providing it with a very large trade area. Future planning should better integrate the continued success of the regional commercial center with improving connections and use of the subarea by local neighboring areas.
- Harrison Avenue includes local-serving small businesses, many of which are locally owned. These businesses may be at risk of displacement with redevelopment of the area. The plan should consider anti-displacement programs and affordable commercial space incentives.
- Multifamily and single-family neighborhoods surround the Capital Mall Triangle but are physically divided by the arterial roads Harrison Avenue, Cooper Point Road, and Black Lake

Boulevard. The roads make it more difficult for those in the neighboring residential areas to get to and use the amenities in the commercial area if they do not use a car to get there. The plan should consider public and private investments to improve safe and comfortable multimodal access along and across these arterials.

- The study area is located in an amenity rich area. There are multiple schools, parks, and grocery store options, along with there being medical services nearby. The mall has one of the most popular regional libraries in the region, a bowling alley, and a movie theater. However, the area lacks safe and comfortable multimodal connections between amenities. The plan should consider how better connections may be included with any redevelopment in the Triangle.
- Currently, the Capital Mall Triangle study area lacks a walkable mixed-use urban form that better integrates residential uses with the commercial and amenity uses. Some of the building lengths within the study area are over 1,000 feet long, with the mall itself being around 1,650 feet long. Additionally, there is a lack of intersite connectivity in large areas.
- Olympia's development standards allow dense development but require more parking than is currently used or needed, which is impacting development feasibility. In addition, early property owner interviews indicate that tree and stormwater requirements triggered by major renovations or redevelopment may impact development feasibility. Current trend lines do not point to the Triangle meeting planned growth targets by 2045. The plan should carefully consider multiple objectives when making recommendations about development standards and consider methods to attract desired development.
- Also see the attached **Market Analysis: Existing Conditions** for market, development feasibility, housing, demographics, and displacement risk analyses and findings.

## Transportation

- The Subarea does not have a gridded roadway system, leading to the concentration of traffic onto the three adjacent arterials (Cooper Point Road, Black Lake Boulevard and Harrison Avenue) and a lack of mobility for active transportation modes. Future planning efforts should focus on additional street connections to improve access to the Subarea for all modes into the surrounding neighborhoods and reduce the level of traffic concentration at major intersections within the Subarea.
- Pedestrian and bicycle safety has been flagged in multiple plans as a chief transportation concern for the Subarea. Multiple new enhanced crossings and bicycle lanes are currently planned, in addition to safety improvements at key crossings throughout the study area. Roundabouts at major intersections are also shown to improve traffic safety for all modes. The TMP (Transportation Master Plan) has identified several roundabout priorities within the Subarea.
- East-west bicycle connectivity is challenging within the Subarea. In addition to filling gaps in the network and constructing an enhanced bicycle facility on Capital Mall Drive, 4<sup>th</sup> Avenue has been flagged as a possibility to facilitate additional east-west connection with downtown Olympia.
- Observed parking demand would imply the potential for redevelopment of some parking areas within the Capital Mall; however, this is not consistent with City of Olympia parking requirements, which show the Capital Mall as potentially parking deficient. Additional parking

analysis should be performed to determine the exact parking occupancy and redevelopment potential of the parking lots. The city may want to update its parking requirements either as part of this Subarea plan or through future planning efforts.

## Stormwater

- New development and redevelopment in the Triangle Mall subarea must adhere to City regulations for stormwater management. City standards and guidance for stormwater management for construction, development, and redevelopment activities are contained in the City's Drainage Design and Erosion Control Manual (DDECM), which meets requirements of the City's NPDES municipal stormwater permit from Ecology.
- City standards require the use of Low Impact Development (LID) approaches (often referred to as green stormwater infrastructure) to manage stormwater on-site where feasible. LID approaches are intended to create, retain, or restore natural hydrologic and water quality conditions that may be affected by human alterations. Implementation of LID techniques offers the possibility of improving water quality and streamflow conditions in stream basins. Where stormwater cannot be adequately managed and fully infiltrated on-site, City standards require runoff treatment (water quality) and flow control (water quantity) to reduce adverse impacts to downstream receiving waters.
- Stormwater infiltration systems are used on some properties within the subarea currently, and LID is likely to be an important (and community-supported) part of future development in the subarea going forward. However, soils with low infiltration capacity or other site constraints may limit LID feasibility in some places.
- Meeting flow control requirements can be particularly challenging (and expensive) due to the high volumes of runoff that need to be detained to meet standards for sites with large areas of impervious surface; standards generally require that post-development flows do not exceed pre-development (forested condition) flows for design storms up to the 50-year peak flow. Surface detention ponds require considerable space that reduces the area available for buildings or parking, and underground detention systems—which are used at many locations in the subarea currently—are typically expensive.
- There is currently one City-managed regional stormwater facility located adjacent to the subarea that serves a portion of the subarea centered on Capital Mall: the Yauger Park Regional Facility. This facility was upgraded in 2010 and was expanded as much as is possible at the site. Further expansion to this facility does not appear possible at this time, and it does not have the capacity for 50-year storms. The City could consider the feasibility of constructing additional regional facilities within or near the subarea to encourage redevelopment within the subarea, and/or help coordinate stormwater management activities between property owners to find efficiencies and reduce costs (e.g., a single detention facility serving multiple properties may be more cost-effective than a detention facility on each property).

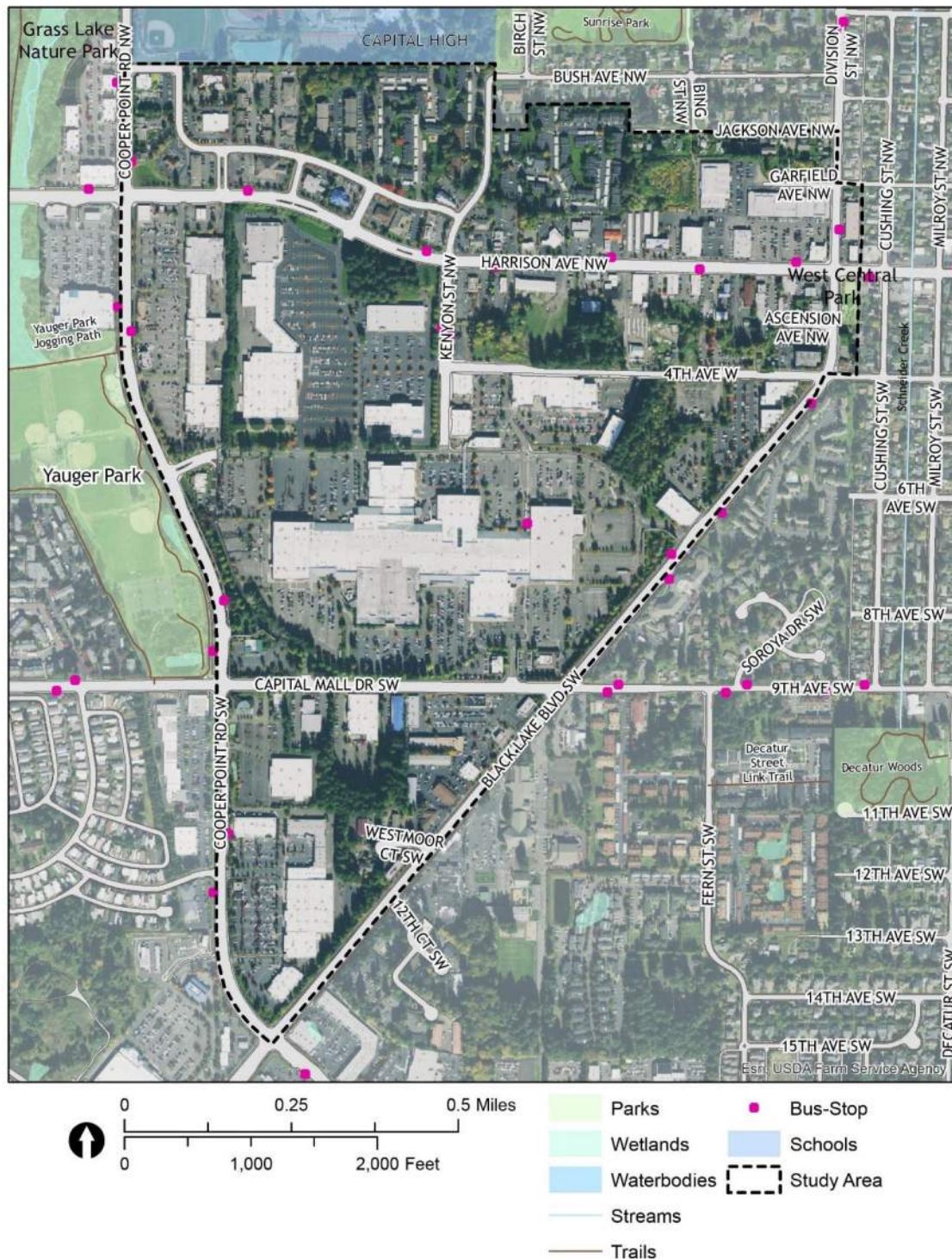


# SECTION 1. INTRODUCTION

## 1.1 What Is the City of Olympia Capital Mall Triangle Subarea?

The Olympia Capital Mall Triangle subarea (see **Exhibit 1-1**) is located on the west side of Olympia. The bottom “point” of the triangle is the intersection of Black Lake Blvd SW and Cooper Point Rd SW. The subarea is bounded on the east and west by Black Lake Blvd and Cooper Point Rd. The northern boundary of the subarea follows zone district boundaries which are located approximately one to two blocks north of Harrison Ave. The subarea is approximately 288 acres.





SOURCE: City of Olympia, MAKERS, 2022

**EXHIBIT 1-1 Capital Mall Triangle Study Area**

## 1.2 What Is the Subarea Plan?

The City of Olympia designated the Capital Mall Triangle as one of three urban centers in the City's 20-year comprehensive plan. The City received a \$250,000 grant from the State of Washington to conduct long range planning in the subarea, with the aim of creating a people-oriented urban neighborhood. The City's goal is to maintain the area as a regional shopping destination while also creating a mixed-use neighborhood with a grid-based street network to reduce the amount and length of driving trips, increase transit accessibility, and enable residents to take advantage of multimodal transportation opportunities.

The plan's benefits and goals fall into four different categories:

- Housing
- Transportation
- Business and Property Owners
- Environment

Housing affordability for a variety of income levels, climate resilience, and economic prosperity are central to the City's vision for the site.

The subarea plan will become an optional element of the City's Comprehensive Plan. The subarea plan is expected to include elements such as land use, economic development, housing, the environment, public facilities and services, and transportation. The subarea plan is being developed for consistency with the Growth Management Act, countywide planning policies, and the City of Olympia Comprehensive Plan.

## 1.3 What Is in This Report?

This document is an early step in the planning process and is intended to describe existing conditions in the study area. Topics addressed in this report are listed below. It should be noted that the order of topics in this report is based on the SEPA elements of the environment as listed in WAC 197-11-444. This was done for convenience only and does not reflect importance or relative priority of any of the topics.

- Land Use
- Transportation
- Stormwater

The information in this report was compiled from existing available data and research findings; primary research was not conducted as part of this effort.

It is anticipated that this report will continue to be updated and revised as additional information is identified during the planning process. Ultimately, information in this report will help inform the future subarea plan.



A short summary of overarching themes and key findings associated with each of these topics is included in the section preceding this introduction. The balance of this report contains more detailed discussion of existing conditions for each topic area.

*Note: The report analyzing current market conditions, development feasibility, housing, demographics, and displacement risk is attached. It is titled “Market Analysis: Existing Conditions”*

## SECTION 2. LAND USE

This chapter describes existing land use patterns, development types, mix of uses, scale and intensity of development, study area character, and land use compatibility. It also summarizes pertinent plans, policies, and regulations, including the City's GMA Comprehensive Plan, land use and urban forestry regulations, and other applicable and adopted plans from the City of Olympia.

### 2.1 Existing Policies and Regulations

This section provides summaries of recent plans, studies, and regulations related to the City of Olympia Capital Mall Triangle Subarea. These summaries are presented from oldest plan first to most recent plan last.

#### Local Plans and Regulations

##### CITY OF OLYMPIA COMPREHENSIVE PLAN (2014)

The Comprehensive Plan describes the vision for the Capital Mall area as:

*A regional shopping center, which also includes one of the area's best balances of jobs within walking distance of medium-density housing. This area should continue to be economically viable and contribute to the community's goals with infill, redevelopment, and connections to adjacent areas for all modes of travel. It is to evolve into a complete urban neighborhood with a mix of jobs, housing, and services. ...Design standards will encourage continued infill and redevelopment in the vicinity of 4th Avenue and Kenyon Street so that the potential of the mall and its surrounding properties can be fully realized. As illustrated below, redevelopment to the north, south, east, and west will incorporate vehicle access and circulation with the addition of building focal points, significant entries, and better access for walking from surrounding neighborhoods (pg. 29-30).*

Notable goals and policies include the following:

#### Land Use Element

Goal 1. Land use patterns, densities, and site design are sustainable and support decreasing automobile reliance.

- PL1.7 Enable frequent transit service, support housing, utilize existing infrastructure, provide public improvements and concentrate new major shopping, entertainment and office uses downtown, in the medical services area of Lilly Road, near the Capital Mall, and in the urban corridors (pg. 9).

Goal 11. Adequate commercial land conveniently serves local and regional trade areas.

- PL11.5 Encourage the efficient use and design of commercial parking areas; reduce parking space requirements (but avoid significant overflow into residential areas); support parking structures, especially downtown and in urban corridors; and designate streets for on-street parking where safe (pg.22)

Goal 14. Olympia's neighborhoods provide housing choices that fit the diversity of local income levels and lifestyles. They are shaped by thorough public planning processes that involve community members, neighborhoods, and city officials.

- PL14.2 Concentrate housing into three high-density Neighborhoods: Downtown Olympia, Pacific/Martin/Lilly Triangle; and the area surrounding Capital Mall (pg. 28).

Goal 15. Focus areas are planned in cooperation with property owners and residents.

- PL15.1 Maximize the potential of the Capital Mall area as a regional shopping center by encouraging development that caters to a regional market, by providing pedestrian walkways between businesses and areas; by increasing shopper convenience and reducing traffic by supporting transit service linked to downtown; by encouraging redevelopment of parking areas with buildings and parking structures; and by encouraging multifamily housing (pg. 33).

Goal 16. The range of housing types and densities are consistent with the community's changing population needs and preferences.

- PL16.1 Support increasing housing densities through the well-designed, efficient, and cost-effective use of buildable land, consistent with environmental constraints and affordability. Use both incentives and regulations, such as minimum and maximum density limits, to achieve such efficient use (pg. 37-38).
- PL16.5 Support affordable housing throughout the community by minimizing regulatory review risks, time and costs and removing unnecessary barriers to housing, by permitting small dwelling units accessory to single-family housing, and by allowing a mix of housing types (pg. 37-38).
- PL16.8 Encourage and provide incentives for residences above businesses (pg. 37-38).
- PL16.13 Encourage adapting non-residential buildings for housing (pg. 37-38).

## Transportation Element

Goal 10. On designated strategy corridors, facilitate increased land use density, and eliminate transportation system inefficiencies.

Goal 12. The transportation system provides attractive walking, biking, and transit options, so that land use densities can increase without creating more traffic congestion.

- PT12.1 Build a system that encourages walking, biking, and transit to reduce car trips and help achieve our land-use density goals.

Goal 13. A mix of strategies is used to concentrate growth in the city, which both supports and is supported by walking, biking, and transit.

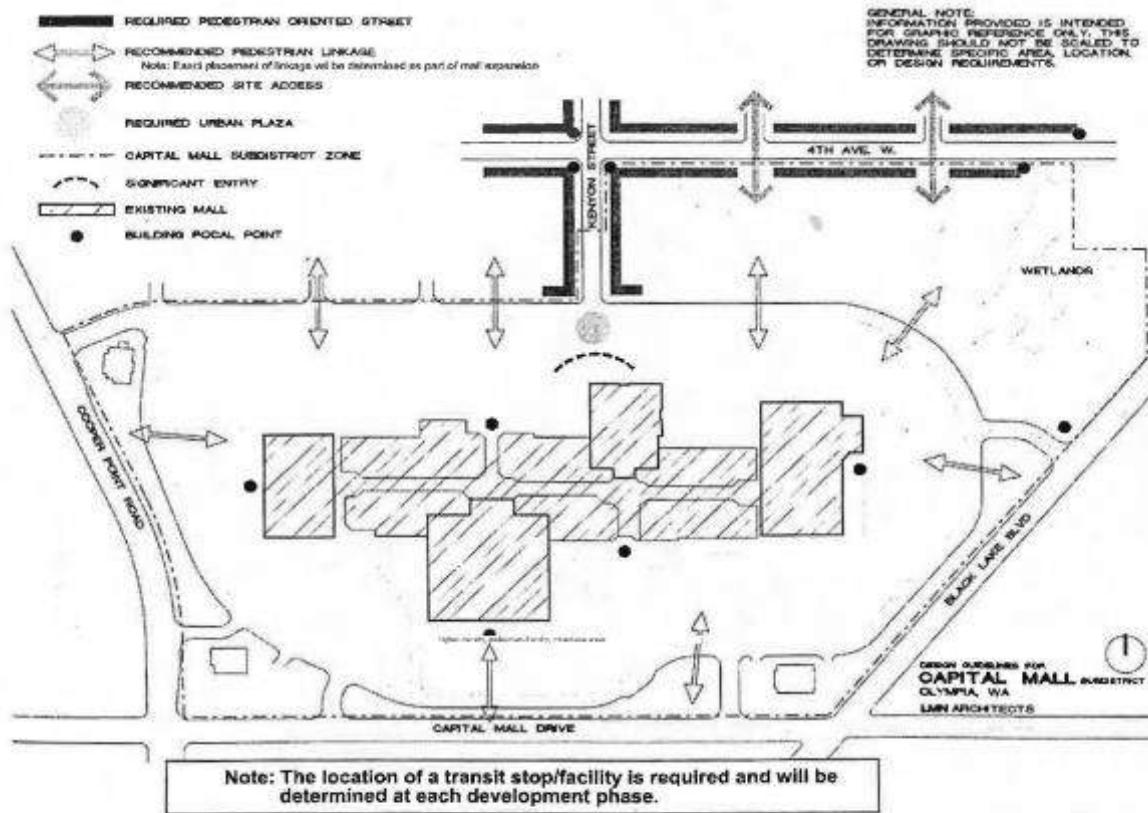
- PT13.1 Consider increasing allowed densities in the downtown core and along parts of the urban corridors, while maintaining lower densities in the periphery of the City.
- PT13.4 Promote infill in close-in neighborhoods and increased land-use density in activity centers and downtown to reduce sprawl, car trips, and to make the best use of the existing transportation network.
- PT13.5 Allow housing in commercial and employment areas to reduce commute and errand distances, and encourage alternatives to driving.

Goal 14. Greater density along bus corridors optimizes investments in transit and makes transit an inviting mode of travel.

- Harrison, Black Lake, and Copper Point are all listed as priority bus corridors.
- PT14.1 Encourage transit-supportive density and land-use patterns along priority bus corridors, through zoning, incentives, and other regulatory tools.
- PT14.2 Encourage schools, public services, major employers, and senior and multi-family housing to locate along priority bus corridors, as they tend to benefit from the availability of public transit.

Goal 19. The region is prepared to advance high-capacity transportation.

- PT19.3 Integrate land use and high-capacity transportation planning so that dense urban centers are developed around multi-modal transit stations, and coordinate this regionally.
- PT19.5 Achieve the land-use densities and mixed uses necessary to build ridership needed for high-capacity transportation.



A plan for linking Capital Mall to its neighborhood.

NOTE: The above map does NOT reflect the subarea boundary or the zone district boundary.

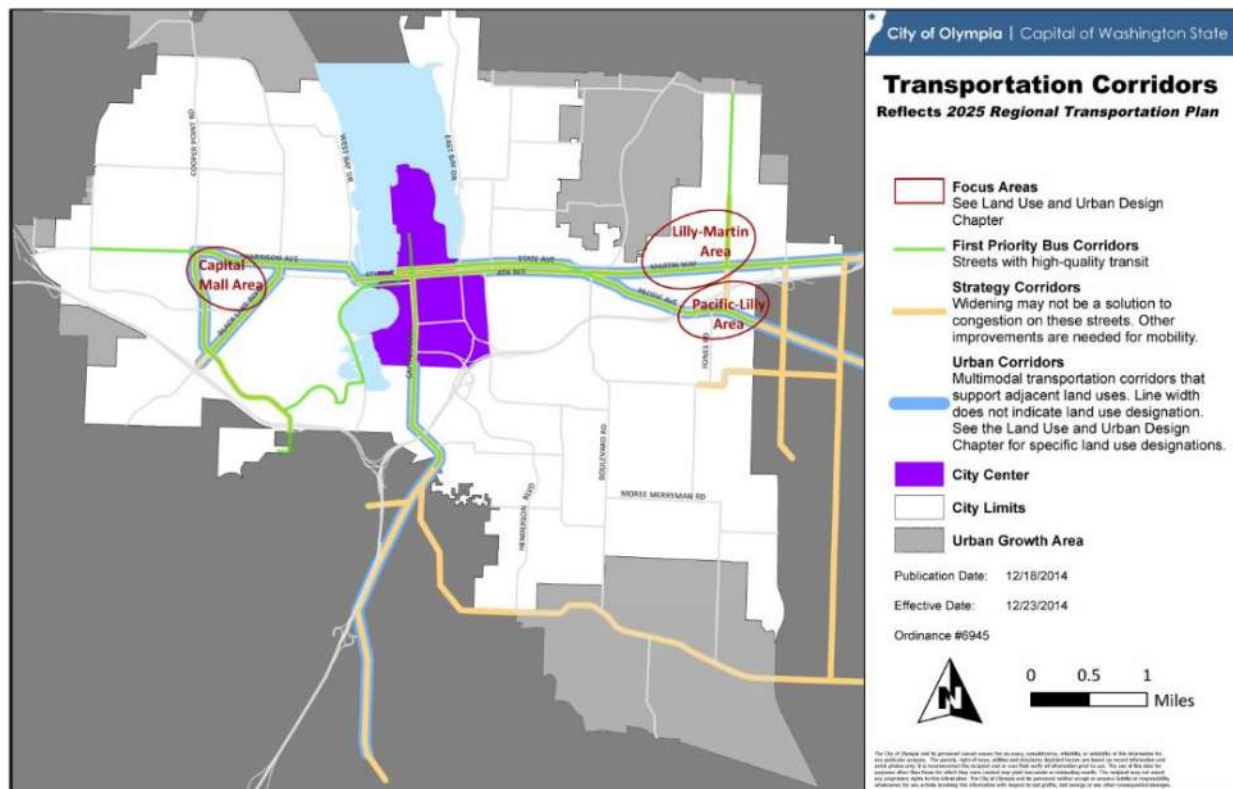
SOURCE: City of Olympia, *Comprehensive Plan* (2014)

#### EXHIBIT 2-1 Mall Pedestrian-Oriented Spaces Comprehensive Plan Map

## Land Use Designations

In addition to land use policies for infill, redevelopment, and complete neighborhoods with a mix of jobs, housing, and services; the Comprehensive Plan describes how the evolution to “urban corridors” implements the vision stated for the area.

*Over time, thoughtful planning will change some of these sections of major streets into “urban corridors” that will have a mix of high-density uses, and where people will enjoy walking, shopping, working, and living. ... Urban corridors like this are key to avoiding sprawl by providing an appealing housing alternative for people who want to live in an attractive, bustling urban environment close to transit, work and shopping (pg. 24, 58).*

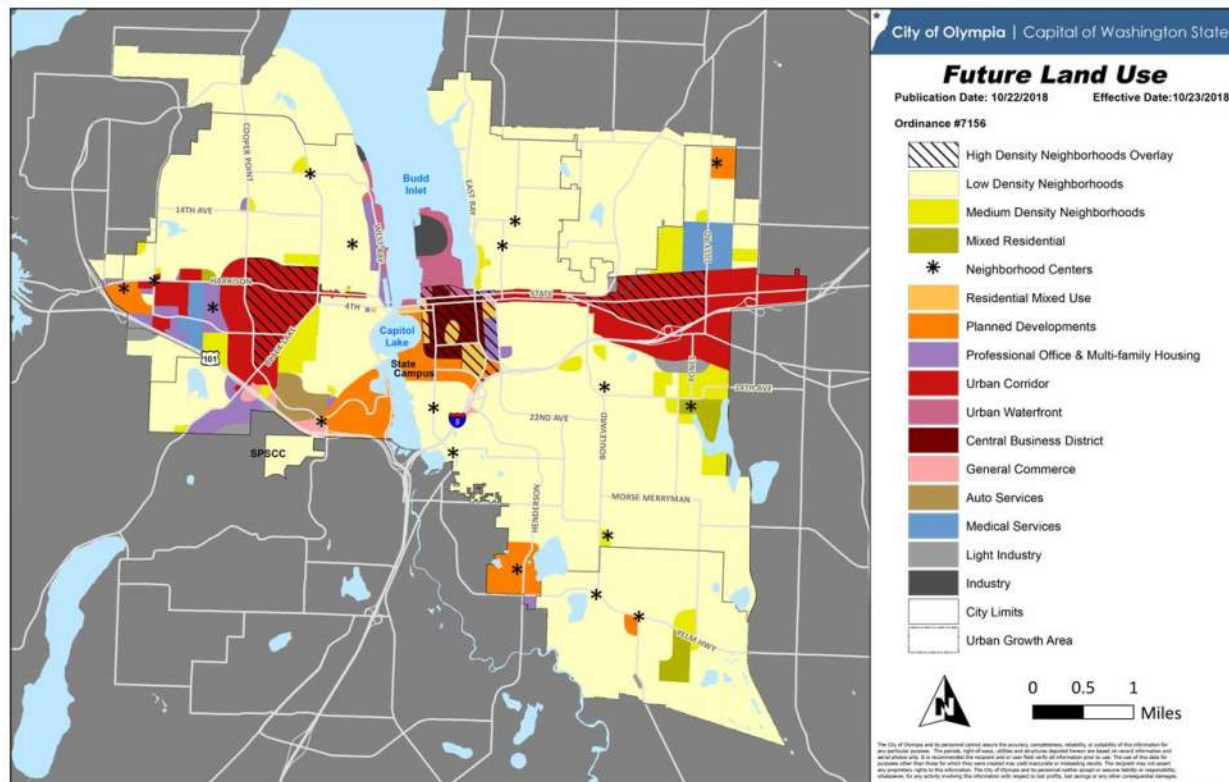


NOTE: The above map does NOT reflect the subarea boundary or the zone district boundary.

SOURCE: City of Olympia, Comprehensive Plan (2014)

### EXHIBIT 2-2 Olympia Transportation Corridors Regional Transportation Plan Map

The Comprehensive Plan's Future Land Use Map designates the Capital Mall area as Urban Corridor with a High Density Neighborhoods Overlay.



NOTE: The above map does NOT reflect the subarea boundary or the zone district boundary.  
SOURCE: City of Olympia, Comprehensive Plan (2018)

### EXHIBIT 2-3 Olympia Future Land Use Map

Applicable designations include:

**Urban Corridors:** This designation applies to certain areas in the vicinity of major arterial streets. Generally more intense commercial uses and larger structures should be located near the street edge with less intensive uses and smaller structures farther from the street to transition to adjacent designations. Particular 'nodes' or intersections may be more intensely developed. Opportunities to live, work, shop and recreate will be located within walking distance of these areas (pg. 52, 54).

**High-Density Neighborhoods Overlay:** Multi-family residential, commercial and mixed use neighborhoods with densities of at least 25 dwelling units per acre for residential uses that are not re-using or redeveloping existing structures. New mixed-use developments include a combination of commercial floor area ratio and residential densities that are compatible with a high-density residential neighborhood. The height in these neighborhoods will be determined by zoning and based on the "Height and View Protection Goals and Policies (pg. 53).

(Note, there appear to be no protected views affecting this subarea.)



**Table: Future Land Use Designations**

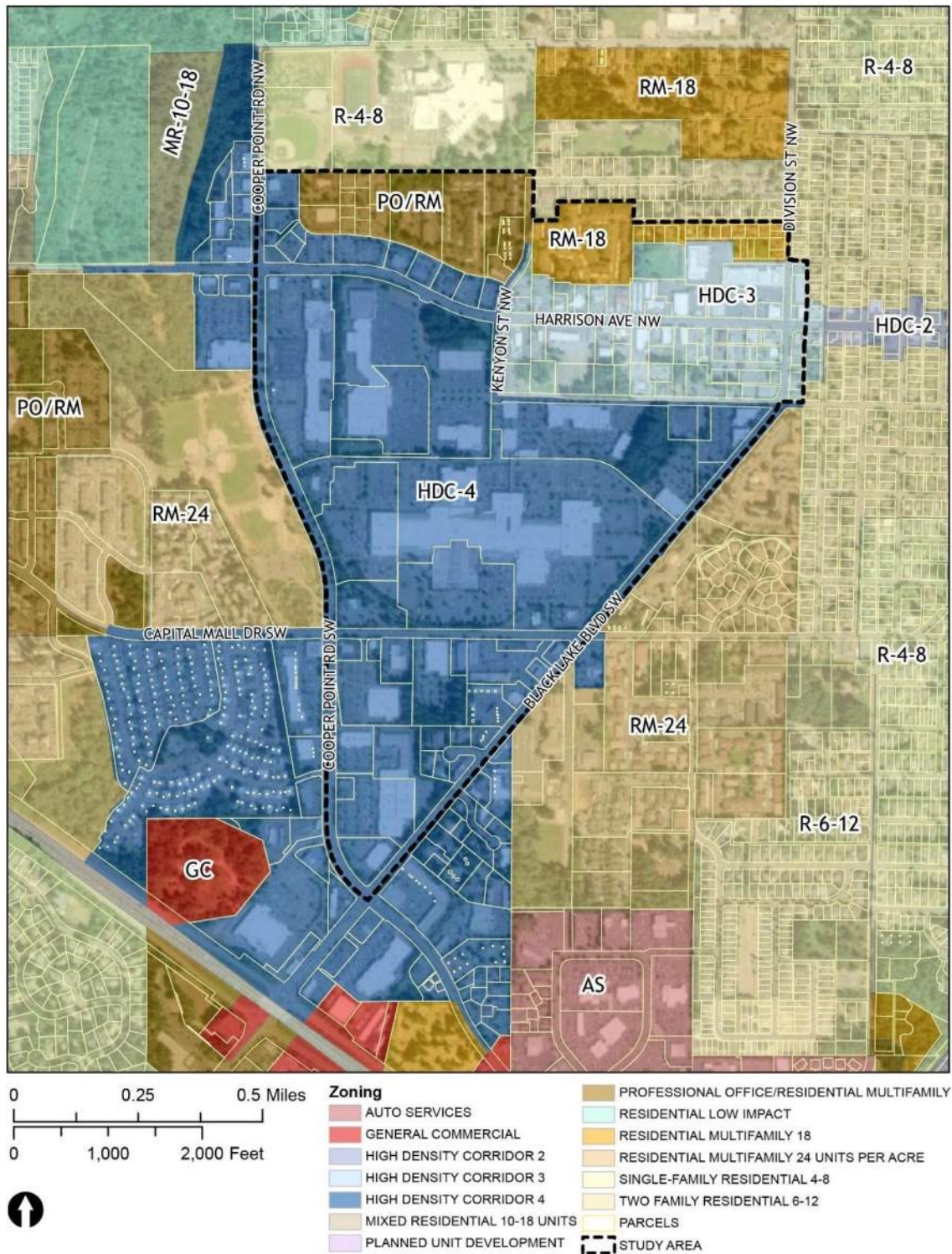
| <b>FUTURE LAND USE DESIGNATION</b>         | <b>PRIMARY USE<sup>1</sup></b>   | <b>RESIDENTIAL DENSITY<sup>2</sup></b>    | <b>BUILDING HEIGHTS<sup>3</sup></b> | <b>ESTIMATED ACREAGE<sup>4</sup></b> | <b>PERCENTAGE OF UGA<sup>5</sup></b> |
|--|----------------------------------|---|-------------------------------------|--------------------------------------|--------------------------------------|
| Low-Density Neighborhoods (LDN)            | Single-family Residential        | Up to 12 units per acre                   | 2 to 3 stories                      | 11,000 ac.                           | 71%                                  |
| Medium-Density Neighborhoods (MDN)         | Multi-family Residential         | 13 to 24 units per acre                   | Up to 3 stories                     | 600 ac.                              | 4%                                   |
| Mixed Residential Neighborhood Centers     | Single & Multi-family Commercial | 7 to 18 units per acre                    | Up to 4 stories                     | 150 ac.                              | 1%                                   |
| Residential Mixed Use                      | Multi-family Residential         | Variable                                  | 2 to 3 stories                      | Variable                             | N/A                                  |
| Planned Developments                       | Mixed Use                        | Not limited                               | 3 to 5 stories                      | 100 ac.                              | 1%                                   |
| Professional Offices & Multifamily Housing | Mixed Use                        | Residential areas: 7 to 13 units per acre | Varies by site and land use         | 725 ac.                              | 5%                                   |
| Urban Corridors                            | Commercial                       | Minimum 7 units per acre                  | 3 to 4 stories                      | 375 ac.                              | 2%                                   |
|  |                                  | Minimum 15 units per acre                 | 3 to 6 stories                      | 1,500 ac.                            | 10%                                  |

SOURCE: City of Olympia, *Comprehensive Plan* (2018)

**EXHIBIT 2-4 Olympia Future Land Use Designations**

## ZONING

More granular than the future land use map, the zoning for the Capital Mall Triangle Subarea includes High Density Corridor 3 (HDC3), High Density Corridor 4 (HDC4), Professional Office/Residential Multifamily (PO-RM), and Residential Multifamily 18/acre (RM18).



SOURCE: MAKERS (2022)

**EXHIBIT 2-5 Capital Mall Subarea Zoning Map**

TABLE 2-1 Capital Mall Subarea Zoning Code Standards

|                         | HDC-4  | HDC-3  | PO/RM   | RM-18  |
|-------------------------|--|--|---|--|
| Standard                | OMC 18.06.020.B.13   | OMC 18.06.020.B.12   | OMC 18.06.020.B.9   | OMC 18.04.020.B.8  |
| Purpose                 | Provide a compatible mix of high intensity uses with access to transit as part of all new projects<br>Transform areas into commercial and residential “activity centers”<br>Develop a street edge that is continuous and close to the street, with windows and doors visible from the street<br>Create a safe, convenient, and attractive environment for non-automobile users | Provide a compatible mix of medium to high intensity uses with access to transit as part of all new projects<br>Develop a street edge that is continuous and close to the street, with windows and doors visible from the street<br>Create a safe, convenient, and attractive environment for non-automobile users | Provide a transitional area buffering residential from commercial uses<br>Provide a compatible mix of office, moderate- to high-density residential, and small-scale commercial in a pedestrian-oriented area | To accommodate predominantly multifamily housing, at an average maximum density of eighteen (18) units per acre, along or near (e.g., one-fourth (¼) mile) arterial or major collector streets where such development can be arranged and designed to be compatible with adjoining uses;<br>Provide for development with a density and configuration that facilitates effective and efficient mass transit service |
| Minimum Lot Size        | No minimum, except 1,600 SF minimum<br>2,400 SF average = townhouse  | No minimum, except 1,600 SF minimum<br>2,400 SF average = townhouse  | No minimum, except 1,600 = cottage<br>3,000 = zero lot<br>1,600 SF minimum<br>2,400 SF average = townhouse<br>6,000 SF = duplex<br>7,200 SF = multifamily<br>4,000 = other                                    | 1,600 SF = cottage;<br>1,600 SF minimum,<br>2,400 SF average = townhouse;<br>7,200 SF = multifamily;<br>3,000 SF = other   |
| Front Yard Setback      | 0-10' See <a href="#">18.130</a>   | 0-10' See <a href="#">18.130</a>   | 10' maximum, if located in a High Density Corridor; 10' minimum otherwise.  | 10'  |
| Rear Yard Setback       | 10' minimum; See exceptions at <a href="#">18.06.080</a> tables  | 10' minimum; See exceptions at <a href="#">18.06.080</a> tables  | 10' minimum; See exceptions at <a href="#">18.06.080</a> tables   | 10' except: 15' for multifamily  |
| Side Yard Setback       | No Minimum; See exceptions at <a href="#">18.06.080</a> tables   | No Minimum; See exceptions at <a href="#">18.06.080</a> tables   | No minimum on interior, 10' minimum on flanking street; See exceptions at <a href="#">18.06.080</a> tables  | 5' except: 10' along flanking streets; See exceptions at <a href="#">18.04.080</a> tables  |
| Maximum Building Height | Up to 35' if within 100' of land zoned for 14 units/acre or fewer  | Up to 35' if within 100' of land zoned for 14 units/acre or fewer  | Up to 35', if any portion of the building is within 100' of R 4, R 4-8, or R 6-12 district;   | 35', except: 16' for accessory buildings; 24' for detached accessory dwelling units; 25' for cottage   |

| Standard                  | HDC-4  | HDC-3   | PO/RM   | RM-18  |
|---------------------------|--|---|---|--|
|                           | OMC 18.06.020.B.13   | OMC 18.06.020.B.12  | OMC 18.06.020.B.9   | OMC 18.04.020.B.8  |
|                           | <p>Up to 60' if within 100' of land zoned for 14 acres or more</p> <p>Up to 70' if at least 50% of required parking is under the building</p> <p>Up to 75' if at least one story is residential</p> <p>Building entry tower exemption allows an additional 30' for a tower element at the Capital Mall</p>   | <p>Up to 60' if within 100' of land zoned for 14 acres or more</p> <p>Up to 70' if at least 50% of required parking is under the building</p> <p>Up to 75' if at least one story is residential</p>   | Up to 60' otherwise.  |  |
| Maximum Building Coverage | 70% for all structures. 85% of the site if at least 50% of the required parking is under the building.   | 70% for all structures, 85% if at least 50% of the required parking is under the building.  | 70%, except 55% for residential only structures   | 50%  |
| Additional Standards      | Building Floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see <a href="#">18.06.100(B)</a> )   | Building Floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see <a href="#">18.06.100(B)</a> )  | Building floors above 3 stories which abut a street or residential district must be stepped back a minimum of 8 feet (see <a href="#">18.06.100(B)</a> and OMC Figure 6-3).   | Minimum Open Space: 25% for multifamily; 500 SF/space for mobile home park |
| Parking Requirements      | <p>Retail: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 6,000 SF; 1 short term bike parking space per 3,000 SF</p> <p>Shopping Center: 4.5 spaces per 1,000 feet GLA (in properties over 400,000 SF)</p> <p>Multifamily: exempt from parking requirements where the new project provides for the development of replacement units in a development agreement and the project is all or part of an area of 40 acres or more that was in contiguous ownership in 2009; 1 bike storage space per unit; 1 short</p> | <p>Retail: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 6,000 SF; 1 short term bike parking space per 3,000 SF</p> <p>Shopping Center: 4.5 spaces per 1,000 feet GLA (in properties over 400,000 SF)</p> <p>Multifamily: 1.5 off-street parking spaces per dwelling units; 1 bike storage space per unit; 1 short term bike parking space per 10 units</p> <p>Offices: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 5,000 SF; 1 short</p> | <p>Retail: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 6,000 SF; 1 short term bike parking space per 3,000 SF</p> <p>Shopping Center: 4.5 spaces per 1,000 feet GLA (in properties over 400,000 SF)</p> <p>Multifamily: 1.5 off-street parking spaces per dwelling units; 1 bike storage space per unit; 1 short term bike parking space per 10 units</p> <p>Offices: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space</p> |  |



|          | HDC-4   | HDC-3                                | PO/RM  | RM-18             |
|----------|---|--------------------------------------|--|-------------------|
| Standard | OMC 18.06.020.B.13  | OMC 18.06.020.B.12                   | OMC 18.06.020.B.9  | OMC 18.04.020.B.8 |
|          | term bike parking space per 10 units<br>Offices: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 5,000 SF; 1 short term bike parking space per 5,000 SF | term bike parking space per 5,000 SF | per 5,000 SF; 1 short term bike parking space per 5,000 SF |                   |

SOURCE: City of Olympia, *Municipal Code* (2022)

NOTE: Exceptions and details can be found in codes Residential Development Standards ([18.04.080](#)), Commercial Districts' Development Standards ([18.06.080](#)), and Commercial Design Criteria High Density Corridor (HDC) ([18.130](#)).

**TABLE 2-2 Capital Mall Subarea Zoning Code**

| Zone Name                                   | Zone   | Net Acreage  |
|---|--------|--------------|
| High Density Corridor                       | HDC-3  | 50.8         |
|   | HDC-4  | 205.9        |
| Professional Office/Residential Multifamily | PO/RM  | 22.6         |
| Residential Low Density                     | R-6-12 | 0.0          |
| Residential Multifamily                     | RM-18  | 14.4         |
| <b>Total</b>                                |        | <b>293.7</b> |

SOURCE: City of Olympia, LCG

The Olympia Capital Mall is classified as a shopping center, and as a result is required to have 4.5 spaces per 1,000 square feet of gross leasable area. The mall has 858,568 square feet of GLA and therefore is required to have 3,864 parking spaces. However, the site currently has 3,650, indicating that it is under-parked according to current parking requirements. This will be an issue if redevelopment of underutilized parking spaces is desired.

## URBAN FORESTRY MANUAL (2016)

Olympia regulates how to measure, maintain, and enhance tree canopy in the city. [OMC 16.60.080 Tree density requirement](#) requires a minimum of 30 tree units per acre on the buildable area of the site (anywhere except critical areas and buffers, city rights-of-way, and areas to be dedicated as rights-of way). Any tree on the property counts.

The minimum required tree units for the 85.1 acre mall site is 2,555 tree units, and a 2015 tree study showed the site had 3,230 tree units.

Olympia's applicable tree unit measurement and density regulations are listed below. These apply to new development in commercial, industrial, and multifamily zones.

### HOW DO I MEASURE A TREE?

Measure the diameter of each tree at 4.5 feet above the ground. This is called the diameter at breast height (DBH) and is measured in inches.

| Existing Tree, Trunk Diameter | Equivalent Number of Planted Tree Units |
|-------------------------------|---|
| 1-6"                          | 1                                       |
| 6-12"                         | 1 ½                                     |
| 14"                           | 2                                       |
| 16"                           | 3                                       |
| 18"                           | 4                                       |
| 20"                           | 5                                       |
| 22"                           | 6                                       |
| 24"                           | 7                                       |
| 26"                           | 8                                       |
| 28"                           | 9                                       |
| 30"                           | 10                                      |
| 32"                           | 11                                      |
| 34"                           | 12                                      |
| 36"                           | 13                                      |

NOTE: [Builder's guide to tree, soil, and native vegetation protection and replacement ordinance](#) & code details [16.60](#)

SOURCE: City of Olympia, *Municipal Code* (2022)

#### EXHIBIT 2-6 Olympia "Tree Units"

**Applicability (16.60.030.B).** Unless otherwise exempted, any site to be developed, within the City of Olympia, shall be required to develop a Soil and Vegetation Plan (SVP) and shall be required to meet the minimum tree density herein created.

**Soil and Vegetation Plan required (16.60.050.A) Requirement Established.** A soil and vegetation plan is required to obtain a tree removal permit and is also required for any land development on property having a tree density below the minimum required and/or when Street Trees are to be installed.

Note: See Urban Forestry Manual for instructions on Soil and Vegetation Plan

#### Tree Density Requirement (16.60.080)

- 30 tree units per acre are required on the buildable area of the site

- **Section B.2.** Developed Commercial/Industrial/Multifamily (5 units or more) properties proposing an addition or other site disturbance are required to replace a minimum tree density of one tree unit for every 500 square feet of site area to be disturbed and 3 tree units for every one tree unit proposed for removal, up to the minimum tree density of 30 tree units per acre for the entire site.
- **Section B.3.** Developed Commercial/Industrial/Multifamily (5 units or more) properties proposing tree removal are required to replace 3 tree units for every one tree unit proposed for removal, up to the minimum tree density of 30 tree units per acre for the site.
- **Section C.** Replacement Tree Location. The applicant's proposed location of transplanted or replacement trees shall be subject to city approval as part of the Soil and Vegetation Plan. Replacement trees should be planted according to the following priority:
  1. On-Site.
  2. Off-Site. When room is unavailable for planting the required trees on-site, then they may be planted at another approved location in the city.
  3. City Tree Account. When on-site and off-site locations are unavailable, then the applicant shall pay an amount of money approximating the current market value of the replacement trees into the City's Tree Account.

## Area Plans

### THURSTON CLIMATE MITIGATION PLAN (2020)

The Thurston Climate Mitigation Plan outlines a strategic framework, strategies, and actions for reducing local greenhouse gas emissions. The Thurston County Climate Action Vision is:

*Thurston County, Lacey, Olympia, Tumwater, and neighboring tribes recognize the urgent threat and opportunity that climate change poses to our community's economy, public health, public safety, and environment. We will work together to identify and boldly implement the most effective, efficient, and equitable actions to reduce locally generated greenhouse gas emissions to protect current and future generations from the most severe impacts of climate change.*

*In addition to doing its part to reduce greenhouse gas emissions, the Thurston County region will remain resilient in the face of climate change impacts during the 21st century and beyond.*

Relevant policies are listed below.

## Buildings and Energy

**Strategy B4.** Reduce energy use in new construction or redevelopment.

- **B4.5 permitting incentives.** Offer streamlined permitting, lower fees, or other incentives for projects that meet green building certification standards.
- **B4.6 energy efficiency tax exemptions.** Create a local property tax reduction or credit for new buildings that meet an energy efficiency performance standard.



- **B4.7 land use incentives.** Provide land use incentives (such as floor area ratio, density bonus, height bonus, or parking reductions) for zero-net carbon buildings or other applications that dramatically increase energy efficiency.
- **B4.11 grid-connected appliances.** Require smart appliances in new construction, especially water heaters that control timing of demand.
- **B4.12 multifamily submetering.** Require submetering for new multifamily buildings so residents can track energy use.

**Strategy B5.** Increase the production of local renewable energy.

- **B5.8 solar-ready.** Amend local development code to require solar-ready construction for all building types.

**Strategy B6.** Convert to cleaner fuel sources.

- **B6.2 electric appliances in new construction.** Update municipal code to require electric appliances in new construction.
- **B6.4 natural gas transition.** Phase out new natural gas connections in new buildings over time.

## Transportation and Land Use

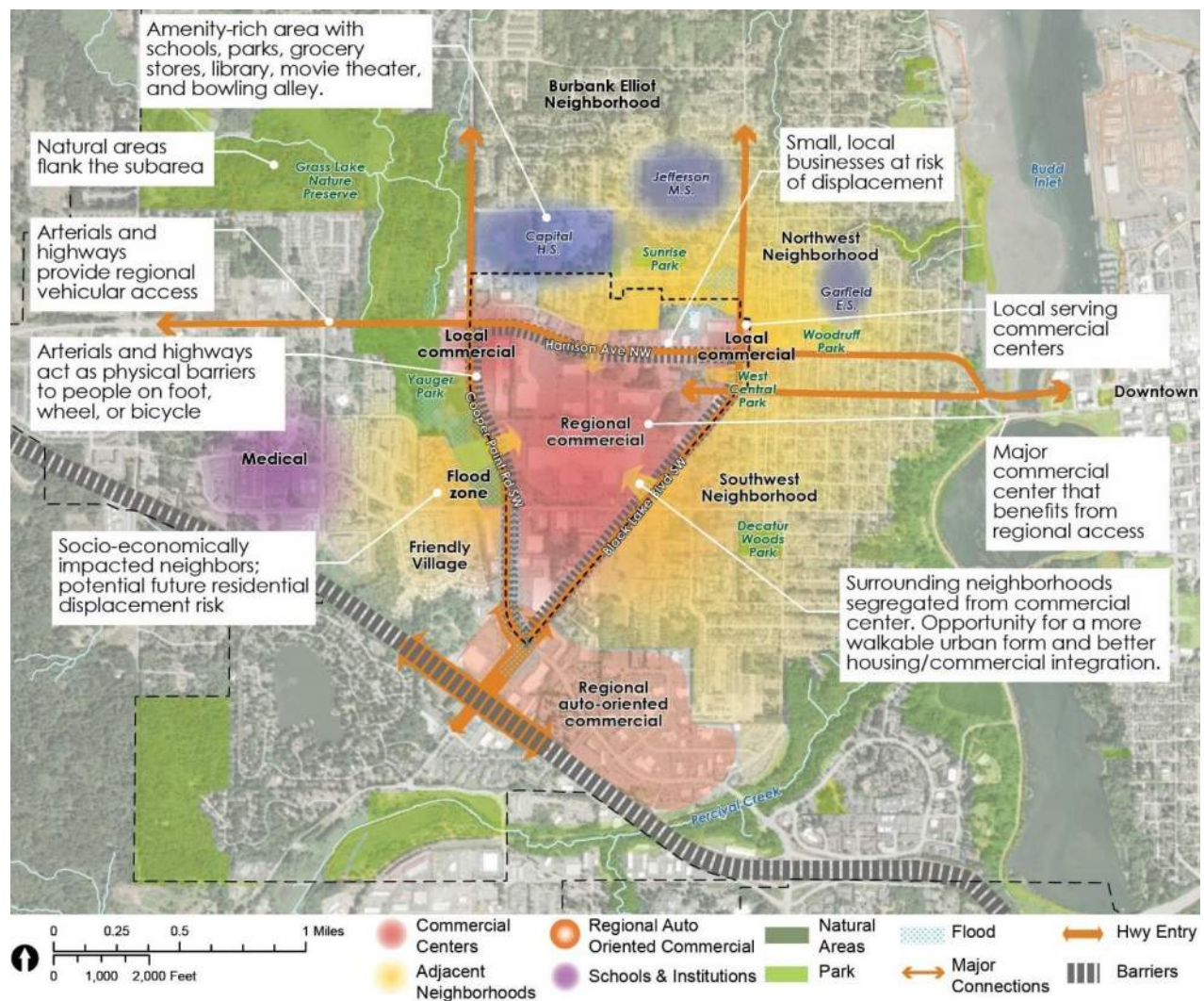
**Strategy T1.** Set land use policies that support increased urban density and efficient transportation networks and reduce urban sprawl.

- **T1.1 coordinated long term planning-future infill and urban sprawl reduction.** Coordinate long-term plans with transit agencies to project where increased density would support more transit corridors. Then change zoning/ density that would support new transit corridors and variety of household incomes. Promote long-term equity and healthy communities by developing incentives such as density bonuses for development where a percentage of the units will be permanently affordable for household incomes. Look for opportunities to meet the Sustainable Thurston land use vision by reducing urban sprawl.
- **T1.2 middle-density housing.** Reevaluate and change zoning as needed to allow for a range of housing types to promote social economic integration of housing near our region's urban centers or moderate-density zones.
- **T1.3 eco districts.** Identify potential Eco districts to advance innovative district scale urban development, sustainability, and neighborhood equity. Then make necessary code/zoning changes to support their development and set ambitious performance outcomes to ensure their long-term success.
- **T1.4 20-minute neighborhoods.** Increase the number of 20-minute neighborhoods (walkable environment, destinations that support a range of basic living needs and a residential density). Identify key infrastructure components needed to grow the number of 20-minute neighborhoods, then change zoning and codes if needed and coordinate with other jurisdictions to make public investments where necessary.
- **T1.11 land use efficiency.** Set integrated goals to consider network efficiency and reduce urban sprawl in land use decisions, including how density in certain areas supports transit, increases efficiency of utility service, and other support facilities. Consider vehicle miles traveled (VMT) in identifying locations for large employment facilities.

## 2.2 Current Conditions

### Current Land Uses

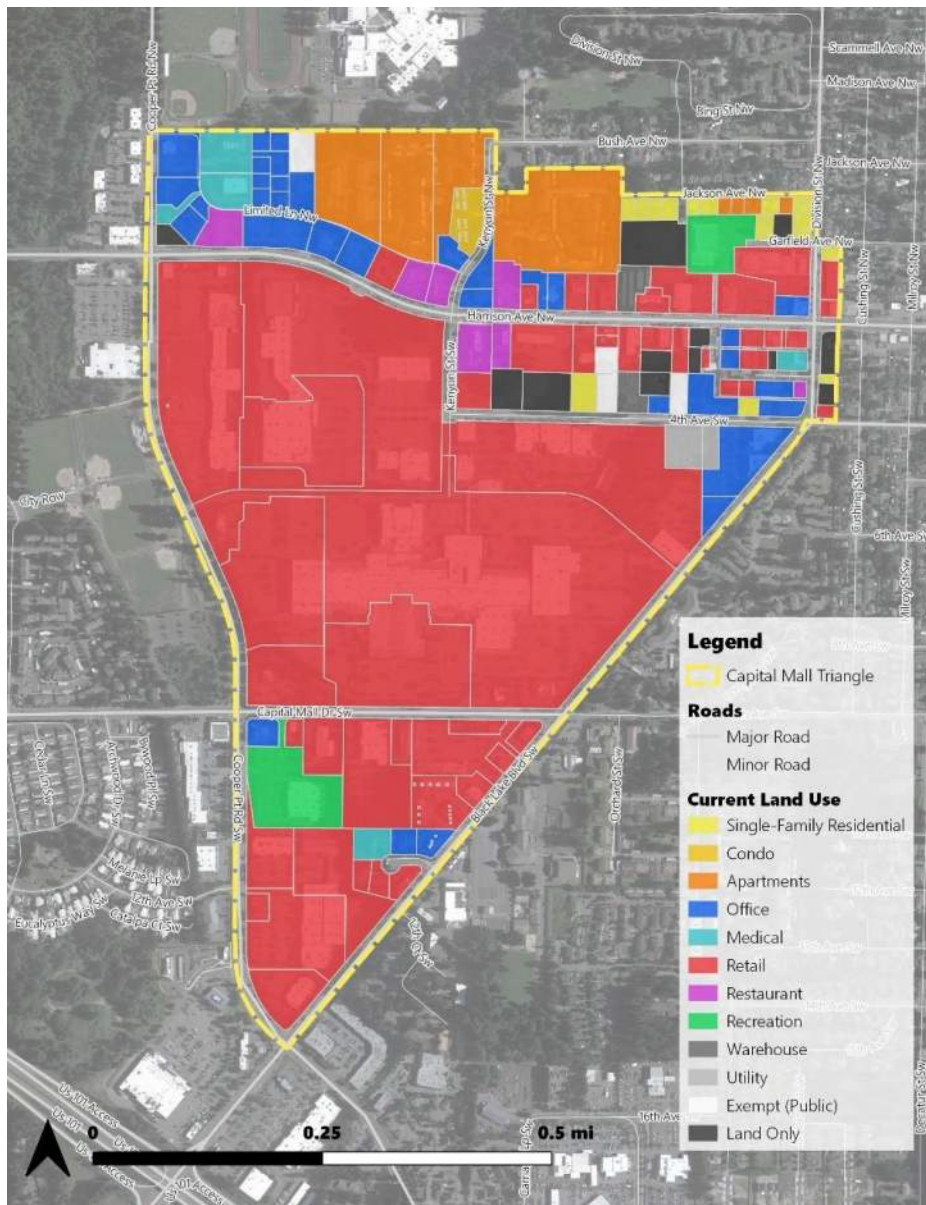
The Olympia Capital Mall Triangle subarea is located on the west side of Olympia. The bottom “point” of the triangle is located at the intersection of Black Lake Boulevard SW and Cooper Point Road SW. The area is 288 acres. The mall site is 85 acres (29.5% of the total land area). The Capital Mall Triangle subarea is mainly comprised of retail and office properties, with some multifamily in the northern part of the triangle. In total, the Capital Mall Triangle subarea is home to 850 residents in 500 households as of 2022. The subarea’s housing units are in apartment buildings north of Harrison Avenue NW. Several other multifamily developments are located just outside of the subarea to the west and a few to the east.



SOURCE: MAKERS (2022)

EXHIBIT 2-7 Capital Mall Land Use Context Map

As shown in **EXHIBIT 2-8** and **TABLE 2-3**, the Olympia Capital Mall Triangle subarea currently contains 1.8 million square feet of commercial area as well as 493 housing units. There are 344,995 square feet (7.9 acres) of vacant land, mainly concentrated in the northern portion of the subarea. Retail space accounts for 76% of building area in the Olympia Capital Mall Triangle.



SOURCE: City of Olympia, CoStar, LCG.

**EXHIBIT 2-8 Current Land Uses**



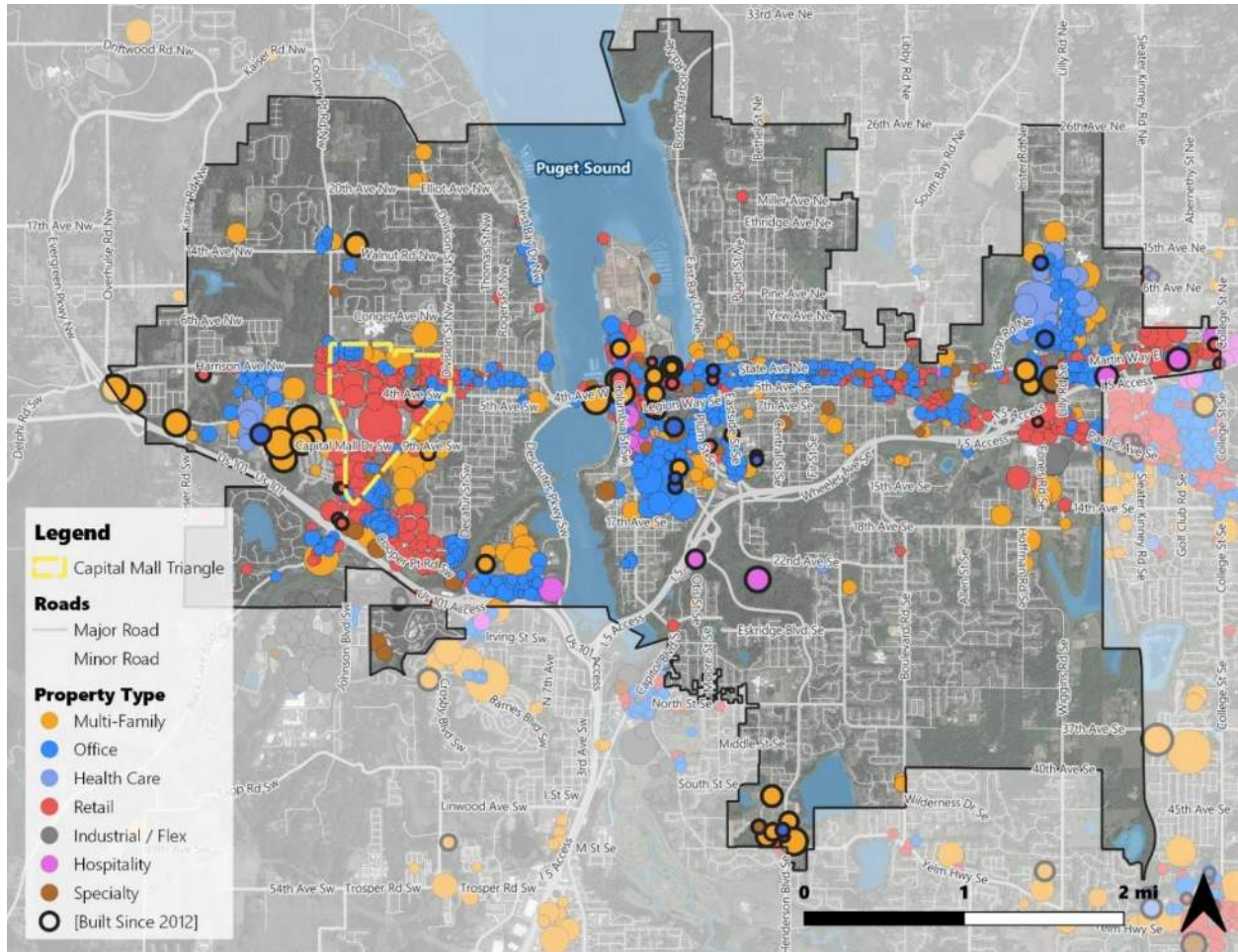
**TABLE 2-3 Current Land Uses in the Capital Mall Triangle**

| Type                                | # of Residential Units | Rentable Building Area (RBA) (square feet) |
|-------------------------------------|------------------------|--|
| Single-Family Home                  | 26                     |  |
| Multi-Family Unit in Large Building | 0                      |  |
| Multi-Family Unit in Small Building | 467                    |  |
| Mobile Home                         | 0                      |  |
| Education                           |                        | 4,232                                      |
| Food Sales                          |                        | 9,040                                      |
| Food Service                        |                        | 33,037                                     |
| Health Care Inpatient               |                        | 0  |
| Health Care Outpatient              |                        | 40,149                                     |
| Lodging                             |                        | 0  |
| Retail (Other Than Capital Mall)    |                        | 579,268                                    |
| Retail (Capital Mall)               |                        | 793,862                                    |
| Office                              |                        | 206,210                                    |
| Public Assembly                     |                        | 0  |
| Public Order and Safety             |                        | 13,967                                     |
| Religious Worship                   |                        | 0  |
| Service                             |                        | 26,912                                     |
| Warehouse and Storage               |                        | 17,200                                     |
| Other                               |                        | 76,487                                     |
| Vacant (SF of land area, not RBA)   |                        | 344,995                                    |

NOTE: RBA=rentable building area

SOURCE: City of Olympia, CoStar, LCG

The Olympia Capital Mall Triangle study area has a high concentration of existing retail establishments compared with other areas citywide, while office space is concentrated mainly on the east side.



SOURCE: CoStar, LCG.

#### EXHIBIT 2-9 Commercial Properties in Olympia

Since 2017, development of office, retail, multifamily, and hospitality properties has been mainly concentrated in the downtown area with some on the far east and west sides of the city. Between 2017 and 2022, 36,500 square feet of retail space in two buildings were added in or directly adjacent to the Olympia Capital Mall Triangle subarea. Over that same period, 11 buildings with a total of 69,500 square feet were added in Olympia's Historic District and South Capital neighborhoods. These buildings include a mix of apartments, restaurants, retail, and office space.

## Land Ownership

### PUBLIC OWNERSHIP

The City owns four parcels (dark blue in **Exhibit 2-10**) in the study area, including:

- A new stormwater facility to provide flow control and water quality treatment is planned between 4<sup>th</sup> and Ascension Avenues (\$300,000 construction project in Olympia's Storm and Surface Water Plan)
- Two parcels west of the future stormwater pond along 4<sup>th</sup> Ave W

The City also owns properties directly bordering the subarea including:

- Olympia Fire Department Station 2 at Kenyon St NE and Bush Ave NW
- Yaeger Park (see Parks section below)

Other public land or uses include the following:

- Olympic Region Clean Air Act ORCAA has a small office building in the northwest of the study area just south of Capital High School
- West Olympia Timberland Library (a Timberland Regional Library) is a tenant within the Capital Mall
- The Olympia School District owns the Capital High School campus directly north of the study area

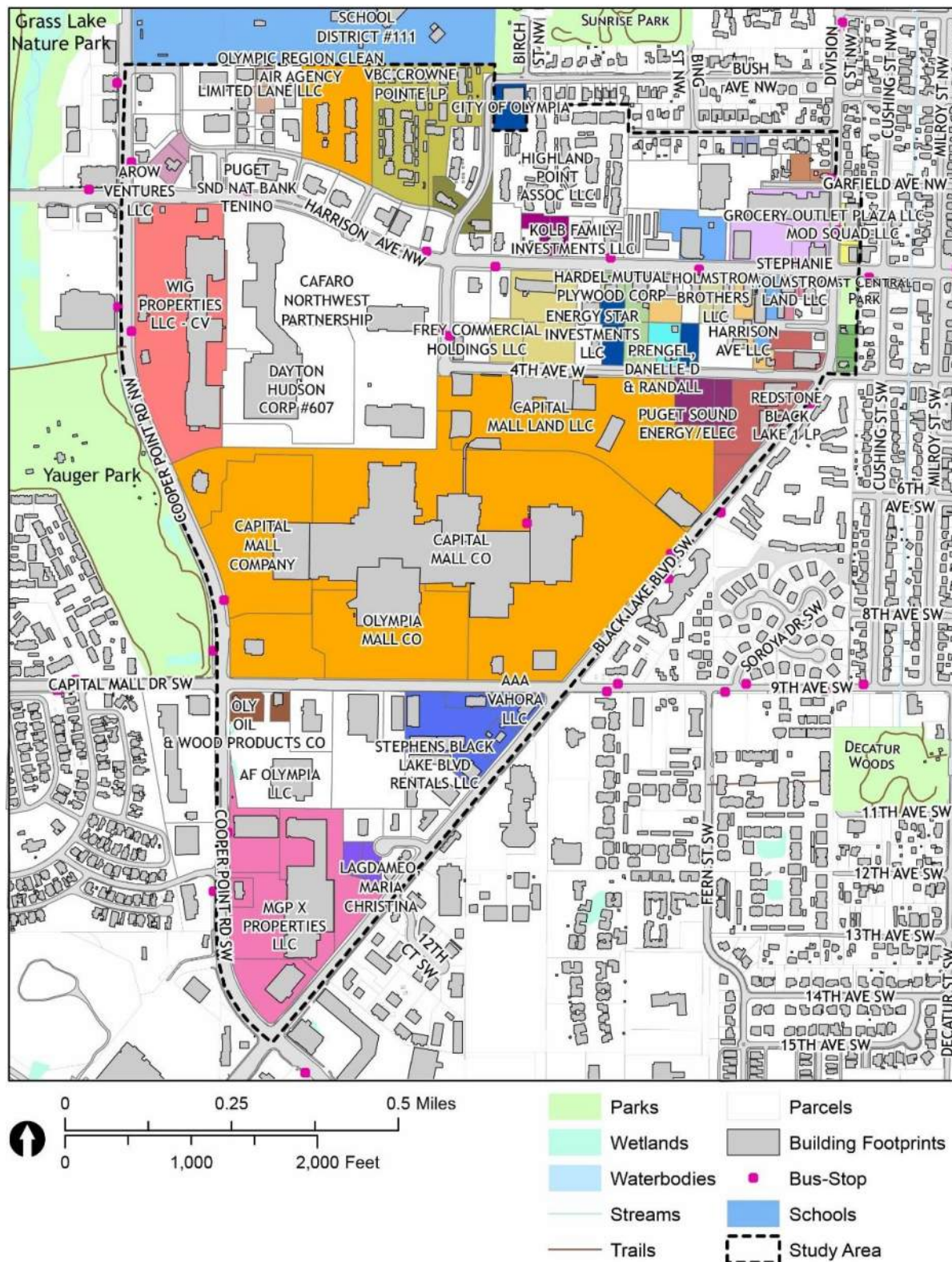
Utility-related:

- Puget Sound Energy's West Olympia Substation is on the south side of 4<sup>th</sup> Avenue directly south of the future stormwater pond (northeast of the mall)

### PRIVATELY OWNED LAND

The mall is owned by an investment group represented by a group of financial managers and advisors. While the group is open to investigating redevelopment of the mall site, they view the Capital Mall as a high performing asset in their portfolio. The mall's lack of competition in the region (as shown in **EXHIBIT 2-10**) and large trade area have kept the mall from declining as other suburban shopping centers have. As the area redevelops, the ownership group hopes to continue the mall's operations while adding additional multi-use functions, including housing, hospitality, or office space.





SOURCE: MAKERS (2022)

**EXHIBIT 2-10 Capital Mall Triangle Property Owner Map**



Other major owners of retail properties within the Capital Mall Triangle include Merlone Geier Partners, Wig Properties LLC, and Cafaro. These companies have experience with mall redevelopment and repositioning and are open to the changes proposed by the City.

The project team interviewed representatives from Wig Properties, Cafaro, Merlone Geier Properties, and the mall ownership group. Representatives from Cafaro and the mall ownership group were enthusiastic about the vision for the site and open to potential redevelopment opportunities. Representatives from Merlone Geier and Wig both indicated that their main focus in the Capital Mall Triangle area is to pursue a more traditional retail strategy. Wig is interested in improving safety and access throughout the subarea. Wig also has plans for adding some placemaking elements and pedestrian infrastructure to their shopping center.

The Cafaro representative was supportive of the plan for the subarea, particularly the Planned Action EIS, which will save them time and money if they decide to redevelop their property. Cafaro is currently working on redeveloping some of their larger mall sites in the Midwest and believes the future of retail is in vertical mixed-use development. Previous attempts to develop part of their property in the Capital Mall Triangle have failed, but they are optimistic that they will be able to find the right opportunity. Cafaro has been involved in a similar plan in Puyallup and is wary of policies that are too pedestrian-focused, as many shopping center visitors do not come from within walking or biking distance of the mall (as explored below in the Capital Mall Trade Area section of this document). Cafaro is not concerned about the potential affordable housing requirement.

The mall ownership and management group are enthusiastic about partnering with the City to improve the site. They envision continuing mall operations to some degree with potential additional multi-use function, which could include housing, hospitality, or office space.

## PARKS

The City owns four parks within a half mile of the Triangle (outside of the study area):

- Yaeger Park, a 39.77-acre neighborhood/community/open space park that includes athletic fields, wetlands, playground, a skate court, community garden, jogging trail, and Dirt Works Demonstration Garden. This park is one of Olympia's three athletic field complexes. The park also includes a unique dual use stormwater facility which, in the wet season expands to cover portions of the park but in the dry part of the year the flooded areas are actively used for park purposes.
- Grass Lake, a 195.71-acre neighborhood/open space park with trails and natural areas
- Sunrise Park, a 5.74-acre neighborhood park
- Decatur Woods Park,

Other parks or athletic fields include:

- West Central Park, a 0.5-acre privately owned park at Division St NW and Harrison Ave NW with a shelter, trails, and landscaping, and activated with food trucks, restaurants, and lodging

- Capital High School's athletic fields
- Jefferson Middle School's athletic fields
- Some of the multifamily home complexes include outdoor amenity spaces



SOURCE: Google Maps (2022)

#### EXHIBIT 2-11 Olympia Heights Apartment Homes' Open Spaces

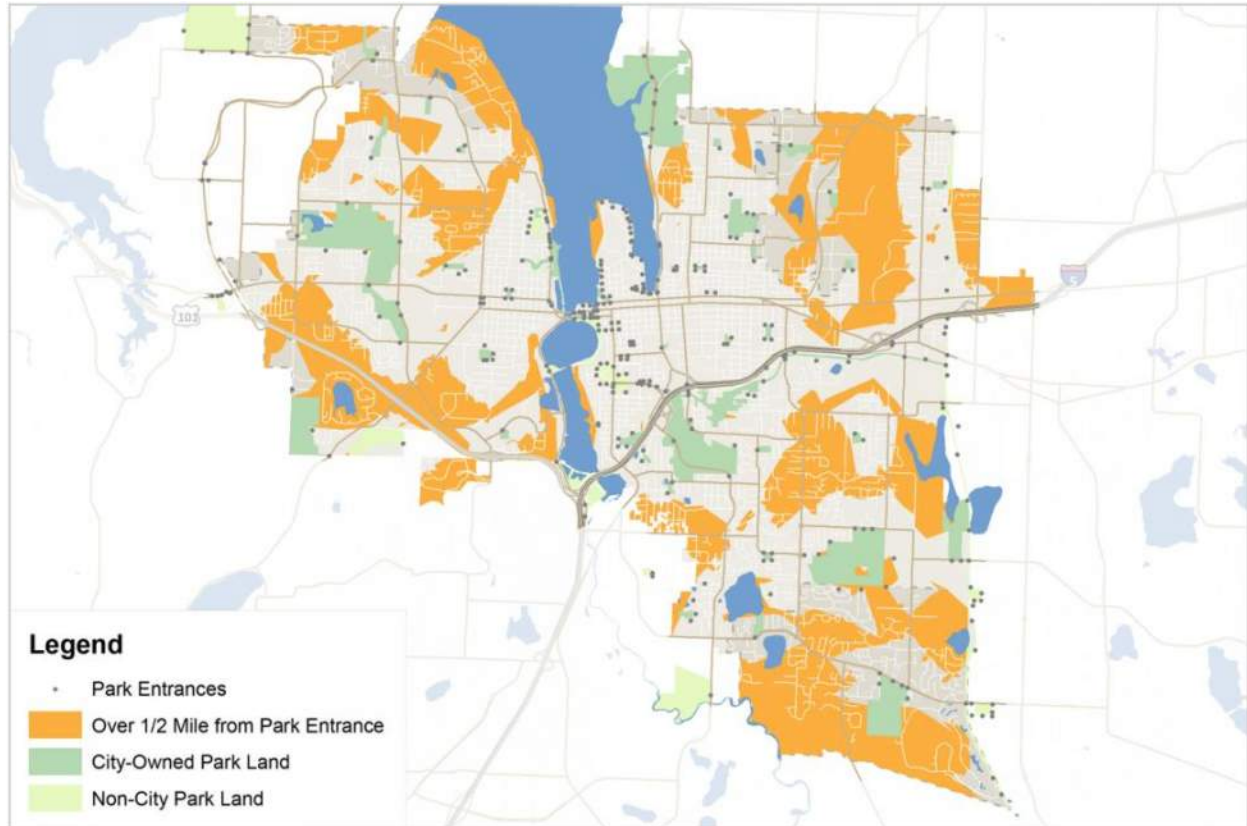
The City of Olympia uses the following performance metrics ([Parks, Arts, & Recreation Plan](#)):

- **Acres of park land per 1,000 residents.** Target of additional 50 acres by 2024, resulting in 19.5 acres/1,000 residents.
- **Percentage of land in Olympia within 0.5 miles of a park or open space.** Target of 95% of land within City and Olympia UGA will be within 0.5 miles of a park or open space.

Olympia's Parks, Arts, & Recreation Plan shows that some areas in Olympia are further than 0.5 miles from a park, including three small areas within the Triangle study area. These areas include:

- The southern tip of the Triangle along Black Lake Boulevard

- The eastern portion of Capital Mall
- Residences just south and east of Capital High School (perhaps separated from Sunrise Park by topography and a lack of inter-site connections)



NOTE: The above map does NOT reflect the subarea boundary or the zone district boundary.

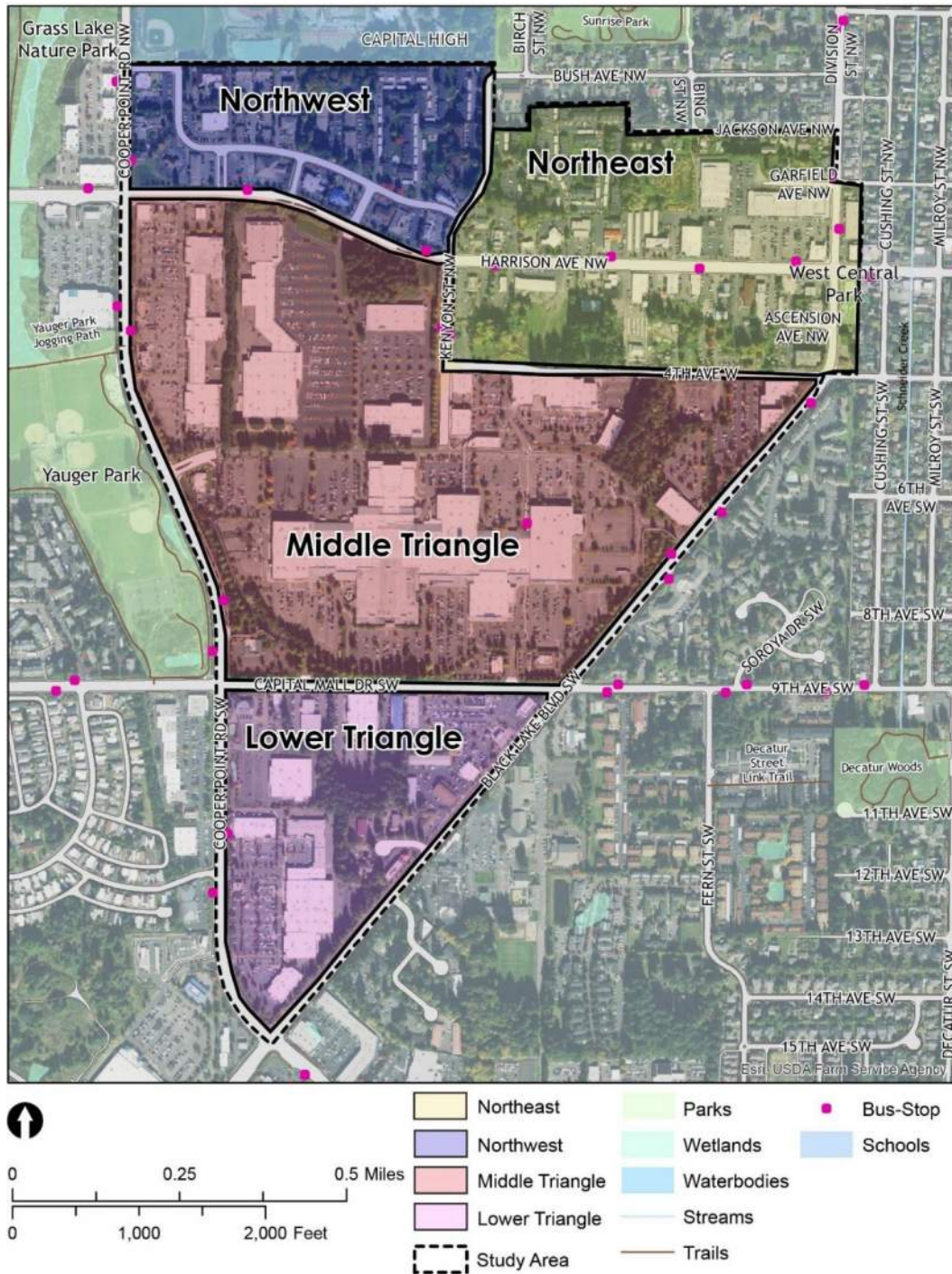
SOURCE: City of Olympia, [Parks, Arts, & Recreation Plan](#) (2022, pg. 77)

#### EXHIBIT 2-12 Olympia Park Coverage and Need Map



## Existing Development Types

### CHARACTER DISTRICTS



SOURCE: MAKERS (2022)

**EXHIBIT 2-13 Capital Mall Triangle Districts**

## Northeast Area

The northeast part of the study area surrounds Harrison Ave between Kenyon St NW and Division St NW and primarily includes single-story, local-serving, smaller, and often locally-owned businesses in older buildings. Two strip malls at the intersection of Division St and Harrison Ave include a Grocery Outlet, a local brewery, WSECU bank, and other restaurants, services, and shops act as a commercial center for West Olympia neighborhoods. Along Harrison Ave NW, additional shops, services, and amenities, such as the Westside Lanes bowling alley, Capital Market (Asian grocery store), hardware store, a pet groomer, and auto repair shops serve the area. There are some storage and light industrial uses. Additionally, this area has West Central Park (privately owned but open to the public), a half-acre park with a stage, seating, shade, and access to food options nearby, and regular events. Sunrise Park, a public park with community gardens is located just outside the northern boundary of the subarea.

The commercial properties are auto-oriented in nature with some large surface parking lots. Parcels are not as large as those found closer to the mall and Target shopping centers. Buildings are placed close to the street, but their entrances usually face the parking lots and not the street. Harrison Ave NW has relatively narrow sidewalks that often abut traffic (without a landscape strip). Some of this area has street trees but they are in the sidewalk (not a planter strip) and effectively narrow the path of travel for pedestrians.

North of the commercial properties are residences of varying types and densities.



SOURCE: Google (2019)

**EXHIBIT 2-14 Northeast Area Larger Strip Mall**





SOURCE: MAKERS (2022)

#### EXHIBIT 2-15 West Central Park, Olympia, WA

### Northwest Area

The northwestern part of the study area is similar to the northeast area with smaller commercial properties with single-story buildings fronting the north side of Harrison Ave NW. Banks, fast-food restaurants, and some local businesses front Harrison Ave. These tend to be set back slightly further and include more landscaping than their counterparts along Harrison Ave NW in the Northeast area. Sidewalks are still narrow and directly abut Harrison Ave NW. A small office park and other service buildings are clustered near Cooper Point Rd. Multi-family residences are north of the commercial areas. Capital High School is a key amenity in this area, and a trail connects the high school and Sunrise Park. An unimproved trail connects the high school to Kenyon Avenue.



SOURCE: Google (2011)

**EXHIBIT 2-16 Northwest Area Office Park and Apartments**



SOURCE: MAKERS (2022)

**EXHIBIT 2-17 Northwest Area Apartments**



## Middle Triangle

The Middle triangle is a regional shopping center focused around Capital Mall that benefits from arterial access from Highway 101. Buildings are typically single stories surrounded by very large surface parking lots with minimal trees or landscaping. None appears to include natural drainage. Parcels are huge and owned by just a few groups. The Mall has a movie theater and big box stores like REI, Best Buy, DICK'S Sporting Goods, and JCPenney. It also hosts a public library and Intercity Transit's transit center. A Target, Ace Hardware, and Goodwill anchor the two strip malls northwest of the mall, and northeast of the mall, there are a couple of government buildings for the state of Washington.



SOURCE: MAKERS (2022)

**EXHIBIT 2-18 Capital Mall Northern Entrance**

## Lower Triangle

The Lower triangle is located south of Capital Mall Drive and has a lower level of regional shopping options than the more prominent regional shopping area. Some well-known locations in this area are Big Lots, Mattress Firm, Outback Steakhouse, and Five Guys. Having developed

prior to modern intersite connectivity standards, the medium-sized parcels are disconnected and auto-oriented with large surface parking lots in front of the single-story buildings. A substantial stand of trees acts as a physical barrier between lots in the center of this district. Also, a significant grade/elevation change is located within this area of trees in the center of the district.

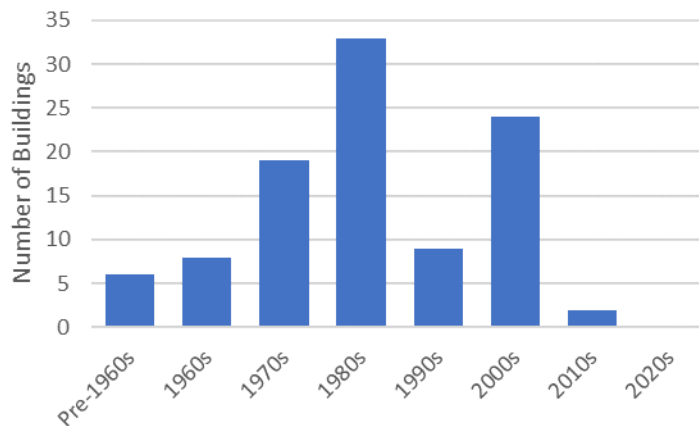


SOURCE: Google (2019)

**EXHIBIT 2-19** Parking Lot of Shopping Plaza in the Lower Triangle

## AGE OF BUILDINGS

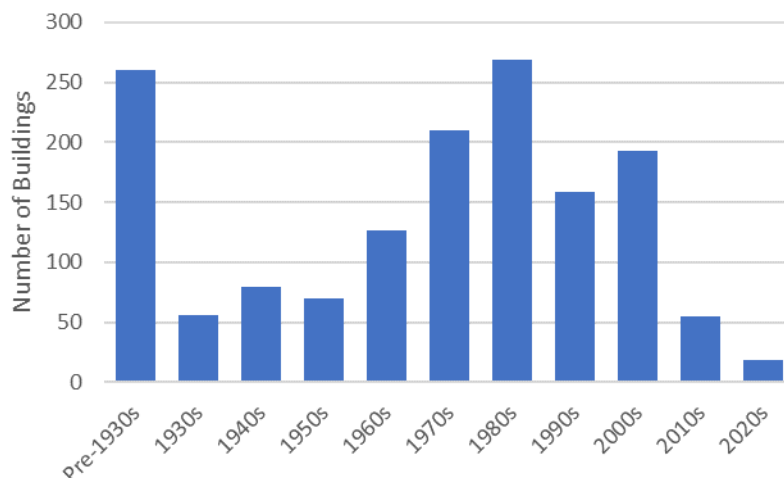
According to CoStar, the average year built for buildings within the Capital Mall Triangle subarea is 1985. The average year built for multifamily properties in the subarea is 1987 while the average vintage of retail buildings is 1983. Most of the construction in the subarea occurred in the 1970s, 1980s, and 2000s, as shown in **EXHIBIT 2-20**.



SOURCE: CoStar, LCG

**EXHIBIT 2-20 Distribution of Commercial Building Ages in the Capital Mall Triangle Subarea**

In the City of Olympia, the average year built for multifamily, office, and retail properties is 1972. The average year built for retail is 1985, for multifamily is 1978, and for office is 1990. As in the subarea, most of the post-1930 multifamily, office, and retail buildings in the City of Olympia were built in the 1970s, 1980s, and 2000s. In general, the Capital Mall Triangle area developed more recently than much of the city.



SOURCE: CoStar, LCG

**EXHIBIT 2-21 Distribution of Retail, Multifamily, and Office Building Ages in the City of Olympia**

## Anticipated Growth and Development Capacity

**Table 2-4** and **Exhibit 2-22** show three alternative ways of looking at current zoned capacity as compared to existing conditions. As described in the **Market Analysis: Existing Conditions** attachment, optional methods to project potential future land uses include the following.

**Status Quo.** The City has identified the Capital Mall Triangle subarea as a place where growth should be concentrated. However, between 2000 and 2022, the subarea has only seen industrial, office, and retail development (total of 430,248 square feet). Currently, high parking requirements for shopping centers prevent the redevelopment of the mall and other retail properties south of Harrison Avenue. There is, however, some development potential on parcels in the northern part of the study area, though no multifamily development has occurred here over the last 20 years. The proposed Bing Street apartments, which are currently under permit review, are expected to add 114 units to a 2.28-acre site. This alternative follows the non-residential development trend line and uses a density of 50 units per acre on three potentially redevelopable parcels in the northern portion of the subarea to estimate potential redevelopment by 2045. These trends would not meet the Thurston Regional Planning Council's (TRPC's)/City's growth targets for the Triangle.

**TRPC Projection.** TRPC uses a standard buildable lands capacity method to estimate future land use intensity. By 2045, TRPC forecasts that the area will grow to 2,180 people, 1,410 housing units, and 5,948 jobs. TRPC estimates that there are 121.5 acres of developable land in the Capital Mall Triangle subarea. If housing units and jobs were spread evenly throughout the 121.5 acres, new development would have a density of 18 people, 12 housing units, and 49 jobs per acre by 2045.

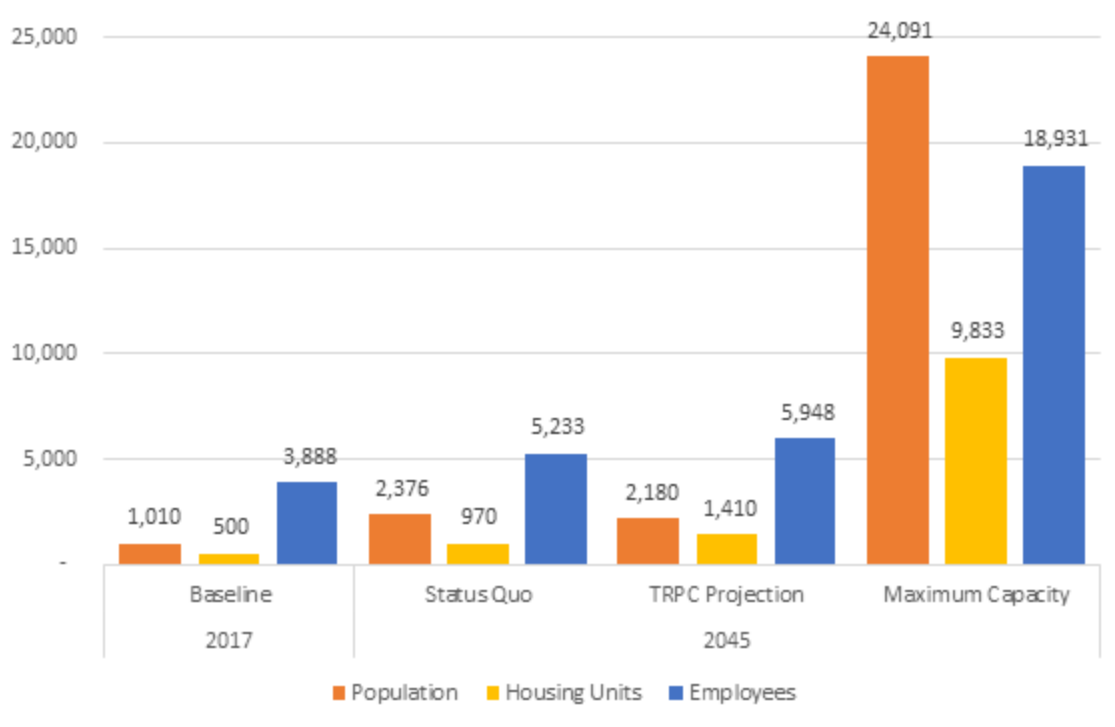
**Hypothetical Maximum Capacity.** This method applies greater intensity redevelopment to the full 121.5 acres of developable land TRPC identifies in their buildable lands method.

**TABLE 2-4 Land Use Capacity**

|  | Existing (2017) | Projected (2045) |                 |                  |
|--|-----------------|------------------|-----------------|------------------|
|  |                 | Status Quo       | TRPC Projection | Maximum Capacity |
| Residences (housing units)             | 500             | 970              | 1,410           | 9,833            |
| Residential average density* (du/acre) | 1.7             | 1.7              | 4.8             | 33.5             |
| Employees                              | 3,888           | 5,233            | 5,948           | 18,931           |
| Commercial (square feet)               | 2,398,977       | 2,829,225        | 1,903,360       | 6,057,972        |

SOURCE: TRPC, CoStar, LCG

\* Average across the whole study area; actual densities would vary by parcel/smaller districts.



SOURCE: TRPC, CoStar, LCG

**EXHIBIT 2-22 Number of People, Housing Units, and Employees Expected Under Status Quo, TRPC, and Maximum Capacity Projections**

The SEPA No Action Alternative may select one or combine the above methods to understand zoned capacity with no changes to current policies and regulations.

## Edges and Adjacent Neighborhoods

East of Black Lake Boulevard are two-story apartments and the three-story Capital Place retirement community. Further east and to the north are primarily single-family houses. The neighborhoods extend to the northeast and east of Budd Inlet and Capitol Lake, encompassing amenities like Woodruff Park and Garfield Elementary School. The residential streets have some sidewalks and good tree canopy coverage.

To the south, similar regional shopping as within the Triangle is along Black Lake Blvd SW, and to the southeast, regional auto dealerships run alongside Highway 101. Highway 101 segregates the area from Ken Lake and southwest Olympia.

Southwest of the study area is primarily multifamily neighborhood. South of Capital Mall Dr SW is a mobile home park senior community, and both north and west of the mobile home park are many 2-3-story apartment complexes. Yauger Park sits between apartments and the Triangle. West of the apartments and Yauger Way SW is the Multicare Capital Medical Center. Sidewalk coverage is thorough and sidewalks are often buffered from traffic with landscape strips and street trees.

Although there are surrounding neighborhoods, the three arterials surround the mall act as barriers between the study area and its neighbors for anyone not in a motor vehicle. Walking, rolling, or biking to the Capital Mall study area is difficult and uncommon.

## 2.3 Key Findings and Implications for Plan

- The Capital Mall Triangle study area is a regional center that is successful because of its regional access via Cooper Point Road and Black Lake Boulevard. The subarea is the only major shopping center in the South Puget Sound, providing it with a very large trade area. Future planning should better integrate the continued success of the regional commercial center with improving connections and use of the subarea by local neighboring areas.
- Harrison Ave includes local-serving small businesses, many of which are locally-owned. These businesses may be at risk of displacement with redevelopment of the area. The plan should consider anti-displacement programs and affordable commercial space incentives.
- Multifamily and single-family neighborhoods surround the Capital Mall Triangle, but are physically divided by the arterial roads Harrison Avenue, Cooper Point Road, and Black Lake Boulevard. The roads make it more difficult for those in the neighboring residential areas to get to and use the amenities in the commercial area if they do not use a car to get there. The plan should consider public and private investments to improve safe and comfortable multimodal access along and across these arterials.
- The study area is located in an amenity rich area. There are multiple schools, parks, and grocery store options, along with there being medical services nearby. The mall has one of the most popular regional libraries in the region, a bowling alley, and a movie theater. However, the area lacks safe and comfortable multimodal connections between amenities. The plan should consider how better connections may be included with any redevelopment in the Triangle.
- Currently, the Capital Mall Triangle study area lacks a walkable mixed-use urban form that better integrates residential uses with the commercial and amenity uses. Some of the building lengths within the study area are over 1,000 feet long, with the mall itself being around 1,650 feet long. Additionally, there is a lack of intersite connectivity throughout the study area.
- Olympia's development standards allow dense development but require more parking than is currently used or needed, which is impacting development feasibility. In addition, early property owner interviews indicate that tree and stormwater requirements triggered by major renovations or redevelopment may impact development feasibility. Current trend lines do not point to the Triangle meeting planned growth targets by 2045. The plan should carefully consider multiple objectives when making recommendations about development standards and consider methods to attract desired development.
- Also see the attached **Market Analysis: Existing Conditions** for market, development feasibility, housing, demographics, and displacement risk analyses and findings.





## SECTION 3. TRANSPORTATION

This section presents a review of multimodal transportation conditions in the City of Olympia Capital Mall Triangle Subarea. The current transportation environment is documented for automobiles, transit, pedestrians, bicycles, and parking. The City of Olympia recently completed its Transportation Master Plan (TMP), which included extensive transportation analysis throughout the City. A summary of the key findings from the TMP and other studies for the Capital Mall Triangle Subarea is presented in this section.

### 3.1 Existing Transportation Plans and Studies

This section provides summaries of recent plans, programs, and studies related to the City of Olympia Capital Mall Triangle Subarea. These summaries help provide a background understanding of the prior transportation planning and regulatory framework in the study area. These are presented in chronological order with most recent plans first.

#### Regional Plans

##### THURSTON CLIMATE MITIGATION PLAN (2020)

The Thurston Climate Mitigation Plan was created in coordination with Thurston County and the cities of Lacey, Olympia, and Tumwater for the purpose of reducing greenhouse gas emissions while maintaining quality of life. This plan included the development of several strategies and priorities that are pertinent to transportation in general that will guide priorities within the City of Olympia Capital Mall Triangle Subarea. These transportation priorities include:

- T1.4: 20-Minute Neighborhoods – This strategy prioritizes increasing the number of 20-minute neighborhoods (i.e., areas with walkable environments, destinations that support a range of basic living needs and housing that can all be reached within a comfortable 20-minute walk).
- T4: Increase the Use of Public Transit – This strategy prioritizes increasing transit frequency and connections throughout Thurston County, including to and within the City of Olympia Capital Mall Triangle Subarea.
- T5: Increase Use of Active Forms of Travel – This strategy prioritizes identifying gaps in the active transportation network and developing strategies and plans to increase pedestrian and bicycle infrastructure. This is a particular priority within the City of Olympia Capital Mall Triangle Subarea.

##### REGIONAL TRANSPORTATION PLAN (2020)

The Regional Transportation Plan (RTP) is the strategic transportation blueprint for the Thurston Region. The RTP is prepared by the Thurston Regional Planning Council (TRPC), which is a regional

transportation planning agency made up of all the cities in Thurston County, as well as the county itself. Key policies from the RTP include:

- 1.a Commit to the development and implementation of land use plans, development patterns, and design standards that encourage walking, bicycling, transit use, and other alternatives to driving alone.
- 1.j Create vibrant city centers and activity nodes along transit corridors that support active transportation and housing, jobs, and services.
- 2.a Provide for quality travel mode options appropriate to existing and future land uses, including walking, bicycling, public transportation, rail, and motor vehicles, including freight.
- 6.a Promote transportation-efficient development and redevelopment, and site services and facilities where transit, walking, and bicycling are now or will be viable alternatives to driving.
- 6.d Manage parking to improve consistency with transportation demand management objectives.
- 6.i Decrease annual per capita vehicle miles traveled in the Thurston Region to:
  - 1990 levels by 2020
  - 30 percent below 1990 by 2035
  - 50 percent below 1990 by 2050
- 9.f Develop an interconnected grid of local streets and roads to increase individual travel options and neighborhood connectivity, while improving efficient use of the overall regional network.
- 9.h Incorporate alternative strategies to address congestion where road widening and traffic control devices are not acceptable, particularly along Strategy Corridors [which include Harrison Avenue, Black Lake Boulevard, and Cooper Point Road].
- 11.e Provide short- and long-term bicycle parking and other supporting facilities at locations such as schools, employment sites, and activity centers.
- 12.c Provide frequent pedestrian crossings, especially in urban areas, along primary transit routes, and near activity centers.
- 12.e Require pedestrian-friendly building design in activity centers, and pedestrian-oriented or high density zoning districts.
- 12.g Encourage neighborhood planning efforts to refine and identify pedestrian corridors and promote walkability.

## Local Jurisdiction and Agency Plans

### CITY OF OLYMPIA STREET SAFETY PLAN (2022)

The purpose of the City of Olympia Street Safety Plan was to identify safety needs that address the most severe crashes throughout the City. The plan prioritizes:

- Collisions that result in a serious or fatal injury
- Collisions involving pedestrians and bicyclists.

The City analyzed a variety of systemic risk factors to identify locations to prioritize systemic and spot improvements. It should be noted that all three arterials within the study area (Cooper Point Road, Harrison Avenue and Black Lake Boulevard/Division Street) were identified as Tier 1 safety corridors, meaning they had three or more safety risk factors present. Additionally, the Street Safety Plan identified systemic site locations for safety improvements based on the following criteria:

- The location is on an identified safety corridor, and
- Two or more pedestrian and bicycle crashes occurred within the 2014-2018 analysis period; or
- Location was identified as a potential Transportation Master Plan project.

Based on these criteria, the following site locations within the Subarea were identified as potential pedestrian/bicycle safety priorities:

- Harrison Avenue and Kenyon Street
- Cooper Point Road and Harrison Avenue
- Harrison Avenue and Division Street
- Cooper Point Road and Capital Mall Drive
- Cooper Point Road and Black Lake Boulevard

## CITY OF OLYMPIA COMPREHENSIVE PLAN (UPDATED 2021)

The City of Olympia Comprehensive Plan notes that Olympia's Westside (encompassing the City of Olympia Capital Mall Triangle Subarea) has experienced substantial commercial and residential development over the last few decades. This has led to a large proportion of non-work-related trips to the various retail uses, meaning that the traffic congestion experienced within the Subarea would receive less benefit from commute trip reduction strategies. Projects identified within the Comprehensive Plan that would impact the Subarea include:

### Roadway/Intersection

- Yauger Way: Extension to Top Foods.
- Kaiser Road: Connection to Black Lake Boulevard.
- Yauger Way (US 101 Off Ramp) and Capital Mall Drive: Signal or roundabout.

### Bicycle Lanes

- Kenyon Street: From Capital Mall access road to Harrison Avenue.

The Comprehensive Plan also identifies the **West Olympia Access to SR 101 project** (which is also in the RTP), which will construct partial interchanges at Kaiser Road and Yauger Way to reduce congestion at the Black Lake Boulevard interchange.

## CITY OF OLYMPIA TRANSPORTATION MASTER PLAN (2021)

The purpose of the City of Olympia Transportation Master Plan (TMP) is to define the future multimodal network, evaluate revenue needs, and define a more equitable transportation investment strategy within the City. The TMP was developed after the last major Comprehensive Plan update and effectively supersedes the 2021 Comprehensive Plan Transportation element where there are differences between the two documents. In summary, the TMP has a much lower emphasis on roadway widening and turn lane expansion and a much greater emphasis on multimodal connections and completing the active mode network. Ultimately, the TMP will be the primary document that will be used to populate the City's Transportation Improvement Plan (TIP), which is the funding constrained list of capital projects expected to be under planning, design, or construction within the next six years. The TIP is updated annually by reviewing transportation priorities from document like the TMP.

Within the TMP, the Westside Subarea (now defined as the City of Olympia Capital Mall Triangle Subarea) was identified as a focus area where the City plans to strategically guide new development and integrate transportation network improvements with land use changes. The TMP characterized this area as having wide high-volume streets with large commercial properties and multifamily housing. Key issues flagged within the Subarea included a lack of a grid system that increases the travel length and makes active modes more difficult, and a lack of comfortable and attractive active transportation facilities that allow for people to feel safer and less exposed to traffic when walking or biking to a destination. Key bicycle connections identified in the TMP include:

- 4<sup>th</sup> Avenue connection into the Mall area, extending to downtown
- Capital Mall Drive enhanced bike lanes
- Black Lake Boulevard enhanced bike lanes
- Cooper Point Road enhanced bike lanes.

Crosswalk improvements were identified at the following locations:

- Harrison Avenue between Kenyon Street and Division Street
- Cooper Point Drive just south of Harrison Avenue
- Cooper Point Drive just north of Capital Mall Drive

Roundabouts are a major strategy in the TMP as they are safer for all users and have lower maintenance costs. Ultimately, it is the goal of Olympia to convert many of the city's current traffic signals to roundabouts. Near the Subarea, roundabouts have been identified at the following locations:

- Cooper Point Drive and Harrison Avenue
- Harrison Avenue and Kenyon Street
- Harrison Avenue and Division Street
- Black Lake Boulevard and 4<sup>th</sup> Avenue
- Cooper Point Drive and Capital Mall Drive

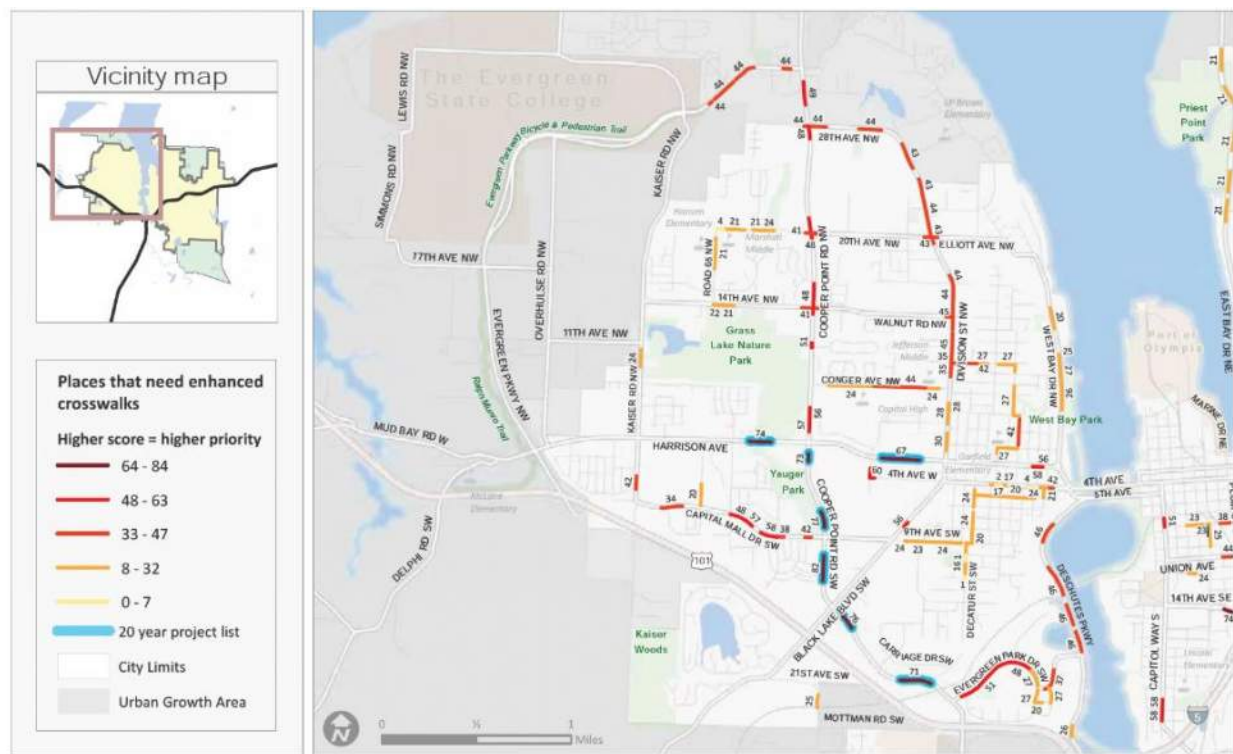
- Black Lake Boulevard and Capital Mall Drive
- 9<sup>th</sup> Avenue and Fern Street

Of the roundabouts listed above, the intersections of Black Lake Boulevard and Capital Mall Drive and 9<sup>th</sup> Avenue and Fern Street are identified on the TMPs prioritized 20 year project list.

The TMP also identifies the following locations for pedestrian and bicycle crossing safety improvements:

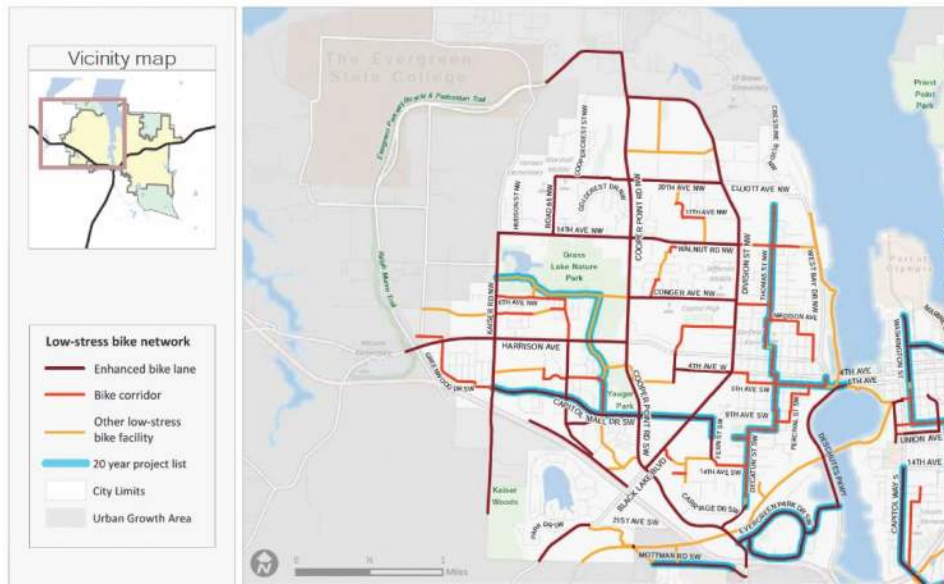
- Cooper Point Road and Harrison Avenue
- Harrison Avenue and Kenyon Street
- Harrison Avenue and Division Street
- Cooper Point Road at the Skate Park

The following figures highlight some of the key TMP projects near the Subarea, notably areas where crossings are needed, the low-stress bike network, and planned intersection improvements.



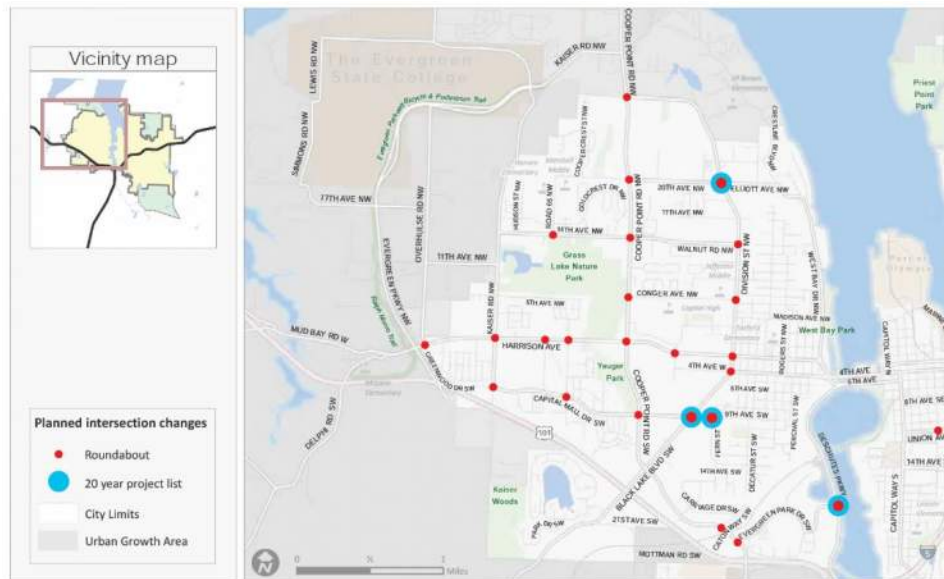
SOURCE: Transportation Master Plan (TMP), 2021

**EXHIBIT 3-1 Places that Need Enhanced Crosswalks**



SOURCE: Transportation Master Plan (TMP), 2021

**EXHIBIT 3-2 Low-stress Bike Network**



SOURCE: Transportation Master Plan (TMP), 2021

**EXHIBIT 3-3 Planned Intersection Changes**



## WSDOT SR 101/WEST OLYMPIA ACCESS PROJECT (2010)

WSDOT, in coordination with the City of Olympia and other local entities, studied the traffic patterns within Westside Olympia (encompassing the City of Olympia Capital Mall Triangle Subarea) to assess existing and future mobility concerns and identify a range of measures to address mobility and improve access throughout the Subarea. Based on this study, WSDOT recommended the construction of an additional interchange to SR 101. The preferred option for this interchange will include the following:

- **Kaiser Road:** A westbound off-ramp and eastbound on-ramp.
- **Yauger Way:** An off-ramp extension in the westbound direction at Black Lake Boulevard that would connect to Yauger Way.

This interchange is currently in early stages of design, with the interchange justification report (IJR) completed in 2016. The City is also exploring how any interchange improvements could also improve active mode connections within the Westside area, potentially through parallel trails or sidewalk or bike lane improvements on the nearby street grid.

## 3.2 Current Conditions

### Roadway Network

The City of Olympia Capital Mall Triangle Subarea has the following streets providing access and mobility through the Subarea:

- Harrison Avenue, Cooper Point Road, and Black Lake Boulevard/Division Street are four-lane arterials with center turn lanes/medians.
- Capital Mall Drive is a three-lane major collector that cuts across the Subarea, with two lanes in the eastbound direction and one in the westbound.
- Kenyon Street and 4<sup>th</sup> Avenue are two-lane major collectors.

Black Lake Boulevard/Division Street and Cooper Point Road are the two main north-south arterials in the area, connecting the Subarea and Westside Olympia to SR 101. Harrison Ave is the main east-west arterial connecting the downtown and historic district to Westside Olympia. These corridors are also all identified as Strategy Corridors within the Comprehensive Plan (2021) and RTP. Strategy Corridors are arterials within the City's regional street system where the Olympia prioritizes multimodal improvements and connections to reduce the dependance on vehicle travel.

Kenyon Street serves as an access to the Mall and the surrounding businesses and ends at Mall Loop Drive. 4<sup>th</sup> Avenue provides access to businesses starting at Kenyon St and continues east of the study area and onto residential areas in Olympia's Historic District. 4<sup>th</sup> Avenue is identified as a potential low-stress bicycle facility that could be instrumental in connecting the Subarea to downtown and points east.



The TMP (2021) identifies Cooper Point Road and Harrison Avenue for resurfacing treatments within the next 20 years. The City will examine the traffic capacity and ability to accommodate active modes and transit whenever a resurfacing project takes place. Olympia will seek ways to improve conditions for biking, walking, and transit while also managing traffic congestion. .

See **Exhibit 3-4** for the road network for the Subarea.



SOURCE: MAKERS (2022)

**EXHIBIT 3-4 Roadway Network within the Subarea**

## TRAFFIC OPERATIONS

As noted in multiple plans and studies, the City of Olympia Capital Mall Triangle Subarea does not have a conventional grid system, leading traffic to be concentrated onto a limited number of streets, which also limits multimodal access to the Mall area. All three arterials within the Subarea experience congestion during the morning and evening peak hours, although congestion is more pronounced in the evening peak hour. Based on earlier studies, particular areas of congestion include the following:

- SR 101 interchange with Black Lake Boulevard
- Black Lake Boulevard and Cooper Point Road intersection
- Black Lake Boulevard and Capital Mall Drive intersection
- Division Street and Harrison Avenue intersection
- Cooper Point Road and Capital Mall Drive intersection
- Cooper Point Road and Harrison Avenue intersection

Prior studies and observed conditions have shown these intersections to generally operate in the LOS C or D range, with higher delay in the PM peak hour. However, while these intersections tend to have more congestion, they are all located along Strategy Corridors, where the City will emphasize the buildout of multimodal connections and providing people alternatives to driving rather than street widening. The City and region (TRPC) both acknowledge that Strategy Corridors will experience some peak period congestion as they are the areas that have the most overall multimodal access and are expected to accommodate the highest density growth in the region. The City aims to manage traffic congestion along Strategy Corridors, but not to the detriment of creating a connected multimodal network that can accommodate higher-density development. It is also worth noting that, unlike many other cities, Olympia does not have automobile LOS standards that must be met. Rather the City is committed to building out key portions of the TMP multimodal network over the next 20 years by leveraging local, state, and federal funds, along with developer impact fees and through developer frontage improvements.

## Transit

Three transit agencies run bus routes within the City of Olympia Capital Mall Subarea: Intercity Transit, Mason Transit, and Grays Harbor Transit. These routes, with their corresponding agencies, headways and typical service hours, are summarized in [TABLE 3-1](#). See [Exhibit 3-5](#) for a map of the transit routes within the Subarea.

The Capital Mall has a transit center serving Intercity Transit routes 45, 47, 48 and 68. This transit center (called “Capital Mall Station”) also serves The One high-frequency route, which is currently paused due to a shortage of operators. The Capital Mall Station is located in the northwest quadrant of the Mall. However, this location is relatively nestled within the Mall property, adding significant travel time as the buses wind around the parking lot. This increases the time and complexity of making transfers at the Station. In 2021, the Station had approximately 88,000

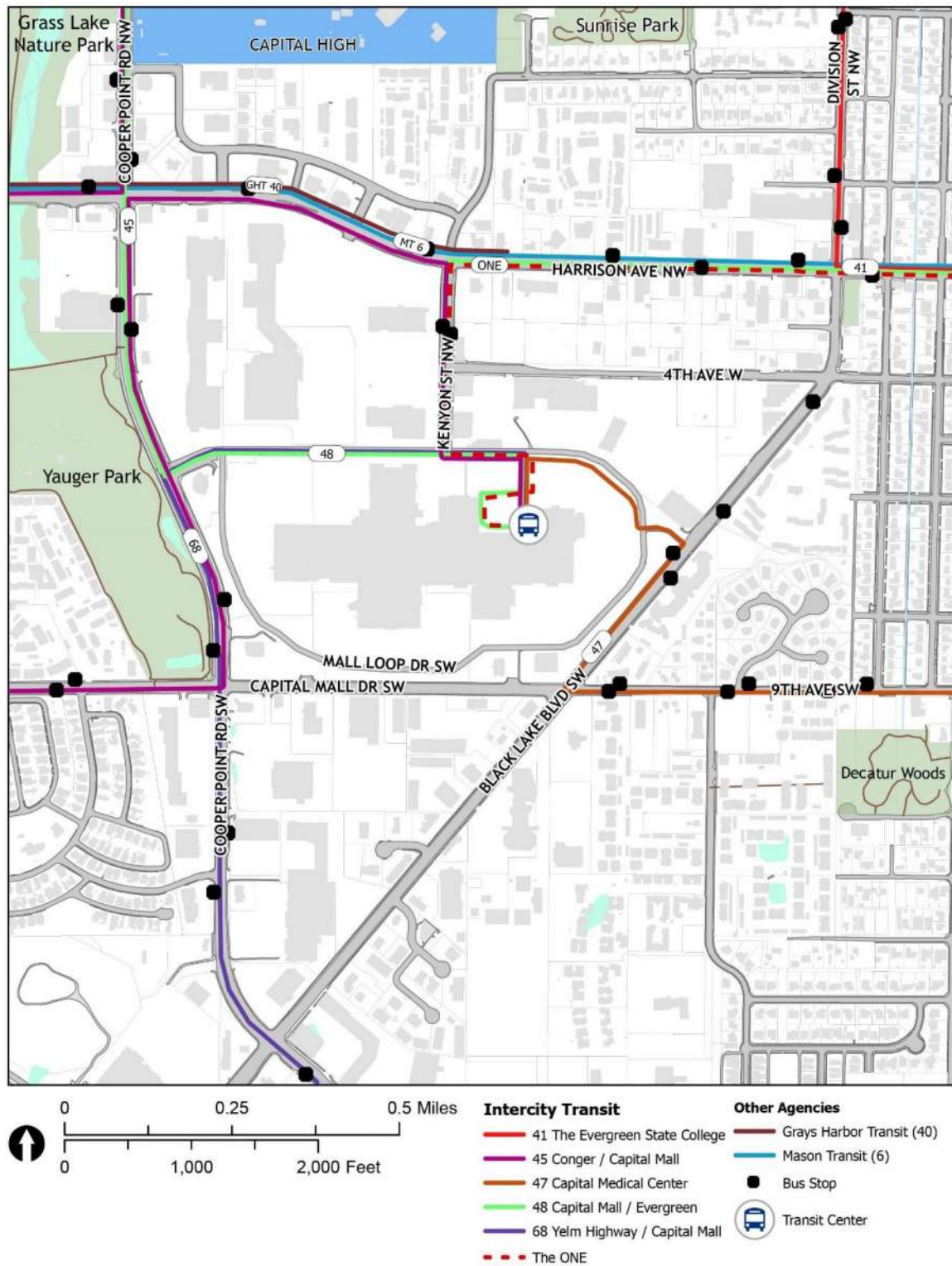
boardings; this is a 25% reduction from the approximately 118,000 boardings that occurred in 2019. Although this is a significant reduction, it is not unexpected considering the pausing of The One high-frequency route, in addition to other post-pandemic transit trends that have shown a relative decrease in transit trips in more urban areas.

It should also be noted that Harrison Avenue, Black Lake Boulevard and Cooper Point Road are all listed in the Comprehensive Plan (2021) as priority bus corridors. However, currently there is no transit service on Black Lake Boulevard south of 9<sup>th</sup> Avenue. Overall, the Subarea has relatively strong transit service today, relative to most of the rest of urban Thurston County; however, it should be noted that there is a need to improve comfort and connectivity to the Capital Mall Transit Center and extend service hours to better serve mall employees later into the evening. Most routes serving the mall currently end service by 9PM or earlier, which does not capture employees whose shifts end at Mall closing hours. Additionally, the poor street grid throughout the Westside makes it difficult for buses to turn around, leading to elongated routes that reduce the efficiency of transit service, including within the subarea.

**TABLE 3-1 Transit Service to the Capital Mall Triangle Subarea**

| Route                       | Name                                  | Headway (minutes)                      | Typical Service Hours |
|-----------------------------|---------------------------------------|--|-----------------------|
| <b>Intercity Transit</b>    |                                       |  |                       |
| The One                     | Martin Way Park & Ride – Capital Mall | Paused; 15-minute when service resumes | Paused                |
| 41                          | The Evergreen State College           | 30-minute                              | 6:00AM – 9:00PM       |
| 45                          | Conger/Capital Mall                   | 60-minute                              | 6:45AM – 7:00PM       |
| 47                          | Capital Medical Center                | 60-minute                              | 7:00AM – 7:00PM       |
| 48                          | Capital Mall/Evergreen                | 30-minute                              | 6:15AM – 9:00PM       |
| 68                          | Yelm Highway/Capital Mall             | 30-minute                              | 6:00AM - 9:30PM       |
| <b>Mason Transit</b>        |                                       |  |                       |
| 6                           | Shelton to Olympia                    | 60-minute                              | 5:30AM – 6:30PM       |
| <b>Grays Harbor Transit</b> |                                       |  |                       |
| 40                          | East Grays Harbor County to Olympia   | 120-minute                             | 5:20AM – 8:25PM       |

SOURCE: Fehr & Peers, 2022



SOURCE: MAKERS (2022)

**EXHIBIT 3-5 Transit Routes Serving the Subarea**



## Active Transportation

### PEDESTRIAN NETWORK

Sidewalks exist on both sides of most of the arterials within the Subarea, as well as on Kenyon Street and Capital Mall Drive. However, within the Mall area the network is incomplete, with many sidewalk gaps in areas that have pedestrian demand. Additionally, 4<sup>th</sup> Avenue W is missing sidewalks on the north side of the street west of Division Street/Black Lake Boulevard (for approximately 1,000 ft), and Cooper Point Road has a segment of roadway where sidewalk is missing on the west side of the roadway, just south of Capital Mall Drive for approximately 700 feet. There are also several high priority curb ramps within the study area that need to be upgraded to current standards.

These gaps can make pedestrian mobility within the Subarea more challenging, but there is proven demand for these facilities within the Subarea. One example of latent demand for pedestrian facilities within the Mall area is a “goat trail” that exists along Mall Loop Rd between the south Target access and Cooper Point Road where pedestrians and bicyclists have made their own path. **Exhibit 3-6** shows the pedestrian and trail facilities within the Subarea, including opportunities to fill sidewalk gaps. There are also some sidewalks that are in need of repair and are obstacles for those utilizing wheeled mobility devices. Additionally, there is a need to prioritize wide and buffered sidewalks along Cooper Point Road, Harrison Avenue and Black Lake Boulevard/Division Street to facilitate safe and comfortable connections for pedestrians along these arterials.

In addition to these facilities, the TMP (2021) has flagged four locations within the study area where enhanced crossings will be constructed in the next 20 years, with three on Cooper Point Road and one on Harrison Avenue.



SOURCE: Fehr &amp; Peers, 2022

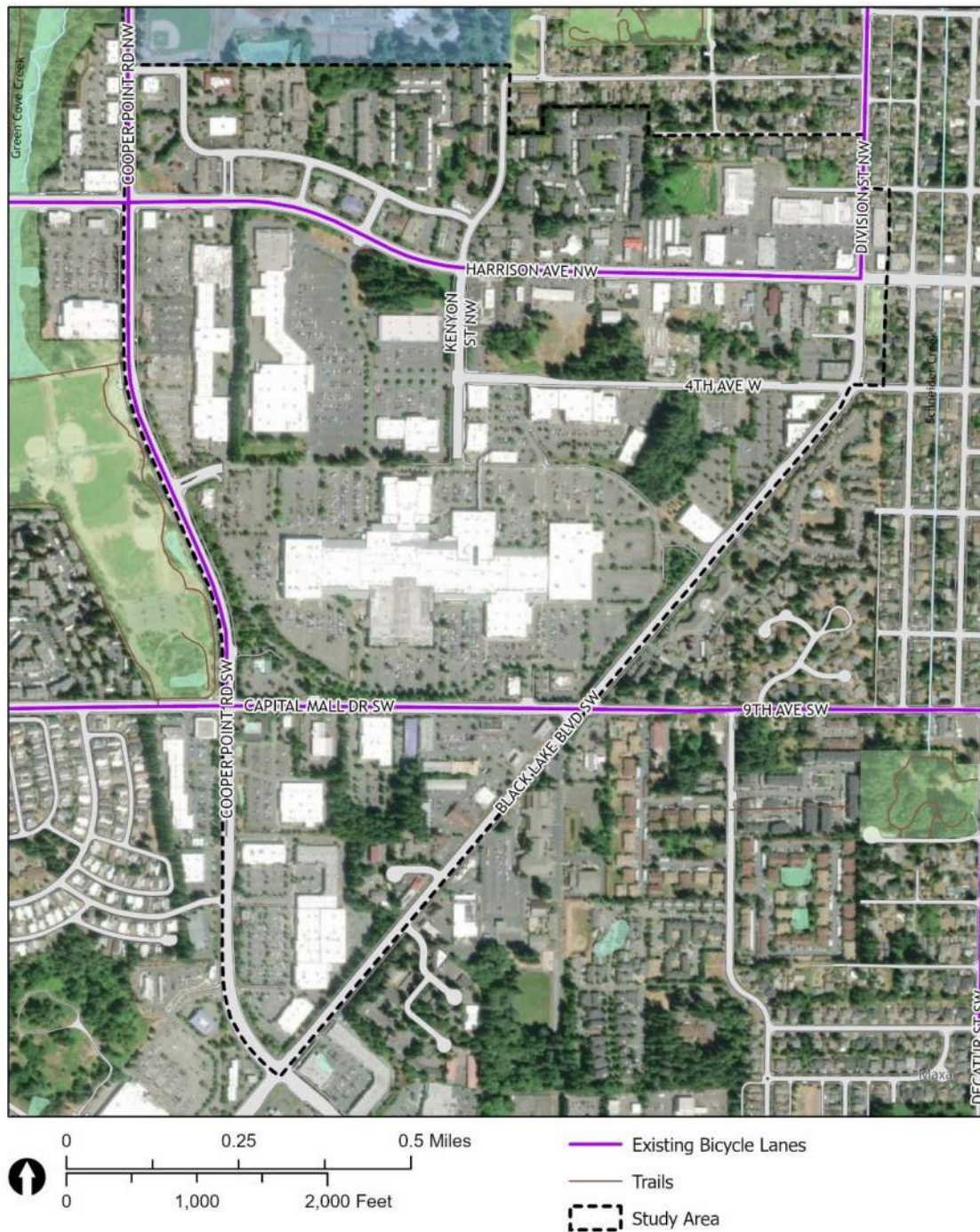
**EXHIBIT 3-6 Pedestrian and Trail Facilities**



## BICYCLE NETWORK

There are striped bicycle lanes on Harrison Avenue and Capital Mall Drive as well as on Cooper Point Road and Division Street north of Harrison Ave. See **Exhibit 3-7** for a more-detailed map of bicycle facilities. Due to the high-traffic nature of the arterials within the Subarea, many of the striped bike lanes also experience high traffic stress, making them uncomfortable for all but the most experienced of cyclists.

There is observed real and latent demand for low-stress bicycle facilities within the Subarea, with many bicyclists using the sidewalks instead of the bike lanes and routing through the parking lots of the area. Within the next 20 years, the City plans to implement an enhanced bicycle lane on Capital Mall Drive to lower traffic stress on the corridor and improve east-west bicycle connectivity to the city-wide low-stress bicycle network. Beyond the 20-year horizon the City plans enhanced bike lanes on Harrison Avenue, Cooper Point Road, and Black Lake Boulevard/Division Street. There is also an existing trail in Yauger Park that connects to the Capitol Village Shopping Center. The trail is part of the planned low-stress bike network and connecting it to some kind of east-west low-stress bike facility through the subarea is also noted as needed in the Transportation Master Plan.



SOURCE: Fehr & Peers (2022)

### EXHIBIT 3-7 Existing Bicycle Lanes and Trails

## Parking

The City of Olympia Capital Mall Triangle Subarea is served by a variety of parking facilities, the majority of which is privately owned, serving the various shopping centers within the Subarea.

In relation to the Capital Mall itself, the northeast portion of the parking (near the JC Penney anchor store) has been observed to be underutilized. However, based on City of Olympia standards for a regional shopping center, the Mall's parking capacity is approximately 100 parking stalls short of the requirement.

On-street parking within the Subarea is generally confined to the residential roadways, serving residential uses in the northern portion of the subarea. Although this on-street parking is visibly utilized, there is still comfortable on-street parking capacity, particularly centered around these neighborhood streets.

## Safety

Per the City of Olympia Street Safety Plan (2022) and WSDOT collision data from 2015-2020, a total of 780 collisions occurred within the Subarea over a 6-year period. Of these, 8 resulted in a serious injury while 224 resulted in a minor injury. 30 were vehicle-to-pedestrian collisions (93% of which resulted in injury) while 11 were vehicle-to-bicycle collisions (92% of which resulted in injury). There were no fatal collisions within this 6-year period.

As part of the Street Safety Plan, the City compared actual roadway speeds to speed limits at various locations throughout the City. From this study, it was identified that, on average, vehicles travelled 6-15 mph over the speed limit along Black Lake Boulevard, 6-10 mph over the speed limit on 4<sup>th</sup> Avenue, and 1-5 mph over the speed limit on Cooper Point Road.

As noted previously, the Street Safety Plan identified the following priority locations for pedestrian and bicycle safety improvements:

- Harrison Avenue and Kenyon Street
- Cooper Point Road and Harrison Avenue
- Harrison Avenue and Division Street
- Cooper Point Road and Capital Mall Drive
- Cooper Point Road and Black Lake Boulevard

The TMP (2021) has identified roundabouts at many of these locations, with the intent to improve overall traffic safety. In addition to these priority locations, the City has also prioritized improving safety at the Rapid Repeating Flashing Beacon (RRFB) crossing Cooper Point Road at the Skate Park, north of the Capital Mall Loop Road.

## Greenhouse Gas Emissions

Existing transportation emissions are estimated to be 1.7 times higher than the energy-related greenhouse gas (GHG) emissions of the various uses within the subarea. This proportion is expected to increase into the future, as densities increase within the subarea and use of the transportation network within the subarea continues to grow. However, with more dense redevelopment, emissions per capita may decrease (while overall emissions may continue to rise). With a greater mix of land uses in close proximity and transportation mode shifts to transit and human-powered ways of getting around, emissions per capita may decrease. Emissions may further decrease with shifts from gas-powered to electric vehicle use.

**TABLE 3-2 Estimated Greenhouse Gas Emissions in Capital Mall Triangle**

| Type                                | # of Residential Units | Rentable Building Area (RBA) (square feet) | Energy-Related Emissions (MTCO <sub>2</sub> e) | Transportation-Related Emissions (MTCO <sub>2</sub> e) |
|-------------------------------------|------------------------|--|--|--|
| Single-Family Home                  | 26                     |  | 17,476   | 20,588   |
| Multi-Family Unit in Large Building | 0                      |  | 166,875  | 222,296  |
| Multi-Family Unit in Small Building | 467                    |  | 0  | 0  |
| Mobile Home                         | 0                      |  | 0  | 0  |
| Education                           |                        | 4,232                                      | 2,732  | 1,529  |
| Food Sales                          |                        | 9,040                                      | 13,935   | 2,549  |
| Food Service                        |                        | 33,037                                     | 65,883   | 18,530   |
| Health Care Inpatient               |                        | 0  | 0  | 0  |
| Health Care Outpatient              |                        | 40,149                                     | 29,572   | 22,936   |
| Lodging                             |                        | 0  | 0  | 0  |
| Retail (Other Than Capital Mall)    |                        | 579,268                                    | 334,402  | 606,531  |
| Retail (Capital Mall)               |                        | 793,862                                    | 458,222  | 325,532  |
| Office                              |                        | 206,210                                    | 149,098  | 121,167  |
| Public Assembly                     |                        | 0  | 0  | 0  |
| Public Order and Safety             |                        | 13,967                                     | 12,551   | 5,223  |
| Religious Worship                   |                        | 0  | 0  | 0  |
| Service                             |                        | 26,912                                     | 16,132   | 7,157  |
| Warehouse and Storage               |                        | 17,200                                     | 6,047  | 3,121  |
| Other                               |                        | 76,487                                     | 97,780   | 19,663   |
| Vacant (SF of land area, not RBA)   |                        | 344,995                                    | 55,943   | 16,064   |

SOURCE: King County Emissions Calculator, Fehr & Peers (2022)

### 3.3 Key Findings and Implications for Plan

- The Subarea does not have a gridded roadway system, leading to funneling of traffic onto the three principal arterials (Cooper Point Road, Black Lake Boulevard and Harrison Avenue) and a lack mobility for active transportation modes. This impacts traffic congestion and safety. Future planning efforts should focus on additional roadway connections to improve access to the Subarea for all modes into the surrounding neighborhoods and reduce the level of traffic concentration at major intersections within the Subarea.
- Pedestrian and bicyclist safety has been flagged in multiple plans as a chief transportation concern for the Subarea. Multiple new enhanced crossings and bicycle lanes are currently planned, in addition to safety improvements at key crossings throughout the study area. Roundabouts at major intersections are also shown to improve traffic safety for all modes; the TMP has identified several roundabout priorities within the Subarea. In addition, it will be important for the City to prioritize improving sidewalk width and buffering for pedestrians and bicyclists along Cooper Point Drive, Harrison Avenue, and Black Lake Boulevard/Division Street to improve connectivity, comfort and safety for these vulnerable users on these arterials.
- East-west bicycle connectivity is challenging within the Subarea. In addition to filling gaps in the network and constructing an enhanced bicycle facility on Capital Mall Drive, 4<sup>th</sup> Avenue has been flagged as a potential possibility to facilitate additional east-west connection with downtown Olympia.
- Observed parking demand would imply the potential for redevelopment of some parking areas within the Capital Mall; however, this is not consistent with City of Olympia parking requirements, which show the Capital Mall as potentially parking deficient. Additional parking analysis should be performed to determine the exact parking occupancy and redevelopment potential. The City may want to update its parking requirements either as part of this Subarea plan or through future planning efforts.
- Shifts to transit and active transportation modes, which would be more likely with a greater mix of land uses in close proximity and improved multimodal infrastructure, as well as shifts from gas-powered to electric vehicle use, may reduce greenhouse gas impacts over time.



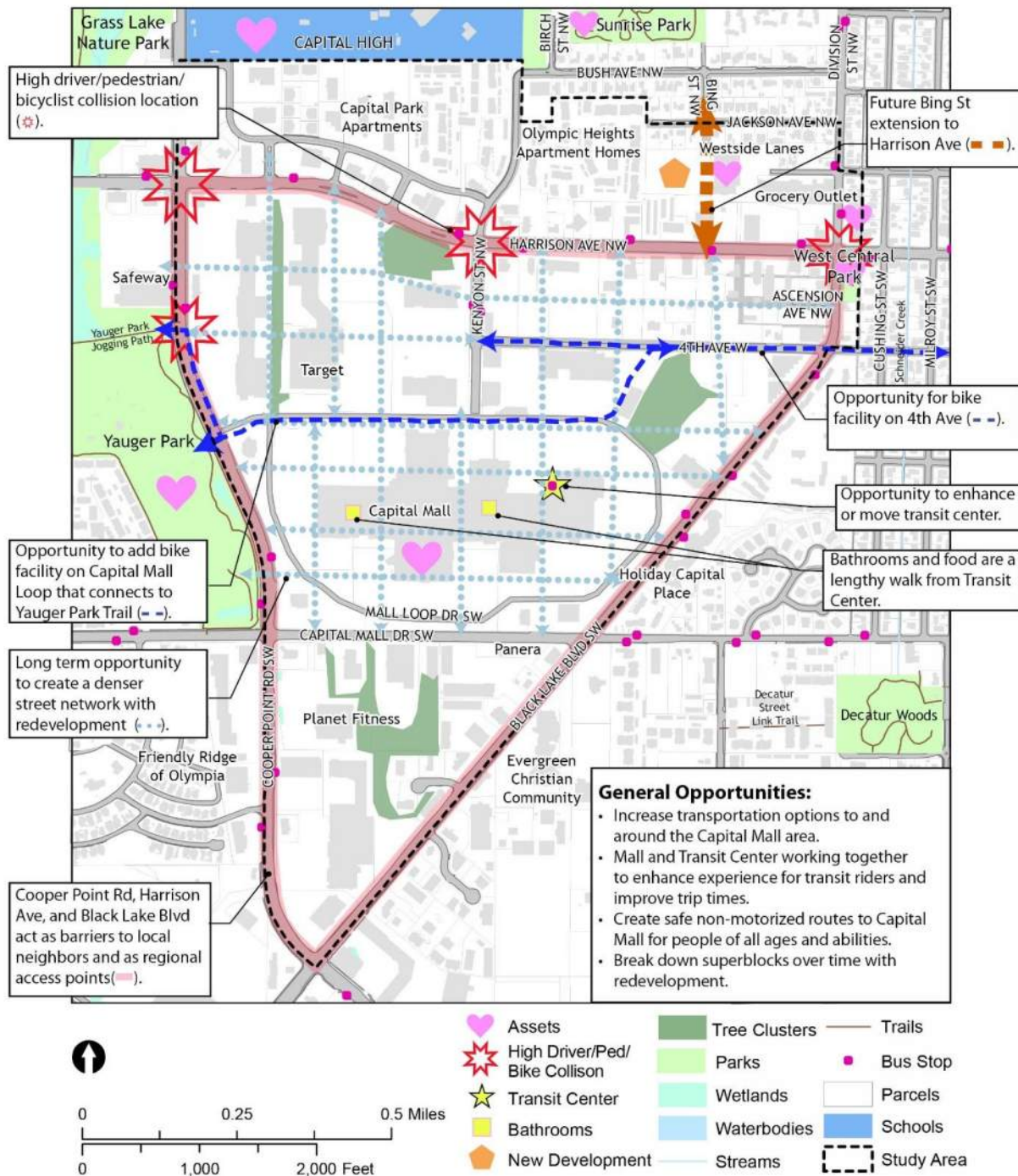


EXHIBIT 3-8 City of Olympia Capital Mall Triangle Subarea

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## SECTION 4. STORMWATER

The section describes the existing conditions for stormwater within the study area. It includes a discussion of existing policies, plans, and regulations; current conditions; and key findings and implications for the Subarea Plan (the Plan). Stormwater management, and especially Low Impact Development (LID), are strongly supported by Olympia's community from policies to regulations to implementation.

### 4.1 Existing Policies, Plans, and Regulations

Stormwater in the study area is regulated at the federal, state, and local levels, as described below. In the discussion below, it is worth noting that some federal environmental regulations and permitting related to stormwater and water quality are administered at the state and local levels.

#### Federal Regulatory Requirements

The purpose of the federal Clean Water Act (CWA) (33 U.S.C. §1251 et seq.) is to restore and maintain the chemical, physical, and biological integrity of the nation's waters. The CWA establishes the basic structure for regulating pollutant discharges into waters of the U.S, including pollutant discharges from stormwater. Sections of the CWA relevant to stormwater management include the following:

- Section 303(c) of the CWA directs states to adopt water quality standards.
- Section 303(d) establishes a process for states to identify and clean up polluted waters not meeting water quality standards.
- Section 305(b) requires states to submit a report on the water quality status of waters to the U.S. Environmental Protection Agency (EPA) every two years.
- Section 402 establishes the National Pollutant Discharge Elimination System (NPDES) program, requiring pollutant discharges to surface waters be authorized by a permit. NPDES permit requirements initially applied to point source discharges, but the program was expanded in 1987 to explicitly include stormwater discharges.

#### State Regulatory Requirements

##### SURFACE WATER QUALITY STANDARDS

Washington's surface water quality standards are the basis for water quality protection in the state, implementing portions of the federal CWA. Chapter 173-201A of the Washington Administrative Code (WAC) states *"the purpose of this chapter is to establish water quality standards for surface waters of the State of Washington consistent with public health and public*

*enjoyment of the waters and the propagation and protection of fish, shellfish, and wildlife ... . All surface waters are protected by numeric and narrative criteria, designated uses, and an antidegradation policy.”*

Ecology performs a Water Quality Assessment every two years to assess the status of Washington’s waters relative to water quality standards and identify those most in need of cleanup actions. Ecology develops the 303(d) list of polluted waters that require a water improvement project and leads development of Total Maximum Daily Loads (TMDLs) to clean up those waters. Ecology’s currently effective Water Quality Assessment and 303(d) list – from 2018 - were approved by EPA on August 26, 2022.

Ecology applies surface water quality standards and incorporates 303(d) listings and TMDL projects into the conditions of its water quality permits, including NPDES stormwater permits. NPDES stormwater permits issued by Ecology are discussed below.

## NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMITS

Ecology administers the NPDES permitting program in Washington on non-federal, non-tribal land, which covers the City of Olympia Triangle Mall study area. Ecology has developed general NPDES permits for municipal, construction, and industrial stormwater discharges to surface waters, as summarized below. The municipal and construction NPDES stormwater permits are applicable to future development and operations in the Triangle Mall study area. There are currently no facilities with industrial activity in the Triangle Mall study area that have coverage under an NPDES industrial stormwater permit (Ecology PARIS, 2022), and such industrial activities requiring NPDES permit coverage are not typical of the types of development permitted in the High Density Corridor zones (HDC-3 and HDC-4), Professional Office/Residential Multi-Family (PO/RM), or Residential Multi-Family (RM-18) zones present in the study area.

### Municipal

Ecology administers the NPDES Western Washington Phase II Municipal Stormwater Permit, which is applicable to regulated small municipal separate storm sewer systems (MS4s) located on the west side of the Cascade Mountains. This permit requires local governments to develop and implement stormwater management programs to control pollutants in discharges from their MS4s and protect water quality in downstream receiving waters. The City of Olympia is a permittee under Ecology’s Phase II municipal permit and implements a municipal stormwater program, as described in the *Local Plans, Policies, and Regulations* sub-section below.

### Construction

Operators of construction activities that involve clearing, grading, and/or excavation that results in the disturbance of one or more acres, and which discharge stormwater to a surface water of state, are required to apply for coverage under Ecology’s NPDES Construction Stormwater

General Permit (CSWGP). Compliance with this permit requires development and implementation of a Construction Stormwater Pollution Prevention Plan (SWPPP) to prevent erosion and sedimentation and reduce, eliminate, or prevent contamination and water pollution from construction activity. This permit requires operators to conduct site inspections, perform turbidity/transparency monitoring of discharges, and conduct stormwater pH sampling for significant concrete work or use of engineered soils. Ecology's current CSWGP became effective January 1, 2021, and it expires December 31, 2025.

## Industrial

Dischargers of stormwater from industrial facilities, including most manufacturing operations, transportation facilities with vehicle maintenance activities, waste management and recycling facilities, and other industrial operations, are required to apply for coverage under Ecology's NPDES Industrial Stormwater General Permit (ISGP). The permit establishes requirements that include developing a site-specific SWPPP and Spill Control Plan, benchmarks for target pollutants in discharges, monitoring and sampling procedures, quarterly and annual reporting to Ecology, and Corrective Action procedures that apply when discharges exceed target benchmarks or water quality limits. Ecology updates the ISGP on a 5-year cycle; the current permit went into effect on January 1, 2020, and expires December 31, 2024.

## Local Plans, Policies, and Regulatory Requirements

### CITY OF OLYMPIA

#### Municipal Stormwater Program Overview

The City of Olympia manages a municipal separate storm sewer system (MS4) that collects and conveys runoff from streets and properties in the city to nearby streams. The City operates the stormwater system under the regulation of the Western Washington Phase II Municipal Stormwater Permit, which is the general NPDES permit issued by Ecology that applies to regulated municipal systems serving communities with populations less than 100,000. This permit is issued in 5-year terms, and the City has been a Phase II permittee since 2007. The current Phase II Permit became effective August 1, 2019, and it expires July 31, 2024.

The Phase II Permit requires the City to implement a stormwater management program to reduce pollutant discharges from its MS4 and protect water quality in receiving waters. The City's Stormwater Management Program Plan (2022), which is updated annually, documents the City's stormwater management activities for the required program elements identified in the permit, including: stormwater planning; public education and outreach; public involvement and participation; MS4 mapping and documentation; illicit discharge detection and elimination; controlling runoff from new development, redevelopment, and construction sites; operations and

maintenance; source control for existing development; compliance with total maximum daily load (TMDL) requirements; and monitoring and assessment.

The City's Storm and Surface Water Utility coordinates the City's municipal NPDES permit compliance efforts with other City departments. The mission of the City's Stormwater and Surface Water Utility is to reduce flooding, improve water quality, and protect and enhance aquatic habitat. The Storm and Surface Water Utility is guided by the 2018 Storm and Surface Water Plan, which aligns with Olympia's Comprehensive Plan, including the Natural Environment element of the Plan. The Stormwater Management Program Plan that addresses municipal NPDES permit compliance represents a subset of the activities performed and coordinated by Storm and Surface Water Utility.

## City Regulations, Plans, and Manuals

The City's Storm and Surface Water Management program is codified in Chapter 13.16 (Storm and Surface Water Management) of the Olympia Municipal Code (revised September 2022). The City regulates and reviews proposals for new development, redevelopment, and construction sites for compliance with stormwater management requirements contained in the City's Drainage Design and Erosion Control Manual (DDECM), which was adopted in 2016 and is undergoing updates in 2022 (pending City Council approval as of October 2022). The updated DDECM is designed to be equivalent to Ecology's 2019 Stormwater Management Manual for Western Washington (Ecology, 2019), in accordance with Phase II permit requirements.

Before stormwater may be discharged to any part of the storm drainage system, the owner of the parcel on which the stormwater is generated must apply to the City's Community Planning and Development Department for an engineering permit, which includes terms and conditions governed by the DDECM. City standards for the design and construction of stormwater facilities are also contained in Chapter 5 (Stormwater) of the City's 2018 Engineering Design and Development Standards, which references the DDECM. All stormwater facilities must be inspected by the City's Public Works Department to ensure proper installation prior to final City approval (OMC 13.16.040).

## Stormwater Design Standards

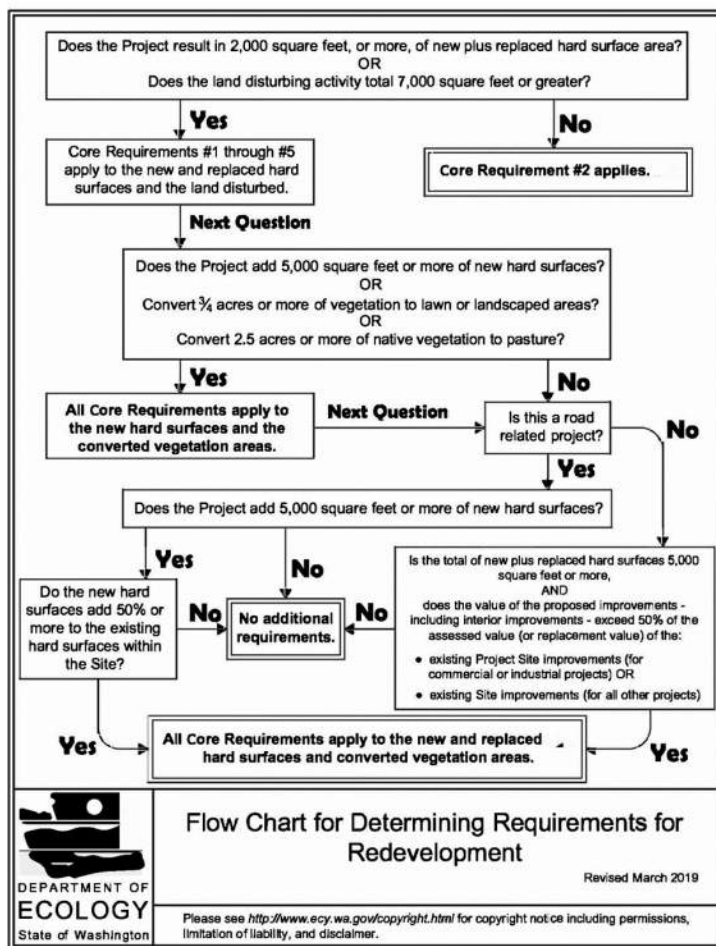
The City's DDECM identifies core requirements and provides guidance on the measures necessary to control the quantity and quality of stormwater produced by new development and redevelopment in the city. The DDECM applies to all private and public development, including transportation projects, within city limits and including the Triangle Mall study area.

The DDECM controls adverse impacts of development and redevelopment through the application of best management practices (BMPs), which can be schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices that prevent the

release of pollutants and other adverse impacts to waters of the state. As stated in the manual, the methods that the BMPs use to prevent or reduce adverse impacts to waters are:

- Flow Control, which refers to reducing (or controlling) the flow and duration of stormwater runoff,
- Runoff Treatment, which refers to removing pollutants from stormwater runoff, and
- Source Control, which refers to preventing pollutants from entering stormwater runoff.

The DDECM refers to several types or categories of BMPs, including: flow control BMPs, runoff treatment BMPs, LID BMPs, Source Control BMPs, and Construction BMPs. See **Exhibit 4-1** for the flow chart determining requirements for redevelopment from the DDECM.



**EXHIBIT 4-1 Flow Chart Determining Requirements For Redevelopment**

## Low-Impact Development (LID)

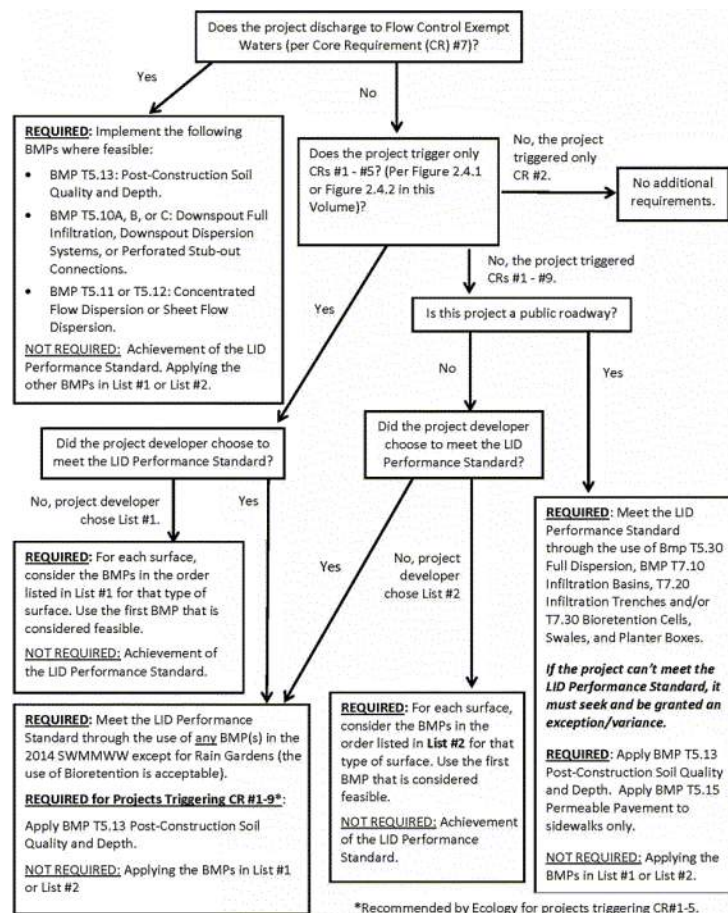
As required under the Phase II NPDES permit, Core Requirement #5 of the DDECM requires Low-Impact Development (LID) techniques for new development when feasible. LID BMPs are defined as distributed stormwater management practices, integrated into project design, that emphasize

pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration. They provide a combination of runoff treatment and flow control benefits. Examples include bioretention facilities, rain gardens, vegetated rooftops, and permeable pavement.

LID and green stormwater infrastructure may also be integrated into the fabric of redevelopment, allowing infiltration that reduces the need for managing site runoff with large underground detention vaults or ponds. This type of stormwater management approach may also provide aesthetic benefits and green spaces that can be integrated into public spaces.

The feasibility of using LID BMPs at a given development site is dependent on the site conditions. Infiltration capacity of underlying soils and the depth of the water table are important factors in determining LID feasibility, and considerations must also be given to the effect of infiltrating stormwater on nearby surrounding structures and utilities, and on groundwater. Infiltration capacity of site soils is influenced by natural soil conditions and also can be influenced by past alterations at previously developed sites from grading, fill, and compaction.

See **Exhibit 4-2** for flow chart for determining Core Requirement #5 Requirements.



Rev 11/15

**EXHIBIT 4-2 Flow Chart Determining Core Requirement #5 Requirements**



## Flow Control

For new development or redevelopment sites where stormwater for design storms cannot be adequately infiltrated on the site, flow control BMPs must be used. The flow control performance standard under Core Requirement #7 of the DDECM states that stormwater discharges shall match developed discharge durations to pre-developed durations for the range of pre-developed discharge rates from 50% of the 2-year peak flow up to the full 50-year peak flow. The pre-developed condition to be matched shall be a forested land cover unless reasonable, historic information indicates the site was prairie prior to settlement; in that case, the pre-developed conditions to be matched is the existing land cover condition.

Flow control BMPs are defined as drainage facilities designed to mitigate the impacts of increased surface stormwater runoff flow rates generated by development. They are designed to either hold water for a considerable length of time and then release it by evaporation, plant transpiration, and/or infiltration into the ground (e.g., a retention pond), or to hold runoff for a short period of time, releasing it to the stormwater conveyance system at a controlled rate (e.g., a detention pond or underground detention vault).

### Runoff Treatment

Core Requirement #6 of the DDECM requires stormwater runoff from new development and redevelopment to receive treatment to reduce pollutant loads and concentrations in stormwater to maintain beneficial uses in downstream receiving waters. Runoff treatment BMPs remove pollutants from runoff by settling, centrifugal separation, filtration, biological uptake, and media or soil adsorption. Target pollutants typically include suspended solids; metals such as copper, lead, and zinc; nutrients such as nitrogen and phosphorus; bacteria; petroleum hydrocarbons; and pesticides. Treatment facilities must be sized to treat the water quality design flow rates or design storm volume, as prescribed in the DDECM, which are intended to capture and effectively treat approximately 90-95% of the annual runoff volume.

### Regional Facilities

An alternative to meeting all LID, flow control, and runoff treatment requirements on the development site is to direct stormwater to an off-site regional facility. A regional facility is a stormwater BMP that provides runoff treatment and/or flow control to more than one property, thereby reducing or eliminating requirements for on-site controls. The DDECM recognizes regional facilities as an allowable approach to meeting stormwater management requirements, consistent with Ecology guidance for projects that are: (1) within the area contributing to the regional facility, (2) not within the area contributing to the regional facility but have equivalent flow and/or pollution characteristics as the area that does contribute to the regional facility, or (3) some combination of 1 and 2.



## 4.2 Current Conditions

Approximately 75% of the of the 294-acre Triangle Mall subarea is impervious surface consisting of buildings, parking lots, streets, and sidewalks. Stormwater collection and conveyance systems for most of the subarea direct stormwater flows in generally westerly and southerly directions, with flows ultimately discharged off-site into Percival Creek south of the Triangle Mall subarea. Percival Creek flows into Capitol Lake, which has an outlet to the Budd Inlet arm of Puget Sound. Stormwater flows in the northeastern portion of the Triangle flow off-site to the north and east in the Schneider Creek basin, which discharges to Budd Inlet.

There are no streams within the Triangle Mall subarea. The downstream receiving waters that accept flows from the subarea (Percival Creek and Schneider Creek that flow to Capitol Lake and Budd Inlet) are water quality limited and are addressed in [Ecology and EPA Total Maximum Daily Loads](#) (TMDLs) for temperature, fecal coliform bacteria, dissolved oxygen, pH, and fine sediment for the Deschutes River and its tributaries (Ecology 2015, Revised 2018; EPA 2020, Revised 2021). Budd Inlet is also impaired for dissolved oxygen, and Ecology submitted a [TMDL](#) for dissolved oxygen to EPA for approval on October 26, 2022 (Ecology 2022).

Much of the Triangle Mall subarea consists of legacy (pre-1990) development that was constructed with stormwater management systems that do not meet current standards for incorporating LID and for flow control and runoff treatment. High peak flows and conveyance capacity constraints have contributed to flooding problems in the southern portion of the Triangle Mall subarea, at the intersection of Cooper Point Road and Black Lake Boulevard. The City has plans to construct improvements to the stormwater system intended to address flooding at the intersection, including major piping system upgrades. Without conveyance improvements, the City estimates the intersection will continue flood at an approximately 15-year recurrence interval storm (i.e., approximately 7% annual probability), based on past precipitation data, and potentially more frequently in the future with increasing rainfall intensities expected with climate change.

Natural Resources Conservation Service (NRCS) soils mapping presented in the City's Storm and Surface Water Plan (2018) shows that soils in most of the Triangle Mall subarea are classified as Hydrologic Soil Group C soils, with areas of Group D soils in the northeastern portion of the subarea. NRCS descriptions of Group C and Group D soils are as follows:

- Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.
- Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high-water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

Use of surface detention ponds to meet flow control requirements can require considerable space on a site, which reduces the area of a site available for building coverage or parking. The number of underground detention systems in the subarea – as shown in the City’s stormwater system mapping - highlights the challenges of finding adequate space for meeting flow control requirements with surface detention ponds in a highly developed environment where many properties are nearly entirely covered by buildings and pavement. Use of underground detention systems can help maximize the developable surface area of a site, but they are typically more costly than surface detention ponds to construct.

There is one regional stormwater facility that is located adjacent to the Triangle Mall subarea to the west, within Yauger Park at the northwestern corner of the SW Capitol Mall Dr and Cooper Point Rd intersection. The Yauger Park regional facility was originally constructed in 1978 as mitigation for runoff from the Capital Mall and surrounding area. It currently receives stormwater from approximately 570 acres of commercial and residential development and area roadways within and outside of the Triangle Mall subarea. The City constructed upgrades to the facility in 2010 that included excavating additional storage capacity and incorporating LID features including a water quality treatment wetland, bio-retention ponds, a rain garden and biofiltration swales (City of Olympia 2009). Stormwater management within Yauger Park has implications for the use of the Park’s recreational activities. The stormwater facility is operated such that during the relatively drier months (late spring to early fall), ball games and other recreational activities are scheduled. During winter months, the flow control structures are operated such that the site can flood in heavy rainfall events, thereby diminishing the peak flows that are discharged to the downstream drainage system. The facility does not have capacity in its current state to accommodate stormwater from future development/redevelopment needing off-site water quality treatment and flow control for the 50-year storm. The mall pond only manages the 15-year storm. Facilities would need to be upgraded or other flow control or LID features included to make up the difference and meet current design standards.

## 4.3 Key Findings and Implications for Plan

The following topics related to stormwater should be considered in the development of the City of Olympia Capital Mall Triangle Subarea Plan:

- New development and redevelopment in the Triangle Mall subarea must adhere to City regulations for stormwater management. City standards and guidance for stormwater management for construction, development, and redevelopment activities are contained in the City’s Drainage Design and Erosion Control Manual (DDECM), which meets requirements of the City’s NPDES municipal stormwater permit from Ecology.
- City standards require the use of LID approaches to manage stormwater on-site where feasible. Where stormwater cannot be adequately managed and fully infiltrated on-site, it must meet City standards for runoff treatment (water quality) and flow control (water quantity) to reduce adverse impacts to downstream receiving waters.

- Stormwater infiltration systems are used on some properties within the subarea currently, and LID is likely to be an important part of future development in the subarea going forward. However, soils with low infiltration capacity or other site constraints may limit LID feasibility in places.
- Meeting flow control requirements can be particularly challenging (and expensive) due to the high volumes of runoff that need to be detained to meet standards for sites with large areas of impervious surface; standards generally require that post-development flows do not exceed pre-development (forested condition) flows for design storms up to the 50-year peak flow. Surface detention ponds require considerable space that reduces the area available for buildings or parking, and underground detention systems – which are used at many locations in the subarea currently - are typically expensive.
- Integration of LID/green stormwater facilities into redevelopment has many benefits, including its ability to reduce (but likely not eliminate) the need for new ponds and vaults, improve community health and wellbeing (as well as general aesthetics) by providing green spaces and vegetation, reduce negative impacts to water quality, retain and slow water, and reduce costs to developers and municipalities ([EPA](#), [EPA](#)). These benefits would improve the subarea's climate resiliency. In addition, these techniques are strongly supported by Olympia's communities to protect natural resources and improve the health of Puget Sound and local streams.
- There is currently one City-managed regional stormwater facility located adjacent to the subarea that serves a portion of the subarea: the Yauger Park Regional Facility. The existing pond likely does not have capacity in its current state to accommodate stormwater from future development/redevelopment needing off-site water quality treatment or flow control. The City could consider the feasibility of constructing upgrades to the Yauger regional facility and/or adding regional facilities within or near the subarea to encourage redevelopment within the subarea. The City may also consider helping coordinate stormwater management activities between property owners to find efficiencies and reduce costs (e.g., a single detention facility serving multiple properties may be more cost-effective than a detention facility on each property).



## SECTION 5. ACRONYMS

| Acronym | Definition                                      |
|---------|---|
| ADA     | Americans with Disabilities Act                 |
| BMPs    | best management practices                       |
| CAP     | Climate Action Plan                             |
| CFR     | Code of Federal Regulations                     |
| cfs     | cubic feet per second                           |
| CWA     | Clean Water Act                                 |
| DOT     | Department of Transportation                    |
| FEMA    | Federal Emergency Management Agency             |
| FIRM    | Flood Insurance Rate Map                        |
| GMA     | Washington State's Growth Management Act        |
| GPCD    | gallons per capita per day                      |
| I-      | Interstate                                      |
| ILA     | Interlocal Agreement                            |
| ISGP    | Industrial Stormwater General Permit            |
| ITS     | Intelligent Transportation Systems              |
| LED     | light-emitting diode lighting                   |
| LEED    | Leadership in Energy and Environmental Design   |
| LID     | Low Impact Development                          |
| LNG     | Liquefied Natural Gas                           |
| LUSTs   | leaking underground storage tanks               |
| MGD     | million gallons per day                         |
| MS4s    | Municipal Separate Storm Sewer Systems          |
| NAICS   | North American Industry Classification System   |
| NEC     | National Electrical Code                        |
| NESC    | National Electric Utility Safety Code           |
| NFIP    | National Flood Insurance Program                |
| NPDES   | National Pollutant Discharge Elimination System |
| NRHP    | National Register of Historic Places            |
| OSHA    | Occupational Safety and Health Administration   |
| PFS     | Public Facilities and Services                  |
| PSCAA   | Puget Sound Clean Air Agency                    |

| Acronym  | Definition  |
|----------|---|
| PSE      | Puget Sound Energy  |
| PSRC     | Puget Sound Regional Council  |
| RCW      | Revised Code of Washington  |
| RSLR     | Relative sea level rise   |
| SBCC     | Washington State Building Code Council  |
| SEPA     | State Environmental Policy Act  |
| SIP      | State Implementation Plan   |
| SMA      | Washington State Shoreline Management Act   |
| SMGM     | Stormwater Management Guidance Manual   |
| the Plan | Subarea Plan  |
| THPO     | Tribal Historic Preservation Offices  |
| TPY      | tons per year   |
| USC      | United States Code  |
| UFMP     | Urban Forest Management Plan  |
| USTs     | underground storage tanks   |
| WAC      | Washington Administrative Code  |
| WHR      | Washington Heritage Register  |
| WISAARD  | Washington Information System for Architectural and Archaeological Records Database |
| WSDOT    | Washington Department of Transportation   |

# Appendix B

## Market Analysis





# Market Analysis: Existing Conditions | FINAL DRAFT

**Date**            October 10, 2022  
**To**              Rachel Miller, MAKERS Architecture  
**From**           Brian Vanneman and Jennifer Shuch, Leland Consulting Group

## Introduction

The City of Olympia engaged Leland Consulting Group (LCG) as part of an interdisciplinary team led by MAKERS Architecture to conduct a market and economic analysis of the Olympia Capital Mall Triangle subarea. This memo contains LCG’s market, economic, and socio-economic analyses. LCG describes the existing conditions of the site and its market area, provides examples of potential development patterns, and concludes with observations and recommendations. LCG’s sources include data from the US Census Bureau, CoStar, Placer AI, ESRI Business Analyst, and public agencies.

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## Subarea Plan Purpose

The City of Olympia designated the Capital Mall Triangle as one of three urban centers in the City’s 20-year comprehensive plan. The City received a \$250,000 grant from the State of Washington to conduct long range planning in the subarea, with the aim of creating a people-oriented urban neighborhood. The City’s goal is to create a mixed-use neighborhood with improved street connectivity and access to reduce the amount and length of driving trips, increase transit accessibility, and enable residents to take advantage of multimodal transportation opportunities.

The plan’s benefits and goals fall into four different categories:

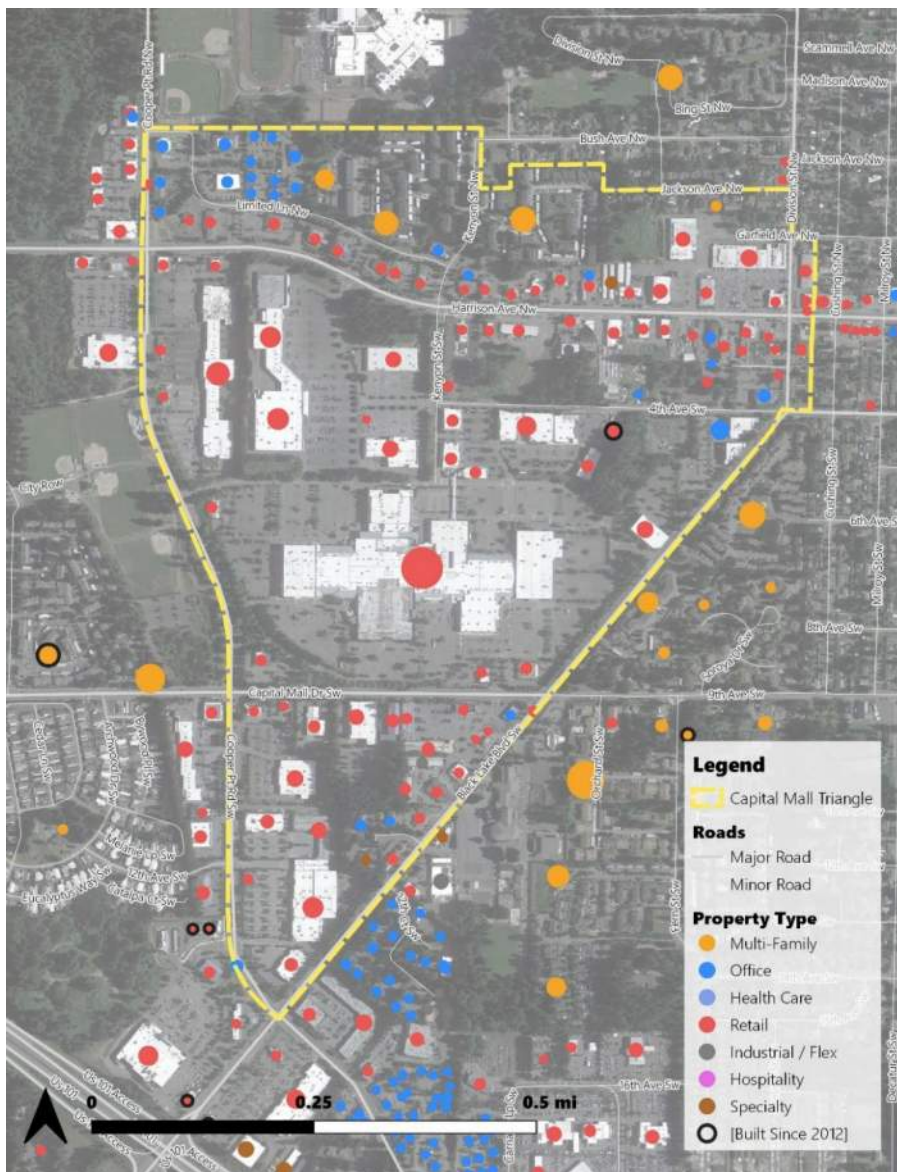
- Housing
- Transportation
- Business & Property Owners
- Environment

Housing affordability for a variety of income levels, climate resilience, and economic prosperity are central to the City's vision for the site.

## Study Area and Market Area

The Olympia Capital Mall Triangle subarea is located on the west side of Olympia. The bottom “point” of the triangle is located at the intersection of Black Lake Boulevard SW and Cooper Point Road SW. The area is 288 acres. The mall site is 85 acres (29.5% of the total land area). The Capital Mall Triangle subarea is mainly comprised of retail and office properties, with some multifamily in the northern part of the triangle. In total, the Capital Mall Triangle subarea is home to 667 residents in 272 households as of 2022. All of the subarea's housing units are in apartment buildings north of Harrison Avenue NW. There are also a handful of multifamily properties located just outside of the subarea.

Figure 1. Commercial Properties in the Olympia Capital Mall Triangle

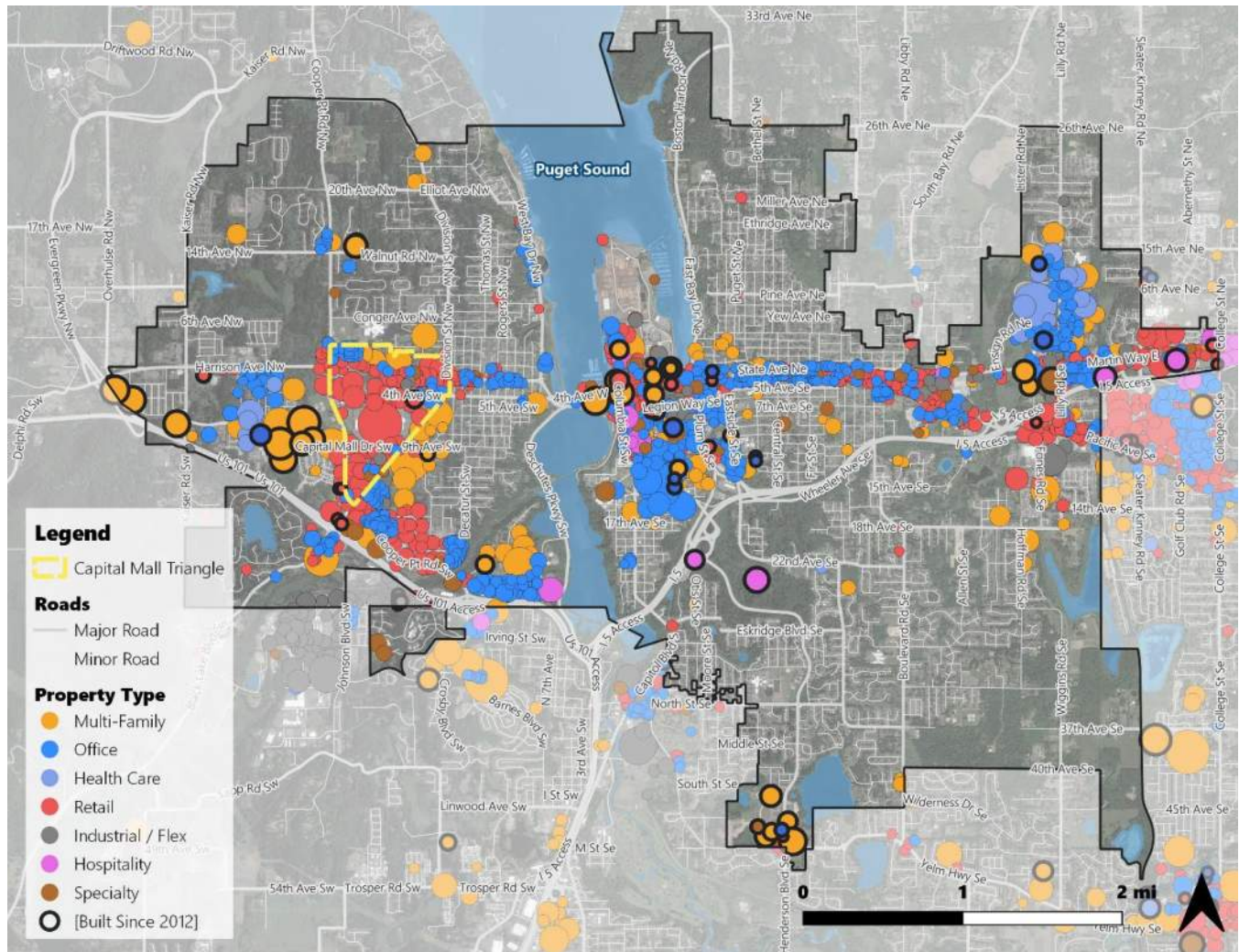


*Note: Circle size correlates with rentable building area, in square feet.*

Source: CoStar, City of Olympia, LCG.

The Olympia Capital Mall Triangle study area has a high concentration of existing retail establishments compared with other areas citywide, while office space is concentrated mainly on the east side.

Figure 2. Commercial Properties in Olympia



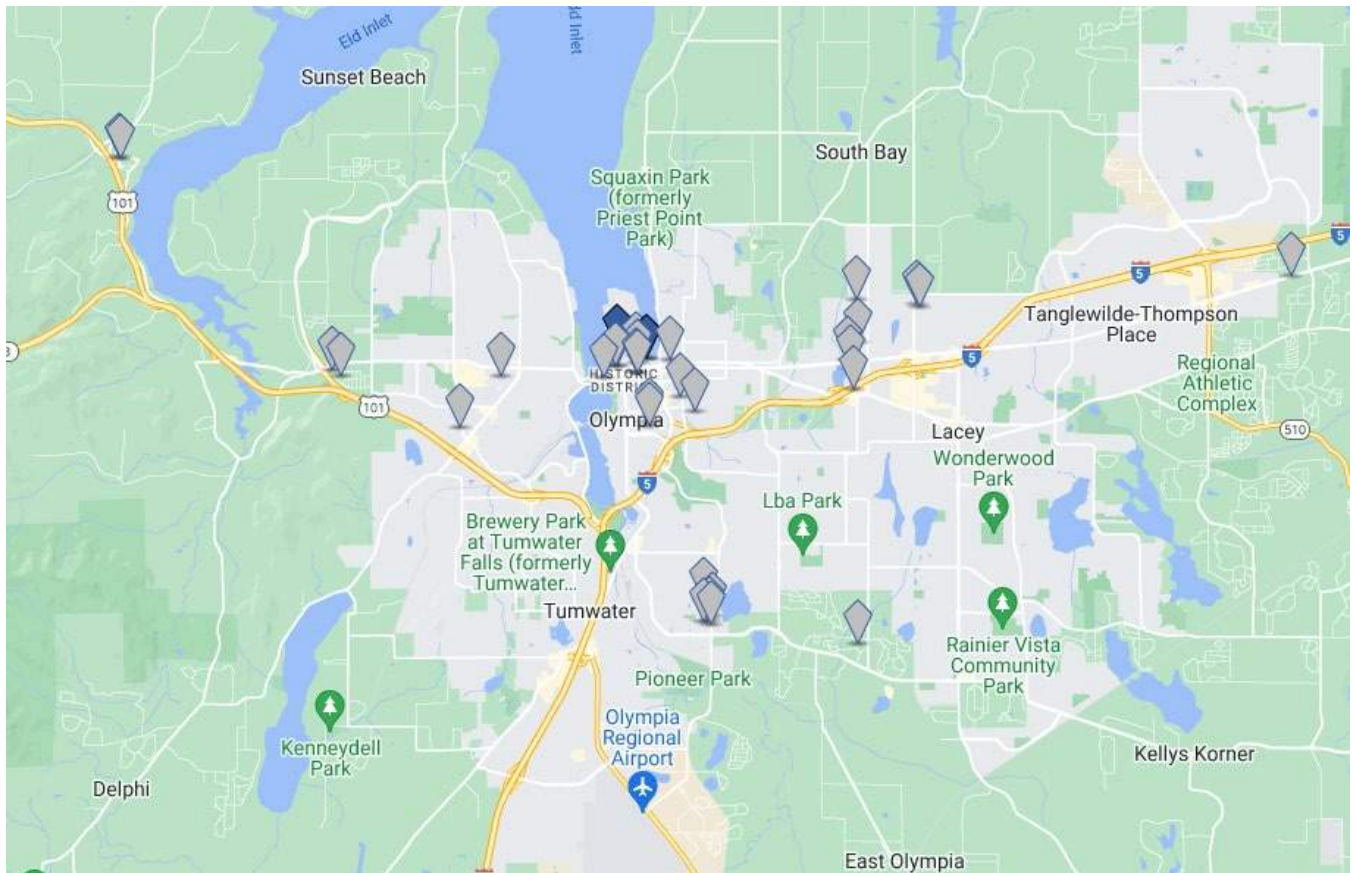
Note: Circle size correlates with rentable building area, in square feet.

Source: CoStar, LCG.

Since 2017, development of office, retail, multifamily, and hospitality properties has been concentrated on the east side of Olympia, particularly in the downtown area. Between 2017 and 2022, 36,500 square feet of retail space in two buildings were added in or directly adjacent to the Olympia Capital Mall Triangle subarea. Over that same period, 11 buildings with a total of 69,500 square feet were added in Olympia's Historic District and South Capital neighborhoods. These buildings include a mix of apartments, restaurants, retail, and office space.

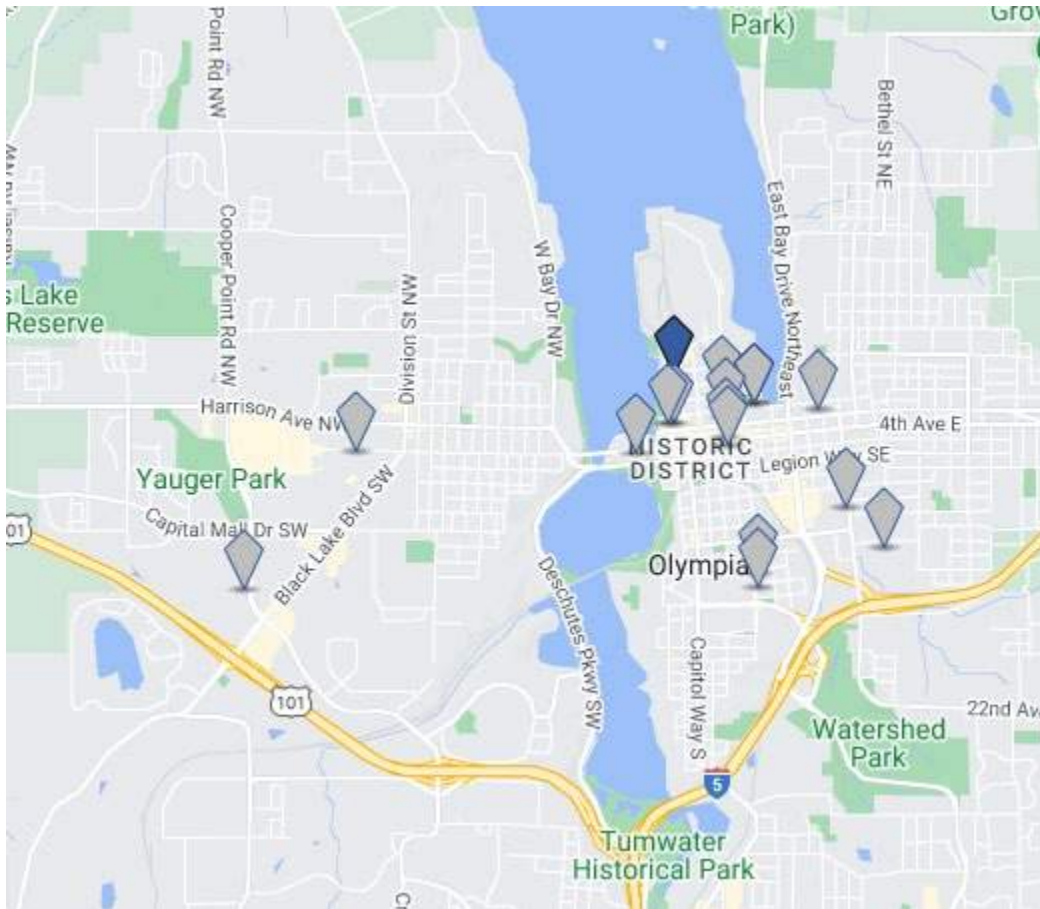


Figure 3. Development in Olympia between 2017 and 2022



Source: CoStar.

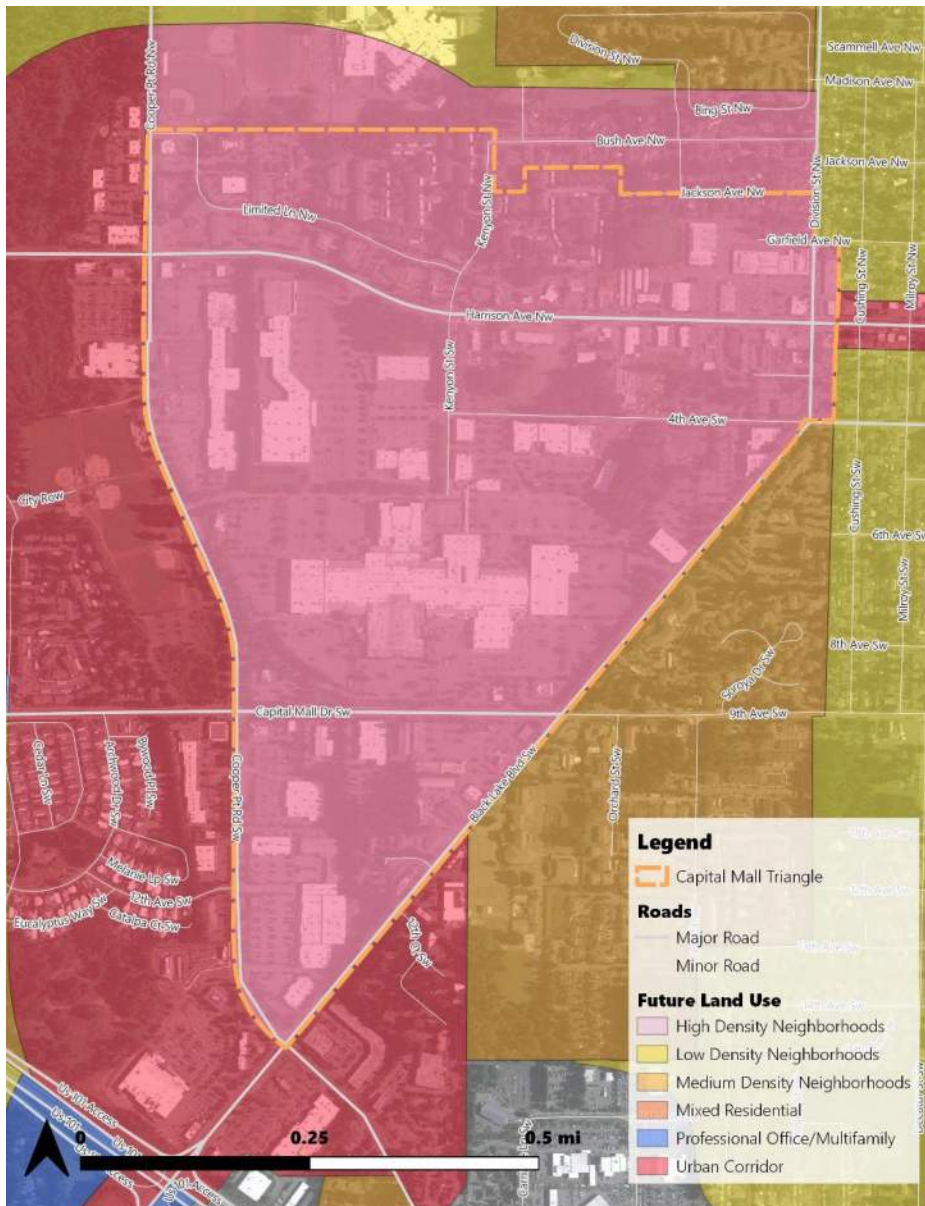
Figure 4. Development in the Capital Mall Triangle and Downtown Olympia, 2017-2022



Source: CoStar.

The 2018 Future Land Use Map of Olympia shows that most of the area surrounding the Capital Mall Triangle is intended to be used for low-density neighborhoods. While infill into existing low-density neighborhoods is part of the City's growth strategy, a majority of future growth will be directed into three high-density overlay areas, which includes the Capital Mall Triangle subarea. In order to achieve this concentrated growth pattern, the City must ensure that the area is attractive to developers and that regulations do not hinder feasibility. The City will also need to invest in some of the infrastructure on-site, including new roads and transit stops.

Figure 5. 2018 Future Land Use Map of Olympia's West Side

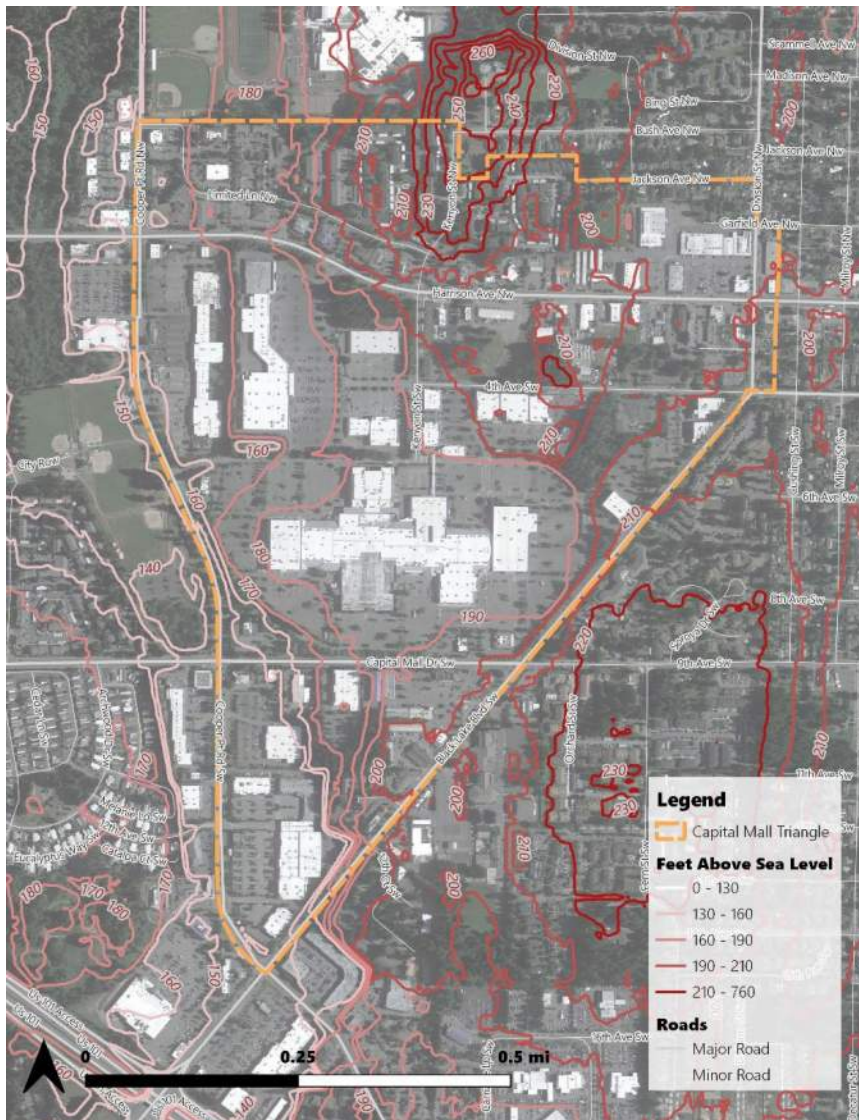


Source: City of Olympia, LCG.

The topography of the Capital Mall Subarea does not feature significant changes in elevation, but it does generally slope downward, with Yaeger Park and the bottom of the triangle at a low point. Changes in elevation on site could impact the placement of roads as well as new developments and stormwater needs. The intersection of Black Lake Boulevard and Cooper Point Road has a history of flooding. The Target Place Shopping Center, owned by Cafaro, has a drop in elevation between the corner of the lot and the parking area. This elevation change could be a bigger challenge to the development of shorter structures with a large footprint than it would be to a taller building that takes up less horizontal space.



Figure 6. Topography and Elevation Map of the Capital Mall Triangle



Source: City of Olympia, LCG.



## SWOT

|   |   |
|---|---|
| <p><b>Strengths</b></p> <p>Site-wide SEPA review will reduce development costs and timelines</p> <p>Unlimited density in HDC-4 zone</p> <p>Height up to 7 stories</p> <p>Support from City</p> <p>Retail owners open to mixed-use redevelopment</p> <p>The mall is the only major shopping center in the southern Puget Sound region, attracts visitors from a large trade area</p> <p>Large surface parking and underutilized lots could be redeveloped without displacing residents</p>   | <p><b>Weaknesses</b></p> <p>Redevelopment of the Capital Mall Triangle could lead to some displacement in the areas just outside the Triangle, particularly the displacement of local small businesses and low-income renters.</p> <p>Lack of connectivity – City and developers will have to determine who is responsible for building out street grid &amp; streetscape elements</p> <p>Elevation changes on site could make development more difficult, require increased stormwater mitigation</p> <p>Fractured ownership of parcels in northern portion of the subarea</p> <p>Zone transition standards that require significantly lower height limits for buildings near lower-density residential neighborhoods, which could impact development feasibility for some of the parcels in the northern portion of the Triangle</p> <p>The mall's large trade area attracts businesses, but will require balancing the needs of local residents &amp; visitors with those travelling long distances by car</p> <p>Current shopping center parking requirements could prevent the redevelopment of surface parking lots</p> |
| <p><b>Opportunities</b></p> <p>Transit and multimodal improvements supported by retail owners within the subarea</p> <p>Strengthening connection to local schools through multimodal infrastructure</p> <p>Concentrating housing in an area that primarily features commercial space could reduce potential displacement in other parts of the city</p> <p>Increasing market rate and affordable housing supply in an infill location</p> <p>Large mall site owned entirely by a single ownership group with an interest in mixed use development</p> | <p><b>Threats</b></p> <p>City or SEPA regulations (<a href="#">RCW 43.21C.420</a>) may require 10% of new housing built in the subarea to be affordable – specifics of that plan are unclear, could impact development feasibility</p> <p>High parking requirements for shopping centers could limit redevelopment of underutilized surface parking</p> <p>Excessive placemaking requirements could make it difficult for owners of existing retail buildings to redevelop their sites</p> <p>Sewer and tree regulations could impact feasibility</p> <p>Existing traffic in the area that impacts the flow of cars in and out of commercial lots during peak hours negatively impacts interest in business development</p>   |

## Current Land Uses

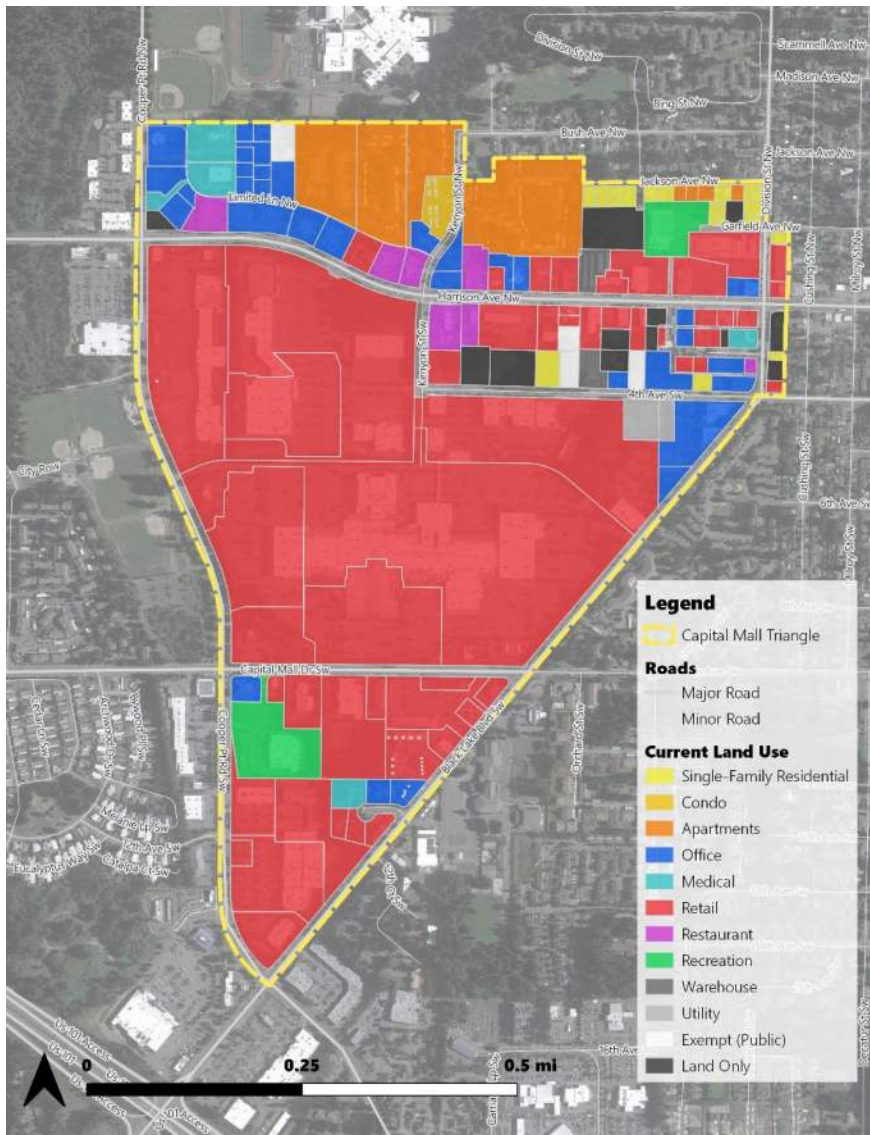
As shown in Table 1 below, the Olympia Capital Mall Triangle subarea currently contains 1.8 million square feet of commercial area as well as 493 housing units. There are 344,995 square feet (7.9 acres) of vacant land, mainly concentrated in the northern portion of the subarea. Retail space accounts for 76% of building area in the Olympia Capital Mall Triangle.

**Table 1. Current Land Uses in the Olympia Capital Mall Triangle**

| <b>Type</b>                              | <b># of Units</b> | <b>Square Feet RBA</b> |
|--|-------------------|------------------------|
| Single-Family Home                       | 26                |                        |
| Multi-Family Unit in Large Building      | 0                 |                        |
| Multi-Family Unit in Small Building      | 467               |                        |
| Mobile Home                              | 0                 |                        |
| Education                                |                   | 4,232                  |
| Food Sales                               |                   | 9,040                  |
| Food Service                             |                   | 33,037                 |
| Health Care Inpatient                    |                   | 0                      |
| Health Care Outpatient                   |                   | 40,149                 |
| Lodging                                  |                   | 0                      |
| Retail (Other Than Capital Mall)         |                   | 579,268                |
| Retail (Capital Mall)                    |                   | 793,862                |
| Office                                   |                   | 206,210                |
| Public Assembly                          |                   | 0                      |
| Public Order and Safety                  |                   | 13,967                 |
| Religious Worship                        |                   | 0                      |
| Service                                  |                   | 26,912                 |
| Warehouse and Storage                    |                   | 17,200                 |
| Other                                    |                   | 76,487                 |
| <i>Vacant (SF of land area, not RBA)</i> |                   | <i>344,995</i>         |

*Source: City of Olympia, CoStar, LCG.*

Figure 7. Map of Current Land Uses in the Olympia Capital Mall Triangle



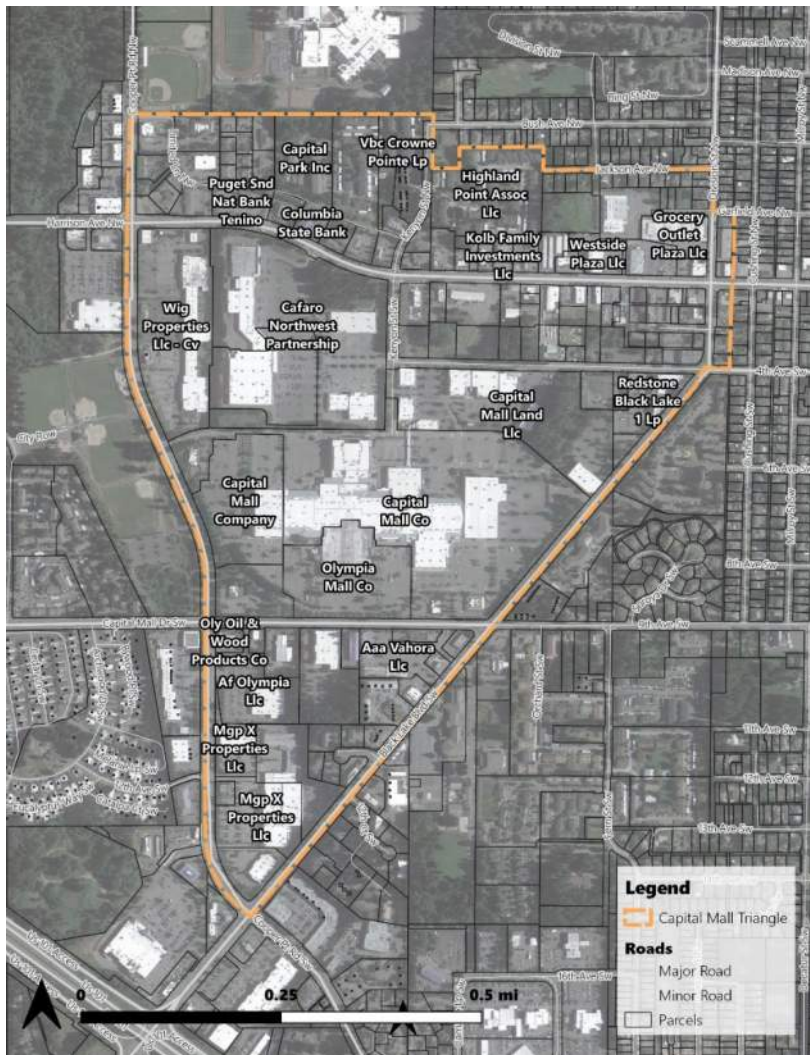
Source: City of Olympia, CoStar, LCG.

## Major Property Owners

The entire mall site is owned by a special purpose entity based in the British Virgin Islands represented by a group of financial managers and advisors. This is a unique opportunity, due to the fact that most malls have some individual tenant ownership, particularly department stores or other anchors. While the group is open to redevelopment of the mall site, they view the Capital Mall as a high performing asset in their portfolio. The mall's lack of competition in the region (as shown in Figure 49 below) and large trade area have kept the mall from declining as other suburban shopping centers have. As the area redevelops, the ownership group hopes to continue the mall's operations while adding additional multi-use functions, including housing, hospitality, or office space.

Other major owners of retail properties within the Capital Mall Triangle include Merlone Geier Partners, Wig Properties LLC, and Cafaro. These companies have experience with mall redevelopment and repositioning and are open to the changes proposed by the City.

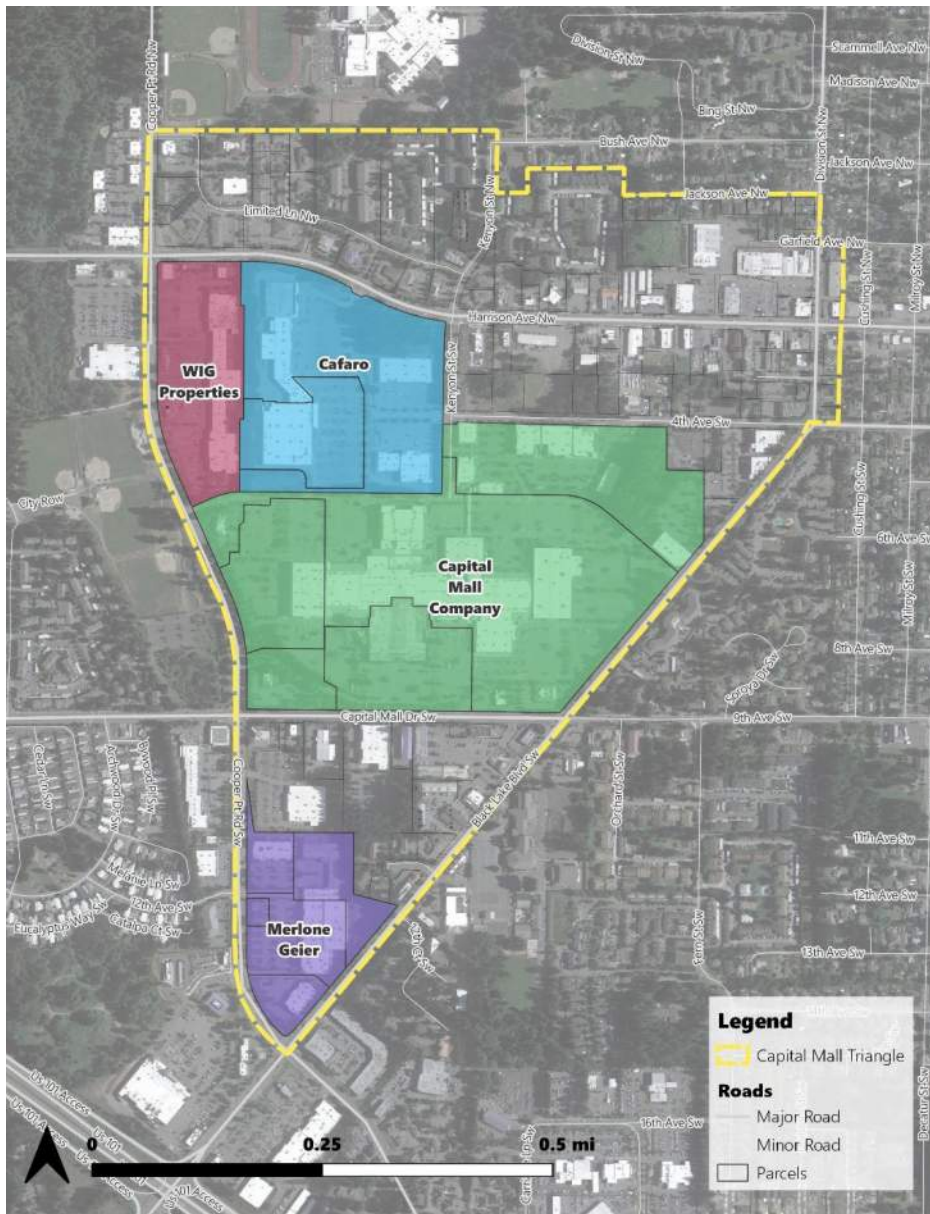
Figure 8. Major Property Owners in the Olympia Capital Mall Triangle



Source: City of Olympia, LCG.



Figure 9. Parcels owned by Wig Properties, Cafaro, Capital Mall Company, and Merlone Geier Properties



Source: City of Olympia, LCG.

LCG conducted interviews with major retail property owners within the Capital Mall Triangle subarea. LCG interviewed representatives from Wig Properties, Cafaro, Merlone Geier Properties, and the mall ownership group. Representatives from Cafaro and the mall ownership group were enthusiastic about the vision for the site and open to potential redevelopment opportunities. Representatives from Merlone Geier and Wig both indicated that their main focus in the Capital Mall Triangle area is to pursue a more traditional retail strategy. Wig is interested, however, in improving safety and access throughout the subarea. Wig also has plans for adding some placemaking elements and pedestrian infrastructure to their shopping center.

Figure 10. Pedestrian and Placemaking Improvements Proposed by Wig Properties



Source: Wig Properties.

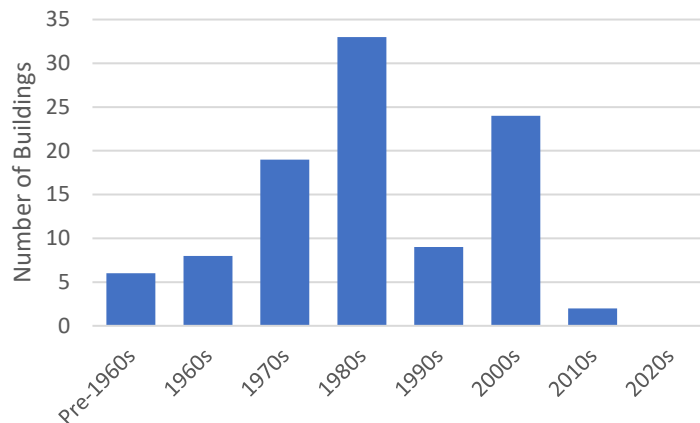
The representative from Cafaro interviewed by LCG was supportive of the plan for the subarea, particularly the Planned Action EIS element, which will save them time and money if they decide to redevelop their property. Cafaro is currently working on redeveloping some of their larger mall sites in the Midwest and believes the future of retail is in vertical mixed-use development. Previous attempts to develop part of their property in the Capital Mall Triangle have failed, but they are optimistic that they will be able to find the right opportunity. Cafaro has been involved in a similar plan in Puyallup and is wary of policies that force building orientation to the street, as many shopping center visitors do not come from within walking or biking distance of the mall (as explored below in the Capital Mall Trade Area section of this document). Cafaro is not concerned about the potential affordable housing requirement.

The mall is owned by a group of investors represented by Golden East Investors and Ocean Ridge Capital and managed by Pacific Retail Capital Partners. The representatives are enthusiastic about partnering with the City to improve the site. They envision continuing mall operations to some degree with an additional multi-use function, which could include housing, hospitality, or office space. The mall group has stated that due to expected market fluctuations over time, a flexible development code is necessary to enable them to help the City achieve its vision.

## Age of Buildings

According to CoStar, the average year built for buildings within the Capital Mall Triangle subarea is 1985. The average year built for multifamily properties in the subarea is 1987 while the average vintage of retail buildings is 1983. Most of the construction in the subarea occurred in the 1970s, 1980s, and 2000s, as shown in Figure 11 below.

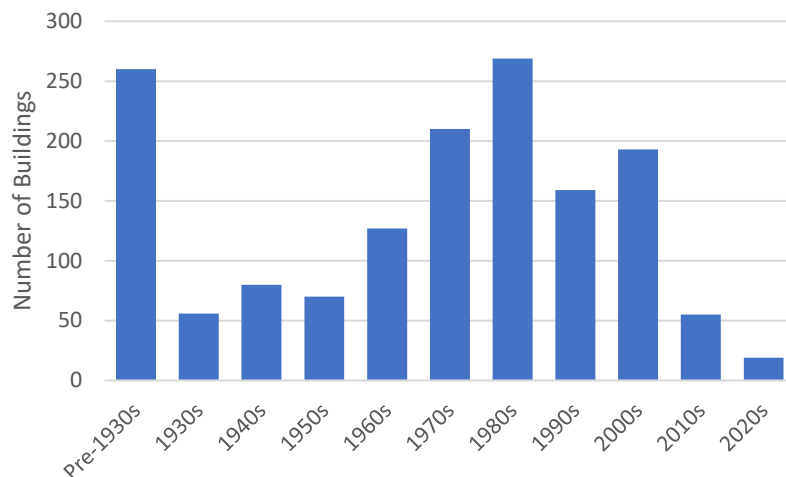
**Figure 11. Distribution of Commercial Building Ages in the Capital Mall Triangle Subarea**



Source: CoStar, LCG.

The average year built for multifamily, office, and retail properties in the City of Olympia is 1972. The average year built for retail is 1985, for multifamily is 1978, and for office is 1990. As in the subarea, most of the post-1930 multifamily, office, and retail buildings in the City of Olympia were built 1970s, 1980s, and 2000s. The prevalence of buildings built before 1930 throughout the city indicates that development in the Capital Mall Triangle subarea took place later.

**Figure 12. Distribution of Retail, Multifamily, and Office Building Ages in the City of Olympia**



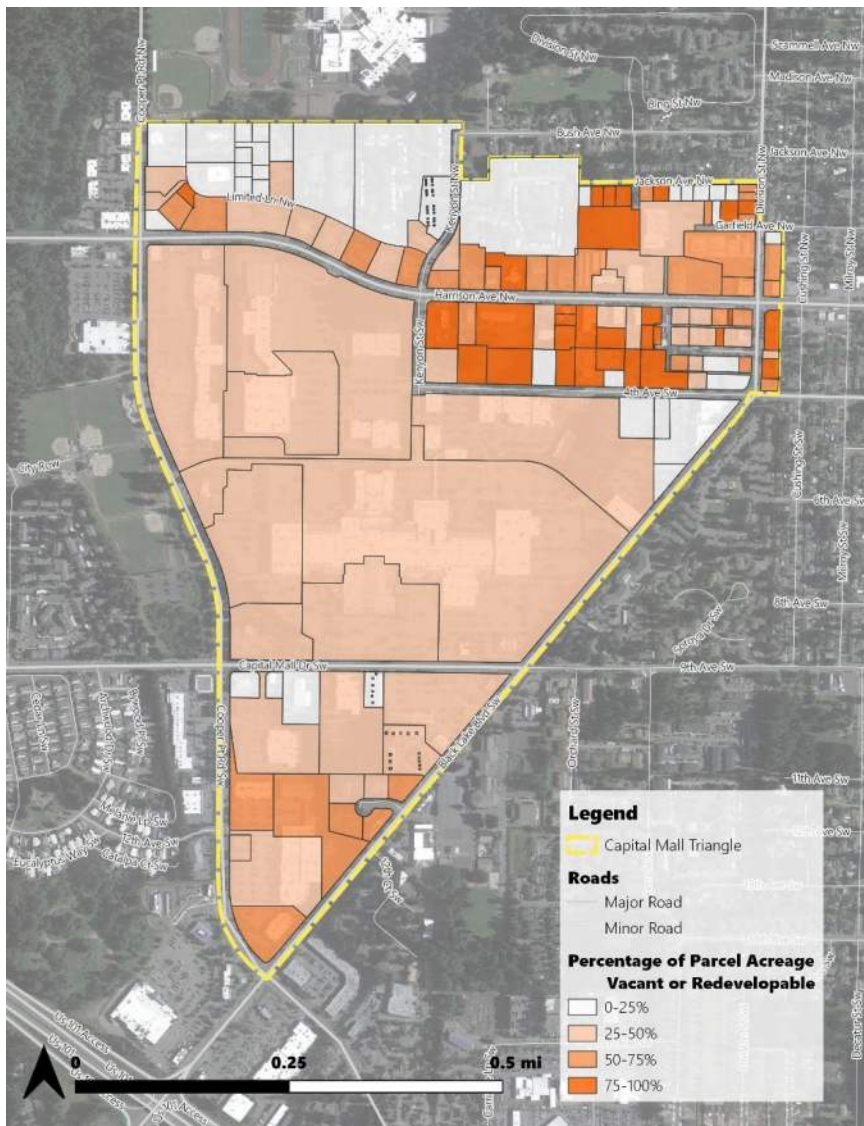
Source: CoStar, LCG.



## Redevelopment Capacity

According to [TRPC's 2017 Land Use and Future Development Potential map](#), most of the Capital Mall Triangle subarea has medium development potential. However, the parcelized area along Harrison Avenue NW in the northern portion of the triangle has a number of properties with very high redevelopment potential, including some vacant. The map in Figure 13 below shows the percentage of vacant or redevelopment parcel acreage for each parcel in the Capital Mall Triangle, according to TRPC. While the smaller parcels surrounding Harrison Avenue could be substantially redeveloped, TRPC estimates that just 25-50% of the land within the larger parcels in the middle of the triangle could be redeveloped. TRPC uses generalized assumptions across the entire region; they are not nuanced to the study area's market and unique conditions.

Figure 13. TRPC Map of Redevelopment Potential in the Olympia Capital Mall Triangle



Source: TRPC, LCG.

LCG used these TRPC estimates for redevelopment potential by parcel to determine the maximum capacity of the subarea with a planning horizon year of 2045. See the **Potential Development Alternatives** section for additional methods to estimate capacity.

## Current Capital Mall Triangle Opportunities

LCG has identified opportunities for development within the mall site, as well as areas where the city could improve access to and through the site. The main access improvement needed is an east-west route through the subarea connecting the mall site with Yaeger Park and Downtown Olympia, as shown in Figure 14 below. In LCG's view, this should be a multimodal corridor that emphasizes bike and pedestrian access.

**Figure 14. Potential Green Route for Bike/Pedestrian Access through Subarea**



Source: LCG.

LCG has identified seven development opportunity sites in the northern portion of the subarea as shown in Figure 15 below. Not all of these areas are immediately developable, but they could potentially bring catalytic change to the subarea if the opportunity arises.

**Figure 15. Development Opportunity Areas in the Capital Mall Triangle Subarea**





Source: LCG.

### Opportunity Site 1: Southeast Corner of Harrison and Kenyon

The area between Harrison and 4<sup>th</sup> Avenues in the northeastern portion of the Capital Mall Triangle has smaller parcels with a wider variety of owners than the rest of the subarea. As discussed in the

Redevelopment Capacity section above, it is also the area with the most vacant parcels. Land values in this area are lower, due to reduced Floor Area Ratio (FAR) and older buildings. It is also adjacent to bus and BRT stations, occupying a key location along Harrison Avenue. While it could be difficult to acquire parcels from multiple owners to create an area large enough for substantial redevelopment, it could still be quicker and less expensive to redevelop portions of this area than to build out the existing larger commercial sites, many of which have tenants with long leases. As discussed later in this memo, however, commercial displacement risk is higher in this area than in portions of the subarea with credit tenants (companies that have investor-grade bond ratings and are typically the larger, publicly traded companies thought of as anchors).

The City of Olympia already owns two parcels within this opportunity site and would like to see these parcels developed as low-income housing. Low-income housing on this site, possible in a mixed-use building with retail space for local businesses, could help prevent some displacement and encourage public support for redevelopment of the Capital Mall Triangle subarea.

**Figure 16. Opportunity Site 1**

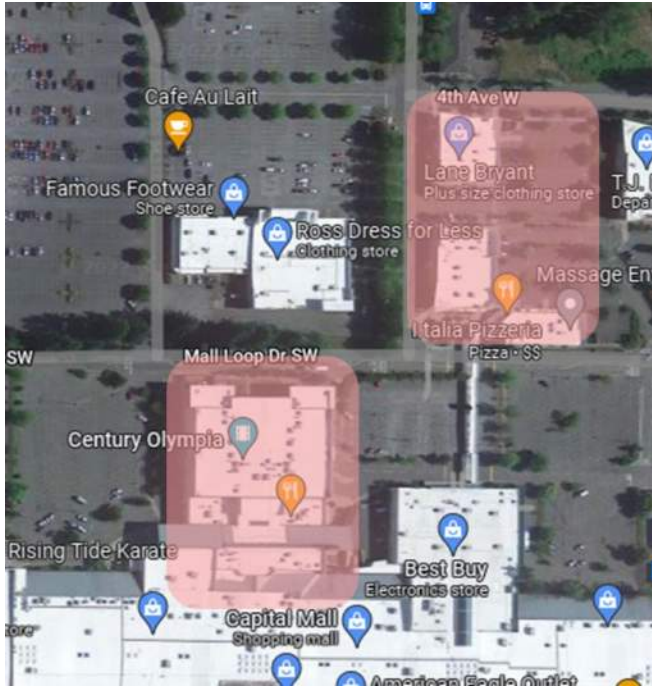


Source: LCG.

### Opportunity Sites 2 and 3: “The Promenade”

This portion of the mall site is positioned as a lifestyle area. Opportunity Site 3 includes an outdoor component featuring a plaza and restaurant, while Opportunity Site 2 is within the mall and home to a combination of a movie theater and local food and drink establishments, including a sushi restaurant and a whiskey bar. There is some vacancy in the outdoor component of Opportunity Site 3. Lifestyle centers, as this area aspires to be, benefit from proximity to housing. This area could support walkable, mixed-use development, operating as the subarea’s “nightlife” area.

Figure 17. Opportunity Sites 2 and 3

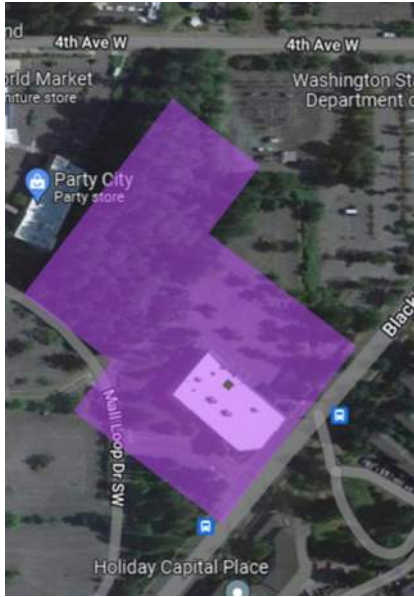


Source: LCG.

#### Opportunity Site 4: 24-Hour Fitness

The 24-Hour Fitness building on the mall site is vacant, presenting a potential redevelopment opportunity for the mall's ownership group. The building is also adjacent to the mall's tree mitigation area, which by city law must be reserved for wildlife and cannot be used as a park or green space for people. It would also be difficult to redevelop under current Tree Ordinance rules. However, if the former 24-Hour Fitness building and surrounding parking areas were redeveloped with a housing element, the tree area could provide a buffer between the site and surrounding commercial areas. It would be preferable if the tree area could include a public park or walking trails, though that would require changes to the Tree Ordinance.

**Figure 18. Opportunity Site 4**



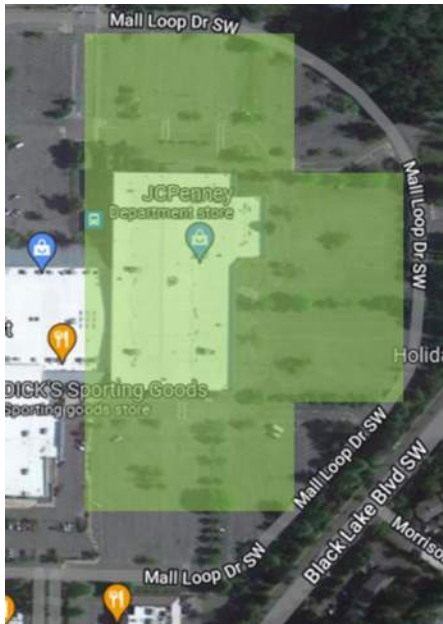
*Source: LCG.*

### **Opportunity Site 5: JCPenney**

The Capital Mall property is entirely owned by a single ownership entity, an unusual arrangement for malls. Typically, malls have fractured ownership with some larger tenants owning their stores. This presents unique opportunities for both the mall ownership group and the City. The JCPenney at the east end of the Capital Mall is in the 55<sup>th</sup> percentile nationally and 42<sup>nd</sup> percentile statewide for annual visits. It's neither particularly high-performing, nor low-performing. However, large-format department stores like Sears and JCPenney have seen significant closures over the past several years in part due to competition from online shopping. The west end of the mall features an REI, a brand that is particularly popular with outdoor enthusiasts in the Pacific Northwest. If the JCPenney closes or moves in the future, the current building and its surrounding, currently underutilized, parking lots could be a major opportunity for redevelopment on the mall site.



**Figure 19. Opportunity Site 5**

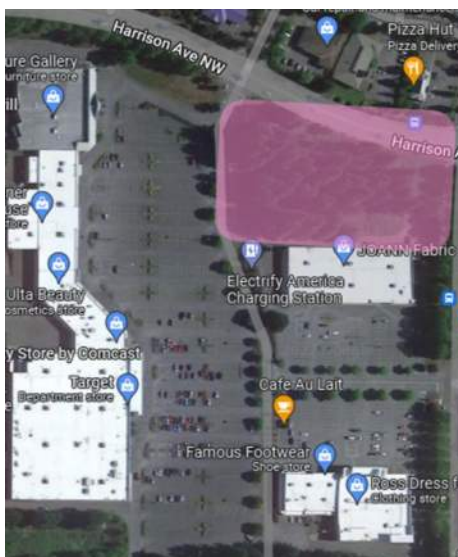


Source: LCG.

### **Opportunity Site 6: Cafaro Site, NE Corner**

The treed portion of the site owned by Cafaro is not a tree mitigation area, unlike the site in Opportunity Site 4: 24-Hour Fitness. Cafaro has attempted to redevelop this area in the past, most recently as a Buffalo Wild Wings. Cafaro continues to be interested in potentially redeveloping this portion of their site, and is open to either commercial or mixed-use development. While it may not be catalytic on its own, combining a redevelopment of this area with new construction in Opportunity Site 1: Southeast Corner of Harrison and Kenyon could have a transformative effect on Harrison Avenue.

**Figure 20. Opportunity Site 6**



Source: LCG.

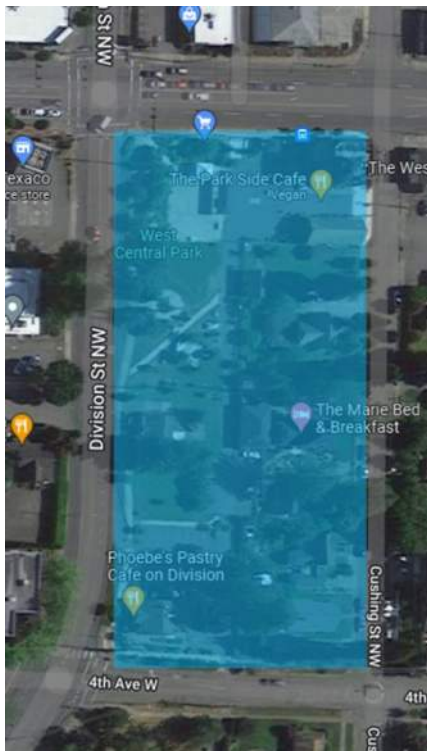


## Opportunity Site 7: West Central Park

West Central Park does not present an opportunity for redevelopment, but it does provide a template for small area placemaking that could be repeated throughout the subarea. West Central Park features green space, a café, a bakery, a bed and breakfast, and small commercial space with placemaking elements that are unique to Olympia and reflective of the community. It occupies just 2.94 acres of land. Similar outdoor areas that combine community gathering space with small commercial establishments could be built throughout the Capital Mall Triangle, including the Promenade area. If such areas are created, they should be linked together via pedestrian and bike infrastructure, enabling ease of access.

The park is a result of pushback from the community against a proposed 7-11 gas station, and significant investment by a local resident who worked with the community to implement a shared vision. Establishment of a small park with retail or otherwise activated space does not necessarily need to be a philanthropic effort, however. The City could work with developers in the Capital Mall Triangle to establish small community gathering spaces and parklets that take inspiration from West Central Park to ensure that community needs are met. These parks could attract more people to the subarea, which would benefit existing retail and increase the attractiveness of new housing.

Figure 21. Opportunity Site 7



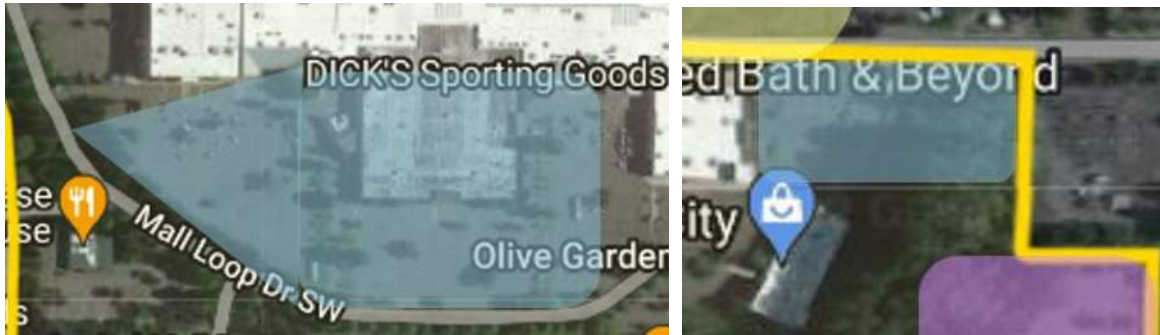
Source: LCG.

## Opportunity Sites 8 and 9: Parking Lots

Along with the JC Penney site and adjacent parking lot, there are other lots in the Capital Mall Triangle that could potentially support new development. These sites include the parking lots adjacent to Macy's, as well as a smaller lot north of Party City. While these and other lots are attractive for redevelopment because they do not impose direct displacement risks, there may still be challenges for new development. LCG conducted stakeholder interviews with retail property owners in the Triangle subarea who said that many tenant contracts guarantee a specific minimum number of parking spaces that the tenant's customers will have access to, and these contracts typically have options for tenants to

extend term dates. If Macy's, for example, has in their contract that they are guaranteed 4 spaces per 1,000 square feet of gross leasable area (GLA), parking lot redevelopment may not be possible unless Macy's were to vacate its current space.

Figure 22. Opportunity Sites 8 and 9



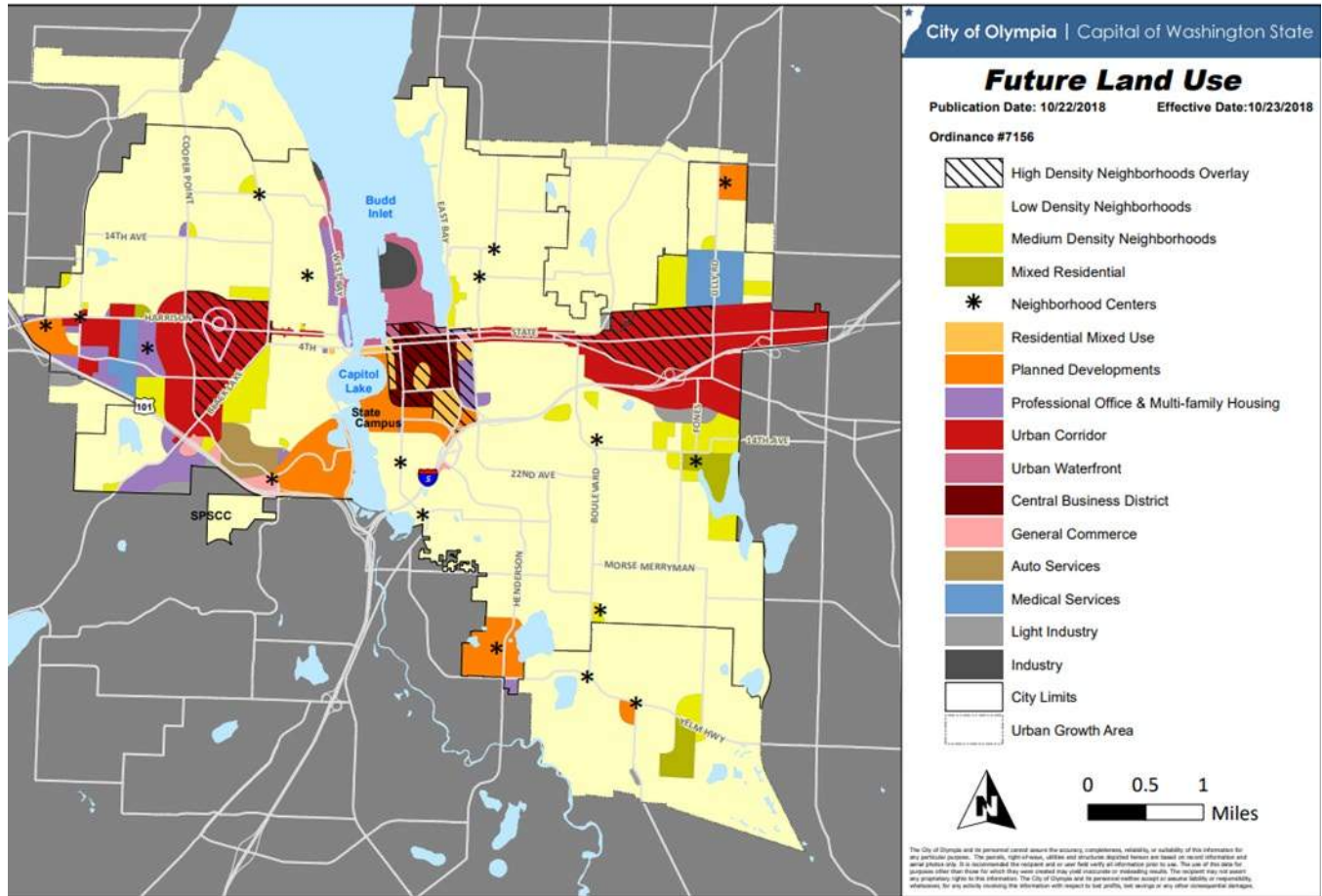
Source: LCG.

## Current Zoning and Regulation

### Comp Plan

Within Olympia's Comprehensive Plan, the Capital Mall Triangle is designated as an Urban Corridor with a High Density Neighborhoods overlay.

Figure 23. Comprehensive Plan Land Use Map of Olympia

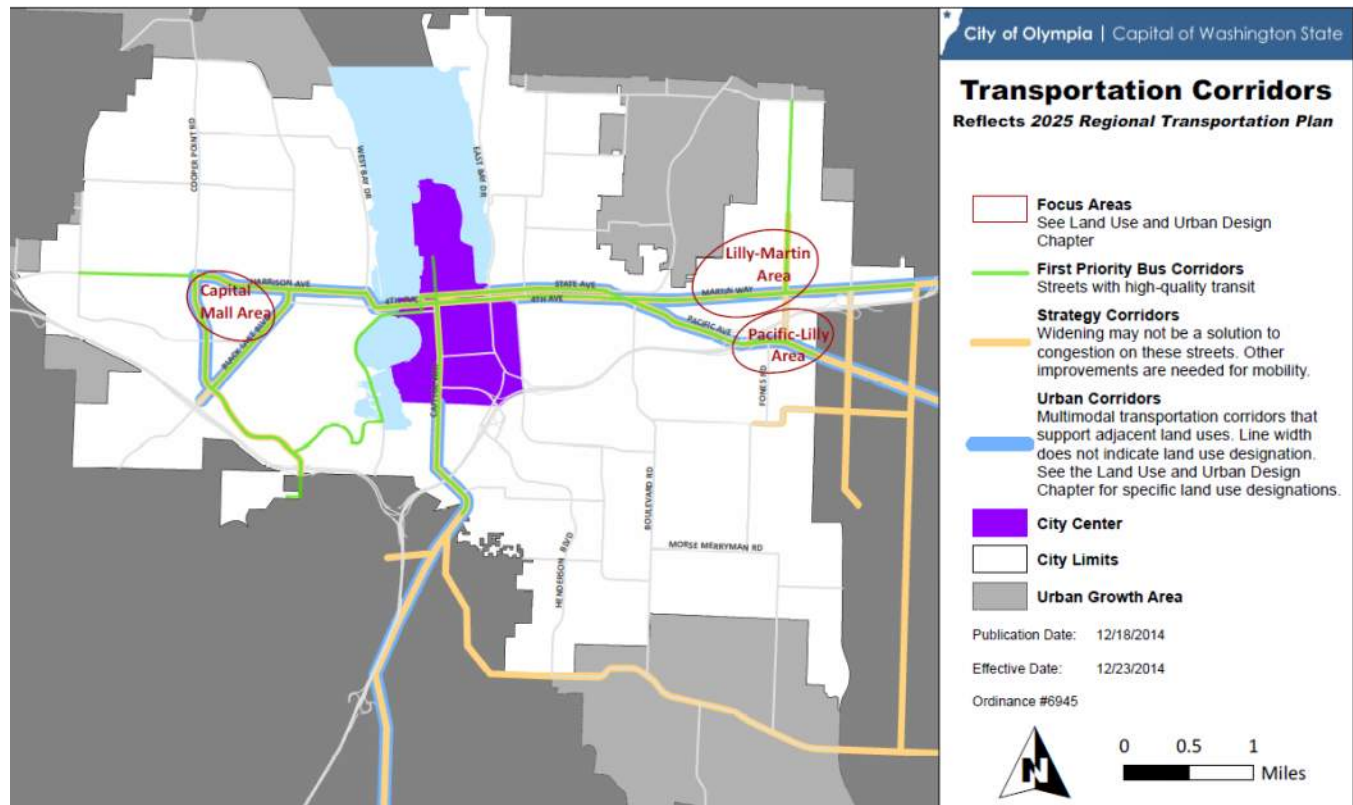


Source: City of Olympia.

Olympia's main goal for areas designated as [urban corridors](#) is to increase the density and walkability of existing commercial centers rather than create new urban centers. The City is focused on increasing housing, decreasing reliance on automobiles, and improving pedestrian access in these areas. Specifically, Olympia's plan is to encourage redevelopment of urban corridors with the following features:

- Compatible housing, such as apartments or townhomes
- Excellent, frequent transit service
- Housing and employment density to support high-frequency transit service
- Wide sidewalks with trees, landscaping, and benches
- Multi-story, street-oriented buildings
- Parking lots behind rather than in front of buildings

Figure 24. Comprehensive Plan Map of Transportation Corridors in Olympia



Source: City of Olympia.

The Capital Mall Area has been identified as a focus area for transit improvements. Harrison Avenue NW, Black Lake Boulevard SW, and Cooper Point Road SW are all designated as first priority bus corridors, strategy corridors, and urban corridors.

The Comprehensive Plan identifies the Capital Mall area as a thriving mixed-use area with a high number of jobs within walking distance of medium-density housing. The City targets this area for infill, redevelopment, and multi-modal connections.

## Zoning

Most of the Olympia Capital Mall Triangle is zoned High Density Corridor-4 (HDC-4). The northern portion of the study area is zoned HDC-3, RM-18, and Professional Office/Residential Multifamily (PO/RM).



**Legend**

Capital Mall Triangle

**Roads**

Major Road

Minor Road

**Zoning**

HDC-3

HDC-4

PO/RM

RM-18

According to Olympia's [zoning code](#), the High-Density Corridor districts are intended for transit-oriented residential and mixed-use development.

|                                | HDC-3   | HDC-4   | PO/RM  |
|--------------------------------|---|---|--|
| <b>Purpose</b>                 | <p>Provide a compatible mix of medium to high intensity uses with access to transit as part of all new projects</p> <p>Develop a street edge that is continuous and close to the street, with windows and doors visible from the street</p> <p>Create a safe, convenient, and attractive environment for non-automobile users</p> | <p>Provide a compatible mix of high intensity uses with access to transit as part of all new projects</p> <p>Transform areas into commercial and residential “activity centers”</p> <p>Develop a street edge that is continuous and close to the street, with windows and doors visible from the street</p> <p>Create a safe, convenient, and attractive environment for non-automobile users</p> | <p>Provide a transitional area buffering residential from commercial uses</p> <p>Provide a compatible mix of office, moderate- to high-density residential, and small-scale commercial in a pedestrian-oriented area</p> |
| <b>Setbacks</b>                | <p>Front Yard: 0-10’</p> <p>Rear Yard: 10’ minimum + 5’ for each building above 2 stories when next to residential zone</p>   | <p>Front Yard: 0-10’</p> <p>Rear Yard: 10’ minimum + 5’ for each building above 2 stories when next to residential zone</p>   | <p>10’ maximum if located in a High Density Corridor</p>   |
| <b>Maximum Building Height</b> | <p>Up to 35’ if within 100’ of land zoned for 14 units/acre or fewer</p> <p>Up to 60’ if within 100’ of land zoned for 14 acres or more</p> <p>Up to 70’ if at least 50% of required parking is under the building</p> <p>Up to 75’ if at least one story is residential</p>  | <p>Up to 35’ if within 100’ of land zoned for 14 units/acre or fewer</p> <p>Up to 60’ if within 100’ of land zoned for 14 acres or more</p> <p>Up to 70’ if at least 50% of required parking is under the building</p> <p>Up to 75’ if at least one story is residential</p> <p>Building entry tower exemption allows an additional 30’ for a tower element at the Capital Mall</p>               | <p>Up to 35’ if building is within 100’ of residential districts</p> <p>Up to 60’ otherwise</p>  |
| <b>Parking Requirements</b>    | <p>Retail: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 6,000 SF; 1 short term bike parking space per 3,000 SF</p> <p>Shopping Center: 4.5 spaces per 1,000 feet GLA (in</p>   | <p>Retail: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 6,000 SF; 1 short term bike parking space per 3,000 SF</p>   | <p>Retail: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 6,000 SF; 1 short term bike parking space per 3,000 SF</p> <p>Shopping Center: 4.5 spaces per 1,000 feet GLA (in</p>                |

|  |  |   |  |
|--|--|---|--|
|  | properties over 400,000 SF)<br>Multifamily: 1.5 off-street parking spaces per dwelling units; 1 bike storage space per unit; 1 short term bike parking space per 10 units<br>Offices: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 5,000 SF; 1 short term bike parking space per 5,000 SF | Shopping Center: 4.5 spaces per 1,000 feet GLA (in properties over 400,000 SF)<br>Multifamily: exempt from parking requirements where the new project provides for the development of replacement units in a development agreement and the project is all or part of an area of 40 acres or more that was in contiguous ownership in 2009; 1 bike storage space per unit; 1 short term bike parking space per 10 units<br>Offices: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 5,000 SF; 1 short term bike parking space per 5,000 SF | properties over 400,000 SF)<br>Multifamily: 1.5 off-street parking spaces per dwelling units; 1 bike storage space per unit; 1 short term bike parking space per 10 units<br>Offices: 3.5 motor vehicle spaces per 1,000 SF; 1 long term bike parking space per 5,000 SF; 1 short term bike parking space per 5,000 SF |
|--|--|---|--|

Table 2. Net Acreage of Parcels in the Olympia Capital Mall Triangle by Zoning Designation

| Zone Name                                   | Zone   | Net Acreage  |
|---|--------|--------------|
| High Density Corridor                       | HDC-3  | 50.8         |
|   | HDC-4  | 205.9        |
| Professional Office/Residential Multifamily | PO/RM  | 22.6         |
| Residential Low Density                     | R-6-12 | 0.0          |
| Residential Multifamily                     | RM-18  | 14.4         |
| <b>Total</b>                                |        | <b>293.7</b> |

Source: City of Olympia, LCG.

The Olympia Capital Mall is classified as a shopping center, and as a result is required to have 4.5 spaces per 1,000 square feet of gross leasable area. The mall has 858,568 square feet of GLA and therefore is required to have 3,864 parking spaces. However, the site currently has 3,650, indicating that it is under-parked according to current parking requirements. This will be an issue if the City wants to see redevelopment of underutilized parking spaces. A change to parking requirements in the zoning code will be necessary before redevelopment can occur.

## Stormwater

Olympia's stormwater requirements are governed by its [2016 Drainage Design and Erosion Control Manual](#). Both new development and redevelopment projects must adhere to the core requirements listed in that document.

The stated purpose of the City and State stormwater management codes is as follows:



*The engineered stormwater conveyance, treatment, and detention systems advocated by this and other stormwater manuals can reduce the impacts from development to water quality and hydrology. However, they cannot replicate the natural hydrologic functions of the natural watershed that existed before development, nor can they remove enough pollutants to replicate the water quality of predevelopment conditions. Ecology understands that despite the application of appropriate practices and technologies identified in this manual, some degradation of urban and suburban receiving waters will continue, and some beneficial uses will continue to be impaired or lost due to new development. This is because land development, as practiced today, is incompatible with the achievement of sustainable ecosystems. **Unless development methods are adopted that cause significantly less disruption of the hydrologic cycle, the cycle of new development followed by beneficial use impairments will continue.***

*In recent years, researchers (May et al., 1997) and regulators [e.g., (King County Surface Water Management, 1996)] have speculated on the amount of natural land cover and soils that should be preserved in a watershed to retain sufficient hydrologic conditions to prevent stream channel degradation, maintain base flows, and contribute to achieving properly functioning conditions for salmonids. **There is some agreement that preserving a high percentage (possibly 65 to 75%) of the land cover and soils in an undisturbed state is necessary. To achieve these high percentages in urban, urbanizing, and suburban watersheds, a dramatic reduction is necessary in the amount of impervious surfaces and artificially landscaped areas to accommodate our preferred housing, play, and work environments, and most significantly, our transportation choices.***

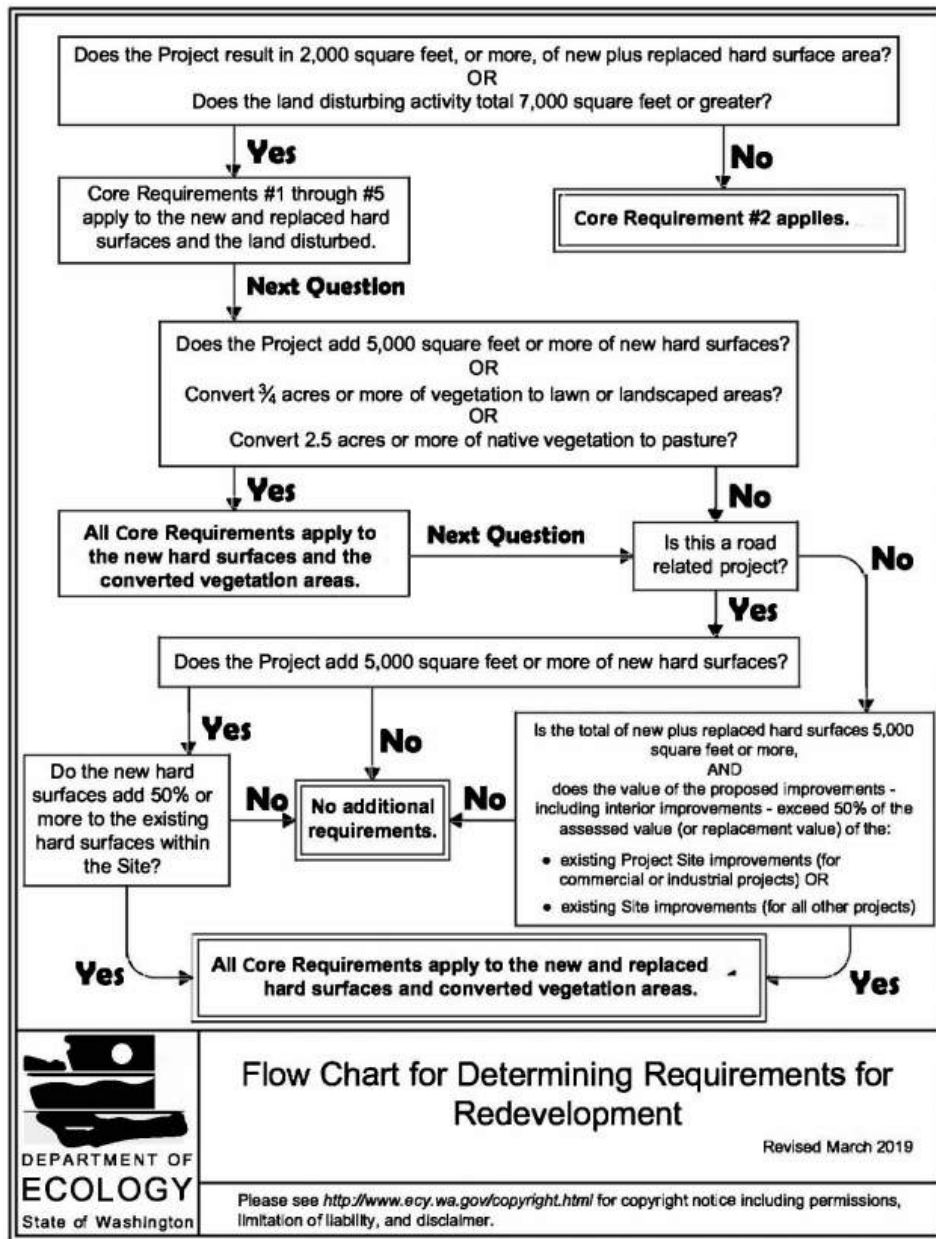
The flow chart in Figure 26 below can be used to determine which core requirements apply to a specific project. The five core requirements that typically apply to redevelopment projects include:

1. Preparation of drainage control plans
2. Construction stormwater pollution prevention (SWPP) thresholds
3. Source control of pollution
4. Preservation of natural drainage systems and outfalls
5. On-site storm water management

While all redevelopment projects must comply with Core Requirement #2, larger projects are required to comply with all five requirements listed above. The threshold criteria, as defined in the manual, are:

- At least 2,000 square feet of new and replaced hard surface area
- Land disturbing activity of 7,000 feet or greater
- 5,000 square feet or more of new hard surface
- Conversion of at least  $\frac{3}{4}$  of an acre of vegetation to lawn or landscaped areas
- Conversion of at least 2.5 acres of native vegetation to pasture
- At least 5,000 square feet of new and replaced hard surface area and the value of proposed improvements is greater than 50% of the assessed value of existing improvements

Figure 26. Flow Chart to Determine whether Core Requirements Must be Met in a Redevelopment Project



Source: Washington Department of Ecology.

The goals of the City's [Storm and Surface Water Plan](#) include:

- Reducing the rate of expansion of impervious surface
- Increasing the use of permeable materials and environmentally beneficial vegetation
- Reducing the hazards associated with the frequency and severity of flooding
- Improving stormwater systems

The intersection of Cooper Point Road and Black Lake Boulevard, at the south end of the Capital Mall Triangle, experiences flood conditions, especially during 100-year storm events like the multi-day storm in December 2007. This

intersection has already been improved with major piping system upgrades, but flooding continues to be a major concern, especially as the impacts of climate change increase in severity.

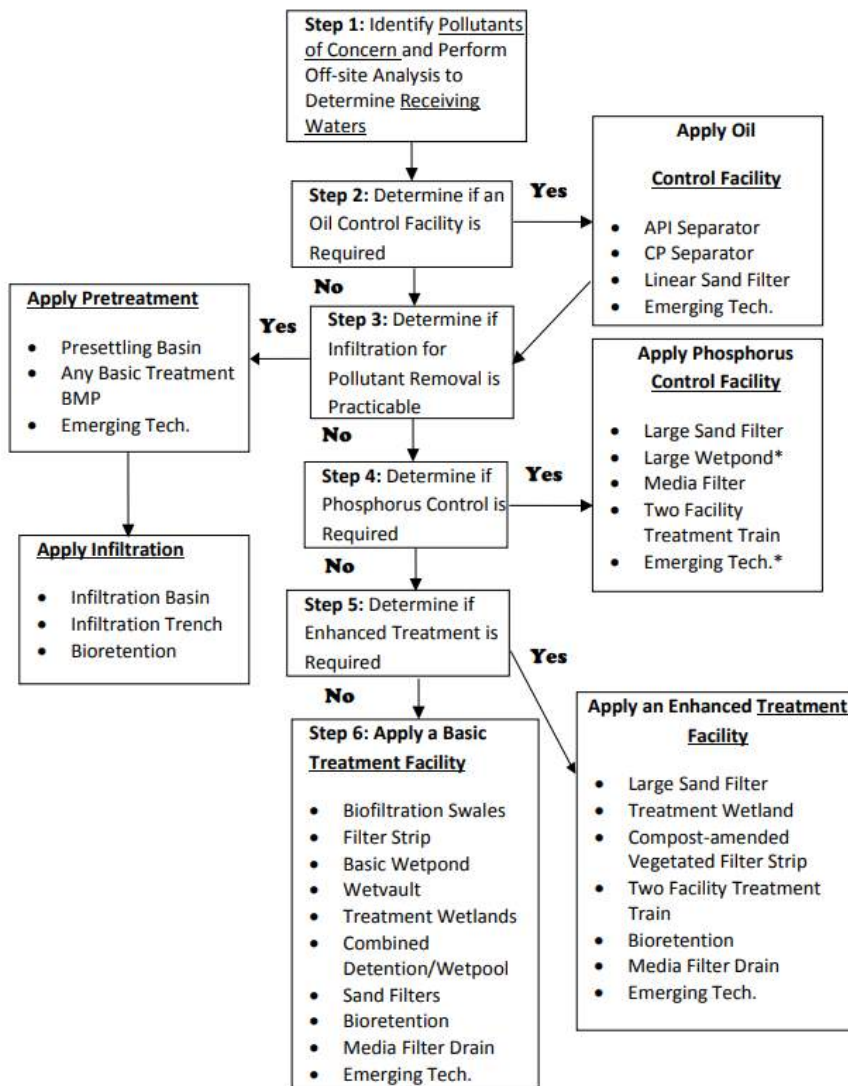
The City of Olympia is currently undertaking some major stormwater projects in or near the Capital Mall Triangle subarea:

- Westside Stormwater Conveyance Design and Construction (\$3.37 million) – new stormwater infrastructure to address flooding at the intersection of Cooper Point Road and Black Lake Boulevard.
- Ascension and 4<sup>th</sup> Avenue Pond Construction (\$300,000) – new stormwater facility on City-owned land between 4<sup>th</sup> and Ascension avenues to provide flow control and water quality treatment.

In 1978, the Yauger Park property was given to the City of Olympia by the owners of the mall property. The deed required the City of Olympia to construct a park at the site and a stormwater facility that would serve the mall properties. The deed only requires the city maintain the stormwater facility that was originally constructed. However, the city did expand the existing stormwater facility in 2010, even though it was not obligated to do so. New development or redevelopment at the mall site that results in stormwater that the existing stormwater facility cannot accommodate must be dealt with by the development in accordance with applicable stormwater regulations.

In addition, a retrofit was recently completed on the Cafaro site in conjunction with development there. Depending on the ability of water to infiltrate the soil in the Capital Mall Triangle, mitigations including bioswales, ditches, and permeable pavement may be sufficient. However, in areas where water cannot infiltrate the soil ponds or underground vaults may be necessary. The manual linked above lists mitigation solutions by preference, as shown in Figure 27.

Figure 27. Flow Chart to Determine Necessary Stormwater Mitigations



Source: Washington Department of Ecology.

These options are further described in [Volume V](#) of the Stormwater Management Manual. This section includes treatment menus for each necessary mitigation.

## Tree Ordinance

Olympia's tree ordinance governs the removal and planting of trees at development and redevelopment sites. Olympia's code requires that all development projects must have a Soil and Vegetation Plan (SVP) that meets certain criteria with regards to trees and vegetation. According to [the ordinance](#):

*"Unless otherwise exempted, any site to be developed, within the City of Olympia, shall be required to develop a tree plan and shall be required to meet the minimum tree density herein created. For the purposes of this chapter, development shall include conversions, structural alterations, and remodeling only if a permit is required and the footprint of the building is expanded."*

Olympia's [Urban Forestry Manual](#) dictates specific tree plan requirements. It includes five designated Tree Plan Levels that impact what elements must be included in the tree plans for specific types of projects. New commercial, industrial, and multifamily projects are considered level IV or V, as shown in Figure 28 below.

**Figure 28. Tree Plan Levels for Different Types of Developments**

| <b>PROJECTS OR ACTIVITIES FOR WHICH TREE PLANS ARE REQUIRED</b>  |                           |
|--|---------------------------|
| <b>ACTIVITY or PROJECT</b>   | <b>LEVEL (see manual)</b> |
| Residential subdivisions (1-4 units)   | I                         |
| Residential subdivisions (more than 4 units)   | IV, V                     |
| Commercial/Industrial/Multifamily (over 4 units)   | IV, V                     |
| Developed Commercial/Industrial/Multifamily (over 4 units),<br>proposing a building addition or other site disturbance | II                        |
| Multifamily (1-4 units)  | I                         |
| Planned Residential Development  | IV, V                     |
| Mobile Home Park   | IV, V                     |
| Nuisance Tree removal permit   | III                       |
| Conversion Option Harvest Permit   | VI                        |
| Residential 1-4 unit, building permit  | I                         |

*Source: City of Olympia.*

The City requires 30 "tree units" per acre, which can be met with existing or new trees. Tree Units are based on the diameter of the tree at breast height (DBH).

| <b>DBH</b> | <b>Tree Units</b> | <b>DBH</b> | <b>Tree Units</b> | <b>DBH</b> | <b>Tree Units</b> |
|------------|-------------------|------------|-------------------|------------|-------------------|
| 1"-6"      | 1                 | 24"        | 7                 | 38"        | 14                |
| 6"-12"     | 1.5               | 26"        | 8                 | 40"        | 15                |
| 14"        | 2                 | 28"        | 9                 | 42"        | 16                |
| 16"        | 3                 | 30"        | 10                | 44"        | 17                |
| 18"        | 4                 | 32"        | 11                | 46"        | 18                |
| 20"        | 5                 | 34"        | 12                | 48"        | 19                |
| 22"        | 6                 | 36"        | 13                | 50"        | 20                |

*Source: City of Olympia.*

In the context of redevelopment projects, developers are required to replace a minimum tree density of 1 tree unit for every 500 square feet to be disturbed. Disturbances include the expansion of a building, site grading, drilling, paving, and excavation.

In 2015, the City estimated that the Capital Mall site had a total of 3,230 trees. The 85.1-acre parcel is required to have at least 2,555 trees on site. 44 trees were removed for the construction of Dick's Sporting Goods and some die off has occurred since the 2015 census. It is now estimated that the site has 3,000 trees, though a new count is expected to be conducted soon.

If the Mall were to be redeveloped with a multifamily component, it would need to establish a natural forested area for local wildlife rather than people. This requirement does not apply to the City's Downtown, which is "open space exempt." Developers in Downtown Olympia can utilize a handful of options to meet tree code provisions, including:

- Planting trees on a nearby city property
- Replacing street trees and committing to three years of maintenance
- Paying into the tree fund (\$380 per tree)

A similar exemption in the Capital Mall Triangle could help spur the type of dense, mixed-use development that the City envisions for the site. It could also allow for the establishment of public parks or treed areas intended to serve residents rather than wildlife.

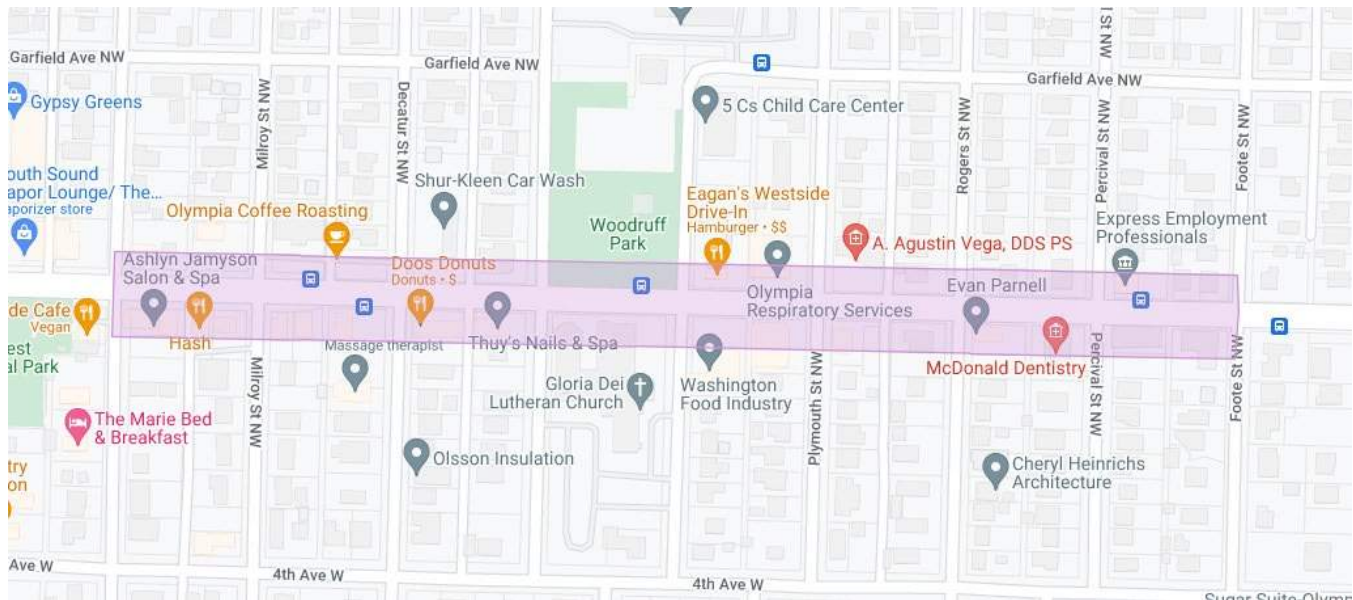
## Multi-Family Tax Exemption (MFTE)

Currently, Olympia has designated three target areas for its MFTE program:

- Downtown
- Eastside
- Westside

The Westside Residential Target Area is located just east of the capital mall triangle. It is confined to Harrison Avenue between Cushing Street and Foote Street.

**Figure 29. Olympia's MFTE Westside Residential Target Area on Harrison Avenue**



Source: City of Olympia, LCG.

According to Darian Lightfoot with the City of Olympia, discussions are currently underway about expanding the MFTE programs to other areas, including the Olympia Capital Mall Triangle. The City will also consider changes to the program criteria. This would have a greater impact on housing development than the current Westside Residential Target Area, which only encompasses approximately 5 acres of land.

Projects are eligible for an 8-year tax exemption through MFTE if they meet the following criteria:

- The project is within a residential target area
- The project does not displace existing residential tenants



- The project must contain at least 4 units of new multifamily housing
- The project must be completed within three years of approval
- The project must comply with all relevant guidelines and standards
- At least 50% of space must be for permanent residential housing
- The applicant and City must enter into a contract to ensure all criteria are met

To utilize the 12-year program, projects must meet the same criteria while also including affordable housing.

## Inclusionary Housing Requirements

### SEPA Requirements

In order to facilitate development in the Olympia Capital Mall Subarea, the City is conducting a SEPA review of the entire area. This means that in the future, developers planning to build in the subarea will not have to conduct SEPA reviews for their individual projects, saving time and money and reducing uncertainty. If the subarea is subject to [RCW 43.21C.420](#), or if the City elects to impose similar affordability requirements, 10% of dwelling units within a development must be affordable to low-income households.

This requirement (RCW 43.21C.420(5)(b)) does not specify a specific level of affordability, nor does it make clear whether each building is required to include affordable units, or whether the units can be distributed throughout the subarea. It states:

*(ii) Sets aside or requires the occupancy of at least ten percent of the dwelling units, or a greater percentage as determined by city development regulations, within the development for low-income households at a sale price or rental amount that is considered affordable by a city's housing programs. This subsection (5)(b)(ii) applies only to projects that are consistent with an optional element adopted by a city pursuant to this section after July 28, 2019;*

The City of Olympia typically follows HUD guidance to set the affordability target at 80% Area Median Income (AMI). HUD updates AMI annually. [Income eligibility limits](#) for Thurston County as of April 1, 2022, are:

|         | 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People  |
|---------|----------|----------|----------|----------|----------|----------|-----------|
| 30% AMI | \$21,200 | \$24,200 | \$27,250 | \$30,250 | \$32,700 | \$37,190 | \$41,910  |
| 50% AMI | \$35,350 | \$40,400 | \$45,450 | \$50,450 | \$54,500 | \$58,550 | \$62,600  |
| 80% AMI | \$56,500 | \$64,600 | \$72,650 | \$80,700 | \$87,200 | \$93,650 | \$100,100 |

Annual rent is typically set at 30% of household income at these thresholds. This means that a family of two making 80% AMI would spend roughly \$1,615 in housing costs each month ( $\$64,600 \times 0.30 = \$19,380$ ;  $\$19,380 / 12 \text{ months} = \$1,615$ ). The number of people allowed per bedroom can vary based on rules associated with specific funding sources. According to affordable housing provider [ROSE Community Development](#), typically the minimum allowed is one person per bedroom and the maximum is two people per bedroom plus one.

The city intends to confirm how the 10% of units in the subarea must be allocated, whether the 10% applies across all new developments, within each new development, or across all housing units new and old in the subarea.

### Future Inclusionary Housing Policies

Olympia's [Housing Action Plan](#) from June 2021 identifies recommended actions for the city to take in order to meet its housing goals. Included in these actions is further analysis to "1.I. Require Low Income Housing Units as Part of New Developments." Olympia has learned from other cities that if not properly applied inclusionary housing requirements



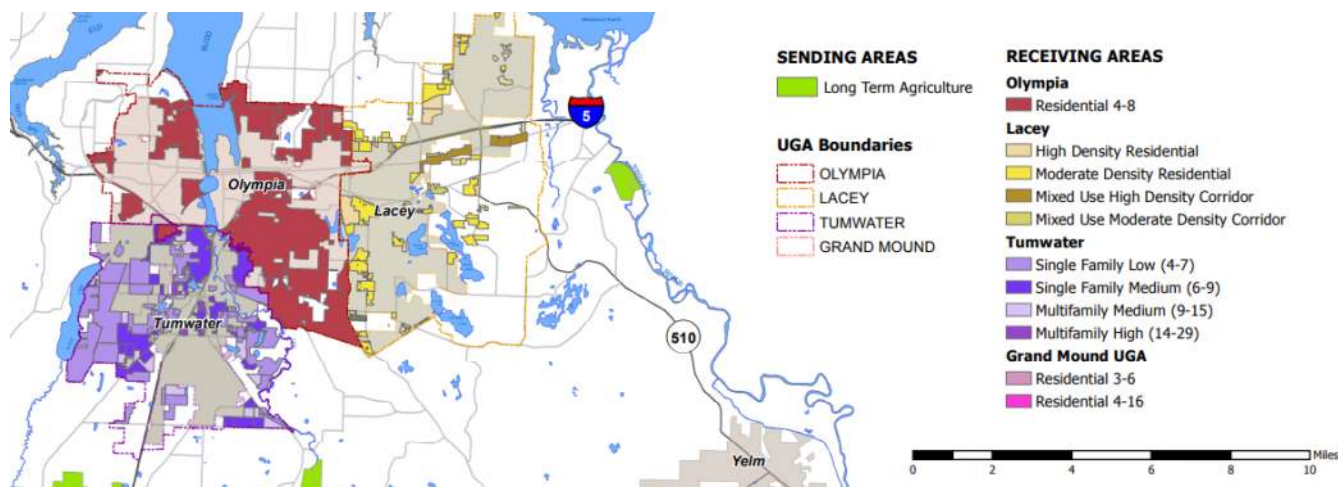
can have the unintended consequence of suppressing both low income and market rate housing development. However, if analysis shows that implementing such a program will not negatively impact housing development in the city, they intend to do so. The City already offers a density bonus of 1 additional residential unit for each low-income unit provided (up to 20% of units), but it has not yet established a mandatory inclusionary housing program.

The city's recommended approach to establishing an inclusionary housing requirement is to analyze and restructure the 12-year MFTE program to determine whether the city can encourage the development of more low-income housing units through a combination of that program and other incentives. This analysis has not yet been completed.

## Transfer of Development Rights (TDR)

Thurston County operates a program that allows for the transfer of development rights from rural to urban properties. However, the majority of the subarea is zoned HDC-4, which has no maximum density. The small areas within the Capital Mall Triangle with other zoning designations are already built out and are unlikely to benefit from TDR. Outside of density, the benefits that could be transferred through this program are limited to permitting process incentives and environmental review incentives. Because the City is already planning to pre-approve the entire area through the SEPA process, any new development in the subarea will already benefit from the waiving of environmental review. As a result, the county TDR program will not incentivize development in the Capital Mall Triangle subarea.

**Figure 30. Transfer of Development Rights Sending and Receiving Areas**



Source: Thurston County.

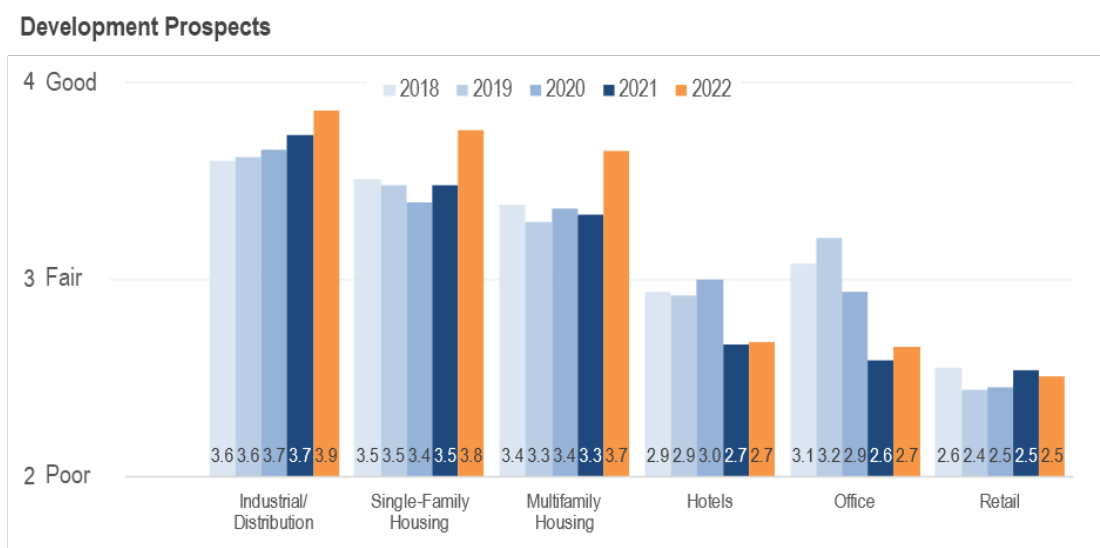
## Emerging Trends in Real Estate Development and Place Making

Figure 31 below shows how real estate developers and other industry professionals associated with the Urban Land Institute (ULI) evaluate the desirability of development of various property types nationwide. ULI is the leading national professional association for developers of infill and mixed-use projects. This chart shows that developers are shifting away from building hospitality, office, and retail properties in favor of industrial, single family, and multifamily housing. While this chart reflects national sentiment, LCG's assessment is that it is also applicable in Olympia.

Even prior to the pandemic, the demand for industrial space was growing due to the need for warehouses closer to urban centers to solve the "last mile" problem of delivery-based retail. In addition, the persistent shortage of housing in cities of all sizes has led to low vacancy rates and bolstered developer interest in the housing sector. While retail has been on the decline for several years due to changing consumer preferences, interest in hotels and office properties dropped off significantly because of the COVID-19 pandemic. While the hospitality sector appears to be bouncing back

slightly, developers nationwide are still wary of building new projects. There is continued uncertainty in the office market as workers seek to continue taking advantage of work from home policies. Organizations are starting to reassess how much space they need to accommodate a remote or hybrid workforce. Developer interest in building new office space increased slightly in 2022, but there is still significantly less interest in building new office space than there is for industrial, single-family, and multifamily housing.

Figure 31. Developer Interest by Property Type, 2018-2022




Source: ULI Emerging Trends 2022.

## Housing

According to the [National Association of Realtors](#), while Millennials and Gen Z, especially those with kids, shifted their preferences slightly from urban, walkable neighborhoods to suburban auto-centric neighborhoods with detached homes at the beginning of the pandemic, 20% of people living in detached homes in July 2020 would have preferred to live in an apartment or townhome in a walkable neighborhood.

Figure 32. Mismatch Between Where People Live and Where They Prefer to Live

| JULY 2020  | Lives in  |               | Prefers   |   | %   |
|------------|---|---------------|---|---|-----|
| Mismatched |  | Detached home | Apartment/townhouse in <u>walkable neighborhood</u> |   | 20% |
|            |  | Attached home | Detached home in <u>conventional neighborhood</u>   |   | 10% |
| Matched    |  | Attached home | Apartment/townhouse in <u>walkable neighborhood</u> |   | 25% |
|            |  | Detached home | Detached home in <u>conventional neighborhood</u>   |   | 39% |

Source: National Association of Realtors.

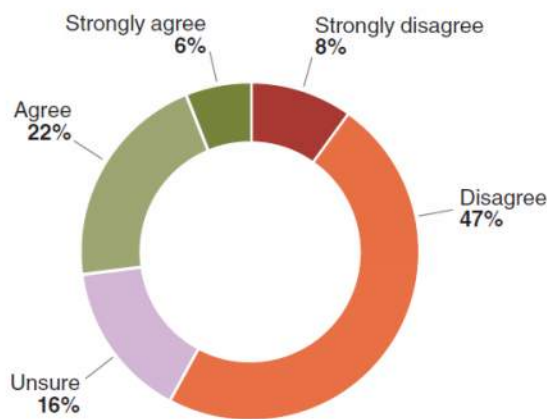
In addition to younger adults, seniors are also interested in moving to more walkable communities. Walkability has a positive impact on quality of life and continues to be in demand despite pandemic-related disruptions within the real estate industry.

The pandemic has accelerated trends toward remote work and online shopping that had already begun prior to 2020, and while the future remains uncertain it does seem clear that housing, office, and retail are undergoing major shifts. In the Thurston County region, the proliferation of professional services jobs fueled by State and other government employment increases the ability of employees to work from home. As cities plan for growth, old formulas that use office space as a proxy for the number of new jobs may not be as accurate due to the prevalence of shared office space and work from home policies. Similarly, sales tax generated by online sales will also be associated with housing units rather than traditional retail.

### Office

Since the beginning of the COVID-19 pandemic in 2020, there have been significant changes in where and how people live and work. Homes are the new offices, and they are increasingly where retail transactions are taking place. While some employers are pushing to bring their workers back to the office, the pandemic may have a more lasting effect on where and how people work. ULI's 2022 Emerging Trends in Real Estate Survey found that 55% of Real Estate Industry professionals either disagree or strongly disagree that we will revert to pre-pandemic norms in 2022.

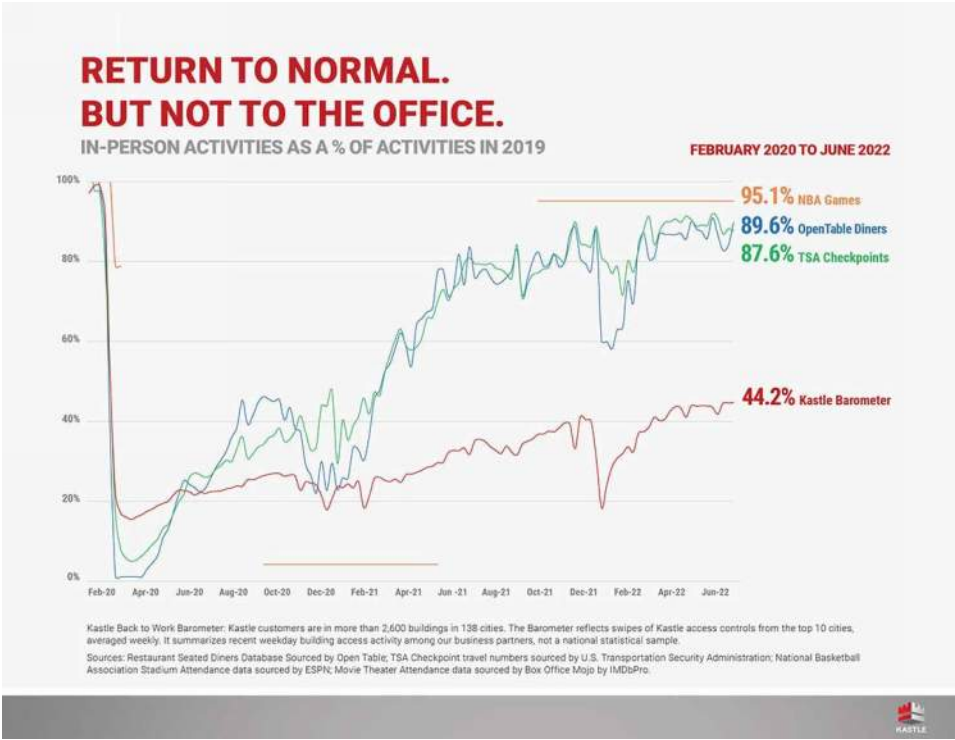
**Figure 33. Percent of Real Estate Industry Professionals who Believe Changes Implemented as a Result of COVID-19 Will Revert to Pre-Pandemic Activity in 2022**



Source: ULI Emerging Trends 2022.

As of June 2022, many people had returned to in-person social gatherings and travel, but far fewer returned to the office. The chart in Figure 34 below shows activities as a percent of the 2019 baseline. While sporting events, dining, and airports are drawing nearly as many people as in 2019, offices were still at just 44% of pre-pandemic capacity.

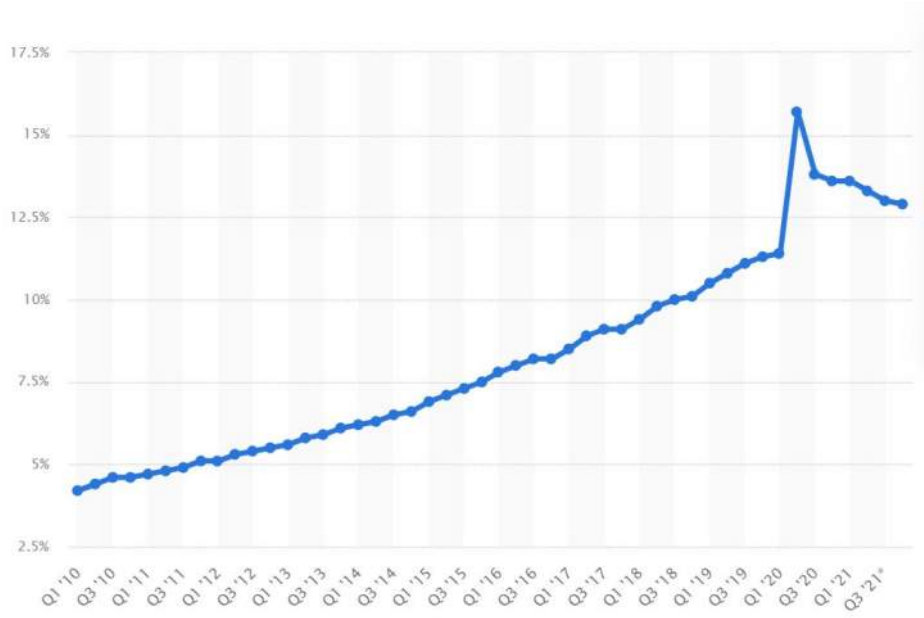
Figure 34. Kastle Back to Work Barometer



Retail

During the height of the pandemic, E-Commerce jumped from around 11% to 15.7% of total retail sales. As of Q3 2021 it had decreased to 12.9%, still well over pre-pandemic levels.

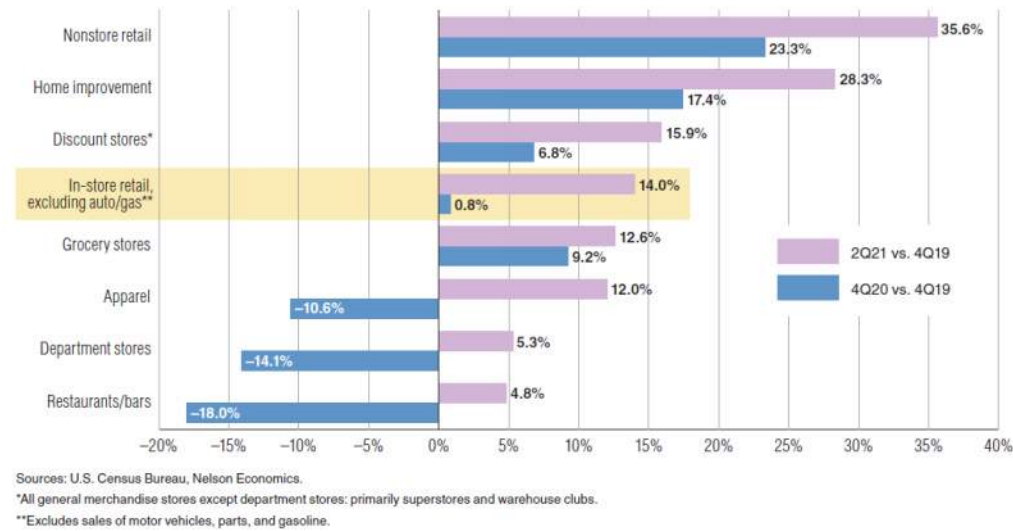
Figure 35. E-Commerce as a Percent of Total Retail Sales



Source: Statista.

As of the second quarter of 2021, retail sales were higher than the fourth quarter of 2019 in all categories. The highest increases were in non-store retail, home improvement, discount stores, and in-store retail. Perhaps surprisingly, non-store retail continued to increase in 2021, after an initial jump of 23% between 2019 and 2020.

Figure 36. Changes in Retail Sales by Category



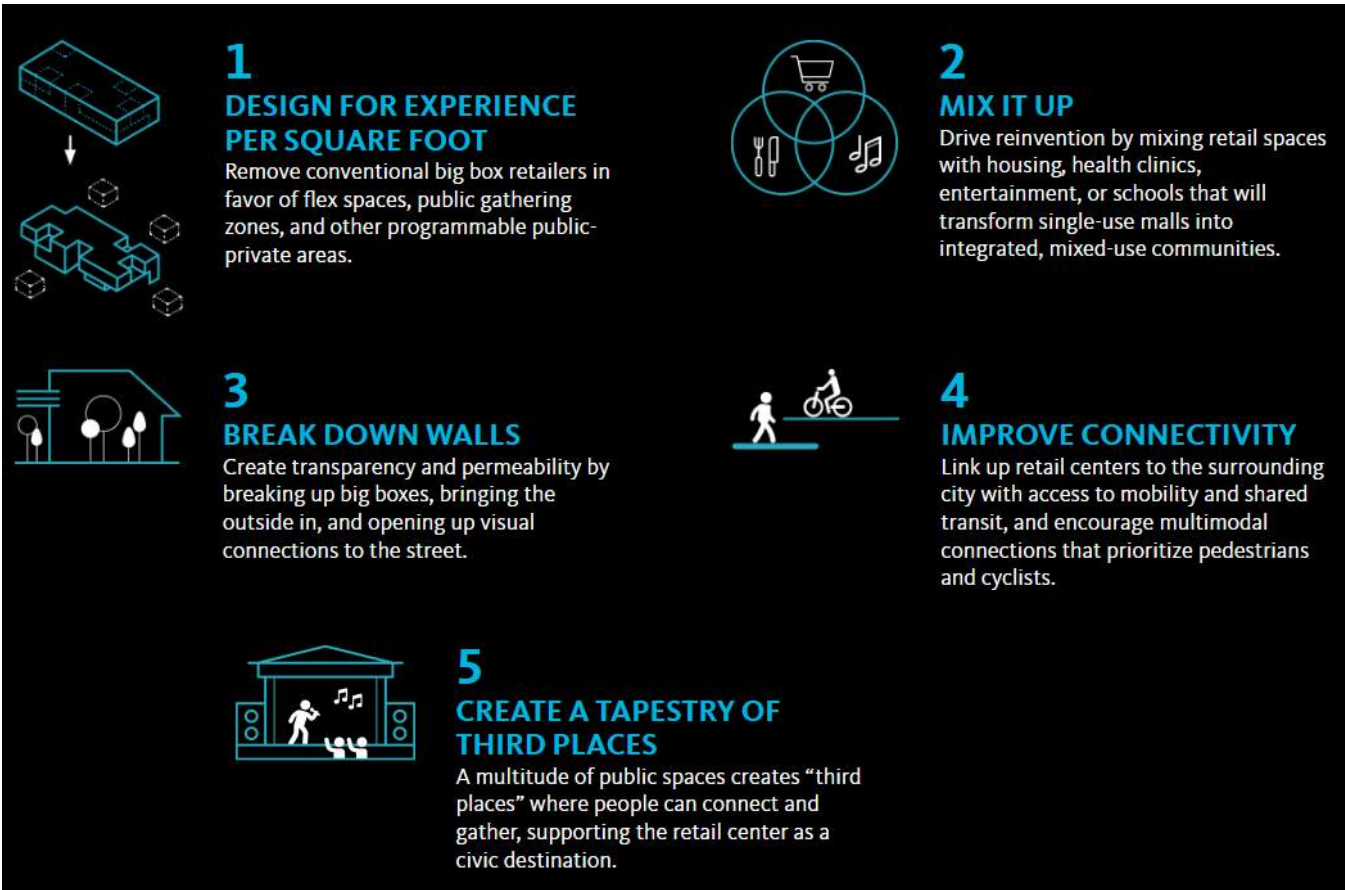
Source: US Census Bureau.

## Malls and Placemaking

As malls have begun to decline in popularity, retail owners, investors, developers, and others have been working to determine best practices for reinventing these spaces. Architecture and design firm [Gensler](#) offers a five-point strategy for reinventing malls and other retail centers that focuses on placemaking and offering visitors an experience rather than a traditional shopping opportunity. Emphasizing elements like permeability and connectivity while offering site users a wider variety of destinations is essential to creating a modern retail center.



Figure 37. Gensler's Strategies for Reinventing the Retail Center



Source: Gensler.

# Demographics

LCG compared the Olympia Capital Mall Triangle subarea to comparison areas in an effort to determine the subarea’s relative attractiveness to potential developers. Currently, the subarea’s population is very low. In addition, the subarea’s median household income is lower than comparison areas, as are the percentage of residents over 25 with a bachelor’s degree or higher and the median age. Additional analysis of the demographics in the subarea and comparison areas is below.

Table 3. Demographic Comparison Chart

|  | Subarea  | 1-Mile   | 3-Mile   | 5-Mile   | Mall Trade Area (80%) | City of Olympia | Thurston County | 5 Mile Radius  |             |
|--|----------|----------|----------|----------|-----------------------|-----------------|-----------------|----------------|-------------|
|  |          |          |          |          |                       |                 |                 | Alderwood Mall | Tacoma Mall |
| Population                               | 667      | 13,266   | 54,297   | 105,513  | 372,295               | 55,919          | 297,977         | 366,243        | 312,113     |
| Households                               | 272      | 5,960    | 23,795   | 45,109   | 150,013               | 23,031          | 112,323         | 138,467        | 123,322     |
| People per Household                     | 2.45     | 2.15     | 2.22     | 2.28     | 2.48                  | 2.21            | 2.50            | 2.63           | 2.46        |
| Median Household Income                  | \$55,418 | \$55,605 | \$74,270 | \$79,374 | \$67,562              | \$63,185        | \$75,867        | \$103,227      | \$85,833    |
| Median Age                               | 34.2     | 37.4     | 38.6     | 40.8     | 38.0                  | 37.7            | 39.1            | 38.7           | 36.8        |
| Percent White non-Hispanic               | 62.5%    | 70.3%    | 74.4%    | 74.7%    | 82.0%                 | 80.1%           | 80.8%           | 56.3%          | 54.5%       |
| Percent with Bachelor’s Degree or Higher | 13.8%    | 41.4%    | 49.6%    | 47.2%    | 21.9%                 | 46.0%           | 35.7%           | 29.30%         | 19.60%      |

Source: US Census, ESRI, Data USA, LCG.

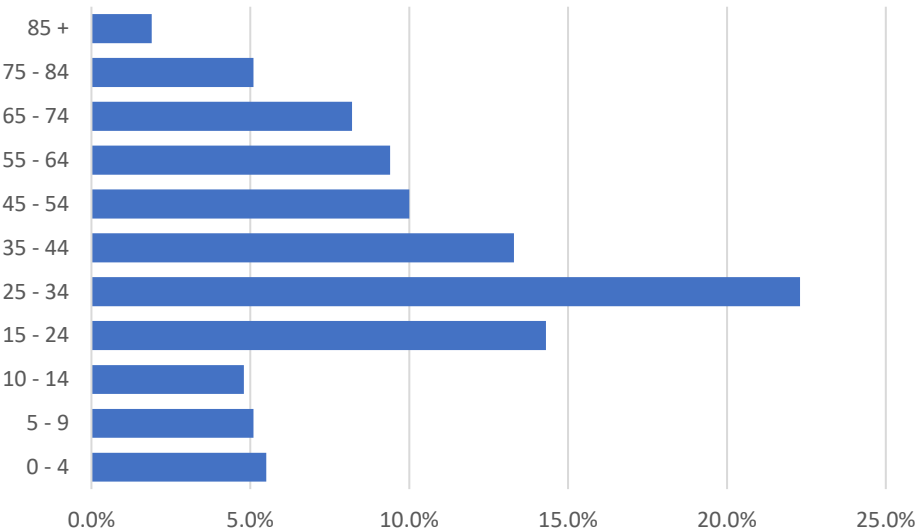
# Capital Mall Triangle Subarea

According to Esri, the Capital Mall Triangle is home to 667 residents in 272 households, with an average of 2.45 people per household. By 2027, Esri estimates that there will be 671 residents in 273 households. 289 residents (43%) are in the labor force as of 2022. Overwhelmingly, subarea residents work in the service industry.

The subarea is home to 343 businesses with a total of 3,671 employees. 126 businesses (36.7%) are retail sector while 152 (44.3%) are service sector. Although service establishments outnumber retail, retail businesses retain the most employees. 56.4% of workers in the Capital Mall Triangle work in retail trades. 790 of those workers (21.5%) work in eating and drinking establishments. Of the 1,288 service sector employees in the subarea, 15.5% work in health services.

The median age of subarea residents is 34.2 years old. 25- to 34-year-olds make up over a fifth of the subarea population (22.5%). 15.2% of residents are over 65 years old. 20.5% are under the age of 18.

Figure 38. Age Distribution in the Olympia Capital Mall Triangle Subarea

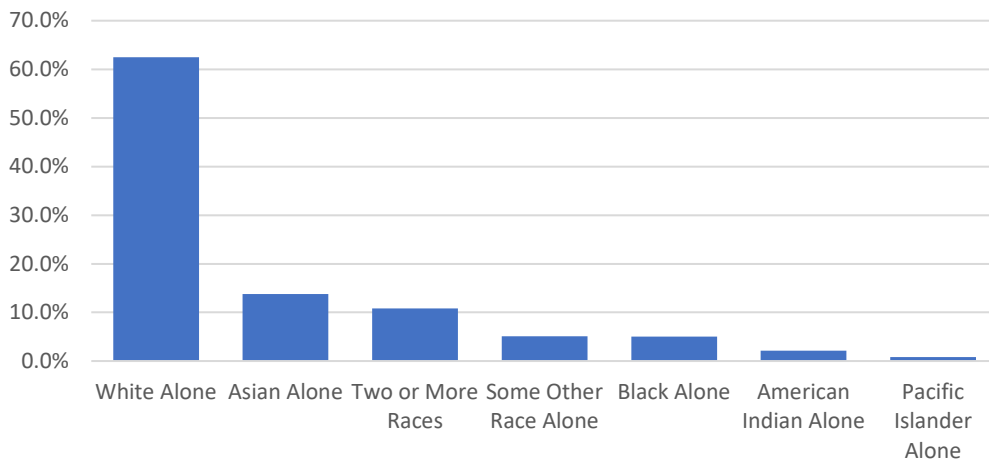


Source: Esri, US Census, LCG.

As of 2022, the subarea is 62.5% white, down from 70% white in 2010. While the percentage of Asian-Americans has decreased slightly in the subarea over that time, the number of multiracial and Black residents has increased. 12% of subarea residents are of Hispanic or Latino origin.



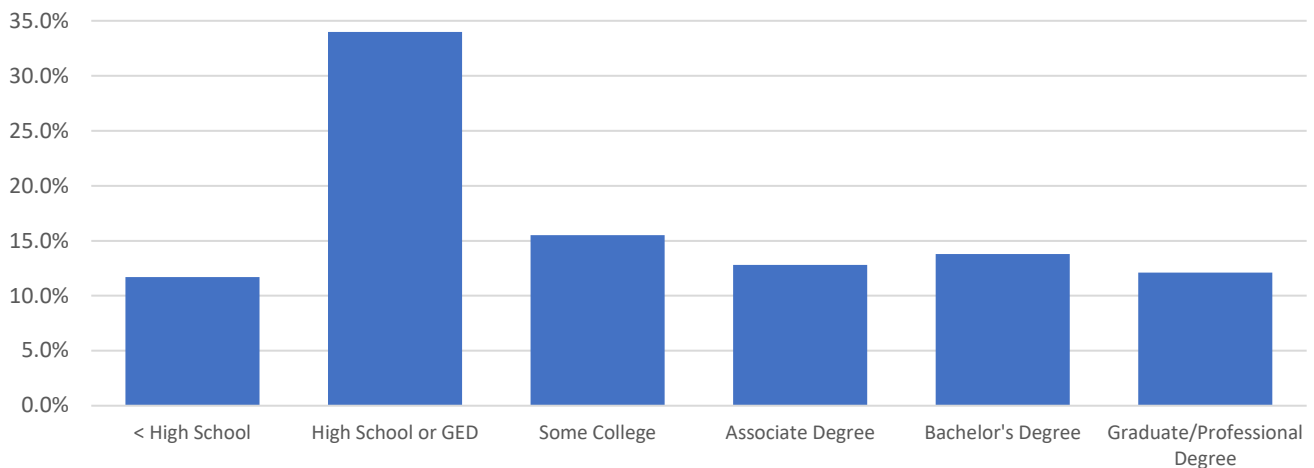
**Figure 39. Racial Distribution in the Capital Mall Triangle Subarea**



Source: Esri, US Census, LCG.

Just 13.8% of subarea residents over the age of 25 have a bachelor's degree, while 11.7% have less than a high school diploma.

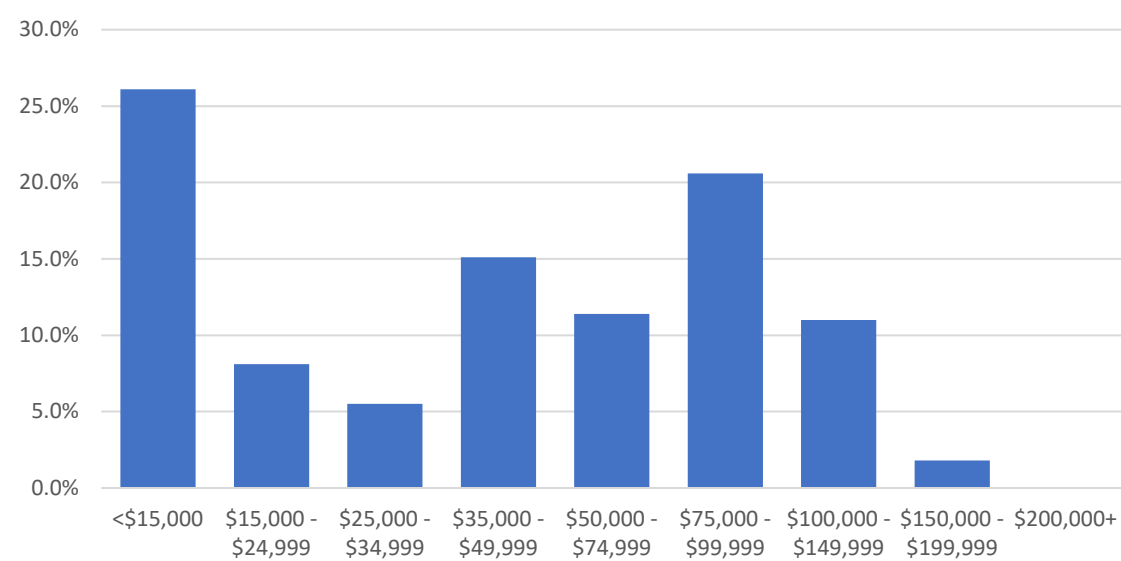
**Figure 40. Educational Attainment in the Capital Mall Triangle Subarea**



Source: Esri, US Census, LCG.

The average household income in the subarea is \$55,418. Over a quarter of households in the subarea make less than \$15,000 per year, while roughly a fifth make between \$75,000 and \$99,999 per year.

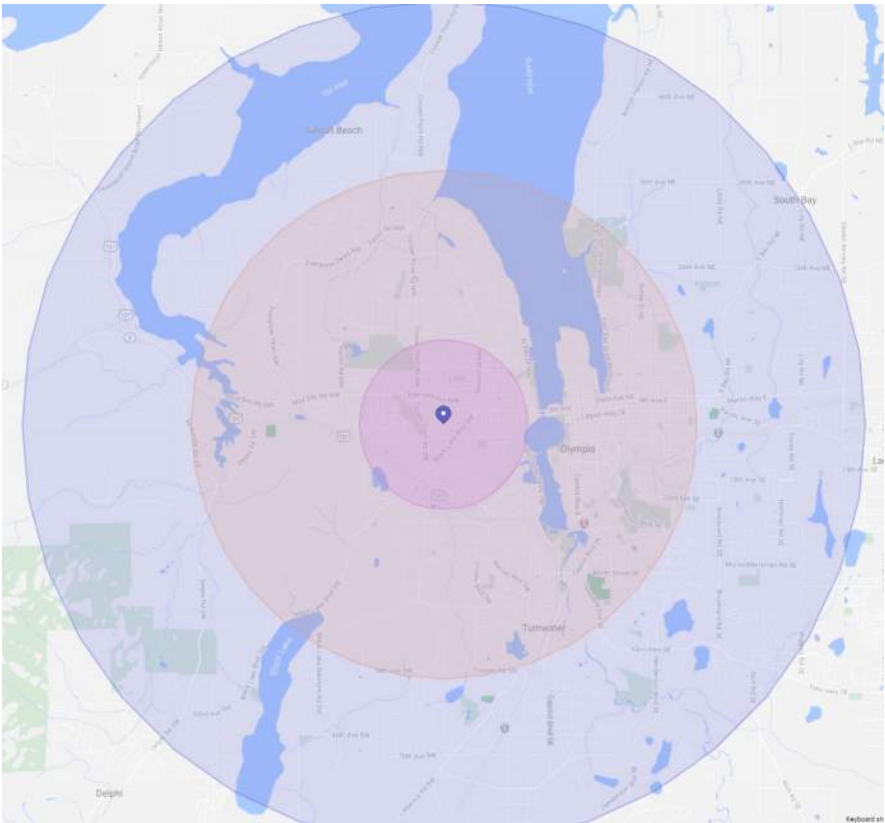
Figure 41. Distribution of Household Income in the Olympia Capital Mall Triangle Subarea



Source: Esri, US Census, LCG.

1-, 3-, 5-Mile Analysis

Figure 42. Map of the Areas within 1, 3, and 5 miles of the Capital Mall in Olympia



Source: Placer AI.

The area within one mile of the Olympia Capital Mall grew faster between 2010 and 2020 than the surrounding areas, but that trend has since reversed. Between 2010 and 2020, the population within a 1-mile radius grew by 23%, compared with 18% in a 3-mile radius and 15% in a 5-mile radius. But between 2020 and 2022, the population within 1-mile of the mall grew by just 1.2%, while the population grew by 1.7% within three miles and 2.3% within five miles. That trend is expected to continue – between 2022 and 2027 the population within a mile of the mall is expected to grow an additional 2.2%, compared with 3.7% within five miles.

**Figure 43. Population within 1-, 3-, and 5-mile Radii of the Capital Mall, 2010-2027**

|             | Population |         |         |
|-------------|------------|---------|---------|
|             | 1 mile     | 3 miles | 5 miles |
| <b>2010</b> | 10,633     | 45,197  | 89,455  |
| <b>2020</b> | 13,106     | 53,381  | 103,184 |
| <b>2022</b> | 13,266     | 54,297  | 105,513 |
| <b>2027</b> | 13,558     | 55,697  | 109,424 |

*Source: Esri, US Census Bureau.*

Households within a mile radius of the mall are also slightly smaller in size, at 2.15 people per household vs. 2.28 within a 5-mile radius. As of 2022, 64.2% of homes within a mile of the mall are renters, while within three and five miles less than half of households rent their homes. Median household income is also lower within a mile of the mall, \$55,605 compared with \$79,374 within five miles. However, median income is expected to grow faster in the mall area between 2022 and 2027, reaching \$77,042 in the next five years.

**Figure 44. Percent of Population between 25 and 34 Years Old in the Vicinity of the Capital Mall**

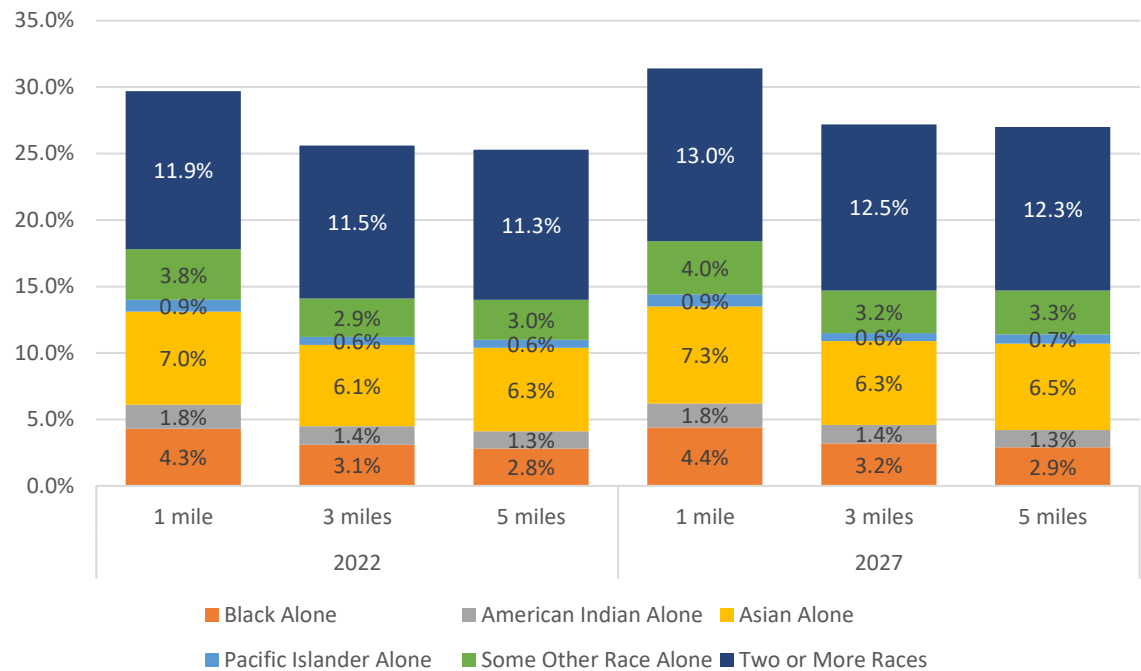
|             | Percent of Population, 25-34 Years Old |         |         |
|-------------|--|---------|---------|
|             | 1 mile                                 | 3 miles | 5 miles |
| <b>2010</b> | 16.5%                                  | 16.1%   | 14.0%   |
| <b>2022</b> | 19.7%                                  | 17.8%   | 15.4%   |
| <b>2027</b> | 15.9%                                  | 16.4%   | 14.6%   |

*Source: Esri, US Census Bureau.*

As of 2022, nearly 20% of residents within a mile of the mall are between the ages of 25 and 34 years old. This share is expected to decrease to 16% by 2027, presumably due to the number of those residents expected to turn 35 over the next five years.

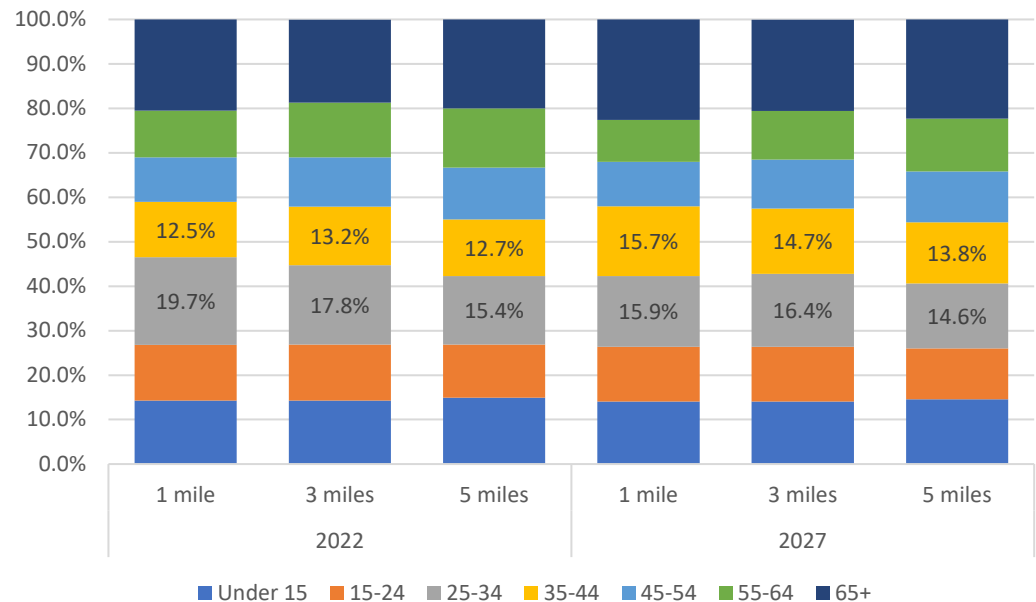
The population within one mile of the mall is less white than surrounding areas, with more Black, Asian, and Hispanic residents. That trend is expected to continue through 2027.

Figure 45. Share of Non-White Population by Race, 2022 and 2027



Source: Esri, US Census Bureau.

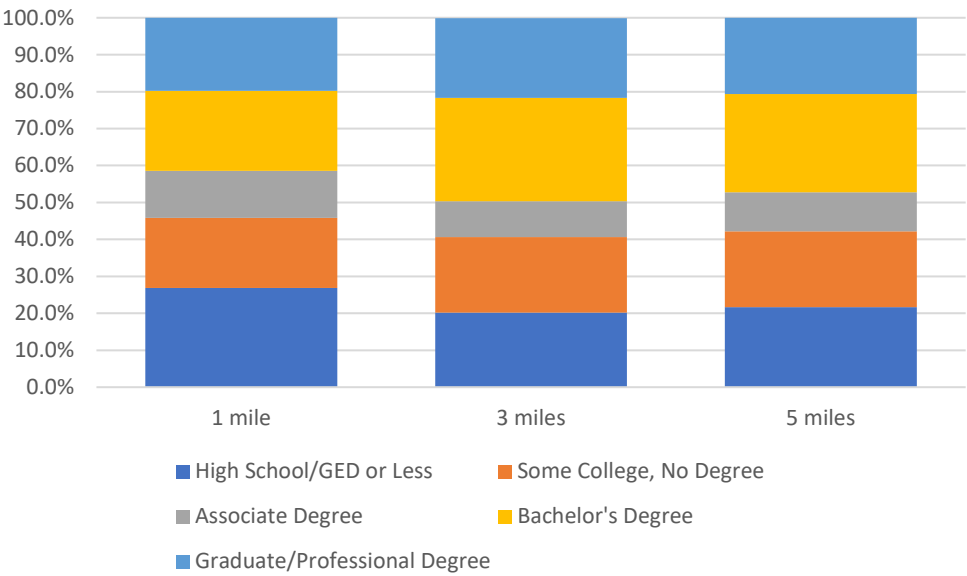
Figure 46. Share of Population by Age Group Near the Capital Mall, 2022 and 2027



Source: Esri, US Census Bureau.

The area within a mile of the mall is slightly less educated than surrounding areas, but it still has a high level of educational attainment with 41.4% of residents over 25 holding a bachelor's degree or higher. Comparatively, 36.7% of residents over 25 in the state of Washington have a bachelor's degree or higher.

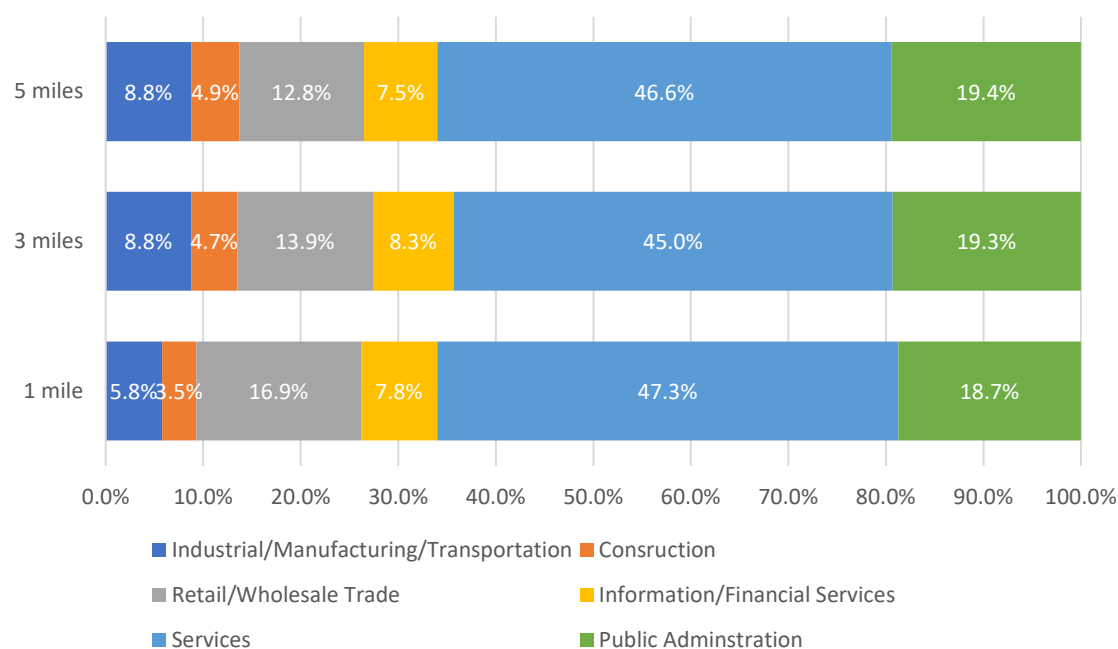
**Figure 47. Educational Attainment within 1, 3, and 5 Miles of the Capital Mall, 2022**



Source: Esri, US Census Bureau.

The area directly adjacent to the mall has a higher percentage of retail and wholesale trade jobs due to the dominance of the mall in that area. Within 1 mile of the mall there area also slightly more service industry jobs and fewer industrial, manufacturing, and transportation jobs.

Figure 48. Jobs by Industry within 1, 3, and 5 Miles of the Capital Mall

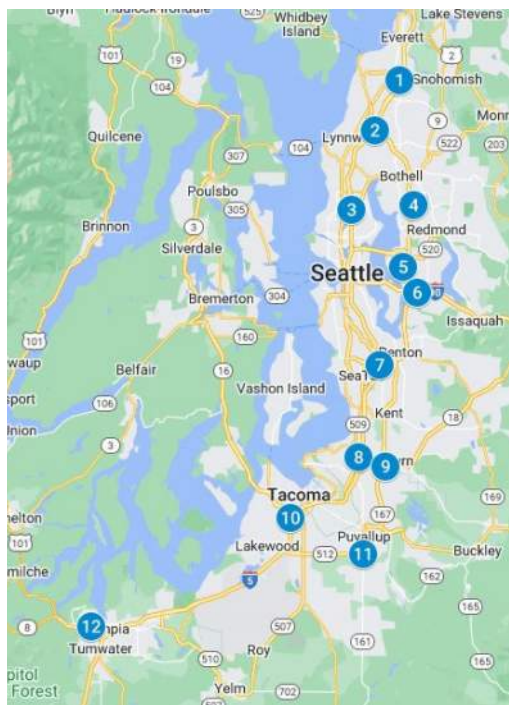


Source: Esri, US Census Bureau.

### Capital Mall Trade Area

The Capital Mall benefits from being the only mall at the southern tip of the Puget Sound. South of Olympia, the nearest mall is in Kelso. As a result, the Olympia Capital Mall has a very large trade area, pulling both from around the Puget Sound area and the coast.

Figure 49. Malls in the Puget Sound Region



# Malls in the Puget Sound Region

Criteria: Malls in the Puget sound region with 250,000 square feet or more of commercial space and at least one department store.

- |   |   |
|---|---|
| <b>1</b> Everett Mall <ul style="list-style-type: none"><li>• 491,493 sq ft</li><li>• Canyon Partners LLC</li></ul>                     | <b>7</b> Westfield Southcenter <ul style="list-style-type: none"><li>• 698,135 sq ft</li><li>• Unibail-Rodamco-Westfield</li></ul>      |
| <b>2</b> Alderwood Mall <ul style="list-style-type: none"><li>• 592,943 sq ft</li><li>• Brookfield Property REIT</li></ul>              | <b>8</b> The Commons at Federal Way <ul style="list-style-type: none"><li>• 291,557 sq ft</li><li>• Merlone Geier Partners</li></ul>    |
| <b>3</b> Northgate Station <ul style="list-style-type: none"><li>• 409,270 sq ft</li><li>• Simon</li></ul>                              | <b>9</b> The Outlet Collection Seattle <ul style="list-style-type: none"><li>• 923,331 sq ft</li><li>• Washington Prime Group</li></ul> |
| <b>4</b> The Village at Totem Lake <ul style="list-style-type: none"><li>• 400,000 sq ft</li><li>• CenterCal Properties LLC</li></ul>   | <b>10</b> Tacoma Mall <ul style="list-style-type: none"><li>• 480,268 sq ft</li><li>• Simon</li></ul>                                   |
| <b>5</b> Bellevue Square <ul style="list-style-type: none"><li>• 1,300,000 sq ft</li><li>• Kemper Development Company</li></ul>         | <b>11</b> South Hill Mall <ul style="list-style-type: none"><li>• 613,084 sq ft</li><li>• Carfaro</li></ul>                             |
| <b>6</b> The Marketplace at Factoria <ul style="list-style-type: none"><li>• 370,546 sq ft</li><li>• Kimco Realty Corporation</li></ul> | <b>12</b> Capital Mall <ul style="list-style-type: none"><li>• 779,268 sq ft</li><li>• Pacific Retail Capital Partners</li></ul>        |

Note: There are no malls south of Olympia to Chehalis, west of Olympia to the coast, or east of Olympia to Eatonville.

Source: CoStar, Leland Consulting Group.

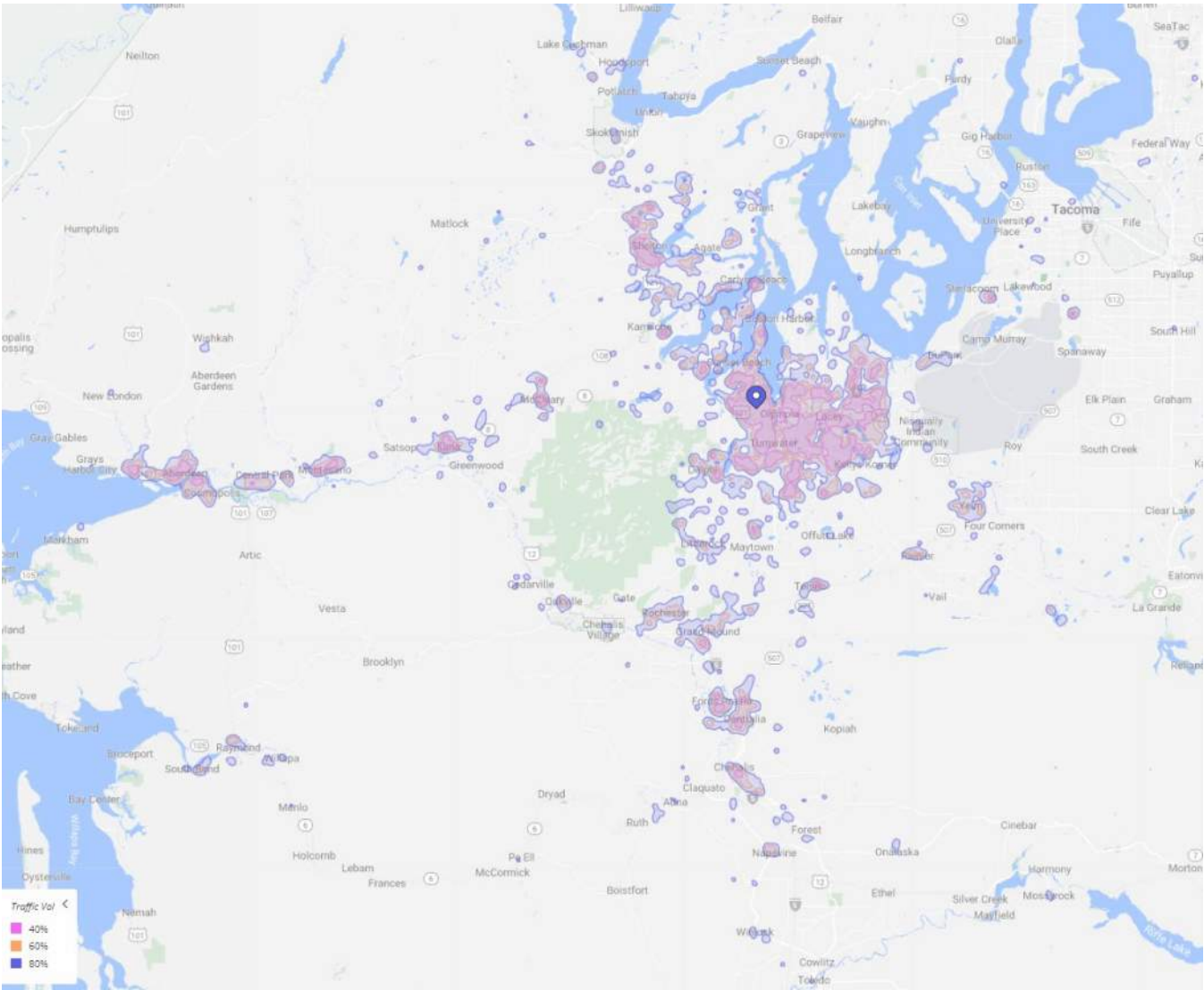


Source: LCG, CoStar.

The Capital Mall’s trade area, defined by the home location of 40%, 60%, or 80% of traffic to the mall over the last twelve months, reaches as far west as the coast, as far south as Chehalis, as far north as Shelton, and east to DuPont.

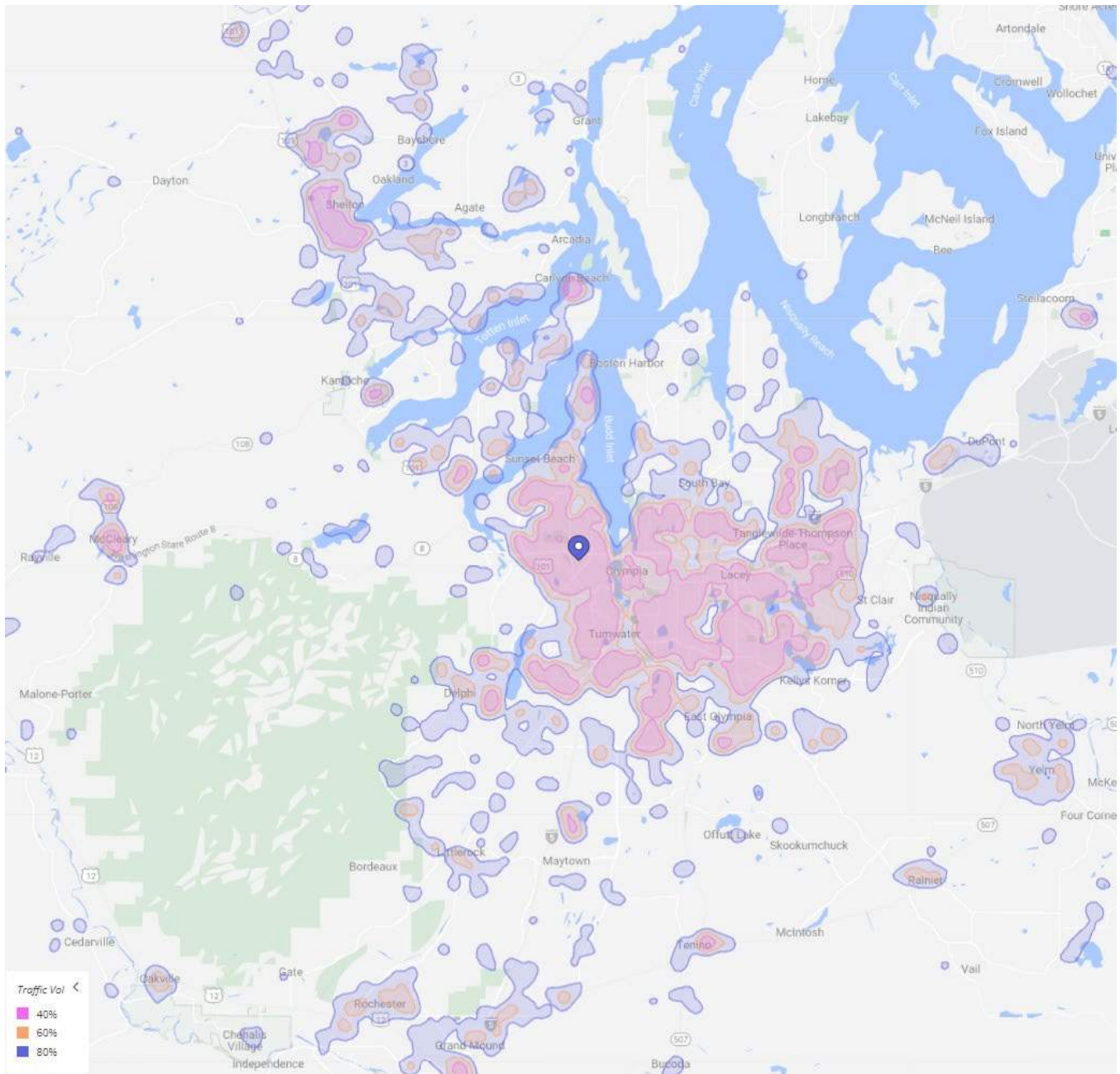


Figure 50. Olympia Capital Mall Trade Area by Visits in the Last 12 Months



Source: Placer AI

**Figure 51. Close-Up View of Primary Trade Area for Olympia Capital Mall**

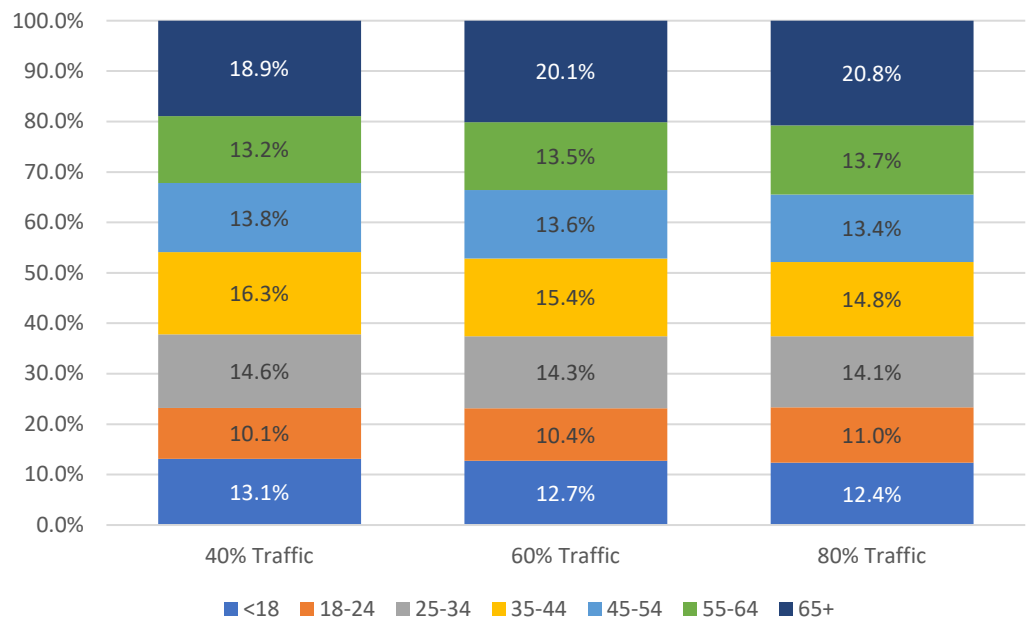


Source: Placer AI.

Visitors to the mall have higher median household incomes than those who live within a mile of it. Those who make up 40% to 80% of mall visits have median incomes ranging from \$64,768 to \$67,562. Visitors to the mall are also whiter than the surrounding area – 82% of those who make up the vast majority of mall visits are white, compared with 70% of those who live within a mile of the mall.

Visitors to the mall are relatively evenly distributed by age group, with those under over 65 making up the largest percentage of mall visits, followed by those aged 35-44.

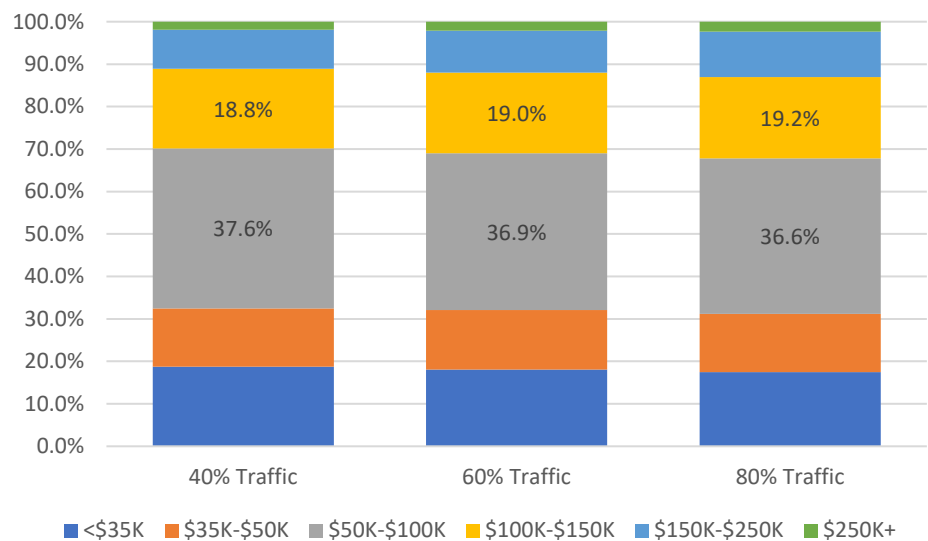
Figure 52. Capital Mall Visits by Age, Last 12 Months



Source: Placer AI, LCG.

Those making between \$50,000 and \$100,000 per year make up the largest share of mall visits over the past twelve months. Those making between \$100,000 and \$150,000 are the next largest group. Unsurprisingly, most trips to the mall are made by those with higher levels of disposable income.

Figure 53. Capital Mall Visits by Income, Last 12 Months



Source: Placer AI, LCG.

## City of Olympia

According to the US Census Bureau, the City of Olympia has a total population of 55,919 residents. Between 2010 and 2021, the city's population grew by 20.3%. The city is 80% white and nearly 64% of residents are between the ages of 18 and 64 years old. More than half of households in the city are renters – the homeownership rate is just 47.2%. Olympia is a relatively educated city – 46% of residents over 25 years old have a bachelor's degree or higher. The average household has 2.21 residents. The median household income is \$63,185, slightly below the national average, and the median per capita income is \$35,914. The city has a 14.7% poverty rate. The city's population density increased from 2,608 people per square mile in 2010 to 3,052 people per square mile in 2020, a 17% rise over that time.

The most common jobs in Olympia are management occupations, food preparation and serving related occupations, and office and administrative support occupations. As the state's capital, public administration is the largest industry in the city by number of employees. It is followed by health care and social assistance and retail trade.

The medical industry is by far the fastest growing employment sector in Olympia. Other fast growing industry sectors are professional services and information-technology. While the government sector is not expected to shrink, per say, as a percentage of overall jobs it is shrinking. Private sector jobs are growing at a much faster rate than the public sector.

**Figure 54. Most Common Occupations in Olympia, 2019**



Source: Data USA.

**Figure 55. Biggest Industries by Employment in Olympia, 2019**



Source: Data USA.

Olympia's median home value is \$547,953, having risen 17% between July 2021 and July 2022.



## Thurston County

Thurston County's population was 297,977 as of 2021. Between 2010 and 2021 the county saw 18% population growth. 66% of Thurston County households own their homes and the average household size is 2.5. 35.7% of residents over 25 have a bachelor's degree or higher. The median household income is \$75,867 and the per capita income is \$36,256. As in Olympia, the most common occupations are management, office and administrative support, and food preparation and serving and the most common industries are health care and social assistance, public administration, and retail trade.

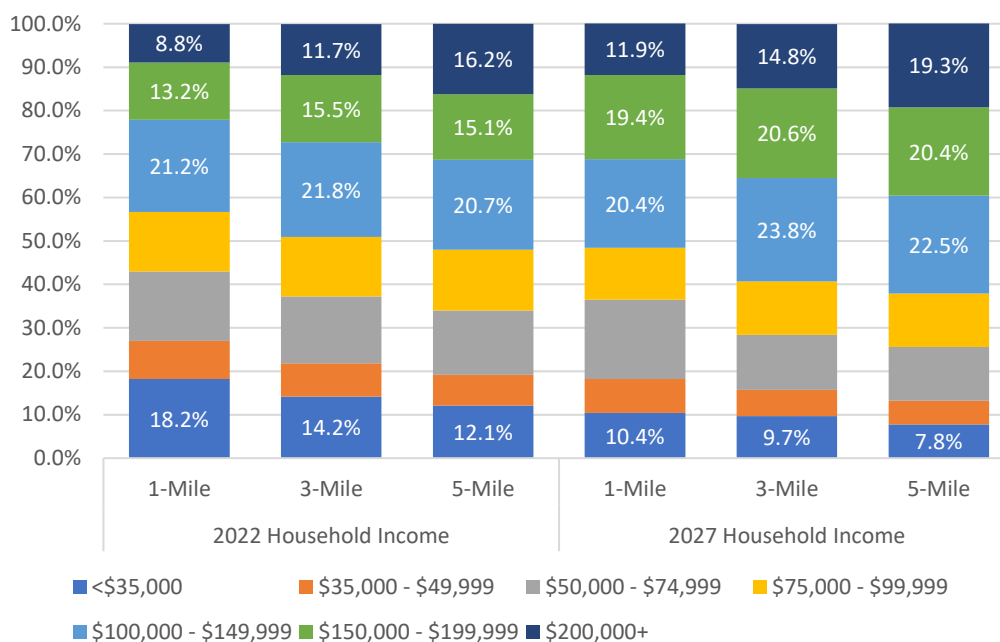
## Comparable Malls

In order to contextualize the demographics of the Capital Mall Triangle, LCG discusses below the demographics of two regional malls in comparable areas: the Alderwood Mall in Lynnwood and the Tacoma Mall in Tacoma. The Alderwood Mall area has seen substantial new housing development over the past few years and is within Lynnwood's Regional Growth Center. Comparing the Capital Mall Triangle's demographics with the demographics of areas that are seeing redevelopment and rapid change can help determine how likely transformative change is in the subarea.

### Alderwood Mall – 5 Mile Radius

The median household income within five miles of the Alderwood Mall is \$103,227, but within one mile of the mall that drops to \$85,915. Esri forecasts that by 2027 median household income within five miles of the mall will grow to \$121,779. As of 2022 over half (52%) of households within five miles of the Alderwood Mall make at least \$100,000 per year. By 2027, that is expected to increase to 62.2% of households.

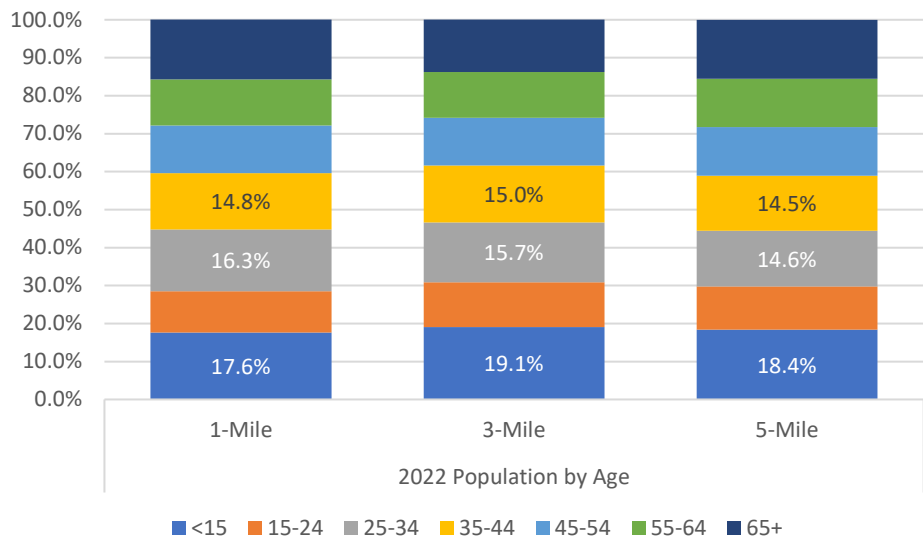
**Figure 56. Median Income within 1, 3, and 5 Miles of the Alderwood Mall, 2022 and 2027**



Source: Esri, US Census, LCG.

The population surrounding the Alderwood Mall is relatively evenly distributed across age groups. 31% of the population within a mile of the mall is between 25 and 44 years old, in their prime “root setting” years. Within five miles, that percentage drops slightly to 29%.

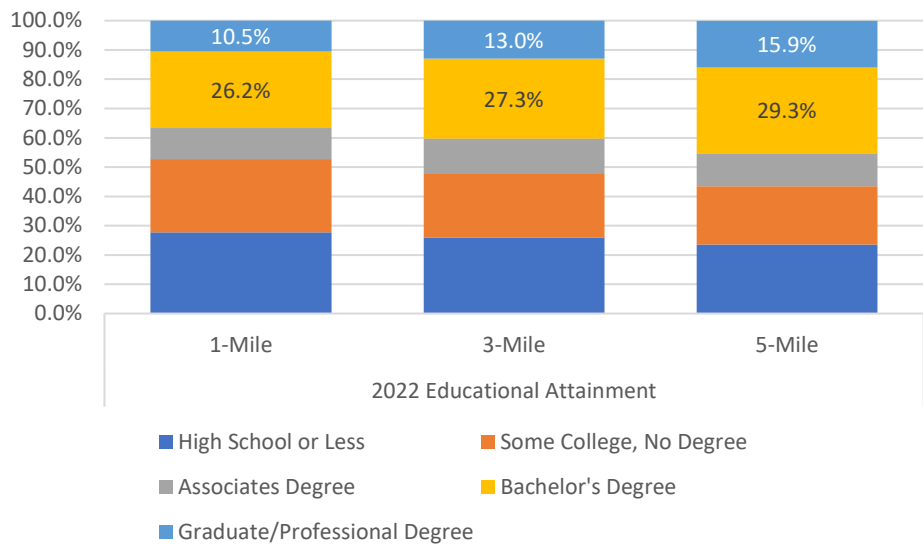
**Figure 57. Population by Age within 1, 3, and 5 Miles of the Alderwood Mall**



Source: Esri, US Census, LCG.

While the population over 25 within one mile of the Alderwood Mall is relatively well educated, with over a third having completed a bachelor’s degree or higher, education levels increase farther from the mall’s immediate vicinity. Within five miles of the mall, 45% of residents have at least a bachelor’s degree.

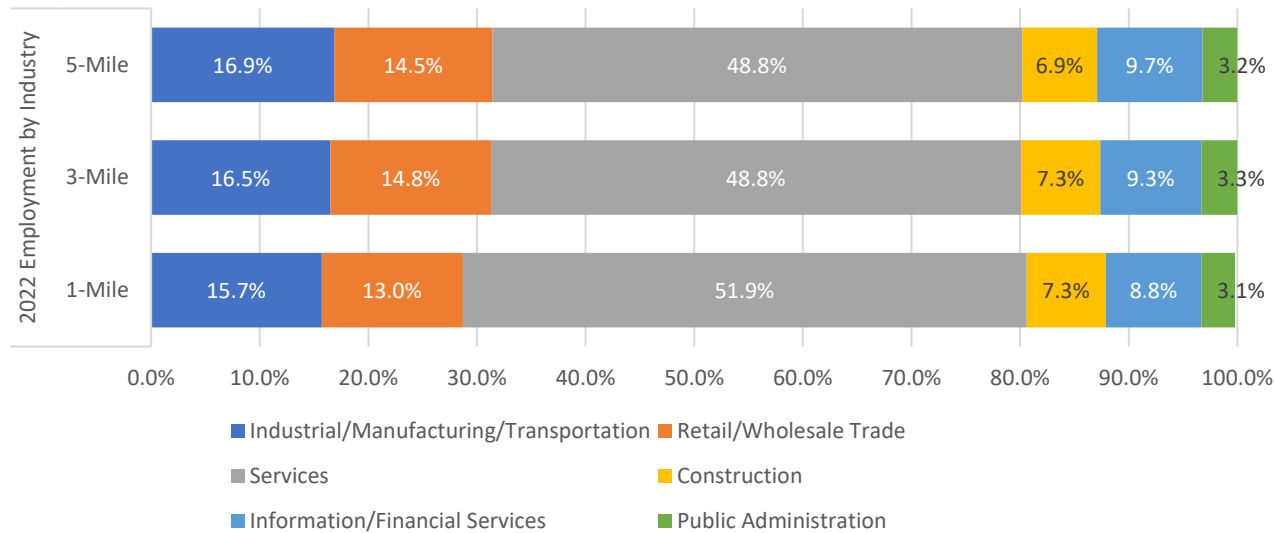
**Figure 58. Educational Attainment within 1, 3, and 5 Miles of the Alderwood Mall**



Source: Esri, US Census, LCG.

The largest job category within five miles of the Alderwood Mall is Services, followed by Industrial, Manufacturing, and Transportation, and Retail and Wholesale Trade.

**Figure 59. Employment by Industry within 1, 3, and 5 Miles of the Alderwood Mall**

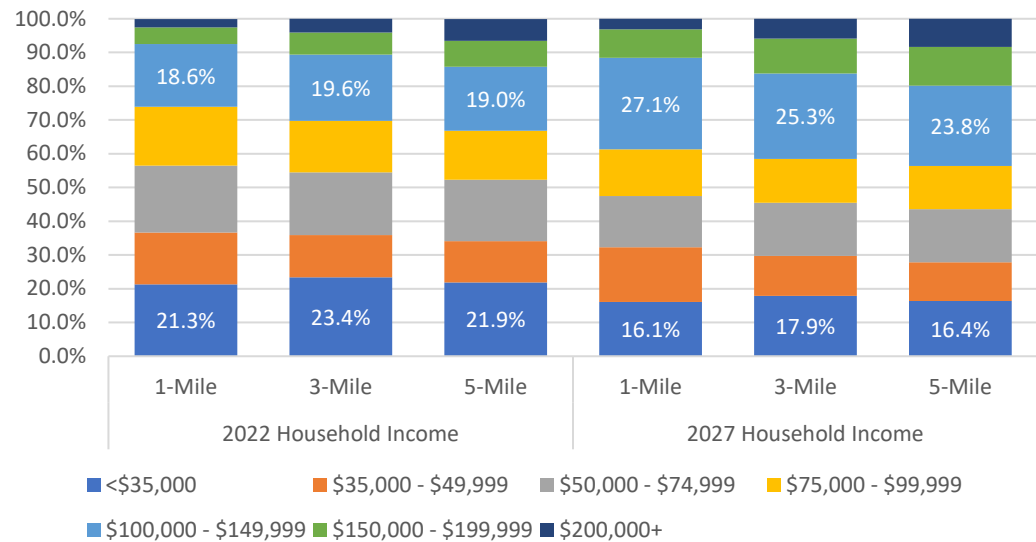


Source: Esri, US Census, LCG.

### Tacoma Mall – 5 Mile Radius

Household incomes in the vicinity of the Tacoma Mall are lower than for those households near the Alderwood Mall, but are expected to increase over the next five years. The median household income within one mile of the Tacoma Mall is \$64,473 and is expected to reach \$78,582 by 2027. Within five miles of the mall, the median household income is \$70,614 as of 2022.

**Figure 60. Households by Income within 1, 3, and 5 Miles of the Tacoma Mall, 2022 and 2027**

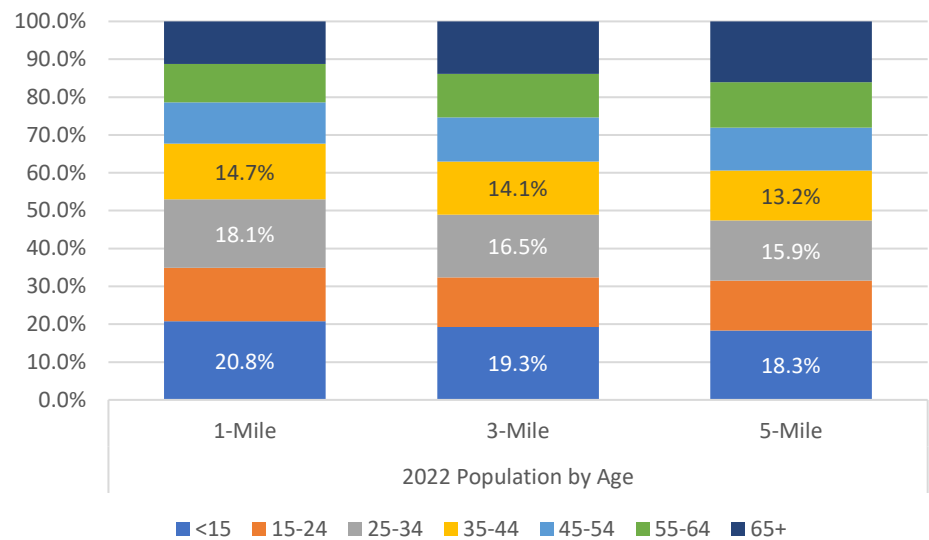


Source: Esri, US Census, LCG.



Within one mile of the Tacoma Mall, approximately one fifth of the population is under the age of 15. Within five miles of the mall, the population skews slightly older with a higher share of residents over 65 years old.

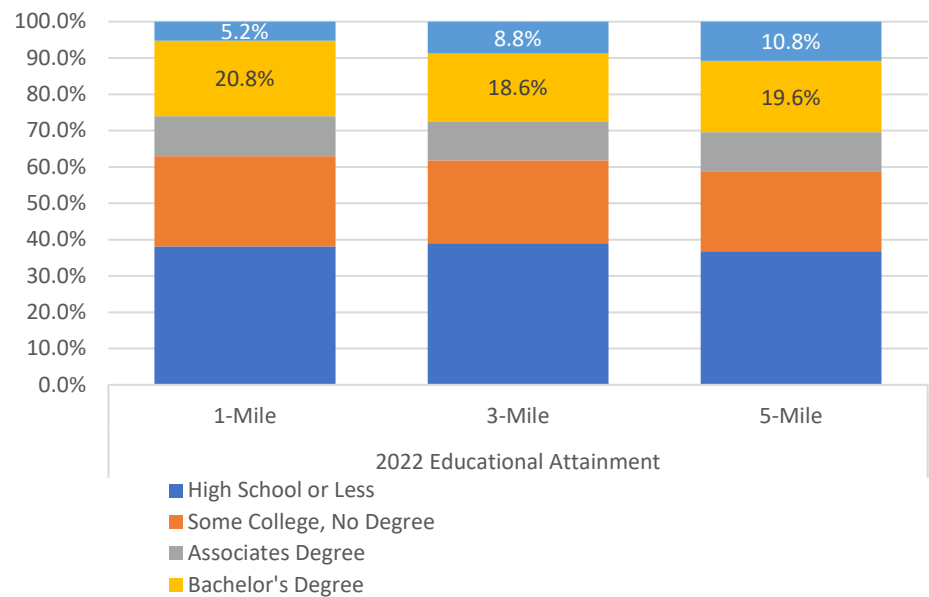
**Figure 61. Population by Age within 1, 3, and 5 Miles of the Tacoma Mall**



Source: Esri, US Census, LCG.

As in the area around the Alderwood Mall, the population within five miles of the Tacoma Mall is highly educated. Over 30% of residents over 25 within five miles of the mall have a bachelor's degree or higher.

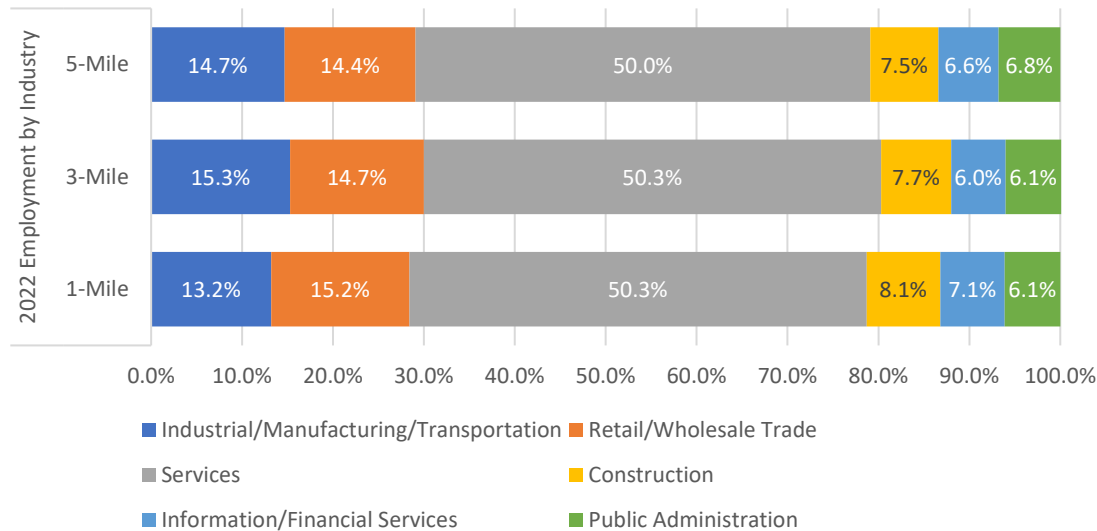
**Figure 62. Population over 25 by Educational Attainment within 1, 3, and 5 Miles of the Tacoma Mall**



Source: Esri, US Census, LCG.

Half of the jobs within five miles of the Tacoma Mall are in the Services industry. Industrial, Manufacturing, and Transportation jobs and Retail and Wholesale Trade jobs are also relatively common in this area.

**Figure 63. Employment by Industry within 1, 3, and 5 Miles of the Tacoma Mall**



Source: Esri, US Census, LCG.

# Displacement Risk

## Residential Displacement Risk

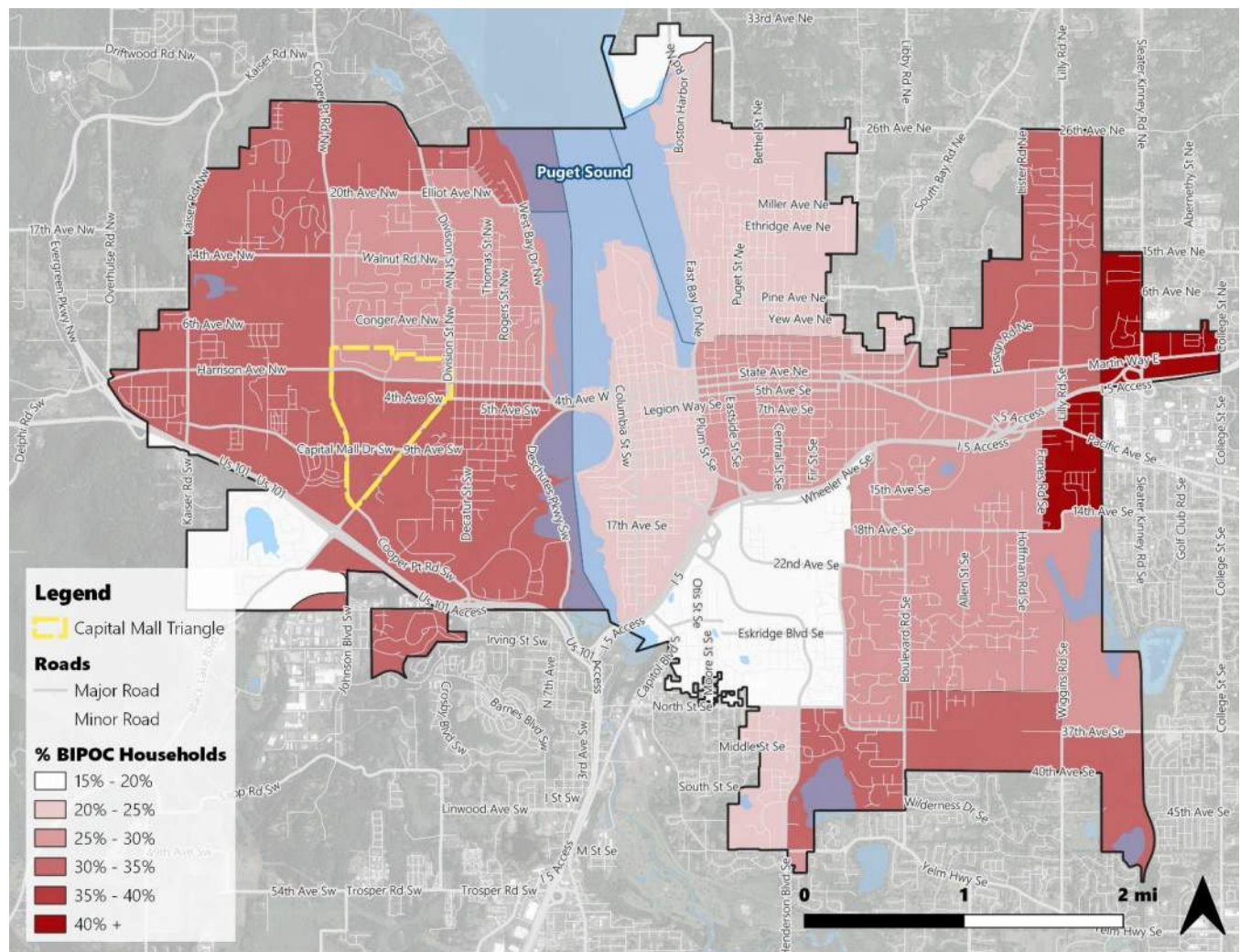
**Summary.** Between 2010 and 2020, the median household income in the census tract that includes the Capital Mall Triangle grew by 47.7%, putting it in the highest quantile category for income growth in Thurston County. Over that same period, home values in the Capital Mall Triangle subarea have decreased by 5%. The tract just east of the triangle has seen median home values increase by 30% over that period. 86.6% of households in the Capital Mall Triangle census tract are renters, indicating that they are susceptible to displacement and unlikely to benefit from improvements that drive up rent and housing costs. As discussed in the Housing section below, the multifamily vacancy rate in the West Olympia submarket is extremely low, and rent has risen nearly 8% year over year.

The Capital Mall Triangle subarea is primarily commercial, with just 275 total residential units.

These factors indicate that there is a relatively high risk of “economic displacement” (when rents increase to the degree that they “push out” current residents) for a relatively low number of residents in the Triangle. The risk of “physical displacement” (i.e., the demolition and redevelopment of existing housing) is relatively low, in part because so much of the area is already developed as commercial properties. In addition to the risk of economic displacement in the Triangle, there is also a risk of economic displacement of residents living near the Triangle, particularly to the west. However, these risks can be mitigated by multiple actions that are summarized in the next section.

**Demographic and Market Considerations.** As Figure 64 shows, there is a relatively high concentration of BIPOC households in the Triangle and most of the city's west side. Multiple studies show that BIPOC households are at particularly high risk of displacement.

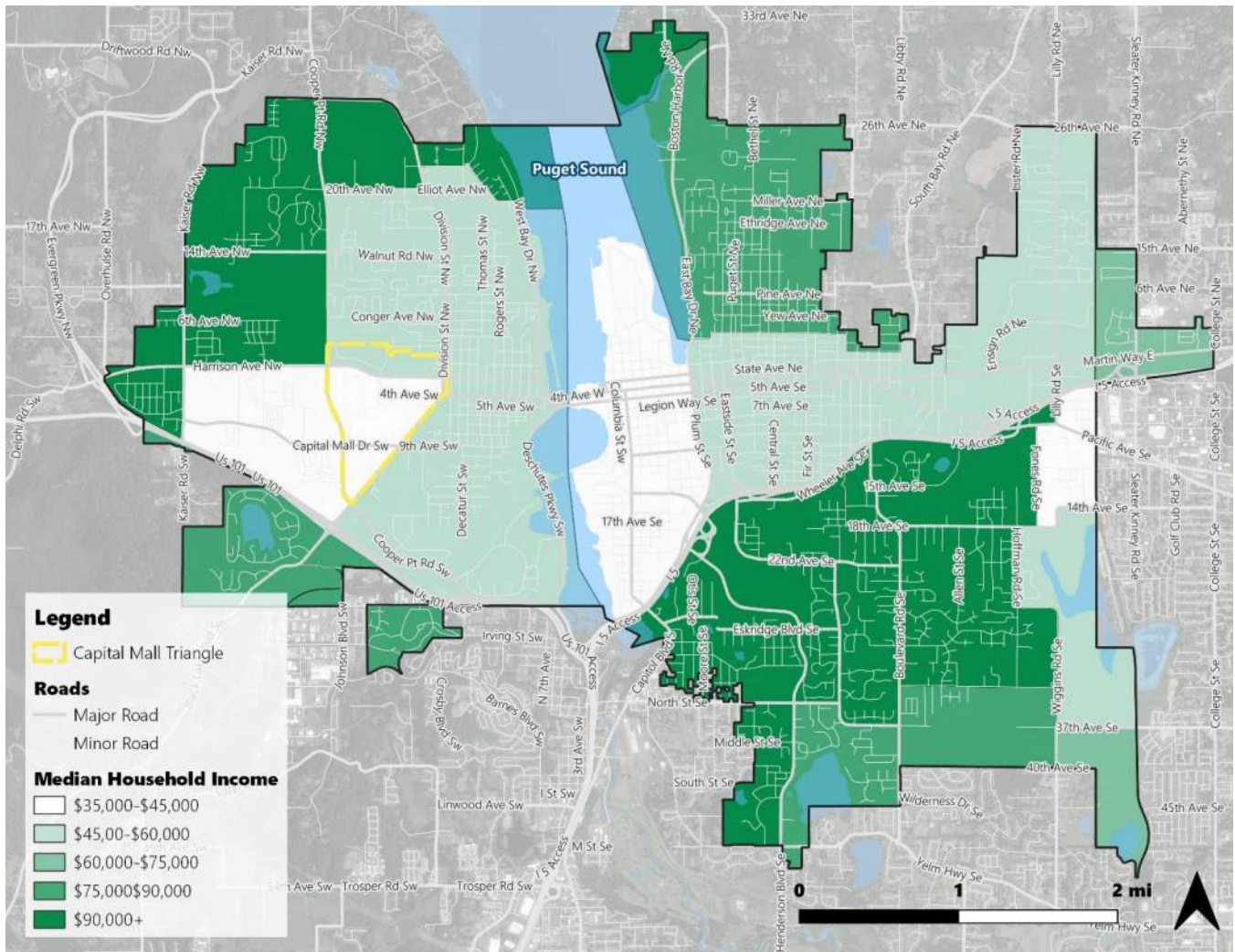
**Figure 64. Percent of BIPOC Households by Census Tract in Olympia**



Source: US Census Bureau, LCG.

As shown in Figure 65 below, median household incomes in the Triangle are also below the citywide average in most of the subarea. It is notable that the Downtown area, where there is also a significant number of apartments also has a low household income. This could be due in part to smaller household sizes in multifamily housing. However, the presence of relatively low-income renter households indicates that there could be displacement risk associated with redevelopment if existing housing units are lost or redeveloped as new, higher-end units.

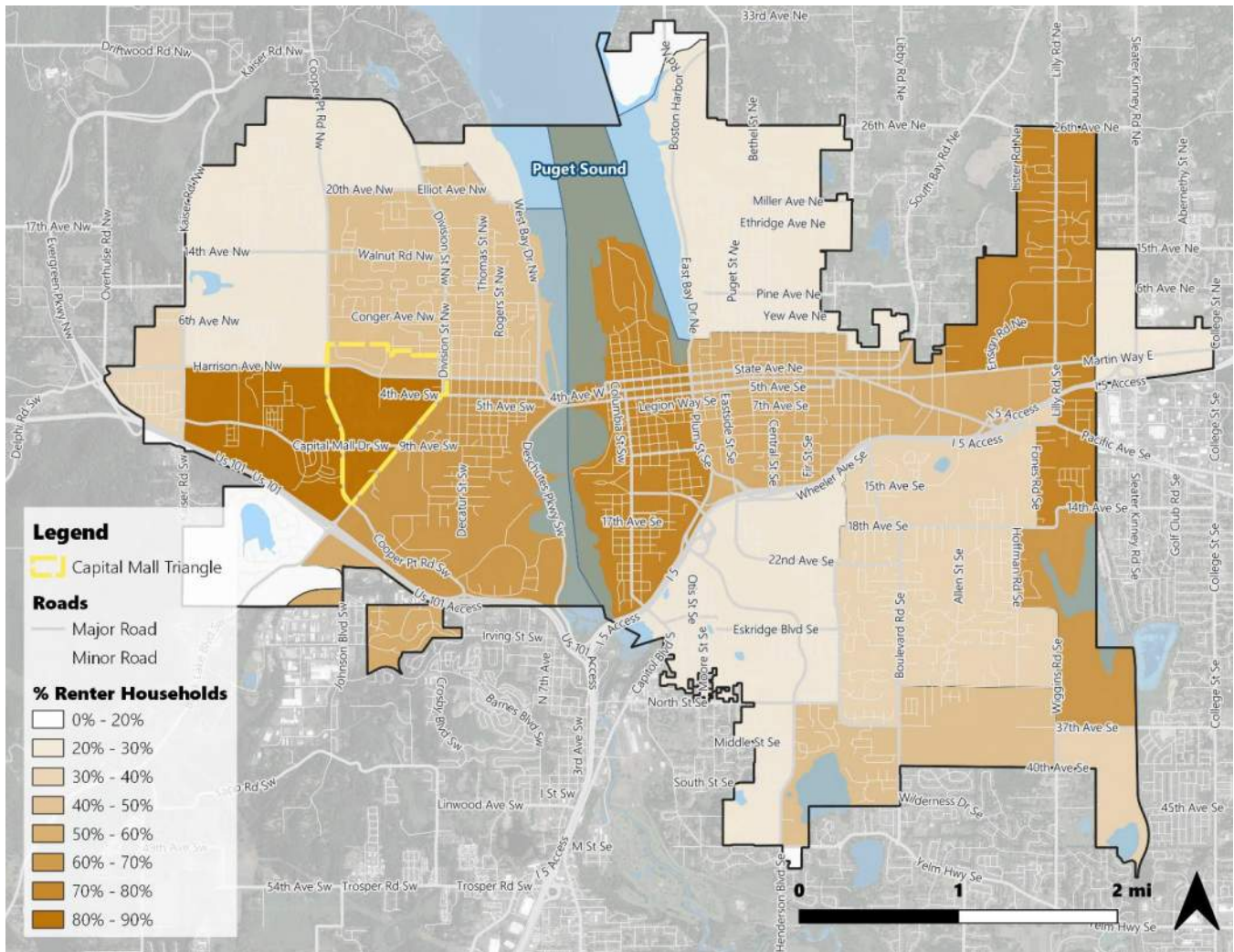
Figure 65. Median Household Income by Census Tract in Olympia



Source: US Census Bureau, LCG.



Figure 66. Percent of Renter Households in Olympia by Census Tract



Source: US Census Bureau, LCG.

While residents in most of the Capital Mall Triangle have high levels of English proficiency, the northern part of the study area has a higher percentage of residents with limited English proficiency.

**Map of Seattle, Washington**  
**Distribution of Limited English Proficiency**

**Legend**

**Roads**

- Major Road
- Minor Road

**% Limited English Proficiency**

- 0% - 2%
- 2% - 4%
- 4% - 6%
- 6% - 8%
- 8% - 10%
- 10% - 12%

**Capital Mall Triangle**

**Puget Sound**

**Scale:** 0 1 2 mi

**North Arrow**

The biggest displacement risk may be for those who live just outside of the Triangle and rent their homes. If the Capital Mall Triangle sees significant new development and becomes a more attractive place to live, rents in the area could go up as demand for new apartments both in and near the Capital Mall Triangle increases. This would raise the risk of displacement for low-income residents. In addition, if new commercial establishments replace community businesses, residents may feel socially displaced. Lower-income residents may also find that the new retail is out of their price range. While this is not the same as more direct forms of physical displacement, long-time residents may feel they are being culturally pushed out by some of the changes occurring in the subarea. The City can help mitigate some of this potential displacement risk by proactively employing strategies that have been employed by other cities, as well as those listed below. For example, both [Seattle](#) and Portland have established relocation assistance programs for renters who are forced out of their homes by rent increases, and have banned source of income discrimination.

## Capital Mall Triangle Subarea Plan - Appendix B Market Analysis

## Residential Displacement Mitigation

Mitigating the risk of physical displacement is the large number of commercial properties in the Capital Mall Triangle subarea. These large commercial parcels, many of which include sizeable surface parking fields, are likely the lowest hanging fruit for redevelopment. The land value per square foot for these parcels is lower than for residential properties in the area and LCG's interviews with commercial property owners in the triangle reveal an interest in mixed-use redevelopment. Adding more housing to commercial sites within the Capital Mall Triangle subarea could reduce displacement pressure on existing residents.

While the actions below can help mitigate displacement risk, it is important to note that housing markets are influenced by citywide and regional factors. If regional demand increases and/or factors like rising construction costs lead to a slowdown in housing production, rents will go up and economic displacement will occur in all areas of the city where there is a high concentration of renters. Any displacement mitigation strategies that the City chooses to employ should be enacted citywide, rather than just in the Capital Mall Triangle subarea. The City should couple tenant protections with strategies to increase the supply of housing, preferably both affordable and market rate. Housing supply increases should be commensurate with the number of new households in the City. The City has already begun taking steps to encourage housing construction, including lowering parking requirements, and increasing flexibility within the permitting process. Other factors may also reduce pressure on the City's housing supply, thereby lowering the risk of economic displacement. For example, if the State decides to reduce its physical office space and increase the number of employees working from home, the City's population growth could slow substantially.

**Housing Action Plan.** Through the recent [Housing Action Plan](#) (HAP), the City has identified the steps necessary to reduce displacement of lower-income renters. The following strategies for preventing displacement are listed in the HAP, and more details regarding the specifics of these strategies can be found there:

- Mitigation for individuals and families experiencing displacement
  - Require developers to provide relocation assistance, which the City could also do
  - Down payment assistance program
  - Right to Return policy
  - Tenant Protection Enhancements
  - Rental Registration Program
  - Notice of Intent to Sell Ordinance
  - Tenant Opportunity to Purchase Ordinance
- Land use and development strategies to increase the supply of permanently affordable housing
  - Donating or leasing city-owned land or providing funding to non-profit and low-income housing developers to build or renovate low-income affordable housing; or buy income restricted units proposed to be converted to market rate; or expand affordable home ownership opportunities
  - Offering density bonuses, fee waivers, 12-year Multifamily Tax Exemption or other incentives to build affordable housing
  - Requiring low-income housing units as part of new developments
  - Working with regional partners to develop a comprehensive funding strategy for affordable housing

Preserving existing market rate and affordable housing and building new affordable housing will help prevent widespread displacement in this neighborhood alongside the strategies outlined above. If the City is able to use the



tools outlined in its Housing Action Plan to mitigate potential physical, economic, and cultural displacement, it will serve the entire community, as mixed-income neighborhoods benefit all residents.

### Commercial Displacement

While most of the commercial space in the subarea is dominated by larger national chains, there are some smaller businesses both in the mall and in the area around Harrison Avenue NW in the northern portion of the subarea. Redevelopment of existing retail is likely to increase commercial rents in the area, both for the renovated buildings and those adjacent to them. In addition, the older, smaller buildings that house local businesses could be at a higher risk of redevelopment. The Small Business Anti-Displacement Network has produced a [toolkit](#) with strategies cities can use to reduce the risk of small business displacement. These include:

- Commercial preservation and property improvement
  - Façade, tenant, and/or interior improvement programs
  - Legacy business preservation
  - Heritage tourism
- Local hiring and entrepreneurial support
  - Local hiring ordinances
  - Technical assistance and counseling
  - Neighborhood business incubators
- Tax credits and incentives, however, Washington State law limits how a City's public funds may be used to help private entities. Quasi-public entities like Ports and Preservation and Development Authorities have more flexibility in using funds for economic development and business anti-displacement.
  - Tax abatements
  - Tax increment financing
  - Business or community improvement districts (BIDs or CIDs)
  - Real estate taxes
- Zoning and form-based codes
  - Store size caps
  - Neighborhood-serving zones
  - Formula business ordinances
  - Affordable workspace policies
  - Streamlined permitting and licensing
- Commercial tenant protections
  - Anti-displacement codes of conduct
  - Tenant harassment protections
  - Construction disruption assistance
- Commercial property and community ownership
  - Cooperatives
  - Community land trusts
  - Community benefits agreements
  - Real estate and community investment cooperatives

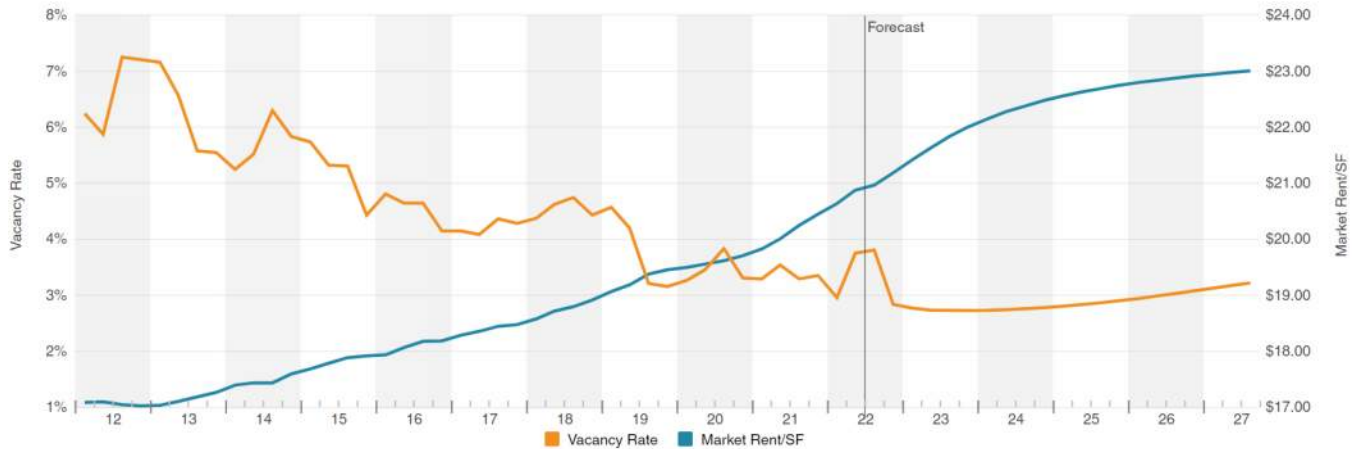
## Market Analysis and Development Forecast

### Retail/Commercial

## Retail Indicators in the Olympia Market and Westside Submarket

According to CoStar, Olympia's Westside Retail Submarket has 3.1 million square feet of retail space with no new space currently under construction. The retail vacancy rate is 3.8% and the market rent is \$20.89 per square foot. CoStar forecasts that the vacancy rate will remain around 3% over the next five years, while the rent will increase to approximately \$23 per square foot.

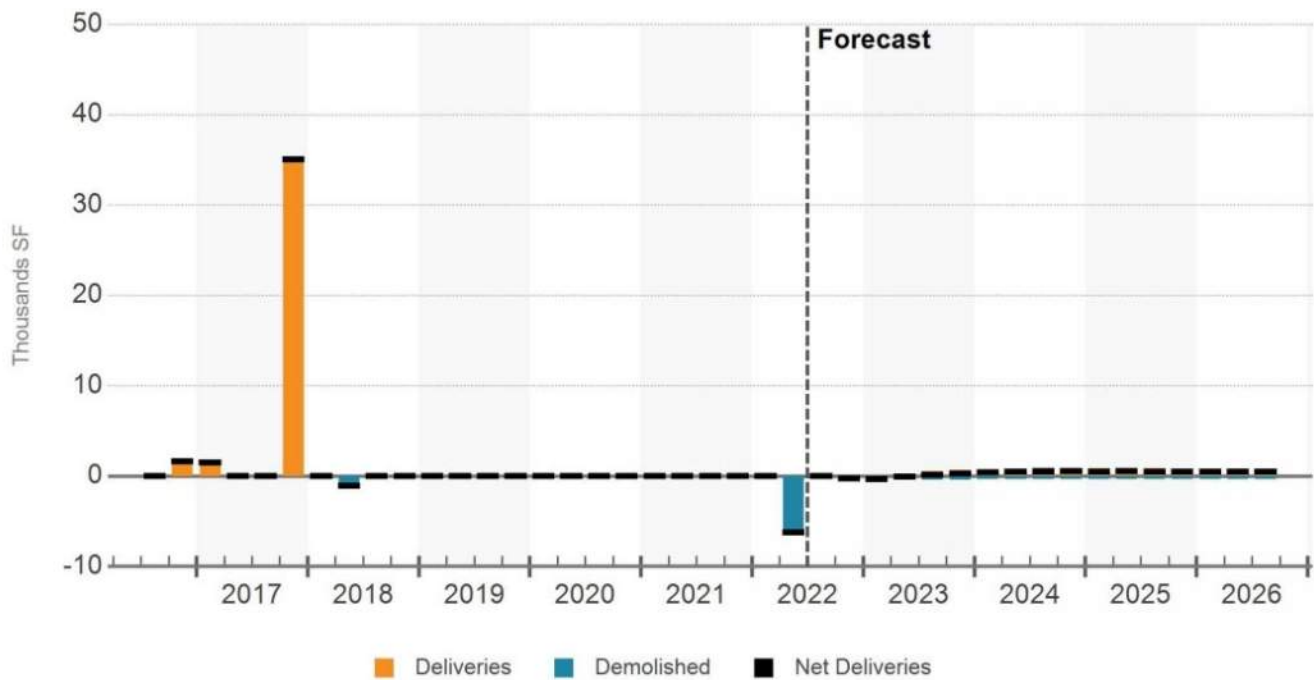
**Figure 68. Vacancy Rate and Market Rent per Square Foot in the Olympia Westside Retail Submarket**



Source: CoStar.

There has been no new retail construction in the submarket since 2017, and retail space has decreased since then due to demolitions. Inventory is not expected to change significantly over the next five years.

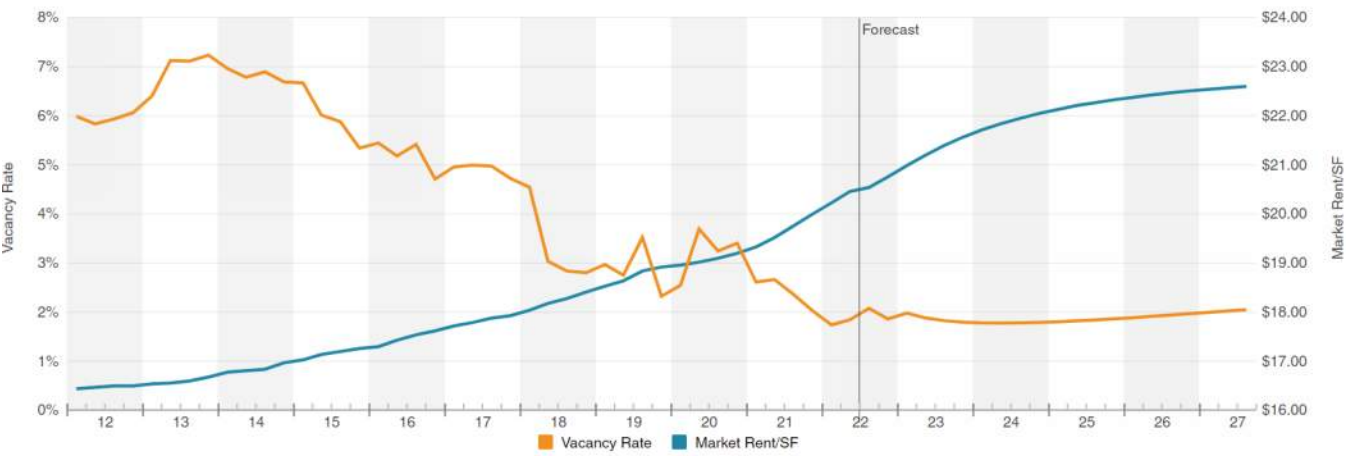
**Figure 69. Deliveries and Demolitions in the Olympia Westside Retail Submarket, 2016-2027**



Source: CoStar.

In the broader Olympia market, 69.5 thousand square feet of retail is currently under construction. Vacancy is 2.0% and market rent per square foot is \$20.46, just below the Westside submarket rent. As in the Westside submarket, vacancy is expected to remain low as rents rise over the next five years.

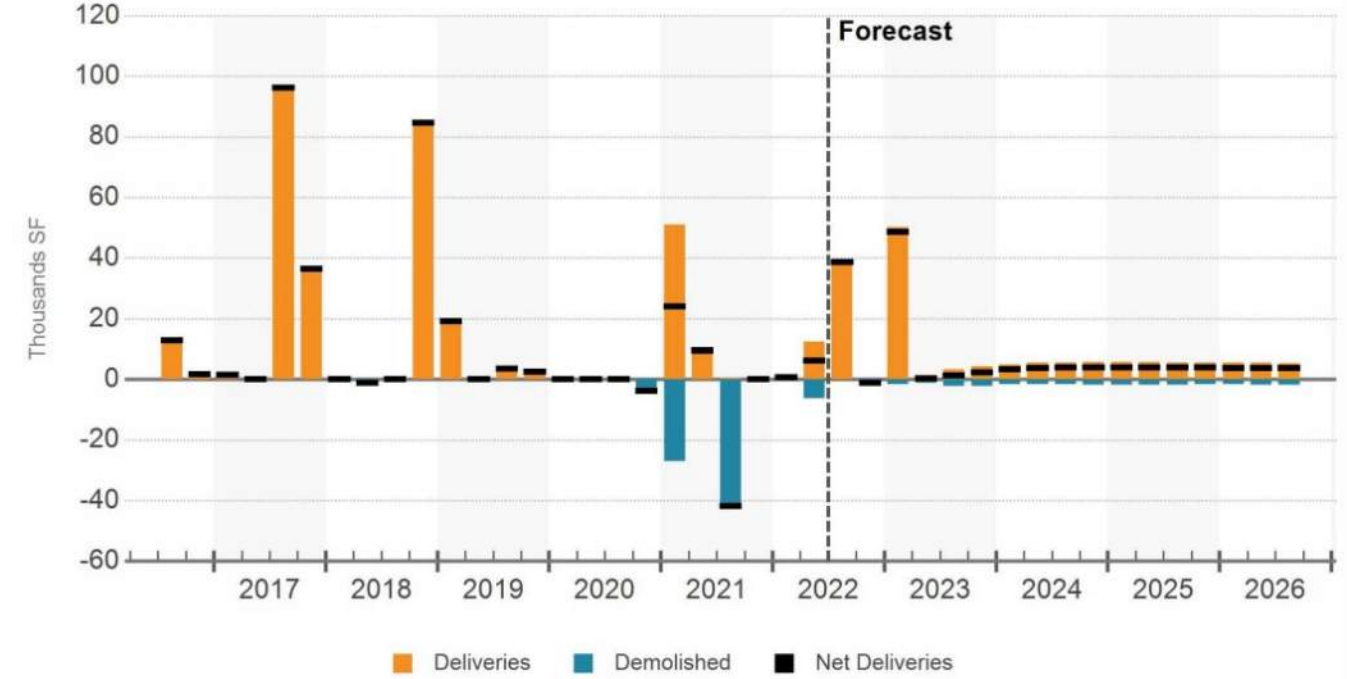
Figure 70. Vacancy Rate and Market Rent per Square Foot in the Olympia Market



Source: CoStar.

New retail space is expected to be delivered at the end of 2022 and beginning of 2023, with much lower levels of construction anticipated between 2024 and 2027.

Figure 71. Deliveries and Demolitions in the Olympia Market, 2016-2027



Source: CoStar.

Based on a leakage report from Placer AI, the largest category of unmet demand in the Olympia Capital Mall Triangle is electronic shopping and mail order houses. The report also notes a lack of automobile dealers, though the proximity of

the Olympia Auto Mall makes this a less pressing issue. These types of businesses do not fit with the vision the City has laid out for a dense, walkable, mixed-use neighborhood. In addition, while there is no grocery store in the Capital Mall Triangle, there is a Safeway across the street, just west of the northern portion of the triangle. Restaurants, limited-service eating places, and bars in the Capital Mall Triangle currently serve a clientele that is much larger than the population of the Triangle itself. As shown in Table 5, \$10.8 million of the \$13.3 million in economic activity at full-service restaurants is generated by people who live outside of the Triangle. As the Capital Mall Triangle evolves, retailers will likely want to ensure that visitors from outside of the subarea continue to patronize their businesses.

**Table 4. Categories with at least \$1 Million in Unmet Demand in the Capital Mall Triangle**

|   | <b>Demand</b> | <b>Supply</b> | <b>Unmet need</b> |
|---|---------------|---------------|-------------------|
| Electronic Shopping & Mail-Order Houses | \$24,357,849  | \$0           | \$24,357,849      |
| Automobile Dealers                      | \$10,000,286  | \$0           | \$10,000,286      |
| Grocery Stores                          | \$6,679,416   | \$0           | \$6,679,416       |
| Other General Merchandise Stores        | \$10,288,960  | \$5,334,987   | \$4,953,973       |
| Building Material & Supplies Dealers    | \$3,447,794   | \$0           | \$3,447,794       |
| Health & Personal Care Stores           | \$2,635,902   | \$0           | \$2,635,902       |
| Other Motor Vehicle Dealers             | \$1,290,041   | \$0           | \$1,290,041       |

*Source: Placer AI, LCG.*

**Table 5. Categories where Demand from within the Triangle Is Lower than the Supply**

|  | <b>Demand</b> | <b>Supply</b> | <b>Unmet need</b> |
|--|---------------|---------------|-------------------|
| Full-Service Restaurants                     | \$2,502,225   | \$13,339,181  | (\$10,836,956)    |
| Limited-Service Eating Places                | \$3,208,444   | \$13,067,604  | (\$9,859,160)     |
| Gasoline Stations                            | \$3,433,304   | \$11,356,024  | (\$7,922,720)     |
| Automotive Parts, Accessories, & Tire Stores | \$1,047,394   | \$6,343,401   | (\$5,296,007)     |
| Bars/Drinking Places (Alcoholic Beverages)   | \$333,403     | \$1,951,462   | (\$1,618,059)     |
| Clothing Stores                              | \$1,176,132   | \$2,114,803   | (\$938,671)       |
| Office Supplies, Stationery, & Gift Stores   | \$174,734     | \$948,449     | (\$773,715)       |

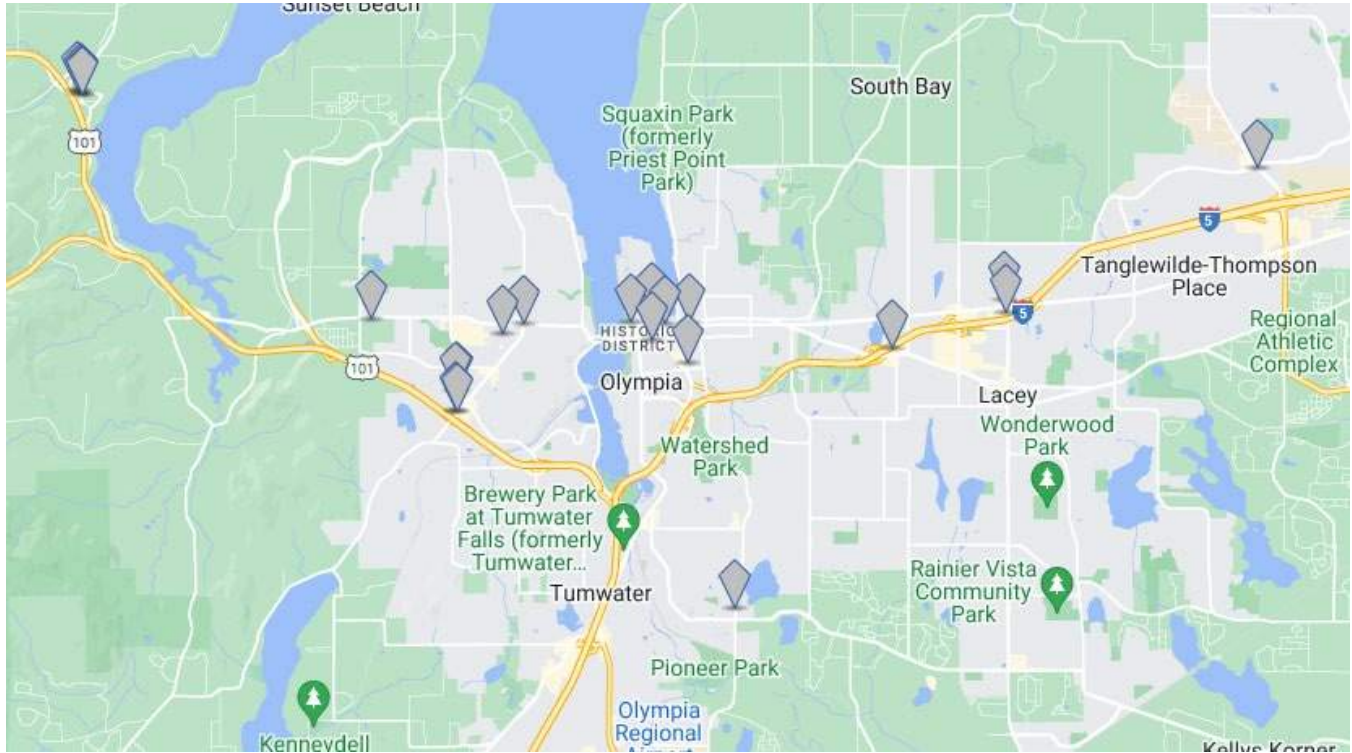
*Source: Placer AI, LCG.*

There is an opportunity to increase the amount of retail space in the Westside Submarket, particularly in the context of mixed-use development. Ground floor retail coupled with new housing units in the Capital Market Triangle would increase walkability and make the area more attractive for residents. However, the City should balance any ground floor retail requirements with the demand for retail in the area – vacant retail will not activate the subarea, and high vacancy rates could impact feasibility assessments.

## Recent Retail Development in Olympia

Since 2010, Olympia has added roughly 199,000 square feet of retail across 22 properties. The average market rent for these properties is \$21 per square foot. Six new buildings have been added in close proximity to the Olympia Capital Mall Triangle subarea.

**Figure 72. Locations of New Retail Development in Olympia since 2010**



Source: CoStar.

Figure 73. Locations of Retail Built since 2010 Proximate to the Capital Mall Triangle Subarea



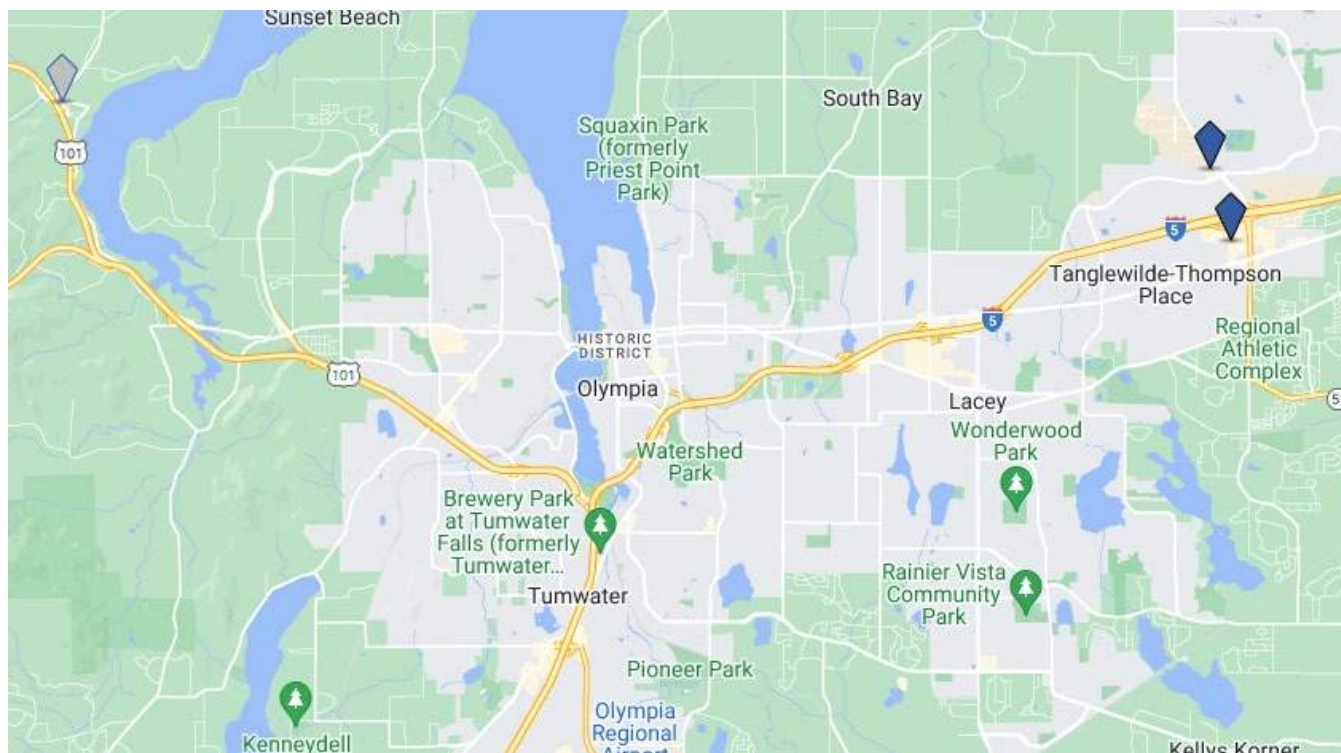
Source: CoStar.

These new retail establishments include, a Sonic, a Starbucks, a Buffalo Wild Wings, and a 35,000 square foot free-standing strip mall anchored by Party City located on 4<sup>th</sup> Avenue W.

The three retail properties currently planned or under construction in the Olympia-Lacey-Tumwater urban area are far outside the city center. Two are located east of the city in the Tanglewood-Thomson Place neighborhood, while the third is to the west in the Steamboat Square area. There are currently no new retail developments planned within the City of Olympia.



Figure 74. Map of Planned or Under Construction Retail in the Olympia-Lacey-Tumwater Urban Area



Source: CoStar.

Together these properties will add 26,804 square feet of retail to Olympia.

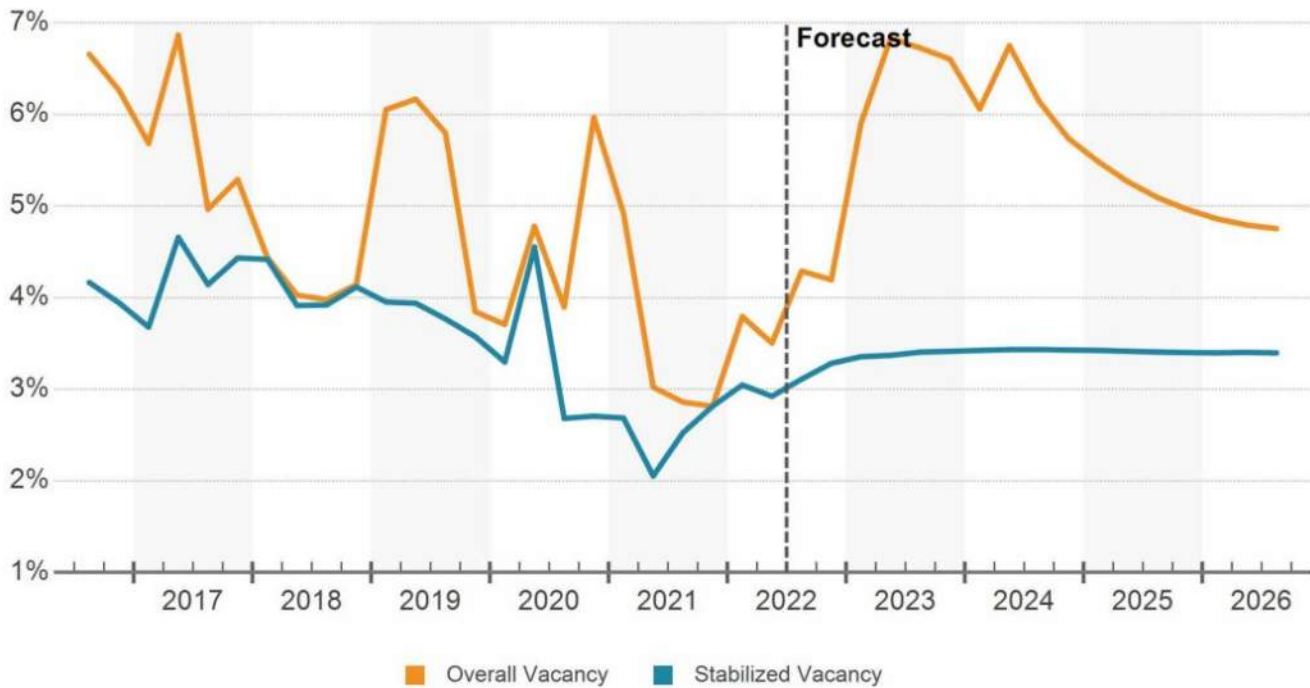


## Housing

### Multifamily Indicators in the Olympia Market & West Olympia Submarket

The Olympia multifamily market has a vacancy rate of 3.4% with 253 new units delivered over the past twelve months. Its rent increased 7% year over year and 1,198 units are currently under construction.

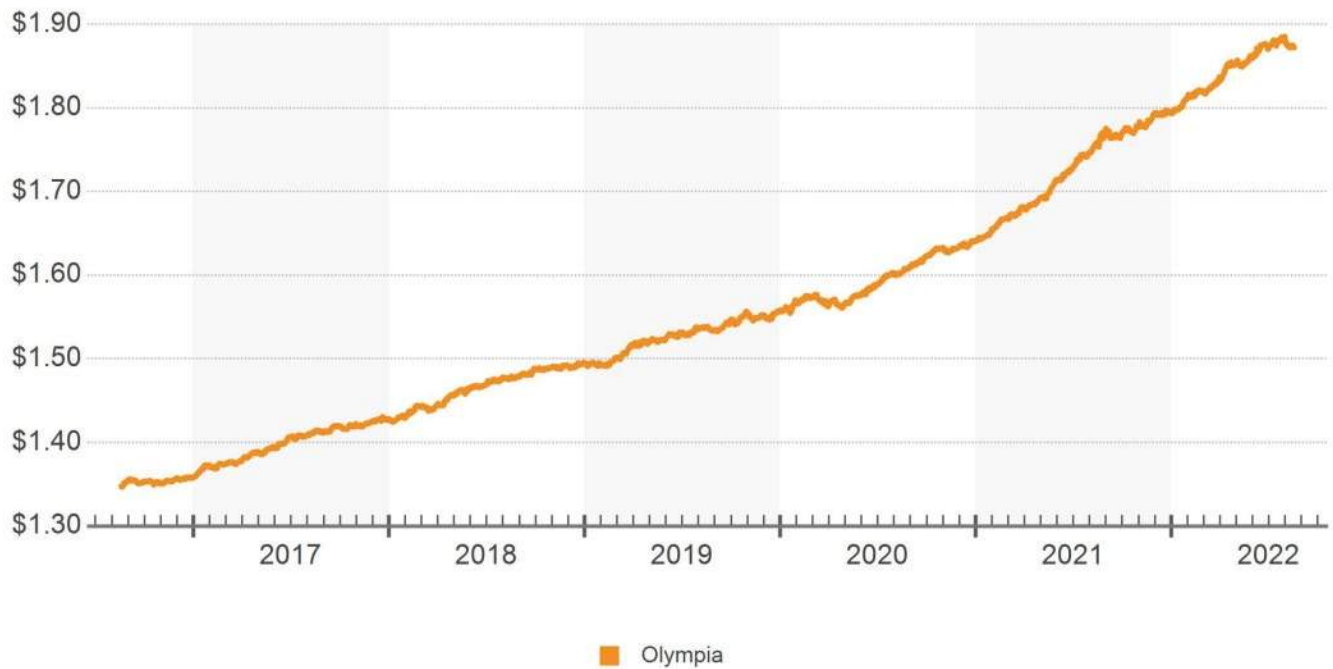
Figure 75. Multifamily Vacancy Rate in the Olympia Market



Source: CoStar

The average asking rent for [four- and five-star units](#) (those on the luxury end of the multifamily building spectrum) is \$1,918 while the effective rent is \$1,907. The average asking rent for all units is \$1,618. The average rent per square foot is \$1.87 as of August 2022, a 6.9% increase year over year.

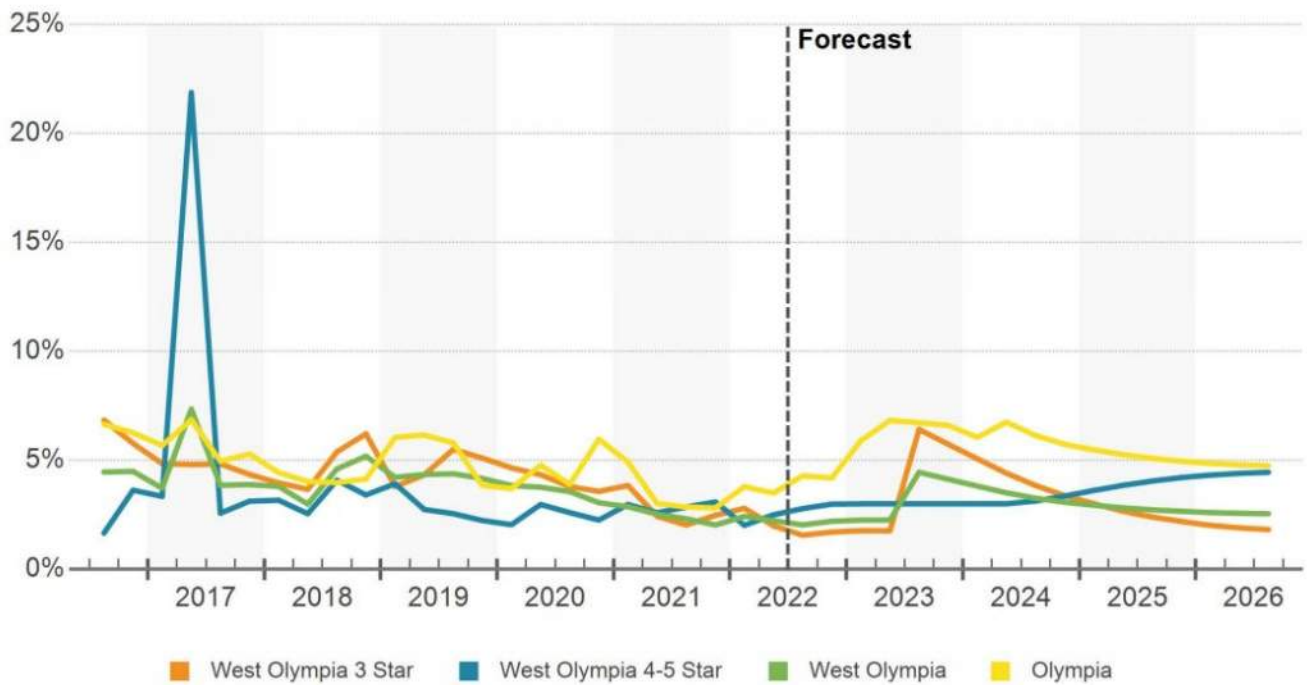
Figure 76. Asking Rent per Square Foot, Olympia Market



Source: CoStar

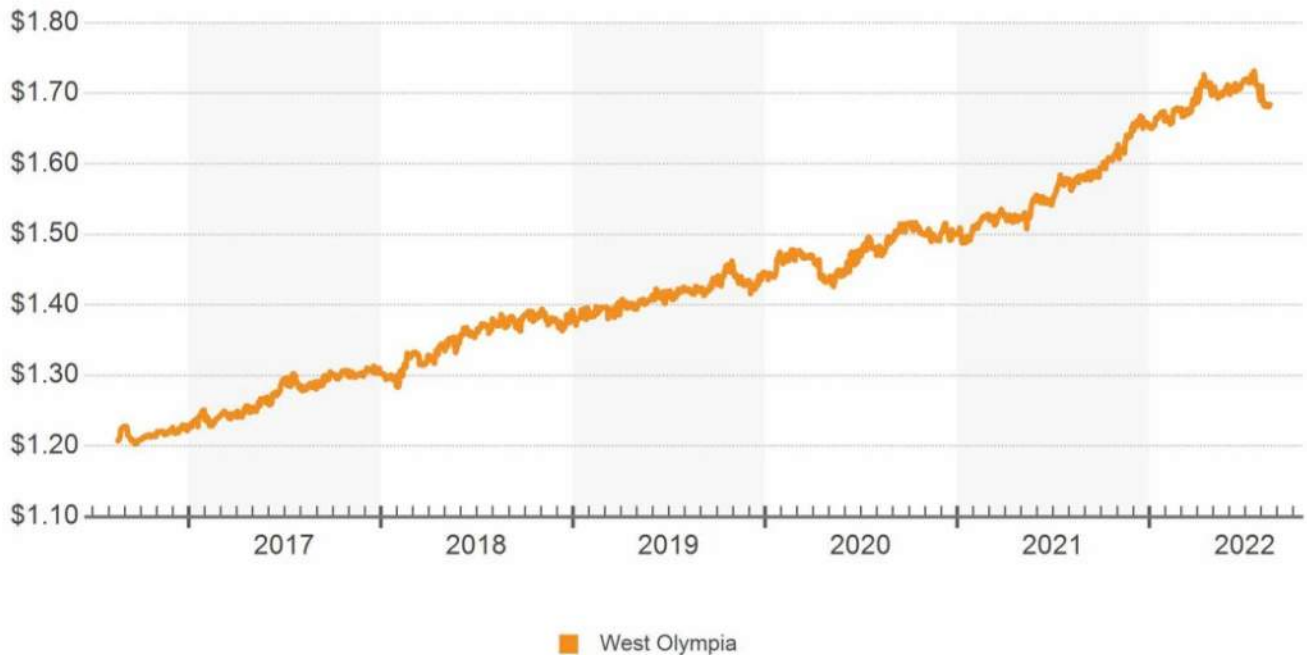
The vacancy rate in the West Olympia submarket is 1.9% as of Q3 2022, with no new units delivered in the last twelve months. The average asking rent for four- and five-star units is \$1,702 while the effective rent is \$1,694. The submarket average asking rent for all units is \$1,472. Asking rent has grown 7.7% year over year. Asking rent per square foot is \$1.68 as of August 2022. An 80-unit building called The Goat is currently under construction and expected to be completed by March 2023. It is located just west of the southern portion of Yauger Park on Capital Mall Drive SW.

Figure 77. Multifamily Vacancy Rate in Olympia and West Olympia



Source: CoStar

Figure 78. Daily Asking Rent per Square Foot, West Olympia Submarket

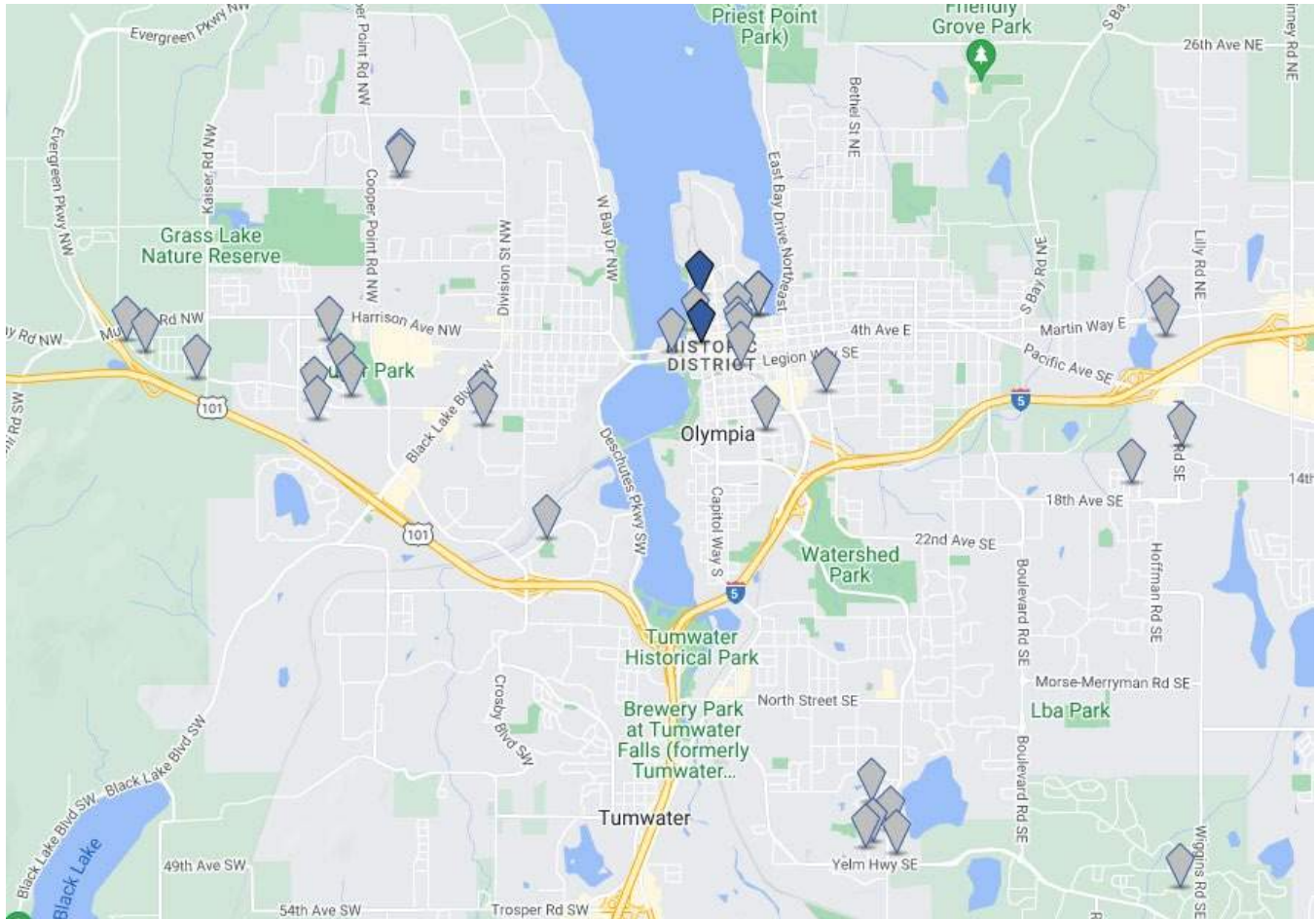


Source: CoStar

The West Olympia submarket's extremely low vacancy rate indicates a strong need for more housing units. Since 2010 the submarket has added 880 units across 8 buildings, but the vacancy rate remains at 1.9%, well below what would be expected in a healthy market. While there is a risk of displacement in the area, many of the primary opportunity sites for housing development in the Capital Mall Triangle are vacant lots, parking lots, and retail spaces. Redeveloping these areas would not result in the demolition of existing housing units. New housing units will also take the pressure off of rising rents, which can lead to displacement. In addition, if SEPA requires that 10% of new units be affordable and this requirement does not negatively impact development feasibility, some displacement may be mitigated.

## Recent Multifamily Development in Olympia

Figure 79. Multifamily Properties Completed between 2010 and 2022



Source: CoStar.

Of the 2,768 multifamily units that have been completed in Olympia since 2010, 531 are senior housing (market rate and affordable) and 363 are subsidized affordable housing. While Downtown Olympia has seen the most new multifamily buildings constructed since 2010, the South Westside has seen the most units.

Table 6. New Multifamily Construction in Olympia Submarkets since 2010

| Submarket               | Number of Buildings | Number of Units | Average Units/Building |
|-------------------------|---------------------|-----------------|------------------------|
| Downtown Olympia        | 12                  | 742             | 62                     |
| North Olympia           | 2                   | 130             | 65                     |
| South Olympia           | 8                   | 552             | 69                     |
| South Westside          | 1                   | 150             | 150                    |
| West Olympia            | 8                   | 880             | 110                    |
| Western Thurston County | 3                   | 314             | 105                    |
| <b>Total</b>            | <b>34</b>           | <b>2,768</b>    | <b>561</b>             |

Source: CoStar, LCG.

On the west side, the apartments built since 2010 are mainly garden-style apartments, townhomes, and duplex communities, while the city's Downtown features urban-style mid-rises.

Figure 80. Garden and Townhome Style Apartments on Olympia's West Side



8Hundred West  
800 Alta Street SW  
101 Units built in 2015



Woodland Apartments  
800 Yauger Way  
224 Units built in 2012

Source: CoStar.



**Figure 81. Urban Mid-Rise Apartment Buildings in Downtown Olympia**



123-4<sup>th</sup> Apartments  
123 4<sup>th</sup> Avenue W  
138 Units built in 2016



Views on Fifth  
410 5<sup>th</sup> Avenue  
140 Units built in 2020

*Source: CoStar.*

Rents are significantly higher in Downtown Olympia than on the City's West Side. According to CoStar, the weighted average rent per square foot of West Side market rate properties built since 2010 is \$1.74, while Downtown properties built since that time have a weighted average rent of \$2.65 per square foot. The average size of Downtown units is 631 square feet, while on the West Side units average 1,048 square feet. West Side units are also slightly older – the newest properties were built between 2010 and 2015. Downtown, development activity picked up in 2016 and continued through 2020.

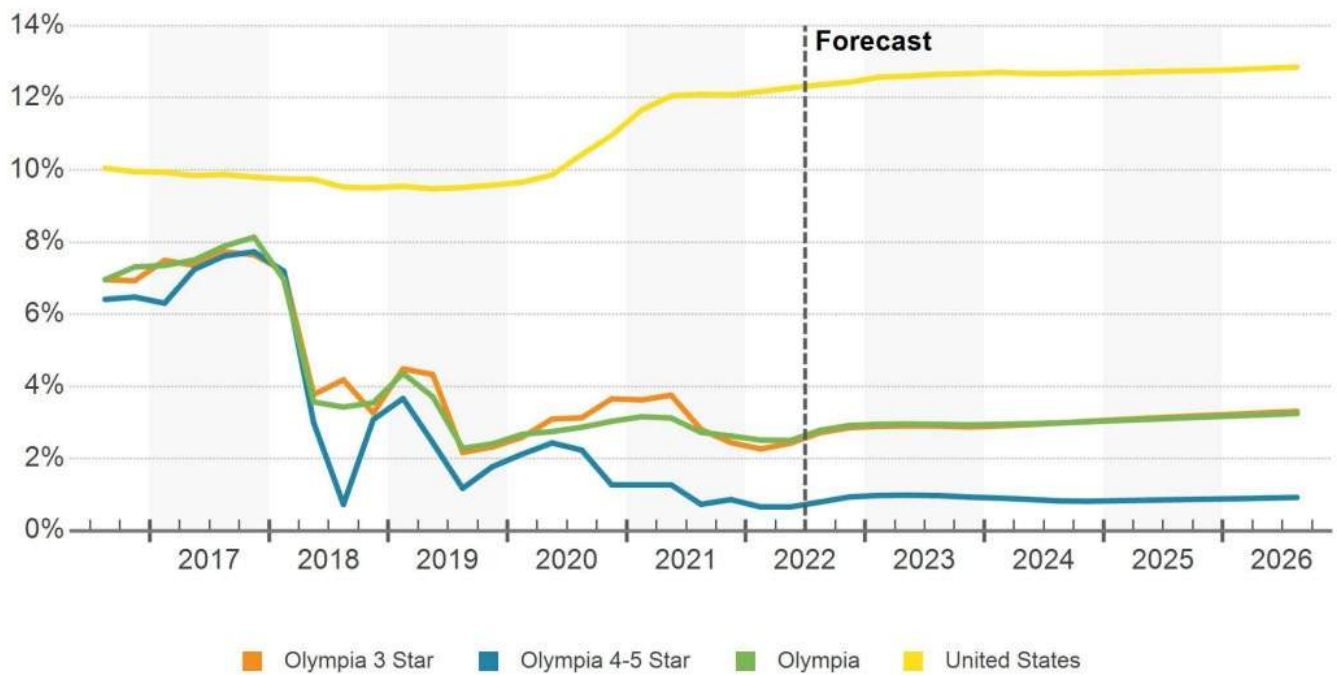
No new multifamily housing has been built in the Capital Mall Triangle subarea since 2000.

## Office

### Office Indicators in the Olympia Market and Westside Submarket

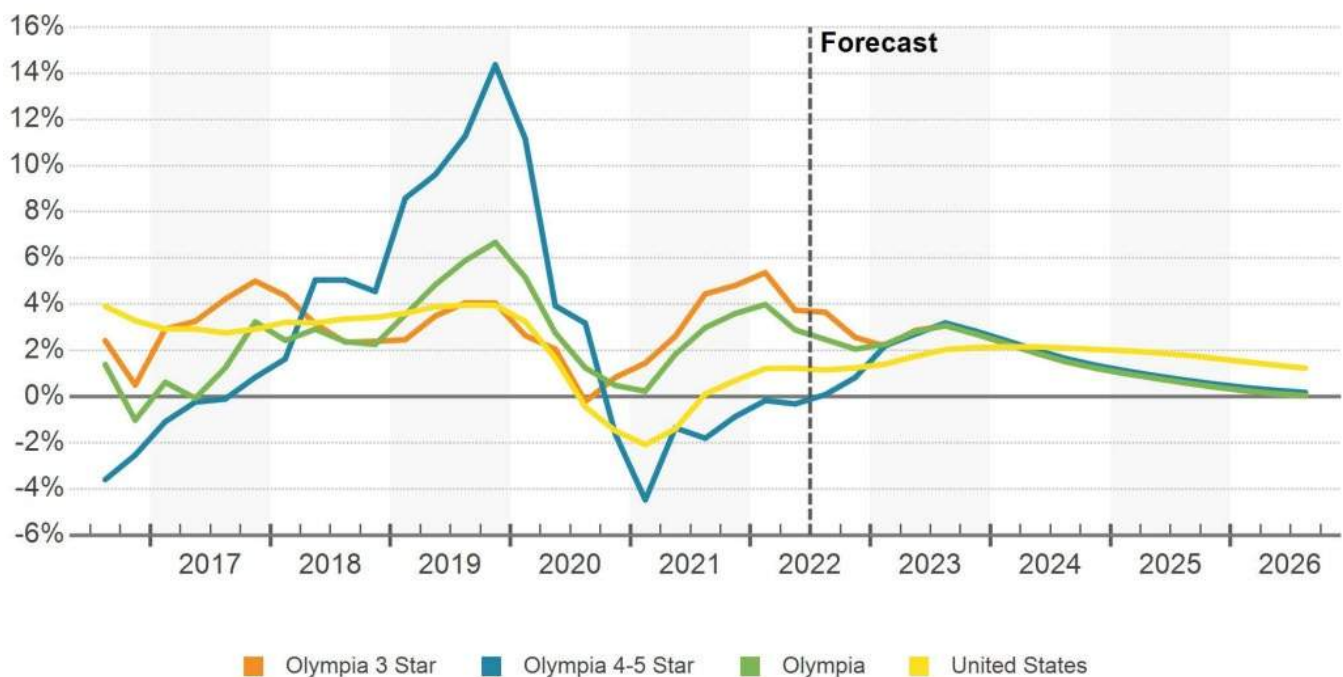
According to CoStar, the Olympia office market has an extremely low vacancy rate at 2.7%. This is largely due to the number of offices associated with the state government. While 43,000 square feet of office space has been added to the Olympia market over the past three years, there is currently no new office space under construction. As of August 2022, the asking rent per square foot is \$21.73. Year over year rent growth as of 3Q 2022 is 3.7% for 3-star office space and just 0.1% for 4- and 5-star office space. The market cap rate for office properties in Olympia is 7.75%.

Figure 82. Vacancy Rates in the Olympia Market



Source: CoStar.

Figure 83. Market Rent Growth (YOY) in the Olympia Market



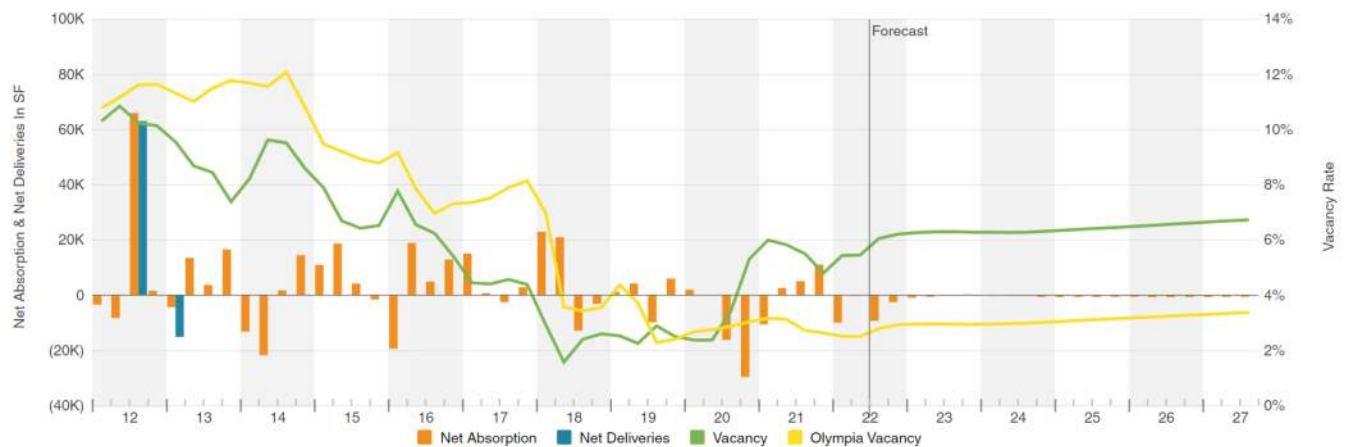
Source: CoStar.

Olympia's Westside submarket has a vacancy rate of 6.0%, significantly higher than the market as a whole. This area has roughly 1.6 million square feet of office space. Rents grew 3.1% between August 2021 and August 2022. The average



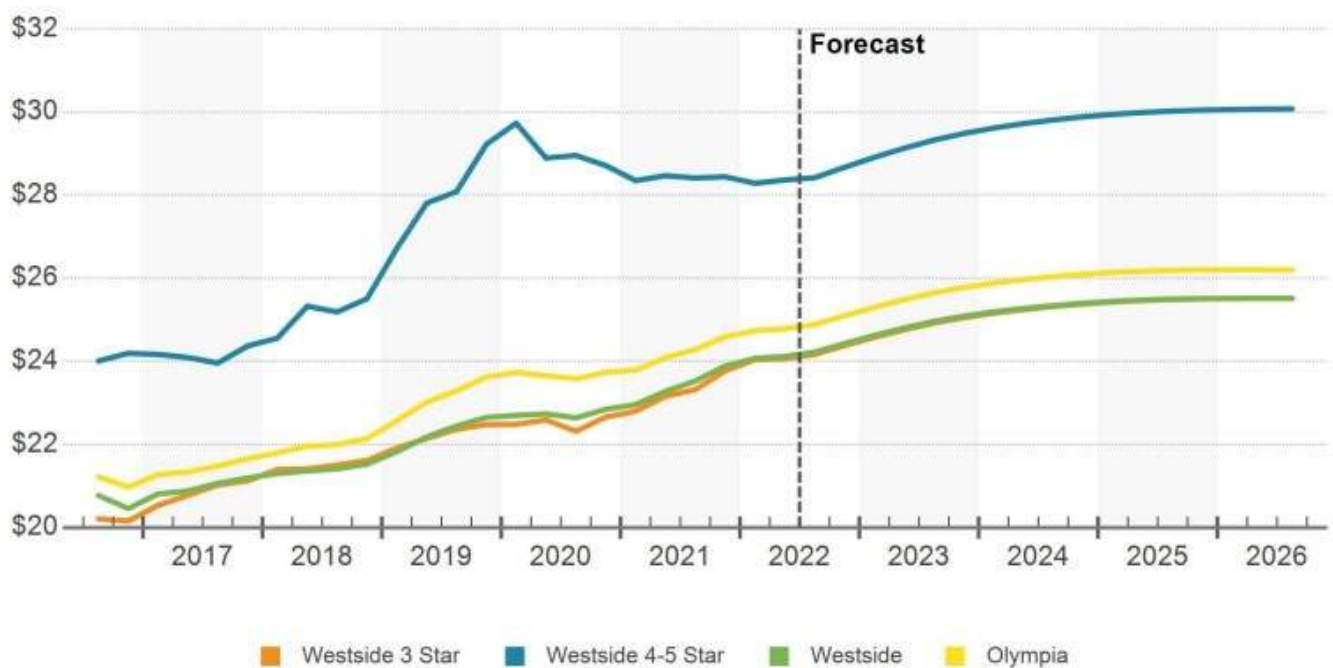
market rent per square feet is \$24.14, higher than the market average. The vacancy rate is especially low for 4- and 5-star properties in the submarket at 0.1% as of 3Q 2022. The vacancy rate for 3-star properties is 4.5%. No new office space has been built in the submarket since 2012.

**Figure 84. Net Deliveries, Absorption, and Vacancy in Olympia's Westside Office Submarket**



Source: CoStar.

**Figure 85. Market Rent per Square Foot in Olympia's Westside Office Submarket**

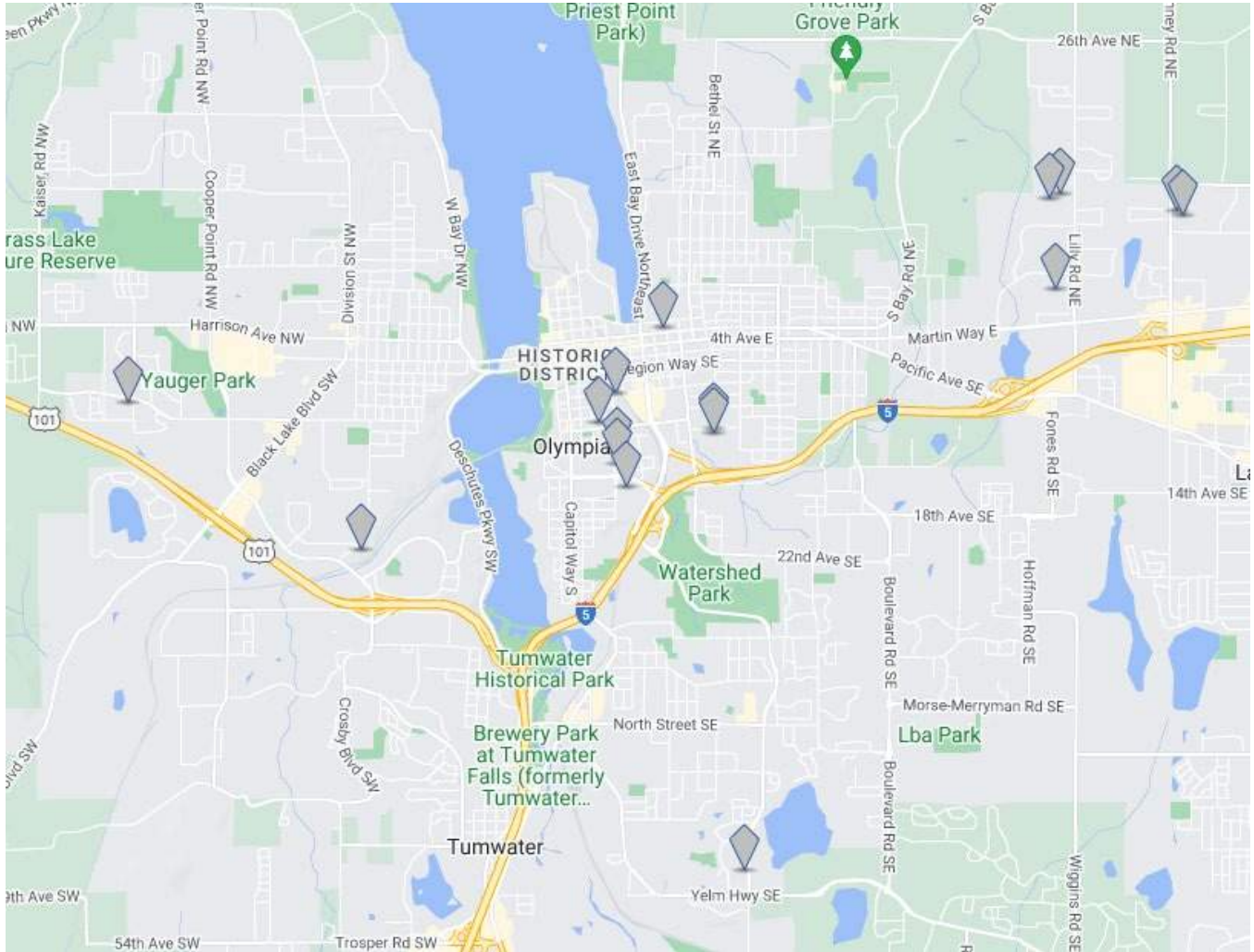


Source: CoStar.

While the vacancy rate is low for high-end office space in Olympia's Westside submarket, it is not clear that significantly more office space is needed in this area. The rise in remote work has reduced demand for office space, and the government agencies that drive Olympia's office demand are concentrated on the east side of town. While there may be an opportunity for a developer to include high-end office space in a new mixed use development, this should not be the primary focus of the City's efforts in the Capital Mall Triangle subarea.

## Recent Office Developments in Olympia

Figure 86. Locations of New Office Development in Olympia since 2010



Source: CoStar.

Since 2010, just two new office properties with a total of 70,640 rentable square feet have been built west of Downtown Olympia. Over that same period, Downtown Olympia gained 395,273 square feet of new office space across 6 buildings.

Table 7. New Office Construction in Olympia Submarkets since 2010

| Submarket                | Number of Buildings | Total RBA      | Average RBA/Building |
|--------------------------|---------------------|----------------|----------------------|
| Downtown Olympia         | 6                   | 395,273        | 65,879               |
| Eastside                 | 5                   | 62,030         | 12,406               |
| Lacey                    | 2                   | 6,400          | 3,200                |
| Outlying Thurston County | 1                   | 12,378         | 12,378               |
| Westside                 | 2                   | 70,640         | 35,320               |
| <b>Total</b>             | <b>16</b>           | <b>546,721</b> | <b>129,183</b>       |

Source: CoStar, LCG.

**Figure 87. New Office Space Built West of Downtown Since 2010**



Olympia Orthopaedic Associates  
3901 Capital Mall Drive SW  
63,000 SF built in 2012



Percival Creek Office Park  
2024 Caton Way SW  
7,640 SF built in 2011

Source: CoStar.

Since 2000, 46,406 square feet of office space in 9 properties have been built in the Capital Mall Triangle. All of these properties were completed between 2002 and 2008 in the northern portion of the subarea.

**Figure 88. New Office Development in the Capital Mall Triangle Subarea since 2000**



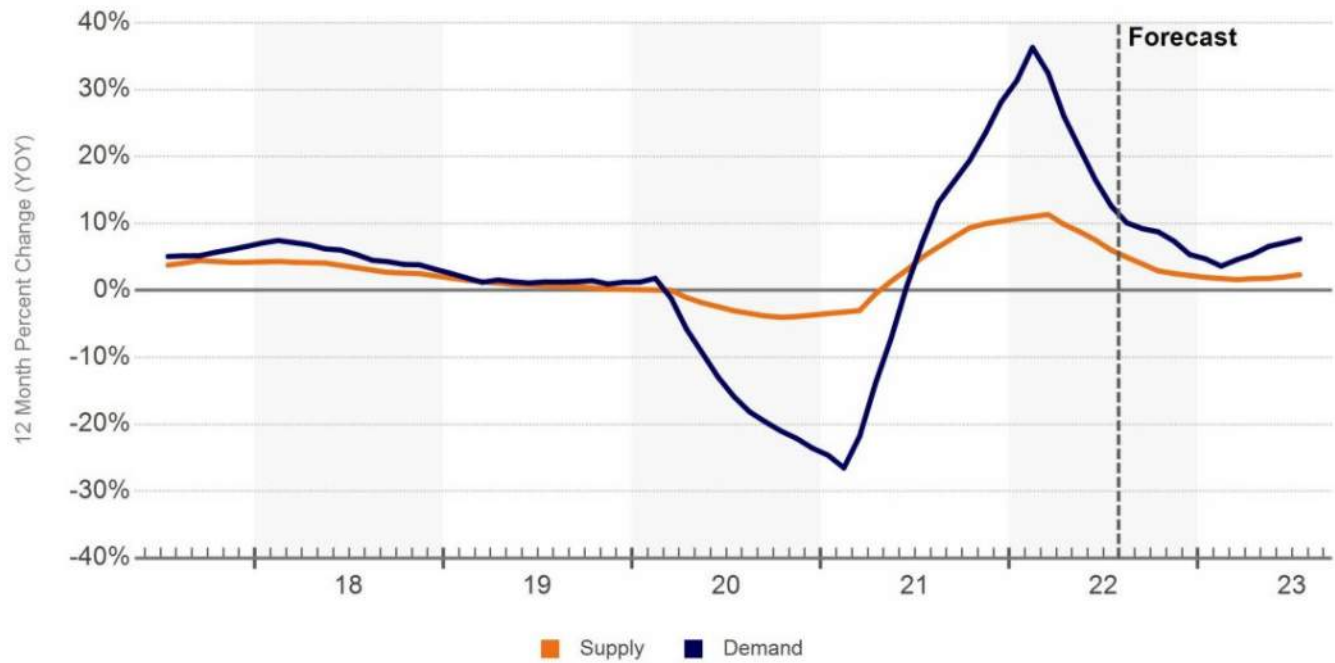
Source: CoStar.

# Hospitality

## Hospitality Indicators in the Olympia-Tacoma Submarket

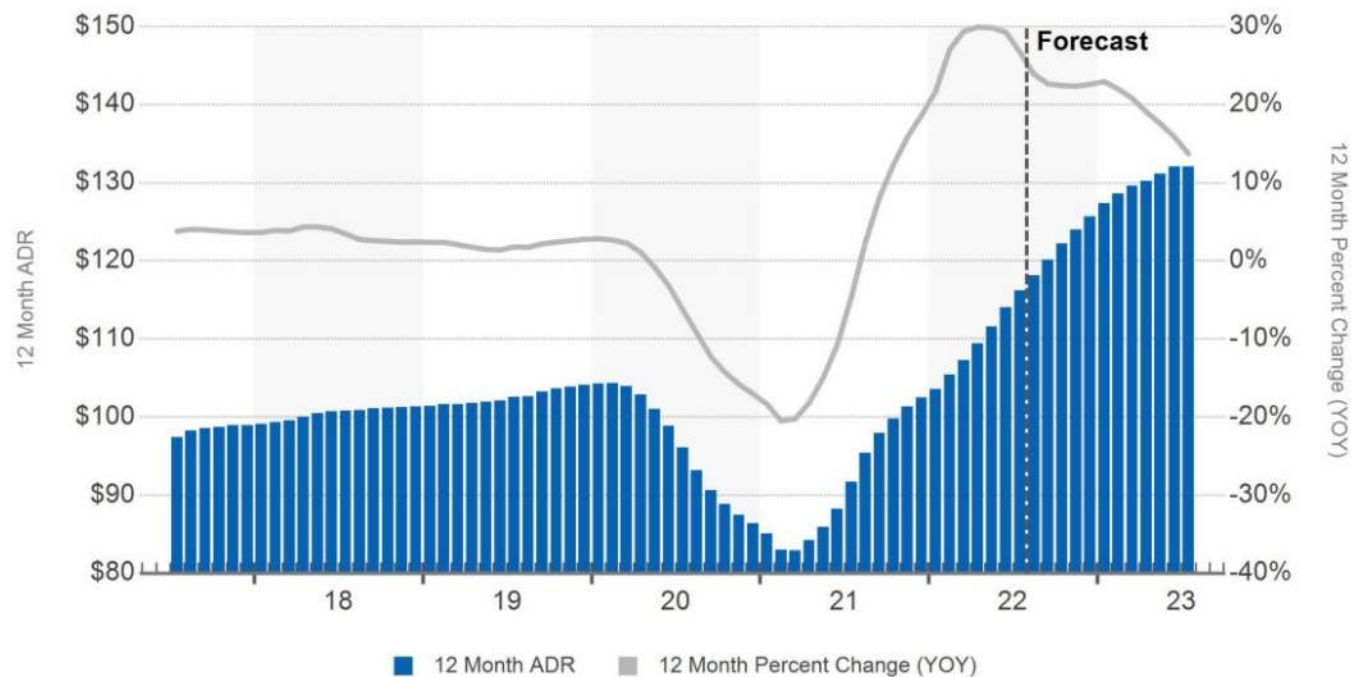
According to CoStar, the Olympia-Tacoma Submarket has 9,025 hotel rooms with an additional 124 currently under construction. 85 rooms have been added over the last twelve months. The submarket occupancy rate is 75.8% and the Average Daily Rate (ADR) is \$141.16. RevPAR is \$106.99.

Figure 89. Twelve Month Supply and Demand Change for Hospitality in the Olympia-Tacoma Submarket



Source: CoStar.

Figure 90. ADR over the Last Five Years in the Olympia-Tacoma Submarket



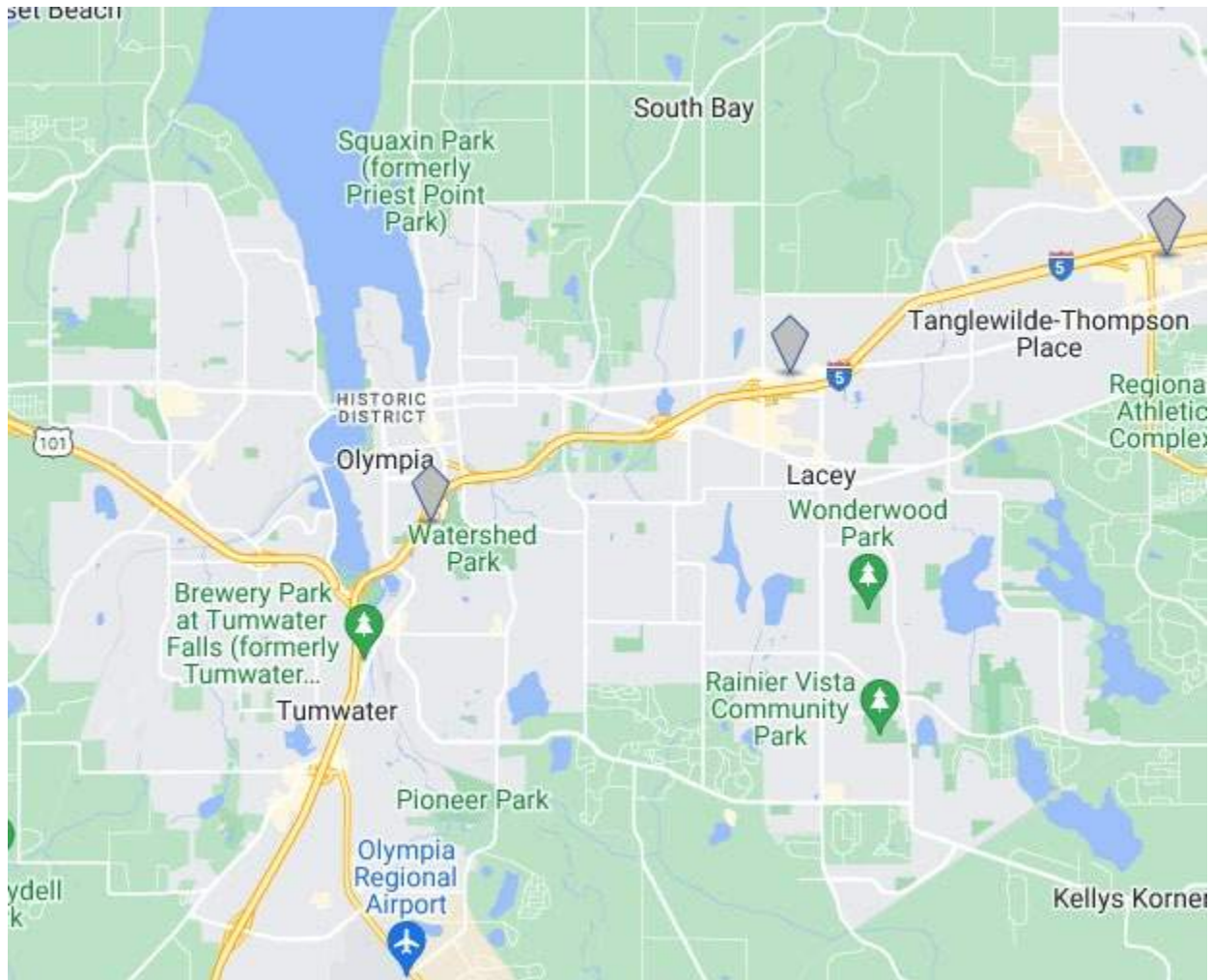
Source: CoStar.

While demand for hotel rooms has been increasing in Olympia, the Capital Mall Triangle subarea is not the ideal location for new hotel rooms. Hotel development is primarily concentrated in downtown Olympia and the east side. There are also 286 rooms currently in the development pipeline in the city. The absorption of those new rooms and their impact on ADR and other indicators will determine whether additional rooms are necessary in the submarket. The Capital Mall Triangle subarea is unlikely to attract significant new hotel development.



## Recent Hospitality Developments in Olympia

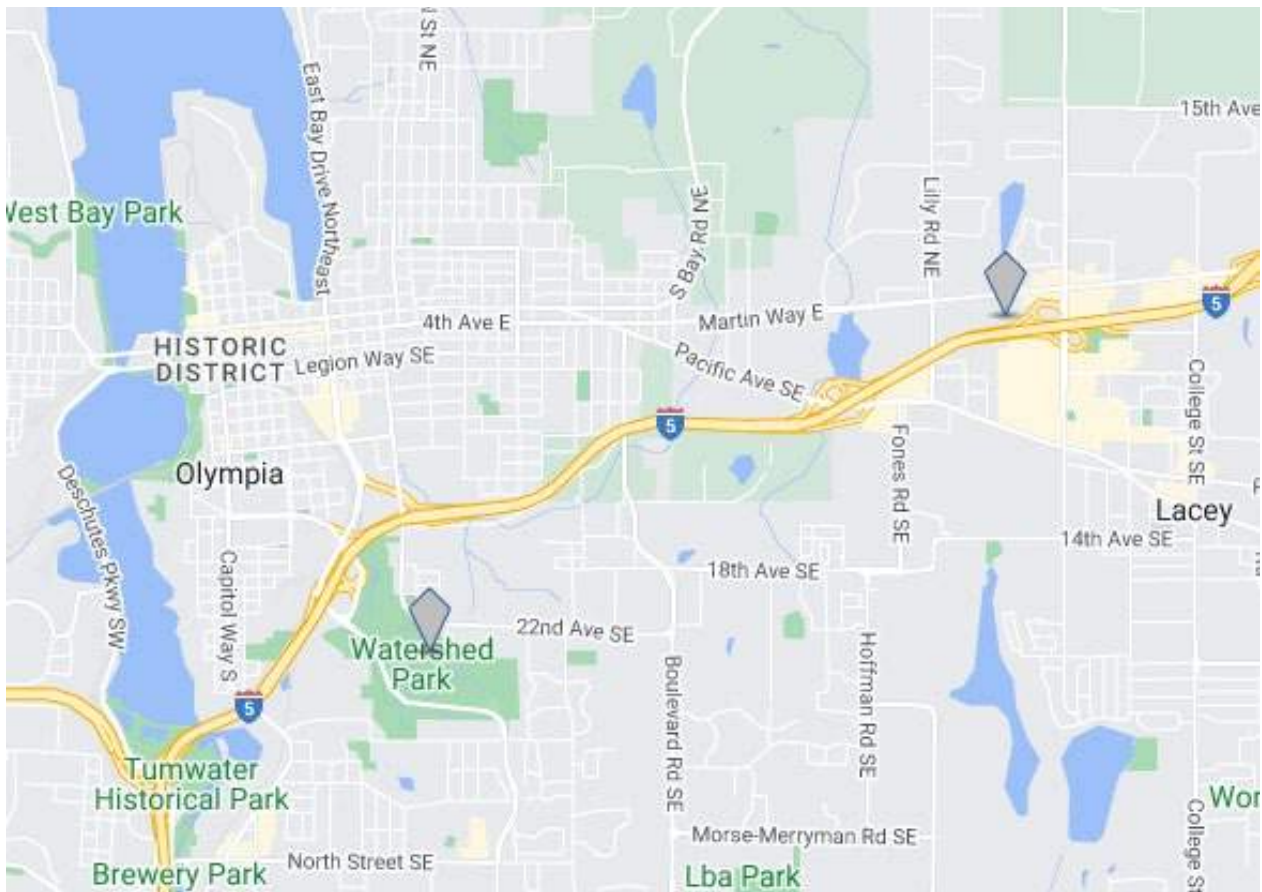
Figure 91. Locations of New Hotel Developments in Olympia Since 2010



Source: CoStar.

Since 2010, no new hotels have been built west of Downtown Olympia. A 118-room Hilton Garden Inn was built just across I-5 from the South Capitol neighborhood in 2016, a 121-room Hampton Inn was built in Olympia in 2016, and an 85-room Best Western was built in Tanglewilde-Thompson Place in 2011. There are two hotel projects with a total of 246 rooms currently planned or under construction in the city.

Figure 92. Location of Currently Under Construction Hotels in Olympia

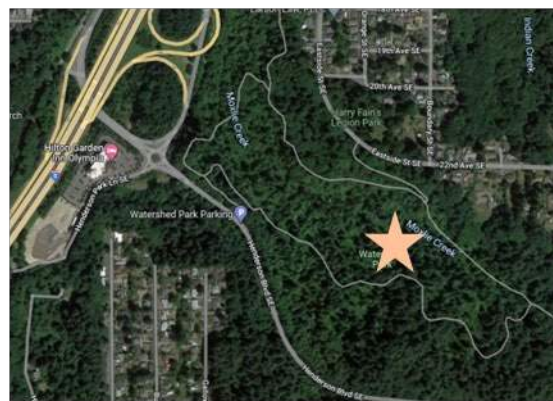


Source: CoStar.

**Figure 93. Hotel Developments in Olympia**



Woodspring Suites  
3901 Martin Way  
122 rooms, under construction



Courtyard Olympia  
2102 SE Henderson Park Lane  
124 rooms, under construction

Source: CoStar.



## Comparable Projects

### Belmar

The Belmar redevelopment project in Lakewood, Colorado provides a potential example for the Olympia Capital Mall Triangle Subarea to follow. The Belmar site was previously home to the Villa Italia regional mall, a 104-acre site with 1.2 million square feet of commercial space built in 1966.

Figure 94. Villa Italia prior to Redevelopment



Figure 95. Belmar after Redevelopment

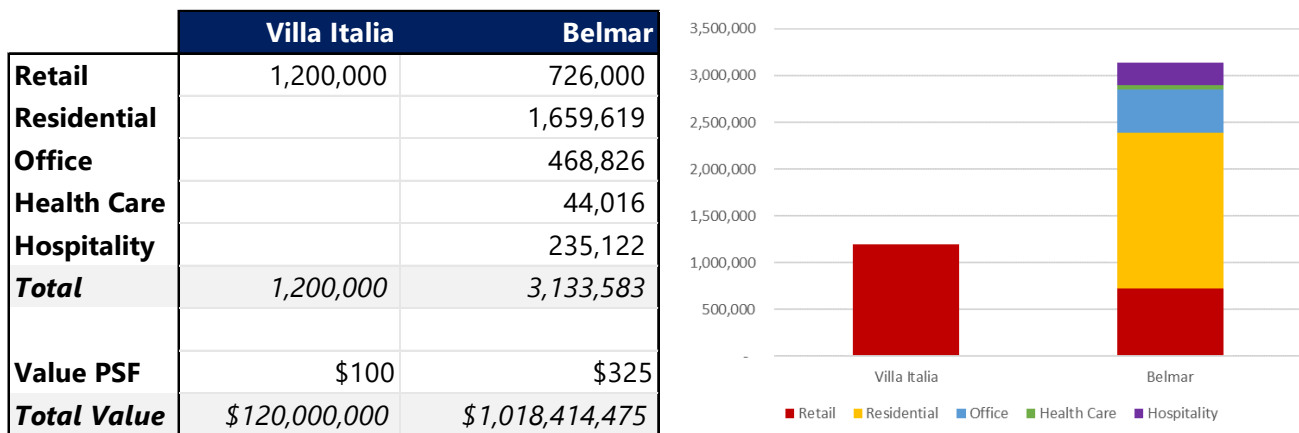


Figure 96. Belmar Master Plan.



Source: Van Meter, Williams, Pollack LLP.

Figure 97. Square footage of uses and value comparison of Villa Italia and Belmar.



Source: Leland Consulting Group. Note: Belmar data is as of 2018.

The vast, sprawling parking lots that had surrounded the Villa Italia shopping center were converted into mixed use buildings with space for retail, housing, office, health care, and hospitality. The redevelopment was a public private partnership between the City of Lakewood and the developer, Continuum Partners. The City used Public Improvement Fee and Tax Increment Financing to direct \$95 million to site infrastructure and preparation and in exchange got a new thriving downtown area. As a result of the redevelopment, the value of the site increased from \$120 million to \$1.02 billion. While it is still a shopping district, it is significantly more walkable and offers spaces for public gatherings. The site still includes a significant parking element, with 2,500 surface and 2,500 structured spaces, but the parking ratio is significantly lower than it had been previously. 5,000 spaces serve 1,048 residential units and nearly 1.5 million square feet of retail, office, health care, and hospitality.

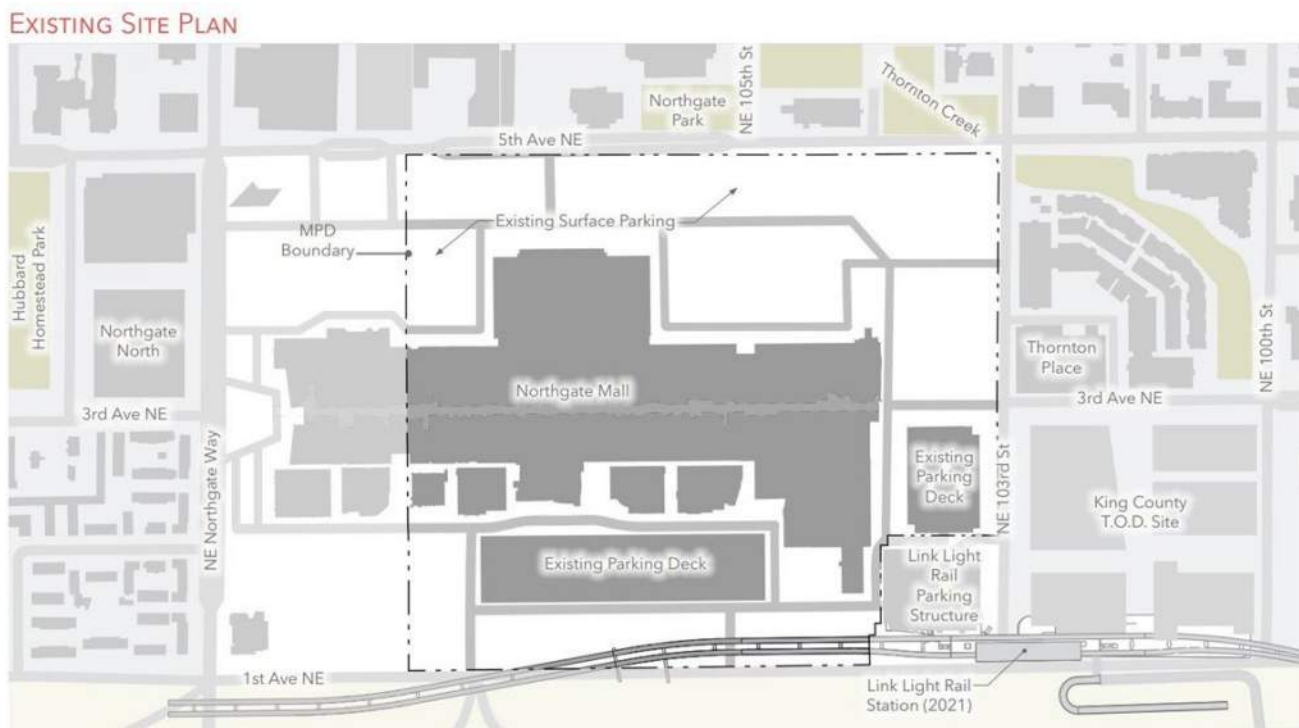
By significantly reducing the amount of surface parking on site, Belmar was able to become a more attractive and walkable area that people want to visit. Like the Capital Mall Triangle, Belmar is not served by commuter or light rail. However, a number of bus lines have stops on W Virginia and W Alameda Avenues, on the northern and southern borders of the site. This transportation access helps attract tenants and visitors without maximizing parking area.

## Thornton Place/Northgate

The Northgate Shopping Center in North Seattle is currently undergoing a transformation from mall to mixed-use destination with housing, office space, and community amenities. The full build-out is expected to include:

- Kraken Community Iceplex and Team Store
- 32 Bar & Grill
- Starbucks
- Virginia Mason Franciscan Health Medial Pavilion
- Local & specialty retail & dining destinations
- Public gathering spaces
- 900,000 SF of Class A office space
- 1,200 residential units
- Two hotels
- Transit-oriented amenities
- Improved circulation routes

**Figure 98. Northgate Mall Site Plan Prior to Redevelopment**



Source: King5 Seattle.



Figure 99. Proposed Site Plan for Northgate Station Redevelopment Project



Source: King5 Seattle.

The plan includes the redevelopment of surface parking and reconfiguration of retail on site to create a more walkable community with multimodal access to the new Link Light Rail station. By creating a permeable site, the development will also help connect community amenities like the library, community center, and Northgate Park with the new light rail station. The light rail station opened in 2021, along with a pedestrian and bike bridge over I-5 to connect the Northgate Transit Center to North Seattle College.

The four buildings along 5<sup>th</sup> Avenue NE will be mixed use with ground floor retail and residential above. The planned office buildings will also have ground floor retail and restaurant space. Despite the redevelopment of the surface parking lots, the site is not expecting to reduce parking on-site. Instead, parking will be structured.

The full build-out of the Northgate Station redevelopment project is expected to add 5,260 new jobs in addition to the 400 new jobs at the Iceplex. The \$80 million Iceplex project alone is expected to attract 1 million visitors spending \$5.5 million each year. As the rest of the area gets built up, visitors to the Iceplex will have new places to eat, shop, and gather. The new apartments will be home to the Northgate Station workforce as well as commuters attracted by the new light rail.

Thornton Place, located just east of the Northgate property, is located on the site of a former surface parking lot and was completed in 2009. It includes 387 multifamily units and 98,511 square feet of retail space. The units are a mix of market rate and affordable housing. Market rate multifamily rents are \$3.31 per square foot as of September 2022, while retail commands around \$34 per square foot.

Figure 100. Location of Thornton Place Prior to Development



Source: Grist.

Figure 101. Thornton Place



Source: CoStar.



<https://www.theurbanist.org/2021/06/10/northgates-construction-spree-is-just-starting/>

<https://www.seattletimes.com/seattle-news/transportation/light-rail-ready-to-open-at-northgate-transforming-more-than-just-commutes/>

<https://northgatenhltrainingcenter.splashthat.com/>

<https://www.bizjournals.com/seattle/news/2022/06/07/new-seattle-jobs-northgate-station-jobs.html>

## Totem Lake, Kirkland

The Village at Totem Lake is a mall redevelopment project with 400,000 square feet of mixed-use development featuring housing, retail, grocery, restaurants, a theater, and creative office space. Prior to redevelopment, the Totem Lake Mall was a typical strip-mall style shopping center.

**Figure 102. Totem Lake Mall Prior to Redevelopment**



*Source: Kirkland Reporter.*





Figure 104. Location and Rendering of The Village at Totem Lake



Source: CenterCal Properties.

Figure 105. Mixed Use Buildings at The Village at Totem Lake



Source: Reid Middleton.

<https://ulidigitalmarketing.blob.core.windows.net/ulidcnc/2012/03/Kirkland-TAP.pdf>

<https://www.kirklandwa.gov/files/sharedassets/public/tv/resident/totem-lake/totem-lake-magazine-2020.pdf>

<https://www.barghausen.com/portfolio/the-village-at-totem-lake>

<https://www.commerce.wa.gov/programs/smart-communities-award/2021-awardee-city-of-kirkland-village-at-totem-lake/>

<https://www.kirklandwa.gov/Whats-Happening/News/Village-at-Totem-Lake-Receives-Governors-Smart-Communities-Award>

## Promenade of Wayzata

The Wayzata Bay Center was a shopping center built in the 1960s on a 14.5-acre, 5-block site in an affluent Minneapolis suburb located along Lake Minnetonka. It was constructed on wetlands without a stormwater system, and contaminated stormwater runoff from the shopping center's vast parking lots regularly ended up in Lake Minnetonka. A joint venture between BohLand Companies, Presbyterian Homes, and the Wayzata Bay Redevelopment Company spent \$342 million redeveloping the site as a mixed-use neighborhood with two condominium properties, senior and assisted living facilities, office and commercial space, a hotel, and a community Great Lawn. The project was completed in 2017.

**Figure 106. The Wayzata Bay Center Prior to Redevelopment as The Promenade of Wayzata**



*Source: Twin Cities Business.*

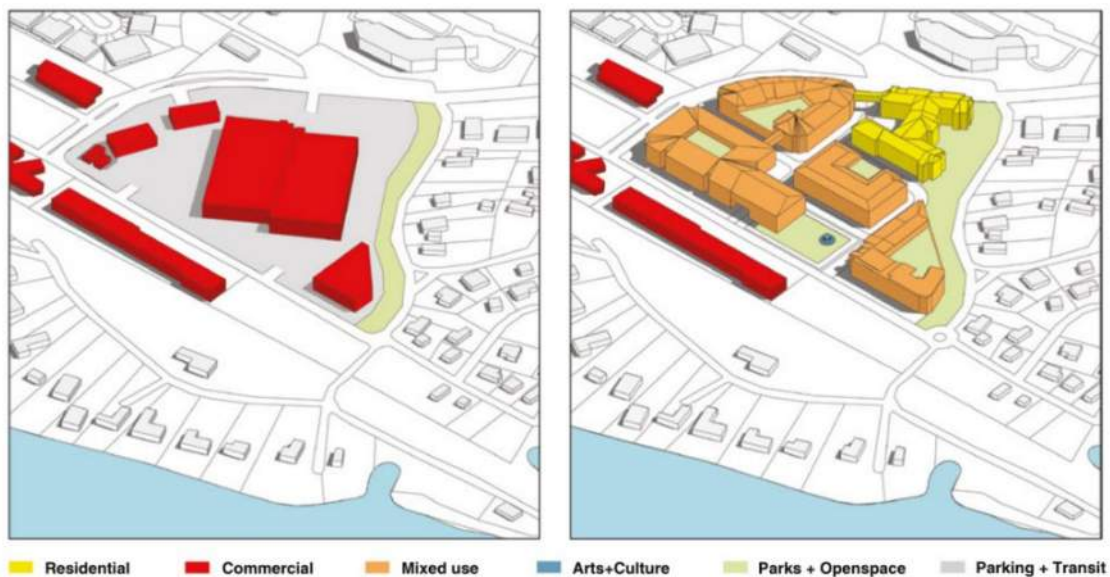


Figure 107. The Promenade of Wayzata in 2019



Source: State of Minnesota.

Figure 108. Site diagrams of the Wayzata Bay Center and the Promenade of Wayzata

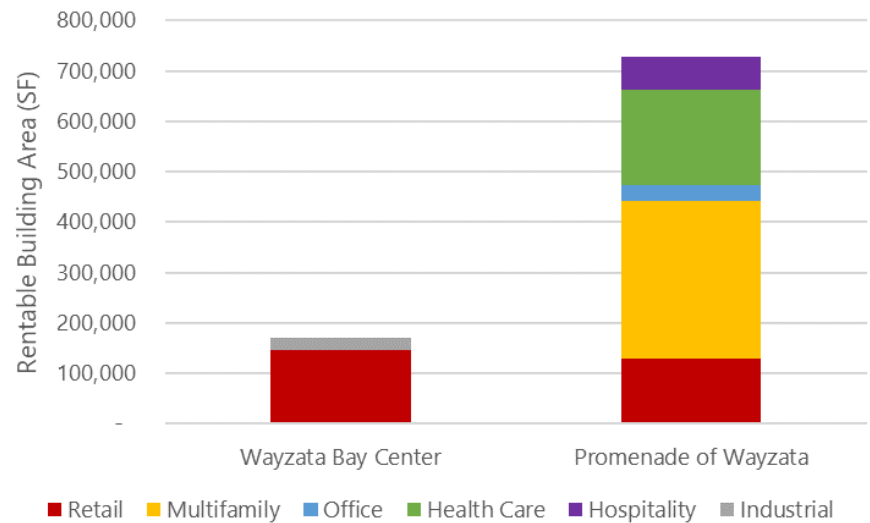


Source: June Williamson & Ellen Dunham-Jones, "Case Studies in Retrofitting Suburbia" (2021).

When it was first approved by the Wayzata City Council in 2008, it was controversial within the community due to its size. The project includes 326 units of senior housing, 118 condos, 26 apartments, over 200,000 square feet of retail, a 92-room hotel, and parking. When the 30-unit Nine TwentyFive condo building was completed in 2017 units were listed for between \$825,000 and \$4 million dollars. The shopping center that previously occupied the site included 33 stores and two additional buildings. Despite the addition of significant commercial, office, and multifamily square footage, the site has just 1,500 parking spaces. That is roughly 1 parking space per 500 square feet of development. In order to

address stormwater issues, the developers incorporated under-street infiltration and filtration systems, a stormwater wet pond, green roofs, and heated boulevards that reduce the need for deicing chemicals in the winter.

**Figure 109. Land Use Distribution, Wayzata Bay Center vs. Promenade of Wayzata**



*Source: CoStar, Dan Ionescu Architects & Planners. Note: this does not include condominiums.*

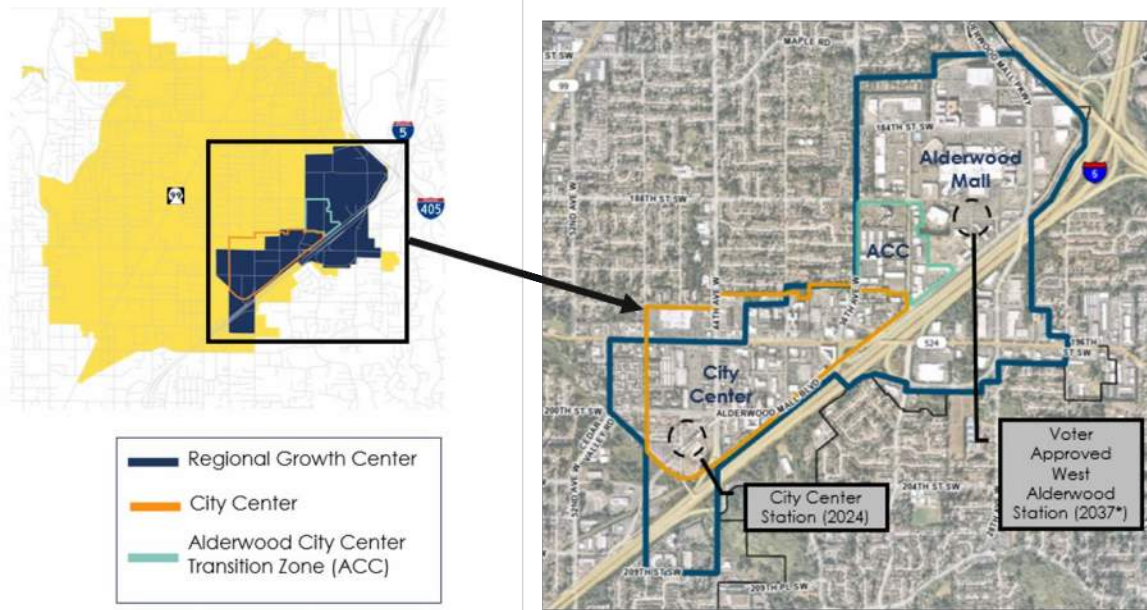
In their profile of Wayzata, MN in 2019, healthcare real estate company Davis attributed the city’s population growth, which outpaced regional and county growth, to senior housing development. As of 2020, the Folkestone senior housing complex at the Promenade had a five-year waiting list. The ongoing success of the Promenade at Wayzata development generates both sales and property tax for the city, contributing significantly more financially than the Wayzata Bay Center was by 2008. In addition, the environmental costs of stormwater runoff to the lake have been significantly reduced.

The City designated the Wayzata Bay Center as a Mixed-Use Downtown District in its comprehensive plan and approved the area as a Planned Unit Development. The City’s parking code allows for off-site joint use parking based on parking needs at different times of day.

**Lynnwood - Alderwood Mall and Northline Village**

The City of Lynnwood in Snohomish County, Washington has included the Alderwood Mall and surrounding area in its City Center + Alderwood Subarea plan. The City plans to direct future growth in the city to the CC+A Plan Area, which is expected to get a new light rail station in 2024 and another one in 2037. The second station will be adjacent to the Alderwood Mall.

Figure 110. Lynnwood's City Center + Alderwood Plan Area



Source: City of Lynnwood.

To accommodate future growth, including growth spurred by the future transit station, the City zoned the Alderwood area as a Planned Regional Shopping Center (PRSC). This zoning allows for multifamily, retail, office and hospitality uses. There are no restrictions to building height or lot coverage. A 15-foot setback is required from public street rights-of-way and a 50-foot setback is required adjacent to residential zones. Parking for residential units is restricted to between 1 and 1.5 spaces per unit.

Since 2015, the Alderwood area has seen the construction of big box retail, restaurants, and large apartment buildings. Recently built apartment projects include the Woods at Alderwood and Avalon Alderwood Place, which together added 826 units to the area surrounding the Alderwood Mall.



Figure 111. Recently Completed Apartment Developments in the Alderwood Neighborhood of Lynnwood



**The Woods at Alderwood**  
3101 184<sup>th</sup> Street SW  
498 Units; Built 2022

|                      | Effective Rent | Rent/SF |
|----------------------|----------------|---------|
| <b>Studio</b>        | \$1,611        | \$3.15  |
| <b>1-Bed</b>         | \$1,762        | \$2.37  |
| <b>2-Bed</b>         | \$2,380        | \$2.29  |
| <b>3-Bed</b>         | \$2,889        | \$2.10  |
| <b>Weighted Avg.</b> |                | \$2.35  |



**Avalon Alderwood Place**  
18602 Alderwood Mall Parkway  
328 Units; Built 2021

|                      | Effective Rent | Rent/SF |
|----------------------|----------------|---------|
| <b>Studio</b>        | \$1,742        | \$3.28  |
| <b>1-Bed</b>         | \$2,004        | \$2.62  |
| <b>2-Bed</b>         | \$2,789        | \$2.53  |
| <b>3-Bed</b>         | \$3,107        | \$2.42  |
| <b>Weighted Avg.</b> |                | \$2.60  |

Source: CoStar, LCG.

Additionally, a 145-room AC Hotels by Marriott branded hotel and a 384-unit apartment building called the Alexan Alderwood are currently under construction in the Alderwood area, and an additional 349-unit apartment development (the Cosmos) is in the planning stages.

While Lynnwood is located in the Seattle metro area and is anticipating high levels of population and employment growth due to new light rail, it is a significantly smaller city by population than Olympia. As of 2020, Olympia's population was 52,290, compared with 38,538 in Lynnwood. The urban density Lynnwood is encouraging in its CC+A Plan Area is the basis of a walkable, transit-oriented neighborhood. Eliminating height and lot coverage limits could help Olympia achieve its goals in the Capital Mall Triangle area while adding significantly to the city's housing stock.

Also in Lynnwood, adjacent to an anticipated light rail station, developer Merlone Geier Partners is planning to build a phased, mixed-use, transit-oriented development with 1,370 units – slightly more units than is needed to meet TRPC forecasts for 2045. The project, Northline Village, will be built on an 18-acre site, and is expected to include 500,000 square feet of office space and 250,000 square feet of retail space. 18 acres is the equivalent of 6.25% of the land area of the Olympia Capital Mall Triangle subarea. If developers were to redevelop just 18 acres with the 1,160 new housing units expected by 2045, the density would be 64 units per acre.

Figure 112. Site Plan for the Northline Village Development in Lynnwood, WA



Source: City of Lynnwood.

Figure 113. Rendering of Northline Village



Source: Northline Village.

## Alta Civic Station

[Alta Civic Station](#) is a mixed-use transit-oriented development along a MAX light rail line in Gresham, Oregon. The site was previously a field owned by the Metro regional government, which intended to hold off on developing the site until the market could support a large-scale, urban-style TOD project. While the market in Gresham grew stronger, it did not support Metro's initial vision for the site, [and in 2021 Wood Partners built](#) a 318-unit community with 1-, 2-, and 3-bedroom apartments as well as live-work units. There is surface parking at the rear of the project, but the building frontages are adjacent to the sidewalk, creating the illusion of a more urban TOD project and enhancing walkability. Rents in Gresham were not high enough to support the cost of underground or structured parking.



**STUDIO** **AMENITIES** **DOG WASH**

**1 BED** **ELEVATORS**

**2 BEDS** **STAIRS**

**3 BEDS** **TRASH**

**BLDG A**

**BLDG B**

**BLDG C**

**BLDG D**

**BLDG MID-RISE A**

**BLDG MID-RISE B**

**BLDG MID-RISE C**

NW FANNING WAY

NW CIVIC DR

NW COUNCIL DR

101A, 102A, 103A, 104A, 105A, 106A, 107A, 108A, 109A, 110A, 111A, 112A, 113A, 114A, 115A, 116A, 117A, 118A, 119A, 120A, 121A, 122A, 123A, 124A, 125A, 126A, 127A, 128A, 129A, 130A, 131A, 132A, 133A, 134A, 135A, 136A, 137A, 138A, 139A, 140A, 141A, 142A, 143A, 144A, 145A, 146A, 147A, 148A, 149A, 150A, 151A, 152A, 153A, 154A, 155A, 156A, 157A, 158A, 159A, 160A, 161A, 162A, 163A, 164A, 165A, 166A, 167A, 168A, 169A, 170A, 171A, 172A, 173A, 174A, 175A, 176A, 177A, 178A, 179A, 180A, 181A, 182A, 183A, 184A, 185A, 186A, 187A, 188A, 189A, 190A, 191A, 192A, 193A, 194A, 195A, 196A, 197A, 198A, 199A, 200A, 201A, 202A, 203A, 204A, 205A, 206A, 207A, 208A, 209A, 210A, 211A, 212A, 213A, 214A, 215A, 216A, 217A, 218A, 219A, 220A, 221A, 222A, 223A, 224A, 225A, 226A, 227A, 228A, 229A, 230A, 231A, 232A, 233A, 234A, 235A, 236A, 237A, 238A, 239A, 240A, 241A, 242A, 243A, 244A, 245A, 246A, 247A, 248A, 249A, 250A, 251A, 252A, 253A, 254A, 255A, 256A, 257A, 258A, 259A, 260A, 261A, 262A, 263A, 264A, 265A, 266A, 267A, 268A, 269A, 270A, 271A, 272A, 273A, 274A, 275A, 276A, 277A, 278A, 279A, 280A, 281A, 282A, 283A, 284A, 285A, 286A, 287A, 288A, 289A, 290A, 291A, 292A, 293A, 294A, 295A, 296A, 297A, 298A, 299A, 300A, 301A, 302A, 303A, 304A, 305A, 306A, 307A, 308A, 309A, 310A, 311A, 312A, 313A, 314A, 315A, 316A, 317A, 318A, 319A, 320A, 321A, 322A, 323A, 324A, 325A, 326A, 327A, 328A, 329A, 330A, 331A, 332A, 333A, 334A, 335A, 336A, 337A, 338A, 339A, 340A, 341A, 342A, 343A, 344A, 345A, 346A, 347A, 348A, 349A, 350A, 351A, 352A, 353A, 354A, 355A, 356A, 357A, 358A, 359A, 360A, 361A, 362A, 363A, 364A, 365A, 366A, 367A, 368A, 369A, 370A, 371A, 372A, 373A, 374A, 375A, 376A, 377A, 378A, 379A, 380A, 381A, 382A, 383A, 384A, 385A, 386A, 387A, 388A, 389A, 390A, 391A, 392A, 393A, 394A, 395A, 396A, 397A, 398A, 399A, 400A, 401A, 402A, 403A, 404A, 405A, 406A, 407A, 408A, 409A, 410A, 411A, 412A, 413A, 414A, 415A, 416A, 417A, 418A, 419A, 420A, 421A, 422A, 423A, 424A, 425A, 426A, 427A, 428A, 429A, 430A, 431A, 432A, 433A, 434A, 435A, 436A, 437A, 438A, 439A, 440A, 441A, 442A, 443A, 444A, 445A, 446A, 447A, 448A, 449A, 450A, 451A, 452A, 453A, 454A, 455A, 456A, 457A, 458A, 459A, 460A, 461A, 462A, 463A, 464A, 465A, 466A, 467A, 468A, 469A, 470A, 471A, 472A, 473A, 474A, 475A, 476A, 477A, 478A, 479A, 480A, 481A, 482A, 483A, 484A, 485A, 486A, 487A, 488A, 489A, 490A, 491A, 492A, 493A, 494A, 495A, 496A, 497A, 498A, 499A, 500A, 501A, 502A, 503A, 504A, 505A, 506A, 507A, 508A, 509A, 510A, 511A, 512A, 513A, 514A, 515A, 516A, 517A, 518A, 519A, 520A, 521A, 522A, 523A, 524A, 525A, 526A, 527A, 528A, 529A, 530A, 531A, 532A, 533A, 534A, 535A, 536A, 537A, 538A, 539A, 540A, 541A, 542A, 543A, 544A, 545A, 546A, 547A, 548A, 549A, 550A, 551A, 552A, 553A, 554A, 555A, 556A, 557A, 558A, 559A, 560A, 561A, 562A, 563A, 564A, 565A, 566A, 567A, 568A, 569A, 570A, 571A, 572A, 573A, 574A, 575A, 576A, 577A, 578A, 579A, 580A, 581A, 582A, 583A, 584A, 585A, 586A, 587A, 588A, 589A, 590A, 591A, 592A, 593A, 594A, 595A, 596A, 597A, 598A, 599A, 600A, 601A, 602A, 603A, 604A, 605A, 606A, 607A, 608A, 609A, 610A, 611A, 612A, 613A, 614A, 615A, 616A, 617A, 618A, 619A, 620A, 621A, 622A, 623A, 624A, 625A, 626A, 627A, 628A, 629A, 630A, 631A, 632A, 633A, 634A, 635A, 636A, 637A, 638A, 639A, 640A, 641A, 642A, 643A, 644A, 645A, 646A, 647A, 648A, 649A, 650A, 651A, 652A, 653A, 654A, 655A, 656A, 657A, 658A, 659A, 660A, 661A, 662A, 663A, 664A, 665A, 666A, 667A, 668A, 669A, 670A, 671A, 672A, 673A, 674A, 675A, 676A, 677A, 678A, 679A, 680A, 681A, 682A, 683A, 684A, 685A, 686A, 687A, 688A, 689A, 690A, 691A, 692A, 693A, 694A, 695A, 696A, 697A, 698A, 699A, 700A, 701A, 702A, 703A, 704A, 705A, 706A, 707A, 708A, 709A, 710A, 711A, 712A, 713A, 714A, 715A, 716A, 717A, 718A, 7

## Capital Mall Triangle Subarea Plan - Appendix B Market Analysis

Figure 115. Exterior of the Alta at Civic Station



Source: Alta at Civic Station.

Alta Civic Station sits on 6.49 acres of land across from the Civic Drive MAX station, which serves the Blue line from Gresham to Hillsboro. It has a density of just 49 units per acre and a height of 5 stories.

Metro held onto the vacant land for years hoping that a more ambitious TOD project without surface parking would be feasible. Although those conditions never arose, this project added 318 transit-oriented units to a market that had a high demand for housing. A project like Alta Civic Station may not be completely transformative for the Capital Mall Triangle subarea, but it could help meet community needs if it can be built more quickly.

## Tacoma Mall

As of 2017, the Tacoma Mall Neighborhood was designated by the City and the Puget Sound Regional Council as a Regional Growth Center. According to the [Tacoma Mall Neighborhood Subarea Plan](#), this designation made the neighborhood a top investment priority for the City. The neighborhood features a mix of uses, including housing, commercial, and light industrial. The mall is located in the southeast corner of the neighborhood.

Figure 116. The Tacoma Mall Neighborhood



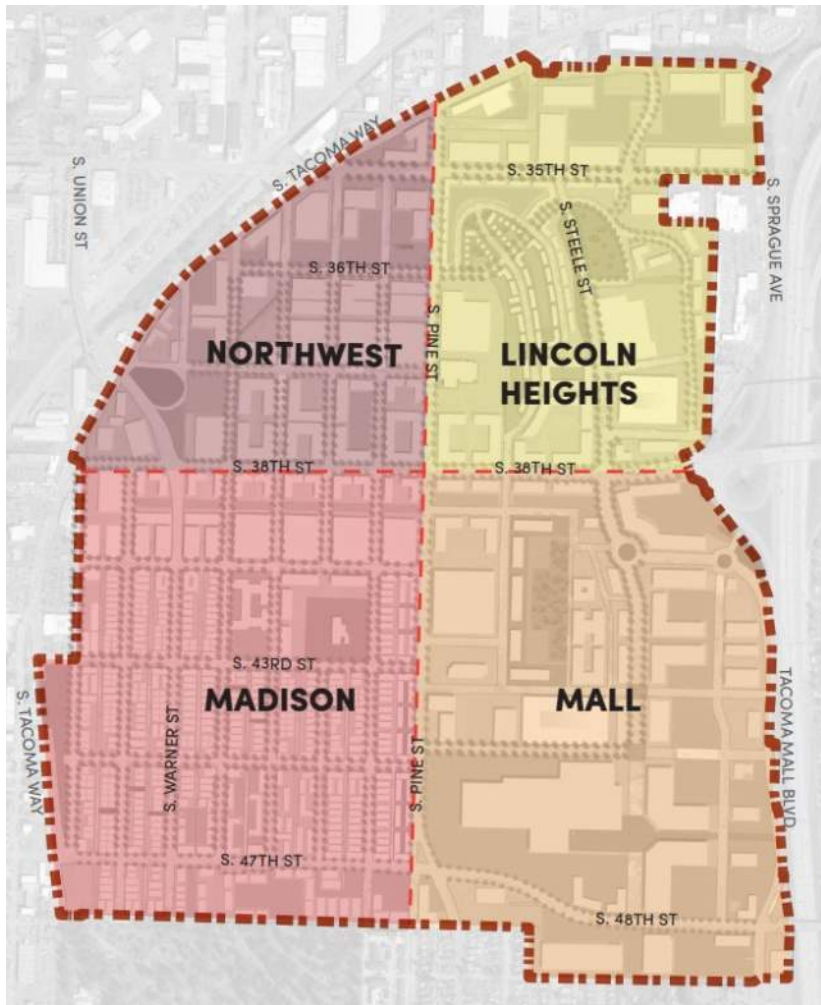
Source: City of Tacoma.

Through community workshops, the City determined that zoning in the area was not supporting placemaking goals. While the zoning allowed for more capacity than necessary, it also resulted in uncoordinated development that hindered



neighborhood identity and connectivity. Based on this feedback, the City divided the area into four quadrants, which each have their own identities: Northwest, Lincoln Heights, Madison, and Mall.

**Figure 117. Long-Term Vision Map Divided into Quadrants**



Source: City of Tacoma.

Part of the long-term plan for the subarea is to create a neighborhood that transitions from suburban to urban-style development patterns. According to the city:

*Much of the Tacoma Mall Neighborhood currently has a suburban development pattern with relatively low development intensities and low-scale buildings. This plan provides guidance to strategically transition the neighborhood to a more urban development pattern, with areas of focused density that have higher development heights and larger-scale buildings, and transition areas between these and lower-height areas. By directing the majority of new growth to focused density areas the City can leverage near-term development activity to create urban nodes that catalyze the transition of the neighborhood from suburban to urban.*

**Figure 118. Sketches of Current Density, Current Zoning, and Future Goals in the Tacoma Mall Subarea**

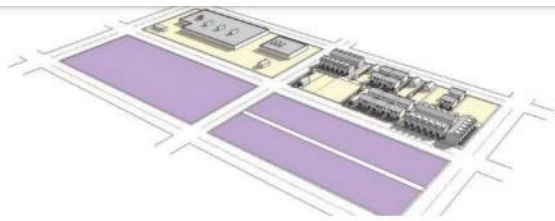


Figure UF-6. Madison District existing zoning scale transition sketch.



Figure UF-7. Madison District existing potential zoning scale transition sketch.

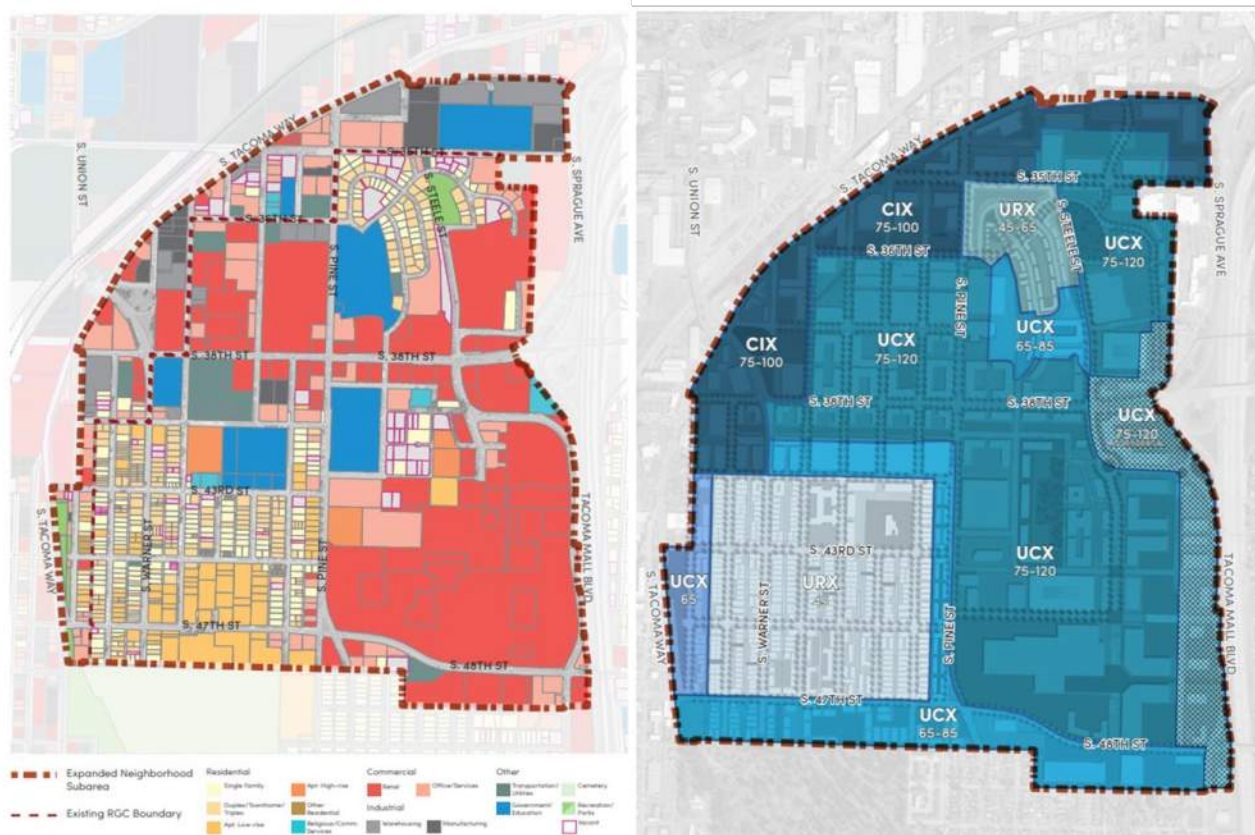


Figure UF-8. Madison District future potential zoning scale transition sketch.

*Source: City of Tacoma.*

Rather than focusing on large-scale redevelopment projects, the City of Tacoma aims to use the tools at its disposal to make an attractive, cohesive place with multimodal connectivity. As in Kirkland, the City believes this is a place where growth can be concentrated to reduce sprawl, limit the impact of new development on lower density neighborhoods, and create a modern urban neighborhood with a strong sense of identity. To accomplish this, the City also made zoning more flexible within the subarea, allowing a wider variety of uses and focusing instead on targeted density.

Figure 119. Existing vs. Future Zoning in the Tacoma Mall Subarea



Source: City of Tacoma.

While the previous zoning could accommodate 50,000 new residents and 45,000 new jobs, the new designations will allow for 60,000 new residents and 75,000 additional jobs.

The City of Tacoma acknowledged in its Tacoma Mall Subarea Plan that there is more redevelopment capacity than market demand in the neighborhood. The City identified a handful of large “catalyst sites” where mixed-use redevelopment projects could have the biggest impact. One of their goals for the subarea plan is to “Build critical mass by leveraging partnerships and investments to enable catalytic developments to take place.” By focusing on specific sites and highlighting their potential, the city can target development to areas where it will be most impactful.

Figure 120. Catalyst Sites in the Tacoma Mall Subarea

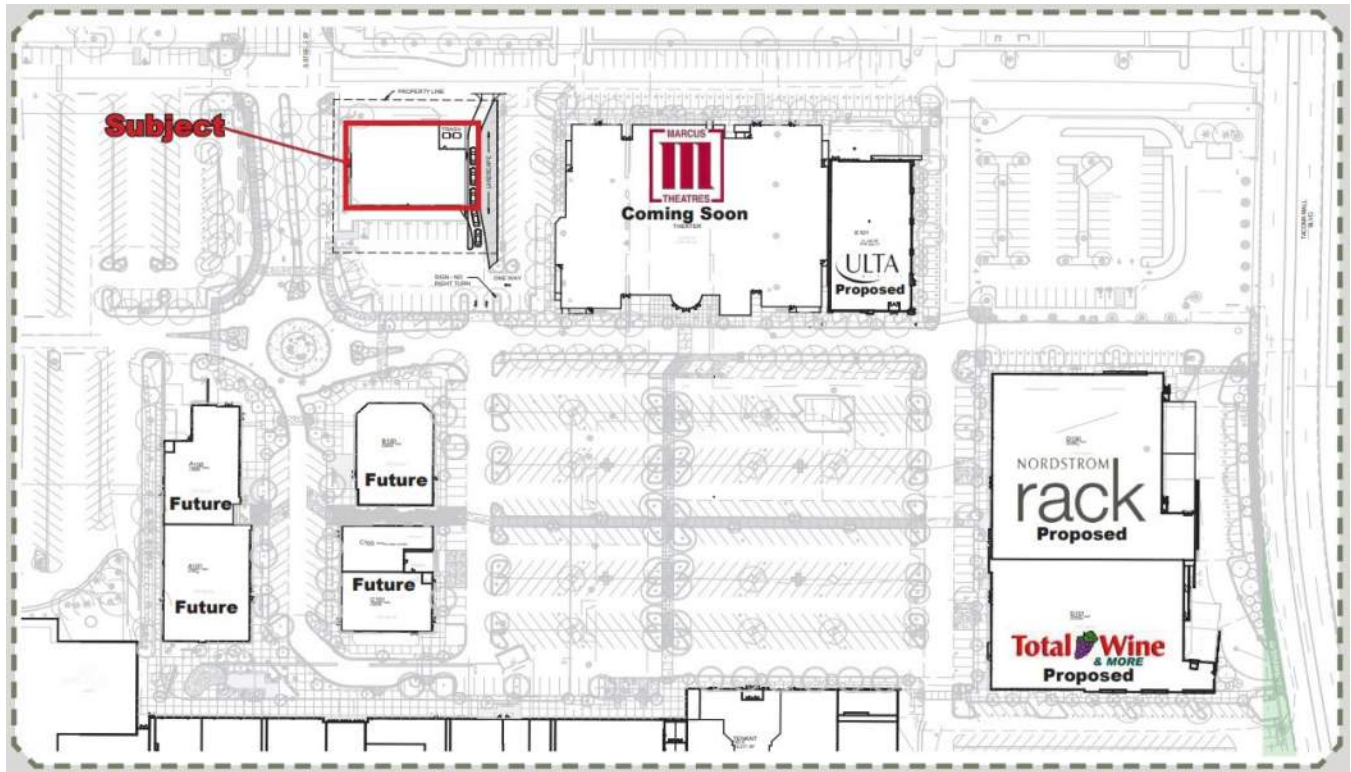


Source: City of Tacoma.

The mall property itself is currently being redeveloped through a partnership between the mall owners and MG2. The property will remain a shopping center but will be reconfigured into 6 new buildings. In February 2022, the former Pier1 Imports store at the mall site sold for \$6.9 million, double the price it sold for in 2018. While redevelopment on the mall site will not fundamentally change the use of the area – it will remain a shopping center – the goal is to increase the attractiveness and walkability of the area, and to combine entertainment with retail. This will include new development of surface parking at the mall, as well as the redevelopment of existing retail buildings.



Figure 121. Map of Proposed and Future Development on Mall Site, with Former Pier1 Site Highlighted



Source: Mattis Partners.

Figure 122. A Rendering of the Tacoma Mall Redevelopment Project



Source: MG2.

[https://cms.cityoftacoma.org/Planning/Tacoma%20Mall%20Subarea/TacomaMallNeighborhoodSubareaPlan\\_PublicReviewDraft08-11-17.pdf](https://cms.cityoftacoma.org/Planning/Tacoma%20Mall%20Subarea/TacomaMallNeighborhoodSubareaPlan_PublicReviewDraft08-11-17.pdf)

[https://www.commercialmls.com/Media/PDF/photos/pdf/fl/624165\\_1.pdf](https://www.commercialmls.com/Media/PDF/photos/pdf/fl/624165_1.pdf)

<https://www.cityoftacoma.org/cms/one.aspx?pagelId=67757>

<https://showcasemedialive.com/tacoma-mall-expands-with-new-retailers-theatre/>

## Potential Development Alternatives

### Status Quo

Between 2000 and 2022, the subarea has only seen industrial, office, and retail development, as shown in Table 8 below.

Table 8. Square Feet of Development by Property Type in the Capital Mall Triangle, 2000-2022

| Property Type | RBA            |
|---------------|----------------|
| Multifamily   | -              |
| Industrial    | 6,400          |
| Office        | 46,406         |
| Retail        | 377,442        |
| <b>Total</b>  | <b>430,248</b> |

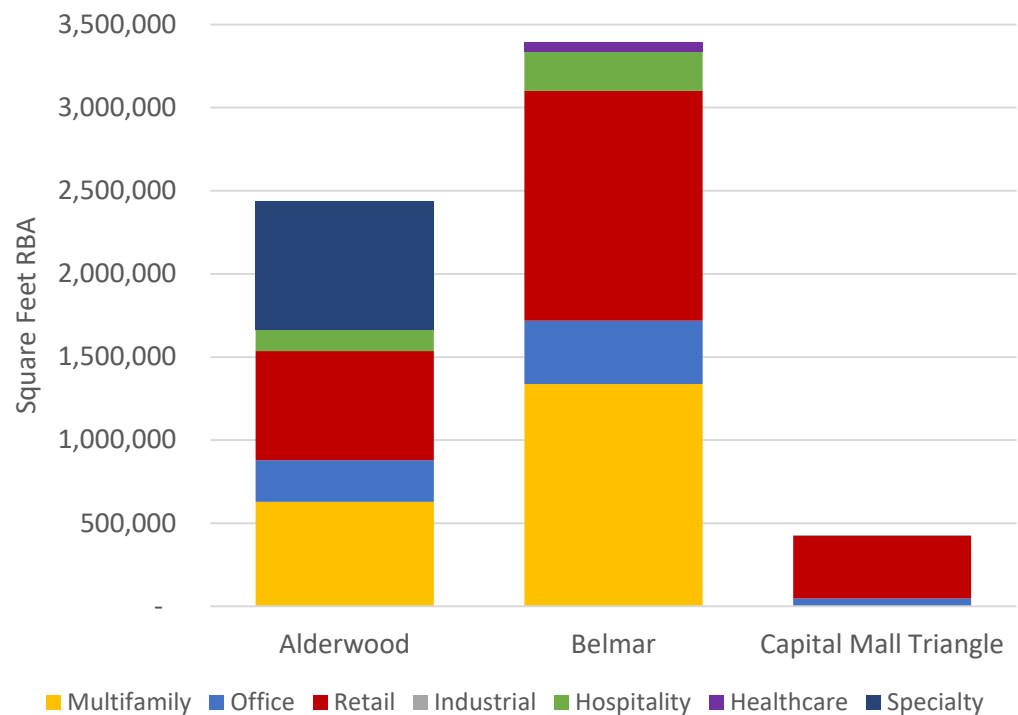
Note: RBA is rentable building area.

Source: CoStar.

Since 2010, no new housing, office, or hospitality development has occurred within the Capital Mall Triangle subarea, and just one retail project has been completed. Already, vacancy rates are low in the west side submarket for housing and retail. Following the 2000-2022 trend, no new housing units would be built, and the submarket would gain an additional 1,345 jobs over TRPC 2017 estimates by 2045. Without new housing supply, rents will continue increasing significantly each year. There is a high risk of displacement of the current renter households in the subarea and adjacent neighborhoods if no additional housing is built.



Figure 123. Square Feet RBA of Uses built since 2000 at Alderwood, Belmar, and the Capital Mall Triangle



Note: RBA is rentable building area. See Comparable Projects section above for more about Alderwood and Belmar.

Source: CoStar, LCG.

The City has identified the Capital Mall Triangle subarea as a place where growth should be concentrated. In order to achieve this vision, change must occur in this area. Currently, high parking requirements for shopping centers prevent the redevelopment of the mall and other retail properties south of Harrison Avenue. There is, however, some development potential on parcels in the northern part of the study area, though no multifamily development has occurred here over the last 20 years. The proposed Bing Street apartments, which are currently under permit review, are expected to add 114 units to a 2.28-acre site. We used a density of 50 units per acre to estimate how many units could be built in the northern portion of the subarea by 2045.

Table 9. Potential New Units in the Status Quo Scenario

|                     | Units | Acres | Units/Acre |
|---------------------|-------|-------|------------|
| Bing Street Apts    | 114   | 2.28  | 50         |
| Capitol Market Site | 310   | 6.19  |            |
| City-owned property | 46    | 0.922 |            |
|                     | 470   |       |            |

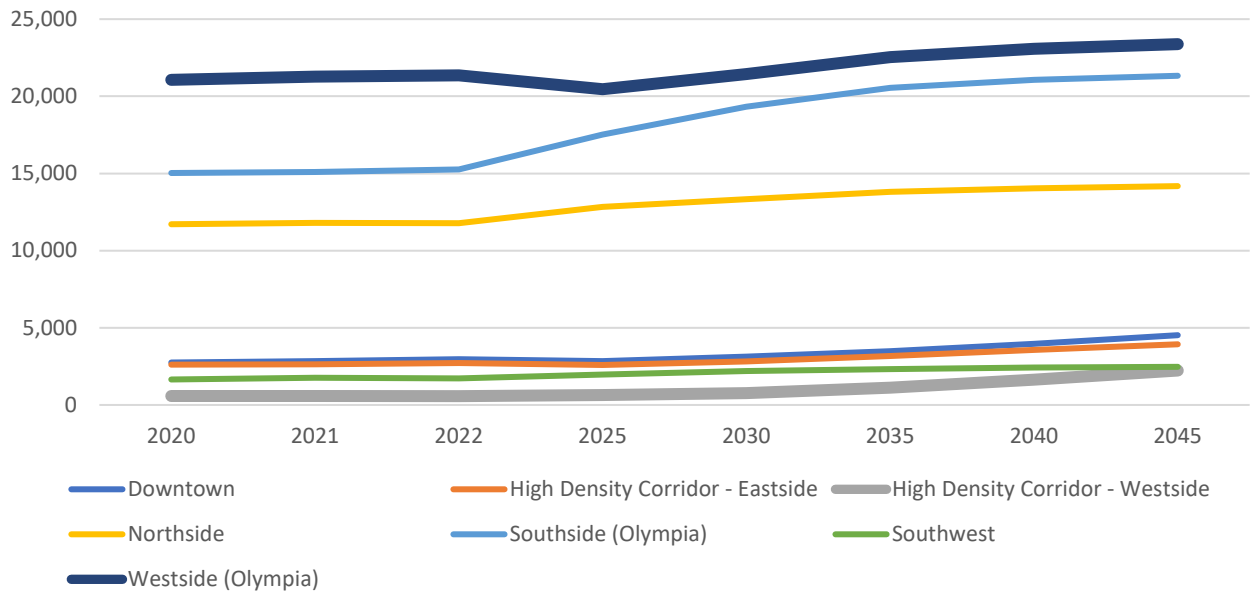
Source: LCG.

TRPC Projections

According to TRPC, the subarea was home to 1,010 people, 500 housing units, and 3,888 jobs in 2017. By 2045, TRPC forecasts that the area will grow to 2,180 people, 1,410 housing units, and 5,948 jobs. TRPC also estimates that there are

121.5 acres of developable land in the Capital Mall Triangle subarea. If housing units and jobs were spread evenly throughout that area, it would have a density of 18 people, 12 housing units, and 49 jobs per acre by 2045. Alternatively, the expected growth of 910 new housing units could be concentrated in one small portion of the subarea, as in the Northline Village case study above.

**Figure 124. TRPC Expected Population Growth Between 2020 and 2045**



Source: TRPC.

The average household size in Olympia is 2.18 residents. If that rate remains the same, 1,022 housing units will be needed in the West Side High Density Corridor by 2045. As of 2022, there are 340 housing units in the Westside high density corridor. TRPC [forecasts](#) that by 2045 there will be 1,500 housing units. This estimate expects roughly 50 units to be built annually between 2022 and 2045. Spreading that housing evenly across the 288-acre Capital Mall Triangle subarea would require a density of 5.2 units per acre. However, because much of the land is already dedicated to retail uses, the actual density is likely to be much higher. One option could be to build a dense mixed-use development on a smaller area, as in the Northline Village example above. Northline Village will have 1,370 housing units along with retail and office space on just 18 acres of land. Building something like Northline Village would have a large impact on a small space, while leaving the rest of the Capital Mall Triangle unchanged.

### Hypothetical Full Parcel Buildout of TRPC Vacant and Redevelopable Land

As noted in the Redevelopment Capacity section above, TRPC estimates that roughly 25-50% of each redevelopable parcel can be developed or redeveloped. Their estimate is based on expected market conditions between 2017 and 2045. Based on an analysis of existing 5 to 10 story buildings in Olympia, LCG analyzed the implications of a 100% buildout on the 121.5 redevelopable or vacant acres identified by TRPC. While this scenario is unlikely to play out, and will certainly not be achievable by 2045, LCG conducted this analysis to determine a true maximum buildout scenario for the Olympia Capital Mall Triangle.

In this scenario, the 121.5 acres of land identified by TRPC could hold 24,091 people, 9,833 housing units, and 18,931 jobs. This is significantly higher than the 2017 TRPC baseline as well as the status quo and TRPC projection scenarios. Table 11 shows the estimated square footage of residential and nonresidential land developed under each scenario. While the TRPC projection results in a buildout of 3.37 million square feet by 2045, this full parcel buildout scenario

estimates that 12.69 million square feet of development could potentially be built in the subarea. In Figure 125 below all scenarios are projected out to 2045, but it is unlikely that a full redevelopment of all buildable lands in the subarea would be complete by that date.

Additional assumptions include:

- Per TRPC, there is a total of 121.5 acres of buildable lands ("vacant" and "high redevelopment potential" parcels) in the subarea.
- Maximum capacity is based on a full build-out of the 121.5 acres of land, meaning existing space is removed and new space is added to the 2017 baseline.
- The ratio of commercial space to workers is 320 square feet per employee.
- The typical household size in the Triangle (2.45 people per household) will not change.
- LCG assumed 67% residential and 33% commercial mix in redeveloped properties

LCG estimates that under current zoning and average household size, the subarea could accommodate a maximum of 24,091 people, 9,833 housing units, and 18,931 employees. This would be a 2,285% increase over the subarea's 2017 population and a 3,869% increase in jobs.

**Table 10. Estimated Multifamily and Commercial Capacity in the Hypothetical Full Parcel Buildout Scenario in the Olympia Capital Mall Triangle**

|                          | Multifamily |             | Commercial  |
|--------------------------|-------------|-------------|-------------|
|                          | Units       | Square Feet | Square Feet |
| Est. Capacity per Acre   | 121         | 81,870      | 149,580     |
| Est. Capacity in Subarea | 9,833       | 6,631,481   | 6,057,972   |

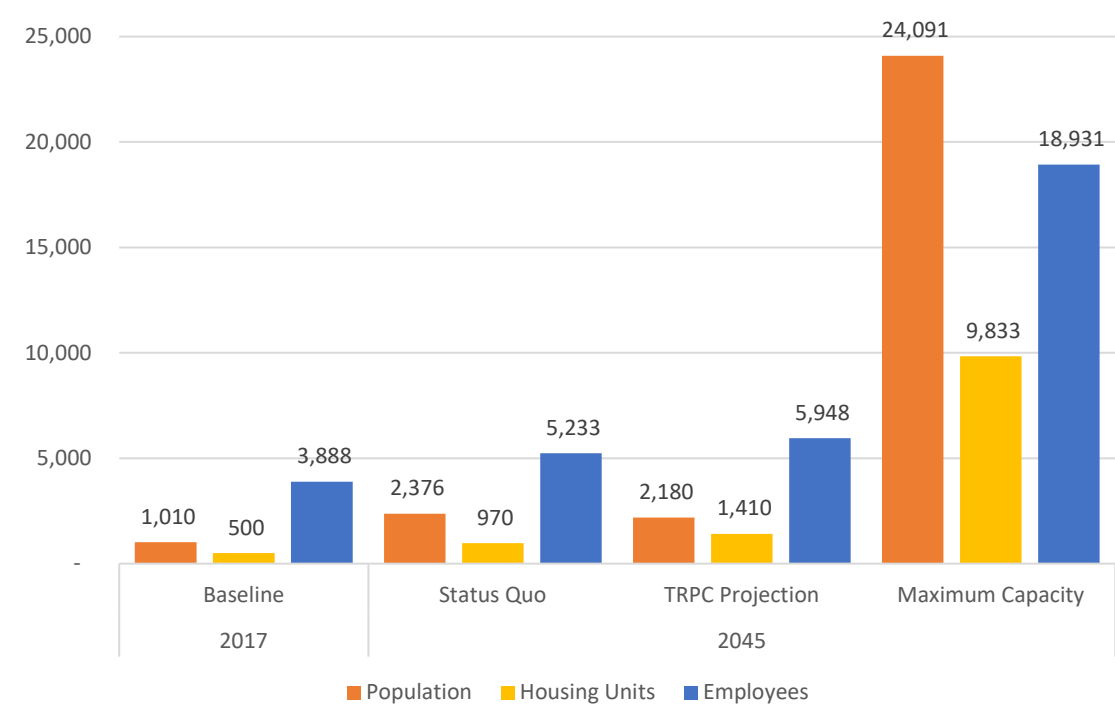
*Source: TRPC, LCG.*

In addition, LCG analyzed a scenario in which 293.7 acres, the total amount of buildable land of the subarea (all land except critical areas and right-of-ways), were to be fully redeveloped under HDC-4 zoning. This purely hypothetical scenario could accommodate a maximum capacity of 16 million square feet of residential and 14.6 million square feet of nonresidential uses. This scenario would support 58,234 residents in 23,769 housing units, as well as 45,762 jobs. Population density would be 150 residents per acre throughout the entire subarea.

# Comparison of Alternatives: No Change, TRPC, and Hypothetical Maximum Capacity

Figure 125 shows the three “no change” alternatives compared to TRPC’s 2017 baseline. As described above, the Status Quo option assumes commercial development activity will continue to the same extent as occurred between 2000 and 2022 and multifamily development will occur north of Harrison, while the Maximum Capacity projection is the total capacity of 121.5 acres of redevelopable or vacant land in the subarea. The Status Quo and Maximum Capacity alternatives assume the number of people per household will be 2.45.

**Figure 125. Number of People, Housing Units, and Employees Expected Under Status Quo, TRPC, and Maximum Capacity Projections**



Source: TRPC, CoStar, LCG.

**Table 11. Square Footage of Residential and Nonresidential Land Expected under Each Projection**

| Year |                | Status Quo |       | TRPC Projections |       | Maximum Capacity |       |
|------|----------------|------------|-------|------------------|-------|------------------|-------|
|      |                | GBA (SF)   | Units | GBA (SF)         | Units | GBA (SF)         | Units |
| 2017 | Residential    | 1,052,226  | 500   | 1,052,226        | 500   | 1,052,226        | 500   |
|      | Nonresidential | 2,398,977  |       | 2,398,977        |       | 2,398,977        |       |
| 2045 | Residential    | 1,010,137  | 970   | 1,468,949        | 1,410 | 6,631,481        | 9,833 |
|      | Nonresidential | 2,829,225  |       | 1,903,360        |       | 6,057,972        |       |

Note: GBA is gross building area.

Source: TRPC, CoStar, LCG.

**Table 12. Projected Capacity by Scenario**

|  |  |                  |
|--|--|------------------|
|  |  | Projected (2045) |
|--|--|------------------|

|  | Existing (2017)    | Status Quo         | TRPC Projection    | Maximum Capacity    |
|--|--------------------|--------------------|--------------------|---------------------|
| Residences (housing units)             | 500                | 970                | 1,410              | 9,833               |
| Residential average density* (du/acre) | 1.7 units per acre | 1.7 units per acre | 4.8 units per acre | 33.5 units per acre |
| Employees                              | 3,888              | 5,233              | 5,948              | 18,931              |
| Commercial SF                          | 2,398,977          | 2,829,225          | 1,903,360          | 6,057,972           |

\*Average across the whole study area; actual densities would vary by parcel/smaller districts.

## Additional Alternatives

For consideration, particularly during the alternatives analysis phase of the project.

### Incremental Change

An alternative plan for the Olympia Capital Mall Triangle subarea is to improve the attractiveness and walkability of the area by modernizing the mall site while concentrating mixed-use development on other lots in the subarea, as in the Alderwood Mall case study above. In this scenario, as with the Alderwood Mall, the primary use of the subarea would remain the same, with change mainly taking place elsewhere. The City could also potentially invest in new infrastructure on site, such as a grid street system, larger sidewalks, landscaping, or transit stations. Incremental change could also include projects like Alta Civic Station, which are slightly more suburban in nature than what the City hopes to achieve at the Capital Mall Triangle, with surface parking rather than structured. A project like Alta Civic Station could be built on a relatively small space – in Gresham it sits on under 6.5 acres. Small projects like this can add up over time, improving the character and walkability of the neighborhood without substantial urbanization.

### Big Change

A more ambitious proposal would be to emulate the Belmar example in the Comparable Projects section above. At Belmar, the 104-acre site featuring the Villa Italia mall was redeveloped into a walkable, mixed-use neighborhood with housing, office, retail, and community space. On its 104-acre site, Belmar has 1,048 housing units, nearly 500,000 square feet of office space, 44,000 square feet of medical office space, and 235,000 square feet of hospitality space. If just the 85-acre mall site were redeveloped at the density of Belmar, it could include 2.56 million square feet of mixed-use space. While this scenario is unlikely, it could be a longer-term goal for the subarea.

## Summary of Findings

Some of the key findings of this Triangle subarea market analysis are:

- **The Triangle offers Olympia and the West Side a unique opportunity for mixed-use redevelopment** that can incorporate many elements of the community's vision—including an emphasis on well-connected pedestrian and bike travel, a mix of residential incomes, and sustainable development principles. However, achieving this vision means that the area will need to change significantly from its present land use patterns (the Status Quo development alternative), and this change will require significant effort, investment, and collaboration from the City, West Side community members, private property owners, and other groups, for many years to come. Large property ownerships, good location, existing flexible zoning that allows mid-rise mixed-use buildings, and a national trend towards redeveloping malls and some commercial properties will

support the community's vision. The Capital Mall property itself, at about 85 acres in size, offers the most promising redevelopment opportunities, and the 4<sup>th</sup> Avenue to Yauger Park green route offers one key opportunity to create a better multi-modal connection.

- **Housing is the greatest need in the subarea.** Commercial space can be built alongside housing, but the City should be wary of requiring too much ground floor commercial space as vacant space can impact the attractiveness and livability of the area.
- **Due to the high costs of redeveloping existing commercial land, and West Side apartment rents that are lower than those in Downtown Olympia, the feasibility of apartment development is likely to be challenging in the subarea.** The City should consider strategies that will incentivize housing and mixed-use development in the subarea, including investments in key infrastructure projects, the multifamily tax exemption (MFTE) program, and potentially other incentives.
- **The City should determine whether there is a 10% housing affordability requirement, either under City rules or SEPA.** If each new housing development will be required to provide affordable units, it could have a significant impact on feasibility. Additional incentives will likely be needed to ensure that new housing will be built.
- **Due to the increasing amount of hybrid work and working from home, demand for new office development will likely be weak, particularly in the next five to ten years.** While there may be some demand for office space, there are other areas of Olympia that present more promising opportunities for office development, particularly the east side neighborhoods proximate to state government buildings.
- **The Capital Mall Triangle subarea is unlikely to attract significant hotel development in the near term,** both because of the location and anticipated new hotel room deliveries. However, after some redevelopment of the area has occurred—including development of new housing, streets, open spaces, and other place making improvements—one or more mid-range hotels could be built.
- **The displacement risk is moderate in the near term.** The existing residential population of the subarea is relatively low (per TRPC, about 1,010 people compared to 3,888 jobs) and is primarily concentrated in the northern part of the subarea, just south and north of Harrison Avenue. While high rentership rates and relatively low incomes in the Capital Mall Triangle subarea indicate that there is a displacement risk for these existing residents, many of the opportunities for redevelopment in the subarea are existing parking lots and commercial buildings, indicating that, in the near-term, existing housing is unlikely to be demolished or redeveloped. Adding new market-rate and affordable housing to the submarket will also temper rent increases at older properties. In addition, the SEPA affordability target should help current residents stay in the neighborhood. The biggest displacement risk is likely to renters who live just outside of the subarea. As the area improves, rents could rise in the surrounding neighborhood. **The City should ensure that adequate strategies are in place to mitigate this.**
- The City should **identify infill sites within the subarea to concentrate dense development.** Focusing on small portions of the subarea will allow the city to take a more phased approach to infrastructure. Putting more housing units on infill lots will also help reduce displacement pressure on existing renters.
- The City should **reduce parking minimums for shopping centers** to allow for the redevelopment of underutilized surface parking lots at the Capital Mall.
- LCG's understanding is that developers will be able to use the existing system of stormwater pipes and detention facilities (rather than construct new stormwater vaults or surface ponds) as they redevelop the Mall property, and some of the other commercial properties in the Triangle. If this is correct, it will provide a significant incentive for mixed-use development in the area, since planning and funding new stormwater facilities can prove to be a major cost and deterrent for commercial-to-mixed-use-redevelopment projects.
- The City should consider **establishing a tax increment financing (TIF) district in the Capital Mall Triangle subarea** to capture some of the value of new construction and invest in infrastructure improvements. While there is a limit on the total assessed value within a TIF district of \$200 million (or 20% of the sponsoring



jurisdiction's total assessed value, whichever is less), the City could consider establishing a TIF district on a portion of the subarea where development could be particularly catalytic, and where investment in infrastructure is needed. The northern portion of the subarea could potentially be an ideal location for a smaller TIF district.

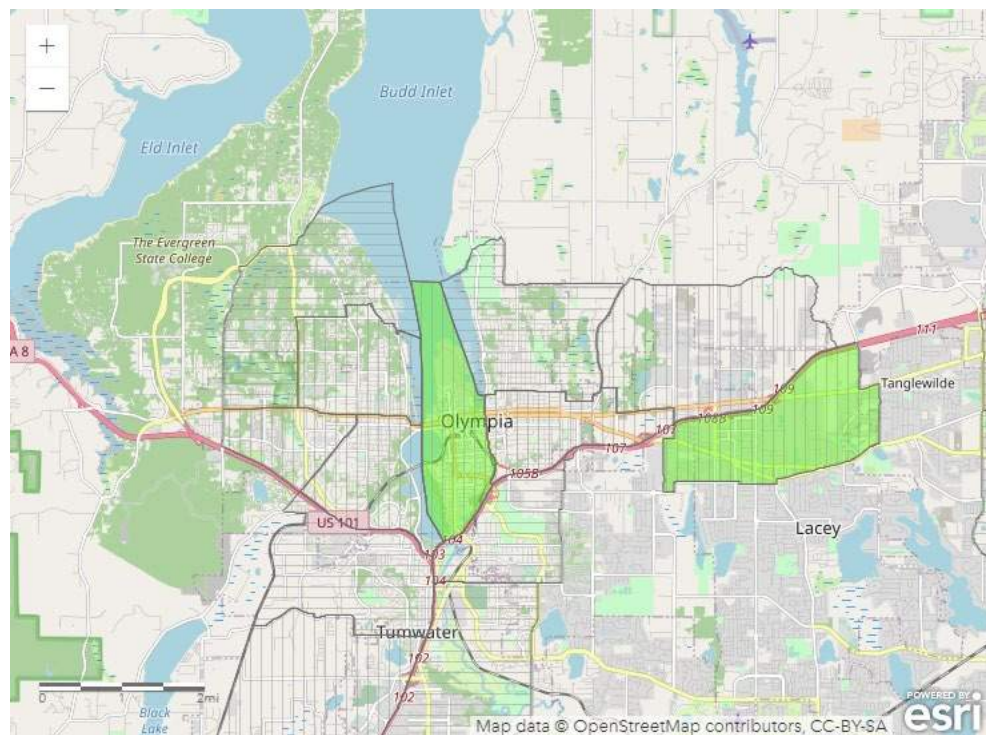
- **The City should apply the Tree Code exemption policies that are currently applied in Downtown to the Capital Mall Triangle subarea.** The City's sewer and tree ordinances add significantly to the cost of development and limit the amount of developable space in the subarea. Providing alternative options for tree coverage could help improve feasibility, especially for housing projects.
- **The City should consider expanding the Westside Residential Target Area for MFTE eligibility** to include the Capital Mall Triangle and offer an MFTE exemption with low-income housing requirements to offset the cost of building affordable units.

## Appendices

### Opportunity Zone

As shown in Figure 126 below The Triangle area is not within an Opportunity Zone.

Figure 126. Opportunity Zones in the Olympia Region



Source: Washington State Department of Commerce, 2022.

# Appendix C

## Land Use Alternatives



## Capital Mall Triangle Subarea Plan

# Land Use Alternatives | DRAFT

**Date** February 21, 2023  
**To** David Ginther, Senior Planner, City of Olympia  
Rachel Miller, MAKERS  
**From** Brian Vanneman & Jennifer Shuch, Leland Consulting Group

## Introduction

The City of Olympia has engaged a consultant team led by MAKERS urban design to prepare a Subarea Plan and Environmental Impact Statement (EIS) for Olympia's Triangle Subarea.

Leland Consulting Group (LCG) is a part of the MAKERS team and has prepared this memorandum in order to document the potential future land use alternatives for the subarea, including the amount of housing, population, jobs, and commercial space that could be in the area based on certain defined alternatives. The alternatives cover the period from 2017 to 2045.

The three alternatives developed by MAKERS and the City as a part of the Draft EIS are<sup>1</sup>:

- **Alternative 1 (No Action):** The zoning, policies, plans, and investments that are in place and already planned will continue as-is; however, no other changes would be made. This alternative uses Thurston Regional Planning Council's (TRPC) population and employment projections for the area.
- **Alternative 2 (West Olympia Hubs):** Remove barriers and provide flexibility for development of three hubs, focusing on connecting the Triangle to existing neighborhoods
- **Alternative 3 (Urban Sustainability):** Address climate mitigation and adaptation goals by expanding density, transit, and mobility options, focusing on a new interior center.

In addition to the three EIS alternatives shown above, LCG also presents two additional land use forecasts:

- **Market Trend:** Assumes that the pace of development that has taken place in the Triangle between 2000 and 2022 will continue about as-is for the next two+ decades. Some development projects that are planned or in the pipeline are also assumed to move forward.
- **Maximum Capacity:** Illustrates the amount of housing and employment development that could possibly occur—if most properties were built to their maximum height and density—in the area under current zoning. This is unlikely to occur since the development heights and density currently allowed are far in excess of what exists and what has recently been built in the area. Nonetheless, this capacity is useful to understand from a policy point of view.

Alternatives 2 and 3 would require varying levels of public interventions, for example, changes to parking requirements, building heights, and other aspects of the City's zoning code. Certain alternatives also imply that changes will be made to the City's tree code, connectivity requirements, approach to infrastructure investment, and other policies in order to

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<sup>1</sup> These names are temporary and likely to change but have not been finalized as of the writing of this draft memo.

achieve the community’s vision that the area “will grow into a more people-oriented urban neighborhood. A place where residents can commute to work, shop, recreate, and meet basic needs without a car.”

The Potential Public Interventions section below outlines which public interventions would be necessary for each alternative. Without certain public interventions, Alternatives 2 and 3 are unlikely to be achieved as described.

As the EIS process continues, a final preferred alternative will be selected by citizens, the City, and MAKERS team. The alternatives analyzed in this memo are not the final preferred alternative.

This report is organized as follows:

Subarea Plan Purpose ..... 2

Potential Public Interventions ..... 3

Other Factors That Could Impact Development Outcomes ..... 8

Comparison Areas..... 11

Alternatives Analysis ..... 18

Expected Use Mix for Transportation Analysis..... 24

Appendices ..... 27

**Subarea Plan Purpose and Community Goals**

The City of Olympia designated the Capital Mall Triangle as one of three urban centers in the city’s 20-year comprehensive plan. The City received a grant from the State of Washington to conduct long range planning in the subarea, with the aim of creating a people-oriented urban neighborhood.

Over time, the plan will help us transition this area to a mixed-use, grid-based street network. This will:

- require shorter trips while driving.
- make it easier to use transit.
- give residents the chance to walk or bike to jobs, schools, services, and recreation opportunities.

This area will also play a significant role in realizing more mixed-use housing. Housing types will be appropriate for families and individuals at all income levels, including some homes for those who require access to low-income affordable housing.

Changes in land use and a gridded street network will generate more walk and transit trips as workforce housing expands throughout the subarea. This plan will guide policy and investment decisions needed to stimulate that transit-oriented redevelopment and infill.

## Potential Public Interventions




The three alternatives proposed in the Draft Environmental Impact Statements include bold visions for the Olympia Capital Mall Triangle subarea. Detailed information about the alternatives can be found on the project web page:

<https://engage.olympiawa.gov/capital-mall-triangle>.

All three scenarios, including the No Change alternative, expect a higher intensity of development than has previously taken place in the subarea. Alternatives 2 and 3 are unlikely to take place without some amount of public intervention, either through administrative actions or infrastructure investments.

Figure 1 below shows a summary of the Draft EIS alternatives. The policy changes that LCG believes are most likely to have a positive impact on encouraging development in the area that meets the City's vision and goals are shown in green. Those policy changes with a minor impact or unknown impact are shown in white. In some cases, policy proposals may have positive social or environmental impacts, while their impact on development is difficult to determine. For example, having some additional open space/parks in the subarea would likely be positive, however, LCG would need to know what entity (e.g., private developers, City, or other) would fund, build, and maintain those parks in order to understand their impact on private development decisions.

**Figure 1. DEIS Alternatives with Policy Impacts**

| <b>Impact on desired mixed-use development</b> |   |   |   |
|--|---|---|---|
| Major positive impact                          |   |   |   |
| Significant positive impact                    |   |   |   |
| Positive impact                                |   |   |   |
| Possible or unknown impact                     |   |   |   |
| Key unknown policy                             |   |   |   |
|  | <b>Alternative 1<br/>No Action</b>  | <b>Alternative 2<br/>West Olympia Hubs</b>  | <b>Alternative 3<br/>Deep Green</b>   |
| <b>Map</b>                                     |  |    |    |
| <b>Intent Summary</b>                          | No changes made to existing plans and regulations over the next 20 years.           | Remove barriers and provide flexibility for development of three hubs, focusing on connecting the Triangle to existing neighborhoods. | Address climate mitigation and adaption goals by expanding density, transit, and mobility options, focusing on a new interior center. |
| <b>Land Use Actions</b>                        |   |   |   |
| <b>HDC-4 Area</b>                              | No change   | Some parcels north of 4th Avenue change to HDC-4  | Some parcels north of 4th Avenue change to HDC-4  |
| Max Height (feet)                              | 60  | 85  | 145   |
| Max Height w. Bonus                            | 75  |   |   |
| Stories (High)                                 | 7   | 8   | 14  |
| <b>HDC-3</b>                                   |   |   |   |
| Max Height (feet)                              | 60  | 75  | 75  |
| Max Height w. Bonus                            | 75  |   | 105   |
| Stories (High)                                 | 7   | 7   | 10  |
| <b>Parking</b>                                 |   |   |   |
| Residential Minimum                            | No change   | 0 (Eliminated)  | 1 (Eliminated)  |
| Commercial Minimum                             | No change   | Reduce  | Significantly reduce  |
| Minimum Density (units/acre)                   | 0   | 15  | 15  |
| Zone Scale Transitions                         | 35' within 100' of land zoned 14 units/acre   | Slightly updated for greater flexibility  | Slightly updated for greater flexibility  |



|   | Alternative 1<br>No Action                            | Alternative 2<br>West Olympia Hubs   | Alternative 3<br>Deep Green   |
|---|---|--|---|
| <b>Potential Strategies</b>               |   |  |   |
| Main Street Treatment                     | N/A   | Add flexible main street requirements  | Require main street treatments along Kenyon St and 4th Ave NW, paired with public investment                      |
| Park/Gathering Place                      | N/A   | A minimum of a half-acre park in each hub  | Total of 3-5 acres of park in subarea   |
| Connectivity Improvements                 | N/A   | Multimodal connectivity  | More significant public investments in connectivity   |
| Green Building                            | No incentives or requirements                         | No incentives or requirements  | Require green building standards in new development   |
| Tree Code                                 | No Change   | Apply some or all of Downtown Tree Code Provisions to Triangle; update tree code       | Apply some or all of Downtown Tree Code Provisions to Triangle; update tree code                                  |
| <b>Transportation</b>                     |   |  |   |
| TMP 20-Year Projects                      | Yes   | Yes  | Yes   |
| Bus Priority Lanes                        | None  | Priority lane on Harrison  | Priority lanes on three major arterials   |
| Multimodal Improvements                   | No additional outside of the TMP 20-year project list | Multimodal improvements focused on arterials and connections to adjacent neighborhoods | Major street redesigns within the Triangle; multimodal improvements on main arterials                             |
| Transit Center                            | Confirm any IT plans in 20-year horizon               | TBD pending IT conversation; potentially closer to one of the arterials                | TBD pending IT conversation; likely leveraging the inward focus near Kenyon, Mall Loop Dr, and Bing St connection |
| Apply Multifamily Tax Exemption (MFTE)    |   | TBD  | TBD   |
| Infrastructure Funding Tools and Strategy |   | TBD  | TBD   |
| Clear Plan for Stormwater Management      |   | TBD  | TBD   |

The text below documents the reasons that LCG believes certain public interventions are most likely to create different outcomes in the Triangle.

## Maximum Building Heights

Currently, the HDC-3 and HDC-4 zones have maximum height limits of 60 to 75 feet (approximately 7 stories). Alternatives 2 and 3 propose an increase to the maximum height in these zones to 85 feet in Alternative 2 (8 stories) and 145 feet (14 stories) in Alternative 3.

LCG believes that providing additional building height will have a modest but material impact and will encourage property owners to build mixed-use projects by enabling more profitable land uses (e.g., housing) to be put on an existing parcel of land. Over the 20+-year time horizon of this plan, increasing heights could potentially make mid-rise “podium” or high-rise projects with ground floor retail more feasible. However, in the medium term (e.g., next five years) developers are unlikely to take advantage of higher allowed heights because of current market conditions and the cost of construction.

The cost to the City of increasing heights is minimal, since it can be done administratively, via the Municipal Code.

However, the plan should carefully consider stepping down development near existing residential neighborhoods in order to minimize real and perceived impacts.

## Range of Land Uses

The range of land uses that is currently allowed in the subarea is not shown in Figure 1.

However, with the exception of some industrial uses, nearly all commercial and residential uses in the [City Code](#) are allowed in HDC-3 and HDC-4 zones. These include (but are not limited to) eating and drinking establishments, office uses, recreational and cultural establishments, apartments (standalone or above ground floor commercial), retail, health and personal services, and lodging.

LCG’s understanding is that Alternatives 1, 2, and 3 will ensure that these zones continue to allow this wide variety of uses. This wide range of land uses is important and will provide developers with flexibility to meet market demand and build mixed-use projects.

## Reducing Parking Requirements

Current zoning in the Capital Mall Triangle requires a large amount of parking for shopping centers and other retail establishments. This has caused conflicts in the past when owners have tried to redevelop surface parking lots in the subarea. While some of these issues are due to lease terms between existing landlords and tenants rather than zoning regulations, reducing parking requirements for retail establishments and shopping centers would have a significant impact and would help reduce barriers to mixed-use development. Put simply, despite the fact that there are scores of acres of parking in the Triangle, some of these parking lots cannot be redeveloped because of the City’s current parking requirements. Parking is often the binding constraint on development and reducing or eliminating parking requirements may be the most important “low hanging fruit” policy change. In addition, multifamily parking requirements could be reduced or eliminated, as in Alternatives 2 and 3 shown in Table 1 below.

**Table 1. Proposed Changes to Parking Minimums in Proposed Alternative Scenarios**

|                            | <b>Alternative 1</b><br>No Action | <b>Alternative 2</b><br>West Olympia Hubs | <b>Alternative 3</b><br>Urban Sustainability |
|----------------------------|-----------------------------------|---|--|
| <b>Residential Minimum</b> | No Change                         | None                                      | None   |
| <b>Commercial Minimum</b>  | No Change                         | Reduce                                    | Significantly Reduce                         |

*Source: MAKERS.*

## Parks and Landscape Requirements

The City requires that all perimeter areas of residential and commercial developments that do not include buildings or driveways must be landscaped. Property owners are responsible for maintaining planting areas in a healthy condition.

In addition, Alternatives 2 and 3 indicate that as the Olympia Capital Mall Triangle develops, the area will include one or more public parks. LCG believes that public open space is a critical component of creating mixed-use places including downtowns and “centers” like the Triangle.

However, it is difficult to estimate the impact of requiring new park space without understanding what entities will fund, build, and maintain the park space, and these details are yet to be determined. Designing, funding, building, and maintaining park space can be expensive, and developers may or may not be able to pay for that space. The cost of such space can be a deterrent to development rather than an incentive. The City of Olympia has not committed to funding park space in the area. In addition, our understanding is that several questions and concerns have been raised about parks and open space. First, the area may have an adequate number of parks and open spaces per the City’s existing targets. Second, some public open spaces can attract crime and vandalism if not properly maintained.

In LCG's view, a more careful plan for the provision and maintenance of open spaces will be needed in order to realize their potential in the Triangle. The best open space plans in mixed-use districts use a mix of public and private funds, potentially in concert with a business improvement area (BIA) or similar.

## Connectivity Requirements

The City's goal is to create "a grid-like pattern of smaller blocks" with block sizes ranging from 250 to 350 feet in residential areas and 500 feet along arterials (PT4.1).

However, requiring developers to build new rights of way on their properties can significantly reduce the amount of land that can be used for housing or commercial development, and increase the cost of development. The precise width, size, and design of future rights of way is yet to be determined. It is also not clear whether developers will be able to retain ownership of these street areas or whether they will become public roads controlled by the City. Thus, while connectivity requirements could have both positive or negative impacts, their impact on development is difficult to ascertain for Alternatives 1 and 2 since details are still being worked out.

Alternative 3 calls for "more significant public investments in connectivity" and LCG believes that this could strongly encourage development. Public funds for investments in connectivity could be generated by traditional city sources, grant funds, tax increment financing, local improvement districts, or other.

## Green Building Standards

Alternative 3, also called "Urban Sustainability," assumes that the City will require new buildings in the Capital Mall Triangle subarea to meet green building standards. While these standards are not yet set, they could move beyond typical LEED certification to standards like Passive Housing or similar. If the City plans to require "Urban Sustainability" building standards, it should be clear and explicit about what is required but build in enough flexibility that the requirements do not become outdated as new technology is introduced and refined.

From a development feasibility point of view, requiring green building standards are likely to have a mixed, but mostly negative effect. On the plus side, green building standards can provide marketing benefits since tenants and residents generally prefer green buildings. In addition, energy and other operations costs for green buildings can be lower. However, building highly sustainable buildings usually imposes some cost increase. Nonetheless, the City may determine that the environmental benefits of new green building standards may outweigh the costs imposed on new development.

## Tree Requirements

Olympia's tree ordinance governs the removal and planting of trees at development and redevelopment sites. Olympia's code requires that all development projects must have a Soil and Vegetation Plan (SVP) that meets certain criteria with regards to trees and vegetation. LCG's understanding, based on discussions with the City, is that if parts of the Triangle were to be redeveloped with a multifamily component, it would need to establish a natural forested area for local wildlife.

Alternatives 2 and 3 will "apply some or all of Downtown Tree Code Provisions to Triangle" and, "update [the] tree code." Olympia's Downtown tree code is "open space exempt," meaning that developers in Downtown Olympia can utilize a handful of options to meet tree code provisions, including:

- Planting trees on a nearby city property
- Replacing street trees and committing to three years of maintenance
- Paying into the tree fund (\$380 per tree)

Similar exemption in the Capital Mall Triangle could help spur the type of dense, mixed-use development that the City envisions for the site. It could also allow for the establishment of public parks or treed areas intended to serve residents and wildlife.

## Multifamily Tax Exemption

The State allows cities to implement local Multifamily Tax Exemption (MFTE) programs, in which developers of new housing are partially exempt from paying property taxes for a defined period (8 or 12 years) in exchange for providing one or more specific public benefits. The 12-year tax exemption requires developers to build affordable housing; the public benefits associated with the 8-year exemption can be defined by the city, and can require developers to provide affordable housing, ground floor commercial space, provision of public open space, or some other public benefit.

Expanding Olympia's Multifamily Tax Exemption (MFTE) zone to include the Capital Mall Triangle subarea could help make development of dense multifamily housing more feasible. Currently, Olympia has three target areas for its MFTE program – Downtown, Eastside, and Westside. However, the Westside target area is extremely small, encompassing just a handful of blocks on Harrison Avenue (approximately 5 acres of land). City staff has already begun discussing the possibility of expanding this area. If the City intends to concentrate dense multifamily housing in the Triangle, LCG recommends that the City strongly consider expanding this program to the Triangle, where it could encourage housing and mixed-use development. Alternatives 2 and 3 do not specifically call for such an MFTE expansion.

## Additional Infrastructure Investments

Alternatives 2 and 3 described in the EIS assume more public infrastructure investment than the City is currently planning to implement. The Alternatives specifically identify investments in bus priority lanes, multimodal improvements, and connectivity, and other investments are possible. Parks were mentioned above, and public- or private-parking garages are sometimes added to mixed-use districts. The City has not indicated that it has capacity to make these investments.

The cities and other public agencies that have worked on the comparison areas described later in this report—including Downtown Bothell, Belmar, and Alderwood Mall—have enabled a range of infrastructure investments, in numerous ways. They have invested their own funds, attracted grants and loans from other public agencies, created new funding approaches including area-specific impact fees and tax increment financing, and created frameworks that encourage private investment in infrastructure.

LCG believes that such innovative approaches towards infrastructure investment and public-private partnerships are critical to successful large-scale redevelopment projects.

## Stormwater

Developers' compliance with stormwater management requirements is an important and costly part of redeveloping mid-century commercial properties in Washington State. Developers who redevelop these properties are often required to build either at-grade stormwater management facilities (e.g., ponds or constructed wetlands) or below-grade vaults. Both approaches can deter development.

The stormwater requirements at the Triangle are not unique—the City adheres to the requirements set forth in the State of Washington Department of Ecology's [Stormwater Management Manual for Western Washington \(SWMMWW\)](#). Although Olympia does not have the power to change these requirements, it could help to define a subarea-scale approach to stormwater management, using the examples of Downtown Bothell ([improvement](#) and [fee](#)), [Redmond Overlake](#), or other areas as an example. Typically, this means making public stormwater improvements that private development pays to enable, via impact fees, utility fees, development agreement, or other means. This has benefits due

to economies of scale, permitting, utilization of non-buildable land, and greater clarity regarding cost and process for developers. The City should consider the following actions to reduce the impact of stormwater requirements on developers:

- Determine if the existing Yaeger Park stormwater facility can manage additional stormwater outfall from the Triangle and/or support additional development. Determine if there is capacity to expand existing stormwater facilities in the Triangle or add future facilities.
- Evaluate and/or implement a plan that is based on the Bothell, Redmond, or other model.

## Establishment of a Planned Action Area

The City and the consultant team led by MAKERS are currently undertaking a Planned Action for the Olympia Capital Mall Triangle that will enable future developments to have more certainty regarding the time and expense of environmental evaluations. Because the City will have already conducted a full Environmental Impact Statement (EIS) process, as long as a development is consistent with City plans, the Planned Action Ordinance, and EIS mitigation measures, individual development projects will be required to complete actions to show compliance with SEPA and will not be subject to further environmental review. This could help improve feasibility and increase interest in the Olympia Capital Mall Triangle.

While this is a public action, it is one that is already being undertaken and therefore is not a new recommendation.

## Other Factors That Could Impact Development Outcomes

There are many other factors that will probably have an effect on development outcomes in the Triangle over the coming decades, and many of these are outside the City's control. It is important to recognize this and understand that, while future land use forecasts may appear precise, the impact of these other factors could significantly increase or decrease the pace of future housing and mixed-use development. Some of these other factors are described below.

### Ongoing Strong Economy and Demographics

Job creation, business formation, business revenues, and household formation through immigration or births, all drive demand for more commercial and residential real estate, and for mixed-use development in particular. Ongoing job and population growth will support redevelopment of the Triangle.

Recently, Microsoft, Amazon, and other Puget Sound-area tech companies have announced layoffs, which could have negative effects on the entire Puget Sound region. If these workers choose to leave the region, the reduced demand for housing and other land uses could impact areas as far south as Olympia. However, the unemployment rate in Seattle is currently 2.6%, well below the long-term average of 5.15%, indicating that despite layoffs, the Puget Sound Region's economy remains strong, and workers are likely to find new jobs without leaving the market.

### Lower Interest Rates

Interest rates are currently at their highest point since 2008. As of December 2022, the Fed Funds Rate was 4.4%. Since the Great Recession, rates have largely held at historic lows, though the Federal Reserve began to increase interest rates as the economy improved between 2016 and 2020. Since May 2022, the Fed has been increasing rates in an effort to combat inflation **Error! Reference source not found.** Although the Consumer Price Index (CPI) grew 9.1% over the 12-months ending in June 2022, a 20-year high, as of December 2022 the year-over-year increase was down to 6.5%. If inflation continues to slow, the Fed may choose to lower interest rates.

Interest rates impact the price of borrowing, both for developers who need construction loans and investors who purchase stabilized properties. This impacts feasibility, both because it increases the cost of construction and because the building's value will be less than it otherwise would be at time of sale.

## Lower Construction Costs

Construction costs have been rising significantly nationwide, particularly since the onset of the COVID-19 pandemic. According to M.A. Mortenson Company, as of Q3 2022, nationwide construction costs increased by 9.6% year over year.

The causes of this rapid increase in construction costs include labor shortages (and rising wages) as well as material costs. The prices of PVC pipes, lumber, steel pipes, and copper pipes all rose by at least 70% between Q3 2020 and Q3 2022. These price increases are exacerbated by high shipping costs and material shortages. Like interest rates, the City of Olympia cannot on its own reduce these costs. However, the public interventions listed in the previous section could help offset these cost increases.

## Washington State Employment Policy

As Olympia is the capital of Washington, the City's economy is heavily dependent on the workforce associated with legislative and Executive Branch activities that occur in and around the Capitol building. Since the beginning of the COVID-19 pandemic, the State of Washington has allowed eligible workers in accounting, data analysis, programming, phone work, graphics and design, budget preparation, research, web training, and writing to engage in full-time remote work or hybrid working arrangements.

If State workers who previously worked in Olympia choose to work from home outside of the City, it could have a significant negative impact on the City's economy, reducing the demand for housing, office space, and associated amenities. However, if State employees choose to remain in Olympia to facilitate hybrid or in-person work, or simply because they view Olympia as an attractive place to live, development activity is likely to remain strong.

## Large Employers Move to Olympia

Outside of the public sector, nearly all employers are in the service, retail, and hospitality industries, which tend to offer lower pay to employees. However, Olympia has a highly educated occupation – 46.3% of residents over 25 have a bachelor's degree or higher. This highly educated workforce could be extremely attractive to potential employers, especially if Olympia invests in the types of placemaking elements described in Alternative 3. If one or more new large employers were to move to Olympia, it could help spur development.

While this is largely out of the hands of the City, the City could invest in marketing itself to potential employers as improvements in and around the Capital Mall Triangle begin to take shape.

## Continued Rise in Online Shopping

According to [CBRE](#), as of 2021 online shopping made up 17.2% of all non-auto and non-restaurant retail sales, up from just under 14% in 2019. As online shopping grows as a share of retail transactions, brick-and-mortar stores are seeing a decline in sales. According to the [US Bureau of Labor Statistics](#), while retail jobs are expected to grow by 7.7% between 2020 and 2030, physical stores are expected to lose a significant percentage of workers while non-store retailers, many of which operate online, are expected to see the biggest workforce increase.

While the Capital Mall currently benefits from its expansive trade area and lack of local competition, large-footprint stores may not be sustainable as online shopping commands a larger share of the market. If a large store such as JC



Penney were to close, it could be an attractive opportunity for redevelopment, especially given the large, underutilized parking lot adjacent to it.

## **West Olympia Access Project**

The West Olympia Access Project is a plan to add an off-ramp to Yauger Way from the west-bound side of US 101. This interchange could make it easier for visitors to access the Capital Mall Triangle from Capital Mall Drive rather than Black Lake Boulevard, reducing congestion. This project could increase retail sales by making it easier to access the stores within the Capital Mall Triangle. Alternatively, the new off-ramp could allow drivers traveling north or west within Olympia, for instance those going to Evergreen State College, to more easily bypass the subarea, potentially resulting in lower retail sales. If this project increases access and retail sales, establishments within the Triangle would increase in value, making redevelopment more difficult. If, however, some retail establishments are negatively impacted by the new offramp it could lower their value, making redevelopment more feasible. In Kirkland's Totem Lake, multifamily and mixed-use construction took place even with high visibility and ease of access from the highway. While these factors could impact land values within the Capital Mall Triangle and therefore development feasibility, the level of impact could vary between properties.

## Comparison Areas

In order to evaluate forecasts for the DEIS alternatives, LCG used comparison areas as benchmarks for each alternative. Downtown Olympia has seen more development over the past two decades than the Capital Mall Triangle and is therefore a fitting comparison for a no action alternative. The Alderwood Mall in Lynnwood has seen significant new development around the mall area, but the mall itself has not redeveloped. This is similar to what is expected in the Hubs alternative. In addition, Downtown Bothell, WA is a Regional Growth Center that has experienced high density housing growth over the past several years, in part due to the City's investment in stormwater infrastructure, detailed above. It is also applicable to the Hubs alternative. Finally, Belmar in Lakewood, CO is an example of a mall area that was fully demolished and rebuilt as a dense, walkable, mixed-use area. This development was possible due to infrastructure funding by City programs, including tax-increment financing (TIF). The Urban Sustainability alternative expects most of the triangle to be built up into tall mixed-use buildings, as in the case of Belmar.

|                              | Capital Mall Triangle   | Downtown Olympia  | Alderwood Mall Area, Lynnwood, WA  | Downtown Bothell, WA  | Belmar, Lakewood, CO  |
|------------------------------|---|---|--|---|---|
| Most Comparable Alternatives | 1 and Market Trend  | 1 and Market Trend  | 2  | 2   | 3   |
|                              | Development over the last two decades in the Triangle is a reasonably good indicator of future development in the Triangle, if current policies remain unchanged. | There has been more recent development in Downtown Olympia than in the Capital Mall Triangle.<br><br>We believe that Downtown provides a useful benchmark to identify the high end of what could happen at the Triangle over the next 20 years.<br><br>Demographic and economic conditions in Downtown are relatively similar to the Triangle, at least compared to other redevelopment projects in other cities. | There has been significant new housing and mixed-use development in the area surrounding the Alderwood Mall in Lynnwood, though the mall itself has mostly undergone aesthetic changes. This area is a potential model for how employment growth may occur in the subarea under Alternative 2. | Downtown Bothell has added a significant amount of new housing over the past 20 years, largely in new 4 to 6 story apartment buildings. It is likely a good indicator for how dense housing in the areas identified in Alternative 2 may occur. | Belmar is an extremely dense mixed-use development on a former mall site in Lakewood, CO. In Belmar, the former mall was completely demolished with the developer and the City investing in new infrastructure, public space, and development on-site. LCG used the amount of new retail per acre at Belmar to estimate the 2045 employment projection for Alternative 3. |

The Capital Mall Triangle has not seen significant development over the past twenty or so years, but the City of Olympia has designated it as an area where future growth should be concentrated. Alternative 3 within the Draft EIS expects an especially high level of growth by 2045. In an effort to understand how this growth could take place, LCG compared the Capital Mall Triangle with Downtown Olympia as well as three other areas that have seen significant growth over the past twenty years with continued growth expected into the future:

- The Alderwood Mall area in Lynnwood, Washington
- Belmar in Lakewood, Colorado
- Downtown Bothell, Washington

The three comparison areas outside of Olympia have higher median incomes than the study area. In addition, residents of Belmar and Downtown Bothell have higher levels of educational attainment than those in Olympia. The Capital Mall Triangle subarea has the most people per household, with 2.39 residents in each housing unit, compared to 1.86 in Belmar and 1.85 in Downtown Bothell. Despite the low number of people per household, Belmar and Bothell have by far the highest population densities.

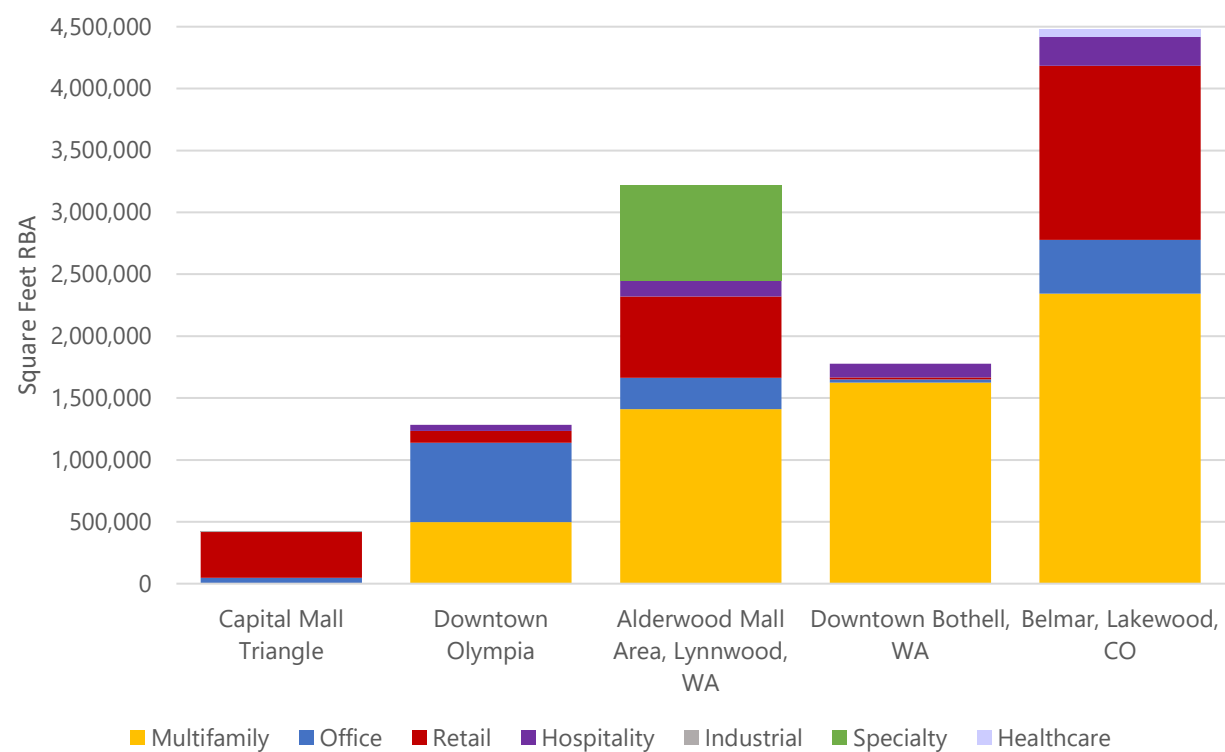
**Figure 2. Comparison Area Demographics**

|  | <b>Capital Mall<br/>Triangle</b> | <b>Downtown<br/>Olympia</b> | <b>Alderwood</b> | <b>Downtown<br/>Bothell</b> | <b>Belmar</b> |
|--|----------------------------------|-----------------------------|------------------|-----------------------------|---------------|
| <b>Acres</b>                                       | 288                              | 582                         | 460              | 203                         | 242           |
| <b>Square Miles</b>                                | 0.45                             | 0.91                        | 0.72             | 0.32                        | 0.38          |
| <b>Population 2022</b>                             | 675                              | 2,461                       | 882              | 2,594                       | 5,266         |
| <b>Population Growth, 2010-2022</b>                | 5.8%                             | 19.5%                       | 2.3%             | 92.7%                       | 13.8%         |
| <b>Population Density, 2022 (pop. per sq. mi.)</b> | 1,500                            | 2,707                       | 1,227            | 8,178                       | 13,927        |
| <b>Households 2022</b>                             | 280                              | 1,620                       | 420              | 1,382                       | 2,836         |
| <b>People per Household 2022</b>                   | 2.39                             | 1.47                        | 2.08             | 1.85                        | 1.86          |
| <b>Median Household Income 2022</b>                | \$43,993                         | \$35,188                    | \$75,716         | \$105,569                   | \$78,540      |
| <b>% Bachelor's Degree or Higher</b>               | 26.4%                            | 53.5%                       | 39.4%            | 56.6%                       | 53.2%         |

*Source: Esri; US Census, LCG.*

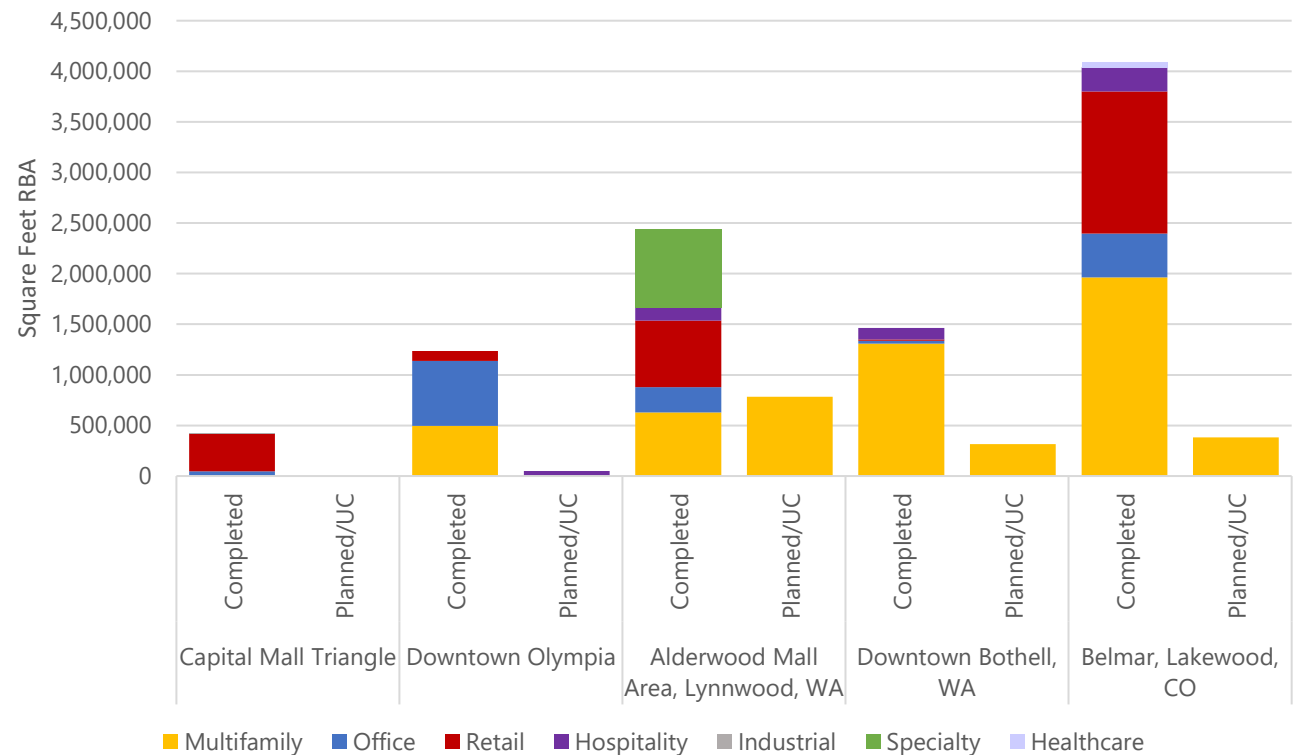
As shown in Figure 3 below, all of the comparison areas have seen significantly more development since 2000 than the Capital Mall Triangle, driven by multifamily housing development. Similarly, Figure 4 shows that all currently planned and under construction projects outside of Olympia are multifamily housing. Alongside multifamily development, the Alderwood and Belmar comparison areas have seen significant retail and office development, with some hospitality. The Specialty development in Alderwood consists of two parking facilities.

Figure 3. Square Feet of Rentable Building Area (RBA): Built Since 2000 and Currently in the Development Pipeline



Source: CoStar; Jefferson County, CO Assessor; LCG.

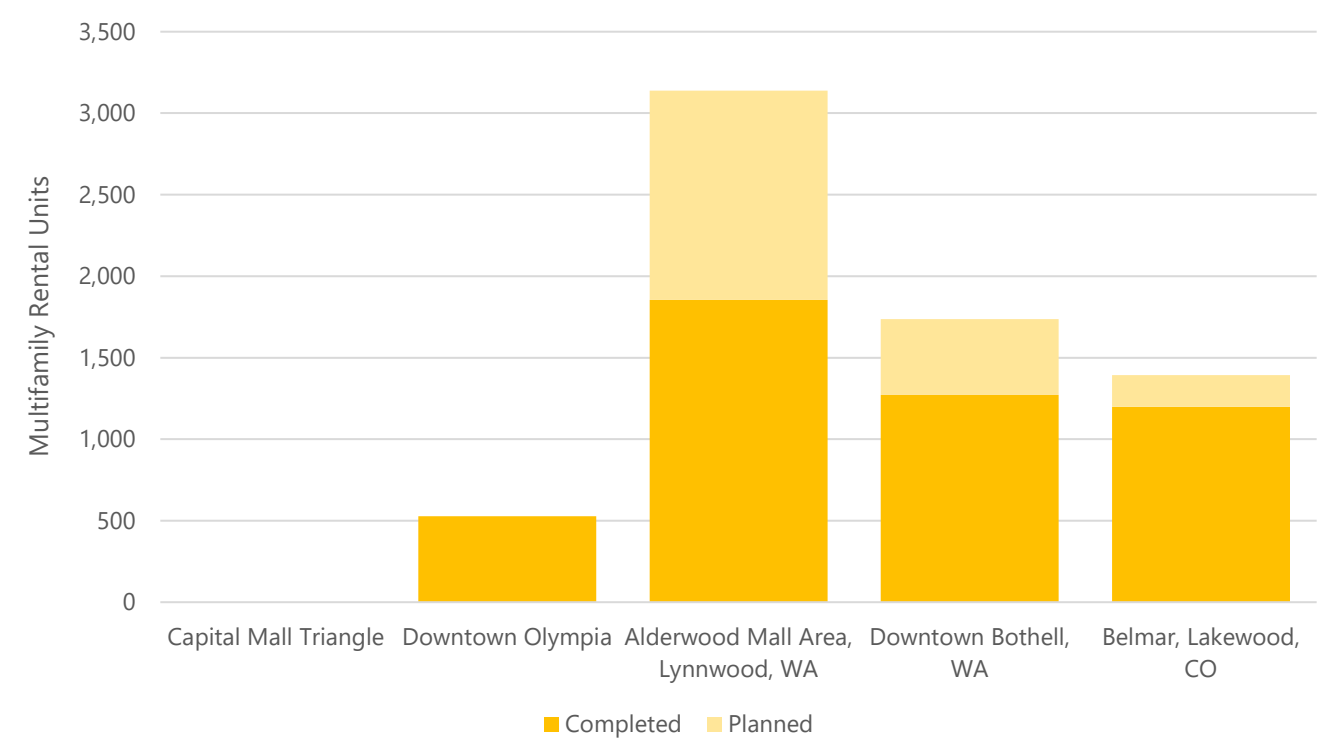
Figure 4. Square Feet of Rentable Building Area (RBA): Built Since 2000 and Currently in the Development Pipeline



Source: CoStar; Jefferson County, CO Assessor; LCG.

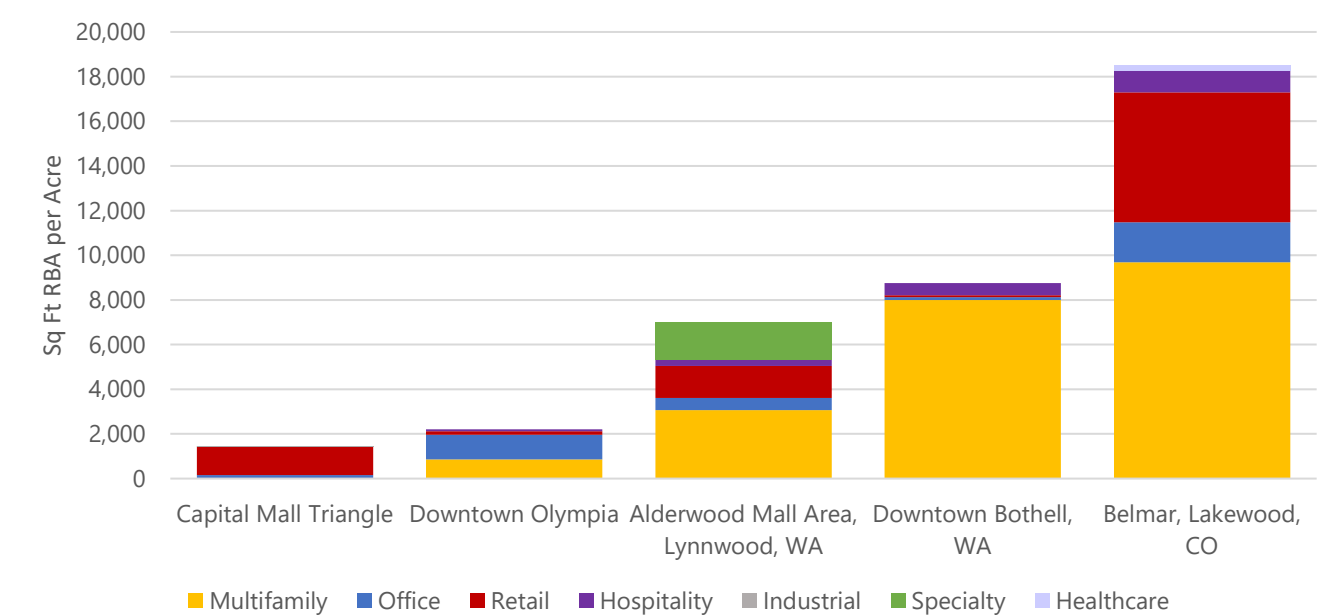
The three comparison areas have seen significantly more construction of multifamily units than either the Capital Mall Triangle or Downtown Olympia. 1,855 units have been built since 2000 in the Alderwood Mall Area in Lynnwood, and there are another 1,283 units currently planned or under construction. Belmar in Lakewood, CO has 1,199 housing units, in a mix of rental housing and condominiums, with 194 units in the development pipeline. While 527 units have been built in Downtown Olympia since 2000, none have been built in the Capital Mall Triangle.

Figure 5. Multifamily Rental Units Built Since 2000 and Currently in the Development Pipeline



Source: CoStar; Jefferson County, CO Assessor; LCG.

Figure 6. Square Feet of RBA per Acre Built Since 2000 or Currently in the Development Pipeline



Source: CoStar; Jefferson County, CO Assessor; LCG.



Figure 7. Views on 5<sup>th</sup>, a New Apartment Building in Downtown Olympia



Source: Views on 5th.

Figure 8. The Woods at Alderwood in Lynnwood, WA





Source: Apartment Finder.

Figure 9. Downtown Bothell, Washington



Source: SnoKing Living.

Figure 10. Housing at Belmar in Lakewood, Colorado



## Alternatives Analysis

In order to analyze the alternatives outlined in the DEIS, LCG used data from the comparison areas described above compared with a 2017 baseline from TRPC. For the Market Trend scenario, LCG used data from Esri, the US Census, LEHD, and CoStar to determine how the subarea has changed between 2000 and 2022. Because the subarea is now mostly built out, LCG assumed that 25% less commercial development will take place by 2045. 21 housing units were built between 2000 and 2022. LCG assumes that development at a density of 50 units per acre is likely to take place at the Bing Street Apartments site and the city-owned property in the northern portion of the Triangle. LCG therefore estimated 181 new units by 2045 in this market-based scenario.

LCG used TRPC and LEHD data for Alternative 1, the “no change” scenario. LCG believes that the net change in population, housing units, and employees is far greater in these projections than is realistic in a true no-change scenario, thus the inclusion of the Market Trend comparison scenario.

Alternatives 2 and 3 both assume an average of 2.02 residents per housing unit. Additional assumptions are below.

Alternative 2 assumes the following:

- The total size of the “hubs” where development will be concentrated is approximately 43 acres, 35% of which will be redeveloped with housing (27.9 acres).
- These 27.9 acres will be redeveloped at a density of 55 units per acre.
- The hub areas will have the same density of employment square footage as Alderwood.
- The typical square foot per worker is 430.
- The areas outside of the 43-acre hub areas will have the same employment density as the Market Trend scenario.

Alternative 3 assumes:

- 35% of the 288-acre subarea will be built out (100.8 acres) at a density of 74 units per acre, but only 60% of that development will occur in the next 20 years.
- The typical square foot per worker is 430.
- The subarea will have the same density of employment space as Belmar.

Market Trend assumes:

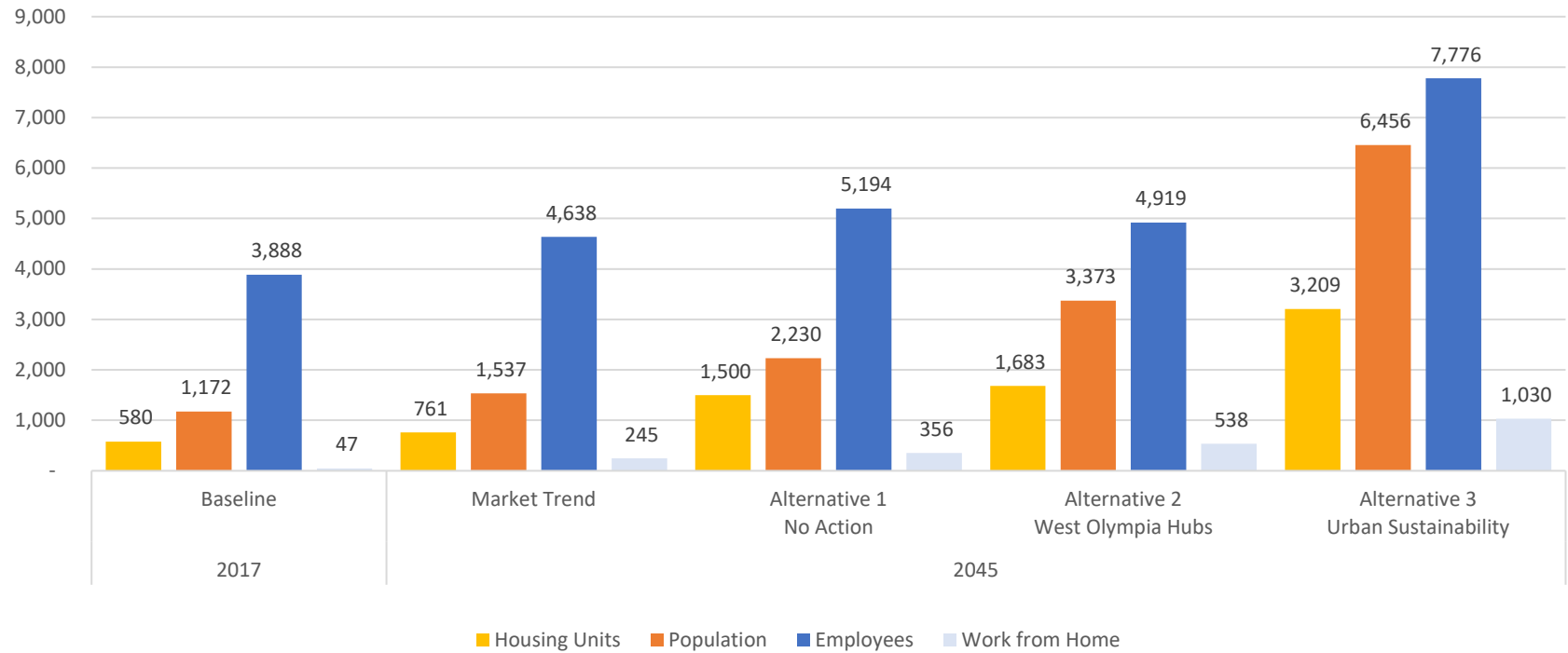
- The pace of development that has taken place in the Triangle between 2000 and 2022 will continue about as-is for the next two+ decades
- Some development projects that are planned or in the pipeline are also assumed to move forward.

Maximum Capacity:

- Illustrates the amount of housing and employment development that could possibly occur—if most properties were built to their maximum height and density—in the area under current zoning. This is unlikely to occur since the development heights and density currently allowed are far in excess of what exists and what has recently been built in the area. Nonetheless, this capacity is useful to understand from a policy point of view.
- Maximum Capacity is shown in the following section for use in the transportation analysis portion of the DEIS.

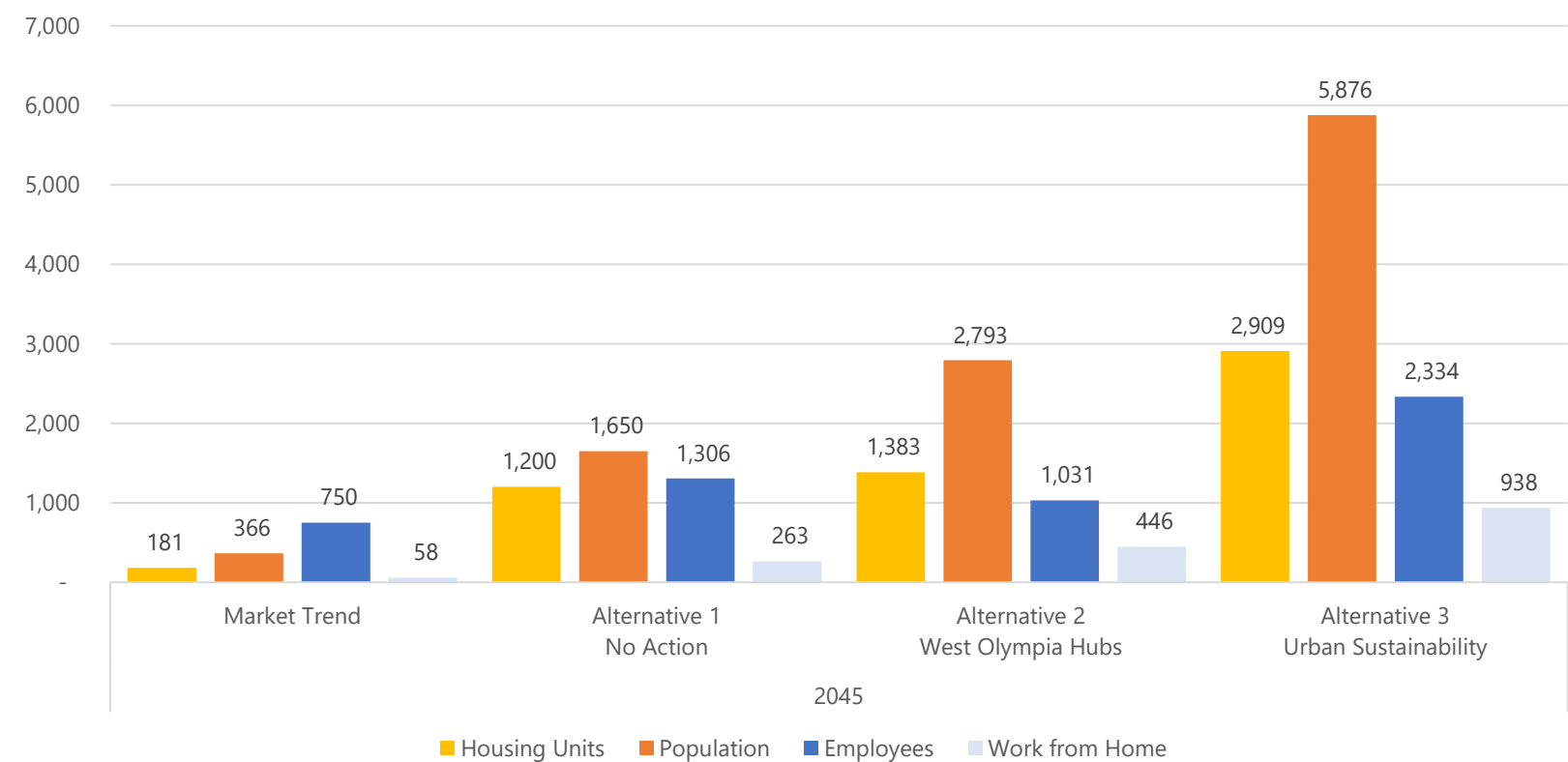
Assumptions about work from home are based on the percentage of the existing population that is employed and an average rate for remote work of 20%.

Figure 11. Expected Total Housing Units, Population, and Employees in the Capital Mall Triangle



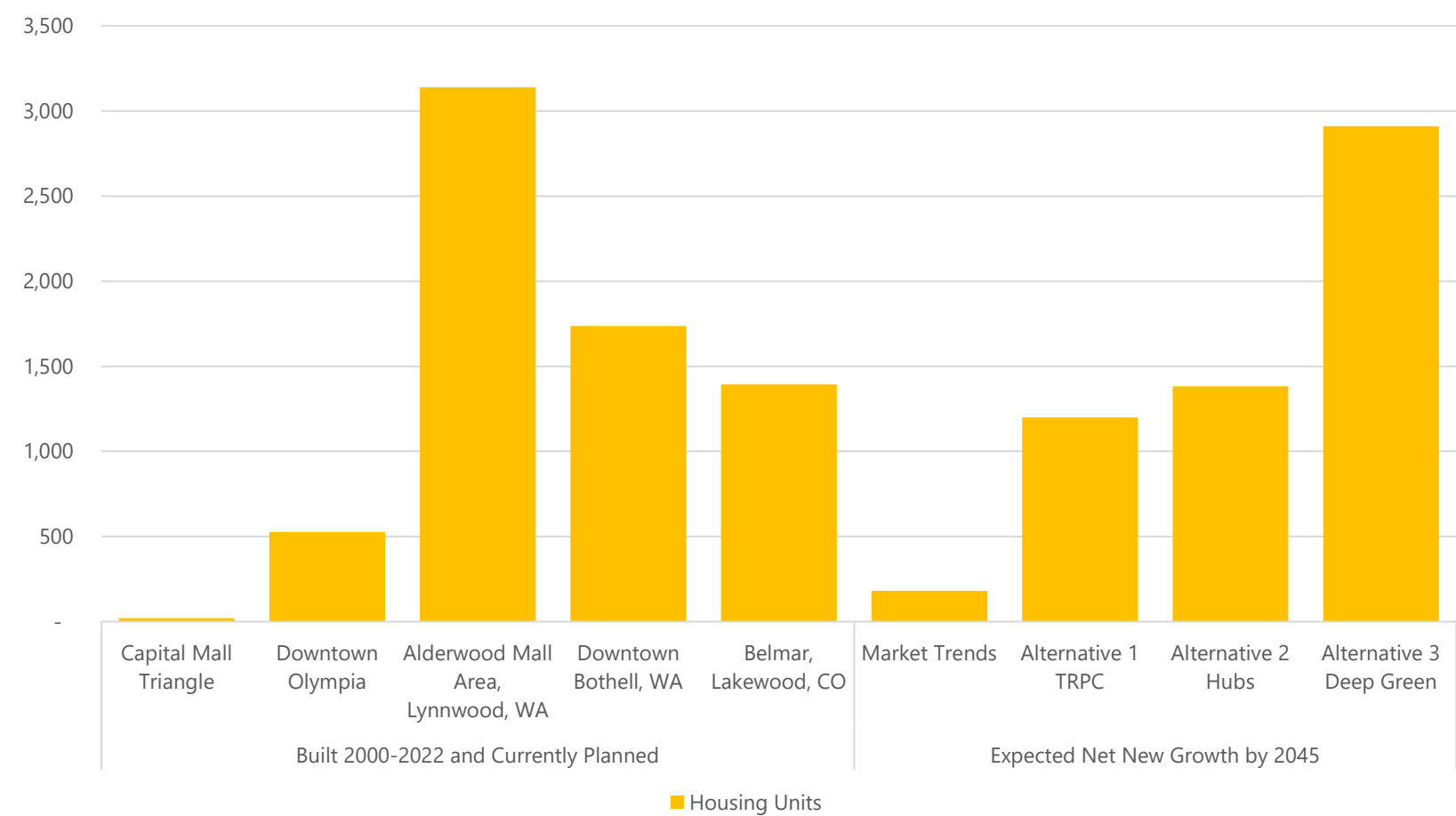
Source: TRPC; CoStar; Leland Consulting Group.

Figure 12. Net New Housing Units, People, and Employees Expected in the Capital Mall Triangle



Source: TRPC; CoStar; Leland Consulting Group.

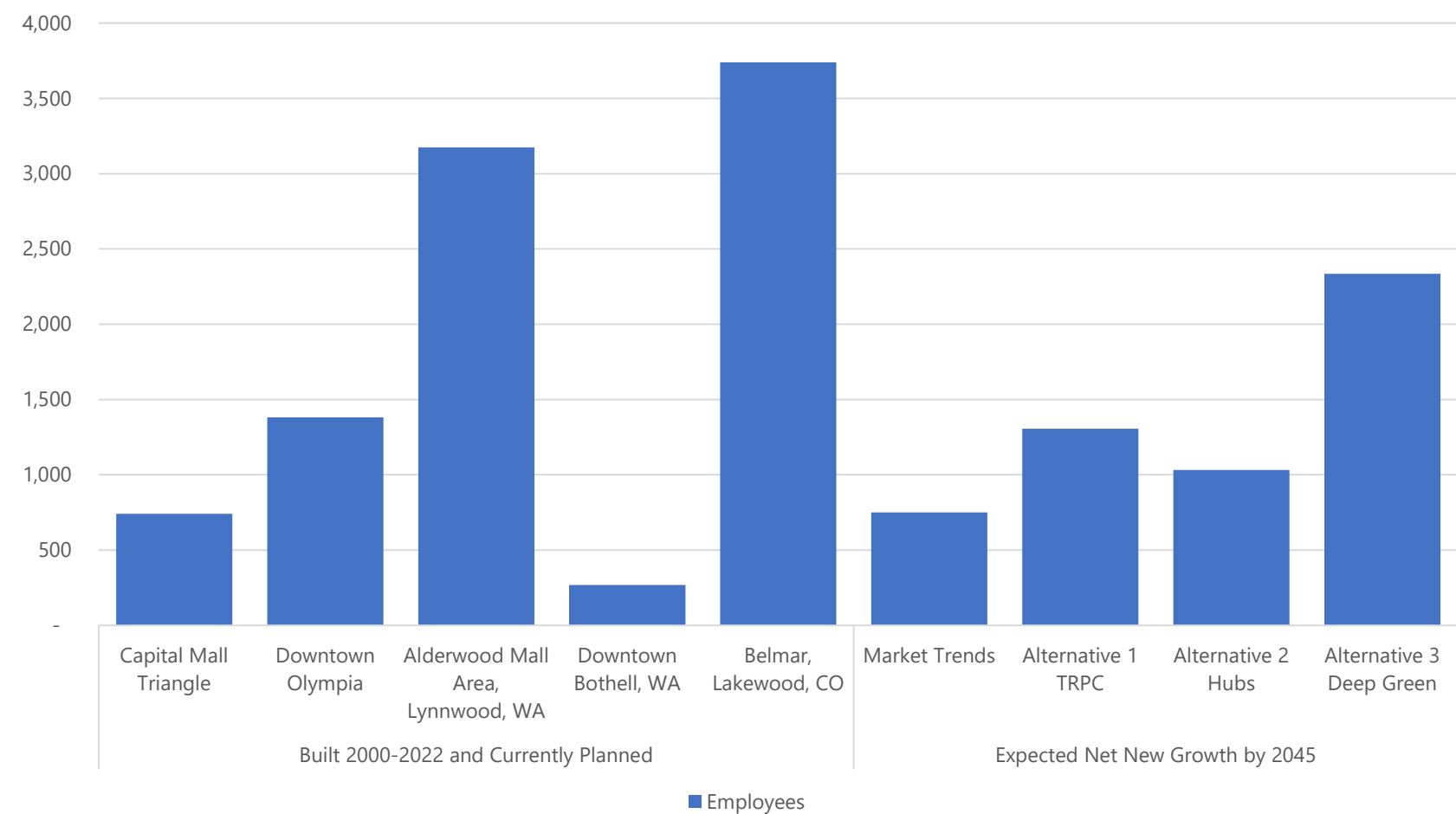
Figure 13. New Housing Built in Comparison Centers between 2000 and 2022 vs. Expected Net New Growth in DEIS Alternative Plans by 2045



Source: TRPC; CoStar; Leland Consulting Group.

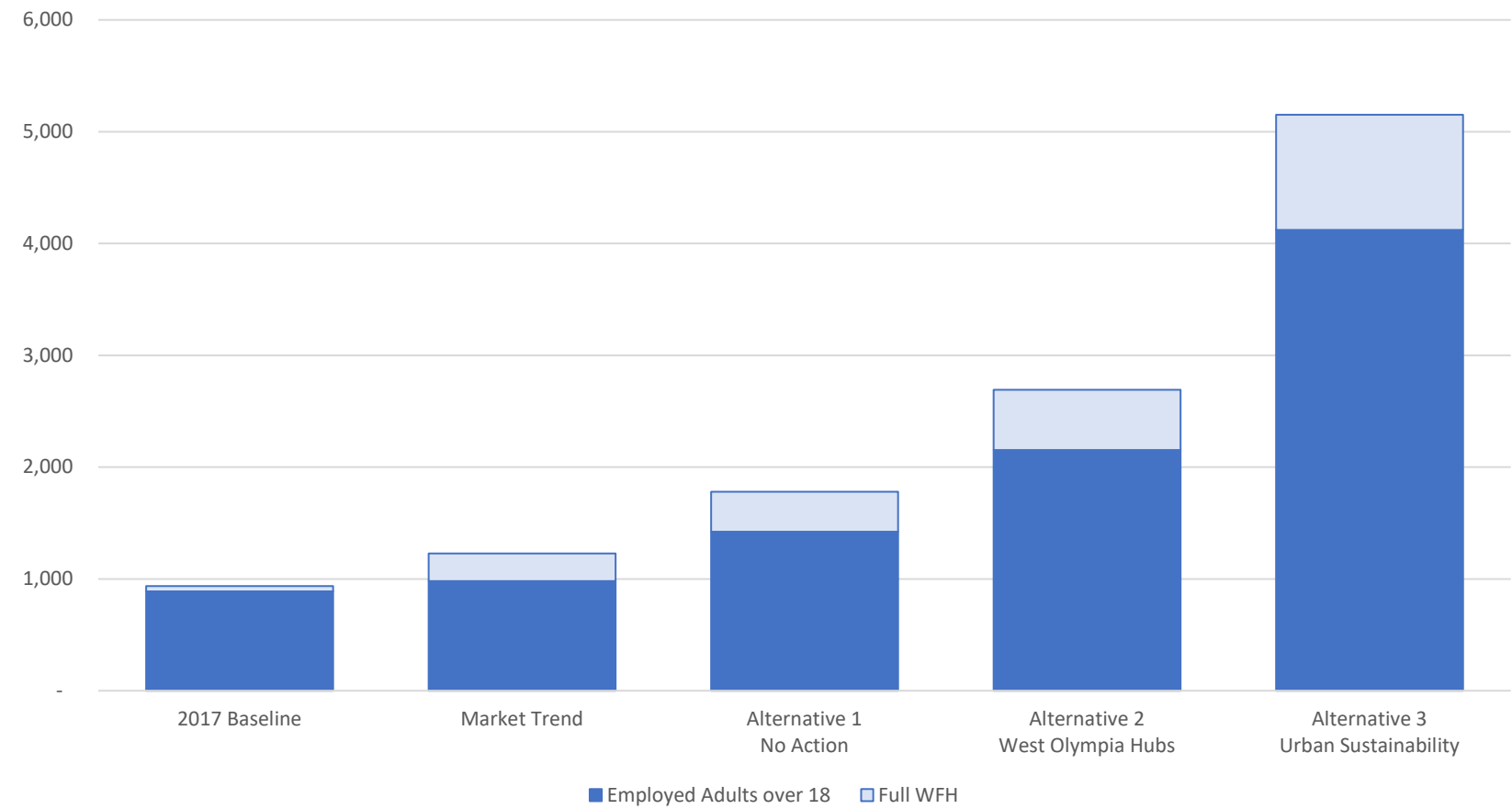


Figure 14. New Jobs Created in Comparison Centers between 2000 and 2022 vs. Expected Net New Growth in DEIS Alternative Plans by 2045



Source: TRPC; CoStar; Leland Consulting Group.

Figure 15. Expected Employed Adults over 18 with Proportion of Full-Time Remote Workers



Source: TRPC; CoStar; Leland Consulting Group.

## Expected Use Mix for Transportation Analysis

LCG's assumptions for the following analysis include:

- No single-family homes have been built in the triangle since 2000, this trend is expected to continue
- The Maximum Buildout scenario is based on the total area of land in the triangle (293.7 acres) reduced by 35% for right of ways and infrastructure (191 acres total buildable)
- (Note: the total amount of land in the triangle zoned HDC-3 or HDC-4 is 223.44 acres)
- 2/3 of buildable land area is expected to be dedicated to multifamily, with 1/3 commercial
- The Market Trend alternative is based on existing conditions in the Capital Mall Triangle, while all other scenarios are based on the expected percentages listed below
- "Other" includes lodging, health care, and specialty uses such as sports facilities and flex space

**Table 2. Existing and Expected Commercial Mix in the Capital Mall Triangle**

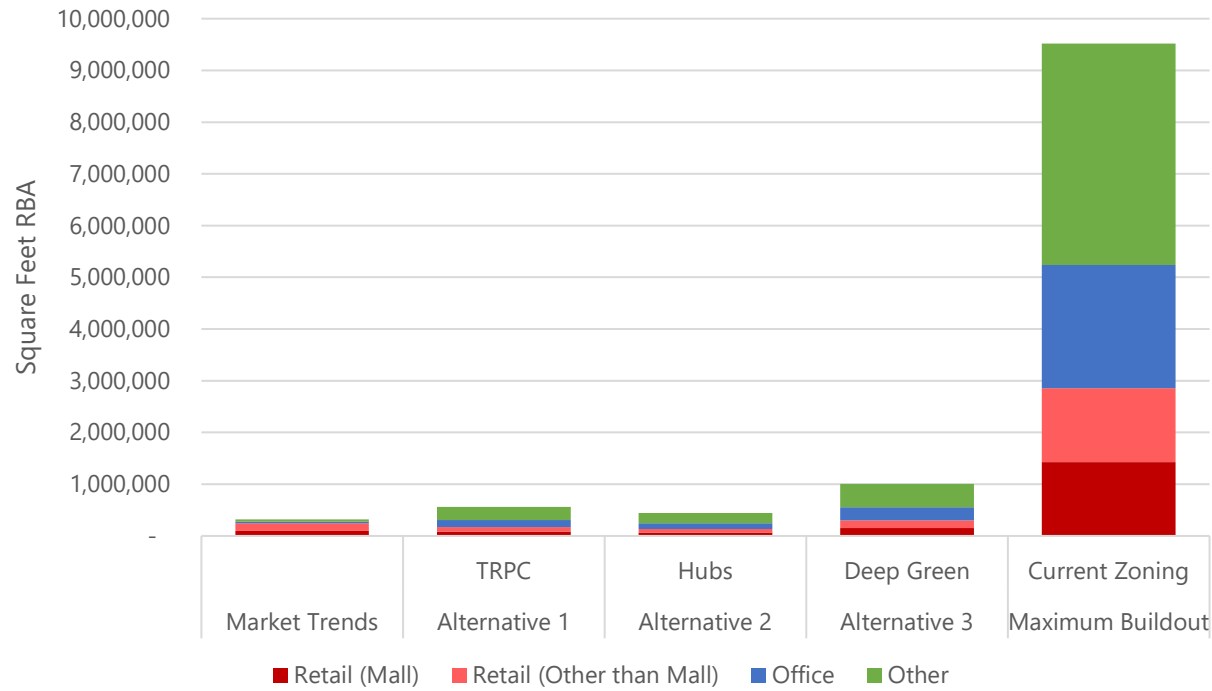
|                   | Oly Triangle<br>Percent<br>Existing | Oly Triangle<br>Percent<br>Expected |
|-------------------|-------------------------------------|-------------------------------------|
| Office            | 8%                                  | 25%                                 |
| Retail (mall)     | 29%                                 | 15%                                 |
| Retail (not mall) | 47%                                 | 15%                                 |
| Other             | 15%                                 | 45%                                 |

**Figure 16. Projected Net New Housing Units, Retail, and Office Space in the Olympia Capital Mall Triangle**

| Type or Principal Activity        | Market Trend   |                | Alternative 1: No Change |                | Alternative 2: Hubs |                | Alternative 3: Deep Green |                  | Maximum Buildout |                  |
|-----------------------------------|----------------|----------------|--------------------------|----------------|---------------------|----------------|---------------------------|------------------|------------------|------------------|
|                                   | Dwelling Units | Square Feet    | Dwelling Units           | Square Feet    | Dwelling Units      | Square Feet    | Dwelling Units            | Square Feet      | Dwelling Units   | Square Feet      |
| Single-Family Home                | -              |                | -                        |                | -                   |                | -                         |                  | -                |                  |
| Single-Family Attached (Townhome) | -              |                | -                        |                | -                   |                | -                         |                  | -                |                  |
| Multi-Family Unit (4+ Stories)    | 181            |                | 1,200                    |                | 1,383               |                | 2,909                     |                  | 15,150           |                  |
| Multi-Family Unit (≤ 3 Stories)   | -              |                | -                        |                | -                   |                | -                         |                  | -                |                  |
| Retail (Mall)                     |                | 94,367         |                          | 84,254         |                     | 66,525         |                           | 150,561          |                  | 1,427,774        |
| Retail (Other than Mall)          |                | 152,713        |                          | 84,254         |                     | 66,525         |                           | 150,561          |                  | 1,427,774        |
| Office                            |                | 26,560         |                          | 140,423        |                     | 110,876        |                           | 250,935          |                  | 2,379,624        |
| Other                             |                | 49,045         |                          | 252,761        |                     | 199,576        |                           | 451,682          |                  | 4,283,323        |
| <b>Total</b>                      | <b>181</b>     | <b>322,686</b> | <b>1,200</b>             | <b>561,692</b> | <b>1,383</b>        | <b>443,502</b> | <b>2,909</b>              | <b>1,003,738</b> | <b>15,150</b>    | <b>9,518,495</b> |

Source: LCG.

**Figure 17. Mix of Forecasted Net New Commercial Development (Non-Multifamily) in the Capital Mall Development**



Source: LCG.

The "Other" category in Figure 17 above and Figure 19 below include:

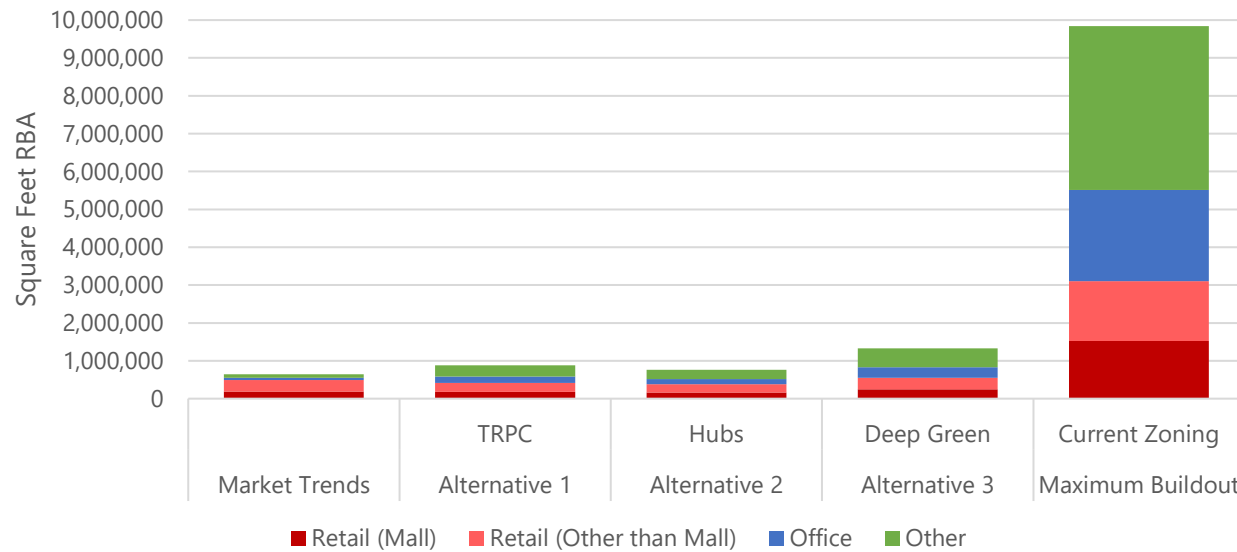
- Hospitality/Lodging
- Industrial
- Flex Space

Figure 18. Projected Total Housing Units, Retail, and Office Space in the Olympia Capital Mall Triangle by 2045

| Type or Principal Activity          | Market Trend   |                | Alternative 1: No Change |                | Alternative 2: Hubs |                | Alternative 3: Deep Green |                  | Maximum Buildout |                  |
|-------------------------------------|----------------|----------------|--------------------------|----------------|---------------------|----------------|---------------------------|------------------|------------------|------------------|
|                                     | Dwelling Units | Square Feet    | Dwelling Units           | Square Feet    | Dwelling Units      | Square Feet    | Dwelling Units            | Square Feet      | Dwelling Units   | Square Feet      |
| Single-Family Home                  | -              |                | -                        |                | -                   |                | -                         |                  | -                |                  |
| Single-Family Attached (Townhome)   | -              |                | -                        |                | -                   |                | -                         |                  | -                |                  |
| Multi-Family Unit in Large Building | 761            |                | 1,780                    |                | 1,963               |                | 3,489                     |                  | 15,730           |                  |
| Multi-Family Unit in Small Building | -              |                | -                        |                | -                   |                | -                         |                  | -                |                  |
| Retail (Mall)                       |                | 188,735        |                          | 178,621        |                     | 160,893        |                           | 244,928          |                  | 1,522,142        |
| Retail (Other than Mall)            |                | 305,427        |                          | 236,967        |                     | 219,239        |                           | 303,274          |                  | 1,580,488        |
| Office                              |                | 53,120         |                          | 166,983        |                     | 137,436        |                           | 277,495          |                  | 2,406,184        |
| Other                               |                | 98,090         |                          | 301,806        |                     | 248,621        |                           | 500,727          |                  | 4,332,368        |
| <b>Total</b>                        | <b>761</b>     | <b>645,372</b> | <b>1,780</b>             | <b>884,378</b> | <b>1,963</b>        | <b>766,188</b> | <b>3,489</b>              | <b>1,326,424</b> | <b>15,730</b>    | <b>9,841,181</b> |

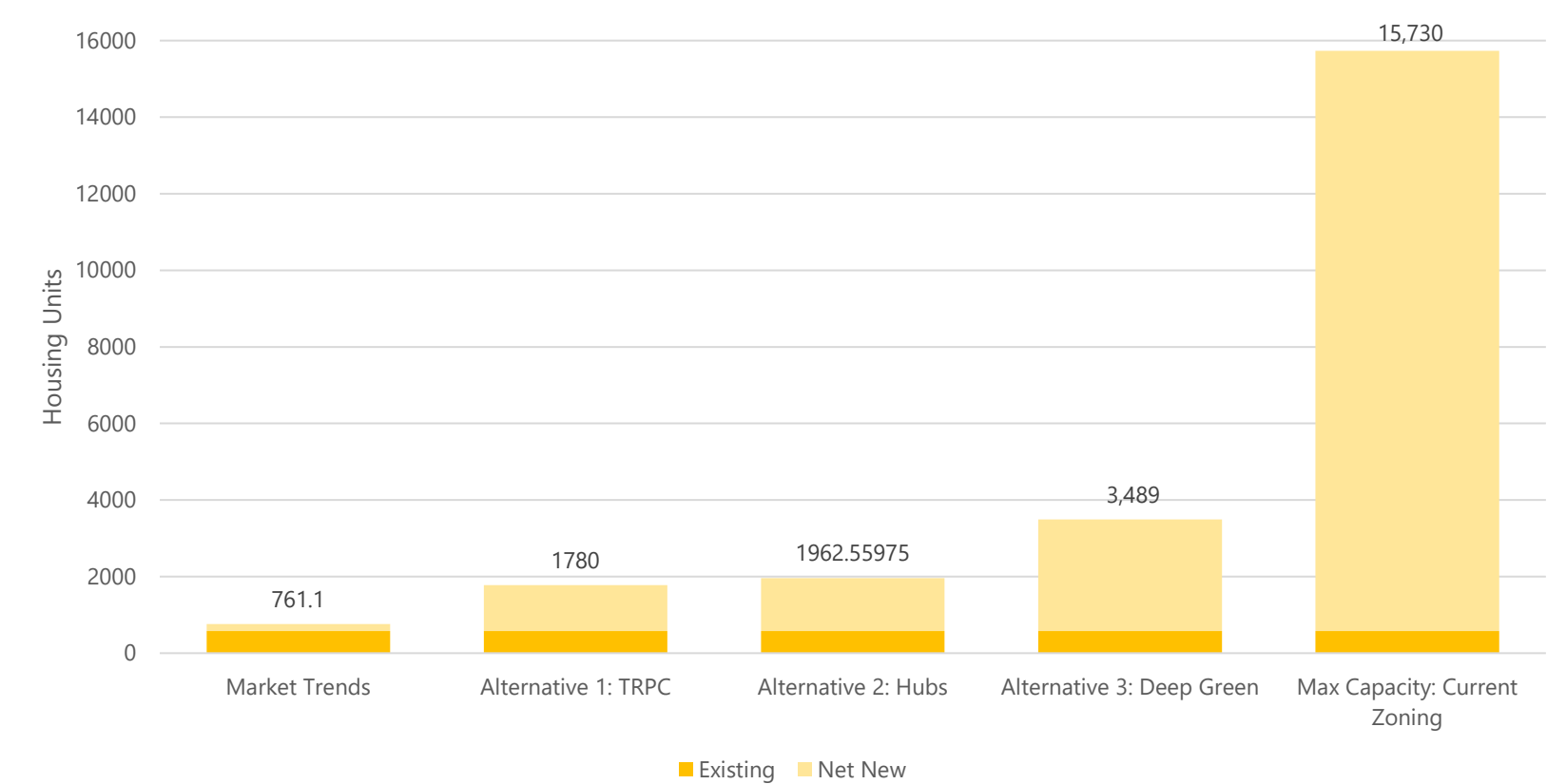
Source: LCG.

Figure 19. Forecasted Mix of Commercial Space (Non-Multifamily) in the Capital Mall Development by 2045



Source: LCG.

Figure 20. Forecasted Total Units in the Olympia Capital Mall Triangle by 2045, and Maximum Capacity



Source: LCG.



## Appendices

Table 3. Quantitative Description of Alternatives Analysis

|                                      | Market Trend<br>2000-2022 |         |       | Alternative 1<br>TRPC |         |       | Alternative 2<br>Westside Hubs |        |      | Alternative 3<br>Deep Green |        |      | Maximum Capacity<br>Current Zoning |           |      |
|--------------------------------------|---------------------------|---------|-------|-----------------------|---------|-------|--------------------------------|--------|------|-----------------------------|--------|------|------------------------------------|-----------|------|
|                                      | 2017                      | Change  | 2045  | 2017                  | Change  | 2045  | 2017                           | Change | 2045 | 2017                        | Change | 2045 | 2017                               | Change    | 2045 |
| Gross Acres                          | 288                       |         |       |                       |         |       | 288                            |        |      | 288                         |        |      | 288                                |           |      |
| Gross Redevelopable Acres            |                           | 3.2     |       | <i>See</i>            |         |       |                                | 43     |      |                             | 100.8  |      |                                    |           |      |
| Unbuildable (ROW, slope, stormwater) |                           | 0%      |       | <i>TRPC</i>           |         |       |                                | 35%    |      |                             | 35%    |      |                                    | 35%       |      |
| Net Buildable Acres                  |                           | 3.2     |       | <i>Buildable</i>      |         |       |                                | 27.9   |      |                             | 65.5   |      |                                    | 187.2     |      |
| Market Factor                        |                           | 100%    |       | <i>Lands</i>          |         |       |                                | 90%    |      |                             | 60%    |      |                                    | 100%      |      |
| Developed Area by 2045               |                           | 3.2     |       | <i>Analysis</i>       |         |       |                                | 25.1   |      |                             | 39.3   |      |                                    | 187.2     |      |
|                                      |                           |         |       | <i>2021</i>           |         |       |                                |        |      |                             |        |      |                                    |           |      |
| Res. Density (Units/Acre)            | 2.01                      | 57      | 2.64  |                       |         |       |                                | 55     |      |                             | 74     |      |                                    | 81        |      |
| Units                                | 580                       | 181     | 761   | 300                   | 1,200   | 1,500 | 1,383                          | 1,683  |      | 2,909                       | 3,209  |      | 15,150                             | 15,450    |      |
| People/Unit                          | 2.02                      |         | 2.02  | 1.93                  |         | 1.49  | 2.02                           |        | 2.02 |                             |        |      |                                    |           | 2.01 |
| Population                           | 1,172                     | 366     | 1,537 | 580                   | 1,650   | 2,230 | 2,793                          | 3,373  |      | 5,876                       | 6,456  |      | 30,504                             | 31,084    |      |
| Comm'l SF                            |                           | 322,686 |       |                       | 561,692 |       | 443,502                        |        |      | 1,003,738                   |        |      | 9,518,495                          | 9,841,181 |      |
| Comm'l SF/Ac                         |                           | 1,120   |       |                       |         |       | 3,932                          |        |      | 5,809                       |        |      | 50,847                             |           |      |
| Comm'l SF/Job                        |                           | 430     |       |                       | 430     |       | 430                            |        |      | 430                         |        |      | 430                                |           |      |
| Total Employees                      | 3,888                     | 750     | 4,638 | 3,888                 | 1,306   | 5,194 | 1,031                          | 4,919  |      | 2,334                       | 7,776  |      | 22,136                             | 22,886    |      |

Source: LCG.

# Appendix D

## Engagement Report



# Olympia Capital Mall Triangle Subarea Plan Engagement Report

February 2, 2024



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## Engagement Events

From August 2022 through November 2023, the project team gathered stakeholders' and community members' ideas and goals for the subarea. Some of the engagement included interviews, more than 3,000 mailed notices, and 200 public comments. A full summary table of all public engagement can be seen in the "Process and Public Engagement" section of the Subarea Plan.

However, this document summarizes the key events the project team facilitated for the Capital Mall Triangle Subarea Plan. The major engagement events included:

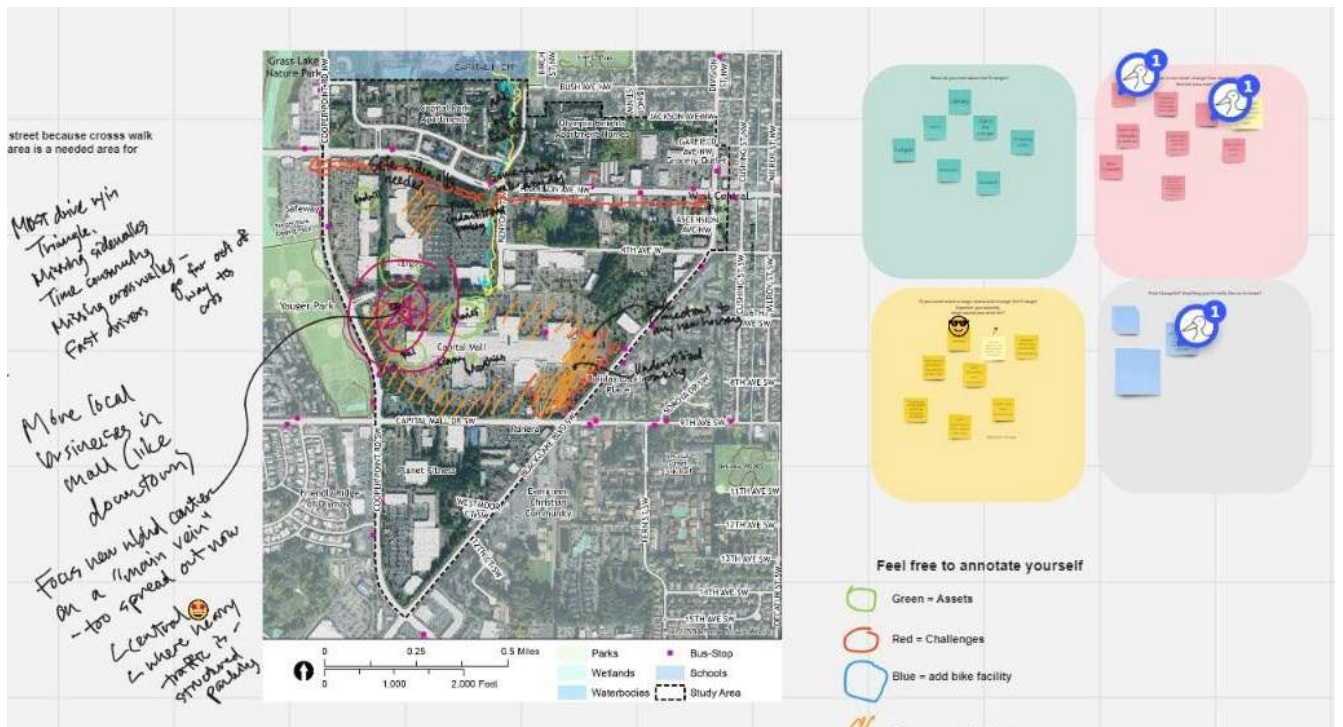
- **Capital High School Climate Club Workshop**
  - **Walking Tour and Chat with Neighborhood Associations**
  - **Stakeholder Work Group Meetings (4)**
  - **Property Owner Interviews (8)**
  - **Business Listen-in (2)**
  - **Community Meetings (4)**
  - **Additional Insights from Community Members**
- 

## Capital High School Climate Club Workshop

**October 2022; Location: online**

Consultants gave a short presentation on what urban planning is, what urban planners do, how urban planning connects to climate change, and project background on the Capital Mall Triangle Subarea. After the presentation consultants and students shared an interactive whiteboard on Miro, where students responded to questions with sketches, virtual sticky notes, and emojis.

Students use the mall for a multitude of social and shopping reasons. However, they mostly access the mall using a car because of the lack of convenient pedestrian and bicycle connections. Students liked the idea of a central main street leading into the mall and desired more crosswalks, completed sidewalks, protection along noisy roads, and protected bike lanes.



## Final thoughts? Anything you'd really like us to know?

it is important to add greenery to places that have less of it, as well as urban and places where people are more poor















☐ Resolve

16

16 May, 14:09

This isn't strictly for the capital mall area, but I know that people are currently trying to connect bike paths between evergreen and places across Olympia. Currently there aren't the best options for getting across the bridge between downtown and the capital mall area, so improving bike paths and sidewalks along the bridge or developing a system is

## What values should drive this plan?

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
|   |   |   |   |   |
| Safe & comfortable mobility               |  |  |  |  |
| Housing affordability and choice for all  |  |  |  |  |
| Economic vitality (esp. local businesses) |  |  |  |   |
| Climate adaptation                        |  |  |  |  |
| Kid/teen friendly and supportive          |  |  |  |  |
| Natural systems health                    |   |   |   |   |
| Community services & health               |   |   |   |   |
| Convenient living & access to opportunity |   |   |   |   |
| Diversity & an economic mix of people     |   |   |   |   |
| Other                                     |   |   |   |   |

# Walking Tour and Chat with Neighborhood Associations

**August 2022; Location: Capital Mall Subarea**

The project team met with representatives from the Southwest, the Northwest, and the Burbank/Elliott Neighborhood Associations, to walk around areas in the subarea and discuss the assets, challenges, and opportunities for the Capital Mall Subarea.

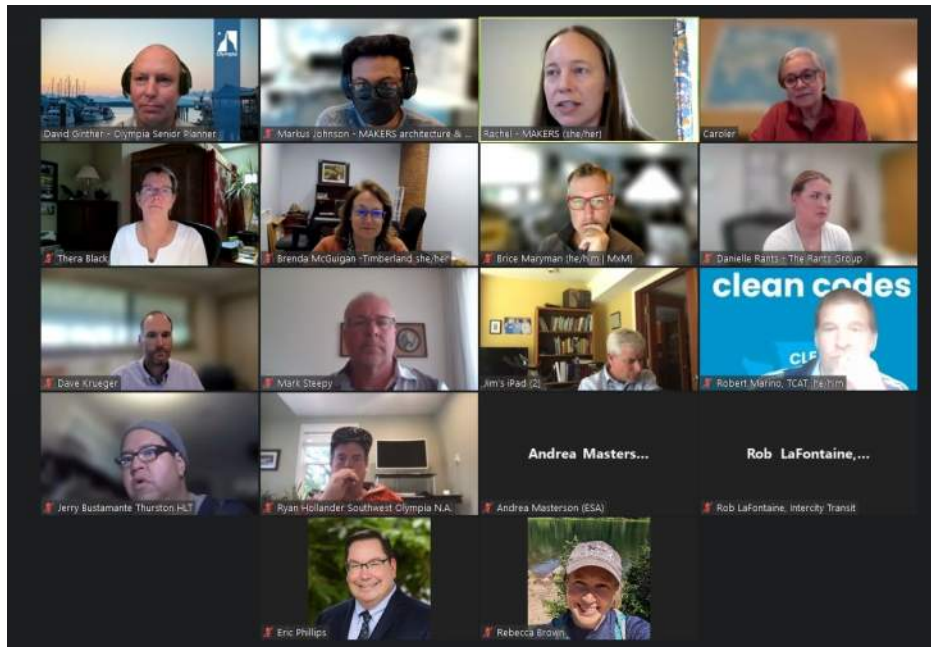
All participants felt Capital Mall, West Olympia Timberland Regional Library, and West Central Park are assets in the subarea that people in their neighborhoods regularly use. The project team also learned there is:

- Concern about traffic safety and feeling unsafe walking from neighborhoods to the Capital Mall area.
- A desire for safe multimodal connections between adjacent neighborhoods and the mall area.
- A desire for street trees and/or a green buffer from main arterials.
- A desire for more community services like daycares and more places like West Central Park.





# Stakeholder Work Group Meetings



## Stakeholder Work Group Meeting 1

October 2022; Location: online

City staff and consultants gave short presentations on the project background, purpose, scope, schedule, and role of the stakeholder work group. While presenting existing conditions information, the consultants interspersed Poll Everywhere questions to gauge the group's interests and confirm and clarify the findings. Participants expressed likes, dislikes, and desired changes to the subarea in the next 20 years, which can be seen in the word cloud below.

### *What do you love about the Capital Mall Triangle area?*

**Amenity rich.** The shopping options, services, schools, and parks came up frequently in answers to this question. Essentially participants love the amenity richness of the area. This question had 19 total responses. The following are a sample:

- "Has: shopping, schools, parks, and housing available in a concentrated area."
- "Nice diversity of shops and experiences like Cho Capital Market, movie theaters, Italia restaurant, Best Buy, Thai Garden."
- "I can satisfy many of my commercial needs here. I like the business owners. Cap Mall is doing some really innovative things!"
- "Skate park!"
- "West central park (is it included?) And all the programming they have"
- "Several different uses are often in close proximity"

- Convenience.** The potential of the area because of its convenience (destinations in close proximity) was also a common theme, such as:

- "1) Convenient shopping. 2) It's potential"
- "Lots of shopping and services in close proximity, don't have to travel far to run all my errands"
- "Lots of opportunity and potential. Walking or biking distance from several neighborhoods. Movie theater, REI, Goodwill."

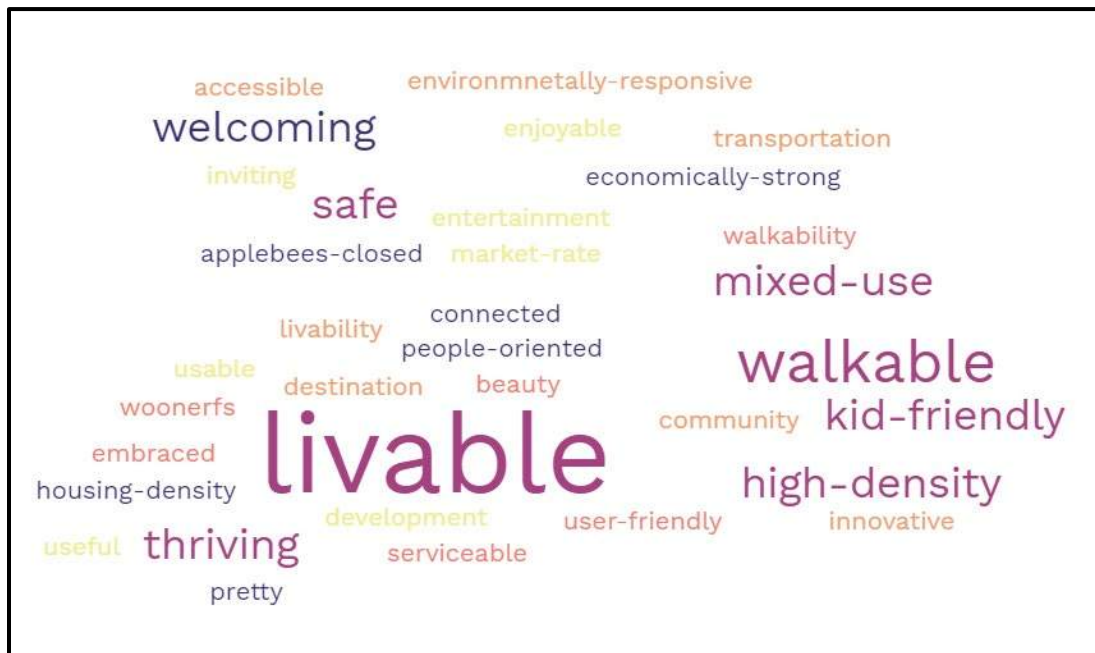
**Transit access and homes.** Additional comments included “good transit access” and transit being a wanted amenity, along with a comment appreciating that the area “has the most affordable housing in the city.”

**Challenges.** Lastly, multiple comments noted not loving anything about the area in its current state.

- "I don't love anything about it. I use the businesses within it and they are easily accessible from my home"
- "Hard to love this area certain times of the day and year. Traffic is a challenge. All areas have potential to be improved including this heavily developed area and this project has the possibility to do that."
- "Also...nothing. I don't love anything about it. It's ugly. It's user unfriendly."

### 3 words that describe the Triangle area's best future in 2045

Common words describing the group's vision for the Triangle include: **livable, walkable, high density, mixed use, kid friendly, welcoming, thriving, and people oriented.**



## **Stakeholder Work Group Meeting 2**

**January 2023; Location: online**

Stakeholder Work Group Meeting 2 focused on sharing the draft alternatives to the workgroup to get their feedback. The project team learned:

- There was general agreement amongst the group not to give up on outdoor public space.
- There was concern about if new streets would add cars. Group reiterates interest in de-emphasizing vehicular travel.
- Interest for finer grain bike and pedestrian network.
- Prioritize: 1) preserving trees. 2) enhancing green space and tree canopy in the public realm.
- Existing “tree tracts” (private land with stands of trees that fulfill minimum tree requirements) are not publicly accessible due to topographical barriers and a lack of trails. Add access where possible and require access in future developments.
- The group asked for information about trade-offs between “green” building/climate mitigation/adaptation strategies and housing supply and affordability. The project team provided some information about how meeting green building standards and/or using mass timber construction generally costs more upfront, which influences feasibility, but saves on operational costs over the long term.
- Open discussion on the name for Alternative 3. Top contenders included Westside Metropolis, Urban Sustainability, Westside Center, and Westside Village.

## **Stakeholder Work Group Meeting 3**

**September 2023; Location: online**

Stakeholder Work Group Meeting 3 was focused on sharing the draft subarea plan to the workgroup to get their feedback. The project team learned:

- There is interest in healthy trees that have adequate soil volumes and avoid breaking paving.
- There is interest in preserving existing conifers but focusing on deciduous trees when adding trees.
- Support for transportation project ideas, including several for better multimodal connections and placemaking.
- The group had a discussion about the purpose of required streets, clarifications that streets benefit people walking, rolling (i.e., using a wheelchair, stroller, or other small wheeled mobility device), and biking by including multimodal facilities, improving connectivity, and directing and slowing vehicular traffic.

- Intercity Transit shared interest and considerations for roundabouts, Harrison Ave corridor study, and transit hub locations.

## **Stakeholder Work Group Meeting 4**

**November 2023; Location: online**

Stakeholder Work Group Meeting 4 was focused on sharing the community engagement results and hearing the groups' preferred alternative direction. The project team learned that group members were interested in:

- Base maximum heights of 7 – 8 stories in HDC zones.
- Shrinking the affordable housing maximum height (up to 12 stories) bonus overlay area.
- No parking minimums or maximums for all uses in the subarea.
- A central main public gathering space around Kenyon St and 4<sup>th</sup> Ave.
- Public-private partnerships for 3 smaller unidentified gathering space/streetscape projects in the subarea.

## **Property Owner Interviews**

**August 2022 – May 2023; Location: online**

The project team interviewed several major property owners in the subarea such as the Capital Mall ownership group (6), WIG Properties (1), and Merlone Geier Partners (1). The project team learned there is:

- Support for flexibility in future regulation changes and plans for the area to allow for redevelopment consistent with the vision for the area.
- Interest in understanding layering of various code requirements—stormwater, trees, parking, affordable housing.
- Appreciates that Alternative 3 goes furthest on redevelopment flexibility.
- Likes the idea of a neighborhood center and large community gathering space (could be public or private) directly north of the mall.
- Interested in City upfront investment in regional stormwater facility with development payback over time.
- Would like a flexible tree code.
- Likes transit hub, but needs to be well managed.
- Several potential opportunity sites on mall property for redevelopment in short, mid, and long terms. Could compliment and further support the existing businesses on site.

# Business Listen-in(s)

**June and October 2023; Location: Olympia City Hall**

The purpose of the business listen-in was to give business owners a venue to learn and develop a shared understanding of the subarea plan project. The listen-in also provided an opportunity for business owners operating in the subarea to share their concerns and opportunities. The project team learned that business owners:

- Supported continuing to make use of the subarea as a regional destination.
- Saw an opportunity to evolve Harrison Ave into more people-oriented street with more intense redevelopment.
- Wanted to study and plan traffic operations.
- Encourage a few 50-60 unit residential projects and affordable housing projects.
- Restaurant businesses expressed families as key customers. So, they wanted to see family-sized units get mixed in with the new development.
- Support affordable commercial space.





# Community Meetings

## Community Meeting 1

October 2022; Location: online

City staff and consultants gave a presentation on the Capital Mall Triangle (“the Triangle”) Subarea Plan project background, purpose, scope, and schedule, and on early findings about the subarea's existing conditions. While presenting, the consultants interspersed Poll Everywhere questions to gauge community members' interests, confirm and clarify the findings, and give participants an opportunity to see thoughts and ideas from their fellow neighbors.

Approximately 34-39 people participated in the polling exercises. The consultant team asked open-ended questions early in the presentation to gather themes and understand the range of views. Near the end of the meeting, the team compiled those themes into multiple-choice question responses to confirm the team's understanding.

### Key Takeaways

The main themes expressed through the polling exercises include the following desires:

1. **Safe and comfortable mobility**—walkable and bikeable for all ages and abilities, safe enough to do so, and for those modes to be more prominent than driving currently is.
2. **Livable, compact, complete environment**—a livable, mixed-use, compact environment with plenty of housing, especially affordable to middle and lower incomes; more local businesses; public places to hang out; parks; and community amenities, such as a community center and daycare.
3. **Environmental commitment**—a climate friendly, environmentally friendly, and sustainable area.

These themes arose during early open-ended questions and were confirmed in the concluding polls. One of the final confirmation polls was “In 20 years, what would be a successful outcome of this plan? (Select up to three),” where the top responses included:

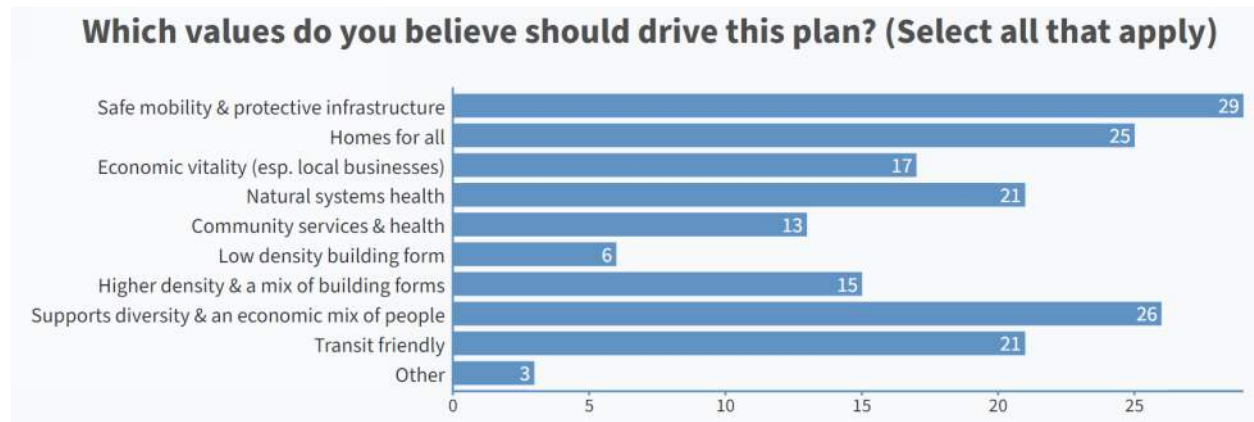
- “An area that feels safe to walk, roll, and bike for all ages and abilities” (68%)
- “A livable mixed-use environment” (63%)
- “A green, sustainable, and environmental friendly area” (53%)
- “An affordable and dense area of Olympia” (37%)

These same themes were prominent in another concluding poll, “What are the most pressing challenges facing the Triangle? (Select up to 3),” where participants answered:



- “Inefficient use of space (e.g., large surface parking lots)” (61%),
- “Lacks safe and comfortable ways to walk, roll, and bicycle” (58%),
- “Potential for residential renters to be priced out of the area” (50%)
- “Lacks homes mixed in with businesses” (32%)

In summary, participants generally agree on walkability, bikeability, compact mixed-use environment, and climate friendly themes.



Poll results on what values should drive the plan (response options developed from themes that arose in earlier open-ended comments). 36 people responded to this poll.

## Community Meeting 2

**February 2023; Location: Capital Mall**

Community Meeting 2 was an open house style event, where the purpose of the meeting was to share the draft alternatives with the public. Using poster boards, stickers, and sticky notes participants shared their interests and concerns.

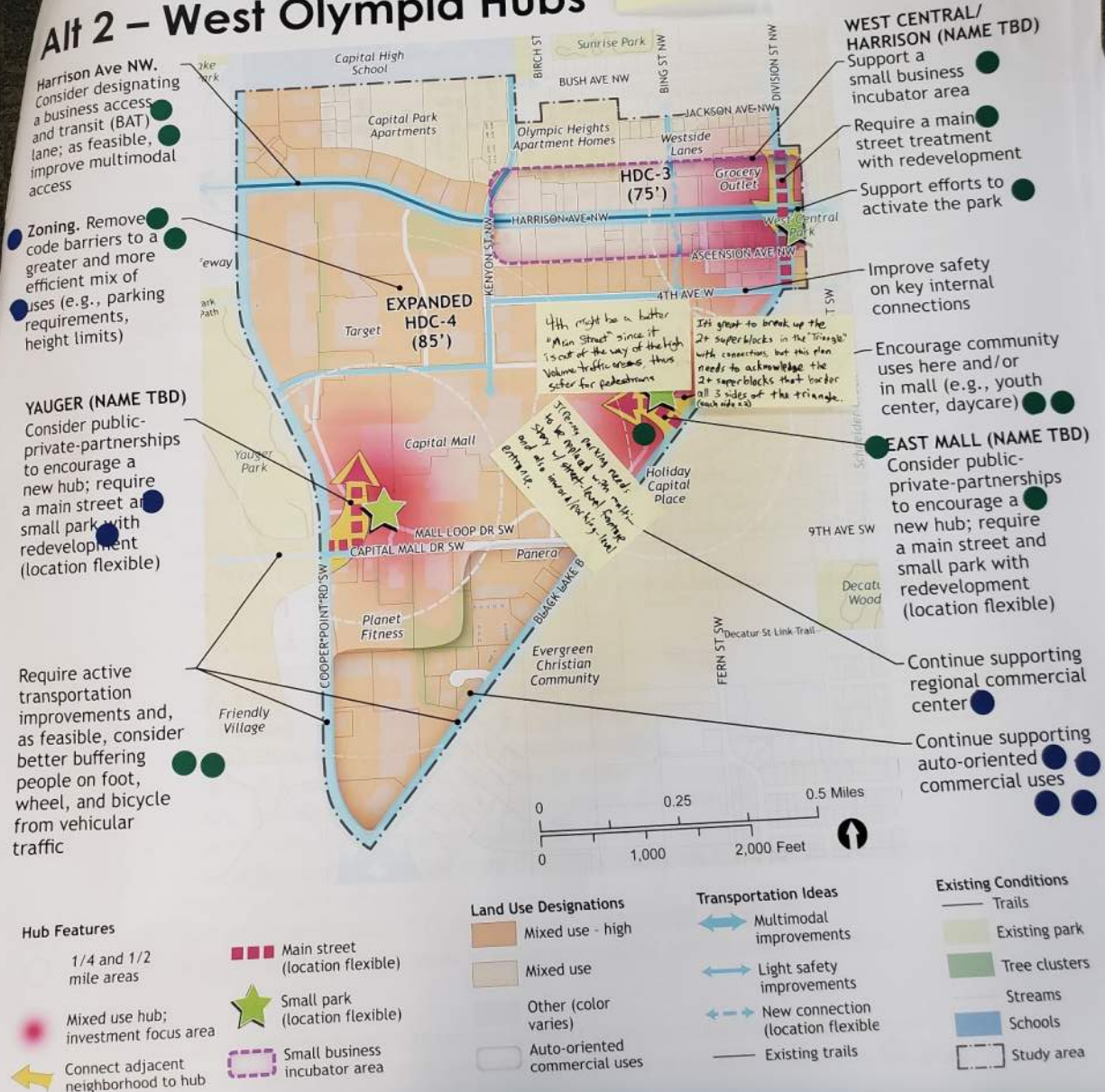
### Key Takeaways

- General support for parks and outdoor open space.
- A lot of support for green building standards.
- Significant support for allowing 14 story buildings in Alternative 3.



PRELIMINARY DRAFT 1/30/2023

## Alt 2 – West Olympia Hubs



## **Community Meeting 3**

**October 2023; Location: Olympia City Hall and online**

Community meeting three offered a hybrid event, with a presentation available to all viewers, small group activities for people participating at the venue, and a virtual break out room for those participating remotely to share their thoughts and concerns. The purpose of the meeting was to collaboratively craft the preferred alternative with community members.

### **Key Takeaways**

#### **Building form**

- Achieve densities in the Triangle that accommodate the projected population
- Be bold with building allowances, especially height, to allow for innovation and encourage amenities like open space and greenery
- Step down in allowed height and scale from a core area in the Triangle to the lower intensity zones nearby

#### **Housing characteristics**

- Achieve green, affordable housing
- Design incentives and requirements to achieve a mixed-income neighborhood (e.g., consider not offering a fee-in-lieu option with MFTE so that affordable units are mixed into development projects)

#### **Businesses and mixed use**

- Support businesses near 4<sup>th</sup>
- Encourage groceries

#### **Physical improvements**

- Connect to downtown
- Improve 4<sup>th</sup> Ave street design

#### **Preferred Alternative Elements**

The in-person small group developed this map to illustrate proposals they felt should move forward into the preferred alternative.



Group #: \_\_\_\_\_



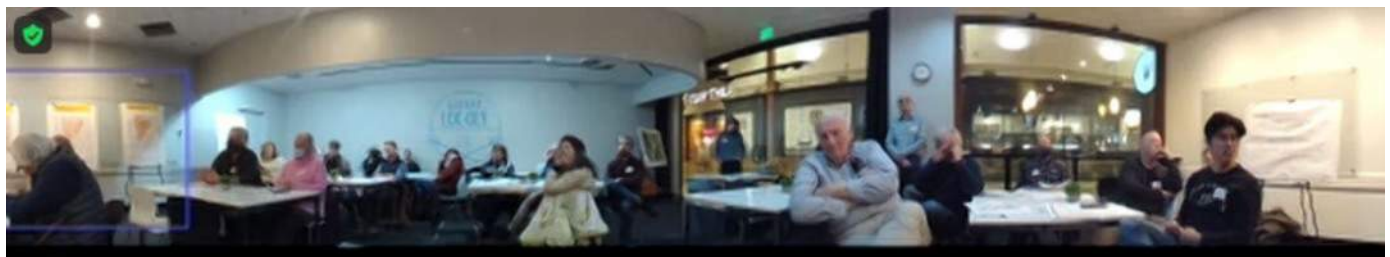
## Community Meeting 4

**October 2023; Location: Capital Mall**

Community Meeting 4, like Community Meeting 3, was focused on collaboratively crafting the preferred alternative.

### Key Takeaways

- Interest in base maximum heights not going over 8 stories for most of the area.
- Interest in high rise buildings close to the mall and center of the subarea.
- More affordable housing and mixed in with market rate.
- Increase connectivity and safe multimodal opportunities.



## Additional Insights from Community Members

**September 2022; Location: Online**

City staff continuously made themselves available by email to answer questions and take note of opportunities and concerns expressed by community members.

One West Olympia resident, who lives near the subarea, shared their experience struggling to navigate the Capital Mall Subarea in a powered wheelchair. The local resident's writing and videos helped the project team consider the pedestrian experience for those in wheelchairs and how that may influence action items in the subarea plan. See links below for more information:

- <https://maggieslighte.com/2022/08/15/my-favorite-store/>
- <https://www.tiktok.com/t/ZTRaG2c8h/>
- <https://www.tiktok.com/t/ZTRaGfKfT/>



## Olympia Planning Commission

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April 16, 2024

Olympia City Council  
PO Box 1967 Olympia  
WA 98507-1967

SUBJECT: Capital Mall Triangle Subarea Plan Recommendation

Dear Councilmembers:

The Olympia Planning Commission (OPC) held a public hearing on April 1, 2024, regarding the Capital Mall Triangle Subarea Plan (Subarea Plan). Subsequent deliberations were held on April 15, 2024. The public hearing and deliberations follow briefings provided directly to the Planning Commission, individual Planning Commissioner participation in various Subarea Plan events, and the OPC regularly receiving written updates through the life of the Subarea Plan project.

The OPC voted 7-0, with one absence and one vacancy, to recommend adoption of the draft Subarea Plan as presented. The OPC recommendation includes the following suggestions for consideration by the City Council when reviewing the Subarea Plan:

1. Prioritize requirements for mixed-income housing and a mixed-income neighborhood in the final Subarea Plan and resulting future Comprehensive Plan and Olympia Municipal Code updates. In the course of the OPC deliberations, several Planning Commissioners expressed concern that low-income and affordable housing developments may result in a “red-lining effect” if such developments are proposed in isolation and separate from mixed-income housing. This concern was also expressed by the Olympia Social Justice and Equity Commission.
2. Members of the OPC expressed interest in working toward a goal of reducing commercial parking minimums to zero where development includes a shared parking benefit district, or some similar mechanism of ensuring parking access. The intent is that

new development would not require a minimum of new additional parking spaces when a shared parking benefit district or similar alternative is available. However, new development should still be required to ensure that a minimum of accessible parking spaces is available as required by law even if other parking is not otherwise provided.

3. The OPC supports, in agreement with community input, an emphasis in the Subarea Plan for finding opportunities to increase access to new and existing parks, and other open spaces. Parks and open spaces should be easily accessible by people traveling outside of an automobile through walking, rolling, and biking means of human mobility. Sidewalks, trails, and bike path improvements should be made to existing spaces.

In deliberations, the OPC was broadly in support of the stated goal of encouraging multifamily and mixed-use development. The OPC also looks forward to opportunities for improving connectivity to the surrounding neighborhoods, improving community mass transit connectivity, reducing parking overall, improving human-centered modes of transportation, and increasing tree canopy and park space throughout the Subarea Plan's geographic area.

Thank you for your consideration,

A handwritten signature in black ink, reading "Gregory R. Quetin". The signature is written in a cursive, flowing style.

**Greg Quetin, Vice Chair  
Olympia Planning Commission**



# Capital Mall Triangle – Outreach Summary

CNA = Council of Neighborhoods Association  
LUEC = Land Use and Environment Committee  
BPAC = Bicycle and Pedestrian Advisory Committee  
PRAC = Parks and Recreation Advisory Committee  
OPC = Olympia Planning Commission

POR = Parties of Record  
SJEC = Social Justice and Equity Commission  
RNA = Recognized Neighborhood Associations

## 2022

### January

5 – Letter to project area & vicinity announcing upcoming planning project. 624 recipients.

### February

1 – City Council grant recognition at meeting  
17 – West Olympia Business Association

### March

17 - LUEC  
18 – E-mail to POR, City Council, & OPC  
31 – E-Newsletter #1. Announced that the grant was secured and the webpage launched. Approximately 1500 recipients.  
31 – Email to POR. 137 recipients.

### April

1 – JOLT Newsletter  
4 – JOLT newsletter (ICYMI section)

### June

12 – Student at Fosbre Academy of Hair Design  
28 – E-Newsletter #2. Announced consultant selection, how to get involved, and next steps. 1603 recipients  
28 – Email to POR. 148 recipients.

### July

15 – Thurston Chamber Meeting. 15 attendees.  
17 – Burbank/Elliott Neighborhood Association meeting. 25 attendees.  
21 – West Olympia Business Association meeting. Approximately 50 attendees (including mall manager, City Manager, and Mayor)  
XX – Mayor Selby interview on Jim Greene podcast (Greene Realty Group).

### August

5 – Mall ownership/management group meeting. 7 attendees.  
8 – CNA meeting. 17 attendees.  
9 – Multiple Listing Services Association meeting. Approximately 30 attendees.  
12 – Interview with NW, SW, and BENA neighborhood presidents.  
13 – Sustainable Steps Ecotour & Expo. Approximately 40 people stopped by the booth.  
23 – Interview with mall ownership  
28 – Thurston Talk article

### September

15 – Interview with ownership of shopping center at SE corner of Harrison/Cooper Point (Goodwill, etc)  
19 – Interview with ownership of shopping center at north/northeast corner of Black Lake/Cooper Point (5-guys Burgers, etc.)  
22 – South Sound Real Estate Forum. 15 stopped by city table, approximately 200 in attendance.

### October

4 – Stakeholder workgroup meeting #1. 12 Attendees.  
14 - Interview by staff with two business owners within the area (Iron Rabbit and Brons Automotive)  
20 – Community Workshop #1. 62 attendees. ~3600 letters to property owners, businesses, residents in triangle, within 300ft and large area to west with 7 apartment complexes and a mobile home park. E-news #3 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Emails to POR including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, (170 addresses), RNAs on west side (7), OPC (9), Council+City Manager+all dept directors (22), stakeholder group (14), 7 onsite notices, one notice



# Capital Mall Triangle – Outreach Summary

in library inside mall, social media (twitter, instagram, facebook), and Olympian notice.



# Capital Mall Triangle – Outreach Summary

24 - SEPA Scoping comment period. Notice in the Olympian, POR list (193), E-news #4 (1653), 300ft property owner and site address list (~2000 – support staff estimate), SEPA Register, Council plus admin., social media. Comment period open from October 24 through November 14.

24 – Mall ownership/management meeting. 10 attendees.

26 – Capital High School Climate Club meeting. 12 Attendees.

## November

1 – InterCity Transit meeting

7 – OPC meeting/briefing

8 – Difference Makers Employee E-newsletter. ~500 recipients.

17 – LUEC meeting/briefing

## 2023

### January

11 – Stakeholder Workgroup meeting #2. 12 attendees.

### February

2 – Community Meeting #2 (Open House). ~55 attendees in person. ~8 attendees online. E-news #5 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Emails to POR including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, (250 addresses), RNAs on west side (7), OPC (9), Council+City Manager (22), stakeholder group (14), social media (twitter, instagram, facebook), and notice sent to media outlets.

14 – Meeting with mall ownership. ~10 attendees. Economic Development staff, consultants, and CP&D Director.

14 - Difference Makers Employee E-Newsletter Feb. 2023 vol. 1. ~500 recipients.

17 – Thurston Chamber of Commerce briefing and update. 25 attendees.

## March

13 – Meeting with mall ownership. ~12 attendees. Economic Development staff, consultants, and CP&D Director also attended.

15 – Bicycle Pedestrian Advisory Committee (BPAC). ~10 attendees.

23 – Olympia Master Builders (OMB). 6 attendees.

23 – Email to stakeholder work group regarding project timeline extension. 16 recipients.

30 – Email to Parties of Record regarding project timeline extension and update. 253 recipients.

30 – E-news #6. Announcement about extended timeline for project and update on project status. ~1600 recipients.

## April

26 – Thurston Economic Development Council (EDC). ~30 attendees.

## May

3 – E-news #7. Update on project (timeline drafting, next steps, current work underway). ~1600 recipients.

3 – Parties of Record (POR) email list. Update on project (timeline drafting, next steps, current work underway). 253 recipients.

16 – Meeting with mall ownership and management. 10 attendees.

24 – Meeting/interview with business organization representatives including West Olympia Business Organization, Thurston Chamber, realtors, Community Vision Group, and the Economic Development Council. 7 attendees.

## June

5 – Kiwanis Club briefing (~45 attendees)

7 – E-news #8. Update on project and offer to provide briefings for groups and organizations. ~1600 recipients.

7 – Parties of Record (POR) email list. Update on project and offer to provide briefings for groups and organizations. 253 recipients.

13 – Council study session.

15 – Meeting with businesses & business organizations. 8 attendees.

15 – Southwest Olympia Neighborhood Association. 30 attendees.

# Capital Mall Triangle – Outreach Summary

## September

28 – Draft EIS and Subarea Plan Publication. E-news #9 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Email #11 to POR including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, RNA's (265 addresses), Council+City Manager (22), stakeholder group (14). Posted on social media (twitter, instagram, facebook), Engage Olympia and project webpage updated, notice sent to media outlets, notice published in The Olympian, and 300ft notification by letter (~345 recipients). Also included outreach to the Lewis-Mason-Thurston Area Agency on Aging. Comment period was from September 28 through October 30.

## October

2 – KXXO radio interview  
5 – “Week Without Driving” bus tour. 10 attendees including TRPC staff and director, Intercity Transit General Manager, Olympia School Board, and other local transportation leaders/staff.  
9 – CNA briefing. ~15 attendees.  
10 – Lions Club briefing. 16 Attendees.  
12 – Business meeting #2. 9 Attendees.  
16 – OPC briefing. ~14 Attendees.  
18 – Community Meeting #3. Announcement for meeting was included in the September 28 public outreach efforts.  
25 – Community Meeting #4. 34 attendees. Parties of Record email #12 (280 recipients). Social media announcements sent 3 days before meeting. Announcement for meeting was also included in the September 28 public outreach efforts.  
26 – Land Use and Environment Committee.

## November

6 – City Council Meeting  
14 – Intercity Transit Meeting  
15 – Bicycle and Pedestrian Advisory Committee  
16 – Northwest Olympia Neighborhood Association (NWOA). 35 Attendees.  
28 – Stakeholder Work Group meeting #4. ~12 Attendees.

## 2024

### February

8 – Final EIS and Final Draft Subarea Plan Publication. E-news #10 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Parties of Record email #13 (255 recipients) including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, RNA's, and Council+City Manager (22). Posted on social media (twitter, instagram, facebook), Engage Olympia and project webpage updated, notice sent to media outlets, notice published in The Olympian, and 300ft notification by letter (~345 recipients).  
29 – West Olympia Business Association briefing. 14 attendees.

### March

7 – Community Meeting #5 – Open House. E-news #11 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Parties of Record email #14 (260 recipients) including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, RNA's, and Council+City Manager (22). Posted on social media (twitter, instagram, facebook), Engage Olympia and project webpage updated, notice sent to media outlets, notice published in The Olympian, and 300ft notification by letter (~345 recipients). 21 attendees (15 in person and 6 online).  
11 – CNA briefing. ~12 attendees.  
18 – OPC briefing. ~10 attendees.  
20 – BPAC briefing. ~9 attendees.  
21 – PRAC briefing. 12 attendees.  
25 – SJEC briefing.  
27 – EDC briefing. ~35 attendees.

### April

1 – OPC public hearing. 27 attendees.  
15 – OPC deliberations.

### May

9 – LUEC



# Capital Mall Triangle



## What is the Capital Mall Triangle?

The Capital Mall Triangle is one of three urban centers envisioned in [Olympia's 20-year Comprehensive Plan](#). We anticipate this area will remain a regional destination for shopping and services - while also realizing significantly more housing development than exists there today.

The vision is that over the next 20 years this area will grow into a more people-oriented urban neighborhood. A place where residents can commute to work, shop, recreate, and meet basic needs without a car.

## What's happening?

The Council will consider adoption of the Capital Mall Triangle Subarea Plan at the July 9, 2024, meeting. Following adoption of the subarea plan, work will begin on a Planned Action Ordinance that will implement the mitigation measures specified in the Final Environmental Impact Statement and changes recommended in the subarea plan.

- [View the Capital Mall Triangle Subarea Plan](#)

## Upcoming public meetings

- July 9 - City Council

Get details for all public meetings [here](#).

## Capital Mall Triangle Subarea Plan and Planned Action Environmental Impact Statement

A subarea plan will provide a long-range strategic and implementation framework to help us realize our Comprehensive Plan vision for this area.

The City received a \$250,000 grant from the Washington State Department of Commerce to help with this work. We will engage with community members in the preparation of the subarea plan and non-project environmental impact statement (EIS) to facilitate transit-oriented development within the Triangle.

Any changes as a result of this process will take time. Progress will depend on the implementation of further work by City staff and private investments. Yet, with patience, you can anticipate the chance to see future generations able to live, walk, play, shop, dine, and be entertained all within the Capital Mall triangle portion of our community.

## Present conditions

The current land use pattern reflects the 1970's-80's development era. The primary uses are traditional automobile-oriented big box retail and a suburban mall. These are surrounded by vast parking lots accessed by a sparse network of 5-lane arterials. Street connectivity is limited and existing intersections are strained.

## Future state

Over time, the plan will help us transition this area to a mixed-use, grid-based street network. This will:

- require shorter trips while driving.
- make it easier to use transit.
- give residents the chance to walk or bike to jobs, schools, services, and recreation opportunities.

This area will also play a significant role in realizing more mixed-use housing. Housing types will be appropriate for families and individuals at all income levels, including some homes for those who require access to low-income affordable housing.

Changes in land use and a gridded street network will generate more walk and transit trips as workforce housing expands throughout the subarea. This plan will guide policy and investment decisions needed to stimulate that transit-oriented redevelopment and infill.

COMMENTS

### Comment on the Draft EIS



8 months ago

CLOSED: This comment period has concluded.

Landtrust

9 months ago

Suggest moving the target date of high density affordable housing up from 2045- to less than a 5 year window for implementation.

0

mfbishop

9 months ago



Please implement Alternative 3 for Urban Sustainability.

1

Danielle Rants

9 months ago



Alternative 2 and 3 mix

I support Alternative 3's plan to improve density around a central hub, however, the added green building standards (above-and-beyond State standards) would have an adverse impact on reaching the goal of this subarea plan. Washington state building codes are already very supportive of sustainable construction and continue to evolve. Housing providers need to be incentivized to choose the Triangle for their project, and both affordable and market-rate options needs to be attainable. Imposing additional requirements elevates construction costs, resulting in higher rents and home prices, limiting accessibility to lower-income families, and lowering the potential pool of residents. The added building standards would be a deterrent to the development envisioned in this plan, not an incentive. My recommendation would be to remove the "required above-and-beyond green building standards" from Alternative 3, and use the building height limits of Alternative 2 in HDC-4 (85') and HDC-3 (75') areas.

0

Soccer123

9 months ago



## Alternative 3, please!

Good balance of commercial, housing and environmental focus.

1

JenE

8 months ago



## Alternative 3

Increased density and the possibility of car free living will help keep me living in the area as I grow older. This area can be put to much better use than the current carpet of parking lots and low rise buildings.

0



[View All Ideas](#)

*Page last updated: 01 Jul 2024, 10:03 AM*

### Who's listening

**David Ginther**


Senior Planner

**Phone** 360-753-8335

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



## Documents

-  Capital Mall Triangle Subarea Plan (11.1 MB) (pdf)
-  June 11 City Council Presentation (17.7 MB) (pdf)
-  Final Environmental Impact Statement (19.4 MB) (pdf)
-  Appendices for the Final EIS (49.3 MB) (pdf)
-  Subarea Plan Appendices (28.5 MB) (pdf)
-  Engagement Report (1.84 MB) (pdf)
-  Summary of community input (51.1 KB) (pdf)
-  Feb 2, 2023 Open House presentation (954 KB) (pdf)
-  Existing Conditions Report (4.01 MB) (pdf)
-  Market Analysis.pdf (6.96 MB) (pdf)
-  Triangle Subarea Map (13.2 MB) (pdf)
-  Community Workshop #1: Presentation (16.1 MB) (pdf)
-  Community Workshop #1: Results Summary (158 KB) (pdf)

[more..](#)



## FAQs

What are the boundaries of the Capital Mall Triangle?

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Why is the City doing this work now?

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What is a subarea plan?

---

What are the benefits of this subarea plan?

---

What is an Environmental Impact Statement (EIS)?

---

How was this area identified for redevelopment?

---

How will traffic issues be addressed?

---

What is transit-oriented development?

---

How many residences will be added and what types of housing will be provided?

---

How quickly will these changes take place?

---

What is the status of the potential new Interchange at Kaiser Road and Yaeger Way and will the subarea plan address this?

## Email updates



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