



# Meeting Agenda

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
360.570.5847

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Thursday, July 12, 2018

6:00 PM

Council Chambers

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1. **CALL TO ORDER**

1.A **ROLL CALL**

2. **APPROVAL OF AGENDA**

3. **APPROVAL OF MINUTES**

3.A 18-0658 Approval of PBIA June 14, 2018 Meeting Minutes

Attachments: [Minutes](#)

4. **PUBLIC COMMENT**

*During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

5. **ANNOUNCEMENTS**

6. **BUSINESS ITEMS**

6.A 18-0649 Sea Level Rise Response Planning - Update

20 mins

6.B 18-0628 Briefing on Draft Parking Strategy

Attachments: [Draft Parking Strategy Exec Summary](#)

30 mins

6.C 18-0651 Proposal for Welcoming New Residents

10 mins

6.D 18-0650 Briefing on Emergency Housing Ordinance

Attachments: [Emergency Housing Ordinance Summary](#)

[Link to Complete Ordinance Online](#)

[Tiny House Village White Paper](#)

[Link to Homelessness webpage](#)

15 mins

**6.E**    [18-0652](#)    Vote to Fill Board Vacancies

**Attachments:**    [Nomination for Jeremy Williamson](#)

5 mins

**6.F**    [18-0654](#)    Discussion of Potentially Moving PBIA Meeting Day

5 mins

**7.        REPORTS**

**8.        OTHER TOPICS**

**8.A**    [18-0653](#)    Round Table Discussion: 2019 Budget Ideas

30 mins

**9.        ADJOURNMENT**

**Accommodations**

*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 Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) 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

**PBIA Advisory Board**  
**Approval of PBIA June 14, 2018 Meeting**  
**Minutes**

**Agenda Date: 7/12/2018**  
**Agenda Item Number: 3.A**  
**File Number: 18-0658**

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

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**Title**  
Approval of PBIA June 14, 2018 Meeting Minutes

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**Meeting Minutes - Draft**  
**PBIA Advisory Board**

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
360.570.5847

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**Thursday, June 14, 2018**

**6:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Chair Ruse called the meeting to order at 6:02 p.m.

**1.A ROLL CALL**

**Present:** 6 - Chair Danielle Ruse, Vice Chair Jeffrey Barrett, Boardmember Mary Corso, Boardmember Jacob David, Boardmember Nathan Rocker and Boardmember Jeffrey Trinin

**Excused:** 2 - Boardmember Kimberly Murillo and Boardmember David Rauh

**Absent:** 4 - Boardmember Janis Dean, Boardmember Lindsay Galariada, Boardmember Sandra Hall and Boardmember Connie Phegley

**OTHERS PRESENT**

City of Olympia Community and Development Planning Staff:

Downtown Program Manager, Amy Buckler  
Parking Program Analyst, Max DeJarnett  
Downtown Liaison, Mark Rentfrow  
Downtown Ambassador, Katherine Trahan

President of Downtown Neighborhood Association, Tim Kenny

**2. APPROVAL OF AGENDA**

Business item 6.B was moved to 6.A and 6.A moved to 6.B per request.

**The agenda was approved as amended.**

**3. APPROVAL OF MINUTES**

**3.A** 18-0579 Approval of May 10, 2018 PBIA Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT**

Kevin Evoy of Edwards Jones Investments introduced himself and expressed an interest

in observing the meeting and potentially becoming involved.

## 5. ANNOUNCEMENTS

Ms. Buckler introduced Mr. DeJarnett, Parking Planning Analyst who will be implementing the downtown parking strategy and she will be transitioning the PBI liaison duties to Mr. DeJarnett.

Mr. Rentfrow announced that 150 baskets have been put up throughout the City and gave an update on the modifications to the cigarette butt collectors.

Ms. Buckler advertised the City's homeless webpage that addresses what the City is doing to address homelessness. The Downtown Walking Patrol is fully staffed.

## 6. BUSINESS ITEMS

### 6.A 18-0572 Welcoming New Residents

Mr. Kenny from the Downtown Neighborhood Association (DNA) introduced himself and shared his vision for preparing a memorable but simple welcoming packet to share information and resources with new residents. The Board continued to discuss the packet.

**The discussion was completed.**

### 6.B 18-0552 Briefing on Welcoming New Businesses

Mr. Rentfrow discussed the "Welcome Wagon Tour" aimed to encourage business participation.

Ms. Trahan provided a report of the statistics of the Downtown Ambassador Program and Clean Team for the past six months.

**Boardmember Corso moved to direct \$200 from PBI Communications funds to purchase supplies to make "I Love Downtown Olympia" buttons, seconded by Vice Chair Barrett. The motion carried by the following vote:**

**Aye:** 6 - Chair Ruse, Vice Chair Barrett, Boardmember Corso, Boardmember David, Boardmember Rocker and Boardmember Trinin

**Excused:** 2 - Boardmember Murillo and Boardmember Rauh

**Absent:** 4 - Boardmember Dean, Boardmember Galariada, Boardmember Hall and Boardmember Phegley

### 6.C 18-0574 Timeline for 2019 PBI Budget Discussion

Ms. Buckler provided an overview of the 2018 budget and discussed implementing a timeline for budget discussions to the agenda. Final budget recommendations will go to

the City Council in November with their final operating budget completed in December.

**Vice Chair Barrett moved to direct from PBI Communications \$500 each to support Pride and Halloween events, seconded by Boardmember David. The motion carried by the following vote:**

**Aye:** 6 - Chair Ruse, Vice Chair Barrett, Boardmember Corso, Boardmember David, Boardmember Rocker and Boardmember Trinin

**Excused:** 2 - Boardmember Murillo and Boardmember Rauh

**Absent:** 4 - Boardmember Dean, Boardmember Galariada, Boardmember Hall and Boardmember Phegley

**6.D** 18-0576 Board Appointments

Ms. Buckler announced four open seats on the Board and the nomination forms are in the staff report. The Board discussed changing the meeting dates from Thursday to Wednesday and will vote on it next month.

**The report was received.**

**7. REPORTS**

Ms. Buckler reported that some PBI and Olympia Downtown Alliance Boardmembers have met three times to flush out a marketing strategy to present at a special meeting to be held in July.

**8. OTHER TOPICS - NONE**

**8.A** 18-0571 Round Table Discussion

The Board discussed the upcoming quarterly survey for the PBI rate payers. Mr. DeJarnett will prepare three survey questions for the Board to vote on next month.

**The report was received.**

**9. ADJOURNMENT**

The meeting adjourned at 8:05 p.m.

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## PBIA Advisory Board

### Sea Level Rise Response Planning - Update

**Agenda Date:** 7/12/2018  
**Agenda Item Number:** 6.A  
**File Number:** 18-0649

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

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**Title**

Sea Level Rise Response Planning - Update

**Recommended Action**

Briefing only. No action required.

**Report**

**Issue:**

Receive an update on the sea level rise planning work initiated by the City of Olympia (City), the Port of Olympia (Port) and LOTT Clean Water Alliance (LOTT).

**Staff Contact:**

Andy Haub, P.E., Water Resources Director, 360.573.8475

**Presenter(s):**

Andy Haub

**Background and Analysis:**

Sea level rise presents a prominent flooding risk to our downtown. Largely built on sediments excavated from Budd Inlet over 100 years ago, the downtown area has always been vulnerable to flooding. City staff currently manage and control, sometimes just barely, the flooding risk during high tides and high flows in the Deschutes River.

The City began work on climate change and sea rise in the early 1990s. Over the years, we have accumulated extensive data on the elevations of critical downtown infrastructure, buildings, and shorelines relative to potential water elevations in Budd Inlet. This information provides a sound basis for meaningful long-term planning.

Consistent with the goals and policies of the City of Olympia Comprehensive Plan and the Downtown Strategy, staff initiated work on a formal sea level rise response plan in early 2017. The City, the Port and LOTT are jointly funding and participating in the planning process. The three entities share common concerns regarding sea level rise, yet have unique individual vulnerabilities.

The PBIA was briefed on the problem and planning process on July 13, 2017. As explained at that

time, the tasks to be completed by the planning process include:

- Evaluate the best available science regarding potential sea rise.
- Develop a sea level rise planning framework incorporating community input.
- Conduct a vulnerability and risk assessment of downtown assets. A time-consuming task, the assessment details the critical infrastructure, services, and amenities embodied in our downtown and Port peninsula.
- Develop specific strategies for protecting downtown for approximately 100 years.
- Complete a formal plan including governance needs, implementation schedules, and finances.

The planning process is on schedule. In September, staff will share strategies with our community and elected officials for protecting downtown from six feet of sea rise. Physically protecting downtown while preserving social and cultural amenities is central to the potential strategies. Implementation of the strategies will require both technical adaptation and long-term community commitment. Local engagement in reducing greenhouse gas emissions and mitigating climate change is also important.

Additional information on sea rise science and the plan is available on the City's webpage.

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

Various community groups and agencies are working on climate change and sea level rise issues. Over the past year, involved citizens have voiced their support for the planning process while raising concerns including the reliability of long-term sea rise projections, the feasibility of protecting the downtown area in the long-term, and costs.

**Options:**

Information only.

**Financial Impact:**

None at this time. However, potential long-term private and public impacts are appreciable.

**Attachments:**

None



**PBIA Advisory Board**  
**Briefing on Draft Parking Strategy**

**Agenda Date: 7/12/2018**  
**Agenda Item Number: 6.B**  
**File Number: 18-0628**

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

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**Title**

Briefing on Draft Parking Strategy

**Recommended Action**

No action needed

**Report**

**Issue:**

Review Parking Strategy

**Staff Contact:**

Max DeJarnatt, Parking Program Analyst, Community Planning & Development, 360.570.3723

**Presenter(s):**

Max DeJarnatt, Parking Program Analyst

**Background and Analysis:**

Downtown is growing and parking is a top concern of downtown businesses. The Downtown Strategy was adopted in April of 2017, and is aligned with our city's Comprehensive Plan. The Downtown Strategy calls for a Downtown Parking Strategy to support a stable and thriving downtown economy by providing people with access to predictable short and long-term parking.

Community Planning & Development contracted with consulting firm Framework to develop an evidence-based Parking Strategy, using the parking industry's best practices to map out efficient uses of new and existing parking assets. The study relied on an eight person advisory committee representing an array of downtown business, neighborhood, and commuter groups, a general online survey, and interviews with 12 key stakeholders.

The Downtown Parking Strategy provides short, mid, and long-term actions to support downtown goals. Strategies include

1. Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience
2. Improve On-Street Parking
3. Reinvigorate Off-Street Parking
4. Improve Access to Downtown
5. Residential and Employee Parking
6. Arts, Culture, and Entertainment Uses

## 7. Improve Disabled Parking Management

The City Council will review the draft strategy for adoption in Fall 2018. Meanwhile, in November of 2017 the Council gave a green light to begin implementation of short-term Phase I actions. Accordingly in 2018 Community Planning and Development hired a Parking Program Analyst and implemented new technology, including parking PayByPhone, online portal, and license plate recognition.

After the adoption of the Parking Strategy by City Council, our top priorities will be to explore the feasibility of a parking structure, deploy a downtown employee outreach/education program to transition longer-term employee parking to off-street facilities, and spearhead a city-led voluntary shared parking pilot program with private lot owners surrounding the Entertainment character area.

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

A 2015 survey of downtown businesses revealed that parking is a top concern for businesses and customers.

### **Options:**

Briefing only.

### **Financial Impact:**

Costs to implement the parking strategy will vary.

### **Attachments:**

Olympia Parking Strategies Executive Summary DRAFT

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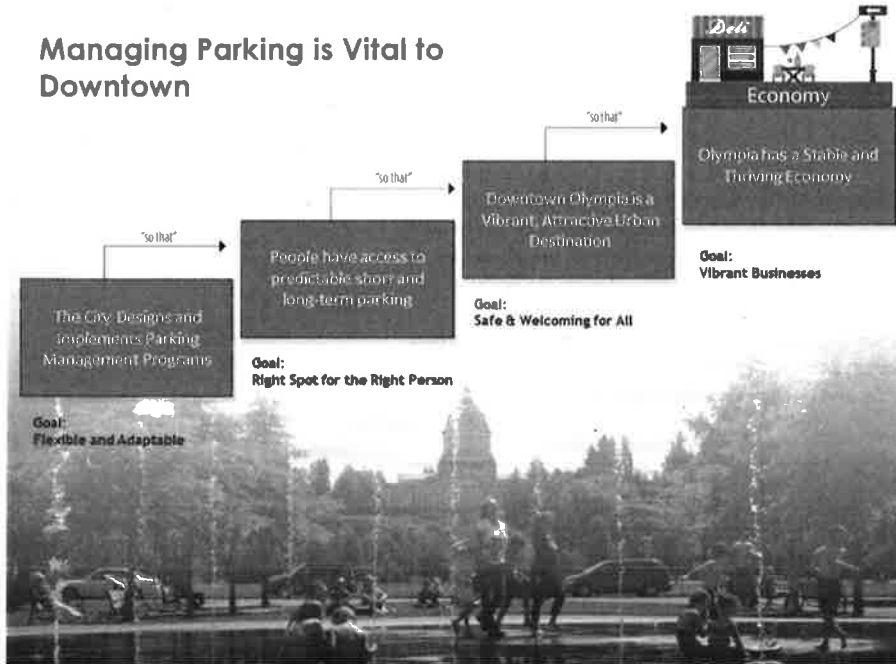
# Executive Summary

Olympia Downtown Parking Strategy

## Project Overview

Downtown Olympia is growing. Historically Downtown has not been a major residential area, yet in recent years new residential and mixed-use projects are bringing new energy and activity and changing the nature of Downtown including around parking. Currently approximately 50% of the ground floor land use in Downtown is surface parking, which the City desires to see redeveloped into more active uses as part of its Downtown Strategy. To support the City's goals for Downtown parking will be consolidated overtime from primarily surface parking lots to parking garages with more active streets and public spaces. The Downtown Parking Strategy provides a framework to support the City's Downtown Strategy focused on a vibrant, livable, and thriving area (See Figure 1).

Figure 1: Downtown Parking Strategy Diagram



## Guiding Principles

The guiding principles for the Downtown Parking Strategy are intended to inform and guide short- and long-term decision-making for the Downtown parking system and support other goals for Downtown and desired outcomes. The guiding principles address questions such as the role of the City in providing and managing parking downtown, the role of the private sector, desired outcomes such as supporting local businesses, active and lively streets, and new housing. The guiding principles also address key management issues such as whether the system pays for itself. The guiding principles will allow the City to adapt to changing conditions over time and achieve long-term success in providing and managing parking in the Downtown.

The City of Olympia's Downtown parking system:

1. Supports a Vibrant and Attractive Downtown.
2. Recognizes the value of on-Street parking to Support Retail Uses in the Downtown Core.
3. Is Convenient and Intuitive for short and long-term users.
4. Compliments people's choices to walk, bike, share a ride, or take the bus Downtown.
5. Encourages the Efficient Use of Parking to implement land use goals.

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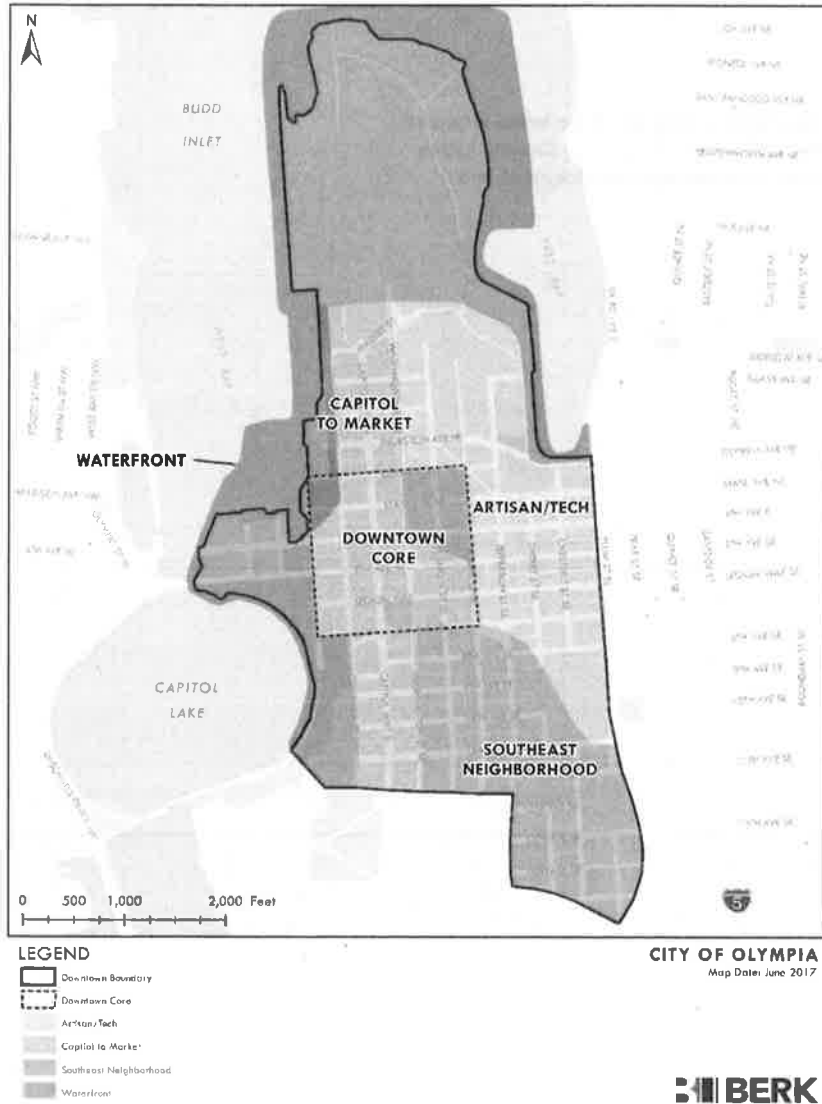
6. Is Financially Sound.
7. Is Flexible, Adaptable, and Innovative to meet changing needs and demands.

## Study Area + Character Areas

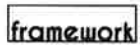
The project study area and character areas from the Downtown Strategy are shown below in Figure 2. Parking data was collected for on and off-street facilities within the study area and data was further analyzed by character area. Parking strategies include overall strategies for the Downtown and strategies tailored to specific character areas.

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Figure 2: Project Study Area + Downtown Character Areas



BERK, 2017; City of Olympia, 2017





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## What We Heard

The City provided several opportunities for public input during the development of the Downtown Parking Strategy including an advisory committee, an online survey, stakeholder interviews, and a public open house.

### Advisory Committee

The advisory committee included representatives from key stakeholder groups in Downtown. The advisory committee met four times to review project deliverables and provide input and guidance on the Strategy. The following is a list of advisory committee members:

- Jill Barnes, Washington Center for the Performing Arts
- Todd Cutts, Olympia Downtown Association
- Bobbi Kerr, Parking and Business Improvement Area
- Tim Kenney, Downtown Neighborhood Assn.
- Phil Rollins, Archibald Sisters
- Jeff Trinin, Always Safe & Lock
- George Carter, WA Department of Enterprise Services
- Rebecca Brown, Bicycle, Pedestrian Advisory Committee

### Online Survey

The City of Olympia conducted an online survey on parking in Downtown Olympia between January 24<sup>th</sup> through March 6<sup>th</sup> of 2017. A total of 2,623 responses were received.

The following summary provides question-by-question results to the survey, an analysis of the four open-ended questions, and takeaways from the overall results. A detailed summary of the survey results is available in Appendix B.

#### *Survey Takeaways*

The following are the major findings from the survey results:

- A desire for more signage and marketing around off-street lots was a common comment – many respondents aren't aware of the off-street facilities that are available, and when they're available.
- Walkability and feelings of safety may increase willingness to park further from destination.
- Pedestrian, bicycle, and transit investments are important to many respondents and they feel that addressing these priorities will create a greater desire to be downtown, offer alternatives to parking, and create a more inviting environment for those parking further from their destination.
- Many of the survey respondents would like to see a centrally-located garage in Olympia. Some respondents recognize the cost associated while others would like to see the garage and other lots in Downtown be provided for free. Many of those who would like a garage also specified that safety and security at the facility would be essential to the success of a Downtown parking garage.

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- Seventy-three percent of respondents typically find parking within an acceptable distance, only 10.6% of respondents find they are forced to park an unacceptable distance from their destination.
- Many respondents identified the DASH shuttle as a great resource, and some specified a desire for expanded services.
- Some commenters felt positively about the way the parking system is now, appreciate that prices are responsible, and feel that parking is available when they need it at a reasonable distance from their destination.
- Respondents stated they would like to see more shared parking with private businesses during closed business hours.
- Free and less expensive parking is desired by many respondents.

## Stakeholder Interviews

As part of the Olympia Parking Strategy, BERK Consulting interviewed key stakeholders about their experiences and perceptions about parking Downtown, strategies to improve parking, and how parking can support the City's vision for Downtown. A total of 12 stakeholders were interviewed. They represented the business and non-profit communities that operate Downtown.

The stakeholders expressed consistent viewpoints for the potential of Downtown Olympia to grow and the need to pro-actively address parking in Downtown. Stakeholders also see a larger connection between the quality of Downtown Olympia and parking issues that occur. There is an interest in investing in Downtown to improve streetscapes and the parking/walking experience. Stakeholders also expressed an interest in more appealing through safety measures and cleanliness efforts. The following are the major themes from the interviews:

### Vision for Downtown

Stakeholders see Olympia as a changing community, going from a City with a small-town feel to a City with an urban feel. As the City grows, there will be opportunities for development to support the overall experience of living in or visiting Downtown.

"Downtown is the heart of the community, and should be encouraging and welcoming to the entire population."

### Downtown Safety

Public safety and cleanliness was a concern for Downtown among those interviewed. Stakeholders expressed an interest in not letting the potential for growth take a focus away from providing for a safe and attractive Downtown, while also helping to provide services to those in need.

"We need to deal with homelessness and mental health problems. We can't leave people behind or ignore problems in our community. I wouldn't keep my own business if I didn't know we could face these problems and solve them. We need to work diligently to make Olympia even more

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## *Parking Challenges Downtown*

### **Parking Logistics**

Events and the legislature, while they're in session, cause the largest parking problems, as well as some busy weekends.

Downtown Olympia deals with many modes of travel for different purposes throughout the day, and there seems to be no organization to deal with parking. This leads to times where it seems like there is a lack of parking and others when there is an abundance of parking.

### **Public Perceptions of Parking**

Many stakeholders think that there is enough parking in the area, but it's not coordinated enough or people's perceptions are not realistic concerning parking. Stakeholders mainly agree that a short walk to their business is good for customers, but that the experience could be made more pleasant in some ways.

### **Improvements Over Time**

Stakeholders interviewed felt the pace of change to solve identified parking issues has been slow, but also feel a commitment to continue helping the City and community make progress. Ideas for parking improvement and the overall experience of visiting Downtown were connected by stakeholders.

"The City should help coordinate parking for businesses and events, help co-locate places with compatible parking schedules. Everybody is going to the same places at the same time, that could be better

"There's a perception of a lack of parking more than a real lack of parking. People expect to go to the store they want and park right in front of it, but usually if you drive a block away you find a spot. When I go to the mall or Wal-Mart, I always have to walk from the back of the parking lot. I never get a spot right in front of the one store I need to go to. Get the word out that there is parking, and that a short walk is okay."

"We probably will never find a permanent solution to parking, but we can work on it all the time, and celebrate and acknowledge our successes."

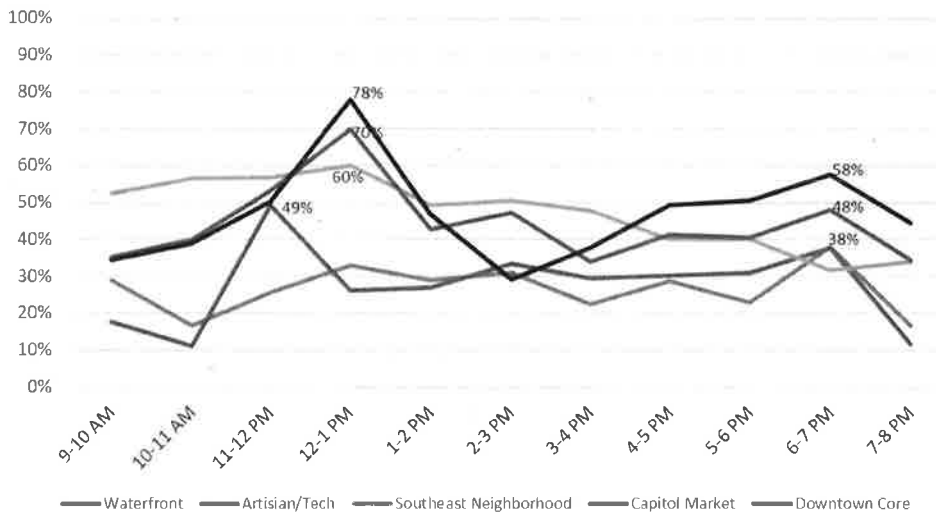
## Data Collection

To better understand current conditions and how parking is currently being used data was collected for both the on and off-street on Tuesday March 7, 2017 between 9am and 7pm. Data was also collected on Saturday May 6, 2017 for a smaller sample of on and off-street facilities. More detail is provided below on data collection efforts.

## Findings

- The Downtown Core District had the highest on-street peak occupancy during the weekday data collection period. The peak occupancy in the Downtown core was 78% during the middle of the day on Tuesday March 7, 2017. The Capitol to Market District had the next highest occupancy at 70%. Many blocks had occupancies above 85% during peak times.

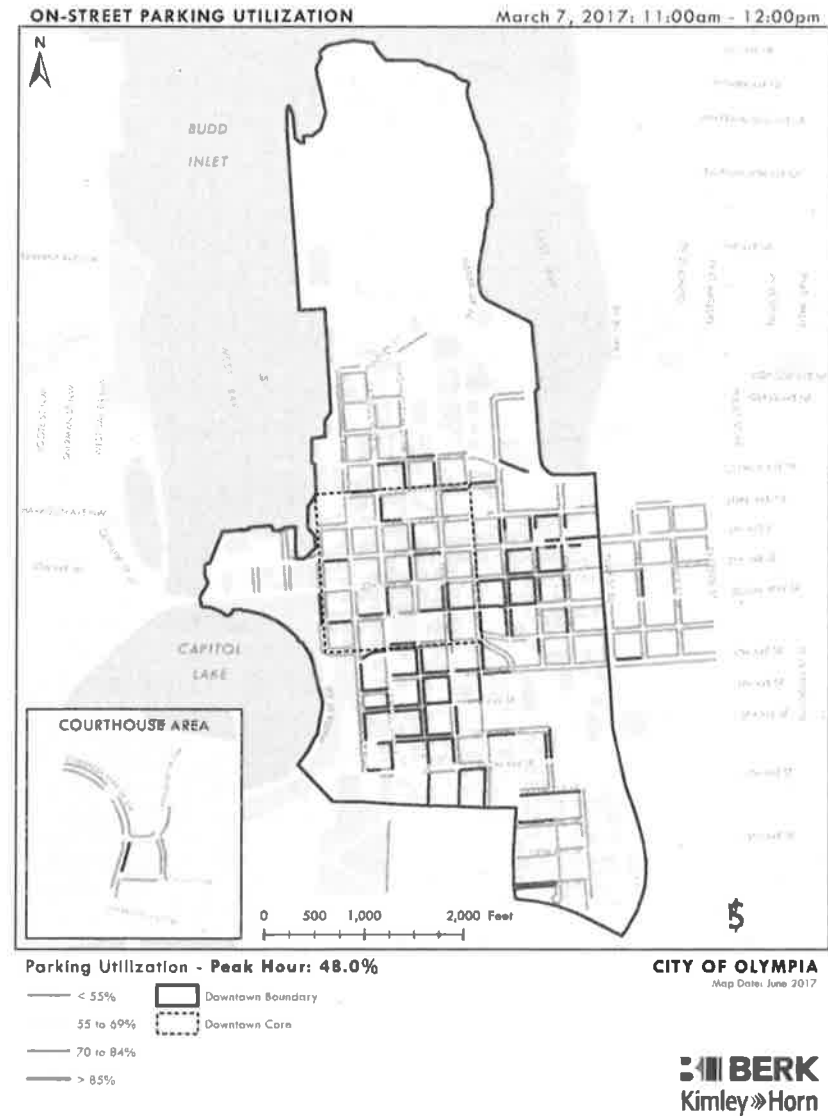
Figure 3. Hourly On-Street Occupancy, by Character Area



BERK, 2017; Kimley-Horn, 2017

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Figure 4: On-Street Peak Occupancy



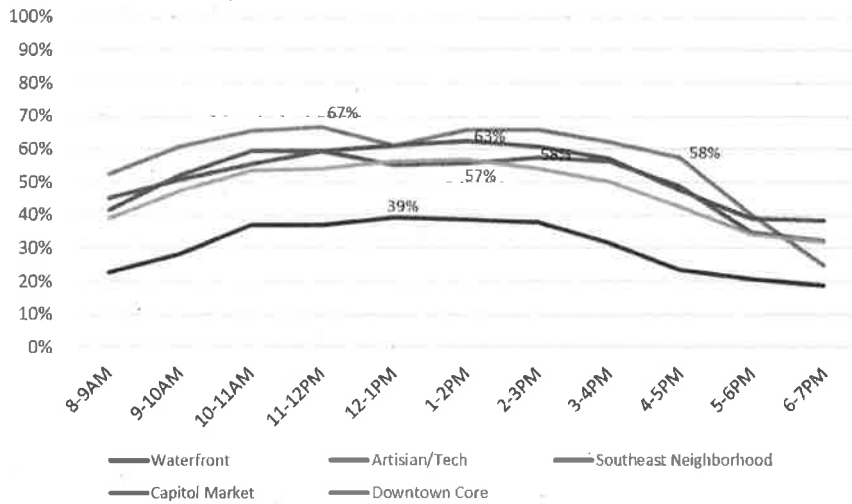
BERK, 2017; Kimley-Horn, 2017



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- The Artisan/Tech District had the highest off-street occupancy during the weekday data collection period. The highest off-street peak occupancy within the Downtown character areas was observed in the Artisan/tech District at 67% followed by the Downtown core at 63%.

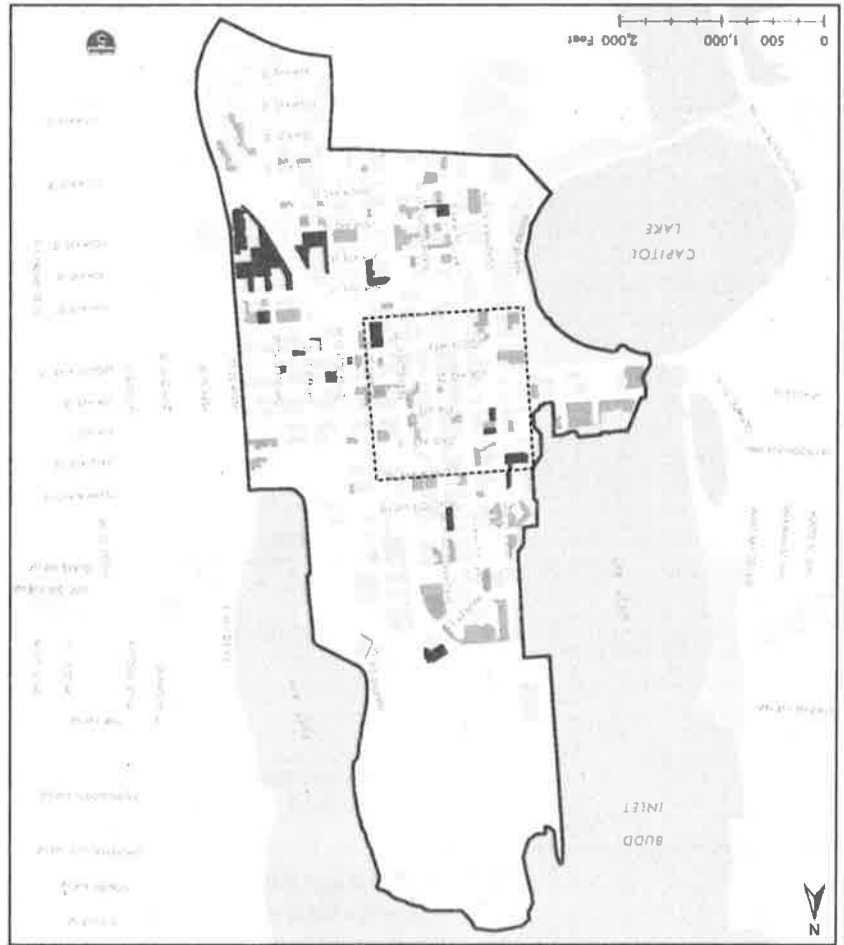
Figure 5: Downtown Study Area Hourly Off-Street Occupancy, by Character Area



BERK, 2017; Rick Williams Consulting, 2017

Figure 6: Downtown Study Area Peak Occupancy

March 2, 2017, 11:00am - 12:00pm



Parking Utilization - Peak Hour: 58.3%

- > 85%
  - 70% to 84%
  - 55% to 69%
  - < 55%
- Downtown Core
- Downtown Boundary



RICK WILLIAMS CONSULTING

BERK, 2017; Rick Williams Consulting, 2017

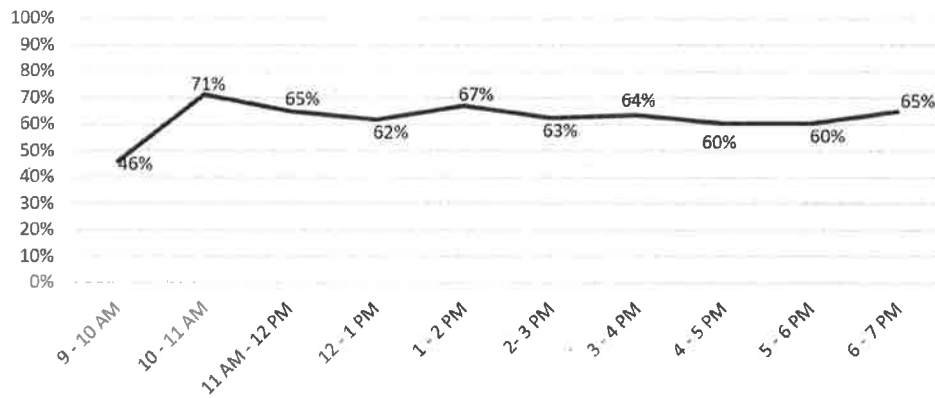


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- Off-street facilities are underutilized. The peak occupancy for off-street facilities in the Downtown was approximately 53% during the weekday count and 31% for the weekend counts at selected facilities. At peak occupancy during the weekday count, there were 2,218 parking stalls available within the lots that were surveyed.
- Weekend on-street occupancy is consistent throughout the day. The weekend on-street counts in the Downtown core showed relatively consistent occupancy throughout the day indicating low vehicle turnover and is likely due parking being free and not time restricted.

**Commented [ja1]:** include with the previous findings and graphics.

Figure 7: On-Street Hourly Weekend Occupancy

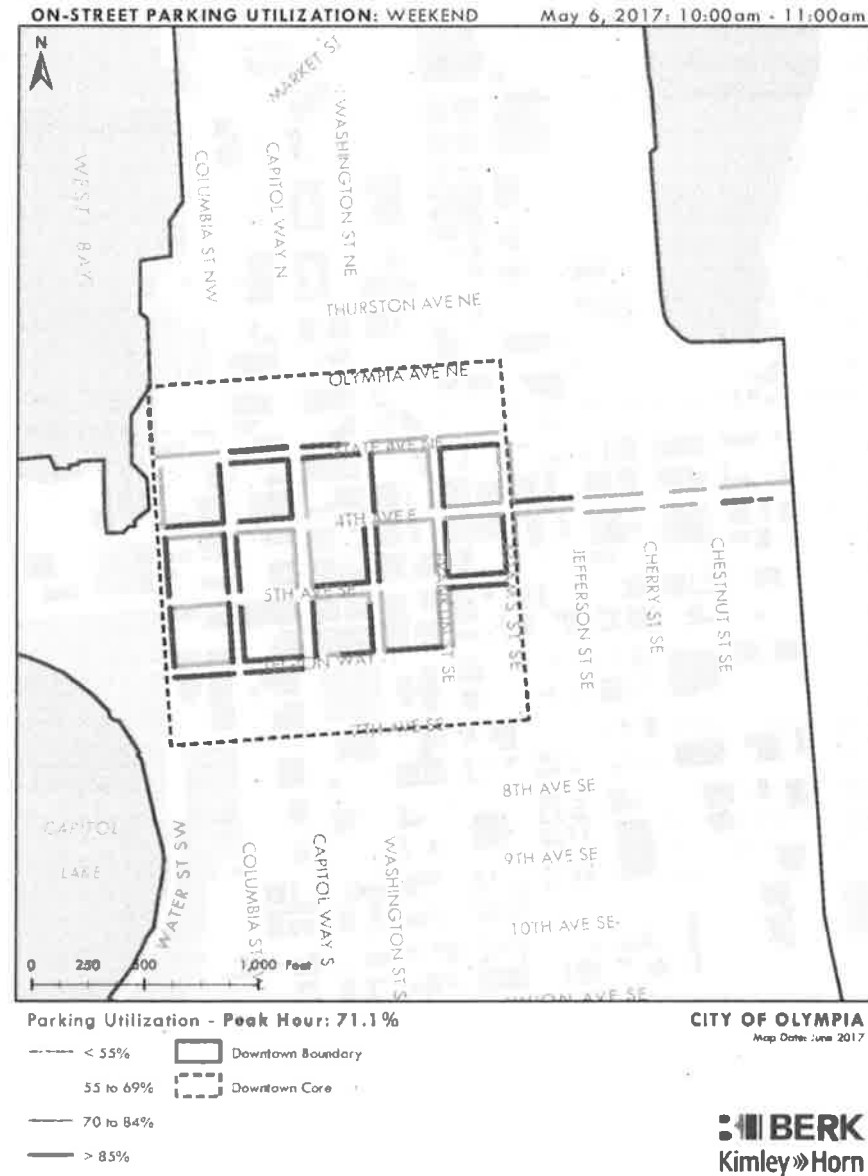


BERK, 2017; Kimley-Horn, 2017

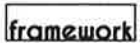


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Figure 8. On-Street Peak Weekend Occupancy



BERK, 2017; Kimley-Horn, 2017

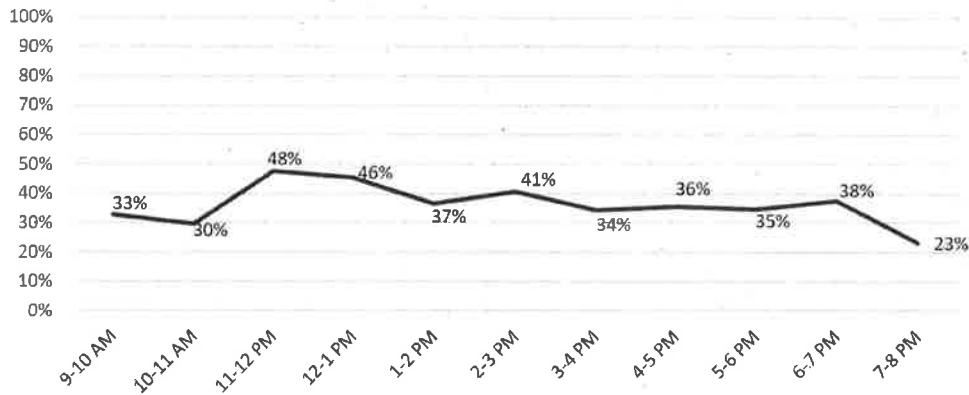


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- Peak occupancy for on and off-street facilities is in the middle of the day for the weekday data collection period. Both on and off-street facilities had peak occupancy during the middle of the day, which is typical of a Downtown due to increased demand during the lunch hour for Downtown restaurants and services.

**Commented [ja2]:** Included with the prior finding and graphics.

Figure 9. Downtown Study Area Hourly On-Street Occupancy

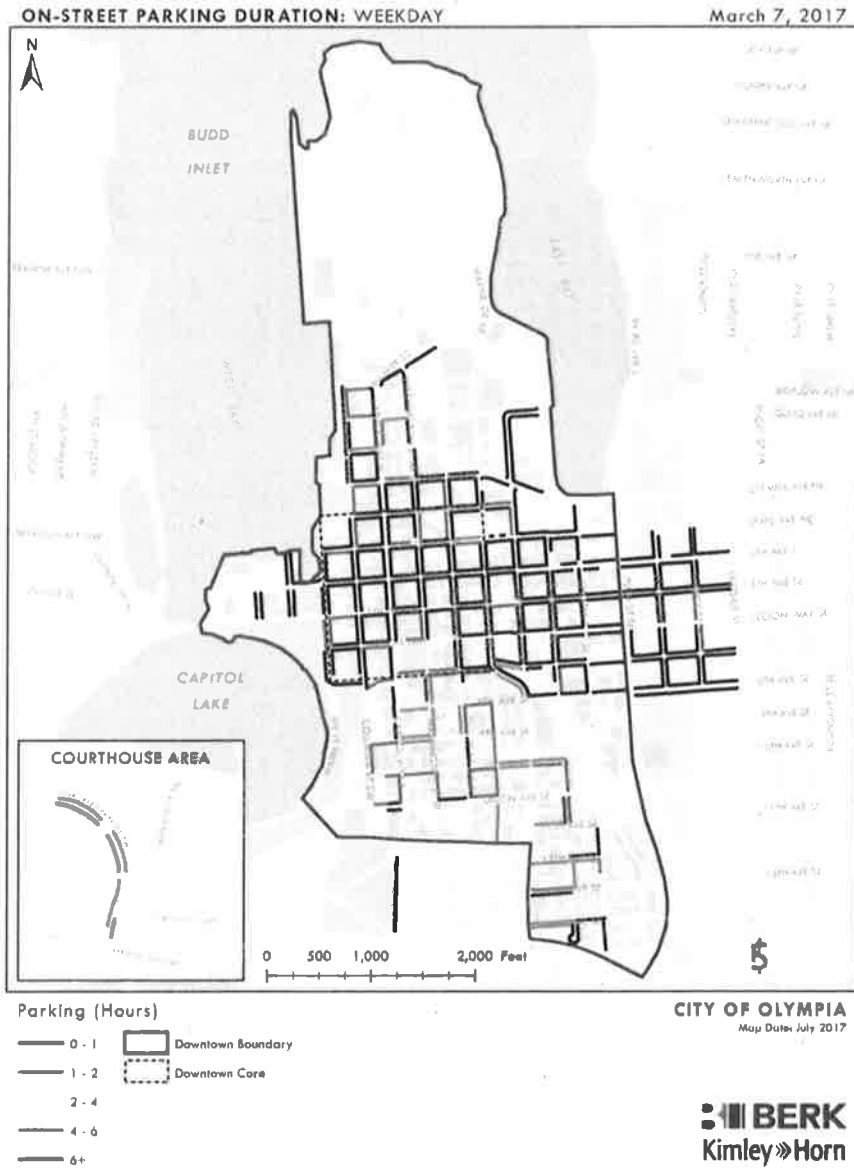


BERK, 2017; Kimley-Horn, 2017

- Each occupied on-street parking stall turned over an average of 4.5 times during the weekday collection period in the Downtown study area. The average vehicle turnover per occupied parking stall was 4.5 during the weekday parking data collection. This indicates that each occupied stall, on average, is being occupied by 4.5 different vehicles per day during the collection period. Higher turnover is good for local businesses as it brings in more potential customers to the Downtown. Average duration of stay was generally longer on the weekend for on-street parking included in both the weekday and weekend data collection.

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Figure 10: On-Street Average Weekday Duration



BERK, 2017; Kimley-Horn, 2017



## Strategies + Implementation

The City of Olympia is taking a comprehensive approach to parking as part of the City’s Downtown Strategy. Addressing parking challenges is particularly important to Olympia as more mixed-use development comes into Downtown, changing the landscape for parking supply and demand. This study has helped the City understand current parking conditions, obtain public input, work with key community stakeholders, and develop parking policy and management strategies that support community goals for economic development, housing, and transportation.

This document provides a summary of select strategies available to address the parking issues identified during the study. Each strategy will have system-wide impacts and the effects of implementation should be considered comprehensively.

The proposed parking strategies for Downtown Olympia include short (1 year), mid (2-3 years), and long-term (3+ years) strategies to manage parking. Strategies identified as Phase I are the highest priority for implementation. The strategies were developed to address the challenges identified in the data collection findings and to promote best management practices.

Figure 11. Parking Strategies

Strategy	Action	Purpose	Timeline	Costs and Revenues
1. Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience	1.1: Implement the NuPark Parking Management System and License Plate Reader (LPR) system to improve enforcement and ongoing data collection to support parking management and implement Pay-by-Phone system-wide as part of this project.	Improve enforcement accuracy and regularly collect parking data in the Downtown to better evaluate the parking system. Increase staff efficiency. Offer online services to customers for permit renewals and citation appeals. Pay-by-phone will give customers a coin-less option for paying for parking at metered spaces and will allow the City to offer short-term daily or hourly parking at select City-owned parking lots.	Short-term – Phase I	<ul style="list-style-type: none"> <li>▪ Cost: Purchase enterprise software solution and LPR (equipment already purchased). Ongoing software and maintenance costs of approximately \$60,000 per year.</li> <li>▪ Cost: Staff time associated with implementing the software and learning to use the new equipment.</li> <li>▪ Revenue: Additional revenue expected from more efficient enforcement and the ability to implement demand-based pricing because of better data.</li> </ul>

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Strategy	Action	Purpose	Timeline	Costs and Revenues
2. Improve On-Street Parking	2.1: Consider price increases to encourage turnover where the data supports a change in price. Prioritize short-term parking in the Downtown core and adjust pricing if necessary in order to manage to the 85% rule to ensure the right spot for the right person. Monitor pricing of on and off-street facilities to ensure on-street facilities are priced based on higher demand.	Ensure parking turnover of short-term on-street parking to support local businesses.	Short-term	<ul style="list-style-type: none"> <li>Cost: Staff time costs of continued and increased management and enforcement.</li> <li>Revenue: Increased revenues from price increases.</li> </ul>
	2.2: Implement paid parking and enforcement on Saturdays between 9AM and 5 PM in the Downtown core.	Ensure parking turnover of short-term, on-street parking on Saturdays to support local businesses and increase the use of off-street parking for longer-term parking users and employees.	Mid-term	<ul style="list-style-type: none"> <li>Cost: Costs of hiring an additional enforcement officer and costs to have enforcement on Saturdays. No additional equipment costs associated with implementing paid parking on Saturday. Salary and benefit costs for additional enforcement officer is estimated at \$70,000.</li> <li>Revenue: Increased revenues from paid parking and enforcement on Saturdays.</li> </ul>
	2.3: Convert 9-hour meters in the Downtown core (as shown in the data collection summary) to short-term visitor parking. There are currently 61 9-hour meters in the core.	Expand short-term parking in the Downtown core to increase access to local businesses through creating more turnover.	Short-term – Phase I	<ul style="list-style-type: none"> <li>Cost: Minimal costs to the City. To change existing meters from long-term to short-term parking restrictions and upgrade to coin meters and/or a phone payment system.</li> </ul>

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Strategy	Action	Purpose	Timeline	Costs and Revenues
	2.4: Collect data and monitor parking demand to analyze the impacts of 15 minutes of free parking, when time limits and enforcement are in effect, free holiday parking	To ensure that parking management efforts are meeting the objectives of the Downtown Parking Strategy to improve parking demand management, sustain parking revenues to support Downtown, and allocate management resources to times of higher parking demand.	Short to Mid-Term	<ul style="list-style-type: none"> <li>Costs: Staff costs to update the Municipal Code and updating parking signage.</li> <li>Revenues: Increased revenues from eliminating 15 minutes of free parking and free holiday parking and decreased revenue from beginning paid parking an hour later at 9am.</li> </ul>
3. Reinvalidate Off-Street Parking	<p>3.1: Develop a signage and wayfinding plan by character area to better identify off-street parking facilities, including City-owned facilities in the Downtown Core.</p> <p>The plan should be integrated with a wayfinding and public art program for Downtown.</p>	Improve the user experience and better identify where parking is available, particularly off-street.	Mid-term	<ul style="list-style-type: none"> <li>Cost: Costs associated with design and deployment of a coordinated wayfinding and signage.</li> <li>Cost: Staff costs of planning and coordinating with Parks, Arts &amp; Recreation.</li> </ul>
	3.2: Design and manage a voluntary City-led shared parking program that has common branding, signage, and accessible information on available short and long-term parking. Pursue partnerships with community organizations such as the Olympia Downtown Association.	Off-street parking facilities are underutilized and a shared parking program would increase the efficiency of existing off-street parking.	Short-term – Phase I: Pilot Program around the WA Center area	<ul style="list-style-type: none"> <li>Cost: Staff time associated with coordinating and managing the program.</li> <li>Cost: Staff time and additional costs associated with incentivizing participation in the shared parking program. Duties may be combined with parking supervisor position initially.</li> <li>Cost: Maintenance costs for private facilities may be included in the program management and funded by new parking revenues.</li> </ul>

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Strategy	Action	Purpose	Timeline	Costs and Revenues
	3.3: Conduct a feasibility study to determine whether to consolidate parking resources in a City-owned parking garage(s). Pursue partnerships with the private sector to fund new parking garages for public and private parking.	The City owns existing surface parking lots that could be leveraged to support a public parking garage and reduce surface parking over-time.	Mid- to long-term	<ul style="list-style-type: none"> <li>▪ Cost: Staff time associated with coordinating the financing and development of a garage.</li> <li>▪ Cost: Design, permitting, and construction of a facility(ies) plus ongoing operations and maintenance costs.</li> </ul>
	3.4: Consider the use of service agreements and partnerships with private developers for the use of city-owned land (existing surface parking lots). The City provides land at no cost in exchange for constructing public parking in a private development.	The City can leverage the value of the land it owns to consolidate parking in parking garages in partnership with the private sector, which would also support the redevelopment of surface parking lots throughout Downtown.	Mid-term	<ul style="list-style-type: none"> <li>▪ Cost: Staff time associated with coordinating partnerships and the value of City-owned land.</li> </ul>
	3.5: Reevaluate parking requirements for new non-residential development to ensure the standards are appropriate for a Downtown.	Requiring more parking than is necessary increases the costs of new development. Parking requirements should be right-sized.	Mid-term	<ul style="list-style-type: none"> <li>▪ Costs: Staff time to update the Unified Development Code.</li> </ul>
	3.6: Examine possible building or development code revisions to require or encourage EV charging infrastructure.	Plan for the future increased use of electric vehicles to help achieve the the City's green house gas emission goals.	Mid-term	<ul style="list-style-type: none"> <li>▪ Costs: Staff time to update the City's Unified Development Code.</li> </ul>
	3.7: Look for opportunities to partner with EV charging providers and introduce fast chargers in the public setting, including at on-street parking stalls for short-term/visitor use.	Plan for the future increased use of electric vehicles to help achieve the the City's green house gas emission goals.	Mid-term	<ul style="list-style-type: none"> <li>▪ Cost: Staff time to coordinate partnerships. Installation costs will be privately funded.</li> </ul>

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Strategy	Action	Purpose	Timeline	Costs and Revenues
	3.8: Consider allowing parking validation through local businesses.	Incentivize customers to come shop Downtown while managing the parking system.	Mid-term	<ul style="list-style-type: none"> <li>Cost: May be funded by the Downtown Merchants or Downtown Olympia Association. Requires the City to have a system for enforcement officers to verify validation at public facilities.</li> </ul>
4. Improve Access to Downtown	4.1: Improve pedestrian and bicycle connections to and from Downtown to reduce future parking demand.	Improving access to Downtown through biking and walking reduces parking demand and traffic in Downtown and supports a vibrant and healthy Downtown.	Long-term	<ul style="list-style-type: none"> <li>Cost: Staff time associated with planning safe connections.</li> <li>Cost: Capital costs associated with investing in new infrastructure for pedestrian and bicycle connections.</li> <li>Cost: Acquisition costs associated with purchasing land for building connections and trails.</li> </ul>
	4.2: Expand secure bike parking Downtown using a systematic, data-driven approach. Evaluate the need for more secure parking and the locations where there is high demand.	Provide a more reliable and safe option for bicycle storage to support the use of alternative modes of transportation.	Mid-term	<ul style="list-style-type: none"> <li>Cost: Consultant or staff costs associated with collecting data on the inventory and location of bike parking in Downtown.</li> <li>Cost: Cost of purchase and installation of new bike lockers.</li> <li>Revenue: New revenues associated with bicycle lockers, replacing the revenues from vehicle stalls that would be converted.</li> </ul>



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Strategy	Action	Purpose	Timeline	Costs and Revenues
	4.3: Encourage carsharing in public and private parking facilities.	To reduce demand for parking the City should support carsharing vehicles in Downtown.	Mid-term	<ul style="list-style-type: none"> <li>Cost: Staff time to update the Municipal Code to allow carsharing vehicles to park on-street, and to allow the provision of carsharing in lieu of providing on-site parking in new developments.</li> </ul>
	4.4: Collaborate with local and regional transit agencies to improve service to and from Downtown.	Transit access reduces parking demand and traffic Downtown and increases pedestrian activity in support of the goals of the Downtown Strategy.	Mid to Long-term	<ul style="list-style-type: none"> <li>Cost: Minimal staff costs associated with coordinating with local and regional transit agencies.</li> </ul>
	4.5: Implement street and public space improvements from the Downtown Strategy to improve pedestrian comfort, mobility, and compliance with the Americans with Disabilities Act (ADA) focusing on the Downtown Core.	The street improvements in the Downtown Strategy will enhance the experience for pedestrians walking from their parking location to their destination.	Mid to Long-term	<ul style="list-style-type: none"> <li>Cost: Capital costs to the City associated with investments in street infrastructure.</li> <li>Revenue: Removal of on-street parking will reduce parking revenue.</li> </ul>
	4.6: For Downtown street projects, explore alternatives that provide angled parking.	Increase the amount of on-street parking available in Downtown.	Ongoing	<ul style="list-style-type: none"> <li>Cost: Minimal cost if part of an already planned project. May involve restriping of existing streets for minor projects.</li> </ul>
	4.7: Implement a program that will give free bus passes to low to moderate income Downtown employees through a commute trip reduction (CTR) task force with members from the City, major employers, transit agencies, community organizations, and other interested stakeholders.	Free bus ridership options could encourage greater use of transit and less demand for long-term employee parking in Downtown.	Short-term – Phase I	<ul style="list-style-type: none"> <li>Cost: Cost to the City or employers of subsidizing bus passes for free to Downtown employees. Cost of \$3,000 per month, or \$3,600 a year to provide around 100 free passes.</li> </ul>

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Strategy	Action	Purpose	Timeline	Costs and Revenues
5. Residential and Employee Parking	5.1: Convert current residential and employee on-street permits to temporary access permits with a monthly fee.	As Downtown continues to develop the demand for short-term parking will increase and is necessary to support local businesses and a thriving Downtown. Longer-term employee and residential parking should be located off-street or in areas that do not require short-term parking.	Short-term	<ul style="list-style-type: none"> <li>Cost: Costs include staff time to administer the program with more frequent payment periods.</li> </ul>
	5.2: Provide residential and employee off-street parking options through the shared parking program in order to provide predictability.	Connecting residents and employees with shared parking options helps put the right user in the right spot.	Short-term	<ul style="list-style-type: none"> <li>Cost: Staff time to educate and manage the shared parking system.</li> </ul>
	5.3 Implement a downtown employee parking education program	Provide education and outreach to downtown businesses and employees about appropriate all-day parking options and the importance of leaving short-term parking open for customers.	Short-term – Phase I	<ul style="list-style-type: none"> <li>Cost: Staff time to develop educational program and cost for print and/or web materials</li> </ul>
	5.4: Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options. On-street permit costs should be consistent with the hourly and daily rates.	Since off-street parking is underutilized increasing the price of an on-street permit will incentivize the use of off-street parking and reduce demand for on-street parking by residents and employees.	Mid-term	<ul style="list-style-type: none"> <li>Cost: Staff time may be required to update City ordinances, which would likely be offset by increased revenue to manage the program.</li> </ul>
	5.5: Establish parking user priorities based on the ground floor land use along the street frontage for on-street parking. Retail and restaurant uses should have short-term parking while residential uses may have longer-term parking for residents.	To minimize parking conflicts and ensure that there is available parking to support ground floor businesses and to prioritize residential parking in areas with ground floor residential uses.	Short-term	<ul style="list-style-type: none"> <li>Cost: Minimal cost to the City.</li> <li>Cost: May require staff time and a change to the municipal code.</li> </ul>

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Strategy	Action	Purpose	Timeline	Costs and Revenues
	5.6: Review the boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area to minimize parking impacts on residential streets from non-residential use.	The residential permit program in the SE Neighborhood is intended to limit non-residential parking use and prioritize parking for local residents.	Mid-term	<ul style="list-style-type: none"> <li>Cost: Staff time to review the boundaries, time limits, and enforcement policies and conduct neighborhood outreach.</li> <li>Cost: Implementation costs may include staff time to update the Municipal Code and increased enforcement.</li> </ul>
6. Arts, Culture, and Entertainment Uses	6.1: Develop shared use parking agreements to support major entertainment and culture events focused in the Downtown core including disabled parking stalls.	Arts, culture, and entertainment uses have unique challenges such as very high demand for parking, but only for a brief period. Concerns around safety and security on Downtown streets also limits parking options that customers are willing to use.	Mid to long-term	<ul style="list-style-type: none"> <li>Cost: Staff costs associated with coordinating with event hosts and venues.</li> </ul>
7. Improve Disabled Parking Management	7.1: Work with other departments on achieving Downtown Strategy goals around safety, lighting, and cleanliness in Downtown Olympia to ensure that the parking system is clean and safe.	Address the concerns of Downtown residents, employees, and visitors around their parking experience.	Short to mid-term	<ul style="list-style-type: none"> <li>Cost: Staff time associated with planning and coordinating actions around the Olympia Downtown Strategy.</li> <li>Cost: Possible third-party planning firm to assist in development of an Action Plan.</li> </ul>
	7.2: Confirm that all City-owned off-street facilities are compliant with ADA parking requirements. Consider extending the number of disabled parking stalls to the City-owned surface lots and make available for public parking.	Provide additional parking opportunities for those vehicles legally parking in disabled stalls.	Short-term	<ul style="list-style-type: none"> <li>Cost: Cost associated with painting, signage, and maintenance of new disabled stalls.</li> <li>Revenue: Reduction in revenue from converting leased lot stalls to disabled parking stalls.</li> </ul>
	7.3: Restrict disabled parking to the 4-hour limit allowed by state law for on-street parking.	Ensure that disabled parking stalls have turnover and are available throughout the day.	Short-term	<ul style="list-style-type: none"> <li>Cost: Staff time to implement the City ordinance.</li> </ul>

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Strategy	Action	Purpose	Timeline	Costs and Revenues
	7.4: Review the number and locations of on-street disabled stalls and ensure high demand areas, such as the core, have sufficient disabled parking stalls. Routinely collect data on the occupancy, duration, and turnover of disabled parking stalls.	Maintain data on the supply and demand for disabled stalls, particularly in the core. Direct disabled users to appropriate stalls to minimize conflicts between those needing short-term versus long-term parking.	Ongoing	<ul style="list-style-type: none"> <li>▪ Cost: Staff time associated with inventory, data collection efforts, and education.</li> </ul>
	7.5: Work with State representative to implement reforms that would result in reduced handicap placard misuse.	Ensure that the state laws aren't preventing local parking systems from functioning or adding a burden to the system.	Long-term	<ul style="list-style-type: none"> <li>▪ Cost: Staff time associated with research on best practices and coordinating with State staff and representatives.</li> </ul>



## PBIA Advisory Board

### Proposal for Welcoming New Residents

**Agenda Date:** 7/12/2018  
**Agenda Item Number:** 6.C  
**File Number:** 18-0651

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

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**Title**

Proposal for Welcoming New Residents

**Report**

**Issue:**

(Oral Report) Proposal for how the City and PBIA can best welcome new downtown residents

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, [abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us)  
<<mailto:abuckler@ci.olympia.wa.us>>, 360-570-5847

**Presenter(s):**

Danielle Ruse, Chair

**Background and Analysis:**

In June, the Board discussed what type of "welcome packet" they would like to provide to new downtown residents. Tim Kenney from the Downtown Neighborhood Association joined the discussion. It was decided that Tim, Chair Danielle Ruse and Boardmember Mary Corso would meet to discuss options and then present a proposal to the Board at the July meeting.

The PBIA's 2018 Work Plan includes the following item:

**Provide a welcome packet to new downtown residents**

**PBIA Role:** Work with staff to identify materials for the welcome packet. Work with downtown businesses to include coupons, etc. Determine how the welcome packets are to be distributed

**Deliverable:** A packet of information to welcome residents to downtown.

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

The Downtown Neighborhood Association has an interest in this

**Options:**

Discussion only

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

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**Financial Impact:**

The PBIA has set aside \$2,000 for Communications/welcome efforts in 2018.

**Attachments:**

None



## PBIA Advisory Board

### Briefing on Emergency Housing Ordinance

**Agenda Date:** 7/12/2018  
**Agenda Item Number:** 6.D  
**File Number:** 18-0650

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

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**Title**

Briefing on Emergency Housing Ordinance

**Report**

**Issue:**

On June 5, the City Council adopted amendments to the City's Emergency Housing Ordinance

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, Community Planning and Development,  
[abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us) <<mailto:abuckler@ci.olympia.wa.us>>, 360.570.5847

**Presenter(s):**

Amy Buckler

**Background and Analysis:**

The City of Olympia's role in responding to homelessness is emerging. A Home Fund was passed in February that will provide about \$2.3m/year to construct permanent supportive housing (housing with wrap-around support services for addiction, mental health, etc.) for those most vulnerable in our community. This will not take care of everyone, but it is an important piece of a broader regional effort that is starting to materialize. However, it will be several years before a project will be completely built using the Home Fund. Meanwhile, hundreds of people are sleeping unsheltered in unmanaged situations throughout Thurston County.

The City Council has directed staff to explore immediate actions to provide more 24/7 managed camping options for those in our community who are experiencing homelessness. This will involve the establishing sites for emergency housing, as well as updating regulations to allow other organizations to do the same. This briefing is about the latter.

On June 5, the City Council adopted amendments to the City's Emergency Housing Ordinance to provide more flexibility for faith based organizations, not-for-profits and government entities to provide emergency housing facilities on their sites.

Background

The City of Olympia adopted its first Emergency Housing Ordinance (formally known as the

Temporary Encampment Ordinance) in 2008. These land use regulations were adopted largely as a response to Camp Quixote's occupation of City-owned property in downtown. The regulations were amended in 2011 to provide for a permanent encampment on County-owned property in Mottman Industrial Park known as Quixote Village. A single temporary encampment hosted by a faith-based organization was also allowed. However, no temporary encampments have been hosted by faith-based organizations since Quixote Village was established.

Emergency Housing Facilities in the form of tiny house villages are now a commonly accepted practice for responding to homelessness with emergency and transitional housing. Both the City of Seattle and the City of Eugene have seen multiple emergency housing facilities established in the past three years. See the attached White Paper for more information about this type of Emergency Housing.

Prior to June 5, the City of Olympia's Temporary Homeless Encampment regulations were very limiting when it came to these types of facilities. Only one facility on County property plus one additional facility that could move from church site to church site in the entire City was allowed. Based on the number of unsheltered people living in and around Olympia there appears to be a need for multiple facilities.

June 5 amendments included:

- Changing the name of the regulations to Emergency Housing Facility Regulations
- Eliminating the differentiation between types of Emergency Housing Facilities
- Increasing the number of Emergency Housing Facilities Allowed
- Allow facilities to be operated by or hosted on faith based, not-for-profit organizations and governmental entities
- Reducing barriers for clients
- Reducing barriers for host organizations

A link to the amended ordinance online is attached. Also attached for your convenience is a summary of what the regulations entail.

Next Steps

The amended regulations went into effect immediately, but only on an interim basis pending a public hearing. The City Council will hold a public hearing at their regular meeting on July 24, which starts at 7:00 pm in the City Hall Council Chambers. The intention is to adopt permanent regulations within six months.

Staff is actively working with religious institutions to create opportunities for siting emergency housing facilities on their property. Having regulations in place that allow for the creation of emergency housing facilities helps to facilitate these conversations.

**Neighborhood/Community Interests:**

Homelessness is an issue that affects the entire City.

**Options:**



Briefing only.

**Financial Impact:**

None at this point; however, the City may be asked to play a role in managing these facilities and in providing ongoing support services.

**Attachments:**

1. Summary of Ordinance
2. Link to Ordinance Online
3. White Paper with links to additional information about approaches to emergency housing facilities in other communities

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## **Emergency Housing Ordinance Summary**

### **What it is**

A land use regulation that allows faith based, non-profit and government organizations to site emergency housing facilities on their property.

### **Why the City Took This Action**

The annual 2018 Point-in-Time homeless census found at least 320 people sleeping unsheltered in unmanaged conditions downtown and in other parts of the city and county. In, the City routinely conducts an early morning count of people sleeping on the street in downtown, which finds 130 people on average living unsheltered within the core of downtown.

The public has asked the City to take actions to address the issue of growing homelessness in our community. The recently passed Home Fund (sales tax levy) will help to provide permanent supportive housing for the most vulnerable. However, it will be a few years before those funds will result in a completed project. Providing emergency housing in the meantime will help individuals experiencing homelessness as well as help to ensure a safe and inviting community for everyone. The City is looking to establish its own sanctioned temporary housing facilities, however it's going to also take action by others to effectively respond. This emergency housing ordinance allows for that.

### **Criteria and Requirements**

- Faith based organizations, not-for-profits and governmental entities may submit a permit application to the City of Olympia to host an emergency housing facility on their site
- This applies citywide (City of Olympia)
- Up to 40 residents are allowed, which may include adults or families with children
- Housing may include temporary tents or small structures. Structures may not be permanent

### **PERMIT DURATION & PROCESS**

- Permit duration is 180 days, which may be extended an additional 185 days upon proof of no criminal violations. These temporary permits are administratively approved.
- Permits for a duration longer than 1 year may be approved upon submittal of a conditional use permit application to be approved by the Olympia Hearing Examiner following a public hearing.
- Public notice includes: A public information meeting at least two weeks prior to permit issuance; notice mailed to neighbors within 300' 10 days in advance of meeting; yellow notice sign onsite
- The City may revoke a permit upon determination of any violation

June 30, 2018

#### SITE, LOCATION & SCREENING

- The property must be sufficient in size to accommodate the proposed number of dwellings and necessary on-site facilities, such as potable water, toilets, hand washing stations, trash and recycling, personal property storage, and parking
- Facilities may not be located within 1,000 ft of another facility approved under this ordinance
- Facilities shall be located within a ¼ mile of a bus stop with 7 day/week service, or else the permit application must demonstrate ability for residents to obtain access to transportation
- Facilities should ideally be located in areas where there is easy access to services and affordable food, either by walking or by using public transit
- A minimum 6' screening from adjacent right of way required

#### SECURITY REQUIREMENTS

- An on-duty manager must be present at all times
- An operations and security plan must be submitted with application
- A Code of Conduct for living at the facility must be submitted with application
- Prohibited:
  - Possession or use of illegal drugs onsite
  - Violence or abuse of any kind
  - Open flames
  - Trespassing on private property in surrounding neighborhood
  - Littering on site or in surrounding neighborhood
  - Noise or music in excess of noise limits in 18.40.080
- The host agency has flexibility to place additional restrictions on the facility
- A record log of residents who stay overnight shall be kept for at least 6 months
- Site managers will obtain verifiable identification of residents, sex offender and warrant status

#### **More Background**

On June 5, the City Council took immediate action to amend the Emergency Housing Facility Regulations (formally known as Temporary Homeless Encampment regulations) in Olympia Municipal Code 18.50. The ordinance was amended to allow for more than one emergency housing facility in the city at time and to provide more flexibility for hosts regarding facility restrictions.

The amended regulations went into effect immediately, but only on an interim basis. The Council will hold a public hearing on July 24, 2018 with intention of adopting permanent regulations within six months.

The City of Olympia adopted its first Temporary Encampment Regulations in 2008. These regulations were amended in 2011 to provide for a permanent encampment on County-owned property in Mottman Industrial Park known as Quixote Village. No temporary encampments have been hosted in Olympia since that time.

## Chapter 18.50 EMERGENCY HOUSING FACILITIES Revised 6/18

### 18.50.000 Chapter Contents

#### Sections:

- 18.50.010 Emergency Housing Facility Revised 6/18
- 18.50.020 Host Agency Revised 6/18
- 18.50.030 Sponsoring Agency Revised 6/18
- 18.50.040 Who May Apply Revised 6/18
- 18.50.050 Applicable Procedures Revised 6/18
- 18.50.060 Emergency Housing Facility - Criteria/Requirements for Approval Revised 6/18

(Ord. 7142 §1, 2018; Ord. 6528 §1, 2008).

#### **18.50.010 Emergency Housing Facility** Revised 6/18

"Emergency Housing Facility" means temporary emergency housing that may include tents and small structures organized and managed as temporary accommodations for homeless people, and may be hosted by a faith-based organization, not-for-profit organization, or a unit of government.

For purposes of this section, a "not-for-profit" shall mean an organization duly incorporated in the State of Washington and recognized by the Internal Revenue Service as an IRC 501 (c)(3) charitable organization.

(Ord. 7142 §1, 2018; Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

#### **18.50.020 Host Agency** Revised 6/18

Emergency Housing Facilities. "Host Agency" means a faith-based organization, or a not-for-profit organization, or a unit of government which owns or controls the property or has an ownership interest in the property that is the subject of an application for an Emergency Housing Facility Permit for providing basic services and support to temporary Emergency Housing Facility residents, such as hot meals and coordination of other needed donations and services.

Ownership interest shall include an interest by recorded title or by fully executed lease of the subject property.

(Ord. 7142 §1, 2018; Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

#### **18.50.030 Sponsoring Agency** Revised 6/18

"Sponsoring Agency" means the Host Agency or another agency that assists the Host Agency and that joins in an application with a Host Agency for an Emergency Housing Facility Permit and assumes responsibility for providing basic services and support to Emergency Housing Facility residents, such as hot meals, social services, sanitation, hygiene, storage of belongings, trash and refuse collection, and coordination of other needed donations and services.

(Ord. 7142 §1, 2018; Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

#### **18.50.040 Who May Apply** Revised 6/18

Emergency Housing Facility. Emergency Housing Facilities shall be permitted as an accommodation of faith-based exercise by a Host Agency and Sponsoring Agency, or by a unit of government, or by a not-for-profit organization. Each Host Agency and Sponsoring Agency shall jointly apply for a permit under this Section and shall jointly certify compliance with all applicable requirements for approval and conditions of this Chapter and the application.

(Ord. 7142 §1, 2018; Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

**18.50.050 Applicable Procedures** Revised 6/18

A. Emergency Housing Facility. A Permit for an Emergency Housing Facility is an administrative decision. In addition to the requirements for administrative decisions found elsewhere in the Olympia Municipal Code, the following procedures apply:

1. Advance Notice Required. The Host Agency and Sponsoring Agency shall notify the City of the proposed Emergency Housing Facility a minimum of thirty (30) days in advance of the proposed date of establishment for the Emergency Housing Facility. The advance notification shall be in the form of an application for a Permit for an Emergency Housing Facility and shall contain the following information:
  - a. The date the Emergency Housing Facility will commence;
  - b. The length of time the encampment will continue;
  - c. The maximum number of residents proposed for the encampment;
  - d. The host location;
  - e. The names of the Host and Sponsoring Agencies; and
  - f. The manner in which the Emergency Housing Facility will comply with the requirements of this Chapter.
2. Informational Meeting Required. The Host Agency and/or Sponsoring Agency shall conduct at least one (1) informational meeting within, or as close to, the location where the proposed Emergency Housing Facility will be located, a minimum of two (2) weeks prior to the issuance of the temporary use permit. The time and location of the meeting shall be agreed upon between the City and the Host Agency and/or Sponsoring Agency. All property owners within three hundred (300) feet of the proposed Emergency Housing Facility shall be notified by mail ten (10) days in advance of the meeting by the Host Agency and/or Sponsoring Agency. In lieu of notice by mail, an alternative means of notice may be provided that is reasonably calculated to notify the neighboring property owners within five hundred (500) feet of the proposed encampment.
3. Signs Required. The applicant shall also provide notice of the application within the same timeframe identified above by posting two signs or placards on the site or in a location immediately adjacent to the site that provides visibility of the signs to motorists using adjacent streets. The Director of Community Planning and Development or his or her designee shall establish standards for size, color, layout, design, working, placement, and timing of installation and removal of the signs or placards.

(Ord. 7142 §1, 2018; Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

**18.50.060 Emergency Housing Facility - Criteria/Requirements for Approval** Revised 6/18

The Director of the Community Planning and Development Department or his or her designee may issue a temporary and revocable permit for an Emergency Housing Facility subject to the following criteria and requirements.

## A. Site Criteria.

1. Emergency Housing Facility
  - a. If the Sponsoring Agency is not the Host Agency of the site, the Sponsoring Agency shall submit a written agreement from the Host Agency allowing the Emergency Housing Facility, or from the owner of the property, and clarifying the obligations of the Sponsoring Agency.
  - b. The property must be sufficient in size to accommodate the tents and necessary on-site facilities, including, but not limited to the following:
    - i. Sanitary portable toilets in the number required to meet capacity guidelines for the population of the encampment;

- ii. Hand washing stations by the toilets and by the food areas;
  - iii. Refuse receptacles for trash, recycling and garbage; and
  - iv. Storage of personal belonging.
- c. The Host and Sponsoring Agencies shall provide an adequate potable water source to the Emergency Housing Facility, as approved by the City.
- d. No Emergency Housing Facility shall be located within a Sensitive/Critical Area or its buffer as defined under OMC Chapter 18.32 except on existing paved or gravel sites
- e. No permanent structures will be constructed for the Emergency Housing Facility.
- f. No more than forty (40) residents shall be allowed at any one encampment. The City may further limit the number of residents as site conditions dictate.
- g. Adequate on-site parking shall be provided for the Emergency Housing Facility. No off-site parking will be allowed. The number of vehicles used by the Emergency Housing Facility residents shall be provided in the permit application. If the Emergency Housing Facility is located on a site that has another preexisting use, it shall be shown that the Emergency Housing Facility parking will not create a shortage of on-site parking for the other use/s on the property.
- h. The Emergency Housing Facility shall be located within a quarter (1/4) mile of a bus stop with seven (7) days per week service, whenever possible. If not located within a quarter mile of a bus stop, the Host or Sponsoring Agency must demonstrate the ability for residents to obtain access to the nearest public transportation stop (such as carpools or shuttle buses).
- i. The Emergency Housing Facility shall be adequately buffered and screened from adjacent right-of-way and residential properties. Screening shall be a minimum height of six (6) feet and may include, but is not limited to a combination of fencing, landscaping, or the placement of the Emergency Housing Facility behind buildings. The type of screening shall be approved by the City.
- j. All sanitary portable toilets shall be screened from adjacent properties and rights-of-way. The type of screening shall be approved by the City and may include, but is not limited to, a combination of fencing and/or landscaping.
- k. At the time of the City's approval, there shall be no other approved Emergency Housing Facilities located within one thousand (1,000) feet of the approved encampment. Approved Emergency Housing Facilities must be separated by a buffer of at least one thousand (1,000) feet under this Chapter.

## B. Security.

### 1. Emergency Housing Facility

- a. An operations and security plan for the Emergency Housing Facility shall be submitted to the City at the time of application. The security plan shall address potential security and neighborhood impacts within five hundred (500) feet of the encampment site.
- b. The Host Agency shall provide to all residents of the Emergency Housing Facility a Code of Conduct for living at the Emergency Housing Facility. A copy of the Code of Conduct shall be submitted to the City at the time of application and shall be in substantially the following form or address the following issues:
  - i. Possession or use of illegal drugs is prohibited.
  - ii. Violence against staff or residents of the encampment is prohibited.
  - iii. Any open flames are prohibited.
  - iv. Trespassing on private property in the surrounding neighborhood is prohibited.

v. Littering on the Emergency Housing Facility site or in the surrounding neighborhood is prohibited.

vi. Noise or music in excess of the limits set forth in OMC 18.40.080 is prohibited.

Nothing in this Section shall prohibit the Host Agency, Sponsoring Agency or an Emergency Housing Facility Manager from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with this Section.

c. All Emergency Housing Facility residents must sign an agreement to abide by the Code of Conduct and failure to do so may result in the noncompliant resident's immediate expulsion from the property.

d. The Host or Sponsoring Agency shall keep a log of all people who stay overnight in the encampment, including names, dates of birth, and dates of stay in the encampment. Logs shall be kept and retained for a minimum of six (6) months.

e. The Host or Sponsoring Agency shall take all reasonable and legal steps to obtain verifiable identification such as a driver's license, government-issued identification card, military identification, passport, or other reasonable forms of identification from prospective and existing encampment residents.

f. The Host or Sponsoring Agency will use identification received from prospective and existing encampment residents to obtain sex offender and warrant checks from the Washington State Patrol, the Thurston County Sheriff's Office or local police department.

i. If the warrant and sex offender checks reveal either (1) an existing or outstanding warrant from any jurisdiction in the United States for the arrest of the individual who is the subject of the check; or (2) the subject of the check is a sex offender, required to register with the County Sheriff or their county of residence pursuant to RCW 9A.44.130, then the Host or Sponsoring Agency may reject the subject of the check for residency in the Emergency Housing Facility or may eject the subject of the check if that person is already an Emergency Housing Facility resident.

ii. The Host or Sponsoring Agency shall immediately contact the police department if the reason for rejection or ejection of an individual from the Emergency Housing Facility is an active warrant. In other cases of rejection or ejection, the designated representative of the Host or Sponsoring Agency may immediately contact the Olympia Police Department and the Thurston County Sheriff's Office.

g. The Host or Sponsoring Agency shall self-manage its residents and prohibit illegal drugs, violence, and abuse of any kind, littering, or noise disturbances of other residents or adjacent neighbors while located on the Emergency Housing Facility property.

h. The Host or Sponsoring Agency will appoint a designated representative to serve "on-duty" as an Encampment Manager at all times as a point of contact for the Olympia Police Department and will orient law enforcement how the security tent operates for the Emergency Housing Facility. The name of the on-duty designated representative will be posted daily in the security tent. The City shall provide contact numbers of non-emergency personnel, which shall be posted at the security tent.

### C. Timing.

#### Emergency Housing Facility

The duration of an Emergency Housing Facility shall be for one hundred eighty (180) days, and may be extended for an additional one hundred eighty-five (185) days upon submittal of an application and proof that the site did not have on-site criminal violations greater than the crime rate of the surrounding neighborhood. The site may be approved for a duration longer than one year upon submittal of a conditional use permit to be reviewed and approved by the Olympia hearing examiner pursuant to OMC Chapter 18.48. The conditional



use permit shall demonstrate consistency with this Chapter and the rest of OMC Title 18. In addition, the applicant must demonstrate that criminal violations onsite were not greater than the crime rate of the surrounding neighborhood. The approval of a conditional use permit may be for a time less than one hundred eighty (180) days, subject to review of demonstrated impacts upon the surrounding neighborhoods.

D. Health and Safety.

1. Emergency Housing Facility. The Emergency Housing Facility shall conform to the following fire requirements:

- a. There shall be no open fires for cooking without pre-approval by the Olympia Fire Department and no open fires for heating;
- b. No heating appliances within the individual tents are allowed without pre-approval by the Olympia Fire Department;
- c. No cooking appliances, other than microwave appliances, are allowed in individual tents;
- d. An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Olympia Fire Department;
- e. Adequate access for fire and emergency medical apparatus shall be provided. This shall be determined by the Olympia Fire Department;
- f. Adequate separation between tents and other structures shall be maintained as determined by the Olympia Fire Department; and
- g. Electrical service shall be in accordance with recognized and accepted practice and codes. Electrical cords shall not be strung together. Any electrical cords used must be approved for outdoor exterior use.

2. The Host Agency and Sponsoring Agency shall permit inspections by City staff and the Thurston County Health Department at reasonable times without prior notice of compliance with the conditions of the Emergency Housing Facility Permit.

E. Director's Decision.

1. Emergency Housing Facility

- a. Purpose. The Director shall review the proposal to ensure compliance with the provisions of this Chapter and all other applicable laws to ensure that the health, safety and welfare of the citizens of the City is preserved, and to provide an expedient and reasonable land use review process for decisions and interpretations of this Chapter.
- b. Director Authority. The Director may modify the submittal requirements as deemed appropriate.
- c. Notice of Decision. The Director shall notify the Sponsoring and Host Agencies of his or her decision to approve, modify or deny the application within a timely manner, but not prior to fourteen (14) days after the neighborhood informational meeting. The Director's decision is a final decision of the City. Appeals of decisions to approve or deny an Emergency Housing Facility Permit shall be to Thurston County Superior Court.

F. Emergency Housing Facility Permit Termination. If the Host Agency or Sponsoring Agency fails to take action against a resident who violates the terms and conditions of its permit, it may result in immediate termination of the permit issued to the Host Agency or Sponsoring Agency. If the City learns of acts of violence by residents of the encampment and the Host Agency or Sponsoring Agency has not adequately addressed the situation to protect residents, the temporary use permit may be immediately terminated.

G. Emergency Housing Facility Permit Revocation. Upon determination that there has been a violation of any approval criteria or condition of application, the Director of Community Planning and Development or his or her designee, may give written notice to the permit holder describing the alleged violation. Within fourteen

(14) days of the mailing of notice of violation, the permit holder shall show cause why the permit should not be revoked. At the end of the fourteen (14)day period, the Director of Community Planning and Development or his or her designee, shall sustain or revoke the permit. When an Emergency Housing Facility Permit is revoked, the Director of Community Planning and Development or his or her designee shall notify the permit holder by first class and certified mail of the revocation and the findings upon which revocation is based. Appeals from the Director's decision to revoke a temporary Emergency Housing Facility permit shall be to Thurston County Superior Court.

(Ord. 7142 §1, 2018; Ord. 6771 §3, 2011; Ord. 6763 § 1, 2011; Ord. 6528 §1, 2008).

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**The Olympia Municipal Code is current through Ordinance 7142, passed June 5, 2018.**

Disclaimer: The City Clerk's Office has the official version of the Olympia Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Olympia's Codification Process (<http://olympiawa.gov/city-government/codes-plans-and-standards/municipal-code.aspx>)

**Municipal Code contact information:**

Email: [adminservices@ci.olympia.wa.us](mailto:adminservices@ci.olympia.wa.us)  
(<mailto:adminservices@ci.olympia.wa.us>)  
Telephone: (360) 753-8325

City Website: <http://olympiawa.gov>  
(<http://olympiawa.gov>)  
Code Publishing Company  
(<http://www.codepublishing.com/>)

## Temporary Homeless Encampments and Tiny House Villages

It may be time to consider updating the City's Temporary Homeless Encampment Regulations to recognize these types of facilities as an integral part of the emergency housing spectrum -- at least until such time as our emergency housing and shelter capacity exceeds the number of homeless in our community. MRSC notes that the state has authorized religious organizations to host temporary encampments and also limits a local government's ability to regulate these encampments (RCW 36.01.290 counties, 35A.21.360 code cities, 35.21.915 other cities and towns). The State Legislature's findings associated with RCW 36.01.290 (Temporary Encampments for Homeless) provides some clarity and justification for this approach:

The legislature finds that there are many homeless persons in our state that are in need of shelter and other services that are not being provided by the state and local governments. The legislature also finds that in many communities, religious organizations play an important role in providing needed services to the homeless, including the provision of shelter upon property owned by the religious organization. By providing such shelter, the religious institutions in our communities perform a valuable public service that, for many, offers a temporary, stop-gap solution to the larger social problem of increasing numbers of homeless persons.

The City of Olympia's Unified Development Code provides for the creation of temporary homeless encampments. Section 18.50 of the code establishes two types of encampments:

- A temporary emergency homeless encampment (TEHE) hosted by a religious organization.
- A County Homeless Encampment - now known as Quixote Village. Only one such facility is allowed in the City of Olympia. Further reference to the County Homeless Encampment has been eliminated from the text below for clarity purposes.

A TEHE requires a religious organization to act as a "host agency" and apply for the temporary homeless encampment permit. The code also identifies a "sponsoring agency" that may be the "host agency" or may be another agency such as a not for profit that takes responsibility for support and services to the camp.

The code provides that, "Temporary homeless encampments shall be permitted only as an accommodation of religious exercise and is an administrative decision." The director may issue a temporary and revocable permit subject to a demonstration of compliance

with the requirements of the code and fulfillment of the procedural requirements contained therein.

TEHEs are only allowed for 180 days and can only be on the same property once per year. They also are limited to no more than one in the City. Because of their temporary nature, approval of a TEHE is by the Director of CP&D and is appealable to the Superior Court.

The Cities of Seattle and Portland both have specific regulations allowing the creation of Tiny House Villages. The City of Seattle's approach is similar to Olympia's in that they differentiate between City and privately operated facilities and religious institution operated facilities. Seattle's regulations for private facilities include limitations on minimum size, require the creation of a Community Advisory Committee, limit the duration to one year with a one year extension, and provides for a minimum of a one mile separation between facilities.

In order to accommodate a Tiny House Village or Tiny House Villages in Olympia Chapter 18.50 would need to be amended to allow Tiny House Villages on a longer term basis. It does not seem feasible to build tiny houses and then be required to move them every six months. Longer term TEHE could be considered through the CUP process if the fee was waived rather than the administrative process associated with temporary encampments.

There also is likely to be a need for more than one such facility in the City of Olympia and the current THE regulations only allow a single encampment in addition to Quixote Village located on County-owned property.

City Staff was able to visit the [Low Income Housing Institute's Tiny House Village](#) located on 22<sup>nd</sup> Avenue in Seattle to get a better handle on how a Tiny House Village is being operated and maintained. LIHI now operates seven temporary encampments in Seattle. Each of these tiny house villages targets a different population ranging from families with children to low barrier single adults and is therefore operated differently. LIHI's newest facility targets single females. The 22<sup>nd</sup> Avenue village caters to families and could be described as being high barrier as operates with rules regarding drug use and offender status. This facility is able to be operated with limited oversight while the lower barrier facilities may require 24 hour security.

Links to more information about these facilities is found at the end of this report. The visit to LIHI's 22<sup>nd</sup> Avenue Village occurred on December 20<sup>th</sup> 2016 and included Councilmember Bateman, Downtown Liaison Mark Rentfrow and Renata Rollins. The visit was hosted by LIHI and included Executive Director Sharon Lee, Volunteer and Advocacy Coordinator Josh Castle and Essential Needs Coordinator Brad Gerber.

According to Sharon Lee, with the Low Income Housing Institute, the structures in the Tiny House Village were not required to obtain building permits because they are below the size threshold (144 square feet). They did obtain plumbing and electrical permits for the electrical and plumbing connections. Each unit in the LIHI's Tiny House Village was built by volunteers and is insulated and has an electrical connection that can support a heater and a light. The village was clean, orderly and felt safe. Ms. Lee reported that many people had been able to transition from there into more permanent housing.

Eugene, Oregon also has extensive experience in operating temporary homeless encampments. They currently operate a program in conjunction with the St. Vincent DePaul Society and the not for profit Community Supported Structures that supports three tiny house villages and over 30 scattered small site encampments throughout the City of Eugene. Additional information about the City of Eugene's program can be found through the link provided below.

#### **Tacoma Experience:**

The City of Tacoma declared a "Homeless Emergency" in May of 2017. They decided to use the Stability Site model for their temporary homeless camps. Using a city-owned surplus property, they built a temporary camp, mixed with tents, tiny houses and a large mega tent, which housed around 90 individuals experiencing homelessness. The site setup is very basic: perimeter fencing, garbage/recycle dumpsters, portable showers and port-a-potties. The Stability Site is the entry point for many of the most in-need, chronically homeless, high barrier, and high utilizer individuals in the community. This is the option for individuals sleeping on sidewalks, alcoves and in encampments throughout the city. The site is low barrier and open to all that are looking for a safe place to sleep. Residents are required to follow site rules and engagement is expected. A wide menu of outreach services are onsite daily.

More information about Tacoma's Stabilization Site may be found through the link below.

#### **Next Steps:**

Issues to consider may include: potential funding approaches, availability of qualified partners to operate such a facility, siting and operational criteria and amendments to our regulations to allow a Tiny House Village or Villages.

#### **Additional Resources:**

Additional information including:

- RCW 35A.21.360 Temporary Encampments for Homeless,

- City of Olympia’s Municipal Code regulations 18.50,
- City of Seattle’s temporary homeless encampment regulations,
- Link to MRSC,
- Link to LIHI information about encampments, and
- Link to the City of Eugene’s homeless programs

## RCW 35A.21.360

### Temporary encampments for the homeless—Hosting by religious organizations authorized—Prohibitions on local actions.

(1) A religious organization may host temporary encampments for the homeless on property owned or controlled by the religious organization whether within buildings located on the property or elsewhere on the property outside of buildings.

(2) A code city may not enact an ordinance or regulation or take any other action that:

(a) Imposes conditions other than those necessary to protect public health and safety and that do not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization;

(b) Requires a religious organization to obtain insurance pertaining to the liability of a municipality with respect to homeless persons housed on property owned by a religious organization or otherwise requires the religious organization to indemnify the municipality against such liability; or

(c) Imposes permit fees in excess of the actual costs associated with the review and approval of the required permit applications.

(3) For the purposes of this section, "religious organization" means the federally protected practice of a recognized religious assembly, school, or institution that owns or controls real property.

(4) An appointed or elected public official, public employee, or public agency as defined in RCW 4.24.470 is immune from civil liability for (a) damages arising from the permitting decisions for a temporary encampment for the homeless as provided in this section and (b) any conduct or unlawful activity that may occur as a result of the temporary encampment for the homeless as provided in this section.

[ 2010 c 175 § 4.]

#### NOTES:

**Findings (from 36.01.290) —2010 c 175:** "The legislature finds that there are many homeless persons in our state that are in need of shelter and other services that are not being provided by the state and local governments. The legislature also finds that in many communities, religious organizations play an important role in providing needed services to the homeless, including the provision of shelter upon property owned by the religious organization. By providing such shelter, the religious institutions in our communities perform a valuable public service that, for many, offers a temporary, stop-gap solution to the larger social problem of increasing numbers of homeless persons.

This act provides guidance to cities and counties in regulating homeless encampments within the community, but still leaves those entities with broad discretion to protect the health and safety of its citizens. It is the hope of this legislature that local governments and religious organizations can work together and utilize dispute resolution processes without the need for litigation." [ 2010 c 175 § 1.]

18.50.000 Chapter Contents

Sections:

- 18.50.010 Homeless Encampment
- 18.50.020 Host Agency
- 18.50.030 Sponsoring Agency
- 18.50.040 Who May Apply
- 18.50.050 Applicable Procedures
- 18.50.060 Homeless Encampment - Criteria/Requirements for Approval

(Ord. 6528 §1, 2008).

**18.50.010 Homeless Encampment**

"Homeless Encampment" means temporary emergency homeless encampment, hosted by a religious organization, or County Homeless Encampment which provides temporary housing to homeless persons.

(Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

**18.50.020 Host Agency**

A. Temporary Homeless Encampment. "Host Agency" means the religious organization which owns the property or has an ownership interest in the property that is the subject of an application for a Temporary Homeless Encampment Permit for providing basic services and support to temporary emergency homeless encampment residents, such as hot meals and coordination of other needed donations and services.

(Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

**18.50.030 Sponsoring Agency**

"Sponsoring Agency" means the Host Agency or another agency that assists the Host Agency and that joins in an application with a Host Agency for a Temporary or County Homeless Encampment Permit and assumes responsibility for providing basic services and support to temporary emergency homeless encampment residents, such as hot meals and coordination of other needed donations and services.

(Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

**18.50.040 Who May Apply**



A. Temporary Homeless Encampment. Temporary homeless encampments shall be permitted only as an accommodation of religious exercise by a Host Agency and Sponsoring Agency. Each Host Agency and Sponsoring Agency shall jointly apply for a permit under this Section and shall jointly certify compliance with all applicable requirements for approval and conditions of this Chapter and the application.

(Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

#### **18.50.050 Applicable Procedures**

A. Temporary Homeless Encampment. A Temporary Encampment Permit is an administrative decision. In addition to the requirements for administrative decisions found elsewhere in the Olympia Municipal Code, the following procedures apply:

1. Advance Notice Required. The Host Agency and Sponsoring Agency shall notify the City of the proposed homeless encampment a minimum of thirty (30) days in advance of the proposed date of establishment for the homeless encampment. The advance notification shall be in the form of an application for a Temporary Encampment Permit and shall contain the following information:

- a. The date the homeless encampment will commence;
- b. The length of encampment;
- c. The maximum number of residents proposed;
- d. The host location;
- e. The names of the Host and Sponsoring Agencies; and
- f. The manner in which the homeless encampment will comply with the requirements of this Chapter.

2. Informational Meeting Required. The Host Agency and/or Sponsoring Agency shall conduct at least one (1) informational meeting within, or as close to, the location where the proposed homeless encampment will be located, a minimum of two (2) weeks prior to the issuance of the temporary use permit. The time and location of the meeting shall be agreed upon between the City and the Host Agency and/or Sponsoring Agency. All property owners within 300 feet of the proposed homeless encampment shall be notified by mail ten (10) days in advance of the meeting by the Host Agency and/or Sponsoring Agency. In lieu of notice by mail, an alternative means of notice may be provided that is reasonably calculated to notify the neighboring property owners within 300 feet of the proposed encampment.

3. Signs Required. The applicant shall also provide notice of the application within the same timeframe identified above by posting two signs or placards on the site or in a location immediately adjacent to the site that provides visibility of the signs to motorists using adjacent streets. The Director of Community Planning and Development or their designee shall establish standards for size, color, layout, design, working, placement, and timing of installation and removal of the signs or placards.

(Ord. 6771 §3, 2011; Ord. 6528 §1, 2008).

#### **18.50.060 Homeless Encampment - Criteria/Requirements for Approval**

The Director of the Community Planning and Development Department or their designee may issue a temporary and revocable permit for a homeless encampment subject to the following criteria and requirements.

##### **A. Site Criteria.**

##### **1. Temporary Homeless Encampment**

a. If the Sponsoring Agency is not the Host Agency of the site, the Sponsoring Agency shall submit a written agreement from the Host Agency allowing the homeless encampment and clarifying the obligations of the Sponsoring Agency.

b. The property must be sufficient in size to accommodate the tents and necessary on-site facilities, including, but not limited to the following:

i. Sanitary portable toilets in the number required to meet capacity guidelines;

ii. Hand washing stations by the toilets and by the food areas;

iii. Refuse receptacles; and

iv. Food tent and security tent.

c. The Host and Sponsoring Agencies shall provide an adequate water source to the homeless encampment, as approved by the City.

d. No homeless encampment shall be located within a Sensitive/Critical Area or its buffer as defined under Chapter 18.32 of the Olympia Municipal Code.

e. No permanent structures will be constructed for the homeless encampment.

f. No more than 40 residents shall be allowed at any one encampment. The City may further limit the number of residents as site conditions dictate.

g. Adequate on-site parking shall be provided for the homeless encampment. No off-site parking will be allowed. The number of vehicles used by homeless encampment residents shall be provided in the permit application. If the homeless encampment is located on a site that has another preexisting use, it shall be shown that the homeless encampment parking will not create a shortage of on-site parking for the other use/s on the property.

h. The homeless encampment shall be located within a quarter (1/4) mile of a bus stop with seven (7) days per week service, whenever possible. If not located within a quarter mile of a bus stop, the Host or Sponsoring Agency must demonstrate the ability for residents to obtain access to the nearest public transportation stop (such as carpools or shuttle buses).

i. The homeless encampment shall be adequately buffered and screened from adjacent right-of-way and residential properties. Screening shall be a minimum height of six (6) feet and may include, but is not limited to, a combination of fencing, landscaping, or the placement of the homeless encampment behind buildings. The type of screening shall be approved by the City.

j. All sanitary portable toilets shall be screened from adjacent properties and rights-of-way. The type of screening shall be approved by the City and may include, but is not limited to, a combination of fencing and/or landscaping.

## B. Security.

### 1. Temporary Homeless Encampment

a. An operations and security plan for the homeless encampment shall be submitted to the City at the time of application.

b. The Host Agency shall provide to all residents of the homeless encampment a Code of Conduct for living at the homeless encampment. A copy of the Code of Conduct shall be submitted to the City at the time of application and shall be in substantially the following form or address the following issues:

- i. Possession or use of illegal drugs is not permitted.
- ii. No alcohol is permitted.
- iii. No weapons are permitted.

- iv. All knives over three and one-half (3-1/2) inches must be turned into the Host or Sponsoring Agency's on-site Encampment Manager for safekeeping.
- v. No violence is permitted.
- vi. No open flames are permitted without pre-approval by the Department of Community Planning and Development.
- vii. No trespassing into private property in the surrounding neighborhood is permitted.
- viii. No loitering in the surrounding neighborhood is permitted.
- ix. No littering on the Temporary Encampment site or in the surrounding neighborhood is permitted.

Nothing in this Section shall prohibit the Host Agency, Sponsoring Agency or Encampment Manager from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with this Section.

- c. All homeless encampment residents must sign an agreement to abide by the Code of Conduct and failure to do so shall result in the noncompliant resident's immediate expulsion from the property.
- d. The Host or Sponsoring Agency shall keep a log of all people who stay overnight in the encampment, including names and birth dates, and dates of stay. Logs shall be kept a minimum of six (6) months.
- e. The Host or Sponsoring Agency shall take all reasonable and legal steps to obtain verifiable ID, such as a driver's license, government-issued identification card, military identification, or passport from prospective and existing encampment residents.
- f. The Host or Sponsoring Agency will use identification to obtain sex offender and warrant checks from the Washington State Patrol, the Thurston County Sheriff's Office or relevant local police department.
  - i. If said warrant and sex offender checks reveal either (1) an existing or outstanding warrant from any jurisdiction in the United States for the arrest of the individual who is the subject of the check; or (2) the subject of the check is a sex offender, required to register with the County Sheriff or their county of residence pursuant to RCW [9A.44.130](#), then the Host or Sponsoring Agency will reject the subject of the check for residency to the homeless encampment or eject the subject of the check if that person is already a homeless encampment resident.

ii. The Host or Sponsoring Agency shall immediately contact the police department if the reason for rejection or ejection of an individual from the homeless encampment is an active warrant. In other cases of rejection or ejection, the designated representative of the Host or Sponsoring Agency shall immediately provide the facts leading to such action to the Olympia Police Department and the Thurston County Sheriff's Office.

g. The Host or Sponsoring Agency shall self-manage its residents and prohibit alcohol, drugs, weapons, fighting, and abuse of any kind, littering, or disturbing the neighbors while located on the property.

h. The Host or Sponsoring Agency will appoint a designated representative to serve "on-duty" as an Encampment Manager at all times to serve as a point of contact for the Police Department and will orient the Police as to how the security tent operates. The name of the on-duty designated representative will be posted daily in the security tent. The City shall provide contact numbers of non-emergency personnel which shall be posted at the security tent.

C. Timing.

1. Temporary Homeless Encampment

a. The duration of the temporary homeless encampment shall not exceed one hundred eighty (180) days.

b. No additional temporary homeless encampments may be allowed on the same parcel of property in any 12-month period beginning on the date the homeless encampment locates on a parcel of property.

c. No more than one (1) temporary homeless encampment may be located in the City at any time.

D. Health and Safety.

1. Temporary Homeless Encampment. The homeless encampment shall conform to the following fire requirements:

a. There shall be no open fires for cooking without pre-approval by the Fire Department and no open fires for heating;

b. No heating appliances within the individual tents are allowed without pre-approval by the Olympia Fire Department;

c. No cooking appliances other than microwave appliances are allowed in individual tents;

d. An adequate number, with appropriate rating, of fire extinguishers shall be provided as approved by the Fire Department;

e. Adequate access for fire and emergency medical apparatus shall be provided. This shall be determined by the Fire Department;

f. Adequate separation between tents and other structures shall be maintained as determined by the Fire Department; and

g. Electrical service shall be in accordance with recognized and accepted practice. Electrical cords are not to be strung together and any cords used must be approved for exterior use.

3. The Host Agency and Sponsoring Agency shall permit inspections by City staff and the Thurston County Health Department at reasonable times without prior notice of compliance with the conditions of the Temporary and County Homeless Encampment Permit.

E. Director's Decision.

1. Temporary Homeless Encampment

a. Purpose. The Director shall review the proposal to ensure compliance with the provisions of this chapter and all other applicable law, to ensure that the health, safety and welfare of the citizens of the City is preserved, and to provide an expedient and reasonable land use review process for decisions and interpretations of this chapter.

b. Director Authority. The Director may modify the submittal requirements as deemed appropriate.

c. Notice of Decision. The Director shall notify the Sponsoring and Host Agencies of his or her decision to approve, modify or deny the application within a timely manner, but not prior to 14 days after the neighborhood informational meeting. This Decision is a final decision of the City. Appeals of decisions to approve or deny a Temporary Encampment Permit shall be to Thurston County Superior Court.

F. Temporary Homeless Encampment Permit Termination. If the Host Agency or Sponsoring Agency fails to take action against a resident who violates the terms and conditions of this permit, it may result in immediate termination of the permit. If the City learns of uncontrolled violence or acts of violence by residents of the encampment

and the Host Agency or Sponsoring Agency has not adequately addressed the situation, the temporary use permit may be immediately terminated.

G. Temporary Homeless Encampment Permit Revocation. Upon determination that there has been a violation of any approval criteria or condition of application, the Director of Community Planning and Development or their designee may give written notice to the permit holder describing the alleged violation. Within 14 days of the mailing of notice of violation, the permit holder shall show cause why the permit should not be revoked. At the end of the 14-day period, the Director of Community Planning and Development or their designee shall sustain or revoke the permit. When a Temporary Homeless Encampment Permit is revoked, the Director of Community Planning and Development or their designee shall notify the permit holder by certified mail of the revocation and the findings upon which revocation is based. Appeals of decisions to revoke a Temporary Encampment permit shall be to Thurston County Superior Court.

(Ord. 6771 §3, 2011; Ord. 6763 § 1, 2011; Ord. 6528 §1, 2008).

## **City of Seattle Approach:**

### **Building Permits**

In constructing Tiny Houses, we found that we were able to build them as an exception to the Seattle Building Code as long as they stayed a particular size. The Seattle Building Code states that a building permit is not required for one-story detached accessory buildings if they are under 120 square feet. We were able to advise all the groups who built the houses to stay under this threshold, ideally to create a structure that was 8 feet by 12 feet (96 square feet) to be an exception to the code:

From

[http://www.seattle.gov/dpd/cs/groups/pan/@pan/documents/web\\_informational/s047860.pdf](http://www.seattle.gov/dpd/cs/groups/pan/@pan/documents/web_informational/s047860.pdf)

(the Chapter 1, Administration section of the Seattle Building Code found here: <http://www.seattle.gov/dpd/codesrules/codes/building/default.htm>)

### **Other Resources:**

MRSC Resources: <http://mrsc.org/Home/Explore-Topics/Legal/Regulation/Homeless-Housing.aspx>

LIHI Resources: <https://lihiwa.files.wordpress.com/2016/04/tent-encampments-and-tiny-house-villages-as-a-crisis-response-to-homelessness-april-2016.pdf>

City of Eugene Oregon: <https://www.eugene-or.gov/3482/Homelessness>

City of Tacoma:

[http://www.cityoftacoma.org/government/city\\_departments/neighborhood\\_and\\_community\\_services/human\\_services\\_division/homelessness\\_services/](http://www.cityoftacoma.org/government/city_departments/neighborhood_and_community_services/human_services_division/homelessness_services/)



# Homelessness

## Recent Action

In June 5, the City Council adopted an Emergency Housing Ordinance that provides more flexibility for faith based, non-profit and government organizations to site emergency housing facilities on their property. [Learn more...](#)

## Next Steps

Oral report to the Council's Finance Committee on potential funding for actions to address homelessness, June 20, 5:30 pm, City Hall, Room 207.



## A Regional Crisis

Homelessness is the most significant and urgent issue of public concern facing Olympia. In recent years, our community has seen increased homelessness - specifically, a spike in visible street homelessness and homeless encampments throughout the city. Although homelessness is most visible within the urban hub of downtown, this issue affects all of Thurston County.

Like every other city across the country, Olympia is challenged to respond to this complex issue. There are many paths leading individuals, families or youth to homelessness. City staff are working with community partners and stakeholders to come up with innovative and sustainable strategies to address the unique needs inherent in this epidemic; while also creating a safe and inviting community to be enjoyed by all.

Homelessness is a complex issue, and an effective response will take a systematic, multi-faceted approach involving a broad spectrum of regional stakeholders. The City will be engaging the Olympia community and collaborating with regional partners in the development of a Homeless Strategic Plan. The Plan will include short, mid and long term actions to address needs for: 1) individuals experiencing homelessness, 2) a safe community, and 3) public resources.

 What is the City Doing

 Homeless Response Coordinator

 Glossary of Terms

## Homelessness Data & Reports

- [Homeless Census Overview](#)
- [2018 Point in Time \(PIT\) Homeless Census - Snapshot](#)
- [2018 Point in Time \(PIT\) Homeless Census - Full Report](#)
- [Homeless Public School Students K-12](#)
- [Snapshots of Downtown Homelessness](#)
- [State PIT Reports](#)
- Full PIT Reports 2006-2018 (Coming soon)

## Questions?

Contact Colin DeForrest, Homeless Response Coordinator at 360.709.2688 or [cdeforre@ci.olympia.wa.us](mailto:cdeforre@ci.olympia.wa.us)

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The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.



**PBIA Advisory Board**  
**Vote to Fill Board Vacancies**

**Agenda Date: 7/12/2018**  
**Agenda Item Number: 6.E**  
**File Number: 18-0652**

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

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**Title**

Vote to Fill Board Vacancies

**Report**

**Issue:**

Whether to appoint new board members to fill seats vacated by resignation

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, [abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us)  
<<mailto:abuckler@ci.olympia.wa.us>>, 360-570-5499

**Presenter(s):**

Danielle Ruse, PBIA Chair  
Amy Buckler

**Background and Analysis:**

In June, the Board discussed potentially appointment new board members to fill vacated seats. The Board agreed to gather nomination forms from interested business owners or their employee representatives and submit them to staff by June 29, in time to get into the agenda packet.

Attached is the one nomination form received by June 29. Additional nominations maybe considered at the meeting. The Board will vote on whether to appoint each individual to an open seat and their term.

The following terms are currently available:

- Two positions that end on 12/31/2018
- One position that ends on 12/31/2019
- One position that ends on 12/31/2020

**BACKGROUND**

3.62.130 of the City ordinance regarding the PBIA states, "the Board shall consist of an odd number totaling at least 15 member representatives of Ratepayers." Currently, there are 11 members seated on the board. Previously this year, the Board opted to put off filling all the empty seats due to the

historic difficulty of keeping 15 seats filled and the upcoming work plan opportunity to change the required number in the ordinance.

All four empty seats were vacated by resignation, which means a majority of the seated members may vote to appoint a new person to fill the seat.

Bylaws, Section 10.02.03: Any vacancy occurring in any office of the PBIA for reason of death, resignation, or removal shall be filled promptly by a majority vote of the Advisory Board. The person so elected shall serve during the unexpired term of the Advisory Board member whose position has become vacant.

#### APPOINTMENT PROCESS

- Prospective board members fill out a nomination form (**see attached**)
- Forms are provided to the PBIA Liaison for inclusion in the next packet (no later than June 29)
- The Board will vote on whether to appoint prospective members at the July meeting

#### ADDITIONAL INFO

- Any ratepayer in good standing may be nominated.
- Traditionally, businesses have been able to have an employee serve instead of the actual business owner. Staff's recommendation is to follow this tradition. If the Board wants to discuss potentially limiting this in some way in the future, it can be discussed as part of updating the Ordinance and Bylaws.
- Boardmembers should represent a diversity of business classifications, interests, and viewpoints.
- Consider what zone nominees are in. We need a mix. Currently most members are from Zone A.
- There is no limit to the number of terms a Board member can complete, as long as they are appointed or run for election each time.
- According to City Ordinance, the Board's duties include:
  - The annual development of a proposed work program with specific projects and budgets,
  - The recommendation of the same to the City Council for its consideration, and
  - Preparation of a plan for regular communication of PBIA projects and information to Ratepayers.

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

N/A

#### **Options:**

Following an oral nomination from each Boardmember making a nomination, the Board will take a vote on whether to appoint each nominated individual and their term.

#### **Financial Impact:**

N/A

#### **Attachments:**

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

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None

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**From:** Jeremy Williamson <[jer.r.williamson@gmail.com](mailto:jer.r.williamson@gmail.com)>

**Sent:** Thursday, June 28, 2018 4:01 PM

**To:** Danielle Ruse

**Cc:** [danielle@tiller.co](mailto:danielle@tiller.co)

**Subject:** PBIA Board Member Nomination Form

Hi Danielle,

Here is my nomination form for the Parking & Business Improvement Area Board

Jeremy Williamson

I work with Olympia Coffee Roasting Company

Olympia Coffee Roasting Company has been in downtown Olympia since 2005.

I would like to be a board member of the PBIA because I feel this is a pivotal time in the history of downtown Olympia. Olympia has an outstanding history of being a center for arts and culture that far exceeds its size. The history of alternative music voices finding a presence and hold in Olympia has a long and well-respected history. There are many talented and visionary people who have found an artistic and spiritual home in Olympia. It only takes a short walk downtown to see the spirit of creativity in our city. Alongside the creative history, Olympia has a working class history that can be seen in our warehouses and port. Our urban waterfront is a vital and beautiful reminder of why we are lucky to live in such a beautiful place. We are also the Capitol of Washington State, one of the most progressive and inclusive states in the country, but we are not immune to the cost of living crises of other west coast cities. As the city grows, we must move forward in a way that honors our history and identity, while allowing for new creative outlets to flourish. This is not possible with the erasure of our arts and working class communities who feel squeezed by higher rents. Olympia can be a model for smart growth, a city that embraces its inclusive and creative side, while creating opportunities for businesses and other organizations to thrive. In doing so, we must create an environment where people of all walks of life feel welcome in Downtown Olympia.

Sincerely,

Jeremy Williamson

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## PBIA Advisory Board

### Discussion of Potentially Moving PBIA Meeting Day

**Agenda Date:** 7/12/2018  
**Agenda Item Number:** 6.F  
**File Number:** 18-0654

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

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**Title**

Discussion of Potentially Moving PBIA Meeting Day

**Report**

**Issue:**

Whether to change the PBIA meeting day from the 2<sup>nd</sup> Thursday to the 2<sup>nd</sup> Wednesday beginning in October.

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, Community Planning & Development, 360.570.5847, [abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us) <<mailto:abuckler@ci.olympia.wa.us>>

**Presenter(s):**

Chair Danielle Ruse  
Amy Buckler

**Background and Analysis:**

PBIA Chair Danielle Ruse was accepted into the Evergreen Master of Public Administration program, which starts in October. Unfortunately, her class meets on Thursday evenings so there is a conflict with PBIA meetings.

Chair Ruse broached the subject with the boardmembers at last month's meeting and they seem amenable to changing the meeting night to the 2nd Wednesday of each month beginning in October.

At the time of this staff report, staff was in progress of gathering feedback from the Chair of General Government, PBIA Council Liaison and City Communications department as to whether there would be any conflicts with moving the date.

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

N/A

**Options:**

- 1) Change the PBIA meeting day from the 2<sup>nd</sup> Thursday to the 2<sup>nd</sup> Wednesday of the month beginning in October.

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

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2) Maintain the 2<sup>nd</sup> Thursday of the month as the PBIA meeting date

3) Hold off on making a decision until further information is received from the City Council

**Financial Impact:**

N/A

**Attachments:**

None



## PBIA Advisory Board

### Round Table Discussion: 2019 Budget Ideas

**Agenda Date:** 7/12/2018  
**Agenda Item Number:** 8.A  
**File Number:** 18-0653

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

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**Title**

Round Table Discussion: 2019 Budget Ideas

**Report**

**Issue:**

Board discussion of downtown issues

**Staff Contact:**

Amy Buckler, Downtown Programs Manager, Community Planning and Development, 360.570.5847

**Presenter(s):**

N/A

**Background and Analysis:**

Tonight's Roundtable will be devoted to a discussion of ideas for use of the 2019 budget.

Discussion about downtown issues and what we are hearing from ratepayers; leading to identification of:

- Quarterly short survey questions
- Issues that might be addressed by existing programs
- Key messages to be reported to City Council
- Advice to staff about key messages to convey to downtown businesses
- Ideas for potential future PBIA budget items

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

Discussion is to identify neighborhood issues

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

N/A



## Upcoming PBIA Meetings

*Subject to Change*

### July 12 (Full Board)

- Sea Level Rise Plan Update (Andy Haub)
- Briefing on Parking Strategy (Max DeJarnatt, Parking Program Analyst)
- Briefing on Emergency Housing Ordinance (Amy Buckler)
- Proposal on Welcoming New Residents (Oral report, Danielle Ruse)
- Vote to Fill Vacancies
- Vote on proposal to change meeting day to 2<sup>nd</sup> Wed starting in October
- Roundtable: 2019 budget – brainstorm ideas/priorities

### June or July – TBD Special Meeting

- Joint PBIA/ODA meeting on marketing strategy

### August 9 (Full Board)

- Tentative: Briefing on homelessness actions (Colin DeForrest)
- Ambassadors and Economic Development Update
- Tentative: Briefing on employee parking education
- Tentative: Discussion on bylaws & ordinance: scoping potential changes (1<sup>st</sup> discussion) (Amy Buckler)
- Discussion of annual meeting
- 2019 Budget: Strategic Planning Session, identify proposals

### August 22 – General Government

## To Be Scheduled in 2018

- ~~2018 event sponsorships~~
- ~~Discussion of welcome wagon (for businesses)~~
- ~~Business resources~~
- Discussion of welcome packets (for new residents)
- Discuss Public Art Investment (Banners)
- Parking Strategy outreach
- Review Bylaws
- Review ordinance
- Twinklefest/Holiday lighting
- Annual member meeting
- 2019 Budget recommendation
- Briefing on homelessness actions (Colin DeForrest)
- ~~Cruise Ships Update (Mike Reid) –provided via email~~
- Regular roundtable session at each PBIA meeting, leading to:
  - Reflection on what you are hearing from businesses
  - Identification of important issues to convey to Council
  - Identification of PBIA efforts important to communicate to the public
  - Development of quarterly survey questions
- Regular updates from Ambassadors/ODA/OPD/ED
- Marketing Partnership Staff:
  - Involvement in marketing plan development
  - Quarterly reports from ODA
    - Joint meeting w/ ODA
- Informational Briefings (see list, next page)

**September 13 (Full Board)**

- Briefing on downtown streets projects (Sophie Stimson)
- Tentative: Oral report on Crosswalks (Randy Wesselman)
- Update on Banners (Mark Rentfrow)
- Discussion about Twinklefest & holiday lighting (Mark Rentfrow)
- 2019 Budget: Strategic Planning Session, flesh out proposals

**October 11 (Full Board)**

- 2019 Budget – final recommendation or flesh out proposals (if needed)

**November 8 (Full Board)**

- 2019 Budget: Final recommendation (if needed)

**November 28 – General Government**

**December 13 (Full Board)**

**Informational Briefings:**

- ~~Regional business support services (Michael Cade)~~
- Mud Bay (Marissa Wolf)
- ~~DTS Progress Report, incl. private investments~~
- ~~Sanitation Master Plan~~
- ~~Action Plan, including indicators~~
- Street dependency/homelessness
- Visitor Convention Bureau (may be part of ODA marketing planning?)
- Parking Strategy: Include data re: Ebb and flow of parking meters
- Sea Level Rise
- Wayfinding Plan
- Crosswalks 101
- PBI assessments
- Arts, Culture & Heritage Plan

**Parking Lot**

**(Not on the work plan, but brought up)**

- Replacing broken windows