



# Meeting Agenda

## Land Use & Environment Committee

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

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Thursday, July 20, 2017

5:30 PM

Council Chambers

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1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A [17-0761](#) Approval of May 30, 2017 Land Use and Environment Committee Meeting Minutes

Attachments: [Minutes](#)

- 4.B [17-0762](#) Approval of June 15, 2017 Land Use and Environment Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A [17-0742](#) Report on the Review of Regulations Pertaining to Drive-Through Restaurants

Attachments: [Maps](#)  
[OMC Selections](#)  
[Comprehensive Plan Selections](#)  
[Zone Comparison](#)

- 5.B [17-0717](#) SmartGov Online Portal Rollout

- 5.C [17-0749](#) 'Missing Middle' Infill Housing Analysis

Attachments: [Missing Middle Project Schedule](#)  
[Draft Charter - Missing Middle Work Group](#)  
[Missing Middle Web Page](#)

6. REPORTS AND UPDATES

7. ADJOURNMENT

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City*

*Council Committee meeting, please contact the Council's Secretary at 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



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

## **Land Use & Environment Committee**

### **Approval of May 30, 2017 Land Use and Environment Committee Meeting Minutes**

**Agenda Date:** 7/20/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-0761

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

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**Title**

Approval of May 30, 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

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Tuesday, May 30, 2017

5:30 PM

Capital High School Commons,  
2707 Conger Avenue N.W.

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### Special Meeting

#### 1. OPEN HOUSE

##### 1.A [17-0546](#) 5:30 - 6:30 p.m. Missing Middle Project Open House

The open house was held and information was provided.

**The information was provided.**

#### 2. CALL TO ORDER

Chair Hankins called the meeting to order at 6:38 p.m.

#### 3. ROLL CALL

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

#### OTHERS PRESENT

City of Olympia staff:  
Steve Hall, City Manager  
Community Planning and Development:  
Keith Stahley, Director  
Leonard Bauer, Deputy Director  
Public Works:  
Debbie Sullivan, Line of Business Director

#### 4. APPROVAL OF AGENDA

**The agenda was approved.**

#### 5. APPROVAL OF MINUTES - None

#### 6. COMMITTEE BUSINESS

##### 6.A [17-0410](#) Downtown Parking Strategy Update



Ms. Sullivan gave an update on the Downtown Parking Strategy. An online survey was made available to the public to receive feedback on parking in the Downtown area. The key themes that were gathered from the survey are:

- Public safety and cleanliness is a problem.
- People can find parking nearby.
- Parking takes time, is inconvenient and difficult.
- Parking is a deterrent to coming Downtown.
- There is support for a parking garage.

Individuals that participated in the survey provided the following suggestions for the best strategies to improve parking Downtown:

- Build (centrally located) garage.
- Free/inexpensive parking.
- Better signage and education of lots.
- Improve safety and crime issues.
- Provide more public parking.

Some ideas, specifically from stakeholders, are:

- Improve the pedestrian experience.
- Improve signage.
- Address employee parking on-street.
- Parking structure.
- Employee shuttle.

In the creation of a Parking Strategy, aspects of the Downtown Strategy will be utilized. When looking at the character areas identified in the Downtown Strategy, it will be beneficial to include a separate character area for the Downtown core that specifically addresses access.

**The information was received.**

## **7. REPORTS AND UPDATES**

Chair Hankins asked if anyone from the public would like to speak. Various members of the public spoke about the following:

- The expected population increase in Downtown and the effects of this increase on parking.
- Different parking options and their costs for employees in the Downtown area.
- Public confusion with parking Downtown; lack of signage.
- Shifting parallel parking to angled parking.
- A future parking garage.
- Parking used for Downtown parks versus Downtown retail.
- Safety of walking around Downtown.
- Aggressive driving Downtown put pedestrians at great risk.
- Parking requirements for new construction.
- Current policies.

Mr. Stahley:

- The next Land Use and Environment Committee meeting is June 15, 2017 at City Hall. Topics include amendments to drive-thru business requirements and historic resources inventory.

## **8. ADJOURNMENT**

The meeting adjourned at 7:38 p.m.



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

## **Land Use & Environment Committee**

### **Approval of June 15, 2017 Land Use and Environment Committee Meeting Minutes**

**Agenda Date:** 7/20/2017  
**Agenda Item Number:** 4.B  
**File Number:** 17-0762

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

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**Title**

Approval of June 15, 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

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**Thursday, June 15, 2017**

**5:30 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Chair Hankins called the meeting to order at 5:34 p.m.

**2. ROLL CALL**

**Present:** 2 - Chair Julie Hankins and Committee member Clark Gilman

**Excused:** 1 - Committee member Nathaniel Jones

**OTHERS PRESENT**

City of Olympia staff:  
Community Planning and Development:  
Leonard Bauer, Deputy Director  
Michelle Sadlier, Historic Preservation Officer  
Stacey Rodell, Office Specialist/Minutes Recorder  
Public Works:  
Rich Hoey, Director

**3. APPROVAL OF AGENDA**

**Council unanimously approved an amendment to move Business Item 5.A after Item 5.B. on the agenda.**

**4. APPROVAL OF MINUTES**

- 4.A**     [17-0642](#)     Approval of May 18, 2017 Land Use and Environment Committee Meeting Minutes

**The minutes were approved.**

**5. COMMITTEE BUSINESS**

- 5.A**     [17-0630](#)     Update on Historic Resources Inventory

Ms. Sadlier presented an update on the Downtown Olympia Historical Survey via a PowerPoint presentation. She reviewed the following:

- Scope and reach of the project
- Map of the historic district
- Example of a current historic inventory report

- Reactive approach = missed opportunities
- Goals of the project
- Preliminary findings
- Shared character areas/conservation district
- Character-defining features
- Potential historic district expansion
- Potential individual register listing
- Financial incentives
- Proactive preservation planning

**The information was received.**

**5.B**      [17-0533](#)      Climate Action Plan Briefing

Mr. Hoey presented a briefing on the City's Climate Action Plan via a PowerPoint presentation. He reviewed the following:

- Major risks for Olympia: substantial warming, sea level rise, more intense storms, prolonged droughts, changes in ocean conditions and food insecurity
- City actions to date
- Benefits to climate protection
- Global covenant of Mayors for climate and energy
- Comprehensive goals and policies
- Targets for reducing community emissions
- Target comparison
- Olympia's greenhouse gas inventory
- Energy map
- Carbon wedge analysis
- Changing the name from Climate Action Plan to Climate Action Strategy
- Ashland Oregon's plan
- Public involvement - community engagement and support is crucial
- Potential stakeholder workgroup
- Policy and process questions
  - Pursue interest in regional climate strategy with Lacey and Tumwater (pros and cons)
  - Consider New Emissions Reduction Target?
  - Include Consumption-Based Emissions in Climate Strategy?
  - Create Stakeholder Working Group?
  - LUEC serve as Council Steering Committee?
- Cost and schedule
- Next Steps
  - Referral to Finance Committee
  - Council 2018 Budget Deliberation
  - Continue discussions with Lacey and Tumwater

Councilmember Gilman asked members from the public to speak before the

Committee's discussion.

The following citizens from the public spoke in favor of the City moving forward with a Climate Action Plan:

- Tom Crawford from Thurston Climate Action Team and People for a Carbon Free Olympia
- Charlie Stevens from Southwest Owners Neighborhood Association (SWONA)
- Rob Rose from the Longshoreman's Union
- Ariel Simmons from Evergreen State College
- Eder Nunez from Evergreen State College
- Sheridan Turner from Evergreen State College
- Thad Curtz former Chair of the City's Utility Advisory Committee
- Elliot Weinstein from the South Sound Sierra Club
- Peggy Bruton from the local League of Woman Voters
- Greg Saul from the South Sound Sierra Club
- Sally Vogel from the Citizen's Climate Lobby

Committee Discussion:

- Review linear projections for emissions reduction - progress won't be linear
- Include consumption based emissions in Climate Strategy
- In favor of a stakeholder working group
- Explore regional planning but don't let other Cities hold up progress - Olympia should lead by example
- In favor of LUEC serving as steering committee for planning process

**The Committee unanimously supported a referral to the Finance Committee to evaluate funding of a climate action plan in the 2018 budget. The City would maintain progress towards its goal to develop a climate action plan by the end of 2018.**

## **6. REPORTS AND UPDATES**

Mr. Bauer reported on the following:

- Critical Areas Ordinance Phase 2
- Capitol Campus zoning map amendment
- Soft launch for the public portal for SmartGov
- Next Land Use and Environment Committee meeting July 20, 2017
  - Drive-through codes
  - Missing Middle update

## **7. ADJOURNMENT**

The meeting adjourned at 7:35 p.m.



## Land Use & Environment Committee

### Report on the Review of Regulations Pertaining to Drive-Through Restaurants

**Agenda Date:** 7/20/2017  
**Agenda Item Number:** 5.A  
**File Number:** 17-0742

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

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**Title**

Report on the Review of Regulations Pertaining to Drive-Through Restaurants

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the report. Briefing only; No action requested.

**Report**

**Issue:**

Whether to receive a status report and update on the review of Olympia's regulatory approach to restaurant drive-throughs to see if an expansion to additional commercial zoning districts is appropriate.

**Staff Contact:**

Michelle Sadlier, Associate Planner, Community Planning & Development, 360.753.8031

**Presenter(s):**

Michelle Sadlier, Associate Planner

**Background and Analysis:**

Staff has recently begun reviewing the City's regulations on drive-through restaurants. This project is a response to questions from members of the public interested in the potential for new drive-through restaurants in a number of zoning districts where they are currently not permitted.

The goal of this analysis is to determine whether the expansion of this use to additional commercial zoning districts meets the vision and intent of Olympia's Comprehensive Plan, related plans, and supporting regulations. If so, a proposed code amendment may be brought forward to the Planning Commission's and ultimately City Council's consideration.

Defining Restaurants with Drive-Throughs

Restaurants with drive-through facilities are defined in the basic provisions section of Olympia's Unified Development Code (OMC 18.02) within the definition for "Restaurant":

*A **"drive-through" restaurant** is one which has one or more drive-through lanes for ordering and dispensing of food and beverages to patrons remaining in their vehicles, for consumption off the premises.*

They can be stand-alone kiosks or restaurants which provide both sit-down and drive-through options. In Olympia, some examples of drive-through restaurants are Eastside Big Tom, Starbucks, McDonald's, and Eagan's Westside Drive-In.

### Current Conditions

As found on Table 6.01, Permitted and Conditional Uses, in OMC 18.06.040, restaurants with drive-through facilities are allowed in a limited number of Olympia's commercial zoning districts (See Attached Maps). These zones are:

- For Existing Restaurant Drive-Throughs:
  - Downtown Business (Permitted)
  - General Commercial (Permitted)
  - High Density Corridor-3 (Conditional)
  - High Density Corridor-4 (Permitted)
- For New Restaurant Drive-Throughs:
  - General Commercial (Permitted)
  - High Density Corridor-4 (Permitted)

Use standards on drive-throughs in commercial districts are found in OMC 18.06.060 (See Attachment). Note that there are no development or design standards specific to drive-through businesses. They are addressed more generally under OMC 18.06.080 Commercial districts' development standards (General) and district-specific design guidelines (e.g., OMC 18.130 Commercial Design Criteria High Density Corridor).

### Issues to Consider

The drive-through function is, by nature, an auto-oriented service. While offering the benefit of customer convenience, they also have the potential for negative impacts if inappropriately located and/or designed. Some of these concerns may include those related to traffic volume, noise and air pollution, visual impacts of long queues of idling cars, and pedestrian safety and experience.

Many of these issues are specifically addressed in Olympia's Comprehensive Plan (See Attachment). The importance of walkability and the pedestrian experience to our community is at the heart of the Land Use and Urban Design Chapter of the Comprehensive Plan. It defines Olympia's vision for the future as "a walkable, vibrant city," and includes a number of goals and policies that respond to this vision. Other chapters of the Comprehensive Plan provide goals and policies that relate to a reduction in pollution and energy use, and the promotion and enhancement of multimodal transportation options.



With the vision, goals and policies of the Comprehensive Plan in mind, a number of Olympia's commercial zoning districts support and foster the development of pedestrian-friendly neighborhoods and deemphasize motorized vehicle use. Yet in order to serve the broad needs of our community, not all zoning districts prioritize pedestrian-oriented businesses. This project is assessing whether drive-through restaurants may be compatible with the intended purpose of some of Olympia's commercial zoning districts. If so, possible development criteria will also be considered that would support an effective response to the range of concerns outlined above.

#### Compatibility with Intent of Zoning Districts - Preliminary Review

City staff is currently conducting an analysis of the nature and intent of each of Olympia's existing commercial zoning districts (See Attachment). Based on this review, staff preliminarily finds that drive-through restaurants remain incompatible uses in a number of zones because of their intent to support and foster the pedestrian experience (e.g., Downtown Business District and Neighborhood Retail) or because non-office commercial service uses are not permitted (Commercial Services - High Density District).

Four commercial zones are being further evaluated to determine if restaurants with drive-through service could be considered compatible with their intent:

- Auto Services District (AS)
- Medical Service District (MS)
- Professional Office/Residential Multifamily District (PO/RM)
- High Density Corridor-3 (HDC-3)

If this analysis indicates that restaurant drive-throughs could be appropriate in one, some, or all of these zones, staff will then focus attention on considering whether and which development criteria would be needed in order to address the pedestrian experience and other concerns raised over potential impacts.

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

Community support for actions which support the vision of a walkable, vibrant community.

#### **Attachments:**

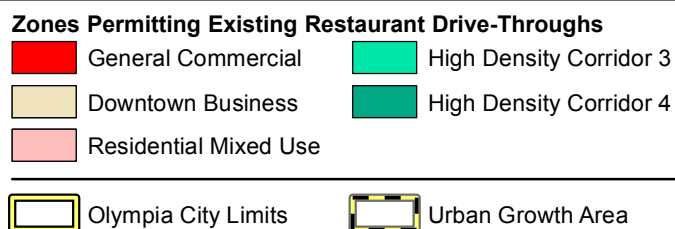
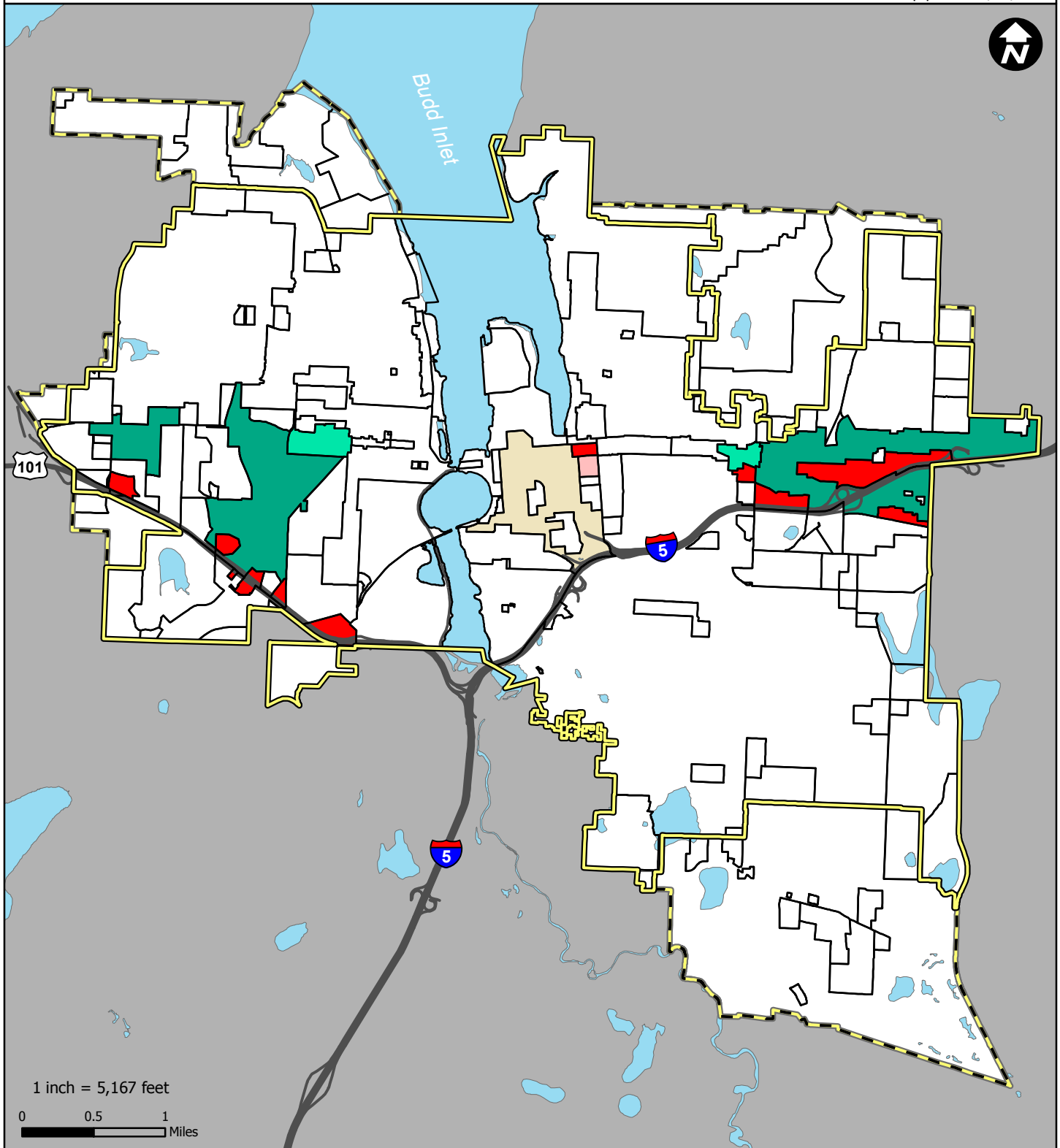
Maps  
OMC Selections  
Comprehensive Plan Selections  
Zone Comparison



# Drive-Through Code Review

## Zoning Districts Permitting Existing Restaurant Drive-Throughs

Map printed 3/30/2017



This map is intended for 8.5x11" portrait printing.

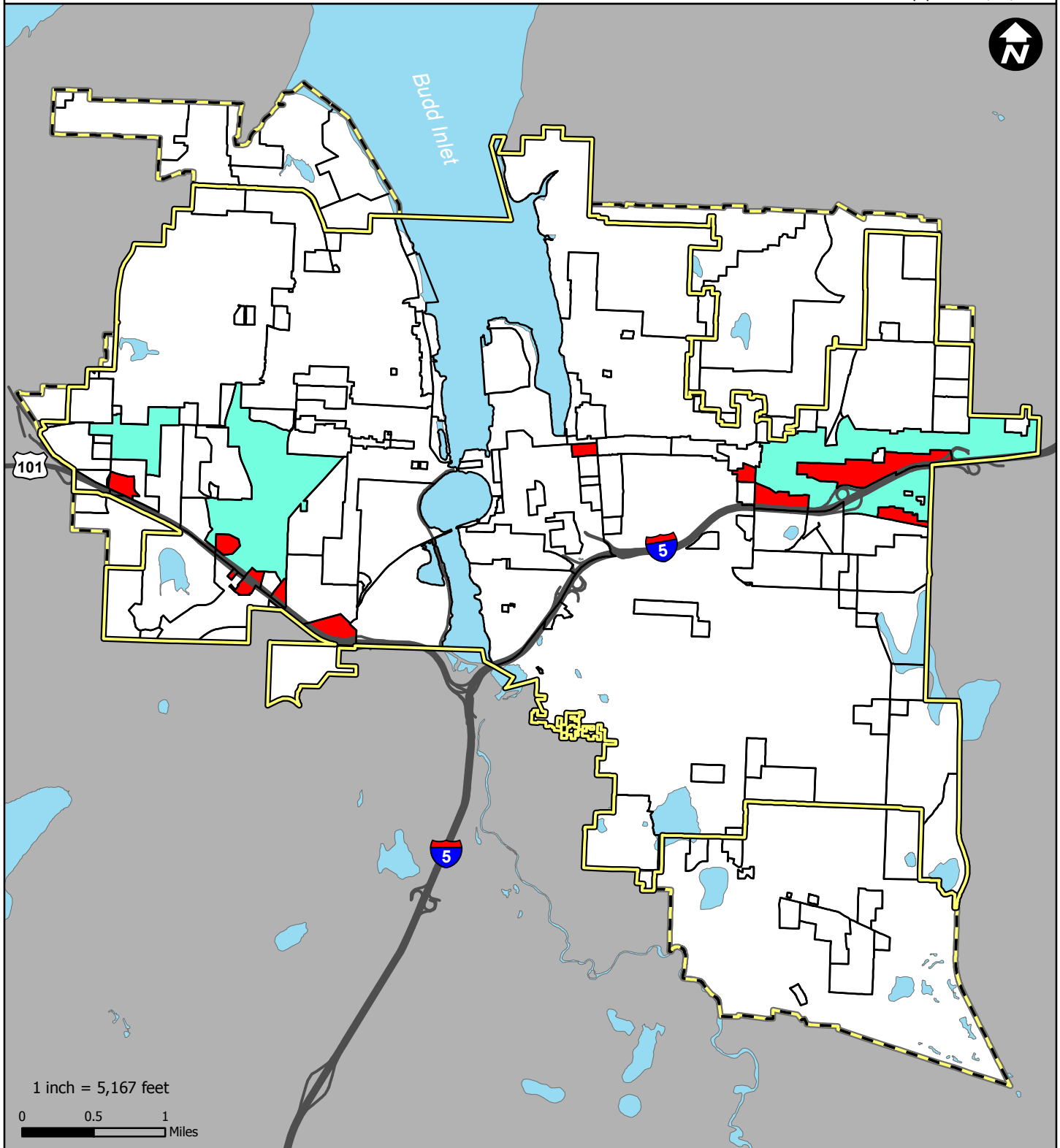
The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the 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.



# Drive-Through Code Review

## Zoning Districts Permitting New Restaurant Drive-Throughs

Map printed 3/29/2017



### Zones Permitting New Restaurant Drive-Throughs

High Density Corridor 4

General Commercial

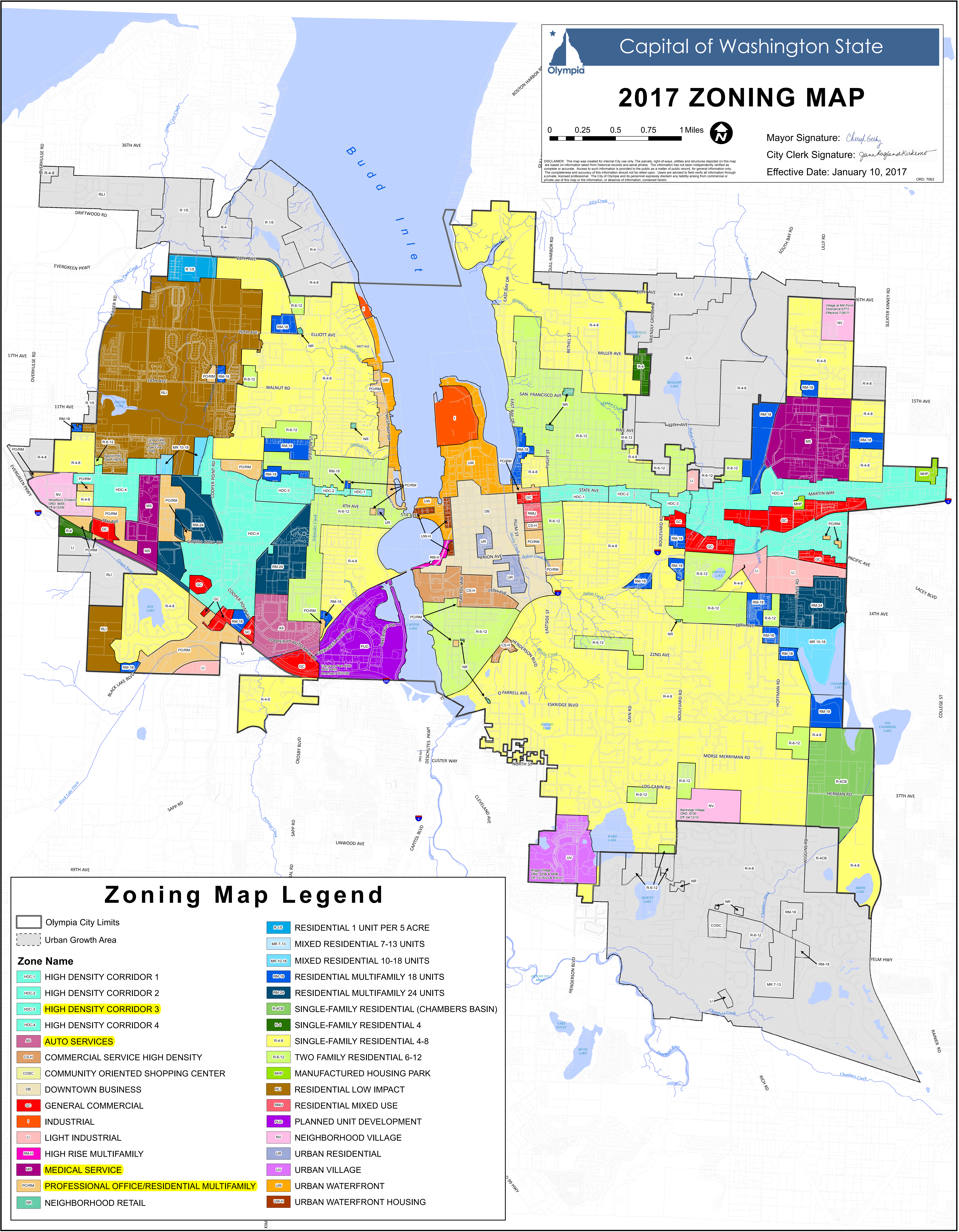
Olympia City Limits

Urban Growth Area

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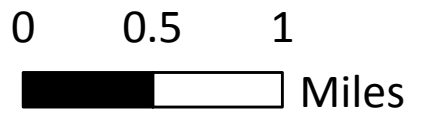
# Future Land Use

Publication Date: 8/25/2016

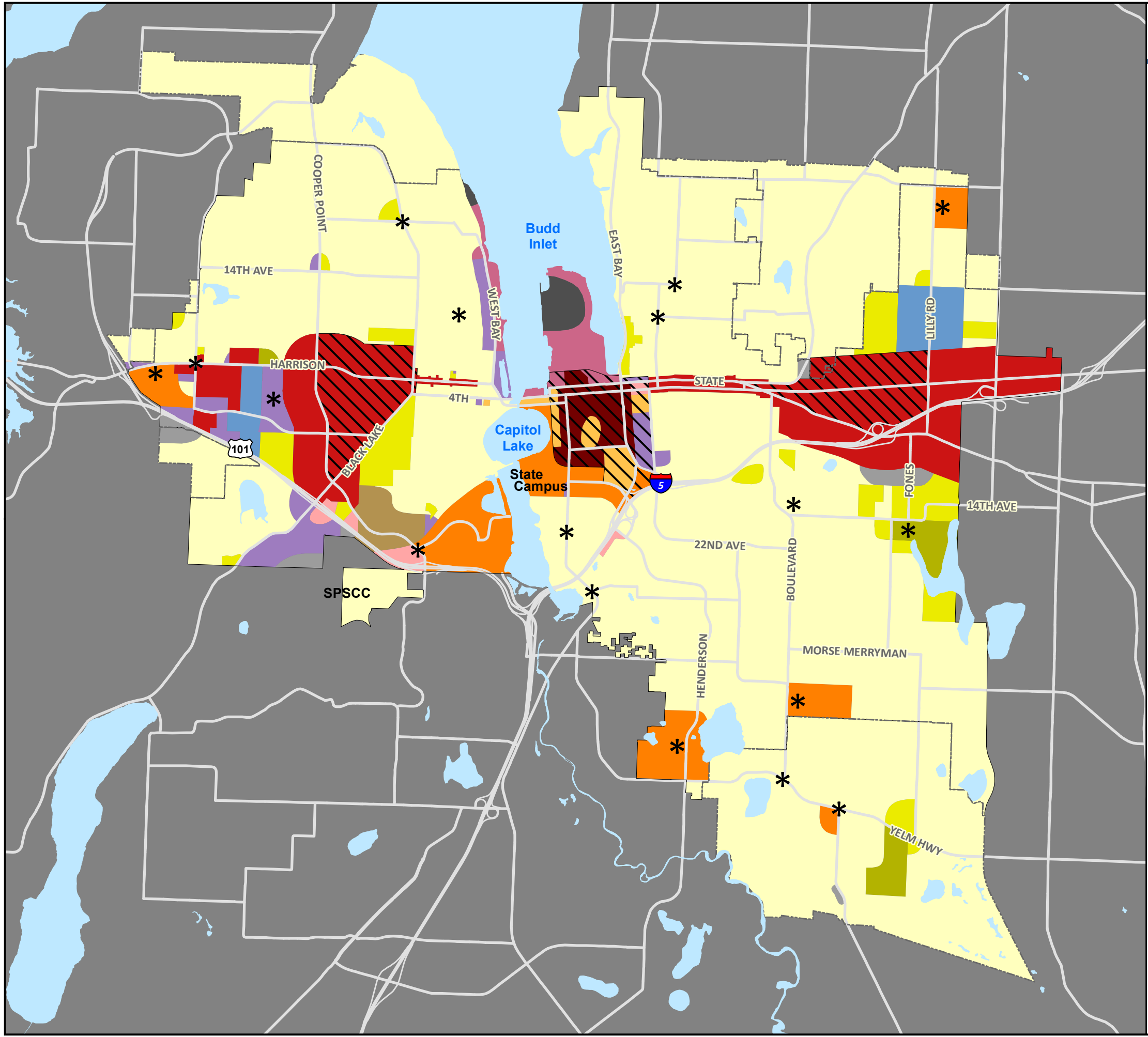
Effective Date: 8/30/2016

Ordinance #7032

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



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## Selections from Olympia Municipal Code Related to Restaurant Drive-Throughs

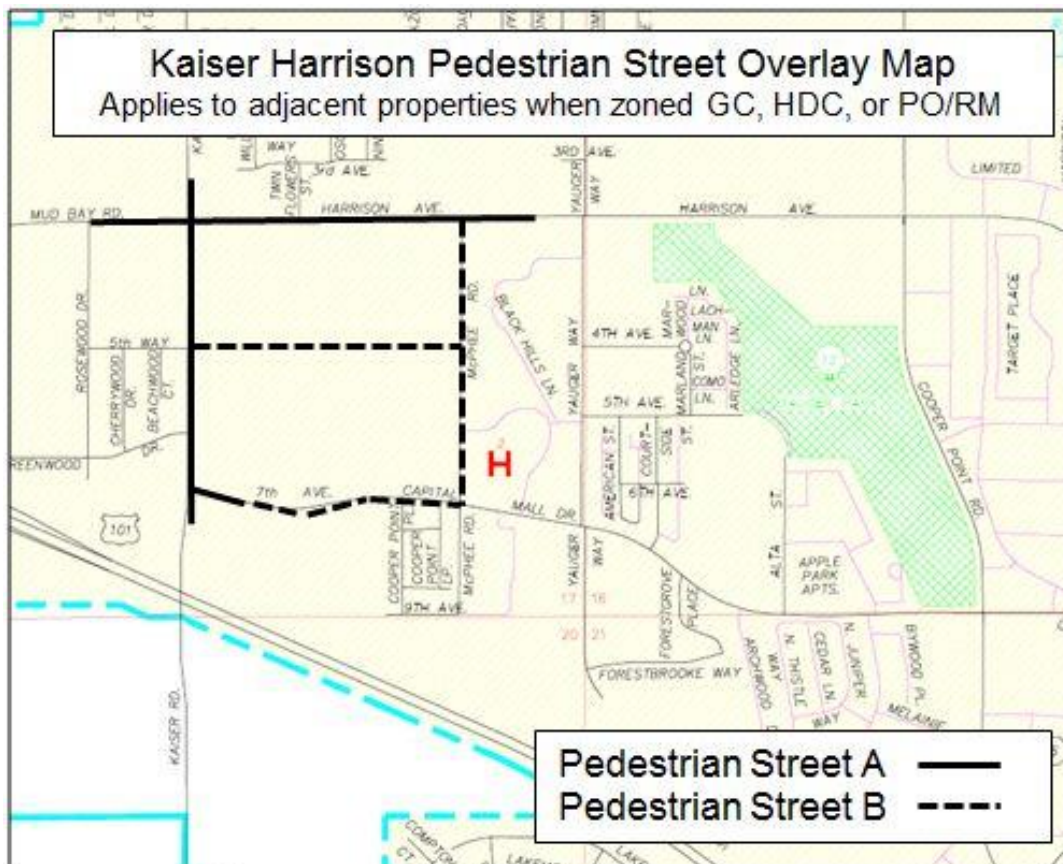
### OMC 18.06.060 Commercial districts' use standards

#### F. Drive-Through and Drive-In Uses.

1. High Density Corridor-3 (HDC-3) Requirements. Businesses which serve customers exclusively in their vehicles are prohibited. This includes uses such as drive-through laundry pick-up agencies, drive-through-only banks, and drive-through photo processing services. This does not include car washes. Restaurants are not permitted to have drive-up or drive-through facilities.
2. Downtown Business and Urban Waterfront (UW) Requirements. Drive-through and drive-in uses are prohibited as a primary or accessory use (exception: drive-through banks are a conditional use). Existing drive-in and drive-through restaurants permitted before January 1, 1994, are conforming uses. Such uses shall be treated the same as other allowed uses, consistent with applicable regulations or conditional use requirements. Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter [18.37](#), Nonconforming Buildings and Uses.
3. Pedestrian Streets\*\* and Drive-Through or Drive-In Uses. Drive-through and drive-in uses are allowed on parcels that abut pedestrian oriented streets, as follows:
  - a. A Streets: Drive-through or drive-in uses are permitted on parcels abutting Pedestrian Oriented A Streets when there is another building(s) or a designated pedestrian plaza or other gathering space located between the drive-through or drive-in building and the street. In the event a pedestrian plaza or gathering space is located between the building and an "A" Street, provisions to prevent vehicles from entering the plaza or gathering space shall be provided (e.g. curb and a landscaped area, bollards, low masonry wall).
  - b. B Streets: Drive-through lanes are prohibited between the pedestrian oriented street and the building. Drive-through lanes may be located to the side or rear of the building when designed for the safety of pedestrians or bicyclists on the sidewalk or other internal designated routes for pedestrians and/or bicyclists.

#### U. Restaurants.

1. Downtown Business (DB) District Requirements. New drive-in and drive-through restaurants are not permitted. All existing drive-in and drive-through restaurants permitted before January 1, 1994, are conforming uses. Such uses shall be treated the same as other allowed uses, consistent with applicable regulations. Other uses made nonconforming by this zoning ordinance are subject to the requirements of Chapter [18.37](#), Nonconforming Buildings and Uses.
2. Medical Services (MS) District Requirements. Restaurants may be allowed as a conditional use where it can be demonstrated that the medical community or the consumers of medical services are clearly and primarily benefitted by the convenience of the facilities.
3. Restaurants in the Neighborhood Retail District shall be limited to one thousand (1000) square feet of gross floor area and shall not require nor include a Type I Hood as defined in the Uniform Mechanical Code.



## Restaurant Drive-Throughs: Comprehensive Plan Selections

### Natural Environment

#### What Olympia Values:

Olympians value our role as stewards of the water, air, land, vegetation, and animals around us, and believe it is our responsibility to our children and grandchildren to restore, protect, and enhance the exceptional natural environment that surrounds us.

#### Our Vision for the Future:

A beautiful, natural setting that is preserved and enhanced.

GN8: Community sources of emissions of carbon dioxide and other climate-changing greenhouse gases are identified, monitored and reduced.

PN8.5: Reduce the pollution and energy consumption of transportation by promoting the use of electric vehicles and expanding accessible and inviting alternatives that reduce vehicle miles traveled, including transit, walking and cycling (see also GT25).

### Land Use & Urban Design

#### What Olympia Values:

Olympians value neighborhoods with distinct identities; historic buildings and places; a walkable and comfortable downtown; increased urban green space; locally produced food; and public spaces for citizens in neighborhoods, downtown, and along our shorelines.

#### Our Vision for the Future:

A walkable, vibrant city.

Our community seeks to:

- Encourage development in urban areas where public services and facilities are already present.
- Phase urban development and facility extension outward from the downtown area.
- Establish land use patterns that ensure residential densities sufficient to accommodate 20-years of population growth.
- Focus higher residential densities downtown, along urban corridors, and near neighborhood centers.
- Employ innovative development techniques that create a better community.

We envision:

- Spaces that are safe and pedestrian-friendly
- Development that minimizes harm to the environment
- Densities and land use types consistent with many types of transportation
- Places for quiet residential uses, and places where economic activity is emphasized
- Walkable neighborhoods with unique centers and identities
- Development that complements the historic character of the community
- Recognition of the importance of lands near water
- A process for exploring the unique possibilities of each area with special attention given to Downtown, the Westside core area, the eleven planning 'subareas,' and other special geographic areas within the community



**GL1: Land use patterns, densities and site designs are sustainable and support decreasing automobile reliance.**

PL1.2: Focus development in locations that will enhance the community and have capacity and efficient supporting services, and where adverse environmental impacts can be avoided or minimized.

PL1.6: Provide for a compatible mix of housing and commercial uses in commercial districts and village sites that enables people to walk to work and shopping, supports transit, and includes convenience businesses for residents. Integrate adjacent uses with walkways and bike paths leading from residential areas to commercial districts and neighborhood-oriented businesses.

PL1.8: Buffer incompatible industrial, commercial and residential uses by requiring landscaped buffers or transitional uses, such as plazas, offices, or heavily landscaped parking; use natural buffers where possible and require clustering where warranted.

PL1.9: Require direct and convenient pedestrian access to commercial and public buildings from streets, bus stops and parking lots, and encourage sheltered seating and other uses of vacant sections of the street edge.

**GL11: Adequate commercial land conveniently serves local and regional trade areas.**

PL11.1: Encourage increasing the intensity and diversity of development in existing commercial areas by mixing commercial and multi-family development along with entertainment and cultural centers in a way that will reduce reliance on cars and enable people to work, shop, recreate and reside in the same area.

PL11.2: Provide incentives for housing in commercial districts near transit stops.

PL11.4: Locate and size commercial areas to decrease reliance on cars, improve community life, and maintain the tax base.

PL11.6: Encourage new commercial uses adjacent to the arterial street edge and in mixed-use projects.

PL11.7: Provide convenient pedestrian access to and between businesses.

PL11.9: Outside urban corridors provide for low-intensity commerce that depends on automobile access and allow wholesale businesses near major customers or where resulting traffic will not impact retail areas.

**GL12: Commercial areas are attractive, functional and appealing.**

PL12.4: Ensure that commercial uses are compatible with adjoining residential districts. This might include prohibiting reflective surfaces, screening solid waste and parking areas, regulating emissions, building size reductions and increased setbacks near residential districts, screening parking areas, and requiring facades with architectural features that reduce the appearance of a commercial building's size, such as setbacks and tiering above three stories.

PL12.8: Use design standards to ensure pedestrians and bicyclists have direct, convenient access to commercial and public buildings.

PL12.9: Require a form of parking that retains aesthetics and minimizes pedestrian barriers and inconvenience by including screening along streets and residential areas; limits parking lots to one contiguous acre; and locates them at the rear of buildings, or, if the rear is not possible, then on the side, but with minimal street frontage.

**GL13: Attractive urban corridors of mixed uses are established near specified major streets.**

PL13.1: Establish urban corridors as shown on the [Future Land Use Map](#) with potential employment and residential density to support frequent transit service, encourage pedestrian traffic between businesses, and provide a large customer base and minimize auto use for local trips.

PL13.3: Transform urban corridors into areas with excellent transit service; multi-story buildings fronting major streets with trees, benches and landscaping; parking lots behind buildings; and a compatible mix of residential uses close to commercial uses.

PL13.4: Establish minimum housing densities in urban corridors to support frequent transit service and sustain area businesses.

PL13.5: Ensure appropriate transitional land uses from high intensity land uses along the arterial streets of the urban corridors to the uses adjacent to the corridors; corridor redevelopment should enhance both the corridor and quality of life in adjacent residential neighborhoods.

PL13.6: Focus public intervention and incentives on encouraging housing and walking, biking and transit improvements in the portions of the urban corridors nearest downtown and other areas with substantial potential for redevelopment consistent with this Plan. These include, for example, the area from the Fourth Avenue/Pacific Avenue intersection east to Pattison Avenue, and the area near the intersection of Harrison Avenue and Division Street.

PL13.7: Designate different categories of corridors generally as follows:

- Areas nearest downtown along Harrison Avenue east of Division Street and the upper portions of the State Street/Fourth Avenue corridor to the intersection of Fourth Avenue and Pacific Avenue should blend travel modes with priority for pedestrian, bicycle and transit systems. These areas should provide for a mix of low-intensity professional offices, commercial uses and multifamily buildings forming a continuous and pedestrian-oriented edge along the arterial streets. There will be a 35 feet height limit if any portion of the building is within 100' from a single-family residential zone, provided that the City may establish an additional height bonus for residential development except in areas adjacent to a designated historic district.

- The area along Harrison Avenue west from the vicinity of Division Street to Cooper Point Road - and the portions of Martin Way and Pacific Avenues from Lilly Road to the intersection of Fourth Avenue and Pacific Avenue - will transition away from cars being the primary transportation mode to a more walkable environment, where bicycling and transit are also encouraged. Redevelopment of the area will create more density and new buildings that gradually create a continuous street edge and more pedestrian-friendly streetscape.
- The outer portions of the urban corridors west of the vicinity of the Capital Mall and east of Lilly Road will primarily be accessed by motor vehicles with provisions for pedestrian and bicycle travel; gradual transition from existing suburban character is to form continuous pedestrian-friendly streetscapes, but more regulatory flexibility will be provided to acknowledge the existing suburban nature of these areas. (See Capital Mall special area below.)

**GL14: 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 citizens, neighborhoods, and city officials.**

PL14.3: Preserve and enhance the character of existing established Low-density Neighborhoods. Disallow medium or high-density development in existing Low-density Neighborhood areas except for Neighborhood Centers.

PL14.4: In low-density Neighborhoods, allow medium-density Neighborhood Centers that include civic and commercial uses that serve the neighborhood. Neighborhood centers emerge from a neighborhood public process.

**GL20: Development maintains and improves neighborhood character and livability.**

PL20.1: Require development in established neighborhoods to be of a type, scale, orientation, and design that maintains or improves the character, aesthetic quality, and livability of the neighborhood.

PL20.4: Support development and public improvements consistent with healthy and active lifestyles.

PL20.5: Prevent physical barriers from isolating and separating new developments from existing neighborhoods.

**GL21: Neighborhood centers are the focal point of neighborhoods and villages.**

PL21.2: Locate neighborhood centers along collector or arterial streets and within about 600 feet of a transit stop.

PL21.3: Support housing, a food store, a café or bakery, and a neighborhood park or civic green at all neighborhood centers. Allow churches, schools, and convenience businesses and services that cater primarily to neighborhood residents. Prohibit auto-oriented uses. Vary the specific size and composition of such centers for balance with surrounding uses. Where practical, focus commercial uses on civic greens or parks. Limit the size of commercial uses. (Note: A larger urban center is permitted in the Briggs Urban Village.)

## Transportation

### What Olympia Values:

Olympians want a transportation system that can move people and goods through the community safely while conserving energy and with minimal environmental impacts. We want it to connect to our homes, businesses and gathering spaces and promote healthy neighborhoods.

### Our Vision for the Future:

Complete streets that move people, not just cars.

**GT12: 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.

**GT15: The urban corridors of Martin Way, Pacific Avenue, east 4th and State Avenues, Capitol Way/Boulevard and portions of Harrison Avenue, Black Lake Boulevard and Cooper Point Road are areas where a large portion of trips are made by walking, biking and transit. (See Appendix H Corridor Map for urban corridors. See [Land Use and Urban Design](#) chapter for specific land use designations.)**

PT15.1: Retrofit City streets in urban corridors to City Street Standards to attract new development and increase densities.

PT15.4: Partner with the cities of Lacey and Tumwater to pursue the coordinated transportation and land use objectives identified for the urban corridors.

**GT17: Bus corridors have high-quality transit service allowing people to ride the bus spontaneously, and easily replace car trips with trips by bus.**

PT17.5: Ensure street, site, and building designs are well-planned for pedestrian use along bus corridors.

PT17.7: Eliminate minimum parking requirements along bus corridors.

PT17.8: Give priority to sidewalks and mid-block pedestrian crossings that enhance access and safety on high frequency bus corridors.

**GT21: Walking is safe and inviting, and more people walk for transportation.**

PT21.2: Ensure City street standards reflect the importance of walking for transportation and recreation.

PT21.7: Require direct, safe, and convenient pedestrian access to commercial and public buildings from sidewalks, parking lots, bus stops, and adjacent buildings.

**GT24: Streetscapes buffer walkers from motor vehicle traffic, enhance the experience of walking, and increase the attractiveness of an area.**

PT24.1: Separate sidewalks from motor-vehicle traffic with buffers of trees and landscaping.

PT24.7: Develop streetscape plans for commercial and mixed-use areas.

**GT25: Bicycling is safe and inviting, and many people use their bikes to both travel and stay active.**

PT25.2: Build bike lanes on new major streets: arterials, major collectors and selected neighborhood collectors.

PT25.8: Require new commercial developments, public facilities, schools, and multi-family housing to provide end-of-trip facilities for bicyclists, including covered bike racks and lockers.

PT25.10: Partner with businesses, schools, developers, and employers to support bicycling through site and building design, end-of-trip facilities and programs to promote bike use.

PT25.11: Educate people about biking and walking in order to reduce motorized travel and make the best use of the City's investments in infrastructure.

## Comparison of Commercial Zoning Districts on Restaurant Drive-Throughs

Zoning District	Purpose of Zoning District  (OMC 18.06.020(B): Commercial Districts – Purposes)	Comprehensive Plan Land Use Designation  (OMC 18.59.055: Consistency between the zoning map and the future land use map)	Purpose of Land Use Designation  (Comprehensive Plan Land Use Appendix A - Future Land Use Map Designations)	Current Permitted/Conditional Use Status for Restaurant Drive-Throughs
<b>Auto Services District (AS)</b>	a. Encourage development of a regional center for auto sales and services and related uses. b. Discourage development incompatible with auto sales and services	Auto Services	This designation conserves areas for concentrating land uses associated with automobile and other motor vehicle sales and services. Alternative uses such as professional offices may be permitted if compatible with the primary purpose of the designation.	Existing: Not Permitted New: Not Permitted
<b>Downtown Business District (DB)</b>	a. Encourage a wide range of activities which make downtown Olympia the cultural, civic, commercial, and employment heart of the community. b. Retain existing downtown housing and encourage additional development of a dense mix of urban housing which is located near jobs, shopping, and transit. c. Provide a full range of urban services, tourism, recreation, and entertainment activities to support downtown workers, residents, and visitors. d. Encourage pedestrian-oriented land uses and design, in order to link downtown activity to the Capitol Campus and the waterfront, and to the gateways to the City. e. Permit development of a scale, height, and bulk which reinforces downtown Olympia's historic character, buildings, places, and street layout. Modern architecture is appropriate if it is consistent with the City's urban design vision.	Central Business District	This designation provides for a wide range of activities that make downtown Olympia the cultural, civic, commercial and employment heart of the community. A dense mix of housing, pedestrian-oriented land uses and design and proximity to transit make a convenient link between downtown, the State Capitol, the waterfront, and other activity centers in the region. The scale, height and bulk of development reinforce downtown Olympia's historic character, buildings, places and street layout.	Existing: Permitted New: Not Permitted

Zoning District	Purpose of Zoning District (OMC 18.06.020(B): Commercial Districts – Purposes)	Comprehensive Plan Land Use Designation (OMC 18.59.055: Consistency between the zoning map and the future land use map)	Purpose of Land Use Designation (Comprehensive Plan Land Use Appendix A - Future Land Use Map Designations)	Current Permitted/Conditional Use Status for Restaurant Drive-Throughs
<b>General Commercial District (GC)</b>	a. Provide for those commercial uses and activities which are heavily dependent on convenient vehicular access. b. Encourage the location of such uses on sites having safe and efficient access to major transportation routes. c. Discourage extension of "strip" development by filling in available space in areas where substantial auto-oriented commercial development already exists. d. Provide development standards which enhance efficient operation of these districts, and lead to more pedestrian-oriented development. e. Achieve minimum adverse impact on the community, especially on adjacent properties having more restrictive development characteristics.	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.	Existing: Permitted New: Permitted
		General Commerce	This designation provides for commercial uses and activities which are heavily dependent on convenient vehicle access but which minimize adverse impact on the community, especially on adjacent properties having more restrictive development characteristics. The area should have safe and efficient access to major transportation routes. Additional "strip" development should be limited by filling in available space in a way that accommodates and encourages pedestrian activity.	

Zoning District	Purpose of Zoning District (OMC 18.06.020(B): Commercial Districts – Purposes)	Comprehensive Plan Land Use Designation (OMC 18.59.055: Consistency between the zoning map and the future land use map)	Purpose of Land Use Designation (Comprehensive Plan Land Use Appendix A - Future Land Use Map Designations)	Current Permitted/Conditional Use Status for Restaurant Drive-Throughs
<b>Medical Service District (MS)</b>	<p>a. Allow the development of major and full-service health care facilities to serve a regional population.</p> <p>b. Permit the clustering of interrelated and complementary health care facilities.</p> <p>c. Permit limited types of nonmedical uses which provide convenience services primarily to medical facility users and employees.</p> <p>d. Allow relatively high density housing near medical facilities to help meet the needs of the large number of people employed there.</p> <p>e. Allow developments which will provide maximum convenience to medical facility users and employees, and an environment conducive to the healing arts. Incompatible land uses and traffic generated by uses other than those providing medical and related services are to be avoided.</p>	Medical Services	This designation conserves areas in the vicinity of hospitals for concentrating medical services and facilities, associated uses, and moderate to high-density housing.	Existing: Not Permitted New: Not Permitted
<b>Professional Office / Residential Multi-family (PO/RM)</b>	<p>a. Provide a transitional area, buffering residential areas from more intensive commercial uses. Development within this district should be compatible with residential uses and generate low vehicular traffic characteristic of less intrusive uses.</p> <p>b. Provide for a compatible mix of office, moderate- to high-density residential, and small-scale commercial uses, in order to provide opportunities for people to live, work, and recreate in a pedestrian-oriented area.</p>	Professional Offices & Multifamily Housing	This designation accommodates a wide range of offices, services, limited retail uses specifically authorized by the applicable zoning district, and moderate-to-high density multifamily housing in structures as large as four stories.	Existing: Not Permitted New: Not Permitted



Zoning District	Purpose of Zoning District (OMC 18.06.020(B): Commercial Districts – Purposes)	Comprehensive Plan Land Use Designation (OMC 18.59.055: Consistency between the zoning map and the future land use map)	Purpose of Land Use Designation (Comprehensive Plan Land Use Appendix A - Future Land Use Map Designations)	Current Permitted/Conditional Use Status for Restaurant Drive-Throughs
<b>High Density Corridor-3 (HDC-3)</b>	<ul style="list-style-type: none"> <li>a. Provide for a compatible mix of medium to high-intensity commercial, offices, and moderate to high-density multifamily residential uses.</li> <li>b. Ensure that access to transit is a part of all new projects.</li> <li>c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.</li> <li>d. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.</li> </ul>	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.	Existing: Conditional New: Not Permitted
<b>High Density Corridor-4 (HDC-4)</b>	<ul style="list-style-type: none"> <li>a. Provide for a compatible mix of high-intensity commercial, offices, and high-density multifamily residential uses.</li> <li>b. Transform these areas to commercial and residential activity centers, over time.</li> <li>c. Ensure that access to transit is a part of new projects.</li> <li>d. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.</li> <li>e. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.</li> </ul>	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.	Existing: Permitted New: Permitted

**18.06.020 Purposes**

A. The general purposes of this Chapter are as follows:

1. To provide appropriate commercial areas for retail and service establishments, neighborhood convenience and office uses required by residents of the City in a manner consistent with the Comprehensive Plan.
2. To provide employment opportunities for existing and future residents of the City and those of adjacent communities.
3. To provide for land uses which meet the needs of and attract regional populations, in addition to local residents.
4. To provide adequate space to meet the needs of commercial development, including off-street parking and loading.
5. To protect commercial and adjacent areas from excessive noise, illumination, unsightliness, odor, smoke, and other objectionable influences.
6. To provide for an intensity of development and activity within commercial areas which will increase their vitality, facilitate mass transit, and make better use of available infrastructure.
7. To accommodate a balanced mix of commercial, residential, and recreational uses in commercial areas which will enable people to live, shop, work, and play within walking distance; thereby reducing dependence on motor vehicles and potentially reducing traffic congestion, energy consumption, and air pollution.
8. To establish standards for the development of commercial areas which will make them easily accessible and inviting for pedestrians, bicyclists, and transit riders, as well as motorists.
9. To establish guidelines for the design of commercial areas which will improve their appearance, function, and appeal.

B. The purpose of each commercial district is as follows:

1. Community Retail District (CMR).

This district is intended to:

- a. Permit businesses which offer the most frequently needed consumer goods and services, in districts of sufficient size to provide a relatively wide range of such goods and services.
- b. Provide for site development standards which will achieve the clustering of buildings and/or business establishments in such fashion as to create a safe, convenient and attractive pedestrian environment, including access for transit riders and bicyclists, as well as safe and convenient parking and access.
- c. Allow for clustering of commercial services along urban arterials adjacent to residential neighborhoods, in order to reduce the amount of vehicular travel required of the consumer to acquire such goods and services.
- d. Allow for residential and mixed-use projects to increase the opportunities for people to live, work, shop, and recreate within walking distance.
- e. Not locate new community retail districts closer than three-fourths of a vehicular mile from one another, or

from any other district providing similar services or facilities.

2. Commercial Services - High Density District (CS-H).

This district is intended to:

- a. Allow limited commercial services that supplement or enhance activities on the capitol campus, not large-scale retail sales for regional markets.
- b. Allow high-density multifamily residences near the chief employment centers such as the Downtown Business District, the Capitol Campus, and the central waterfront.
- c. Be located where high land values and public necessity warrant this type of development.

3. Auto Services (AS) District.

This district is intended to:

- a. Encourage development of a regional center for auto sales and services and related uses.
  - b. Discourage development incompatible with auto sales and services.
4. Urban Waterfront (UW) District.

This district is intended to:

- a. Integrate multiple land uses in the waterfront area of downtown and the West Bay in a way that improves the City's appeal and identity as the Capital City on Budd Inlet.
- b. Encourage high-amenity recreation, tourist-oriented, and commercial development which will enhance public access and use of the shoreline.
- c. Encourage development that protects views of Budd Inlet, the Olympics, Mt. Rainier, and the Capitol, and preserves a sense of openness on the waterfront.
- d. Encourage water-dependent and water-related development (as defined in the Shoreline Master Program for the Thurston Region) on shoreline properties and permit light manufacturing uses which support nearby industrial and marine related uses.
- e. Provide shoreline public access to significant numbers of the population, which is a major goal of the Shoreline Master Program for the Thurston Region. It is also the intent of this district to integrate the policies of the Shoreline Master Program for the Thurston Region into zoning designations applicable to waterfront properties. It is not the intent of this district, however, to make the restrictions of the Shoreline Master Program legally applicable outside the shoreline management zone.

5. Downtown Business District (DB).

This district is intended to:

- a. Encourage a wide range of activities which make downtown Olympia the cultural, civic, commercial, and employment heart of the community.
- b. Retain existing downtown housing and encourage additional development of a dense mix of urban housing

which is located near jobs, shopping, and transit.

- c. Provide a full range of urban services, tourism, recreation, and entertainment activities to support downtown workers, residents, and visitors.
- d. Encourage pedestrian-oriented land uses and design, in order to link downtown activity to the Capitol Campus and the waterfront, and to the gateways to the City.
- e. Permit development of a scale, height, and bulk which reinforces downtown Olympia's historic character, buildings, places, and street layout. Modern architecture is appropriate if it is consistent with the City's urban design vision.

6. General Commercial District (GC).

This district is intended to:

- a. Provide for those commercial uses and activities which are heavily dependent on convenient vehicular access.
- b. Encourage the location of such uses on sites having safe and efficient access to major transportation routes.
- c. Discourage extension of "strip" development by filling in available space in areas where substantial auto-oriented commercial development already exists.
- d. Provide development standards which enhance efficient operation of these districts, and lead to more pedestrian-oriented development.
- e. Achieve minimum adverse impact on the community, especially on adjacent properties having more restrictive development characteristics.

7. Medical Service District (MS).

This district is intended to:

- a. Allow the development of major and full-service health care facilities to serve a regional population.
- b. Permit the clustering of interrelated and complementary health care facilities.
- c. Permit limited types of nonmedical uses which provide convenience services primarily to medical facility users and employees.
- d. Allow relatively high density housing near medical facilities to help meet the needs of the large number of people employed there.
- e. Allow developments which will provide maximum convenience to medical facility users and employees, and an environment conducive to the healing arts. Incompatible land uses and traffic generated by uses other than those providing medical and related services are to be avoided.

8. Neighborhood Retail District (NR).

This district is intended to:

- a. Permit small retail establishments which offer a limited range of goods within a residential neighborhood.
  - b. Protect existing neighborhood retail districts and permit new establishments where local economic demand and appropriate design can assure compatibility with the neighborhood.
  - c. Be located not less than one-half (1/2) mile from another neighborhood retail district or any other commercial district providing similar services or facilities.
  - d. Have a maximum size for a Neighborhood Retail district of not more than one (1) acre.
  - e. Limit the size, scale and expansion of such establishments in order to minimize traffic volumes and congestion, and other adverse impacts on the neighborhoods in which said establishments are located.
  - f. Ensure that development in this district is characterized by small buildings, low traffic generation, considerable walk-in trade, quiet operations and little or no night activity.
9. Professional Office/residential Multifamily District (PO/RM).

This district is intended to:

- a. Provide a transitional area, buffering residential areas from more intensive commercial uses. Development within this district should be compatible with residential uses and generate low vehicular traffic characteristic of less intrusive uses.
- b. Provide for a compatible mix of office, moderate- to high-density residential, and small-scale commercial uses, in order to provide opportunities for people to live, work, and recreate in a pedestrian-oriented area.

10. High Density Corridor-1 (HDC-1).

This district is intended to:

- a. Provide for a compatible mix of office, moderate to high-density multifamily residential, and small-scale commercial uses.
- b. Ensure that residential and mixed-use projects are built within walking distance to transit.
- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Ensure that projects are designed, using a neighborhood area design theme in order to blend with the historic buildings in the corridor and the adjacent neighborhoods.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders and bicyclists, and which includes parking and convenient access for vehicles.

11. High Density Corridor-2 (HDC-2).

This district is intended to:

- a. Provide for a compatible mix of office, medium intensity commercial and moderate to high-density multifamily residential uses.
- b. Ensure that residential and mixed-use projects are built within walking distance to transit.

- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Ensure that projects (buildings) are designed, using a neighborhood area design theme in order to blend with the historic buildings in the corridor and the adjacent neighborhoods.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and convenient access for vehicles.

12. High Density Corridor-3 (HDC-3).

This district is intended to:

- a. Provide for a compatible mix of medium to high-intensity commercial, offices, and moderate to high-density multifamily residential uses.
- b. Ensure that access to transit is a part of all new projects.
- c. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- d. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.

13. High Density Corridor-4 (HDC-4).

This district is intended to:

- a. Provide for a compatible mix of high-intensity commercial, offices, and high-density multifamily residential uses.
- b. Transform these areas to commercial and residential activity centers, over time.
- c. Ensure that access to transit is a part of new projects.
- d. Establish a street edge that is as continuous as possible with buildings which are close to the street and which have multiple floors, distinctive windows facing the street, and entrances that are visible from the street.
- e. Create a safe, convenient, and attractive environment for pedestrians, transit riders, and bicyclists, and which includes parking and access for vehicles.

14. Urban Waterfront - Housing District.

This district is intended to:

- a. Provide for a neighborhood of residential housing with the option of limited retail/commercial/office or other uses able to locate in a street edge storefront configuration.
- b. Help meet downtown housing and sustainability density goals, through the use of land for housing in a location, and at a density, that makes the use of a car a choice and not a necessity.
- c. Contribute to downtown vitality.

- d. Result in well designed buildings on continuous urban street edges.
- e. Increase resident surveillance and all day use of public spaces to increase safety and decrease vandalism or other security problems.
- f. Help the City achieve land use, transportation, environment, and housing goals.

(Ord. 7032 §6 (Exh. E), 2016; Ord. 6195 §16, 2002; Ord. 6073 §13, 2000; Ord. 5830 §2, 1998; Ord. 5569 §3, 1995; Ord. 5517 §1, 1995).



## Land Use & Environment Committee

### SmartGov Online Portal Rollout

**Agenda Date:** 7/20/2017  
**Agenda Item Number:** 5.B  
**File Number:** 17-0717

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

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**Title**

SmartGov Online Portal Rollout

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the information. Briefing only; No action requested.

**Report**

**Issue:**

Whether to receive a report on the launch of the SmartGov online permitting portal.

**Staff Contact:**

Karen Kenneson, Associate Line of Business Director, Community Planning and Development, 360.753.8277.

**Presenter:**

Karen Kenneson

**Background and Analysis:**

SmartGov is the new community development cloud-based web solution that has replaced the Community Services module of Sungard's HTE. SmartGov streamlines land use, building permit, inspection and code enforcement processes and brings Community Planning and Development's (CP&D) technology into the modern era with a cloud based and web friendly system. CP&D went live with SmartGov on June 20, 2016, which was Phase 1 of the project. This phase was focused exclusively on internal operations. Staff will give a report on the status of Phase 2 of the project, which is the online permitting function.

A soft launch of the online portal began July 5, 2017 to a targeted group of high-volume permitting customers. A hard launch is scheduled for September 5, 2017, which will target all CP&D customers.

Staff will also demonstrate how to submit a code enforcement case for code enforcement action.



**Neighborhood/Community Interests:**

Phase 2 of the SmartGov project, the online permitting portal, will allow customers to apply for permits online, upload submittals digitally, pay for permits online, and print their approved permits and inspection sheets themselves from anywhere they choose.

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

None



## Land Use & Environment Committee

### 'Missing Middle' Infill Housing Analysis

**Agenda Date:** 7/20/2017  
**Agenda Item Number:** 5.C  
**File Number:** 17-0749

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

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#### **.Title**

'Missing Middle' Infill Housing Analysis

#### **Recommended Action**

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

Not referred to a committee.

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

Receive the information. Briefing only; No action requested.

#### **Report**

##### **Issue:**

Whether to continue 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 missing middle housing types include tiny houses, modular units, cottage homes, townhouses, small multi-family apartments, and accessory dwelling units.

The Missing Middle Infill Housing Analysis is reviewing 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. This implements Comprehensive Plan goals and policies regarding providing a variety of housing types (see below).

At its February meeting, the Land Use and Environment Committee reviewed and approved the

attached schedule for public involvement and outreach for this project. Consistent with the schedule, a Missing Middle Work Group has been meeting monthly to identify key issues to focus on. The Work Group will continue meeting to provide in-depth discussion and feedback on these issues throughout the project. A draft charter for the work group is attached.

Two Missing Middle open houses were held in conjunction with Land Use and Environment Committee meetings on May 18 and 30. At these open houses, members of the public received information about the project and provided input on key issues they feel should be considered.

#### 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. A project web page has been established to provide updated information about the project, including notes from all Missing Middle Work Group meetings (see attached link).

#### **Options:**

N/A

#### **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

[Link to Missing Middle web page](#)

## "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:												
a. Neighborhood compatibility												
b. Building/construction requirements & costs												
c. Utilities and transportation												
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												
<b>Outreach Tools</b>												
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

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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.

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GO

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Missing Middle Housing

Featured Links

→ [Portland ADU Survey Results](#)

→ [Missing Middle Presentation to Olympia Planning Commission](#)

→ [APA Zoning Practice: Tiny Houses](#)

→ [Article: Will the US Design Their Way Out of the Affordable Housing Crisis?](#)

→ [missingmiddlehousing.com](#)

→ [Small Backyard Homes: Accessory Dwelling Units \(ADUs\)](#)

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[Codes, Plans & Standards](#)

→ [Municipal Code](#)

→ [Olympia Comprehensive Plan](#)

→ [OPD General Orders](#)

Missing Middle Work Group

The next Missing Middle Work Group meeting is July 27 4:30 - 6:00 p.m. at Olympia City Hall.

What is Missing Middle 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.

Missing Middle Housing is a key component of the City's housing strategy, as it supports housing affordability for households across all income levels.

Missing Middle Housing Project

Olympia's Comprehensive Plan sets a goal that affordable housing is available for all income levels throughout the community. It includes several policies to meet that goal. One of the most important is providing a variety of housing types.

[Comprehensive Plan policies related to Missing Middle housing](#)

• **PL16.2** Adopt zoning that allows a wide variety of compatible housing types and densities.

• **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.

• **PL16.9** In all residential areas, allow small cottages and townhouses, and one accessory housing unit per home -- all subject to siting, design and parking requirements that ensure neighborhood character is maintained.

• **PL16.10** Require effective, but not unreasonably expensive, building designs and landscaping to blend multi-family housing into neighborhoods.

• **PS3.1** Promote a variety of residential densities and housing types so that housing can be available in a broad range of costs.

The Missing Middle Project will carry out these goals and policies. During this project, we will look at:

• How much missing middle housing currently exists in Olympia

• How much more will be needed to accommodate future population growth affordably

• Olympia's regulations and fees and how they may be impacting property owners' decisions on whether to build missing middle housing

• How additional missing middle housing can be added in a way that is compatible with existing neighborhoods

• [Missing Middle Fact Sheet](#)

2017 Annual Report to the Community

Parking Strategy

2017 Annual Report to the Community

City Calendar

City Updates

07/13 - 5:30 p.m.  
[Parking Business Improvement Area \(PBIA\)](#)

07/13 - 6:00 p.m.  
[Olympia Arts Commission](#)

07/13 - 6:30 p.m.  
[No Design Review Board](#)

07/13 - 6:30 p.m.  
[Parking Strategy Open House](#)

07/15 - 10:00 a.m.  
[Decatur Woods Volunteer Work Party](#)

→ [View full calendar...](#)

**PARKING STRATEGY OPEN HOUSE.** We are looking at how we can enhance your parking experience. Come to our open house Thursday, July 13, 6:30 p.m., at City Hall to give us feedback and hear what we've learned so far. [More...](#)

**NEWS RELEASE - CITY AFFIRMS COMMITMENT TO FIGHT CLIMATE CHANGE.** The City of Olympia is highly disappointed in the decision of the Trump Administration to withdraw from the Paris Climate Accord. [More...](#)

**OLYMPIA ONWARD!** The first Annual Community Report on the Action Plan is available now. The Report highlights our priorities, shares stories of success, reports on our indicators, and tells the story of our community's commitment to making our vision for Olympia real. [More...](#)

**DOWNTOWN STRATEGY UPDATE.** Olympia's Downtown Strategy was adopted on April 25. View the document now on our [Downtown Strategy page](#).

**2017 ADOPTED OPERATING BUDGET.** The [2017 Adopted Operating Budget](#) is available for viewing.

**2017-2022 ADOPTED CAPITAL FACILITIES PLAN.**

feedback

Project Timeline

http://olympiawa.gov/city-government/codes-plans-and-standards/missing-middle.aspx[7/14/2017 7:10:06 AM]



The Missing Middle Project is scheduled to be completed in late 2017. A special work group is providing expertise to help guide the process through the following steps:

[1. Research Existing Conditions - COMPLETE](#)

We will determine how much of each missing middle housing type is in Olympia, and where they are located

- [Existing Missing Middle Housing By Housing Type](#)
- [Available Buildable Lands for Each Missing Middle Housing Type](#)

[2. Analyze Existing Conditions and Identify Key Issues](#)

We will analyze how much opportunity there is for additional missing middle housing, and what the key issues are that may be creating impediments.

[3. Review Existing Codes, Fees and Standards for Potential Impacts](#)

We will review what kind of impact the city's requirements have on potential additional missing middle housing.

[4. Analyze Potential Changes to Codes, Fees and Standards](#)

We will examine the original reason for those requirements, and look at the tradeoffs of potential changes to those requirements to better enable construction of missing middle housing.

[5. Public Outreach and Community Conversation](#)

Public outreach will occur throughout the process, but there will be extra opportunities during this time period to get public feedback on potential changes to codes, fees and standards.

- [Public Involvement Schedule](#)
- [Missing Middle Work Group Charter](#)
- [Missing Middle Work Group Membership](#)

Missing Middle Work Group Notes

- [March 14, 2017 Meeting](#)
- [April 27, 2017 Meeting](#)
- [May 25, 2017 Meeting](#)

[6. Draft Implementing Ordinances or Policies](#)

We will draft the actual text changes to city codes to carry out the recommendations emerging from this project.

[7. Public Review and Adoption Process](#)


This is the formal process for adoption of changes to city codes. It will include review by the Olympia Planning Commission, at least one public hearing, and final action by the Olympia City Council.

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## Questions?

Contact Leonard Bauer at 360.753.8206 or [missingmiddle@ci.olympia.wa.us](mailto:missingmiddle@ci.olympia.wa.us).

The [2017-2022 Adopted Capital Facilities Plan](#) is now available to view online. For more information on Olympia's Budget process or how you can be involved please see our [Budget 365 page](#)

**OLYMPIA MUNICIPAL CODE.**  
Quick link to codes and standards including [Olympia Municipal Code](#).  


**MEETINGS.** [Agenda and Minutes](#)  
 for City Council and most advisory committees.

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