



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Thursday, February 16, 2017

5:30 PM

Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A [17-0115](#) Approval of January 19, 2017 Land Use and Environment Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A [17-0018](#) Pavement Restoration Fee

- 5.B [17-0104](#) Review Planning Commission Work Plan

Attachments: [Draft Work Plan](#)

- 5.C [17-0151](#) 'Missing Middle' Infill Housing Analysis - Public Involvement Plan

Attachments: [Missing Middle Project Schedule and Outreach](#)
[CHARTER-Missing Middle Work Group](#)

6. REPORTS AND UPDATES

7. ADJOURNMENT

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

Land Use & Environment Committee

Approval of January 19, 2017 Land Use and Environment Committee Meeting Minutes

Agenda Date: 2/16/2017
Agenda Item Number: 4.A
File Number: 17-0115

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

Title

Approval of January 19, 2017 Land Use and Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Thursday, January 19, 2017

5:30 PM

Room 207

1. CALL TO ORDER

Chair Hankins called the meeting to order at 5:33 p.m.

2. ROLL CALL

Present: 3 - Chair Julie Hankins, Committee member Clark Gilman and Committee member Nathaniel Jones

OTHERS PRESENT

Community Planning and Development:
Director, Keith Stahley
Deputy Director, Leonard Bauer
Senior Planner, Joyce Phillips
Lead Code Enforcement Officer, Chris Grabowski
Office Specialist/Minute Recorder, Stacey Rodell

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

- 4.A** [17-0085](#) Approval of December 15, 2016 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

- 5.A** [16-1359](#) Code Enforcement Status Report

Mr. Grabowski gave a status report on 2016 Code Enforcement via a PowerPoint presentation. He reviewed the following:

- Code enforcement mission, vision and values
- Types of enforcement pertaining to building, land use, health, safety and the environment
- Skills of the code enforcement team of two
- Duties of the team

- November 2015 through November 2016 enforcement case data:
 - Cases opened - 380
 - Total case actions - 2,907
 - Total inspections - 1,346
- Illegal Encampments
- Emergency response
- Sign violations
- Vehicle abatement
- Graffiti abatement
- Challenges and opportunities

Member of the public, Amy Tousley who works for Puget Sound Energy (PSE) commended the Code Enforcement team on their work and collaboration with PSE on code enforcement issues.

The report was received.

5.B [17-0009](#) Sign Code Update Briefing

Ms. Phillips briefed the Committee on the sign code update. She reviewed the following:

- Progress to date
- Next steps
- Legal analysis - key findings for developing the new sign code
- Legal analysis - emerging themes moving forward

Member of the public, Bob Jacobs spoke about how all cities will have to address the court case and inquired as to why each city is hiring a consultant and addressing this separately. He asked why there isn't a standard template for Cities to follow. Ms. Phillips stated there is a model code that Association of Washington Cities (AWC) has put together that tries to address a broad range of issues. Olympia will be using this template as a starting point for updating its code. Staff will be looking to revise more than just the court case change in the sign code. Ms. Phillips listed other resources that will be used in updating the sign code.

The discussion was completed.

5.C [17-0011](#) Review of Annual Comprehensive Plan Amendments

Ms. Phillips briefed the Committee on the annual Comprehensive Plan Amendments via a PowerPoint presentation. She reviewed the following:

- Amendment process
- Screening criteria
- 2017 applications received
 - Bentrige Village
 - Transportation 2030 & Bicycle Network Map amendments
 - South Capitol Neighborhood Association

- Kenneth Bannan/Briggs Urban Village
- Tsuki Corner

The discussion was completed.

5.D [17-0048](#) Review and Approval of Annual Land Use and Environment
Committee Work Plan

Mr. Stahley reviewed the 2017 Land Use and Environment Committee proposed work plan.

The Committee unanimously approved the proposed 2017 work plan and forwarded it onto City Council for review and approval.

6. REPORTS AND UPDATES

Mr. Stahley reported the next Land Use and Environment Committee meeting will be on February 16, 2017. The following items will be on the agenda:

- Pavement restoration fee
- Review of the Planning Commission 2017 work plan
- 'Missing Middle' public involvement plan

7. ADJOURNMENT

The meeting adjourned at 7:15 p.m.



Land Use & Environment Committee

Pavement Restoration Fee

Agenda Date: 2/16/2017
Agenda Item Number: 5.A
File Number: 17-0018

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

Title

Pavement Restoration Fee

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to forward the proposed pavement restoration fee to City Council for consideration.

Report

Issue:

Whether to recommend forwarding the proposed pavement restoration fee to City Council for consideration.

Staff Contact:

Fran Eide, P.E., City Engineer, Public Works Engineering, 360.753.8422.

Presenter(s):

Fran Eide, P.E., City Engineer, Public Works Engineering, 360.753.8422.

Background and Analysis:

On March 17, 2016, staff made a presentation to the Land Use and Environment Committee (LUEC), providing the history of the Pavement Restoration Fee as well as a proposed new fee.

Representatives of Puget Sound Energy, other private utilities, and development interests voiced concerns regarding the size of the proposed fee and the impact on customers.

As a result, we formed a Pavement Restoration Fee Coordination Committee (Committee). The Committee's purpose is to develop a policy and establish coordination procedures designed to reduce or eliminate instances of utility cuts into newly installed asphalt and chip seal treatments.

The Committee met in April, July, August, September, and November of 2016. With the help of Public Works, Community Planning and Development, and IT staff, the Committee established a procedure to quickly and accurately determine the age of the pavement that a utility would be cutting into.

The Committee also discussed the fee structure. The Utilities and Transportation Commission (UTC) requires that utilities must pass such a fee on to the customer. Members of the Committee voiced their concern that this additional cost would present an undue burden on customers. They asked that we re-evaluate the proposed fee.

Staff evaluated fee information from Lacey, Tumwater, Tukwila, Seattle Department of Transportation, Phoenix, and Concord (New Hampshire). One thing that is consistent among the various agencies is a scale where the fee decreased as the pavement got older.

Ultimately, the Committee agreed on the following pavement restoration fee schedule, using a base fee of \$25.00 per square foot or portion thereof and a five-year de-escalation.

Year 1 (new treatment):	5X base fee (or \$125.00 per square foot or portion thereof);
Year 2:	4X base fee (or \$100.00 per square foot or portion thereof);
Year 3:	3X base fee (or \$75.00 per square foot or portion thereof);
Year 4:	2X base fee (or \$50.00 per square foot or portion thereof);
Year 5:	1X base fee (or \$25.00 per square foot or portion thereof).

Neighborhood/Community Interests (if known):

Adopting a Pavement Restoration Fee will help ensure high-quality street surfaces by minimizing pavement cuts.

The City will have a predictable process to help reduce instances of cuts in new pavement.

In addition, the proposed fee schedule is the same one being used in Tumwater and Lacey, providing consistency among the three jurisdictions.

Options:

1. Revise Engineering Design and Development Standards (EDDS), Chapter 4 (Transportation), and Olympia Municipal Code (OMC) Titles 4 (*Fees and Fines*) and 12 (*Streets Sidewalks and Public Places*) to establish a pavement restoration fee schedule as follows:

Year 1 (new treatment):	5X base fee (or \$125.00 per square foot or portion thereof);
Year 2:	4X base fee (or \$100.00 per square foot or portion thereof);
Year 3:	3X base fee (or \$75.00 per square foot or portion thereof);
Year 4:	2X base fee (or \$50.00 per square foot or portion thereof);
Year 5:	1X base fee (or \$25.00 per square foot or portion thereof).

The overall pavement rating for City streets will improve. Any funds collected will be used to help address pavement repair.

2. Revise Engineering Design and Development Standards (EDDS), Chapter 4 (Transportation), and Olympia Municipal Code (OMC) Titles 4 (*Fees and Fines*) and 12 (*Streets Sidewalks and Public Places*) to establish a revised pavement restoration fee schedule. The revised pavement restoration fee schedule could include a different base fee and/or a modified de-

escalation schedule and/or a flat fee, regardless of the pavement age.

The impact of establishing a modified pavement restoration fee schedule is that any benefit is delayed since staff must communicate the revised schedule with the Committee before gaining approval from the Council for implementation.

3. Do not establish a pavement restoration fee.

There will be no incentive for an applicant to avoid cutting into new pavement, resulting in an overall decline in pavement condition. There will be no additional funding to help restore street surfaces that fail prematurely.

Financial Impact:

If a pavement restoration fee is assessed, the applicant's fee will be calculated based upon the total square footage of the proposed trench cut. These funds will be used by Public Works Transportation to repair pavement.

Any pavement restoration fee that the City assesses to any private utility will be passed along to the consumer.

Attachments:

None.



Land Use & Environment Committee

Review Planning Commission Work Plan

Agenda Date: 2/16/2017
Agenda Item Number: 5.B
File Number: 17-0104

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

Title

Review Planning Commission Work Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the information. Briefing only; No action requested.

Report

Issue:

Whether to review the draft 2017-2018 Planning Commission work plan.

Staff Contact:

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722

Presenter(s):

Brian Mark, Chair, Olympia Planning Commission

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

The draft work plan is divided into three sections. It includes policy issues that will result in recommendations being made to the City Council; optional program implementation that may result in recommendations to the City Council or staff; and administrative activities and informational briefings, designed to keep the Planning Commission up to date on community issues or other work items occurring across the city government. The work plan is largely based on Commission responsibilities and the Community Planning and Development Department's annual work plan. It also includes topics from other city departments, such as transportation and parks.

The draft work plan is attached. The Planning Commission will continue refining the work plan at its meeting on February 6, 2017. Any revisions made at that meeting will be shared with the Land Use and Environment Committee at its meeting on February 16. Please note that in its work plan the Commission has requested an opportunity to check in with the Land Use and Environment Committee. The intent of this meeting would be to discuss land use issues and share perspectives

between the Committee and Commission.

Neighborhood/Community Interests (if known):

The items on the work plan are often of interest to the community. The Planning Commission provides opportunities for public comment at each of its meetings. In addition, public notices are provided for all public hearings, during which public testimony is heard.

Options:

None. Briefing only.

Financial Impact:

None. The Planning Commission meetings and staff time are part of the base budget.

Attachments:

Draft Work Plan

*** DRAFT * * Olympia Planning Commission - 2017 Work Plan * * DRAFT *** January 25, 2017
(April 1, 2017 to March 31, 2018)

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one “retreat” during this period. In addition, a “Finance” subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Staff liaison to OPC is Senior Planner Joyce Phillips of the Community Planning and Development Department (jphillip@ci.olympia.wa.us; 360.570.3722).

[Note that the far-right column is for purposes of reviewing the proposed work plan and is NOT to be part of work plan officially approved by Council.]

Section 1. 2017 Policy Issues – Recommendations to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2017. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated 62 meeting hours; approximately 75% percent of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated Completion)	Budget Implications	Commission Role	Source of Proposal
1.1 Review 6-year Capital Facilities Plan (CFP) <ul style="list-style-type: none"> http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted City Comprehensive Plan. Deliverable: Public Hearing and recommendation to City Council.	2 hours; plus 6 or more hours of subcommittee meeting time	CP&D staff: 14-18 hours Other citywide administrative and planning staff: 10 hours	Subcommittee formed in April; Commission to conclude review in September.	Included in base budget.	Detailed review and recommendation	City Staff – an annual update is customary for Olympia
1.2 Annual Comprehensive Plan Amendments <ul style="list-style-type: none"> http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission. Deliverables: Public Hearing and recommendation to City Council.	12 hours - dependent on scope, nature and controversy of proposals	CP&D staff: 24 to 40 hours Other department support: 24 to 40 hours	June	Included in base budget	Detailed review and recommendation	Council referrals may include Bentrige Village, Transportation Maps, Briggs Village and Tsuki Corner.

1.3 Downtown design criteria update <ul style="list-style-type: none"> http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx <p>Amendment of development code consistent with pending downtown strategy.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours - may include consultant	March, September	Dependent on scope	General review and recommendation	City staff
1.4 Scenic view code amendment – downtown area <ul style="list-style-type: none"> http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx <p>Amendment of development code relative to views to, from and over downtown area. This item is phase one of two to implement the new Comprehensive Plan; phase one is related to the downtown strategy below.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	3 hours	CP&D staff: 10 hours plus consultant	March, September	Funded as part of downtown strategy scope Included in base budget	Detailed review and recommendation	City staff
1.5 SEPA- and Code-related regulation amendments – downtown area <ul style="list-style-type: none"> http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx <p>Review and revision of local SEPA regulations and development regulations regarding to downtown; may include updates responsive to State rules.</p> <p>Deliverables: Public Hearing and recommendation to City Council.</p>	3 hours	6-20 hours	March, September	Included in base budget	Detailed review and recommendation	City staff
1.6 Zoning map and development code text amendments <p>Review of any privately proposed or Council-initiated amendments to the City’s development regulations. Staff estimates that two to four will be considered in 2017.</p> <p>Deliverables: Public Hearing and recommendation to City Council.</p>	2 hours per proposal	CP&D staff: 4 to 10 hours per proposal	Dependent on timing of proposals	Included in base budget; private applicants pay a \$3200 fee.	Detailed review and recommendation	Placeholder for new proposals. May include Capitol Campus rezone.

1.7 Sign code amendment <ul style="list-style-type: none"> • www.olympiawa.gov/signcode <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours plus consultant	May	Consultant contract from 2016 and 2017 funds	General review and recommendation	City staff
1.8 Low density neighborhood “in-fill” code amendments (aka Missing Middle Housing/Infill) <p>Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	6 hours	CP&D staff: 10 hours	September	Included in base budget	Detailed review and recommendation	City staff
1.9 Transitional zoning amendments <p>Amendment of development code to refine provisions intended to ensure compatibility between different land use zones; may include refinement of entirety of General Commercial and Commercial Services – High Density zones.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours	October?	Included in base budget	General review and recommendation	Bigelow Neighborhood and City staff
1.10 Short Term Rental Policies <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones.</p> <p>Deliverable: Public Hearing and recommendation to City Council.</p>	4 hours	CP&D staff: 10 hours	July	Included in base budget	General review and recommendation	City staff

SECTION 2. 2017 Optional Program Implementation and/or Input to Council or Staff						
As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated 11 meeting hours; about 15% percent of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
2.1 Neighborhood Center Code: A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community. Deliverable: Proposed development code update for consideration by City in 2018	1 hour; plus substantial work group time	CP&D: 8 to 12 hours		Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
2.2 Action Plan for comprehensive plan implementation. <ul style="list-style-type: none"> http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx An implementation strategy is called for in the new Comprehensive Plan. Commission will review a draft Action Plan including proposed performance measures (or 'community indicators') and provide comments on the draft actions, priorities and performance measures. Deliverable: <i>Recommendation and comments to City staff.</i>	2 hours	5 to 7 hours	April	Included in base budget.	As directed by Council's Land Use and Environment Committee	Comprehensive Plan
2.3 Subarea/Neighborhood Plan Review of draft Subarea Plan Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	TBD	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

SECTION 3. 2017 Administrative Activities and Informational Briefings In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal. Estimated 5 meeting hours plus retreat; about 10% percent of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated Completion)</i>	Budget Implications	Commission Role	Source of Proposal
3.1 Organizational Retreat. Annual event focused on improving Commission functions and procedures. Deliverable. None - internal only.	1 hour of regular meeting time to prepare; 4 to 6 hours of retreat meeting time	CP&D Staff: 8 to 10 hours Facilitator at OPC option.	To be determined	Included in base budget; facilitator may be retained.	Led by Planning Commission	Customary practice
3.2 Check-In with the Land Use and Environment Committee Potential joint meeting with the Land Use and Environment Committee Deliverable: None	1-2 hours		To be determined	Included in base budget	Led by LUEC	Planning Commission
3.3 Preparation of 2018 Work Plan Time allotted for proposing work items for following year. Deliverable: Recommendation to Council	2 hours	CP&D: 6 hours Other staff: Variable	Nov/Dec	Included in base budget	Led by Planning Commission	Customary practice
3.4 Meet with Coalition of Neighborhood Associations Meeting to share issues and coordinate; an alternative joint meeting may be substituted. Deliverable: None	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA

3.5 Downtown Strategy Implementation Measures Briefings. <ul style="list-style-type: none"> • http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx <p>Briefings regarding activities to implement the Downtown Strategy, potentially including: Parking Strategy; Housing Issues; Addressing Homelessness; and Isthmus Planning</p> <p>Deliverable: None</p>	4-6 hours	Variable depending on range and scope of topics prioritized for first year of implementation	To be determined	Included in base budget	Informational Briefing	City Staff
3.6 Gateways & Art Master Plan Briefing <p>Briefing regarding the Art Master Plan for city gateways</p> <p>Deliverable: None</p>	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	City Staff & Planning Commission
3.7 Economic Development Briefing <p>Briefing regarding economic development opportunities and actions in the City of Olympia</p> <p>Deliverable: None</p>	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.8 West Bay Restoration & Parks Plan Briefing <p>Briefing regarding progress on the West Bay restoration and parks master planning efforts</p> <p>Deliverable: None</p>	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.9 Transportation Master Plan Briefing <p>Briefing regarding progress on the Transportation Master Plan</p> <p>Deliverable: None</p>	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission

3.10 Development Activity Briefing Briefing regarding annual development activity within the City and UGA Deliverable: None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.11 SmartGov Portal Demonstration and Briefing Briefing regarding the new SmartGov public portal, with a demonstration on its use, to track applications in the permitting process Deliverable: None	1 hour	CP&D: 1 hour	August	Included in base budget	Informational Briefing	Planning Commission
3.12 Affordable Housing Briefing A briefing regarding the status of affordable housing issues in Olympia and Thurston County Deliverable: None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.13 Public Safety Briefing <ul style="list-style-type: none"> http://olympiawa.gov/city-services/police-department.aspx http://olympiawa.gov/city-services/fire-department.aspx A briefing by the Police and Fire Departments regarding public safety in Olympia Deliverable: None	1 hour	OPD: 1 hour OFD: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission
3.14 Emergency Management Briefing <ul style="list-style-type: none"> http://olympiawa.gov/news-and-faq-s/disasters-and-emergency-information.aspx A briefing about the City's Emergency Management Plan and procedures Deliverable: None	1 hour	CP&D: 1 hour	To be determined	Included in base budget	Informational Briefing	Planning Commission



Land Use & Environment Committee

'Missing Middle' Infill Housing Analysis - Public Involvement Plan

Agenda Date: 2/16/2017
Agenda Item Number: 5.C
File Number: 17-0151

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

.Title

'Missing Middle' Infill Housing Analysis - Public Involvement Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the information. Briefing only;

Report

Issue:

Whether to review a public involvement plan for analysis of regulations related to Missing Middle housing opportunities.

Staff Contact:

Leonard Bauer, Deputy Director, CP&D, 360.753.8206

Presenters:

Leonard Bauer, Deputy Director, CP&D

Background and Analysis:

The term 'Missing Middle' refers to a range of multi-unit housing types that are compatible in scale with single-family homes. In other words, they provide 'middle' density housing. There have been little of these types of housing constructed in Olympia (and nation-wide) over the past 40 years - thus, they are referred to as 'missing'. Some examples of housing types this project will particularly focus on include tiny houses, modular units, cottage homes, townhouses, small multi-family apartments, and accessory dwelling units.

To implement Comprehensive Plan goals and policies regarding providing a variety of housing types (see below), the Missing Middle Infill Housing Analysis will review existing city regulations - such as zoning, permit fees, development standards, utility connection charges, etc. - for potentially disproportionate effects on the ability to provide for a variety of housing types in the City's residentially zoned areas. Staff will provide additional information on missing middle housing types in

Olympia at the Committee meeting.

Attached is a draft schedule for public involvement and outreach for this project. The schedule includes a work group to provide in-depth discussion and feedback throughout the project. A draft charter for the work group is attached. The Planning Commission reviewed the public involvement schedule and work group charter at its January 9, 2017 meeting.

Relevant Comprehensive Plan Policies

The Olympia Comprehensive Plan includes numerous goals and policies calling for land use regulations that support a variety of housing types throughout the community. A few relevant examples include:

Goal GL 16: The range of housing types and densities are consistent with the community's changing population needs and preferences.

PL 16.2: Adopt zoning that allows a wide variety of compatible housing types and densities.

PL 16.5: 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.

Goal GS 3: Affordable housing is available for all income levels throughout the community.

PS 3.1 Promote a variety of residential densities and housing types so that housing can be available in a broad range of costs.

(Note: These goals also include other associated policies; the most applicable to this project are included above).

Neighborhood/Community Interests (if known):

Neighborhoods and community members have shown significant interest in this project. Staff has added all names to an interested parties list that will be notified of all meetings and public comment opportunities.

Options:

Information item only.

Financial Impact:

None. This work is included in the CP&D work plan and base budget for 2017.

Attachments:

Missing Middle Project Schedule

Draft Charter - Missing Middle Work Group

"Missing Middle" Infill Housing Analysis

Project Schedule and Outreach Plan													
Project Steps	2017												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1. Research Existing Conditions (since October 2016)													
2. Analyze Existing Conditions and Identify Key Issues													
3. Review Existing Codes, Fees and Standards for Potential Impacts on Key Issues													
4. Analyze Potential Changes to Codes, Fees or Standards													
5. Public Outreach and Community Conversation													
6. Draft Implementing Ordinances or Policies													
7. Public Review & Adoption Process													
Outreach Tools													
Project Webpage													
Project e-newsletter or Social Media													
Public open house or tour													
Potential Oly Speaks survey													
Project Display- Second Floor Permitting Area													
Missing Middle' Work Group													
Land Use & Environment Committee													
Planning Commission													
Coalition of Neighborhood Associations													
City Council													

Citywide
Advisory Committees
Interested Parties
Decision-makers & Advisory Committees



CHARTER - DRAFT

'Missing Middle' Infill Housing Work Group

January 2017

PURPOSE

To review Olympia's codes, standards, policies and fees for their impacts on the physical and financial feasibility of building 'missing middle' infill housing in areas designated in the Olympia Comprehensive Plan for low-density residential housing.

'Missing 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. Examples may include duplexes, triplexes, fourplexes, accessory dwelling units, tiny homes, courtyard apartments, townhomes, row houses, and cottage housing. Providing a range of housing types also is a key component of the City's housing strategy, as it supports housing affordability for households across all income levels.

ROLES/TASKS

- Help develop and review a strategy to address potential barriers or disincentives to construction of missing middle housing types in Olympia
- Receive, discuss and respond to information and analysis shared before and during meetings with thoughtful insights, perspectives and ideas
- Review comments and information provided during the public process
- Bring a community-wide perspective and participate in a constructive manner in the discussion of viable alternatives, creative solutions and potential trade-offs
- Work group members are encouraged to attend and participate in other public meetings during the process
- No formal decision-making role. Input from the work group will be included into specific recommendations to City advisory commissions, and then to City Council.

MEMBERSHIP

The following is a list of desired characteristics for work group members:

- Represent perspectives of stakeholders and of the broader community
- Have a high degree of commitment and knowledge of issues related to design, construction, financing, benefits and impacts of infill housing
- Good communication skills and ability to listen to and work well with others
- Ability to bring new views and information to other work group members
- Reliable attendance

Members will be sought who can represent or have knowledge of the following perspectives related to infill housing:

- Builders/construction trades
- Banks/financing
- Neighborhood residents
- Design professions
- Civil engineers/infrastructure providers
- Housing affordability
- Renters
- Real estate/property management

The work group will also include two members of the Olympia Planning Commission and one from the Olympia Utility Advisory Committee. Two of these three members will serve as chair and vice-chair to facilitate meetings and work with staff to create meeting schedules and agendas.

MEETING FREQUENCY

The Group will generally meet once per month for approximately seven months. If needed, the Chairs may assign 'homework' of members between meetings in order to achieve the roles/tasks of the group.

DOCUMENTATION

An Administrative Assistant from City staff will take meeting notes and provide them to all members.

COMMUNICATION

Staff and work group members will communicate between meetings as needed by e-mail. A list of members and their e-mail addresses will be shared at the first meeting.

EXECUTIVE MANAGEMENT SPONSORS

Keith Stahley, Community Planning and Development Director
Rich Hoey, Public Works Director

The Directors have overall responsibility for outlining the purpose of the Infill Housing Work Group and providing guidance. This includes reviewing the group's feedback to inform potential staff recommendations to City advisory commissions and City Council. The Directors are responsible for delegating staff to the group and authorizing necessary staff time to fulfill the expectations outlined in this Charter.