



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, May 6, 2019

6:30 PM

Room 207

1. CALL TO ORDER

Estimated time for items 1 through 5: 20 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [19-0424](#) Approval of April 15, 2019 Planning Commission Meeting Minutes

Attachments: [Draft April 15, 2019 Meeting 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. STAFF ANNOUNCEMENTS

This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.

6. BUSINESS ITEMS

Estimated time: 90 minutes

- 6.A** [19-0417](#) Approval of a Comprehensive Plan Amendment to modify Policy PN 8.1 regarding the City's greenhouse gas emissions reduction goal - Public Hearing

Attachments: [Application Packet](#)
[Resolution M-1976](#)
[Public Comment](#)
[Response to Public Comment](#)
[Review Criteria](#)
[TRPC Climate Webpage](#)

Estimated time: 45 minutes

- 6.B** [19-0418](#) Approval of text amendments to multiple chapters in Title 18, Unified Development Code, of the Olympia Municipal Code - Public Hearing

Attachments: [Applications](#)
[Proposed Amendments](#)

Estimated time: 45 minutes

7. REPORTS

From Staff, Officers, and Commissioners, and regarding relevant topics.

8. OTHER TOPICS

9. ADJOURNMENT

Approximately 8:30 p.m.

Upcoming Meetings

Next regular Commission meeting is May 20, 2019. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.

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

Planning Commission

Approval of April 15, 2019 Planning Commission Meeting Minutes

Agenda Date: 5/6/2019
Agenda Item Number: 3.A
File Number: 19-0424

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

Title

Approval of April 15, 2019 Planning Commission Meeting Minutes



Meeting Minutes - Draft

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, April 15, 2019
6:30 PM
Room 207

1. CALL TO ORDER

Chair Richmond called the meeting to order at 6:32 p.m.

1.A ROLL CALL

Present: 7 - Chair Carole Richmond, Vice Chair Kento Azegami, Commissioner Tammy Adams, Commissioner Travis Burns, Commissioner Rad Cunningham, Commissioner Candi Millar and Commissioner Aaron Sauerhoff

Excused: 1 - Commissioner Paula Ehlers

Absent: 1 - Commissioner Joel Baxter

1.B OTHERS PRESENT

City of Olympia Community Planning and Development staff:

Senior Planner Stacey Ray
Home Fund Manager Cary Retlin

City of Olympia Public Works staff:

Water Resources Director Eric Christensen

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [19-0365](#) Approval of April 1, 2019, Olympia Planning Commission Meeting Minutes

The April 1, 2019 Planning Commission minutes were approved.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Ms. Ray made announcements.

6. BUSINESS ITEMS

6.A [19-0356](#) Update on the Olympia Sea Level Rise Response Plan (March 2019)

Mr. Christensen shared a power point presentation on the sea level rise response plan.

The information was provided.

6.B [19-0357](#) Briefing on Affordable Housing Tools

Mr. Retlin shared a power point presentation on affordable housing tools.

The discussion was discussed and closed.

7. REPORTS

Commissioners reported on outside meetings attended.

8. OTHER TOPICS

Chair Richmond reminded the Commissioners of Olympia Design Month.

9. ADJOURNMENT

The meeting adjourned at 8:32 p.m.

Upcoming Meetings

The next meeting is May 6, 2019.



Planning Commission

Approval of a Comprehensive Plan Amendment to modify Policy PN 8.1 regarding the City's greenhouse gas emissions reduction goal - Public Hearing

Agenda Date: 5/6/2019
Agenda Item Number: 6.A
File Number: 19-0417

Type: public hearing **Version:** 1 **Status:** In Committee

Title

Approval of a Comprehensive Plan Amendment to modify Policy PN 8.1 regarding the City's greenhouse gas emissions reduction goal - Public Hearing

Recommended Action

Move to approve a Comprehensive Plan Amendment to modify the text of policy PN8.1 related to reducing greenhouse gas emissions.

Report

Issue:

Whether to approve a Comprehensive Plan Amendment to modify the text of policy PN8.1 related to reducing greenhouse gas emissions.

Staff Contact:

Susan Clark, Senior Planner, Public Works Water Resources, 360.753.8321
Joyce Phillips, Senior Planner, Community Planning and Development, 360-570.3722

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

The City of Olympia adopted a greenhouse gas (GHG) emission reduction goal in its 2014 Comprehensive Plan. The City's goal was developed to reflect the GHG emission reduction goal of the *Sustainable Thurston* plan, which was approved in late 2013. Both goals were reflective of the North America 2050 coalition and the State of Washington emission reduction provisions adopted in state law (70.235.020 RCW). Other jurisdictions in Thurston County adopted similar but different goals.

Sustainable Thurston recommended that a Climate Action Plan be developed. In 2018 the City entered into an Interlocal Agreement with the Thurston Regional Planning Council (TRPC), Thurston County, and the Cities of Lacey and Tumwater to develop a regional climate mitigation plan. Phase 1

of the project included a review of each participating jurisdiction's varying climate policies and emission targets. As a result, a recommendation to adopt a common region-wide emissions reduction target, using 2015 as the base year instead of 1990, was made.

The change in base year was proposed because inventories developed after 1990 provide a more accurate accounting of emissions. Essentially, there is better data for the 2015 base year than what exists for 1990. As a result of changing the base year, the overall percentage of reduction proposed by the end year of 2050 has been increased (from 80% to 85%). The effect of increasing the percentage based on the change in base year used is that the amount of reduced emissions is essentially the same outcome.

Having a shared base year and shared GHG emissions reduction goal will allow the partnering jurisdictions to work more fully in cooperation as we move, as a region, toward this goal.

At the end of the Phase 1 work, each of the jurisdictions agreed to the shared GHG emissions reduction goal. On October 16, 2018, the Olympia City Council passed Resolution M-1976 (attachment 2), adopting the common targets to reduce community-wide GHG emissions and committing to continuing the work to develop the regional climate mitigation plan. Phase 2 of the regional mitigation planning process, which is the development of the Thurston Regional Climate Mitigation Plan, began in January of 2019.

The application materials (attachment 1) include a "bill format" proposal of the changes to Policy PN8.1 of the Natural Environment Chapter of the Comprehensive Plan.

Neighborhood/Community Interests (if known):

The City of Olympia has a diverse population, with many who care deeply about climate change and other environmental issues. The City of Olympia has a longer history than most jurisdictions when it comes to addressing issues like environmental protection, sustainability, climate change, and sea level rise. More opportunity for public involvement and participation will occur as the climate mitigation plan is developed. In regard to the proposal to amend the policy text in the Comprehensive Plan, only one public comment has been received (attachment 3).

Options:

1. Recommend City Council adopt the proposed Comprehensive Plan Amendment, as proposed.
2. Recommend City Council adopt the proposed Comprehensive Plan Amendment, as modified by the Planning Commission.
3. Recommend City Council deny the proposed Comprehensive Plan Amendment.

Financial Impact:

None - Annual processing of any city-proposed annual comprehensive plan amendments is included in the base budget.

Attachments:

Application Packet
Resolution M-1976
Public Comment
Response to Public Comment

Review Criteria
TRPC Climate Webpage



Final Comprehensive Plan Amendment

OFFICIAL USE ONLY

Case #: _____ Master File #: _____ Date: _____

Received By: _____ Related Cases: _____ Project Planner: _____

Please print or type and FILL OUT COMPLETELY (Electronic Submittal Required)

(Attach separate sheets if necessary)

In order to submit a Final Comprehensive Plan Amendment application, the preliminary Comprehensive Plan Amendment application must have been approved by the City Council through the screening process and advanced to the final docket for detailed review and further consideration.

Applications shall be submitted in person at City Hall or submitted via the City's online permit portal. Application fees are due at the time of application.

Project Name: Climate Mitigation Plan

Project Address: N/A

Project Description: Incorporation of revised emission reduction goals and revised baseline into the City of Olympia Comprehensive Plan by revising Comprehensive Plan policy PN8.1 to read as follows: "Participate with local and state partners in the development of a regional climate action plan aimed at reducing greenhouse gases by 45 percent below 2015 levels by 2030 and by 85 percent below 2015 levels by 2050."

The City of Olympia is participating in a regional climate mitigation plan with the City of Lacey, the City of Tumwater, Thurston County and the Thurston Regional Planning Council to reduce greenhouse gas emissions. As part of the effort, all participating jurisdictions agreed to adopt common greenhouse gas emission reduction targets and a common baseline. Adopting common emission reduction targets puts all participating jurisdictions on the same reduction path. Establishing 2015 as the baseline provides better data from which to manage emissions. The Olympia City Council approved Resolution No. M-1976 on October 16, 2018 approving the regional community-wide greenhouse reduction targets.

Size of Project Site: N/A

Assessor's Parcel Number(s): N/A

NAME OF APPLICANT: City Of Olympia, C/O Susan Clark, Public Works, Water Resources

Mailing Address: P.O. Box 1967, Olympia WA 98507-1967

Area Code and Phone #: 360.753.8321

E-mail Address: sclark@ci.olympia.wa.us

NAME OF OWNER(S): Same as above

Mailing Address: _____

Area Code and Phone #: _____

Email Address: _____

NAME OF AUTHORIZED REPRESENTATIVE (if different from above) _____

Mailing Address: _____

Area Code and Phone #: _____

E-mail Address: _____

PROPERTY INFORMATION

Full Legal Description(s): Does not apply

Existing Comprehensive Plan Designation: Does not apply

Proposed Comprehensive Plan Designation: Does not apply

Existing Zoning: Does not apply

Proposed Zoning: Does not apply

Shoreline Designation (if applicable): Does not apply

Special areas on or near site (show areas on site plan): Does not apply

- | | |
|--|---|
| <input type="checkbox"/> None | |
| <input type="checkbox"/> Creek or Stream (name): _____ | |
| <input type="checkbox"/> Lake or Pond (name): _____ | |
| <input type="checkbox"/> Swamp/Bog/Wetland | <input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine |
| <input type="checkbox"/> Scenic Vistas | <input type="checkbox"/> Historic Site or Structure |
| <input type="checkbox"/> Flood Hazard Area | |

Water Supply (name of utility, if applicable):

Existing: _____

Proposed: _____

Sewage Disposal (name of utility, if applicable):

Existing: _____

Proposed: _____

Access (name of street):

Existing: _____

Proposed: _____

SECTION 2: Fill out this section if the proposal includes a Rezone or Text Amendment to the Olympia Municipal Code

☐ **Rezone**

☒ **Text Amendment**

Current land use zone: N/A

Proposed zone: N/A

Answer the following questions (attach separate sheet):

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?
- B. How would the proposed change in zoning maintain the public health, safety and welfare?
- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?
- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?
- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

A Rezone Or Code Text Amendment Application shall include:

1. Specific text amendments proposed in "bill-format." (See example.)
4. A statement justifying or explaining reasons for the amendment or rezone.
5. Reproducible maps (8½" x 17" or 11" x 17") to include a vicinity map with highlighted area to be rezoned and any nearby city limits, and a map showing physical features of the site such as lakes, ravines, streams, flood plains, railroad lines, public roads, and commercial agriculture lands.
6. A site plan of any associated project.
7. A site sketch 8½" x 11" or 11" x 17" (reproducible).
8. A typed and certified list, prepared by title company, of all property owners of record within 300 feet of the proposed rezone. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained. Submit the list on a flash drive or memory stick in Excel worksheet format. The list shall include the following for each property: 1) Property owner's complete mailing address; 2) Property complete mailing address (Situs Address); 3) Tax parcel number(s) for each property. The cover sheet and list shall be submitted to the city in electronic format and hard copy.
9. A copy of the Assessor's Map showing specific parcels proposed for rezone and the immediate vicinity.

SECTION 3: ADDITIONAL INFORMATION TO BE SUBMITTED - REQUIRED

- ☐ Maps showing the site and surrounding area
- ☐ Environmental Checklist, including Section D, Supplemental Sheet for Non-Project Actions. The checklist must be signed and dated in Section C.
- ☐ If the proposal includes a Rezone or Text Amendment to the Olympia Municipal Code, Section 2 of this application must be completed.
- ☐ Proposed text amendments, either for the Comprehensive Plan or Municipal Code, must be included in "bill format" with proposed additions shown in underlined text and proposed deletions shown in strikethrough text. Example: Proposed new text. ~~Proposed deleted text.~~
- ☐ Application Fees are due at the time of submittal.

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm ☒ /do not affirm ☐ that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application (in the case of a rezone application). Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application.

Print Name <u>SUSAN CLARK</u>	Signature(s) <u>[Signature]</u>	Date <u>02/13/2019</u>
_____	_____	_____
_____	_____	_____

Sample of Bill Formatting

1. Fence height is measured to the top of the fence, excluding posts. Point of ground measurement shall be the high point of the adjacent final grade. ~~the average grade five (5) feet on either side of the fence.~~
2. Fences, walls, and hedges are permitted within all yard areas provided that regardless of yard requirements, no closed gate, garage door, bollard or other feature shall obstruct a driveway or other motor vehicle private ingress within twenty (2) feet of a street right-of-way nor they do not obstruct automobile views exiting driveways and alleys (see clear vision triangle). This 20-foot requirement is not applicable within the downtown exempt parking area as illustrated at Figure 38-2. Additional exceptions may be granted in accordance with OMC 18.38.220(A)(2).
3. ~~Solid fences or walls higher than two (2) feet within the front yard area are prohibited; this does not include hedges.~~ Front yard fences, of common areas, such as tree, open space, park, and stormwater tracts, must be a minimum of ~~fifty (50)~~ twenty-five (25) percent unobstructed, i.e., must provide for visibility through the fence. ~~See Figure 40-2.~~

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

9/28/2017

Date

Community Planning & Development | 601 4th Ave E, 2nd Floor, Olympia, WA 98501 | Ph 360-753-8314 | Fax 360-753-8087 | olympiawa.gov

Y:\FORMS\2017 LID Changes and Misc 2017 Form Chgs\Final CPA Application 09282017.docx

Final Comprehensive Plan Amendment Application – Climate Mitigation Plan

Attachment – Section 2

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?

Response: Not applicable, no zoning changes are proposed.

- B. How would the proposed change in zoning maintain the public health, safety and welfare?

Response: While a zoning change is not proposed, the proposed amendment to the current Comprehensive Plan greenhouse gas emissions goal is intended to maintain, or improve, the public health, safety and welfare through collaboration to reduce greenhouse gas emissions within the city and the greater Thurston County region.

- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?

Response: While a zoning change is not proposed, the proposed amendment to the current Comprehensive Plan greenhouse gas emissions goal is consistent with other Comprehensive Plan policies and development regulations associated with reducing development's impact on the natural environment including preserving tree canopy, increasing transit use, minimizing parking, and constructing mixed use development to allow people to live close to employment opportunities.

- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?

Response: Not applicable, no zoning changes are proposed.

- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

Response: While a zoning change is not proposed, the actions recommended as necessary to meet the proposed new greenhouse gas emissions goals may result in the identification of new public facilities and infrastructure, such as electric vehicle charging stations and solar panel installations, which will be required throughout the region to reduce emissions.

City of Olympia
2019 Comprehensive Plan Amendment

The proposed text amendment is as follows:

Goal 8 of the Natural Environment Chapter

GN8

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

Policies for Goal 8 of the Natural Environment Chapter

PN8.1

Participate with local and state partners in the development of a regional climate action plan aimed at reducing greenhouse gases by ~~25 percent of 1990 levels by 2020~~, 45 percent below 2015 of 1990 levels by ~~2030~~2035 and ~~80 by 85~~ percent below 2015 of 1990 levels by 2050.

PN8.2

Monitor the greenhouse gas emissions from City operations, and implement new conservation measures, technologies and alternative energy sources to reach established reduction goals.

PN8.3

Reduce the use of fossil fuels and creation of greenhouse gases through planning, education, conservation, and development and implementation of renewable sources of energy (see also GL2).

PN8.4

Encourage the conservation and reuse of existing natural resources and building materials.

PN8.5

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

PN8.6

Plan to adapt, mitigate, and maintain resiliency for changing environmental conditions due to climate change, such as longer periods of drought and increased flooding related to changing weather patterns and sea level rise (see also GU11).

PN8.7

Reduce energy use and the environmental impact of our food system by encouraging local food production (see also GL25).

For sea level rise, see the [Utilities](#) chapter GU11.

RESOLUTION NO. M-1976

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING COMMON TARGETS TO REDUCE COMMUNITY-WIDE GREENHOUSE GAS EMISSIONS THAT CONTRIBUTE TO GLOBAL CLIMATE CHANGE AND APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA, CITY OF LACEY, CITY OF TUMWATER, THURSTON REGIONAL PLANNING COUNCIL AND THURSTON COUNTY FOR DEVELOPMENT OF A REGIONAL CLIMATE MITIGATION PLAN

WHEREAS, the cities of Olympia, Lacey, and Tumwater, Thurston County and the Thurston Regional Planning Council (the Parties) believe that greenhouse gas emissions accelerate climate change and result in such impacts as reduced snowpack, ocean acidification, sea level rise, increased flooding, summer droughts, loss of habitat, and increased forest fires; and

WHEREAS, the Parties are greatly concerned over these economic, public health, and environmental impacts of climate change on the Thurston County region and their respective communities and jurisdictions; and

WHEREAS, the Parties have been taking action over many years to reduce their municipal greenhouse gas emissions and believe further action is needed to reduce their community-wide emissions; and

WHEREAS, the City of Olympia has adopted into its Comprehensive Plan goal GN8: Community sources of emissions of carbon dioxide and other climate-changing greenhouse gases are identified, monitored and reduced; and

WHEREAS, the *Sustainable Thurston Plan*, adopted by the Thurston Regional Planning Council (TRPC) in 2013 and subsequently accepted by the Parties, sets a goal for the Thurston County region to move toward carbon-neutrality and recommends supporting emissions reduction targets through 2050, and identifies the creation of a regional climate action plan as a first action step; and

WHEREAS, a regional climate action plan consists of two parts: (1) the emissions reducing mitigation plan referenced in the proposed Interlocal Agreement for Regional Climate Mitigation Planning; and (2) the *Thurston Climate Adaption Plan* adopted by TRPC in January 2018. The latter document includes ninety-one (91) adaptation actions to help the region prepare for and adjust to climate impacts; and

WHEREAS, the Parties believe a regional climate mitigation plan would be more efficient and effective than individual climate mitigation plans; and

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

WHEREAS, in the spring of 2018, the Parties executed Phase 1 of a Regional Mitigation Plan that assessed their greenhouse gas emissions and efforts to reduce them, as well as recommended that each jurisdiction adopt a resolution with a common emissions baseline and science-based targets to guide the Plan's Phase 2 by reducing community-wide emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050; and

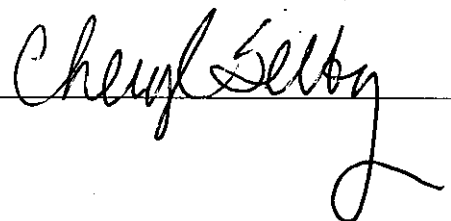
WHEREAS, the Parties wish to execute Phase 2 of the two-phased planning process to create the *Regional Climate Mitigation Plan* and develop implementation strategies to be administered by each party;

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

1. In consideration of the information contained herein, the City of Olympia will pursue the recommended targets to reduce community-wide greenhouse gas emissions 45 percent below 2015 levels by 2030, and 85 percent below 2015 levels by 2050.
2. The Olympia City Council hereby approves the form of Interlocal Agreement between the City of Olympia, City of Lacey, City of Tumwater, Thurston Regional Planning Council, and Thurston County, and the terms and conditions contained therein.
3. The City Manager is directed and authorized to execute on behalf of the City of Olympia the Interlocal Agreement for a *Regional Climate Mitigation Plan* and to make any minor modifications as may be required and are consistent with the intent of the attached Interlocal Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this 16th day of October 2018.

MAYOR



ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

From: [Bingaman, Mark C Mr CTR USA USASOC-SOAR](#)
To: [Susan Clark](#); [Joyce Phillips](#)
Subject: Greenhouse Gas Emission Reduction Policy Language
Date: Tuesday, March 05, 2019 11:30:55 AM
Attachments: [19-0712 Application Packet.pdf](#)
[CPA Notice of Application Form.pdf](#)

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

So this proposal is to " Amend the City's Greenhouse Gas Emission Reduction Policy Language in PN8.1 (policy 8.1 of the Natural Environment Chapter of the Comprehensive Plan) to align with the regional greenhouse gas emission goal.". I'm sorry but you aren't doing anything. It looks like the regional goal either was not aligned with the City or the other way. Either case you aren't going to meet the 2020 goal of 25% less than 1990 levels and your pushing an unrealistic goal of 85% below 2015 by 2050. How far off are we from the original objective. What actions were in place to meet that objective, which action failed? Something was planned 29 years ago, I know of nothing that has been done for 29 years, almost 1 1/3 careers, that's a lot of time at the water cooler.

I think you are using resources that are not aligned with obtaining the stated objective. With this process of aligning goals nothing gets accomplished. Stick with the original goal, check progress towards that goal, make adjustments to processes of reducing greenhouse gas. If that were done you would exceed the regional goal - set the pace.

I would like to know what you have done and how well it worked. Are we looking at: requiring emission checks on vehicles, increasing bus service, trollies downtown, bicycle taxis downtown, increased green space, reducing tree removal, limiting paper use in Government.

I'm also not sure where City Of Olympia, Public Works, Water Resources fits into this, I don't link water works with greenhouse emissions.

29 years and now we are aligning with regional goal - sure why not, nothing else to do anyway.

Stacey Ray

From: Susan Clark
Sent: Friday, April 26, 2019 8:18 AM
To: Bingaman, Mark C Mr CTR USA USASOC-SOAR; Joyce Phillips
Subject: RE: Greenhouse Gas Emission Reduction Policy Language

Mr. Bingaman:

Thank you for your comment regarding the City's proposal to update its Comprehensive Plan greenhouse gas emission reduction policy. Your comment, along with the below response, will be included in the material that will be provided to the Planning Commission for the Commission's May 6 meeting at which the proposal will be reviewed.

Sincerely, Susan Clark

Susan Clark, Senior Planner
 City of Olympia | Public Works Water Resources
 601 4th Ave East | PO Box 1967 | Olympia WA 98507-1967
 360.753.8321

STAFF RESPONSE

The City's original policy PN8.1 (achieve a 25 percent reduction of 1990 levels by 2020...) was incorporated into the City's Comprehensive Plan in March 2014. In other words, despite the use of the year 1990 as the base-year, the goal was not adopted by the City until 2014.

The source of the City's original policy language is a regional planning process termed "Sustainable Thurston". The Sustainable Thurston project began in early 2011 under the leadership of the Thurston Regional Planning Council and resulted in the document Creating Places – Preserving Spaces: A Sustainable Development Plan for the Thurston Region, which was approved in late 2013.

At the time the Sustainable Thurston project was occurring, 1990 was chosen as the base-year for the emissions reduction goal in order to be consistent with Washington State's involvement in the North America 2050 coalition which used 1990 as its base-year emission target. The Sustainable Thurston project also recommended the development of a climate action plan. (Note: While the City chose to adopt the Sustainable Thurston emission reductions goals, Thurston County and the cities of Lacey and Tumwater chose to adopt different emission goals.)

Information regarding the Sustainable Thurston project can be found here: <https://www.trpc.org/260/Sustainable-Thurston-Plan>

In 2018, the City entered into an Interlocal Agreement with the Thurston Regional Planning Council, Thurston County and the cities of Lacey and Tumwater to develop a regional climate mitigation plan. Phase I of the project included a review of the participating jurisdictions' varying climate policies and emission targets and a recommendation to adopt a common region wide emissions target using 2015 as the base-year. The City's current policy change proposal is to incorporate the recommended common region wide emissions target into the City's Comprehensive Plan. (The other participating jurisdictions have also adopted the recommended common region wide emissions target.)

Key to the recommendation to use 2015 as the revised base-year, rather than 1990, is that inventories of greenhouse gas emissions developed after 1990 provide a more accurate accounting of emissions than the original 1990 estimate.

(Note: A 2007 statewide average per person emission rate factor was multiplied by regional population projections to calculate the 1990 greenhouse emissions estimates included in the Sustainable Thurston planning process. Later greenhouse gas emissions inventories better account for region specific emissions.) While the base-year was recommended for revision in the Phase I regional climate mitigation work, the recommended region wide emissions goal – the City’s current policy change proposal – still aims to achieve the emissions level associated with the Sustainable Thurston’s 2050 target – the City’s original PN8.1. In other words, the end goal – the 2050 target - remains consistent. See TRPC Memorandum: Thurston Climate Mitigation Plan Policy Benchmarks Recommendation for additional information: <https://www.trpc.org/910/Project-Documents>

The City of Olympia has taken measures to reduce its municipal greenhouse gas emissions. For example, actions taken in recent years include:

- Converting all streetlights and traffic signals to LED
- Energy and water conservation retrofits in City Buildings
- Solar panels have been placed on City Hall, Farmer’s Market and the Library
- Electric vehicles have been added to the City fleet
- The City purchases Green Power from Puget Sound Energy for all of its electricity use
- Use of biodiesel in City trucks

The Thurston Climate Action Team (TCAT) has developed estimates of greenhouse gas emissions for the cities of Olympia, Lacey and Tumwater and unincorporated areas of Thurston County for the 2010-2016 time period. According to this work, Olympia’s per capita emissions have declined by 8 percent between 2010 - 2016. See Attachment 2: Emissions Inventory and Analysis for additional information: <https://www.trpc.org/910/Project-Documents>

The City has also developed estimates of greenhouse gas emissions, using a different methodology than TCAT. City information can be found here: <http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan/community-indicators.aspx#environment>

Phase II of the regional mitigation planning process – development of the Thurston Regional Climate Mitigation Plan – began in January 2019. Phase II will focus on developing and analyzing the strategies necessary to ensure that each partner jurisdiction hits the shared emission targets. An analysis of the TCAT emission inventory referenced above, recommendations for improvement and a recommended standardized methodology, are additional project deliverables. Information on the regional mitigation planning process, including how you can get involved, can be found here: <https://www.trpc.org/909/Thurston-Climate-Mitigation-Plan>

Staff from the City’s Public Works Department is serving in the lead role for the City’s participation in the regional mitigation planning process. However, the City recognizes that in order to be successful, representation from all areas of the City will be required. Therefore, an internal “Climate Action” work group has recently been developed to assist Public Works staff.

-----Original Message-----

From: Bingaman, Mark C Mr CTR USA USASOC-SOAR <mark.bingaman.ctr@socom.mil>
 Sent: Tuesday, March 05, 2019 11:30 AM
 To: Susan Clark <sclark@ci.olympia.wa.us>; Joyce Phillips <jphillip@ci.olympia.wa.us>
 Subject: Greenhouse Gas Emission Reduction Policy Language

External Email Alert!

This email originated from a source outside of the City's network. Use caution before clicking on links or opening attachments.

So this proposal is to " Amend the City's Greenhouse Gas Emission Reduction Policy Language in PN8.1 (policy 8.1 of the Natural Environment Chapter of the Comprehensive Plan) to align with the regional greenhouse gas emission goal.". I'm sorry but you aren't doing anything. It looks like the regional goal either was not aligned with the City or the other way. Either case you aren't going to meet the 2020 goal of 25% less than 1990 levels and your pushing an unrealistic goal of 85% below 2015 by 2050. How far off are we from the original objective. What actions were in place to meet that objective, which action failed? Something was planned 29 years ago, I know of nothing that has been done for 29 years, almost 1 1/3 careers, that's a lot of time at the water cooler.

I think you are using resources that are not aligned with obtaining the stated objective. With this process of aligning goals nothing gets accomplished. Stick with the original goal, check progress towards that goal, make adjustments to processes of reducing greenhouse gas. If that were done you would exceed the regional goal - set the pace.

I would like to know what you have done and how well it worked. Are we looking at: requiring emission checks on vehicles, increasing bus service, trollies downtown, bicycle taxis downtown, increased green space, reducing tree removal, limiting paper use in Government.

I'm also not sure where City Of Olympia, Public Works, Water Resources fits into this, I don't link water works with greenhouse emissions.

29 years and now we are aligning with regional goal - sure why not, nothing else to do anyway.

**Final Review and Evaluation Criteria
Comprehensive Plan Amendment Process
Olympia Municipal Code - Section 18.59.040**

Proposal: Amend Policy PN8.1 in the Natural Environment Chapter
Project #: 19-0712

Chapter 18.59 of the Olympia Municipal Code addresses the Comprehensive Plan Amendment process. Sections 18.59.040 and 18.59.050 identify the final review and evaluation criteria to be used during the review and decision-making process for such applications, including when a concurrent rezone is requested. Section 18.59.050 applies when a concurrent rezone request is included.

18.59.040 Final review and evaluation

A. The Department shall distribute the final docket of proposed amendments, including rezones, to any state or local agency which is required by law to receive notice of proposed amendments and revisions to the Comprehensive Plan and implementing development regulations within the time required. In addition, the Department shall distribute the final docket of proposed amendments to recognized neighborhood associations and other affected interests identified by the City Council. The Department shall include issues identified in amendment proposal analyses and conduct any review required by SEPA of the proposed amendments, including rezones, listed on the final docket.

Routed to State Agencies: February 22, 2019

60 Day Notice of Intent to Adopt Comment Period Ends: April 23, 2019

Routed to Recognized Neighborhood Associations: March 4, 2019

Planning Commission Briefing: Scheduled for May 6, 2019

SEPA Determination Issued: Exempt

SEPA Determination Notice Published, Mailed, and Posted: N/A

SEPA Comment Period Ends: N/A

SEPA Appeal Period Ends: N/A

B. The Department shall prepare a report including any recommendations on each proposed amendment, including rezones, on the final docket and forward the report to the Planning Commission. At a minimum the Planning Commission recommendation and the Council decision should address the following:

1. **Does the proposed amendment or revision maintain consistency with other plan elements or development regulations? If not, are amendments or revisions to other plan elements or regulations necessary to maintain consistency with the current final docket that will be considered by the Planning Commission and the City Council?**

Staff Comment: The proposed amendment maintains consistency with other plan elements and current development regulations primarily because the proposed amendment, while it changes the base year and percentages for reductions, is designed to have an equivalent result. The reason for the proposed change is to ensure all jurisdictions working on the Regional Climate Mitigation Plan (Thurston County, Thurston Regional Planning Council, and the Cities of Olympia, Lacey, and Tumwater) are using a common, regionally agreed upon, goal.

2. Is the proposed amendment or rezone consistent with the goals of the Comprehensive Plan?

Staff Opinion: Staff believes the proposed amendment is consistent with the adopted Community Values and Vision of the comprehensive plan and the goals and policies within it. It is likely the goal will actually be strengthened because a regional effort should provide in similar actions and results across a larger geographic area.

3. Is the proposed amendment or revision consistent with the county-wide planning policies?

Staff Opinion: The proposed amendment is consistent with the county-wide planning policies, as amended in 2015. The CWPPs address General Planning Policies; Urban Growth Areas; Promotion of Contiguous and Orderly Development, Provision of Urban Services, and Protection of Rural Areas; Joint County and City Planning within Urban Growth Areas; Siting County-Wide and State-Wide Public Capital Facilities; Analysis of Fiscal Impact; Economic Development and Employment; Affordable Housing; Transportation; Environmental Quality; and County-Wide Policies which Establish a Process to Develop Future Policies.

4. Does the proposed amendment or rezone comply with the requirements of the GMA?

Staff Opinion: The proposed amendment is compliant with the requirements of the Growth Management Act (RCW 36.70A). Consistent with the Act, the proposal was routed to the Washington State Department of Commerce and other state agencies for the opportunity to review and comment on the proposal. No comments were received from state agencies during the sixty day comment period.



Planning Commission

Approval of text amendments to multiple chapters in Title 18, Unified Development Code, of the Olympia Municipal Code - Public Hearing

Agenda Date: 5/6/2019
Agenda Item Number: 6.B
File Number: 19-0418

Type: public hearing **Version:** 1 **Status:** In Committee

Title

Approval of text amendments to multiple chapters in Title 18, Unified Development Code, of the Olympia Municipal Code - Public Hearing

Recommended Action

Move to approve of text amendments to multiple chapters in Title 18, Unified Development Code, of the Olympia Municipal Code.

Report

Issue:

Whether to approve of text amendments to multiple chapters in Title 18, Unified Development Code, of the Olympia Municipal Code.

Staff Contact:

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

Presenter(s):

Joyce Phillips, Senior Planner, Community Planning and Development

Background and Analysis:

Over time, desired changes to the code are noted. These may be to correct typographical errors or references to other code sections, places where someone in the public or staff have asked for more clarification about how a word or sentence is meant to apply, or sections or chapters that should be updated for a wide variety of potential reasons. The amendments proposed in this proposal are meant to address the more minor in nature requests to update the code.

Other amendments that were proposed, if they were not deemed to be minor or of a “housekeeping” nature are not included in this proposal and will be dealt with at a later date, in a more robust review and amendment process.

In the past, such changes may occur when and if a particular chapter was being amended as part of an application under consideration or as changes were proposed for different reasons. Ideally, this type of minor or housekeeping amendments would occur more frequently, perhaps even annually.

Neighborhood/Community Interests (if known):

Proposed amendments were routed to Recognized Neighborhood Associations, other city departments, adjacent jurisdictions, and state agencies. At the date of writing this staff report, no written comments have been received. While written comments or public testimony may be provided at the public hearing, staff is not aware of any concerns regarding these proposed amendments.

Options:

1. Recommend Council approve the amendments, as proposed.
2. Recommend Council approve the amendments, with modifications proposed by the Planning Commission.
3. Recommend the Council deny the amendments, as proposed.

Financial Impact:

None. These proposed amendments were processed under the Department's base annual budget.

Attachments:

Application
Proposed Amendments

**OFFICIAL USE ONLY**

Case #: 19-0112 Master File #: _____ Date: 01/09/2019
Received By: _____ Related Cases: _____ Project Planner: Joyce

One or more of the following **Supplements** must be attached to this **General Land Use Application** and submitted **electronically with the application**:

- | | |
|---|--|
| <input type="checkbox"/> Adjacent Property Owner List | <input type="checkbox"/> Large Lot Subdivision |
| <input type="checkbox"/> Annexation Notice of Intent | <input type="checkbox"/> Parking Variance |
| <input type="checkbox"/> Annexation Petition (with BRB Form) | <input type="checkbox"/> Preliminary Long Plat |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Preliminary PRD |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Reasonable Use Exception (Critical Areas) |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> SEPA Checklist |
| <input type="checkbox"/> Design Review – Concept (Major) | <input type="checkbox"/> Shoreline Development Permit (JARPA Form) |
| <input type="checkbox"/> Design Review – Detail | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Environmental Review (Critical Area) | <input type="checkbox"/> Soil and Vegetation Plan |
| <input type="checkbox"/> Final Long Plat | <input type="checkbox"/> Variance or Unusual Use (Zoning) |
| <input type="checkbox"/> Final PRD | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Land Use Review (Site Plan) Supplement | |

Project Name: 2019 Zoning Text Amendments

Project Address: Citywide

Applicant: City of Olympia Community Planning and Development Department

Mailing Address: PO Box 1967, Olympia, WA 98507-1967

Phone Number(s): 360-753.8314

E-mail Address: cpdinfo@ci.olympia.wa.us

Owner (if other than applicant): _____

Mailing Address: _____

Phone Number(s): _____

Other Authorized Representative (if any): Joyce Phillips, AICP, Senior Planner

Mailing Address: PO Box 1967, Olympia, WA 98507-1967

Phone Number(s): 360.570.3722

E-mail Address: jphillip@ci.olympia.wa.us

Project Description: Housekeeping revisions and other minor text amendments to Title 18, Unified Development Code, of the Olympia Municipal Code.

Size of Project Site: Citywide

Assessor Tax Parcel Number(s): Citywide

Section : _____	Township: _____	Range: _____										
Full Legal Description of Subject Property (attached <input type="checkbox"/>): <u>Citywide</u>												
Zoning: <u>Citywide</u>												
Shoreline Designation (if applicable): <u>Citywide, although no specific revisions are proposed to shoreline regulations at this time</u>												
Special Areas on or near Site (show areas on site plan): <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Creek or Stream (name): <u>Citywide</u></td> <td><input type="checkbox"/> Historic Site or Structure <u>Citywide</u></td> </tr> <tr> <td><input type="checkbox"/> Lake or Pond (name): <u>Citywide</u></td> <td><input type="checkbox"/> Flood Hazard Area (show on site plan) <u>Citywide</u></td> </tr> <tr> <td><input type="checkbox"/> Swamp/Bog/Wetland <u>Citywide</u></td> <td><input type="checkbox"/> None</td> </tr> <tr> <td><input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine <u>Citywide</u></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Scenic Vistas <u>Citywide</u></td> <td></td> </tr> </table>			<input type="checkbox"/> Creek or Stream (name): <u>Citywide</u>	<input type="checkbox"/> Historic Site or Structure <u>Citywide</u>	<input type="checkbox"/> Lake or Pond (name): <u>Citywide</u>	<input type="checkbox"/> Flood Hazard Area (show on site plan) <u>Citywide</u>	<input type="checkbox"/> Swamp/Bog/Wetland <u>Citywide</u>	<input type="checkbox"/> None	<input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine <u>Citywide</u>		<input type="checkbox"/> Scenic Vistas <u>Citywide</u>	
<input type="checkbox"/> Creek or Stream (name): <u>Citywide</u>	<input type="checkbox"/> Historic Site or Structure <u>Citywide</u>											
<input type="checkbox"/> Lake or Pond (name): <u>Citywide</u>	<input type="checkbox"/> Flood Hazard Area (show on site plan) <u>Citywide</u>											
<input type="checkbox"/> Swamp/Bog/Wetland <u>Citywide</u>	<input type="checkbox"/> None											
<input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine <u>Citywide</u>												
<input type="checkbox"/> Scenic Vistas <u>Citywide</u>												
Water Supply (name of utility if applicable): <u>Citywide</u> Existing: <u>Citywide</u> Proposed: <u>Citywide</u>												
Sewage Disposal (name of utility if applicable): <u>Citywide</u> Existing: <u>Citywide</u> Proposed: <u>Citywide</u>												
Access (name of street(s) from which access will be gained): <u>Citywide</u>												

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature  Date 01/09/2018

Examiner _____ I understand that for the type of application submitted, **the applicant is required to pay actual Hearing costs**, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.
Initials _____

Applicants may be required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.

SUBMITTAL REQUIREMENTS

REQUIRED FOR EVERY LAND USE APPLICATION AND SUPPLEMENTAL APPLICATION(S)

Provide the following:

- All required submittal materials, reports, plans, documents and applications shall be provided in electronic format (Memory stick, USB drive, etc.), and
- 2 complete full size hard copy sets of all required materials, reports, and documents
- 2 full size plan sets with 1 reduced size of all required plans (unless otherwise stated)
- Original signed application(s), accompanied by a scanned electronically submitted copy.
- All applicable fees are due at time of submittal.

The General Land Use Application shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with a title-company certified list of property owners of record within 300 feet of the project site. (list requirements below). (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding SEPA exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)

If your project requires a certified property owner list to be submitted:

1. Before ordering a property owner list from a title company, please request from a Planner from Community Planning & Development Department to provide you with a map of the properties to be included. Generally, this will include properties within 300 feet of the project site and possibly additional properties depending on the location of your project.
2. The list of property owners shall be certified by a title company. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained.
3. Submit the list on a flash drive or memory stick in Excel worksheet format. The list shall include the following for each property:
 - Property owner's complete mailing address
 - Property complete mailing address. (Situs Address)
 - Tax parcel number(s) for each property
4. The cover sheet and list shall be submitted to the city in electronic format and hard copy.

USB Drive File Format-

Electronic Files provided on a USB Drive shall have:

- Each plan set, applications and reports required shall be listed individually on the USB Drive
- Document name examples to be used are referenced below:
 - Site Plan, Landscape Plan, Wetland Report, Wetland Survey, Soil and Vegetation Plan, Stormwater Site Plan, Drainage and Erosion Control Plan, Grading Plan, Architectural Plan Set, Civil Plan Set, Geotech Report, Integrated Pest Management Plan, Traffic Impact Analysis, Hydro-geological Report , Certified Property Owners List, Preliminary Plat Map...etc.)

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

12/1/2016

Date



REZONE OR CODE TEXT AMENDMENT SUPPLEMENT

OFFICIAL USE ONLY

Case #: 19-0112

Master File #:

Date: 01/09/2019

Received By:

Project Planner:

Related Cases:

☐ Rezone☒ Text Amendment

Current land use zone: All. This proposal would apply to the zoning code, with applicability Citywide.

Proposed zone: All. This proposal would apply to the zoning code, with applicability Citywide.

Answer the following questions (attach separate sheet):

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?
- B. How would the proposed change in zoning maintain the public health, safety and welfare?
- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?
- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?
- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

A Rezone Or Code Text Amendment Application shall accompany a General Land Use Application and shall include:**All required submittal materials, reports, plans, documents and applications shall be provided in electronic format (memory stick, USB drive, etc.).**

1. The current zoning of the site.
2. The proposed zoning of the site.
3. Specific text amendments proposed in "bill-format." (See example.)
4. A statement justifying or explaining reasons for the amendment or rezone.
5. Reproducible maps (8½" x 17" or 11" x 17") to include a vicinity map with highlighted area to be rezoned and any nearby city limits, and a map showing physical features of the site such as lakes, ravines, streams, flood plains, railroad lines, public roads, and commercial agriculture lands.
6. A site plan of any associated project.
7. A site sketch 8½" x 11" or 11" x 17" (reproducible).
8. A typed and certified list, prepared by title company, of all property owners of record within 300 feet of the proposed rezone.
9. A copy of the Assessor's Map showing specific parcels proposed for rezone and the immediate vicinity.
10. An Environmental (SEPA) Checklist.

NOTE: Although applications may be submitted at any time, site specific rezone requests are only reviewed twice each year beginning on April 1 and October 1.

Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.

Sample of Bill Formatting

1. Fence height is measured to the top of the fence, excluding posts. Point of ground measurement shall be the high point of the adjacent final grade. ~~the average grade five (5) feet on either side of the fence.~~
2. Fences, walls, and hedges are permitted within all yard areas provided that regardless of yard requirements, no closed gate, garage door, bollard or other feature shall obstruct a driveway or other motor vehicle private ingress within twenty (2) feet of a street right-of-way nor they do not obstruct automobile views exiting driveways and alleys (see clear vision triangle). This 20-foot requirement is not applicable within the downtown exempt parking area as illustrated at Figure 38-2. Additional exceptions may be granted in accordance with OMC 18.38.220(A)(2).
3. ~~Solid fences or walls higher than two (2) feet within the front yard area are prohibited; this does not include hedges.~~ Front yard fences, of common areas, such as tree, open space, park, and stormwater tracts, must be a minimum of ~~fifty (50)~~ twenty-five (25) percent unobstructed, i.e., must provide for visibility through the fence. ~~See Figure 40-2.~~

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

12/1/2016

Date

Answer the following questions (attach separate sheet):

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?

No rezoning of areas within the City is proposed. The text amendments correct typos, provide clarity, or address provisions in the code that are outdated as currently written.

- B. How would the proposed change in zoning maintain the public health, safety and welfare?

The proposed changes are minor in nature and address provisions in the code that have been confusing to the public or staff. Staff does not believe the proposed amendments would impact public health, safety, or welfare in a negative way.

- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?

The proposed amendments are minor in nature and are not anticipated to impact any other development regulations that implement the Comprehensive Plan.

- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?

The proposed amendments are minor in nature and are not anticipated to impact compatibility between zoning districts.

- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

The proposed amendments are minor in nature and should have no impact on whether or not public facilities and services, existing or planned, are adequate for any future proposed development in the City. The proposed changes are intended to correct typos, remove references to code sections that no longer exist, to provide clarity regarding standards and permit processing.

Olympia Municipal Code

PROPOSED 2019 Code Amendments

Proposal 1

18.04.040 TABLES: Permitted and Conditional Uses

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
District-Wide Regulations						18.04.060 (FF)	18.04.060 (N,Q)	18.04.060 (N,Q)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N,BB)		18.04.060 (N)	
1. SINGLE-FAMILY HOUSING															
Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(A)
Co-Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(F) 18.04.060(FF)
Cottage Housing				P	P	P	P	P	P	P	P	P	P	P	18.04.060(H) 18.04.060(FF)
Manufactured/Mobile Home Parks (Rental Spaces)								C	C	C			C		18.04.060(P)
Manufactured Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(O) 18.04.060(FF)
Single-family Residences	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF)
Townhouses	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF) 18.64

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
2. MULTIFAMILY HOUSING															
Apartments				P			P	P	P	P	P	P		P	18.04.060(N) 18.04.060(FF)
Boarding Homes				P				P	P	P					
Dormitories	P			P				P	P	P	P	P		P	
Duplexes - Existing	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(J)
Duplexes	P		P	P		P	P	P	P	P	P	P	P	P	18.04.060(FF)
Triplexes & Fourplexes			P			18.04.060 (FF)			P						
Fraternities, Sororities	P			P				P	P	P					
Group Homes with 6 or Fewer Clients and Confidential Shelters	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(K)
Group Homes with 7 or More Clients	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(K)
Lodging Houses									P	P	P	P		P	
Nursing/Convalescent Homes	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(S)
Retirement Homes				P			P	P	P	P	P	C		P	
3. COMMERCIAL															
Child Day Care Centers		C	C	C	C	C	C	P	P	P	P	P	C	P	18.04.060(D) 18.04.060(AA)
Commercial Printing												P			

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Drive-In and Drive-Through Businesses -- Existing												P			18.04.060(J)
Food Stores											P	P		P	18.04.060(AA)
Hardware Stores												P			
Home Occupations (including Adult Day Care, Elder Care Homes, Family Child Care Homes, and Bed & Breakfast Houses)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(L)
Hospice Care	C			C			C	C	C	C	C	C		C	18.04.060(M)
Laundries											P	P		P	18.04.060(AA)
Nursery (Retail and/or Wholesale Sales)	C	C	C	C	C	C	C	C	C	C			C		18.04.060(G)
Offices												P		P	18.04.060(AA)(2)
Personal Services												P			
Pharmacies												P			
Restaurants, without Drive-In and Drive-Through												P			
Servicing of Personal Apparel and Equipment												P			
Specialty Stores												P			
Veterinary Clinics - Existing	P	P		P	P	P							P		18.04.060(J)
Veterinary Clinics	P														

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
4. ACCESSORY USES															
Accessory Structures	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(B)
Electric Vehicle Infrastructure	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(GG)
Garage/Yard/Rummage or Other Outdoor Sales	P	P		P	P	P	P	P	P	P	P	P	P	P	5.24
Large Garages			C		C	C	C	C	C	C	C	C	C	C	18.04.060(B)
Residence Rented for Social Event, 7 times or more in 1 year	C	C		C	C	C	C	C	C	C	C		C	C	
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
5. RECREATIONAL USES															
Community Parks & Playgrounds	C	C	C	C	C	C	C	C	C	C	P	P	C	P	18.04.060(T)
Country Clubs	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Golf Courses		C	C		C	C	C	C	C	C			C		
Neighborhood Parks	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Open Space - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Racing & Performing Pigeons		C	C	C	C	C				C	C		C	C	18.04.060(Y)
Stables, Commercial and Private Existing		C		C	C										18.04.060(J)
Trails - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
6. AGRICULTURAL USES															

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Agricultural Uses	P	P	P	P	P	P	P	P	P				P		
Greenhouses, Bulb Farms	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(G)
7. TEMPORARY USES															
Emergency Housing	P	P	P	P	P	P	P	P	P	P			P		18.04.060(EF)
Model Homes	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EF)
Residence Rented for Social Event, 6 times or less in 1 year	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(EF)
Wireless Communication Facility	P	P		P	P	P	P	P	P	P	P	P	P	P	18.44.060
8. OTHER															
Animals	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(C)
Cemeteries		C	C		C	C	C	C	C	C			C		18.04.060(E)
Community Clubhouses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Crisis Intervention	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(I)
Fraternal Organizations											P	P		C	
Historic House Museum		C	C	C	C	C	C	C	C	C	C	C	C	C	
Parking Lots and Structures				C							P	P			18.38.220 and .240
Places of Worship	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(V)
Public Facilities - Essential	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(W)

**TABLE 4.01
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Radio, Television and Other Communication Towers	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.44.100
Schools	C			C	C	C	C	C	C	C	C		C	C	18.04.060(CCDB)
Mineral Extraction - Existing					C		C								18.04.060(J)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communication Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44
Workshops for Disabled People	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(R)

LEGEND

P = Permitted Use

C = Conditional Use

R-4 = Residential - 4

R 4-8 = Residential 4-8

R 6-12 = Residential 6-12

RLI = Residential Low Impact

MR 10-18 = Mixed Residential 10-18

RM 18 = Residential Multifamily - 18

MR 7-13 = Mixed Residential 7-13

RMH = Residential Multifamily High Rise

RMU = Residential Mixed Use

RM 24 = Residential Multifamily - 24

UR = Urban Residential

Proposal 2

18.04.060 EE

EE. GARAGE PLACEMENT AND WIDTH.

(Also see Chapters [18.100](#), Design Review and 18.175, Infill and Other Residential.)

1. Applicability. The standards listed in **Subsection e.3** below apply only to:
 - a. Single-family dwellings on lots of less than five thousand (5,000) square feet ~~or less~~ in size located in subdivisions for which a complete preliminary plat application is submitted after April 22, 1996;
 - b. ~~Single-family dwellings on lots within the areas depicted by Figure 4-2a, where at least fifty (50) percent of the lots within three hundred (300) feet on the same block face and the block face directly across the street are vacant or occupied by dwellings with flush or recessed garages;~~
 - ~~c.~~ Duplexes;
 - ~~dc.~~ Triplexes; and
 - ~~ed.~~ Fourplexes.
2. Exceptions. The dwellings listed in 1.a. above are exempt when located on one of the following types of lots:
 - a. Lots fronting on private access lanes (see the Olympia Development Guidelines and Public Work Standards) where the garage would not face a public street;
 - b. Flag lots (see Section [18.02.180](#), Definitions, Lots);
 - c. Wedge-shaped lots (see Section [18.02.180](#), Definitions, Lots); and
 - d. Lots with trees or topography which preclude compliance with the provisions of this Section, as determined by the approval authority.
3. Garage Standards.
 - a. Garages shall not protrude ahead of the dwelling's ground floor front facade more than:
 - i. Eight (8) feet on two (2) story dwellings (i.e., dwellings with habitable space above the ground floor); or

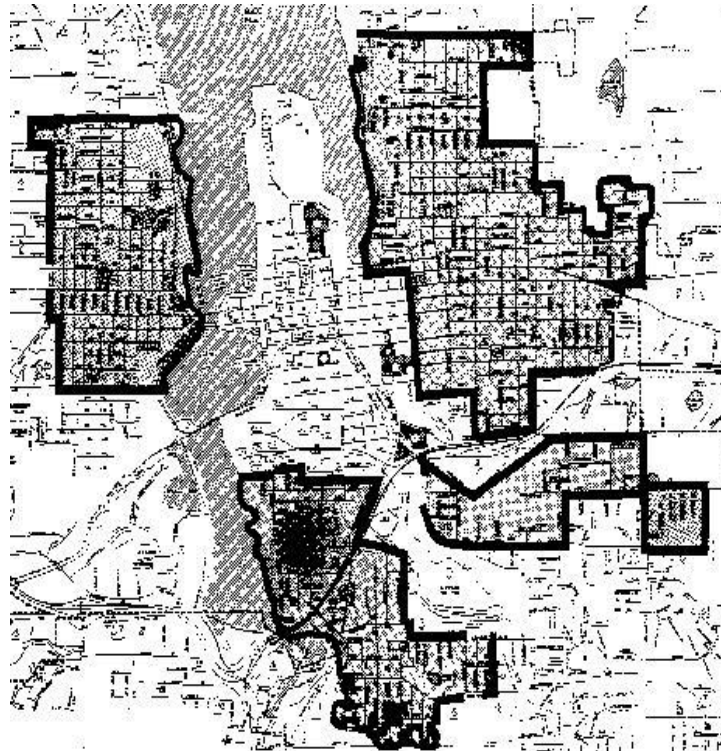
- ii. Four (4) feet on single-story dwellings.

These requirements above (i. and ii.) do not apply to garages with doors which do not face the street (see Section 18.04A.210, Residential Design Guidelines - Garage Design), or garages flush with the supporting posts of covered porches which span the remainder of the dwelling's front facade.

- b. Garage width shall not exceed the following percentage of the dwelling's front facade.

- i. Two-story dwellings (containing habitable space above the ground floor): sixty (60) percent.
- ii. Single-story dwellings: fifty (50) percent.

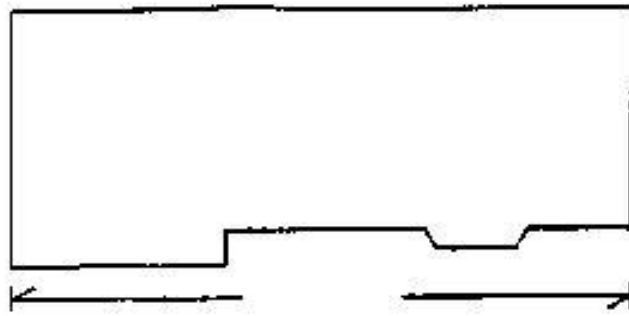
For purposes of the above measurements, garage width shall include the garage doors facing the street plus any required supporting panel. The dwelling's facade shall be measured in a straight line, parallel to the building face, between the outermost ends of the facade facing the street. See Figure 4-2b.



Areas Subject to Infill Regulations

Where the boundary coincides with a street, lots on both sides of the street are subject to the applicable regulations and design guidelines.

FIGURE 4-2a



Measurement of Front Facade
FIGURE 4-2b

Proposal 3

18.04.080 G

G. Lot Width.

1. Measurement. The minimum lot width required by Table 4.04 shall be measured between the side lot lines at the point of intersection with the minimum front setback line.

~~2. Varied Lot Widths. The width of lots in new subdivisions and planned residential developments, except for the R-4GB district, with more than ten (10) lots shall be varied to avoid monotonous development patterns.~~

~~a. No more than three (3) consecutive lots, uninterrupted by a street, shall be of the same width. This requirement does not apply to townhouses.~~

~~b. Lot widths shall be varied by a minimum of six (6) foot increments.~~

~~c. The minimum lot widths specified in Table 4.04 may be reduced by up to six (6) feet for individual lots, provided that the average lot width for the project is no less than the minimum lot width required by Table 4.04 and Section 18.04.080(G)(3) below.~~

Proposal 4

18.04.080 H

H. Setbacks

1. Measurement. The required setback area shall be measured from the outermost edge of the building foundation to the closest point on the applicable lot line.

2. **Reduced Front Yard Setbacks.** Front yard setbacks in the R-4, R 4-8, R 6-12, MR 7-13 and MR 10-18 districts may be reduced to a minimum of ten (10) feet under the following conditions:

- a. When garage or parking lot access is from the rear of the lot;
- b. When the garage is located at least ten (10) feet behind the front facade of the primary structure on the lot; or
- c. When the driveway will be aligned to provide at least a twenty (20) foot long parking space between the sidewalk edge (closest to lot) and the garage. (See Chapter [18.100](#) Design Review and Chapter [18.175](#) Infill and Other Residential.)

~~d. Such setback reductions shall not be allowed where they would result in a setback of fifty (50) percent or less than the setback of an existing dwelling on an abutting lot fronting on the same street.~~



FIGURE 4-3

3. **Rear Yard Setbacks.** See Section [18.04.080](#)(H)(5), Encroachments into Setbacks, Section [18.04.080](#)(D)(2), Transitional Lots, and Table 4.04.

4. **Side Yard Setbacks.**

- a. **Reduced side yard setbacks.** Except for the R-4CB district, a side yard building setback shall not be required for a lot served by an alley (such alley must be open, improved and accessible, not solely a right-of-way) provided it meets the following conditions:

i. Provision for reduced or zero setbacks shall specifically appear upon the face of a final short or long plat. Such plat shall provide that the minimum distance between residences will be six (6) feet. If the distance between a proposed dwelling and a property line is less than three (3) feet, the applicant shall provide evidence of a maintenance easement, at least three (3) feet in width, which provides sufficient access for the owner of the dwelling to maintain the applicable exterior wall and roof of the dwelling. (Except as expressly provided, any reduced side yard provision appearing on a final plat shall withstand later amendments of this Title and shall be considered conforming.)

ii. Side yard setbacks shall not be less than five (5) feet along a property line adjoining a lot which is not developed or approved for reduced setbacks (e.g., a conventional lot with two (2) five (5) foot wide side yard setbacks). Side yard setbacks shall not be less than ten (10) feet along property lines which abut a public rights-of-way.

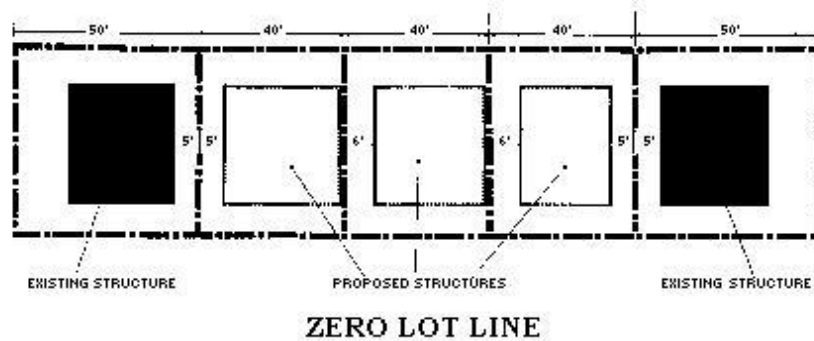


FIGURE 4-4

b. The minimum side yard setback from bikepaths and walkways shall comply with the side yard setback from the lot line as specified for the district in Table 4.04.

5. Encroachment Into Setbacks. The buildings and projections listed below shall be allowed outside of utility, access or other easements. See 18.04.080(H)(5) for additional exceptions.

a. Except for Accessory Dwelling Units, any accessory structures may be located in a required rear yard and/or in the rear twenty (20) feet of a required interior side yard; however, if a garage entrance faces a rear or side property line, it shall be setback at least ten (10) feet from that property line. Accessory dwelling units may not encroach into required side yard setbacks. Accessory dwelling units may encroach into rear yards however, if the rear yard does not abut an alley, the accessory unit must be set back ten (10) feet from the rear property line. Further, any garage attached to any accessory dwelling unit shall conform with this Section.

b. Up to fifty (50) percent of a rear yards width may be occupied by a dwelling (primary residence or ADU) provided that the structure (foundation) is located at least ten (10) feet from the rear property line. For purposes of this section the rear yards width shall be measured in a straight line between the side property lines at the point of intersection with the rear property line.

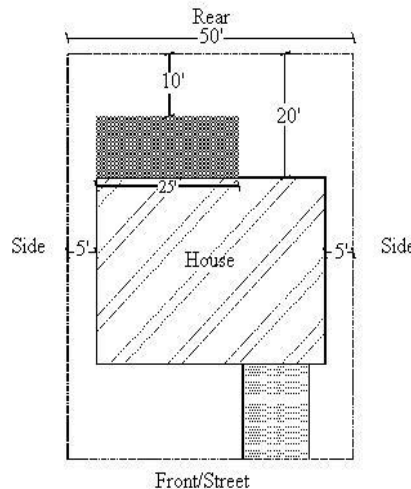


Figure 4-4a

c. Townhouse garages may share a common rear property line provided that access for interior lots is from a single common driveway to not more than one public street entrance.

6. Front yard setbacks for Through Lots. A through lots has two (2) front lot lines parallel or approximately parallel to each other. The front yard setback shall apply to each front lot line, except the Director may designate one (1) of the front lot lines as a rear lot line, provided the following criteria are met:

a. Orientation of the lot or structure shall be considered; and

a.b. At least sixty (60) percent of the lots or structures within the neighborhood block, or area being considered, are oriented in a similar direction away from the lot line being designated as a rear lot line.

Proposal 5

18.06.060(G)

G. Public Facilities, Essential.

1. Regulations applicable to all commercial zoning districts. Essential public facilities are subject to the procedures and conditions listed in Section 18.04.060(W), as well as any other applicable provisions of this Title.

2. ~~Community Retail District (CMR) and~~ Professional Office/Residential Multifamily District (PO/RM) Regulations. "Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities" (see Table 6.01 above) shall be limited to office uses.

3. General Commercial District (GC), High Density Corridor-4 (HDC-4), Urban Waterfront (UW), and Downtown Business District (DB) Regulations. "Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities" (see Table 6.01 above) shall be limited to those office uses, industrial uses, recreation and culture uses otherwise allowed in these districts. In addition to the requirements for Essential Public Facilities, these uses shall meet all other applicable regulations of this Chapter and Title.

Proposal 6

18.12.090 Heritage Register - Alteration and Construction

A. Applicability. (See Design Guidelines, Sections [18.105.020](#) and [18.105.030](#), Remodeled Historic Buildings.) No person shall construct any new building or structure, or reconstruct, alter, restore, remodel, repair or demolish any existing building or structure which is on the Heritage Register or within a Historic District without review by the Heritage Commission, the Heritage Review Committee, or Joint Design Review, as required by OMC [18.12.070](#) and [18.76.180](#). The review shall apply only to exterior or interior features designated as significant and relating to the designation of the property to the Heritage Register and interior features for historically significant interior spaces of public buildings, including privately owned buildings open to the public; provided, that this section shall have no application to ordinary repair and maintenance, including painting, or Emergency Repair measures as defined in Chapter [18.02](#), Definitions. Violation of this rule shall be grounds for the Heritage Commission to review the property for removal from the Heritage Register. The review shall be based upon OMC [18.105.020](#) and [18.105.030](#).

B. Review Process

1. Whenever applications are made for alterations, changes, construction on any properties within a Historic District or on the Heritage Register, the Building Official shall notify the Preservation Officer so that the proposed change may be reviewed under the provisions of Sections [18.105.020](#) and [18.105.030](#). The Building Official or Preservation Officer shall also notify the applicant of the special review that is required. The Building Official shall continue to process such application and shall work with the Historic Preservation Officer in considering Building and Fire Code requirements and consider the Historic Building Code 16.04.020 but shall not issue any such permit, except as provided by law, until review and recommendations have been completed by the Heritage Commission, its Committee, the Joint Design Review Committee or the Preservation Officer. Consistent with law, any recommendations by the Heritage Commission, the Preservation Officer, or the

Heritage Review Committee that are incorporated into the permit official's decision, shall become binding conditions of approval of any permits granted.

2. If no permit is required to pursue work on a designated property or within a designated Heritage Register District, whoever is responsible for the work is encouraged to consult with the Preservation Officer prior to commencement of the work for consistence with The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended).
3. Such applications shall be accompanied by such information as is required by the Heritage Commission and which is reasonably necessary for the proper review of the proposed project.
4. The Preservation Officer may review and approve minor work requiring a permit that does not involve substantial alterations, additions or removals that only alter the features identified when the property was listed on the Heritage Register, or District.
5. Unless legally required elsewhere, there shall be no notice, posting or publication requirements for action on the application, but all such actions shall be made at a regular meeting of the Heritage Commission or at a meeting of the Heritage Review Committee. The Heritage Commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. These findings of fact and reasons shall be based on the factors to consider in reviewing changes as cited in Section [18.12.120\(C\)](#), Additional Factors to Consider.
6. The Heritage Commission's recommendations shall be transmitted to the Building Official. The recommendations of the Heritage Commission shall be given substantial weight by the Building Official in establishing conditions for the permit.

C. Standards for Review.

1. For a property individually listed on a Heritage Register, the proposed work should not detrimentally alter, destroy or adversely affect any exterior feature or interior feature relating to the designation of the property to the Heritage Register. In the case of construction of a new improvement, building or structure on the site of a Heritage Register property, the exterior of such construction will not adversely affect and will be compatible with the external appearance of existing designated improvements, buildings and structures on the site. The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended) shall be the standards which guide the review of Heritage Register properties.
2. For any property located within a Historic District, the proposed construction, removal, rehabilitation, alteration, remodeling, excavation or exterior alteration shall conform to the standards in OMC ~~18.110.210~~, [18.105.020](#), and [18.105.030](#)

and preserve the historic context and merit of the district, consistent with The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended).

3. Proposed alterations or significant changes necessary or appropriate in order to meet the requirements of any other law, statute, ordinance, regulation, code or ordinance shall be coordinated with, and given consideration along with historic preservation concerns, in reviewing proposed changes to Heritage Register properties.

Proposal 7

18.12.100 Demolition of a Historic Building or a Contributing Historic District Property

Demolition of a Historic Building or a Contributing Historic District Property. Findings and a recommendation to the Building Official made by the Heritage Commission or Historic Preservation Officer is required before a permit may be issued to allow whole or partial demolition of a designated structure or facility of recognized historical significance, which for the purposes of WAC [197-11-800\(2\)\(g\)](#) is one listed on the Olympia Heritage Register, Washington Heritage Register or National Register of Historic Places. The owner or his/her agent shall apply to the building official who will request a review of the proposed demolition by the Heritage Commission. The Heritage Commission shall recommend to the Building Official the approval or denial of the proposed demolition. Recommendations may also include steps to mitigate the loss of the property through, but not limited to, the procedures described in the SEPA Mitigation Policy for Olympia Historic Resources. The Building Official shall give substantial weight to these recommendations in establishing conditions of approval of the permits granted. If the structure is demolished, the Heritage Commission shall initiate the procedure for removal of the structure from the Heritage Register and may recommend designation as a historic site.

Proposal 8

18.40.060.H.2.b.v

H. Yards.

1. In addition to the following, yard regulations found in Section [18.04.060\(B\)](#) (Accessory Structures) apply to all building sites in all use districts of the city.
2. Yards/Setbacks.
 - a. The required setback area shall be parallel to the structure requiring a setback. Setback width shall be measured from the outermost edge of the building foundation to the closest point of the parallel (or nearly parallel) adjoining lot line. In the event of a planned unit development or binding site

plan, such development shall meet all Uniform Building Code separation requirements. (See Figure 40-4.)

b. A required yard area shall be kept free of any building or structure taller than thirty (30) inches, except that a building or projection shall be allowed as provided below:

i. Cornices, window sills, bay windows, flues and chimneys, planters, and eaves of roofs may project two (2) feet into the required yard area.

ii. Marquees and awnings of commercial buildings may project into required setback areas.

iii. Fences may project into the required yard area if they meet fence height requirements found in Section [18.40.060\(C\)](#).

iv. Uncovered steps, porches, or patios, which are no more than thirty (30) inches above the adjacent grade may be placed within the required setback area.

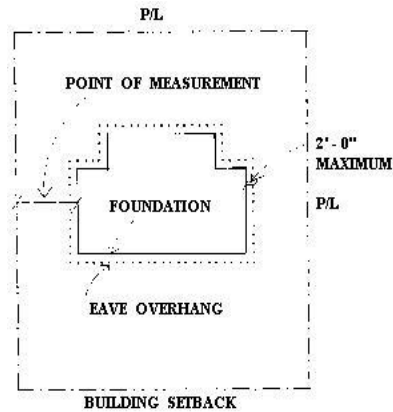
v. Uncovered swimming pools, hot tubs and satellite dish antennas may be placed in the rear or interior side yard setback area. ~~See 18.04.060(X)(2)(f).~~

vi. Signs in compliance with Chapter [18.42](#)

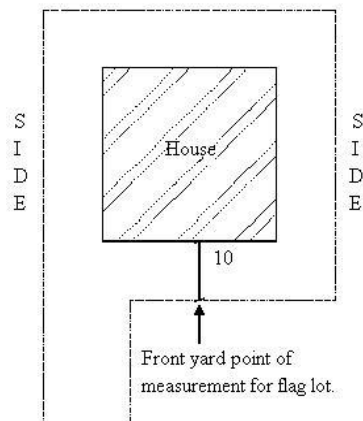
vii. Refer to each land use district for other allowed projections in required yards.

c. No building construction nor projection is allowed within any utility, access or public/private easement.

d. The front yard setback for a flag lot shall be a minimum of ten (10) feet measured from the nearest parallel or nearly parallel lot line adjacent to the front facade of the dwelling.

**FIGURE 40-4**

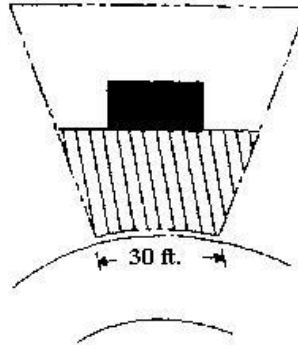
Rear

**FIGURE 40-5**

3. Use of Yard by Another Building. No yard or other open space required by this chapter for any building shall be considered as a yard or other open space for any other building; nor shall any yard or open space on one building site be considered as a yard or open space for a building on any other building site.

I. Minimum Street Frontage.

1. Each lot, other than in townhouse, cottage and co-housing projects, shall have a minimum of thirty (30) feet of frontage on a public or private street. With respect to binding site plans, this requirement shall apply to the entirety of the binding site plan and not to each individual site or lot. The Director may allow the street frontage to be reduced or eliminated to the minimum extent necessary to enable access to property where public street access is not feasible for such reasons, including but not limited to, physical site conditions or preexisting development or to protect environmentally Critical Areas.

**FIGURE 4-2**

2. Subdivisions, short subdivisions, binding site plans, and lot line adjustments creating flag lots (with street frontages of less than thirty (30) feet) are subject to the following conditions.

- a. The project shall be designed to minimize the creation of flag lots.
- b. Adjoining flag lots shall share a common driveway wherever possible.
- c. All driveways accessing flag lots shall be designed to allow fire truck access to within one hundred fifty (150) feet of all exterior points of the building(s) on the lot(s), unless alternate forms of fire protection approved by the Chief of the Fire Department are provided, including but not limited to, sprinkler systems.
- d. The area of a flag lot which is less than thirty (30) feet in width shall not be considered part of the minimum lot area required in Table 4.04.

Proposal 9

18.59.020 Preliminary review and evaluation criteria

A. Prior to City Council action, the Department shall conduct a preliminary review and evaluation of proposed amendments, including rezones, and assess the extent of review that would be required under the State Environmental Policy Act (SEPA). The preliminary review and evaluation shall also include any review by other departments deemed necessary by the Department, and except as provided in 18.58-080 shall be based on the following criteria:

1. Is the proposed amendment consistent with the county-wide planning policies, the Growth Management Act (GMA), other state or federal law, or the Washington Administrative Code?
2. Would the proposed amendment cause little or no adverse environmental impacts and, is the time required to analyze impacts available within the time frame of the standard annual review process?

3. Is sufficient analysis completed to determine any need for additional capital improvements and revenues to maintain level-of-service, and is the time required for this analysis available within the time frame for this annual review process?
4. Can the proposed amendment be considered now without conflicting with some other Comprehensive Plan established timeline?
5. Can the proposed amendment be acted on without significant other amendments or revisions not anticipated by the proponents and is the time required for processing those amendments or revisions available within the time frame of this annual review process?
6. If the proposed amendment was previously reviewed, ruled upon or rejected, has the applicant identified reasons to review the proposed amendment again?

B. If the Department determines that the answer to any of the above questions is no, it may recommend to the City Council that the proposed amendment or revision not be further processed in the current amendment review cycle. Upon direction from City Council, Department staff will inform those whose proposed amendments or revisions will not be considered because (a) impact analysis beyond the scope of the amendment process is needed; (b) the request does not meet preliminary criteria; or (c) likelihood of inclusion of the proposal in a department's work program. Proponents may resubmit proposals to the department at any time, subject to the timelines contained in this chapter.

Proposal 10

Chapter 18.72, Administration

18.72.100 Review and appeal authority

The following table describes development permits and the final decision and appeal authorities. When separate applications are consolidated at the applicant's request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application

KEY:

Director	=	Community Planning and Development Director or designee
SPRC	=	Site Plan Review Committee
DRB	=	Design Review Board
PC	=	Planning Commission
HC	=	Heritage Commission
HE	=	Hearing Examiner
Council	=	City Council
R	=	Recommendation to Higher Review Authority

KEY:

D = Decision

O = Open Record Appeal Hearing

C = Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court except comprehensive plan decisions which may be appealed to the State Growth Management Hearings Board.]

Director SPRC DRB PC HC HE Council**ZONING**

Conditional Use Permit	<u>D</u>	R			D
Interpretations	D				O
Land Use Review	D ¹	R			O
Small Lot Review	D				O
Townhouse (2 – 4 Units)	D				O
Townhouse (10 or more units)		R	R		D
Townhouse Final (2-9)	D				O
Townhouse Final (10 or more)		R			D
Zoning Variance	R				D
Zone Map Change, without Plan Amendment	R				R D
Zone Change, with Plan Amendment or Ordinance Text Amendment	R			R	D
Home Occupation	D				O
Temporary Use Permit	D				O
SEPA exempt Building Permit	D				O
Parking or Fence Variance	D	R			O
Accessory Dwelling Unit	D				O
Accessory Building	D				O
Occupancy Permit	D				O
Sign Permit	D				O
Landscape Plan	D				O
Tree Plan	D				O
Historic Properties	D	R		R	O

COMPREHENSIVE PLAN

Amendments (map, text)	R			R	D
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DESIGN REVIEW

	Director	SPRC	DRB	PC	HC	HE	Council
Detailed Review	D		R				
major			O				
Concept Review	D	R	R			O	
Signs (general)	D					O	
Scenic Vistas	D	R	R			O	
ENVIRONMENTAL							
Threshold Determination	D					O	
Impact Statement Adequacy	D					O	
Reasonable Use Exception	R					D	
SEPA Mitigating Conditions	D					O	
Major Shoreline Substantial Development Permit		R				D	
Shoreline Conditional Use Permit		R				D	
Shoreline Variance		R				D	
Shoreline Permit Revision or Exemption	D					O	
SUBDIVISION							
Boundary Line Adjustment (including lot consolidation)	D					O	
Preliminary Plat, Long	R					D	
Preliminary Short, (2-9 lots)	D ¹					O	
Final Short Plat	D					O	
Final Long Plat	R						D
Master Plan Approval	R		R			R	D
MPD Project Approval		R	R			D	
Preliminary PRD		R				R	D
Final PRD		R					D
Time Extensions	D					O	

¹ Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC [18.60.080](#) or [17.32.130\(A\)\(4\)](#).

Proposal 11

Chapter 18.78, Public Notification

Sections:

- [18.78.020](#) Procedures.
[18.78.040](#) Public hearing notification.
[18.78.060](#) Administrative approval notification.

18.78.020 Procedures

To inform the public of proposed ~~project~~ actions, the Department and applicants shall at a minimum provide notice as identified in Table 78-1. A vicinity map and basic site plan shall be included with any mailed notices, where applicable. If a project is SEPA-exempt and no public hearing is required, notice of application as required by RCW [36.70B.110](#)(5) will be limited to the type of notice described below.

**TABLE 78-1
CITY OF OLYMPIA - PUBLIC NOTIFICATION**

PROCESS	APPLICATION TYPE	NOTICE TYPES	WHEN	WHO
CONCEPTUAL DESIGN REVIEW	Multifamily/Commercial in DR districts/Master Planned Development	Mail	Public Meeting 10 Days before <u>Public Meeting</u>	PO, RNA & PR
SEPA <u>(Note: Notice of Application is sent to PO for most exempt project types in the Downtown SEPA Exemption area. See 18.78.060)</u>	Environmental Checklist	Mail	Notice of Application	PO, RNA, PR & Agencies
		Post site, Mail, Notify Paper	SEPA Threshold Determination <u>for Project Actions</u>	PO, RNA, PR & Agencies
SUBDIVISIONS	Short Plats	Post Site	Application	
HEARING EXAMINER	Subdivision, Variance, Rezone, Conditional Use, Master Planned Development	Post Site, Mail, Publish in Paper	Public Hearing 10 days before <u>the public hearing</u>	PO, RNA & PR
	Conditional Use - Wireless Communications Facility	Post Site, Mail, Publish in Paper	Public Hearing 30 days before <u>the public hearing</u>	PO, RNA & PR
		Mail	Decision	RNA & PR
SHORE LANDS	<u>Shoreline</u> Substantial Development Permits, <u>including Variances and Conditional Uses</u>	Post Site, Mail, Publish in Paper, Publish in Paper , Mail	Public Hearing - 15 days before <u>the public hearing</u> Decision	PO, RNA & PR RNA & PR

**TABLE 78-1
CITY OF OLYMPIA - PUBLIC NOTIFICATION**

PROCESS	APPLICATION TYPE	NOTICE TYPES	WHEN	WHO
LAND USE REVIEW	Multifamily, Commercial, Industrial, Master Planned Development	Mail	Meeting 5 days before the meeting	RNA & PR
		Mail	Decision	RNA & PR
DETAILED DESIGN REVIEW	Multifamily/Commercial, Master Planned Development	Mail	Public Meeting 10 days	RNA & PR
		Mail	Decision	RNA & PR
APPEALS	Administrative to Hearing Examiner	Post Site, Mail	Open Hearing 10 days before open record hearing	RNA & PR
	Hearing Examiner to City Council OCC	Mail	Closed Hearing 10 days before closed record hearing	PR & RNA
ANNEXATION	10 Percent Notice of Intent	Mail	Public Meeting 10 days prior to public meeting	PO, RNA & PR
	50/60 Percent Petition	Mail, Post, Publish in Paper	Public Hearing 10 days prior to public hearing	PO, RNA & PR
COMPREHENSIVE PLAN AMENDMENT/ZONING MAP AMENDMENT	Preliminary Proposal	Mail, Publish in Paper	Proposal Availability	RNA
	Final Application	Mail, Publish in Paper	Public Hearing 10 days prior to public hearing	PO, RNA & PR
<u>CODE AMENDMENTS W/O COMPREHENSIVE PLAN AMENDMENT</u>	<u>Public Hearing</u>	<u>Mail, Publish in Paper</u>	<u>10 days prior to public hearing</u>	<u>RNA & PR</u>

LEGEND

PO = Property Owner within 300 feet of site

RNA = Recognized Neighborhood Associations

PR = Parties of Records on File with the Case

18.78.040 Public hearing notification

Any public hearing ~~before the Hearing Examiner~~ required by this title shall be noticed at least ten (10) days prior to the time of the hearing as follows. Notice shall state the reason such hearing is being held together with the date, time and place such hearing is to be held.

A. Newspaper. The Department shall publish notice in the official newspaper, or in a newspaper of general circulation in the City.

B. Mail. The Department shall mail notice ~~at least thirteen (13) days prior to the hearing through the United States Postal Service~~ to all property owners of record within a radius of three hundred (300) feet of the exterior boundaries of the subject property and Recognized Neighborhood Associations for site specific projects. Any projects that pertain citywide, such as a code text amendment, shall mail or email notice to all parties of record and Recognized Neighborhood Associations.

C. Signs. Signs providing for placement of notice and consistent with Section 18.78.070 below shall be posted by the applicant on the subject site or in the immediate vicinity for site specific projects. At the Department's discretion, an applicant may be required to attach a vicinity/zoning map and site plans. (See Section 18.78.060 below.) All project applications requiring a hearing, including appeals, shall have a notice of hearing posted on the subject property ~~within seven (7) days of the application being deemed complete~~ at least ten (10) days prior to the public hearing.

~~1.— Size and Type. Notice shall be posted on a six (6) square-foot waterproof sign. The sign shall be made of corrugated plastic to Department standards and specifications and shall be provided by the Department.~~

~~2.— Location. Signs shall be posted at the principal entry point to the nearest rights-of-way with the largest traffic volumes, as determined by the Department. Additional signs may also be required to be posted at each major roadway entrance to the development, as determined by the Department.~~

~~3.— Record. When the sign(s) is posted the applicant shall complete and return a written statement of posting to the Department.~~

~~4.— Maintenance. The sign(s) shall be erected within seven (7) days of the determination of completeness and maintained by the applicant until a final decision is rendered on the application and appeal. The sign(s) shall be removed by the applicant following all final decisions and appeal periods.~~

D. Website. The Department shall publish notice on the City's website via publishing the agenda packet of the hearing body. Such notices shall be available at least five (5) days prior to the hearing and are in addition to the required notices in A-C above.

18.78.060 Administrative review notification

A. The following applications requiring administrative review shall have a public notice posted on the subject property.

1. Threshold determination (SEPA).
2. Short plats of two (2) to nine (9) lots.
3. Four (4) or less townhouse units.
4. New commercial buildings of 4,000 to 8,000 square feet.
5. Residential projects with five to nine housing units.
6. Grading projects of 100 to 500 cubic yards independent of other actions.

~~B. Size and Type. Notice shall be posted on a six (6) square-foot waterproof sign. The sign shall be made of corrugated plastic to Department standards and specifications and will be provided by the Department.~~

~~C. Location. Signs shall be posted at the principal entry point to the nearest rights-of-way with the largest traffic volumes, as determined by the Department. Additional signs may be required at other highly visible locations, as determined by the Department.~~

~~D. Record Affidavit. When the sign(s) is posted the applicant shall complete and return a written statement of posting to the Department.~~

~~E. Maintenance. The sign(s) shall be erected and maintained by the applicant within seven (7) days of the date of determination that the application is complete and continue through the appeal period of the final decision or until a decision is rendered on any appeal. The sign(s) shall be removed by the applicant following all final decisions and appeal periods.~~

18.78.070 Public Notice Signs

A. Size and Type. Notice shall be posted on a six (6) square-foot waterproof sign. The sign shall be made of corrugated plastic to Department standards and specifications and will be provided by the Department.

B. Location. Signs shall be posted at the principal entry point to the nearest rights-of-way with the largest traffic volumes, as determined by the Department. Additional signs may be required at other highly visible locations, as determined by the Department.

C. Record Affidavit. When the sign(s) is posted the applicant shall complete and return a written statement of posting to the Department.

D. Maintenance. The sign(s) shall be erected and maintained by the applicant at the beginning of the public comment period and continue through the appeal period of the final decision or until a decision is rendered on any appeal. The sign(s) shall be removed by the applicant following all final decisions and appeal periods.

Proposal 12

Update Code Citations to Sign Code

In several sections of Title 18 there are references to the Sign Code. The citations refer the reader to Chapter 18.42. Earlier in 2019 the Sign Code was updated, which included repealing Chapter 18.42 and adoption of a new Sign Code in Chapter 18.43. The amendment includes changing the Chapter citations from 18.42 to 18.43 in the following sections of the Olympia Municipal Code:

- 18.04.060F
- 18.05.080L
- 18.05A.130
- 18.05A.140
- 18.05A.240
- 18.06.120
- 18.20.480
- 18.37.060D
- 18.40.060H