



# Meeting Agenda

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Stacey Ray  
360.753.8046

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**Monday, July 8, 2019**

**6:30 PM**

**Council Chambers**

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**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** [19-0617](#) Approval of the June 17, 2019, Olympia Planning Commission Meeting Minutes

**Attachments:** [Draft Meeting Minutes 061719](#)

**4. PUBLIC COMMENT**

*During this portion of the meeting, citizens may address the 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 for quasi-judicial review items for which there can be only one public hearing, 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**

- 6.A** [19-0625](#) Informational Briefing on 2020 Budget Engagement

**Attachments:** [PPI Cycle](#)  
[2018 Community Conversation Summary](#)  
[2019 Budget Engagement Overview](#)

*Estimated time: 30 minutes*

**6.B**     [19-0629](#)     Olympia Growth & Development Briefing

Attachments:     [Downtown Project Map 2019](#)

*Estimated time: 30 minutes*

**7.        REPORTS**

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

**8.        OTHER TOPICS**

*Retreat Discussion*

**9.        ADJOURNMENT**

*Approximately 8:30 p.m.*

**Upcoming Meetings**

*Next regular Commission meeting is July 22, 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.  
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## Planning Commission

### Approval of the June 17, 2019, Olympia Planning Commission Meeting Minutes

**Agenda Date:** 7/8/2019  
**Agenda Item Number:** 3.A  
**File Number:** 19-0617

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

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#### **Title**

Approval of the June 17, 2019, Olympia Planning Commission Meeting Minutes



## Meeting Minutes - Draft

### Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Stacey Ray  
360.753.8046

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**Monday, June 17, 2019**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Richmond called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

**Present:** 7 - Chair Carole Richmond, Vice Chair Kento Azegami, Commissioner Joel Baxter, Commissioner Travis Burns, Commissioner Rad Cunningham, Commissioner Paula Ehlers and Commissioner Candi Millar

**Absent:** 2 - Commissioner Tammy Adams and Commissioner Aaron Sauerhoff

**OTHERS PRESENT**

City of Olympia Community Planning and Development staff:

Senior Planner Joyce Phillips

Capitol Consulting staff:

Deborah Munguia

Association of Washington Cities staff:

Carl Schroeder

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [19-0497](#) Approval of May 6, 2019 Planning Commission Meeting Minutes

**The minutes were approved.**

**3.B** [19-0549](#) Approval of the June 3, 2019 Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips made announcements.

**6. BUSINESS ITEMS**

**6.A**     [19-0550](#)            2019 Legislative Session Informational Briefing

Ms. Munguia and Mr. Schroeder gave an informational briefing on the recent legislative session and provided handouts.

**The information was received.**

**6.B**     [19-0519](#)            Downtown Design Guidelines and Related Zoning Code Amendments Briefing

Ms. Phillips gave an informational briefing on the status of the Downtown Design guidelines and the zoning code amendments related to the guide. Ms. Phillips will provide more substantive information on the Downtown Design guidelines in mid-July.

**The information was received.**

**7. REPORTS**

Commissioners reported on outside meetings attended.

**8. OTHER TOPICS**

Chair Richmond would like to start planning a retreat that could include Roger Horn as a speaker and a discussion about public participation for long range planning projects, such as the Neighborhood Centers work from previous years.

Chair Richmond would like to propose a Comprehensive Plan review by Commissioners in the fall. This would help Commissioners identify areas they may want to update in the future.

Ms. Phillips provided an update on the Missing Middle project.

**9. ADJOURNMENT**

The meeting adjourned at 8:08 p.m.

**Upcoming Meetings**

The next meeting is July 8, 2019.



## Planning Commission

### Informational Briefing on 2020 Budget Engagement

**Agenda Date:** 7/8/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-0625

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

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#### Title

Informational Briefing on 2020 Budget Engagement

#### Recommended Action

Information only. No action requested.

#### Report

##### Issue:

Informational briefing on the public engagement for the 2020 budget process

#### Staff Contact:

Stacey Ray, Senior Planner, Administrative Services Office of Performance and Innovation, 360.753.8046)

#### Presenter(s):

Stacey Ray, Senior Planner, Administrative Services

#### Background and Analysis:

2018 was the first year the City hosted a Community Conversation on Budget Priorities to inform the budget process. Mayor Cheryl Selby, and Councilmembers Jessica Bateman and Lisa Parshley, on behalf of the Finance Committee, hosted a conversation with 35 citizens who closely represented a demographic sample of our community, including citizens who typically do not participate in traditional City outreach and engagement processes.

The purpose was to listen to citizen's perspectives on the top priorities for the City so that City Council could use those perspectives to inform the 2019 budget process. Outcomes from the conversation met several important goals and purposes:

- Councilmembers received valuable input from community member perspectives not normally represented through traditional outreach means;
- Councilmembers were subsequently able to respond to the input received by allocating additional funds to top priority areas they heard from citizens; and
- Foster greater awareness and trust in City government.

Hosting the community conversation was piloted as part of the first full year of implementing the new annual Priorities, Performance, and Investment (PPI) Cycle. The PPI cycle includes gathering the community's priorities and evaluating our performance so we can adjust our investments as necessary to achieve the community's vision.

The purpose of this agenda item is to brief the Commission on the outcomes from the 2018 Community Conversation, and provide of an overview of how the City will replicate the model for the 2020 budget using the online tool *Engage Olympia*. The goal is to pilot an interactive virtual conversation that is readily accessible to residents, and welcoming for people from a diversity of backgrounds, experiences and abilities. The process will launch on Tuesday, July 9 with a presentation to City Council.

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

The City will seek to engage a broad diversity of community members in providing input on priorities for the 2020 budget.

**Options:**

Not applicable; briefing only.

**Financial Impact:**

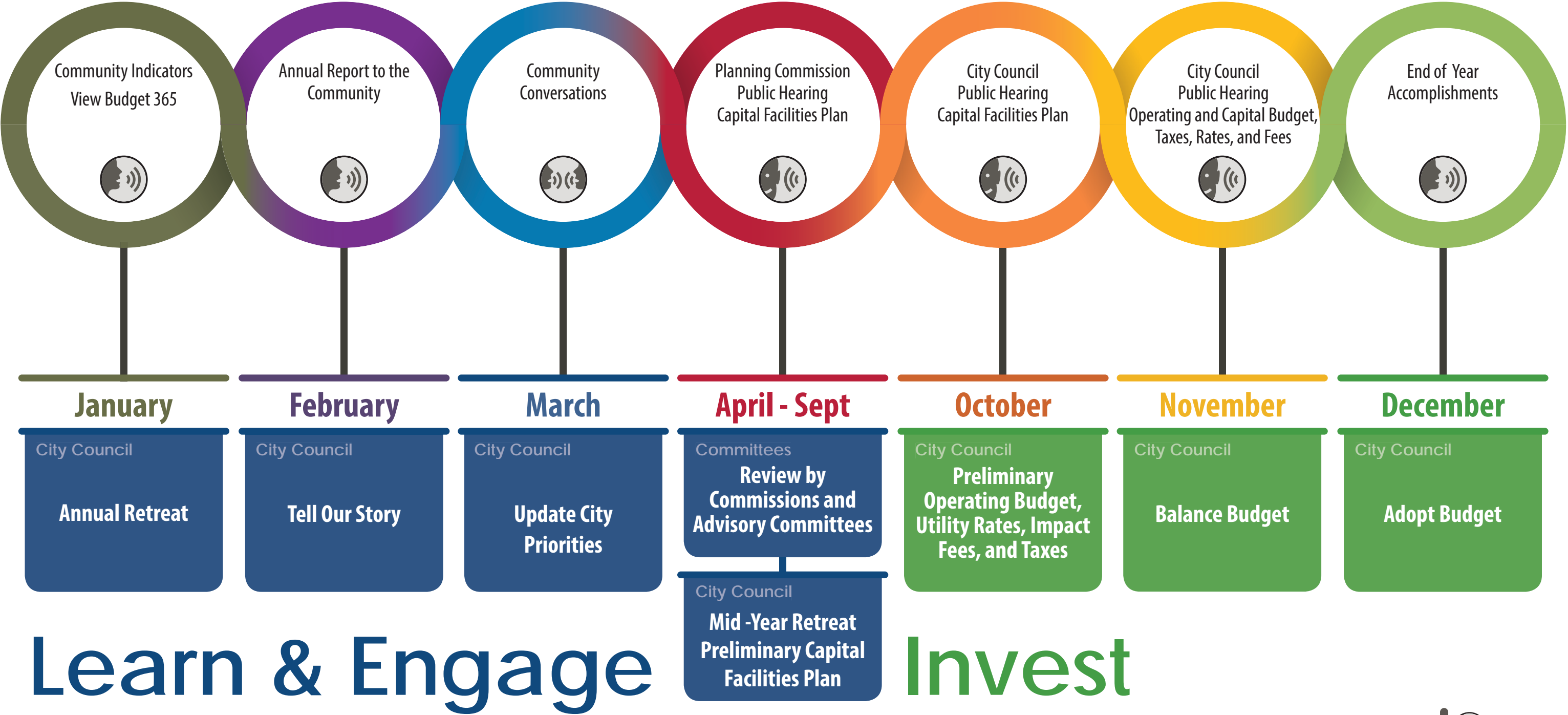
This work is included in the Office of Performance and Innovation work plan for 2019.

**Attachments:**

Priorities, Performance, and Investments Cycle  
2018 Community Conversation Summary  
2019 Budget Engagement Overview



# Priorities, Performance, and Investments | olympiawa.gov



**Key**

- Inform
- Involve
- Consult





# Community Conversations

225

Invitations Sent



72

Responses Received



35

Attendees



40%

New to a City Planning Process

*"We think people will be more passionate and more likely to get involved and contribute to their community if they know what's happening and they understand the issues..."*

-Participant

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

## City Budget Priorities

Thank you for being a part of our first Community Conversation on Saturday, April 14! You were invited by the City Council's Finance Committee to be part of a conversation on our City's most important priorities.

Mayor Cheryl Selby, Councilmember Jessica Bateman, and Councilmember Lisa Parshley listened as you shared your thoughts and ideas on what is working well, what needs improvement, and what "better" would look like.

We heard you, and this handout is our way of letting you know what we learned. It's also how we will keep your priorities front and center as we move through this year's budget process. We invite you to continue to stay involved by visiting [olympiawa.gov/budget](http://olympiawa.gov/budget)



360.753.8046

[sray@ci.olympia.wa.us](mailto:sray@ci.olympia.wa.us)

# We Listened

Below are the top 10 priorities we heard you say a

Priorities	What We Heard
1 Walkability	<ul style="list-style-type: none"> <li>• More sidewalks</li> <li>• Maintain existing sidewalks</li> <li>• Provide walkable routes to downtown so people can do their shopping close to home</li> <li>• Connect walking paths</li> </ul>
2 Housing	<ul style="list-style-type: none"> <li>• Develop a strategy for alleviating homelessness</li> <li>• Olympia is too divided on homelessness...we need to come together with compassion</li> <li>• People who work downtown can't afford to live downtown</li> </ul>
3 Mental Health and Drug Treatment	<ul style="list-style-type: none"> <li>• Address mental health issues</li> <li>• Those with the greatest health and mental health issues are under-served or not served</li> <li>• Train police and park staff in mental health awareness, response, and de-escalation techniques</li> </ul>
4 Parks and Green-Spaces	<ul style="list-style-type: none"> <li>• Preserve urban green space in neighborhoods, including downtown</li> <li>• Maintain urban corridors for wildlife</li> <li>• Provide parks so that we all can enjoy our environment and gain [a greater] appreciation</li> </ul>
5 Arts, Recreation, and Events for All	<ul style="list-style-type: none"> <li>• Provide more free activities for all ages</li> <li>• We need a recreation center for teenagers</li> <li>• Support more family places all throughout Olympia</li> </ul>
6 Safety	<ul style="list-style-type: none"> <li>• Add more walking and neighborhood patrols</li> <li>• Center on the needs of the most vulnerable and it will increase overall safety</li> <li>• Clean up the local well—not a safe place to go like it used to be</li> <li>• Reduce and slow down traffic in neighborhoods</li> </ul>
7 Workforce Development	<ul style="list-style-type: none"> <li>• Identify, plan and prepare for the jobs of the future</li> <li>• Prepare current residents for jobs providing livable wages</li> <li>• How can the City help our current residents develop skills that support our local economy</li> </ul>
8 Accessibility to Services	<ul style="list-style-type: none"> <li>• We need a grocery store downtown and in each quadrant of the City</li> <li>• Find ways to reduce stress...[with] access to transit and services</li> <li>• Provide more public restrooms</li> <li>• Encourage more neighborhood businesses</li> </ul>
9 Transparency and Engagement	<ul style="list-style-type: none"> <li>• Share the data</li> <li>• Build more trust between the [Olympia Police Department] and community</li> <li>• Extend civic participation to all</li> <li>• Lack of transparency and listening to people who live in neighborhoods</li> </ul>
10 Long-Term and Strategic Planning	<ul style="list-style-type: none"> <li>• Keep [the] small town feel</li> <li>• Growth for the sake of growth alone seems self-defeating related to the impacts</li> <li>• Provide more clarity from the City on what the long-term strategies are or economic development</li> </ul>

## COMMUNITY VISION

### Community, Safety, & Health

- Inclusive, Respectful, Civic Participation
- A Safe and Prepared Community
- Health and Wellness
- A Quality Education
- Adequate Food and Shelter

### Downtown

- A Safe and Welcoming Downtown for All
- A Mix of Urban Housing Options
- A Variety of Businesses
- Connections to Our Cultural and Historic Fabric
- Engaged Arts and Entertainment Experiences
- A Vibrant, Attractive, Urban Destination

re most important to consider during this year's budget process.

What's Already Happening	What We Need
<ul style="list-style-type: none"> <li>Downtown street improvement projects</li> </ul>	<ul style="list-style-type: none"> <li>More sidewalks in neighborhoods</li> </ul>
<ul style="list-style-type: none"> <li>Home Fund</li> <li>Missing Middle</li> <li>Multi-family tax exemption</li> <li>Homeless response plan</li> </ul>	
<ul style="list-style-type: none"> <li>Mental Health Response Program</li> <li>Enhanced training</li> <li>Home Fund</li> </ul>	
<ul style="list-style-type: none"> <li>Park and green space acquisitions and improvements (Metropolitan Park District)</li> </ul>	<ul style="list-style-type: none"> <li>An increase in green space used in every type of development</li> </ul>
<ul style="list-style-type: none"> <li>Enhanced downtown programming</li> <li>Support for the Olympia Downtown Association and Parking and Business Improvement Area</li> </ul>	<ul style="list-style-type: none"> <li>More free, low-cost, and family-oriented events</li> </ul>
<ul style="list-style-type: none"> <li>Police neighborhood liaison</li> <li>Enhanced code enforcement</li> <li>Downtown Walking Patrol</li> <li>Downtown Ambassadors and Clean Team</li> </ul>	
<ul style="list-style-type: none"> <li>Business recruitment and retention</li> </ul>	<ul style="list-style-type: none"> <li>A long-term approach to workforce and economic development</li> </ul>
<ul style="list-style-type: none"> <li>Public restrooms downtown</li> </ul>	<ul style="list-style-type: none"> <li>More services located in neighborhoods</li> </ul>
<ul style="list-style-type: none"> <li>Community Indicator Dashboard</li> <li>Community Conversations</li> </ul>	<ul style="list-style-type: none"> <li>More community conversations and earlier in a planning or decision-making process</li> </ul>
<ul style="list-style-type: none"> <li>Downtown Strategy implementation</li> <li>Action Plan</li> <li>Regional Climate Action Plan; Sea Level Rise Plan</li> </ul>	<ul style="list-style-type: none"> <li>Earlier and more consistent communication about plans and processes</li> </ul>

### Economy

- Abundant Local Products and Services
- A Thriving Arts and Entertainment Industry
- Sustainable Quality Infrastructure
- A Stable Thriving Economy

### Environment

- Clean Water and Air
- A Daily Connection to Nature
- A Toxin-Free Community
- Preserved, Quality Natural Areas

### Neighborhoods

- Distinctive Places and Gathering Spaces
- Neighborhoods are Engaged in Community Decision Making
- Safe and Welcoming Places to Live
- Nearby Goods and Services



**Cheryl Selby**  
Mayor



**Nathaniel Jones**  
Mayor Pro Tem



**Clark Gilman**



**Lisa Parshley\***



**Jessica Bateman\***



**Jim Cooper\***



**Renata Rollins**

\*Finance Committee Members



*"Olympia as [a] whole [is] only the sum of its neighborhoods."*

*Better would look like..."More clarity from the City on what are the long-term strategies."*

*Better would look like..."More people of all income levels actively recreating outdoors."*

*"This is just the beginning...there's an interest to keep this kind of conversation going and expand it beyond the finance committee...what you said today will echo as we build this budget. Your voices will shape those decisions..." -Councilmember Lisa Parshley*

*"There is a lot of perception that downtown is worse, and we talked about how to change perception and also address [the] needs of everyone (people who want to come downtown and spend money, people who don't, and everyone in between."*





June 26, 2019

## Community Engagement on the 2020 Budget | OVERVIEW

WHAT	2020 Budget: Your Priorities	
PURPOSE	<b>Listen to citizen’s perspectives on the top priorities for the City of Olympia, so that City Council can use those perspectives to inform the City’s budget.</b>	
WHO	Olympia residents who responded to the 2017 citizen survey, and residents who register for <i>Engage Olympia</i> . We will strive to engage a demographic sample of our citizens—using targeted outreach to typically underrepresented residents as needed.	
WHEN	Launch: July 9, 2019 Close: August 9, 2019	
WHERE	Online: <i>Engage Olympia</i>	
HOW	We will replicate the community conversation model we piloted in 2018 using the City’s online engagement tool, <i>Engage Olympia</i> . The goal is to host an interactive virtual conversation that is readily accessible to residents, and welcoming for people from a diversity of backgrounds, experiences and abilities.	
INTENT	<p>The intent is to provide information on how we budget as a City, and use the various <i>Engage Olympia</i> tools and series of “We Budget Differently” videos to engage citizens in expressing their top priorities. City Council will be able to hear directly from citizens, and use that information to inform the budget decision-making process.</p> <p>In addition, we want this model will continue to build on the meaningful relationships and trust that was fostered at last year’s Community Conversation.</p>	
MORE INFO	Debbie Sullivan Director, Administrative Services <a href="mailto:dsulliva@ci.olympia.wa.us">dsulliva@ci.olympia.wa.us</a>	Stacey Ray Senior Planner, Office of Performance and Innovation <a href="mailto:sray@ci.olympia.wa.us">sray@ci.olympia.wa.us</a>



## Planning Commission

### Olympia Growth & Development Briefing

**Agenda Date:** 7/8/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-0629

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

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**Title**

Olympia Growth & Development Briefing

**Recommended Action**

None. This is a briefing only

**Report**

**Issue:**

Whether to receive a briefing on recent growth and development in Olympia

**Staff Contact:**

Leonard Bauer, Deputy Director, Community Planning & Development, 360.753.8206

**Presenter(s):**

Leonard Bauer, Deputy Director, Community Planning & Development

**Background and Analysis:**

The Olympia Comprehensive Plan, updated in 2014, provides the blueprint for accommodating projected growth and development in Olympia. This briefing will provide an update on development that has occurred toward carrying out the Plan's vision. The Downtown Strategy provides more detailed guidance for growth and development in Olympia's downtown. (See attachment for a summary of recent and upcoming projects downtown.)

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

All of Olympia and surrounding areas have an interest in new development, and in carrying out the vision of the Comprehensive Plan.

**Options:**

NA

**Financial Impact:**

New growth and development increases revenue to the City, and also needs additional services from the City. New residents and employees also bring additional revenues to the City and surrounding areas, but may increase certain impacts, such as traffic.

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

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**Attachments:**







Downtown Projects: Recent and Underway

# Downtown Projects | Recent and Underway

## Underway or Completed

- 123 4th Ave:** 138 new apartment units with 7,000 sf of ground floor retail. Currently leasing. 
- 222 Market:** A Euro-style local artisan market, that includes a distillery, oyster bar, florist and more. 
- 321 Lofts:** 36 apartments (two two-bedroom apartments; four studio apartments; and seven one-bedroom apartments on each floor.) Currently leasing. 
- Annie's Artist Flats:** Rehab of existing Montgomery Ward building into an artists' space with 11 studios, open gallery space, 18 residential units with common areas. A new building with 48 mid-level rent units will replace the surface parking lot on 5th. 
- Billy Frank Jr Place:** 43 affordable housing units for homeless veterans and young adults, and the disabled. Opened June 2017. 
- Campus Lofts:** 43 units that include both apartment and town-home options located close to the Capital Campus.
- Columbia Place:** 7-story mixed use building approximately 300,000 sq. ft. Includes street level retail, office, 115 residential units and parking. 
- Legion Square Remodel:** Conversion of ground floor offices into retail space, with an awning and other pedestrian improvements along the Adams Street frontage.
- Mud Bay:** New location for Downtown Corporate Headquarters.
- Providence Community Care Center:** Several agencies under one roof to serve people who need treatment for mental illness, health conditions, drug abuse and personal trauma.
- State's 1063 Building:** 5-story state office building at 11th and Capitol.
- The Olympian:** The 6800 sq. ft building at 522 Franklin St is re-purposed for commercial use.
- Views on 5th:** Conversion of existing 9-story structure into mixed use with apartments, amenities and a restaurant/café. Demolition of a blighted 1-story structure for a new 3-story building with apartments and structured parking. Overall would have 140 residential units and structured parking.
- Well 80 Brewing Company:** Redevelopment of the former Olympia Fireplace Warehouse (destroyed by fire in 2011) into a 6000 sq. ft. brewery café.
- Westman Mill:** A 5-story mixed use with 74 apartment and 12 town-home units, 8,500 sq. feet of retail and a public walkway. 
- Laurana:** A redo of the former Les Schwab buildings to 3-story mixed use with 44 apartment units over 8,100 square feet of retails, including an outdoor restaurant on the water.
- Intercity Transit Center:** Expansion of the existing  transit center to include a new 11,570 sf office building and new bus driveway. Improvements include 3 pedestrian plazas and landscaping.


## Key


-  City or State Park
-  State Capitol Campus
-  Downtown Projects
-  Prior to development this property was a **surface parking lot**
-  Last updated 03.25.2019
-  Updated since last version



## Potential Projects

- 18. Condominium at Columbia:** A 7-story building with five stories including 28 units over two stories of parking. 
- 19. Market Flats:** Mixed Use redevelopment to include office/residential entry on the ground floor with 5 stories of apartments above and two levels of covered interior parking. 
- 20. Family Clinic:** 2-story, 10,218 sq. ft. medical clinic with on-site vehicle parking (115 Legion)
- 21. Olympia Federal Savings Block Redevelopment:** Future block redevelopment of former Schoenfeld site.
- 22. State & Water Mixed Use:** 5-story building with retail on ground floor and 60 residential units above, and parking for 40 vehicles. 

**23. NP Devices:** Headquarters for a medical prosthetics manufacture. 

**24. Mixed Use:** The City has acquired 112 & 116 4th Ave adjacent to a city-owned parking lot, for a potential mixed use building that could include structured parking, civic, commercial and/or residential uses. 

## Sites Not Yet Determined

**Thurston County Courthouse:** Thurston County is exploring options for a new court complex, including a possible Downtown location.