



# Meeting Agenda

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Heritage Commission  
Contact: Marygrace Goddu  
(360) 753-8031

---

**Wednesday, November 20, 2019**

**6:30 PM**

**Room 112**

---

### Special Meeting

**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**3.A [19-1071](#) Approval of October 23, 2019 Meeting Minutes**

**Attachments:** [Meeting Minutes 10.23.19](#)

**4. PUBLIC COMMENT**

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

**5. ANNOUNCEMENTS**

**6. BUSINESS ITEMS**

**6.A [19-1060](#) Downtown Design Guidelines and Related Zoning Code Amendments - Briefing**

**Attachments:** [Project Webpage](#)  
[Draft Downtown Design Guidelines](#)

30 Minutes

**6.B [19-1064](#) Special Property Tax Valuation for 1616 Capitol Way South**

**Attachments:** [OMC 3.60 Special Property Tax Valuation](#)  
[Special Valuation Guide to Eligible Expenses](#)  
[Special Valuation Application and Assessor Certification](#)

[Owners supplemental info and photos](#)

[Expense Summary](#)

10 Minutes

- 6.C**    [19-1070](#)    Heritage Commission 2020 Work Plan Preparation: Review of Preliminary Draft

**Attachments:**    [2019 OHC Work Plan](#)  
                              [2020 OHC Work Plan - DRAFT](#)

45 Minutes

- 6.D**    [19-1067](#)    Heritage Commission Officers for 2020 - Nominations, Election

10 Minutes

## **7.        REPORTS**

### **7.A     Heritage Review Committee**

### **7.B     Survey & Designation Committee**

### **7.C     Policy, Ordinance & Guidance Committee**

### **7.D     Marketing, Outreach and Events Committee**

## **8.        OTHER TOPICS**

## **9.        ADJOURNMENT**

## **Upcoming**

## **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

## Heritage Commission

### Approval of October 23, 2019 Meeting Minutes

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 3.A  
**File Number:** 19-1071

---

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

---

**Title**

Approval of October 23, 2019 Meeting Minutes



# Meeting Minutes

## Heritage Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Heritage Commission  
Contact: Marygrace Goddu  
(360) 753-8031

---

**Wednesday, October 23, 2019**

**6:30 PM**

**Room 207**

---

**1. CALL TO ORDER**

Vice Chair Holly Davies called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

**Present:** 6 - Commissioner Holly Davies, Commissioner Benjamin Helle, Commissioner Gary Stedman, Commissioner Sheila Swalling, Commissioner Andrea Pareigis and Commissioner Susan Rohrer

**Excused:** 4 - Chair Kat Kelly, Commissioner Audrey Henley, Commissioner Garner Miller and Commissioner Rachel Newmann

**Absent:** 1 - Commissioner Maurice Major

**2.A OTHERS PRESENT**

City of Olympia Community Planning and Development staff:  
Historic Preservation Officer Marygrace Goddu

Arts Commissioner Stacy Hicks  
Sam Meyer  
Brian Willis

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

**3.A** [19-0954](#) Approval of September 25, 2019 Heritage Commission Meeting Minutes

The September 25, 2019 meeting minutes were approved.

**4. PUBLIC COMMENT**

Brian Willis made comment regarding a production of *The Originals* at the Lakewood Playhouse in June 2020.

**5. ANNOUNCEMENTS**



Commissioners Helle, Davies and Ms. Goddu made announcements.

## 6. BUSINESS ITEMS

### 6.A [19-0955](#) Special Property Tax Valuation for 208 18th Avenue SW

Homeowner, Mr. Meyer shared the renovation and replication history through the years via pictures and the Heritage Review Committee site visit. The Commission discussed the standards met to qualify for reduced property taxes.

**Vice Chair Davies moved, seconded by Commissioner Rohrer, to recommend forwarding to City Council for final approval. The motion passed unanimously.**

### 6.B [19-0959](#) Special Property Tax Valuation for 215 19th Avenue SW

Vice-Chair Davies discussed the rehabilitation of the property and the historic features within the home. The Commission discussed the standards met to qualify for reduced property taxes.

**Commissioner Helle moved, seconded by Commissioner Henley, to recommend forwarding to City Council for final approval. The motion passed unanimously.**

### 6.C [19-0596](#) Discuss and approve draft response to City Council Referral Request

Commissioners discussed the Martin Luther King Jr. naming proposal and the draft memorandum responding to this City Council request, and made edits.

**Commissioner Swalling moved, seconded by Commissioner Helle, to approve the draft memorandum as amended and forward to City Council. The motion passed unanimously.**

### 6.D [19-0960](#) Approval of revised committees, committee scope of work, and members for the remainder of 2019.

Commissioners discussed work committees, the scope of the committees and the member lists.

**Commissioner Helle moved, seconded by Commissioner Rohrer, to approve committee structure and member lists for the remainder of 2019 workplan. The motion passed unanimously.**

## 7. REPORTS

### 7.A [19-0953](#) Policy and Program Recommendations, Support for Additional Heritage Program Activities

Heritage Review Committee - Commissioner Swalling discussed the window handout she is working on for homeowners.

Vice-Chair Davies shared information about the Keystone Summit being planned with the Arts Commission.

**The report was received.**

**8. OTHER TOPICS**

Commissioners discussed the recruitment of new members and Tribal participation in the Commission.

**9. ADJOURNMENT**

Meeting adjourned at 8:47 p.m.

**Upcoming**

The Washington Museum Association Conference will be held in Olympia, June 19-21, 2020.

Keystone Summit will be held in October 2020 in conjunction with Fall Arts Walk.



## Heritage Commission

### Downtown Design Guidelines and Related Zoning Code Amendments - Briefing

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-1060

---

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

---

#### **Title**

Downtown Design Guidelines and Related Zoning Code Amendments - Briefing

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Discussion on the Downtown Design Guidelines and Related Zoning Code Amendments.

#### **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:**

One of the first recommended actions to implement the Downtown Strategy (DTS) is an update to the Downtown design guidelines. These are regulations that help ensure new development and significant redevelopment projects achieve a level of design quality that is consistent with our vision as expressed in our Comprehensive Plan and Downtown Strategy.

Design guidelines address functional as well as aesthetic issues. They influence site design, building orientation, massing, architecture and other building details, as well as historic preservation. They intend for development to be compatible with neighbors; promote safety, security and livability; be environmentally responsible; promote health and pedestrian activity; and upgrade the physical attractiveness of a development.

The City retained MAKERS consultants to assist with updating the Downtown design guidelines. The consultant reviewed all comments received on the working draft of the update and prepared a second draft for a final round of internal review by planning staff.

Along with the proposed downtown design guideline update, staff will propose view protection measures guided by the Downtown Strategy, which will include amendments to Title 18, Unified

Development Code, of the Olympia Municipal Code.

### PROCESS SO FAR

The following steps have been completed:

- City hosted a public workshop on design preferences (4/17/17)
- A design technical work group (TWG) met seven times to analyze potential updates
- Planning staff analyzed draft proposals
- The consultant and staff met with:
  - ✓ The Design Review Board (2/9/17; 3/22/18)
  - ✓ Olympia Heritage Commission (3/22/17; 3/28/18)
  - ✓ Eastside Neighborhood Association (3/21/18)
  - ✓ Olympia Avenue Historic Neighborhood (4/11/18)
  - ✓ Port of Olympia staff (4/13/18)
  - ✓ Downtown Neighborhood Association (5/10/18)
  - ✓ Olympia Downtown Alliance Design Committee (4/11/18; 5/9/18)
  - ✓ Some local developers and architects (various)
  - ✓ Property owners affected by proposed view protection measures (various)
- The City hosted a public open house to present the working draft (4/18/18)
- Public comment period on working draft (open through 3/28/18-4/30/18)
- Revisions based on public comments, other city staff (4/2019)
- Issue second public draft (7/2019)
- Olympia Avenue Historic District (9/17/19)
- Planning Commission Briefings - Status Update (6/17/19); Overview (8/19/2019); 18.120.100s (10/17/19); 18.120.200s (11/4/19). Additional briefings scheduled for November 18 and December 2.
- Initiate environmental review (9/25/19)
- State Agency Review (9/25/19)

Related work included amending the Comprehensive Plan to memorialize the landmark views identified as being important in the adopted Downtown Strategy. Additionally, City staff has sent the draft amendments to the Washington State Department of Commerce with a 'Notice of Intent to Adopt' amendments to the city's development regulations.

### NEXT STEPS

- Continued Public Outreach
- Heritage Commission Briefing (Nov 20, 2019)
- Design Review Board Briefings (Dec 12, 2019 and Jan 9, 2020)
- Open House or other public meeting
- Planning Commission final briefing and Public Hearing
- Legal Review
- Forward ordinance and OPC recommendation to City Council

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

There was a lot of outreach conducted in order to develop the first public draft and in response to it. Because of staff changes and a delay in the project, there has been a significant amount of time between issuance of the two public drafts. For that reason, there will be at least a 30-day comment period on the

second draft. Staff anticipates a third public draft, more public outreach, an open house, and more briefings to the Planning Commission.

While staff does anticipate a fair amount of community interest, it is unknown at this point how significant the comments will be on the second draft or what, if any, new issues will be raised. To date most of the comments received have been around historic preservation issues, view protection measures, and the need to allow new development while maintaining the integrity of the downtown. People have asked about how some of the newer buildings in the downtown relate to the proposed guidelines, how parks and recreation needs will be met, and how to balance design requirements with the desire to keep housing units affordable.

**Options:**

None. Information only.

**Financial Impact:**

None. Information only.

**Financial Impact:**

The City had a \$50,000 contract with MAKERS Consultants to help develop the draft Design Guidelines, with an additional \$8,000 that was used to have the consultants participate in public outreach and public meetings throughout the process. The contract expired in June of 2019. The remainder of the work is anticipated to be completed by city staff, including additional public meetings, public outreach, and refinement of the draft guidelines before issuing the public hearing draft.

**Attachments:**

Project Webpage

Draft Downtown Design Guidelines

# Downtown Design Guidelines



## What are design guidelines?

Design guidelines are regulations applied to development projects. They intend for projects to upgrade physical attractiveness; be compatible with neighbors; promote safety, security and livability; be environmentally responsible; and promote health and pedestrian activity.

## What is the City doing?

The City is updating the design guidelines for downtown Olympia. This action was recommended in the [Downtown Strategy](#) to simplify the organization, promote a more urban design quality and be compatible with the Downtown Strategy's character areas.

## What's happening now?

The second draft of the guidelines is now available below. This draft considers public comments received on the first draft and refines earlier language. The City will provide briefings on the draft guidelines to the Planning Commission on October 7 and 21, November 4 and 18, and December 2, 2019. People are invited to attend these briefings to learn more about the proposed guidelines.

## How to comment

You may provide comments using the button below or in-person at the public hearing, which will likely be scheduled in early 2020. Depending on the extent of the comments received, a third draft may be issued prior to the public hearing.

## DRAFT Design Guidelines

 Introduction

 Site Planning

 Site Elements & Design

 Building Design (Coming soon)

 Comment on the Draft Guidelines

## Summary Handouts

 Major Changes

 Historic Properties

 View Protection

 Residential Open Space

 Street Front Requirements

 Design Guideline Basics

 Development Codes Overview

 Other Topics & How They Are Addressed

## Questions?

Contact Joyce Phillips at 360.570.3722 or [jphillip@ci.olympia.wa.us](mailto:jphillip@ci.olympia.wa.us)

Copyright © 2019. All rights reserved. Last Updated: Oct 02, 2019

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

## **18.120.100 INTRODUCTION**

### **CONTENTS**

- 18.120.110 PURPOSE
- 18.120.120 APPLICABILITY AND PROCEDURES
- 18.120.130 DOWNTOWN DESIGN SUB-DISTRICTS
- 18.120.140 DESIGNATED STREET TYPES

### **18.120.110 PURPOSE**

The purpose of Chapter 18.120 is to implement the Comprehensive Plan by:

1. Promoting high quality urban design
2. Enhancing the pedestrian environment
3. Activating the streetscape
4. Reinforcing unique character areas
5. Preserving the Downtown's historic character

### **18.120.120 APPLICABILITY AND PROCEDURES**

#### **A. PROJECT REVIEW PROCEDURES**

The guidelines within these chapters shall apply to all properties within the area shown in Figure 18.120.130.A.1. The applicability and review procedures for these guidelines shall be as described in OMC Chapter 18.100, except as follows:

1. Design guidelines do not apply to public projects within the public right of way.
2. Where two or more Sub-Districts are indicated in Figure 18.120.130.A.1, the applicant may select which Sub-District will apply. All regulations for that Sub-District will then apply.
3. In the event there is a conflict for a property that is located within the historic district, or an individually listed historic property, 18.12.090 shall take precedent (see language of Chapter 18.12.040.c).

#### **B. DEFINITIONS. Some terms are only used in the context of these design guidelines. These terms are as follows:**

1. Architectural Scale: is the perceived height and bulk of a building relative to that of neighboring buildings.

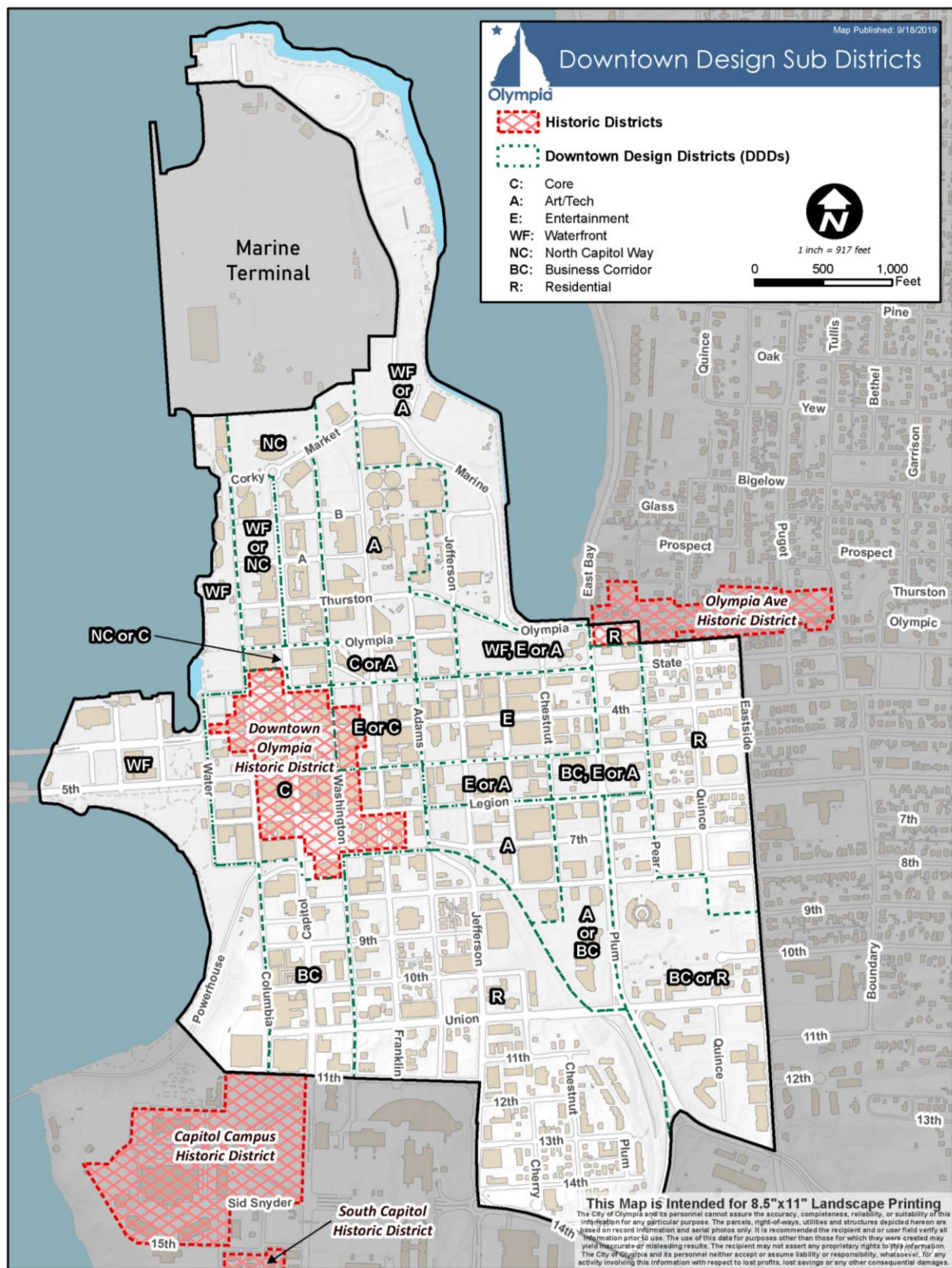


2. Blank wall: Any wall or portion of a wall that has a surface area of 400 square feet of vertical surface without a window, door, or building modulation or other architectural feature or any ground level wall surface or section of a wall over 4 feet in height at ground level that is longer than 15 feet as measured horizontally without having a ground level window or door lying wholly or in part within that 15-foot section.
3. Building Details: are smaller building components such as lights, furniture, artwork, signs, door and window moldings that are perceived from a short distance from the building (less than 80 feet away).
4. Building Elements: are the larger building features such as balconies, cornices, bay windows, and turrets and can generally be seen from a distance (80 feet or more).
5. Building Modulation: The stepping back or extension forward of a portion of a building façade.
6. Custom, decorative, or hand crafted: be distinctive or “one-of-a-kind” elements or unusual designs that require a high level of craftsmanship. However, these terms do not necessarily mean that the elements be ornate. They may be simple if finely detailed or manufactured. It is more important that the façade details fit the style and character of the building.
7. Human Scale: addresses the relationship between a building and the human body.
8. Pilaster: a column that is built into the façade wall but projects out from it.
9. Street wall: A relatively continuous building edge along or near the back of the sidewalk.
10. Transom Window: a strip of smaller windows located above display windows.

### **18.120.130 DOWNTOWN DESIGN SUB-DISTRICTS**

#### **A. INTENT**

These Guidelines were informed by Olympia’s Downtown Strategy and establish seven Downtown Design Sub-Districts (Sub-Districts). The purpose of the sub-districts is to achieve greater variety of uses and design character as well as greater design unity within specific sub-districts and along streets within the Downtown. These Sub-Districts are identified in Figure 18.120.130.A.1.



## B. DESCRIPTION OF DOWNTOWN DESIGN SUB-DISTRICTS

1. Core: General objectives: Enhance and complement historic architecture. The existing historic architectural styles and influences are varied, including Neoclassical, Art Moderne, Chicago Style, Romanesque, Victorian, Mission Revival, and Art Deco. Activate streetscapes with storefront building design and wider pedestrian pathways. Within the historic retail core, design elements should complement the surrounding historic architecture with sensitivity to neighboring buildings' proportions and rhythms; "classic main street" furnishings, finishes, and styling; and materials drawing inspiration from surrounding historic materials like sandstone, brick, terracotta, and granite. New buildings may exhibit contemporary styled architecture but must not detract from the overall historic character of the Sub-District. New buildings should complement the Sub-District's character through design features and qualities such as materials, scale, façade composition, and proportion, but not try to replicate historical styles.
2. Art/Tech: General objectives: Utility is a design driver for the informal Art/Tech Sub-District, suggesting opportunities for adaptive reuse of existing buildings, and street improvements that promote new pedestrian and bike uses. The incorporation of "warm industrial" materials such as weathered wood or metal, and design elements such as garage doors or large entryways that engage the street or parklets are examples of how architecture and streetscape designs might complement the area's do-it-yourself character. We encourage the retention of historic materials when present.
3. Entertainment: General objectives: Art, creativity, and imaginative expression defines this hub of dining, nightlife, and the performing arts. Design elements here may reflect aspects of the Core and Art/Tech Sub-Districts, but a focus on art, theatricality, imagination, and night lighting that enhances building design and public spaces will distinguish this area. Buildings and streetscapes such as wider sidewalks, consistent lighting, and clear wayfinding that support entertainment needs.
4. Waterfront: General objectives: Better connection of Downtown to its waterfront location—visually, physically, and symbolically—is a primary goal of this Sub-District. Elements that reflect the shoreline ecology, local maritime activities, Northwest Native American history, historic industrial uses, sailing and boating, fishing and aquaculture, and commercial trading are encouraged. Examples include those design elements found at Percival Landing such as furnishings, light fixtures, marine hardware, wood pilings, boardwalks, and rope may be incorporated into streetscape improvements and new developments to help draw the aesthetics of the waterfront deeper into Downtown.
5. North Capitol Way: General objectives: One of the Olympia Downtown Strategy's important urban design concepts is to improve the visual connections

and pedestrian experience along Capitol Way between the Capitol Campus and Farmers Market. In the North Capitol Way Downtown Design Sub-District, this means providing streetscape improvements in the public Right of Way that are, consistent with other segments of Capitol Way. New development should include a variety of architectural and landscaping treatments that feature attractive, inviting building fronts and that accommodate a variety of uses so that all buildings present a welcoming face to the street. Maintain a mix of historic and new pedestrian-friendly development.

6. Business Corridor: General objectives: This Sub-District along Capitol Way and portions of the Plum Street SE corridor is currently characterized by older hotels, small commercial buildings, parking lots, banks, and older office buildings. Substantial redevelopment is envisioned that adds human activity and upgrades the pedestrian routes between Downtown and the Capitol Campus. This will take the form of substantial, urban scale commercial, institutional, and mixed-use buildings with refined façades that complement Campus and Downtown Core buildings. Buildings will include active ground floor uses and inviting facades with weather protection. Enhancements to the street scape to improve uniformity will include amenities such as lighting, paving, and landscaping to create a strong visual connection between the Campus and Downtown Core.
7. Residential Neighborhood: General objectives: This Sub-District is envisioned as an urban residential neighborhood with a mix of uses and architectural variety in building types with landscape plantings in streetscapes, medians, and on private property. Office development is expected where zoning allows. New development is anticipated, and is expected to be compatible with the residential character. Retaining historic buildings is encouraged.

#### **18.120.140 DESIGNATED STREET TYPES**

In order to provide attractive pedestrian oriented streetscapes, downtown streets are classified in the designated streets described as follows and as indicated in Figure 18.120.140.A.1. These descriptions are for design review only.





Figure 18.120.140.A.1: Designated streets, waterfront sites and high visibility street corners.

- A. Type A Pedestrian Oriented Streets are the most important downtown pedestrian routes with the greatest volume and concentration of pedestrian activities and attractions. The intent is to ensure these streets maintain that level of pedestrian traffic and amenity. The guidelines for Type A streets emphasize a high level of façade transparency (amount of clear ground floor window area), wide sidewalks, non-residential uses on the ground floor, limited vehicle access and parking, and maintenance of a prominent street wall.



*Figure 18.120.140.A.2: Type A Pedestrian Oriented Street.*

- B. Type B Pedestrian Oriented Streets are also important pedestrian connections but with less pedestrian traffic, amenities, and attractions. The intent is to ensure Type B streets are attractive pedestrian connections with sufficient interest at street level to encourage pedestrian traffic. Guidelines for Type B streets require some transparency and access limitations.



*Figure 18.120.140.A.3: Type B Pedestrian Oriented Street.*

- C. Type C streets are unmarked on figure 18.120.140.A.1. The intent of guidelines in Section 18.120.220.E is to ensure Type C streets are functional, attractive, and can accommodate a wide variety of uses. Guidelines for Type C streets typically include a defined edge at the back of the sidewalk (that is either a building, landscaping or pedestrian oriented space rather than an unscreened parking lot), and provide efficient pedestrian access to building entries.



*Figure 18.120.140A.4: Type C Street.*

- D. Downtown Entry Streets are arterials with relatively high vehicle traffic volumes that bring travelers into the Downtown. Because they are highly visible, the intent of guidelines for Downtown Entry Streets in OMC 18.120.120.C emphasize creating an attractive street front even if the uses may be auto oriented.



*Figure 18.120.130A.5: Downtown Entry Street.*

- E. Waterfront sites are those that directly face the shoreline with guidelines that support an attractive and active pedestrian esplanade.



*Figure 18.120.140A.6: A Waterfront Site.*

## **18.120.200 SITE PLANNING**

### **CONTENTS**

18.120.210	INTRODUCTION
18.120.220	STREET FRONTS
18.120.230	PEDESTRIAN CIRCULATION
18.120.240	BUILDINGS WITH GROUND RELATED RESIDENTIAL UNITS
18.120.250	MULTI-BUILDING AND MULTI-BLOCK SITES
18.120.260	SOLID WASTE STORAGE AND REMOVAL FACILITIES, SERVICE AREAS, AND MECHANICAL EQUIPMENT
18.120.270	MULTIFAMILY OPEN SPACE
18.120.280	SECURITY

### **18.120.210 INTRODUCTION**

Site Planning addresses the visual qualities of Downtown streetscapes and developments such as building orientation and location, service areas, and pedestrian and vehicular access.

### **18.120.220 STREET FRONTS**

#### **A. INTENT**

This section focuses on the relationship between the street and site with the intent to:

1. Assist in the implementation of City and regional transportation plans by establishing a pedestrian street overlay designation that results in a network of active, aesthetically pleasing, and interesting streets that link the Downtown retail core, the Capitol Campus, the waterfront, and residential neighborhoods.
2. Increase architectural and historic continuity between the retail core and the remainder of downtown.
3. Increase walkability by creating a high quality, compact pedestrian oriented environment so that people will be encouraged to work, shop, play, and live.
4. Provide strong, continuous edges which clearly define public open spaces and rights-of-way.
5. Contribute to the streetscape by incorporating human scaled, artistic elements or public art, or historically inspired elements into building design.
6. Provide direct visual contact between activities occurring inside buildings and the street environment.
7. Establish attractive “Downtown Entry Streets” that enhance the visual appearance



of entrances and prominent corridors into and around the Downtown.

8. Acknowledge the need to accommodate arrival by vehicle while supporting increased arrival by transit, carpool, bike, and on foot.

## B. APPLICABILITY AND STREET TYPE DESIGNATIONS

Street Front requirements apply to façades of buildings facing Type A and B Pedestrian Oriented Streets, Type C Streets, Waterfront Sites, and Downtown Entry Streets as indicated in Figure 18.120.140.A.1.

## C. REQUIREMENTS FOR TYPE A PEDESTRIAN ORIENTED STREETS

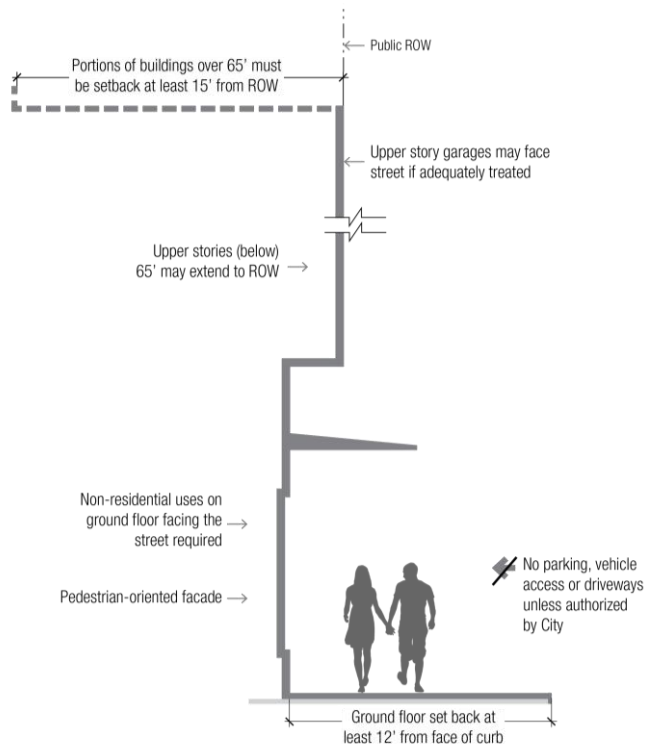
The following requirements apply to building façades facing Type A Pedestrian Oriented Streets:

1. Façade details. Feature “pedestrian oriented façades” as described in Section 18.120.460.
2. Ground floor use. Non-residential uses shall be featured adjacent to A Streets. Hotel and multifamily residential lobbies, common rooms and entries are allowed.
3. Ground floor setbacks. Feature ground floor setbacks at least 12-feet from the face of curb. Upper stories may extend to the property/right of way line. Pilasters or similar façade extensions may be located out toward the curb a maximum of 12 inches provided that the pilasters are no more than 3-feet wide measured parallel to the front building façade.

Exceptions:

- i. Buildings on properties with street frontage less than 100 feet, measured horizontally along the right of way, do not need to meet requirement (3) directly above.
  - ii. This provision does not apply to the redevelopment of an existing building.
4. Street wall definition. The ground floor shall extend to the property/right of way unless the setback from the curb required in “c” is applicable. (For example, align the building along the right of way unless the resulting sidewalk area is less than 12 feet wide from back of curb to the first floor building wall at grade.)

Exception: Up to 80% of a building front (measured parallel to the right of way line) may be set back up to 60-feet from the right of way provided the setback is occupied by pedestrian oriented open space as described in Section 18.120.330 and the façades facing the open space meets the Pedestrian Façades and Weather Protection requirements in Section 18.120.460.



*Figure 18.120.220.C.1: Summary of requirements for building facades facing a Type A Pedestrian Oriented Street. (This diagram is for illustrative purposes only. See OMC 18.120.220.C for stated requirements.)*

5. Vehicle parking. Surface vehicle parking directly fronting, and ground floor structured parking directly adjacent to a Type A Pedestrian Oriented Street is prohibited. The City may allow upper story parking facing the street if the façade is suitably treated to appear as an occupied building or incorporates articulation treatments that break up the massing of the garage and add visual interest as described in OMC18.120.440.B.1.
6. Vehicle access (driveways). All vehicle access shall be from another street or alley unless the City determines that there is no other way to provide safe vehicle access. For example, if the property is on the corner of two Type A Pedestrian Oriented Streets or fronts a designated Arterial and a Type A Pedestrian Oriented Street, the City will determine which street fronts may feature vehicle access (a driveway).
7. Stepbacks. Upper story stepbacks for building elements or stories over 65 feet above grade shall be set back at least 15 feet from the public right of way.

Exception: Architecturally treated parapets and roof garden railings may extend up to 5 feet above the 65 feet façade face limit.

#### D. TYPE B PEDESTRIAN ORIENTED STREET REQUIREMENTS

The following requirements apply to building façades facing Type B streets and to building façades in the Waterfront Sub-District parallel to the shoreline that are visible from a public pathway:

Exception: As an alternative, the building façade will be acceptable if it meets the requirements for Type A Pedestrian Oriented Street provisions.

Note: If there are ground floor residential units, the project shall also meet the requirements for ground floor residential units in OMC18.120.240

1. Façade details. Project shall provide pedestrian oriented façades as described in OMC 18.120.460 unless the building façade features ground floor residential units.

Exceptions: In lieu of providing a pedestrian oriented façade on a Type B Street, the City may allow departures from 18.120.460 provided the applicant demonstrates alternative design features that are equal or superior for the pedestrian environment. Examples of such solutions include a trellised area with seating, a plaza, or substantial artwork.



*Figure 18.120.220.D.1: The Hands-On Children's Museum is an example of a pedestrian friendly site that employs a unique solution rather than strict conformance to Pedestrian Oriented Street requirements.*

2. Ground floor setbacks. Feature ground floor setbacks at least 12-feet from the face of curb. Upper stories may extend to the property/right of way line. Pilasters (rectangular columns that project outward from the front façade wall) or similar façade extensions may extend out toward the curb a maximum of 12-inches — provided that the pilasters are no more than 3 feet wide measured parallel to the front building façade. See Figure 18.120.220.D.2.

Exceptions:

- i. Buildings on properties with street frontage less than 100 feet, measured horizontally along the right of way, do not need to meet requirement (3)

directly above.

- ii. This provision does not apply to the redevelopment of an existing building.

3. Street wall definition. The ground floor of buildings shall extend to the property/right of way boundary unless the façade features ground floor residential units or the setback from the curb required in “b” is applicable.

Exception: A building front may be set back up to 60-feet from the right of way provided the setback is occupied by pedestrian oriented open space as described in OMC18.120.330 and the façade facing the open space meets the Pedestrian Façades and Weather Protection requirements in OMC18.120.460.

4. Vehicle parking. All vehicle parking shall be from a lesser street type or alley unless the City determines that there is no other way to provide safe vehicle parking. Surface vehicle parking directly fronting a Type B Pedestrian Oriented Street is prohibited.
5. Vehicle access (driveways). All vehicle access shall be from a lesser street classification or alley unless the City determines that there is no other way to provide safe vehicle access. For example, if the building site fronts on two or more Pedestrian Oriented Streets or on a Pedestrian Oriented Street and a designated arterial, the City will determine what street front may feature vehicle access (driveway).

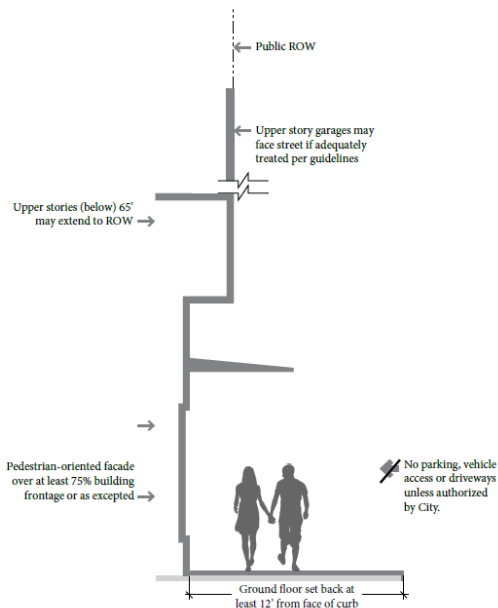


Figure 18.120.220.D.2: Summary of requirements for building façades facing a Type B Pedestrian Oriented Street (this diagram is for illustrative purposes only. See Section 18.120.220.D for stated requirements).

## E. TYPE C STREET REQUIREMENTS

The following requirements apply to building façades facing Type C streets:

1. Street Edge: Physically define the street edge with building(s), landscaping, or other features as approved by the City.

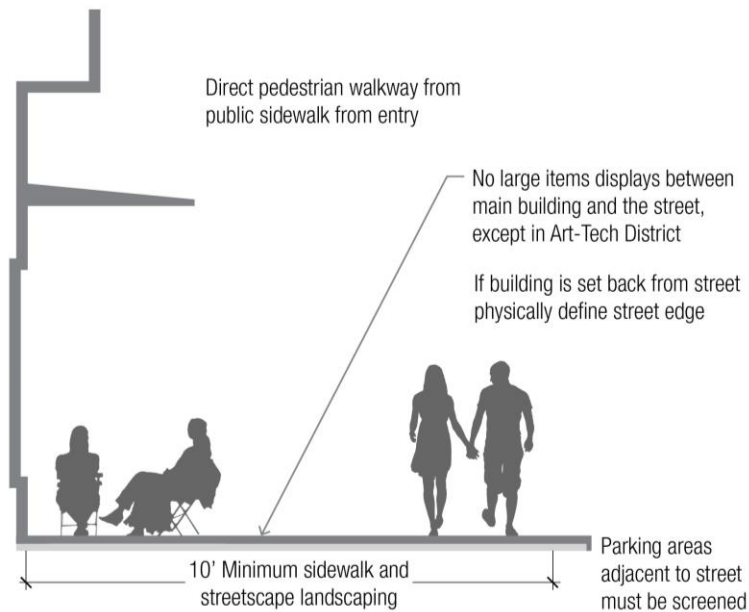
Exceptions:

- a. The building façade will be acceptable if it meets the requirements for Type A or Type B Pedestrian Oriented Street provisions.
  - b. Ground related residential units meeting the requirements of OMC 18.120.220.A.
  - c. Developments in the Residential Neighborhood Sub-District may feature a front yard along the street edge that includes lawn or other landscaping, a pedestrian oriented open space, or other treatment as approved by the City. No definition between the street and the site is needed if the front yard is a public pedestrian oriented open space such as a plaza, courtyard café seating area, or similar feature.
2. Ground Floor Setback: Feature ground floor setbacks at least 10 feet from the face of the curb to provide sufficient room for a sidewalk at least 10 feet wide or sidewalk plus planting strip (total 10 feet wide). Pilasters or similar façade extensions may extend out toward the curb a maximum of 12 inches—provided that the pilasters are no more than 3 feet wide measured parallel to the front building façade. (See Figure 18.120.220.E.1) Figure 18.120.220.E.1 Requirements for building façades adjacent to Type C Streets. (This diagram is for illustrative purposes only. See Section OMC18.120.220.E for stated requirements.)

Exceptions:

- i. Buildings on properties with street frontage less than 100 feet, measured horizontally along the right of way, do not need to meet requirement (3) directly above.
- ii. This provision does not apply to the redevelopment of an existing building.

3. Surface Parking. Surface parking areas adjacent to the street shall be screened according to Section OMC 18.120.340



*Figure 18.120.220.E.1: Requirements for development adjacent to Type C streets (this diagram is for illustrative purposes only. See section 18.120.220.E for stated requirements).*

4. Sidewalk access. Primary building entries shall face the street and provide direct access to the public sidewalk. Side entries shall provide connectivity to the street by a pedestrian pathway and should be visible from the street.

Exceptions:

- a. Properties fronting directly on the shoreline in the Waterfront Design Sub-District,
  - b. Departure from this requirement can be approved provided it is demonstrated that the design provides direct access to the street to the greatest extent possible and that alternative design features that are equal or superior at achieving the design intent.
5. Display items. Large item display areas are prohibited between the main building and the street front (e.g. auto sales in the front yard area). Sidewalks cannot be enclosed as space for retailing. Small, temporary displays, and outdoor seating are permitted provided pedestrian sidewalk traffic is not impeded as outlined in the city's Street use regulations.

Exceptions: Displays in the front of buildings are permitted in the Art/Tech Sub-District and properties north of Market Street.

F. REQUIREMENTS FOR WATERFRONT DESIGN SUB-DISTRICT SITES  
FRONTING DIRECTLY ON THE SHORELINE

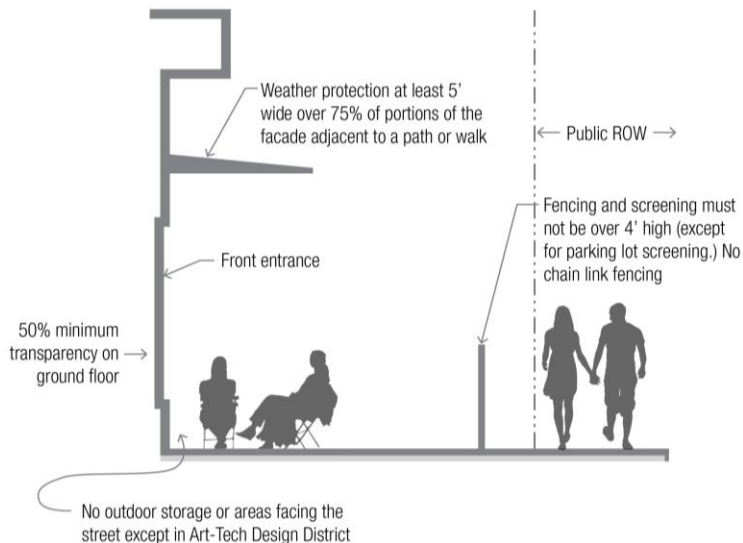
Projects on sites fronting directly on the shoreline and not separated by a street as identified in Figure 18.120.110.A.1 shall be configured to comply with the following:

1. Shoreline facing façades. Building façades facing the shoreline shall feature a pedestrian oriented façade as described in OMC 18.120.460
2. Façades perpendicular to the shoreline. Building façades roughly perpendicular to the shoreline shall comply with provisions for Type B Pedestrian Oriented Streets unless the City determines that there is a compelling reason to the contrary due to unusual use or site constraints.

G. DOWNTOWN ENTRY STREET REQUIREMENTS

The following requirements apply to projects proposed for sites fronting designated Downtown Entry Streets (see Figure 18.120.140.A.1). Projects may conform to requirements for Type A or B Pedestrian Oriented Streets in lieu of Downtown Entry Street requirements.

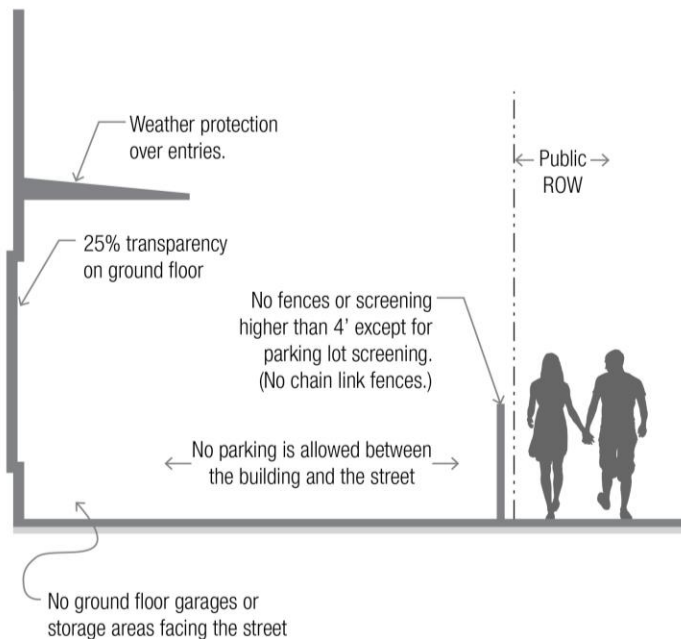
1. Non-residential buildings. Commercial and mixed-use building façades facing Downtown Entry Streets located within 15 feet of the right of way shall conform to the following:
  - a. Provide at least 50% transparency (clear window area) on the ground floor façade between 2 feet and 8 feet above grade.
  - b. Front provide a front entrance visible from the public street and a direct walkway between the public sidewalk and the main entrance.
  - c. Provide weather protection over the front entry pursuant to OMC 18.120.450.B.2. The weather protection shall be at least 5 feet deep over at least 75% of all portions of the façade adjacent to a pedestrian path or walk.
  - d. Fences and screens (except for parking lot screening) taller than 4 feet or retaining walls higher than 30 inches are prohibited within 15 feet of the right of way of the Downtown Entry Street, unless the City determines there are unusual site constraints and the departure is the minimum necessary to alleviate said constraint.



*Figure 18.120.220.G.1: Requirements for non-residential buildings within 15 feet of an Entry Street right of way (this diagram is for illustrative purposes only. See OMC 18.120.220.G for stated requirements).*

2. Residential buildings. Residential buildings located within 30 feet of the right of way shall conform to the following:
  - a. Provide at least 15% transparency on the ground floor.
  - b. Provide a covered porch, stoop, or patio for individual ground floor unit entries, or a clearly recognizable, covered shared entry pursuant to OMC 18.120.450.B.2.
  - c. Fences over 4 feet and retaining walls taller than 30 inches are prohibited within 15 feet of the Downtown Entry Street right of way, unless the city determines there are unusual site constraints and the departure is the minimum necessary to alleviate said constraint. Fences and walls are permitted when used to for parking lot screening.
  - d. Garages and storage spaces are prohibited along the ground floor front façade facing the Downtown Entry Street.

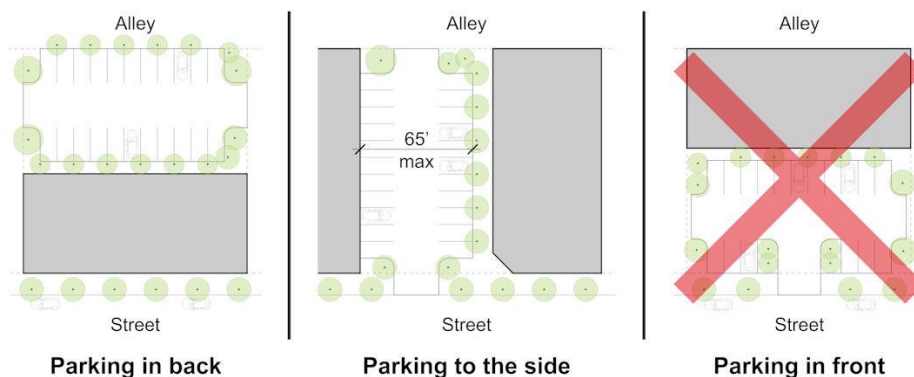




*Figure 18.120.220.G.2: Requirements for residential buildings within 30 feet of an Entry Street right of way (This diagram is for illustrative purposes only. See OMC18.120.220.G for stated requirements).*

3. Location of surface parking. Surface parking shall be located behind, underneath, or to the side of the ground floor use facing the Downtown Entry Street (i.e. parking is prohibited between the building and the Street).

Exceptions: If the parking is on the side of a building, or there is no building, parking shall not exceed 65 feet of the street frontage. If the lot is wider than 130 feet, parking may occupy up to 50% of the width of the lot facing the street.



*Figure 18.120.220.G.3: Requirements for surface parking location (This diagram is for illustrative purposes only. See OMC18.120.220.G for stated requirements).*

4. Outdoor display areas. Large item display areas are prohibited between the main building and the street front. Sidewalks cannot be enclosed as a space for retailing. Small, temporary displays and outdoor seating are permitted provided pedestrian sidewalk traffic is not impeded as outlined in the City's Street use regulations.

## **18.120.230 PEDESTRIAN CIRCULATION**

### **A. INTENT**

1. To provide convenient pedestrian circulation connecting all on-site activities to adjacent pedestrian routes and streets.
2. To improve the pedestrian environment by making it easier, safer, and more comfortable to walk between businesses and residences, to transit stops, and through parking areas.
3. To provide access to transit services.

### **B. REQUIREMENTS**

1. Pathways. Pathways between the dwelling units and the street shall be provided in residential developments with multiple ground related units or entries.



*Figure 18.120.230.B.1. A good example of pedestrian connections between units. The pathway leads to the street. Note the positive security measures including bollard lighting, open landscaping with no hiding spaces, passive surveillance from windows, and sense of enclosure that implies ownership of the space.*

2. The pedestrian circulation system shall connect all main (primary) entrances on the site. For townhouses or other residential units fronting the street, the sidewalk may be used to meet this standard. Pedestrian connections to other areas of the site, such as parking areas, recreational areas, common outdoor areas, and any pedestrian amenities shall be provided.
3. Provide attractively designed pedestrian walkways to adjacent public rights of

way, trails, existing or planned bus stops, site features such as mailboxes, solid waste storage areas, and other shared facilities, and to adjacent properties where access exists or reasonable connections are possible.

4. Elevated walkways. Elevated walkways which provide pedestrian access to dwelling units located above the ground floor are generally prohibited, unless the city determines there is a compelling reason to the contrary and provided that the walkway(s):

- a. Do not compromise the privacy of the individual units (no walkways adjacent to residential unit windows)
- b. Do not compromise visual access from dwelling units into a courtyard

Note: This section is not intended to prohibit skywalks, pedestrian bridges between buildings, or external stairways to access an upper story.



*Figure 18.120.230.B.2. Elevated external walkways such as this are not allowed.*

#### **18.120.240 BUILDINGS WITH GROUND RELATED RESIDENTIAL UNITS**

The following requirements apply to all ground-related residential units. “Ground related residential units” or ground floor residential units” means residential units such as townhouses, ground floor apartments, cottage housing, etc. which face a public right of way and have their ground floors at or near the street grade. Units that have pedestrian access directly from a street or pathway without passing through a lobby or room are also ground related. Where the requirements of this Section conflict with the guidelines in OMC 18.120.220C, D, E or F (guidelines for designated street types), the guidelines of this Section (OMC 18.120.230) shall apply unless the City determines otherwise. Note: Ground floor residential uses are not allowed on Type A streets or Waterfront Sites.

##### **A. INTENT**

1. To provide for the privacy, comfort, and livability of the residential units.
2. To provide an attractive streetscape.

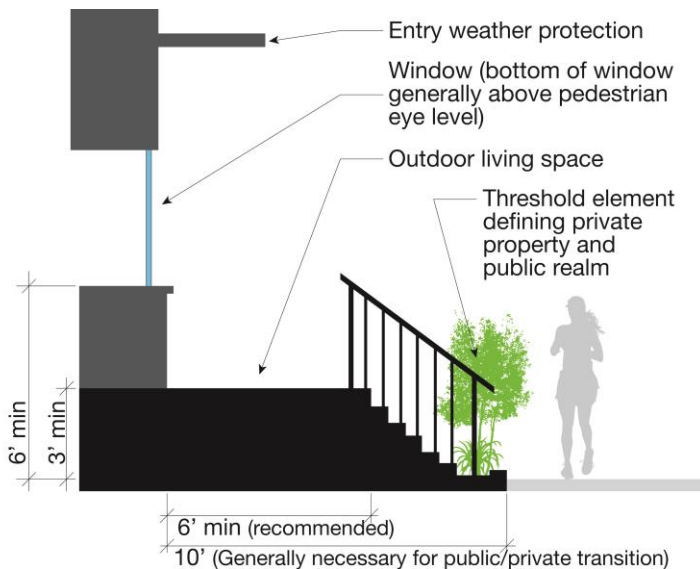
3. To allow for friendly communication between residents in an outdoor space and pedestrians on the sidewalk.
4. To provide an inviting entry into the units.



*Figure 18.120.240.A.1: Desirable ground related residential example with raised unit, landscaping, and small porches to enhance privacy while providing a welcoming streetscape. Units front on the street. Garages are off the alley.*

## B. REQUIREMENTS

1. Street access. Ground-related residences fronting a street shall each have individual ground-related entries accessible from the street.
2. Setback or elevate units for privacy. Provide for internal privacy for people living in the ground related units through all of the measures as follows.



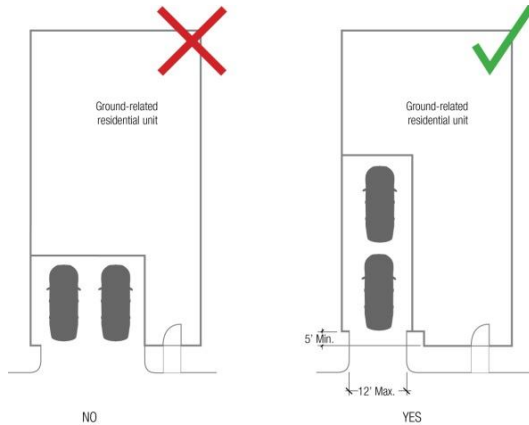
*Figure 18.120.240.B.1: Dimensional relationships to maintain privacy and provide a successful transition between public and private realms.*

- a. Setback ground level residences at least 10 feet from a public right of way or elevate the ground floor unit at least 3 feet above the sidewalk grade (preferably both). If the building front is less than 10 feet from the public right of way, the bottom of the ground floor windows facing the street shall be at least 6 feet above sidewalk grade.
- b. Provide a physical “threshold” feature such as a hedge, retaining wall, rockery, stair, gate, railing, or a combination of such elements on private property that defines and bridges the boundary between public right of way and private entry, porch, yard, or patio. Thresholds may screen but must not block views to and from the street. Retaining walls shall not be taller than 30 inches. If additional height is required to accommodate grade conditions, then terraces edged by stepped retaining walls, each no more than 30 inches high, are acceptable. Fences and screens shall not be higher than 4 feet above the sidewalk.
- c. Provide an outdoor space at least 6 feet in depth and 6 feet wide (36 Square Feet minimum) in the front yard such as a porch, patio, deck, or similar space. Where feasible, this space must be at the same level as the interior of the unit. This space may include landscaping areas and may count as part of the entry space required below. The City may allow an exception for an outdoor space with other dimensions if the space meets the intent of providing a transition between the street and the private space. If there is an entrance facing the street, design the front door and entry area to enhance privacy. Locate and size windows and transparent doors so that pedestrians on the sidewalk cannot see directly into the lower half of the ground floor living space.
- d. Provide a covered area, porch or protected entry space, or other architectural weather protection at least 4 feet deep that provides cover for a person entering the unit and a transitional space between outside and inside the dwelling.



*Figure 18.120.240.B.2: Ground floor residential units often lack privacy and livability of outdoor spaces is limited. Locating the ground floor at grade or below the sidewalk with insufficient setback results in an uninviting space even with the planter. This should be avoided.*

- e. **Garage configuration.** Where the primary pedestrian access is off the same façade as vehicular access, driveway widths shall be no more than 12 feet wide. Entries into the garage shall be set back at least 5 feet from the front of the street facing building wall. All interior vehicle storage areas (garages) shall have a door. Where more than one vehicle storage space is required, developments shall incorporate single-width “tandem” parking configurations for all ground related units to minimize the impact of garage doors on the streetscapes.



*Figure 18.120.240.B.3: Driveways serving ground floor residential units shall be no more than 12 feet wide. Tandem parking is allowed (This diagram is for illustrative purposes only. See OMC18.120.240 for stated requirements).*

## **18.120.250 MULTI-BUILDING AND MULTI-BLOCK SITES**

### **A. INTENT**

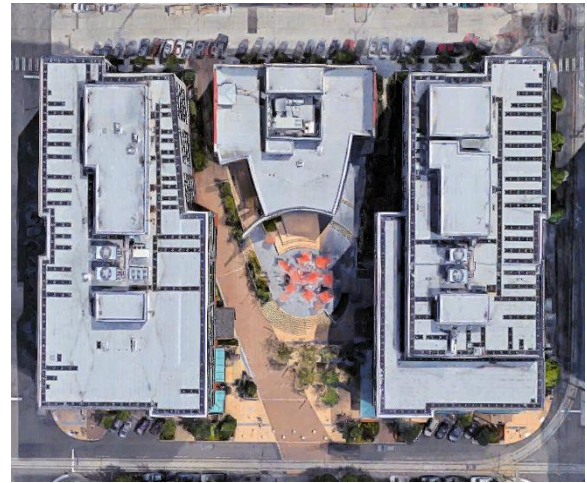
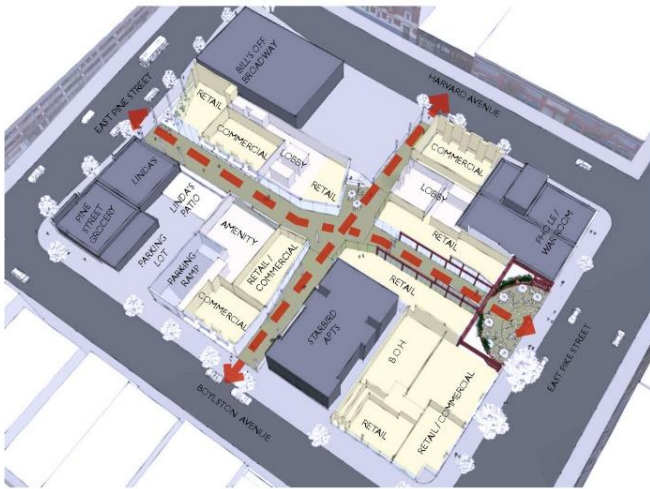
1. To create integrated development plans and phasing strategies.
2. To reduce negative impacts to adjacent properties.
3. To enhance pedestrian and vehicular circulation.
4. To provide usable open space.
5. To create focal points for pedestrian activity for developments.
6. To enhance the visual character of the community.

### **B. REQUIREMENTS**

1. **Unified site plans.** Development at sites with two or more buildings shall demonstrate that the project is based on a unified site plan that meets the following criteria:



- a. Incorporate pedestrian pathways or open space with landscaping as a unifying element.
- b. Provide for safe, efficient internal vehicular circulation that does not isolate the buildings.



*Figure 18.120.250.B.1: Two examples of unified site plans illustrating the provisions of Guideline 18.120.250.B.1: Note the incorporation of a public passageway in the left example and the use of open space as an organizing feature in the right example.*

- c. To achieve direct, safe, and comfortable pedestrian connections, building entrances shall not be focused around a central parking area, instead they shall be connected by a pathway system and/or open space(s), unless the City determines this infeasible or undesirable and the applicant demonstrates that the alternative design is equal to or better at achieving the design intent.
- d. A development may provide a major public entry serving several shops rather than providing a separate storefront entry for each shop. If the development employs the combined-entry option, then the entry shall be prominent and articulated with special features such as recessed entries, transparency, prominent canopies, landscaping, lighting, and expression of the entry in the façade's upper stories. See Figure 18.120.250.B.2 below.
- e. Provide publicly accessible pedestrian connections between public streets where the City determines that such connections would not adversely impact the development.



*Figure 18.120.250.B.2: Prominent entries meeting the intent of Guideline 18.120.250.B. Note the recessed entries, transparency, prominent canopies, landscaping, lighting, and expression of the entry in the façade's upper stories.*

## **18.120.260 SOLID WASTE FACILITIES, SERVICE AREAS, AND MECHANICAL EQUIPMENT**

### **A. INTENT**

1. To minimize adverse visual, olfactory, or noise impacts of mechanical equipment, utility cabinets, and service areas at ground and roof levels.
2. To provide access for service vehicles to remove waste and maintain service elements.
3. To provide adequate, durable, well-maintained, and accessible service and equipment areas.
4. To protect residential uses and adjacent properties from impacts due to location and utilization of service areas.

### **B. REQUIREMENTS**

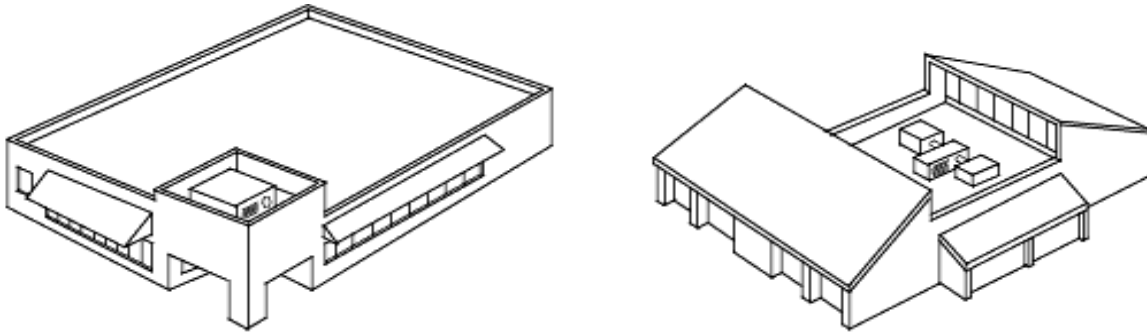
1. Location and screening. In order to avoid negative visual, auditory, olfactory, or physical impacts on the street or residential environment, site service areas and mechanical equipment areas shall be sited as follows:
  - a. Service areas and mechanical equipment areas shall be located to have the least negative visual, auditory, olfactory, or physical impact on the street environment and adjacent residentially zoned properties. Service areas shall be sited for alley access, if available.
  - b. Screening: Service areas shall be located to avoid visibility from the sidewalk and adjacent properties to the greatest extent possible. When services and equipment are visible from streets or adjacent properties it



shall be screened with a structural enclosure constructed of masonry, heavy-gauge metal, or decay-resistant composite wood. The walls shall provide full screening from the affected roadway, or property. Gates shall be made of a heavy-gauge, site-obscuring material. The materials, colors, and design of the enclosure shall be compatible with those of the principal structure. Art work such as paint schemes or coverings may be used to help blend equipment into the background. Gates must be kept closed except at time of servicing.

Exceptions:

- Development in the Art/Tech Sub-District (Note: Screening requirements of OMC 18.36 and 18.40 remain applicable).
  - While exterior service areas shall be screened, screening requirements may be reduced by the City at access points for service areas inside buildings.
- c. Service areas used by residents shall be located and configured to avoid entrapment areas and other conditions where personal security is a concern. The City may require pedestrian-scaled lighting or other measures to enhance security.
- d. In the Residential Neighborhood Sub-District, exterior loading areas for commercial uses shall not be located within 20 feet of a residentially zoned property, unless the City determines that there are unusual site constraints that would prohibit adequate service vehicle access. In such cases, the areas and drives will be separated from the residential lot by a masonry wall at least 8 feet high.
- e. Ground-mounted mechanical equipment, utility meters, electrical conduit, and other service and utilities apparatus shall be located and screened to minimize visual and noise impacts to pedestrians on streets and adjoining properties.
- f. Roof-mounted mechanical equipment shall be located and screened on all sides so the equipment is not visible from the ground level of adjacent streets and properties within 20 feet of the structure. Match the color of roof mounted equipment with the exposed color of the roof to minimize visual impacts when equipment is visible from higher elevations nearby.



*Figure 18.120.260.B.1: Examples of how to screen roof-mounted mechanical equipment.*

- g. Locate and screen utility meters, electrical conduit, and other service and utilities apparatus so they are not visible from adjacent properties and streets.
- h. All service connections and on-site utilities including wires and pipes must be located underground unless there is a compelling public purpose to the contrary. Meters may be attached to buildings and screened. Project proponents are required to coordinate with the local electric utility provider to locate electrical service facilities in the least obtrusive way.
- i. Show the locations of all mechanical equipment and utility vaults on both site plan and landscape plans early in the process.



*Figure 18.120.260.B.2: Place utility meters in less visible locations. Note that this example is acceptable on a service alley but not near a street or residential walkway.*

## C. REQUIREMENTS FOR SOLID WASTE STORAGE AND REMOVAL FACILITIES

For location and configuration of solid waste storage, refer to the Engineering Department Development Standards (EDDS).

## **18.120.270 MULTIFAMILY OPEN SPACE**

### **A. INTENT**

1. To promote the health and well-being of downtown residents.
2. To create usable space that is suitable for leisure or recreational activities for residents.
3. To create open space that contributes to Downtown's residential setting.
4. To provide open spaces for new developments with five or more residential units.

### **B. REQUIREMENTS**

1. Amount of required residential open space. All new multifamily buildings with five or more residential units shall provide on-site open space of at least 100 SF per dwelling unit or 10% of residential unit floor area, excluding hallways and common areas that provides functional leisure or recreational activities. The lesser amount of the two calculations is acceptable. Required setback areas may count as part of the required open space requirement if they meet the requirements in OMC 18.120.270.B, as determined by the City.

Exceptions: This provision does not apply to remodeling of existing residential units or additions to existing residential structures.

- a. Common open space. "Common outdoor open space" includes landscaped courtyards or decks, entrance plazas, gardens with pathways, children's play areas, pools, water features, accessible areas used for storm water retention, or other multipurpose recreational and/or green spaces. Special requirements for common open spaces include the following:
  - i. The open space shall have a minimum dimension of 15 feet to provide functional leisure or recreational activity.
  - ii. Exception: The City may exempt special purpose recreation facilities such as bocce or tetherball courts, play areas, and vegetable gardens from this dimensional requirement provided the space is appropriate and configured with appurtenances/equipment for the use.
  - iii. The space shall feature paths or walkable lawns, landscaping, seating, lighting, play structures, sports courts, raised garden beds, or other pedestrian amenities to make the area more functional and enjoyable for a range of uses.

- iv. The space must be oriented to receive sunlight by facing east, west, or preferably south, when possible.
- v. Landscaped internal pathways may be counted as “common open space” if they meet the other criteria within this subsection.
- vi. Common open space shall be separated from ground level windows, streets, service areas, and parking lots with landscaping, low-level fencing, and/or other treatments as approved by the City that enhance safety and privacy for both the common open space and dwelling units.
- vii. The space shall be accessible to all residents and must be oriented to encourage activity from local residents.



*Figure 18.120.270.B.1: The privacy and identity of these ground related residences are achieved by the fencing, landscaping, and slight elevation of the porches.*



*Figure 18.120.270.B.2: Good examples of common open space including a pedestrian corridor, street level courtyards, and a children's play area.*

- b. Balconies. To qualify as open space, balconies or patios shall be at least 35 square feet, with no horizontal dimension less than 5 feet.
- c. Rooftop decks and terraces. Decks and terraces accessible to all residents may be used to meet open space requirements, provided the following conditions are met for the space:

- i. Accessible to residents of all dwelling units.
- ii. Provides amenities such as, but not limited to, seating areas, landscaping, and/or other features that encourage use.
- iii. Features surfacing which enables residents to walk on and use the open space.
- iv. Incorporates features that provide for the safety of residents such as enclosures and appropriate lighting levels.



*Figure 18.120.270.B.3: An attractive roof deck.*

- d. On-site indoor recreation areas such as exercise studios, lounges, and play areas may be used to meet the required open space provided the following conditions are met:
  - i. Space must be accessible and walkable to all dwelling units.
  - ii. The space is designed for and includes equipment for a recreational use (e.g., exercise or group functions).



*Figure 18.120.270.B.4: An indoor recreation space. Other less intensive spaces are also appropriate provided they are primarily for leisure, social, physical, or recreational activities.*



## 18.120.280 SECURITY

### A. INTENT

Crime Prevention through Environmental Design (CPTED) principles address elements of the built environment ranging from small scale elements such as the strategic use of shrubbery and other vegetation to larger scale considerations such as the configuration of buildings, open spaces, and human experience of an entire urban neighborhood. This section incorporates CPTED principles with the intent to:

1. Increase personal safety and property security.
2. Assist law enforcement within the Downtown.
3. Provide an indication that unlawful and uncivil behavior is not permitted.

### B. REQUIREMENTS

1. Entrapment areas. Ensure that the development does not include “entrapment areas,” where a person could become trapped with no exit route. Provide two means of egress from all outdoor spaces or a wide and visible exit to allow a person to avoid a threat. Ensure entrapment conditions are minimized in the design of rooftop decks, parking areas, waste recycling stations, and other areas frequented by residents and workers.

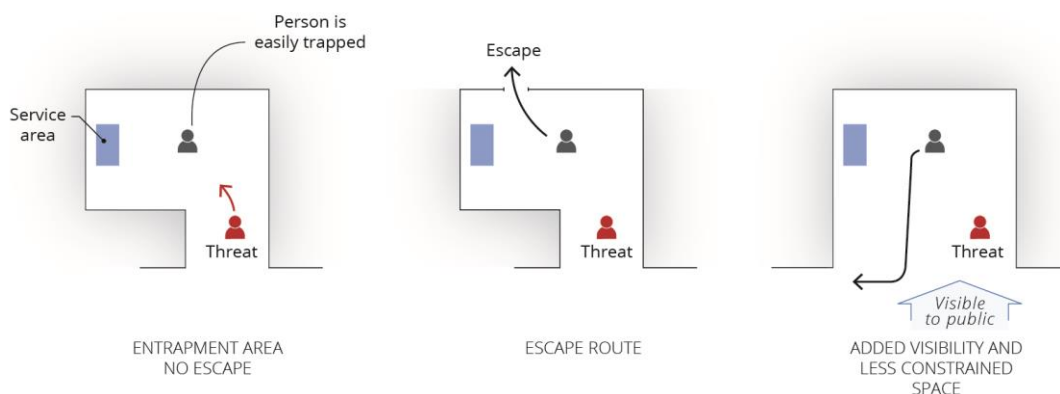


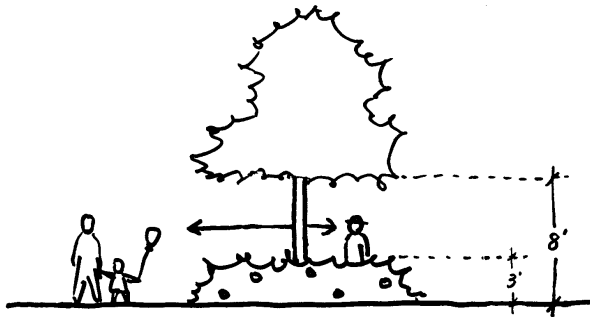
Figure 18.120.280.B.1: Measures to avoid entrapment areas.

2. Visibility. Ensure that all physically accessible areas are well lit and/or visible from a publicly owned space or public right of way. Provide lighting per OMC 18.120.360 Site Lighting.
3. Visual obstruction. Size vegetation and fences to allow visibility into open space, pathways, and building entries. Avoid the inclusion of buildings, vegetation, opaque fences, or other objects (e.g. a storage enclosure) that block visibility into a space or provide places to hide.



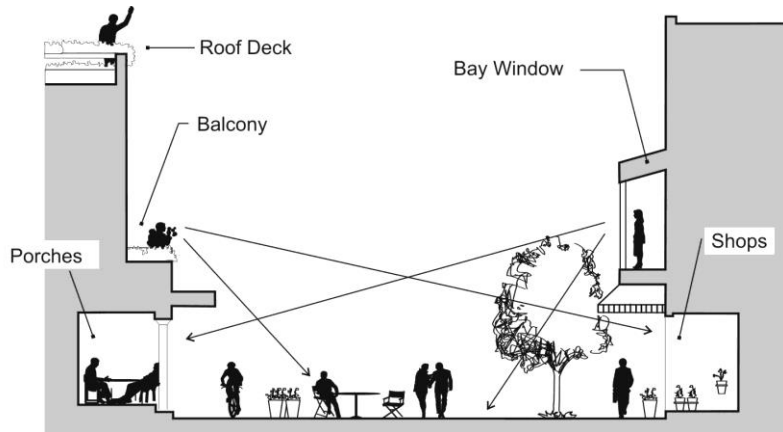
*Figure 18.120.280.B.2: Fences that prevent visibility from public right of way and open spaces can decrease security.*

4. Motorists' view. Ensure that screening or landscaping does not block motorists' views of pedestrians crossing streets, driveways, and vehicular circulation areas. Where visibility is necessary to avoid creating an unsecure area and to reduce the potential for pedestrian/vehicle collisions, select vegetation that will not obstruct views between 3' and 8' above the ground. (See Figure 18.120.020.H.2.c.)



*Figure 18.120.280.B.3: Keep landscaping open between 3 feet and 8 feet above grade where there is the need for visibility.*

5. Passive surveillance. Design structures and site elements to provide for “passive surveillance,” the ability of people occupying buildings and public spaces to view all parts of accessible spaces.



*Figure 18.120.280.B.4: Passive surveillance, or the ability of people in buildings or traveling along roadways to see outdoor spaces, increases security.*

6. Access control. Provide appropriate natural access control. Employ features, as necessary, that delineate where the general public should not enter without an invitation. For example, a low fence or hedge can indicate that people should not enter a yard or open space except through a gate or opening. Access control should not limit visibility or passive surveillance.
7. Territorial definition. Clearly indicate through site planning and design measures what parts of the site are open to the public and what parts are not. See Figure 18.120.280.B.5 below for an example of this technique.



*Figure 18.120.280.B.5: Note the use of both territorial definition in the foreground seating area and access control in the gate towards the rear of this picture. The gate, even if unlocked, indicates that the courtyard in the background is private while the benches indicate that people are welcome to use the courtyard in the foreground.*

8. Maintainability. Incorporate easily maintained and vandal resistant elements. See also OMC 18.120.450.B.2 that addresses durable building materials.





*Figure 18.120.280.B.6: This residential complex incorporates passive surveillance, territorial definition, and good visibility and lighting to provide a more secure pathway and open space.*

## **18.120.300 SITE ELEMENTS AND DESIGN**

### **CONTENTS**

18.120.310	INTRODUCTION
18.120.320	PARKING AREAS
18.120.330	PEDESTRIAN ORIENTED OPEN SPACE
18.120.340	LANDSCAPING
18.120.350	WALKWAYS AND CIRCULATION ELEMENTS
18.120.360	LIGHTING
18.120.370	OTHER SITE FEATURES

### **18.120.310 INTRODUCTION**

This Section addresses the size and design of site elements such as landscaping, parking areas, walkways, open spaces, site furniture, and fences. Whereas OMC 18.120.200 (Site Planning) addresses the location and configuration of such elements within the framework of site planning, this chapter adds provisions for their physical characteristics. This section does not apply to site features in the public right of way.

### **18.120.320 PARKING AREAS**

#### **A. INTENT**

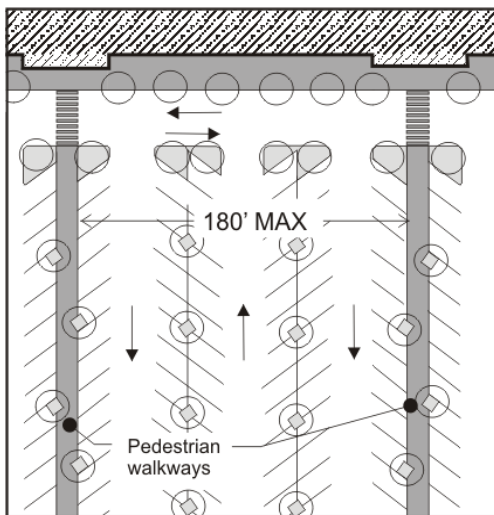
1. To reduce the visual presence of parking on Downtown streets, public spaces, and adjacent development.
2. To increase pedestrian access.

#### **B. REQUIREMENTS**

1. Parking lot design standards. These guidelines are in addition to OMC 18.38.220 (parking design standards) and 18.36.180 (parking lot landscaping and screening.) See also Section 18.120.220 on Specially Designated Streets for parking lot location guidelines.
2. Walkways through parking areas. Developments shall provide specially marked or paved walkways through parking areas. Generally, walkways shall be provided at least every four rows or at least every 180 feet, whichever will yield more walkways. Align the walkways to connect with major building entries or other sidewalks, walkways, and destinations. Walkway shall be a minimum of 4 feet wide (unobstructed clear width excluding vehicle overhang.)

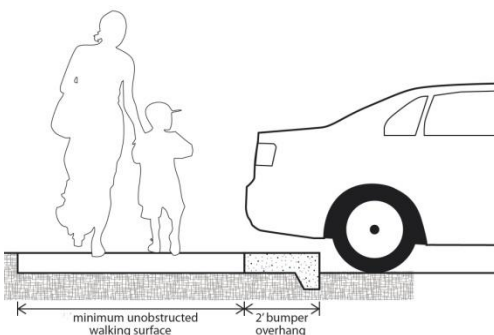


*Figure 18.120.320.B.1: Parking area walkway examples. Note that clear walkway width must account for vehicle overhang.*



*Figure 18.120.320.B.2: Example parking area walkway configuration.*

3. Bumper overhang next to walkways and landscaping. Where angle or perpendicular parking abuts a landscape strip or walkway, provide a 2 feet wide paved area to prevent the vehicle's overhang from infringing on the walkway or landscaping.



*Figure 18.120.320.B.3. Concrete extension to accommodate bumper overhang.*

## **18.120.330 PEDESTRIAN ORIENTED OPEN SPACE**

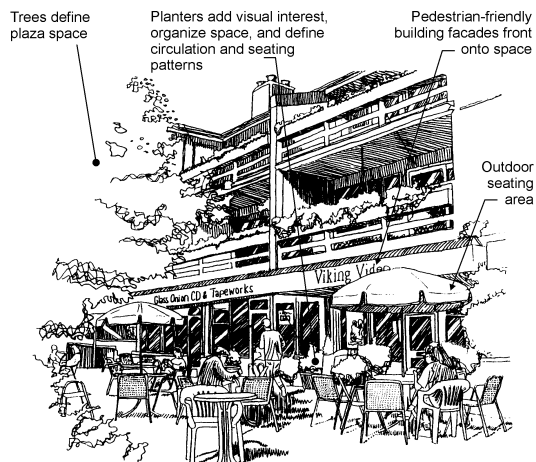
### **A. INTENT**

1. To ensure that accessible open spaces, whether public or private, are safe, comfortable, usable, and attractive.
2. To provide spaces for informal activities such as picnicking, relaxing, meeting friends, and, as appropriate, children's play.
3. To establish the minimum standards for how pedestrian oriented open space will be developed when it is proposed to satisfy provisions of 18.120.230 C, D, and E or when it is proposed as part of a new development or redevelopment project.

### **B. REQUIREMENTS**

1. Pedestrian oriented space elements. Providing "Pedestrian Oriented Open Space" is an option for satisfying some requirements in sections 18.120.230.C, D, and E. (Allows buildings on Type A, B, and C streets to be set back from a public right of way if the setback area meets pedestrian oriented open space standards.) Pedestrian oriented open space used to satisfy these requirements shall meet the following standards in subsections a. and b.:
  - a. Pedestrian Oriented Open Space shall feature:
    - i. Location: Pedestrian areas are to be located adjacent to areas with significant pedestrian traffic to provide interest and security, such as adjacent to, or visible from, a building entry. Such areas are to provide visual and pedestrian access into the site from a street, private access road, or non-vehicular courtyard.
    - ii. Surface: Paved walking surfaces of either concrete, walkable crushed rock, or approved unit paving.
    - iii. Seating: At least 2 feet of seating area (a bench or ledge at least 16 inches deep and appropriate seating height) or one individual seat per 60 SF of plaza area or open space.
    - iv. Landscaping: Provide components that add visual interest and do not act as a visual barrier. This could include planting beds, potted plants, or both.
  - b. A Pedestrian Oriented Open Space shall not have:
    - i. Unscreened adjacent (immediately next to or adjoining) parking areas or service areas (e.g., trash areas). Such features must be separated with Type 1 screening as described in OMC 18.36.060.

- ii. Cannot be immediately next to or adjoining chain-link fences.
- iii. Cannot be immediately next to or adjoining "blank walls" without "blank wall treatment." (See 18.120.480).
- iv. Cannot include vehicle travel through the area, except for emergency vehicles, and those related to open space activities such as food trucks.



*Figure 18.120.330.B.1. Illustration of favorable elements of a Pedestrian Oriented Open Space and example of a successful space on the right.*

## **18.120.340 LANDSCAPING**

### **A. INTENT**

These guidelines do not supersede Chapter 18.36 OMC which establishes development standards for landscaping as part of site development. They augment those standards with design requirements specific to the Downtown. Where there is a conflict between the provisions of this section and OMC 18.36, the City will determine which provisions apply based on which best meets the intent of the design guidelines as follows. These guidelines do not apply to public projects within the public right of way. For the purpose of this section, "landscaping" and "landscape elements" include plant materials and their beds, pavements, walls and fences, water features (except shorelines covered by the City's Shoreline Master Program), site furnishings, trellises, planter boxes, "green walls," and related elements. The intent is to:

1. Support the provisions of Chapter 18.36 OMC: Landscaping and Screening.
2. Create landscaping, including plantings, ground forms, natural elements paving and hardscape, site furniture, and other site features an integral part of the overall site and community design.
3. Complement the architecture, other site elements and the visual appearance of the neighborhood, as well as the Northwest environment.

4. Encourage compositions of plant materials and site features that create an appropriate visual character such as formal, informal, or natural.
5. Use landscape design to help define a distinctive design character that distinguishes different Downtown Design Sub-Districts and Downtown Olympia as a whole.
6. Reduce the summertime heat and glare buildup within, and adjacent to, parking lots.
7. Reduce landscape maintenance requirements and help ensure that the landscape elements are attractive and healthy over time.

## B. REQUIREMENTS

### 1. The Core, Business Corridor, and North Capitol Way Sub-Districts:

- a. General Character and Intent: This area is envisioned to be intensively developed, therefore landscaped areas are likely to be limited. Incorporate landscape elements to enhance building forms and provide smaller scale visual interest. Emphasize uniform plantings in a linear or geometric pattern, with plants pruned into regular shapes and symmetric landscape layouts with straight walkways rather than naturalistic landscape layouts.
- b. Plant Materials: Use durable, well suited ornamental trees and shrubs to complement building. Plantings may be structural, space defining features.
- c. Pavements: Use high quality pavements such as concrete and pavers. Asphalt and gravel are prohibited.
- d. Furniture and Site Furnishings: Provide site fixtures to complement the materials and character of the development's building. Select furniture and lighting that reflects the historic character of the Core and Capitol Way Corridor.



*Figure 18.340.B.1: Relatively formal space defining landscaping is appropriate where there is room in the Core and along Capitol Way.*





*Figure 18.120.340.B.2: Small scale landscape enhancements are appropriate if maintained.*



*Figure 18.120.340.B.3: Landscaping can be effective in enhancing and softening formal building elements, especially in more intense areas such as the Core and along Capitol Way.*

## **2. Waterfront Sub-District**

- a. General Character and Intent: The waterfront, especially in the Percival Landing segment, features a variety of landscape characters ranging from naturalistic compositions of grasses and driftwood to lawn areas with floral edges. Seasonal displays that enhance specific areas (typically outdoor dining areas) add color. Emphasize naturalistic plantings and, as an option, add seasonal displays in landscape improvements.



*Figure 18.120.340.B.4: Existing landscaping in the Waterfront Sub-District features a wide variety of plantings and characteristics. Note the mix of seasonal floral and naturalistic plantings, and the backdrop of large evergreen trees.*

- b. **Plant Materials:** For properties along West Bay and Percival Landing, a wide range of landscape character may be incorporated depending on the available space, pedestrian activities, and adjacent buildings. On sites facing East Bay, select plant materials to reinforce streetscape design and provide screening of unsightly areas. All plants on Waterfront sites must be salt and ground water hardy.
- c. **Pavements:** Pavements along the esplanade must conform to the standards established by the City. Other pedestrian walking surfaces must continue the esplanade standards or feature decorative pavement to accentuate special areas, unless site constraints warrant departure in which case the applicant will need to demonstrate that the alternative will achieve the design intent.
- d. **Furniture and Site Furnishings:** Site furniture shall be functional and weather resistant. If a more specialized design is desired, reflect a maritime character.

### **3. Art/Tech Sub-District**

- a. **General Character and Intent:** The Art/Tech Sub-District is intended to provide for a mix of robust activities that may require frequent deliveries and outdoor work space. The character should reflect that quality, so landscape features should be hardy and limited to those areas not needed



for active uses. The visual character of the area can be greatly enhanced with compact landscape screening and plantings in areas where people will pass or congregate such as building entrances and outdoor seating areas. Because of the envisioned variety of site uses and conditions, individual, site-specific landscape solutions may be necessary and desirable.

Some developments in the Art/Tech Sub-District, such as those shown below in Figure 18.120.440.B.5, include extensive garden areas in an otherwise industrial setting. Such gardens with plantings, special features, and art are encouraged where they do not conflict with site activities.



*Figure 18.120.340.B.5: Some informal landscaping treatments that would be appropriate in the Art/Tech area but not necessarily in other Sub-Districts.*

The guidance below is primarily for sites with more intensive industrial activities.



*Figure 18.120.340.B.6: Attractive gardens that provide excellent examples of oases within an otherwise industrial setting. This intimate juxtaposition of workshop and garden experiences is quite unique to Downtown Olympia and a major asset.*

- b. **Plant Materials:** Plant materials must be maintainable in the areas they are planted. Large scale trees, used to soften the “semi-industrial” character of this area, may be planted where there is room for the crown and the root system. On sites where vehicle traffic is expected, plantings and their root systems must be protected with measures such as raised beds, bollards, and special soil treatments.
- c. **Pavements:** Emphasize utilitarian pavements such as asphalt and concrete, but artistic pavements and details are encouraged, especially if they relate to on-site activities.
- d. **Furniture and Site Furnishings:** Select site furnishings that reflect the activities and conditions on the site. For example, do not use delicate, residential quality furniture near industrial activities. Artwork installations are acceptable. Lighting can be utilitarian or industrial in character but shall not produce glare, especially onto adjacent properties.

#### **4. Entertainment Sub-District**

- a. **General Character and Intent:** There is generally very little space for substantial landscaping in the Entertainment Sub-District because most buildings front directly on the street. There are exceptions, such as City Hall, which does feature a small plaza with landscaping and site furniture. The intent of the guidelines for the Entertainment Sub-District is to create an especially vibrant, colorful day and nighttime pedestrian environment with interesting details. Where possible, emphasize small scale landscape features such as baskets and planters to enhance the pedestrian experience.



*Figure 18.120.340.B.7: Plant beds in front of City Hall. Note the raised beds that enable easy maintenance and the bands of ornamental pavement.*

- b. **Plant Materials:** Where possible, provide and maintain small scale ornamental plants to add color and texture to the area.



*Figure 18.120.340.B.8. Small scale plantings that add pedestrian interest. Note how the simple planter with grass defines the space and makes it more inviting.*

- c. Pavements: Standard concrete pavements are acceptable. Where space allows, such as in entryways, add small areas of unique and high quality pavements such as tile and terrazzo to add pedestrian interest.
- d. Furniture and Site Furnishings: Furniture and site features, such as lighting, shall be easily maintainable and made of durable materials and relate to the character of the building's architecture.

## **5. Residential Neighborhood Sub-District**

- a. General Character and Intent: The Residential Neighborhood Sub-District includes two distinct types of land uses: 1) single and multifamily residences and 2) office buildings, often associated with the Capitol Campus. Additionally, small retail is encouraged in some areas.

For residences and mixed-use projects, employ a mix of trees, shrubs, ground cover, and some lawn to both frame and enhance new development. Storefronts shall feature pedestrian oriented façades so there may not be opportunities for landscaping if small retail shops are developed. Where appropriate, add landscape screens to enhance privacy and reduce impacts on adjacent properties. Dense screens over 4 feet in height that prevent views from the street into front yards are prohibited as they present a security hazard. Landscape layouts can either be formal with symmetric, space-defining plantings, or can be informal with irregular plantings in a more “natural” composition.





*Figure 18.120.340B.9: Formal residential landscaping (left) and more informal landscaping (right).*

New office buildings may either feature one of the residential options described above, or if there is sufficient open space on the site, new developments may emulate the Campus's Olmsted landscape character, which is typified by a layering of plant materials from lawn to low shrubs to trees around open areas, to create room-like spaces. Within these spaces, passive, palliative use is encouraged with curving pathways, furnishings, and features that take advantage of the site's natural assets such as view corridors, landforms, or specimen plants. If the Olmsted design character is chosen, the design should feature asymmetric plantings of large (at maturity) trees, ample lawn areas, some ornamental shrubs or beds, and curvilinear walkways.



*Figure 18.120.340.B.10. The Capitol Campus reflects the Olmsted Firm's design character with informal groupings of large trees, curvilinear walkways, and lawn areas.*

- b. **Plant Materials:** A wide range of plant materials is appropriate for residential development. Residential lots may feature formal or informal gardens, lawn areas, or more naturalistic landscaping emphasizing native species. Landscaping in residential development shall avoid large paved areas except for small plazas designed for relaxing that feature ornamental plantings and furniture.

For non-residential development, if the Olmsted landscape character is

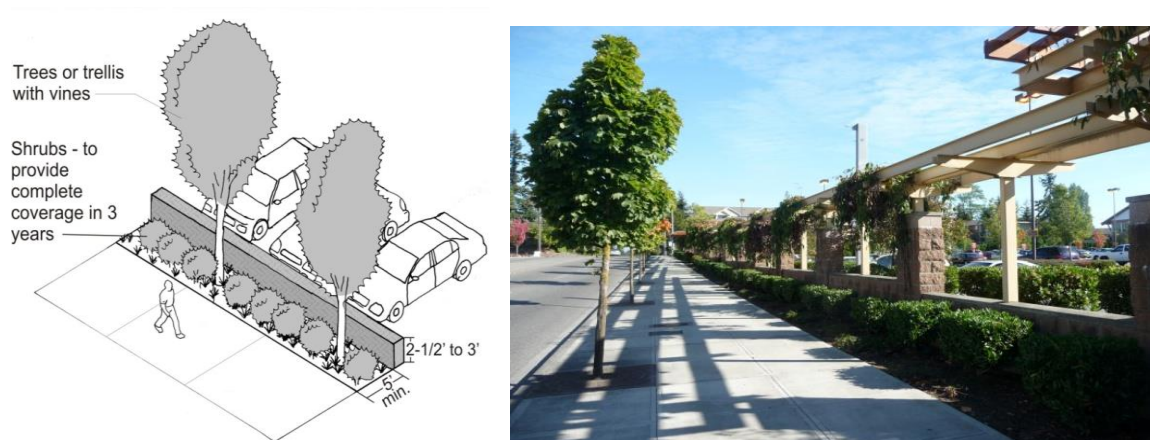
selected, large (signature) trees and curving lawn areas shall predominate with shrubs and planting beds used as building enhancements and space-defining elements. Residentially scaled landscaping described above is appropriate for small spaces. The use of landscaping to facilitate the transition between large and small buildings or between residential and commercial development is encouraged.



*Figure 18.120.340.B.11: An Olmsted-style landscape design approach applied to an urban setting.*

- c. Pavements: Paving shall consist of concrete pavements, unit pavers, or decorative elements such as tile.
  - d. Furniture and Site Furnishings: Site furniture is not necessary in residential development, although trellises, canopies, attractive gateways, and other site features can enhance a residential complex. All site lighting, including parking lot lighting, should be pedestrian scaled with luminaires generally less than 15 feet above grade.
6. **Perimeter parking lot landscaping.** Adhere to standards in OMC 18.36.180 (which requires a 10 foot wide landscape buffer in the front façade, or 5 feet on the side) or as an alternative, parking lot perimeter screening may consist of the following (interior parking lot landscaping is still required): **NOTE: May move these provisions to Landscaping Chapter, OMC 18.36.**
- a. Provide a planting bed, at least 5 feet wide that incorporates a low masonry wall, 2-1/2 feet to 3 feet tall with landscaping and/or trellis as described below. When parking is adjacent to a right of way, the planting bed shall be on the street-side between the parking area and street facing front of the wall. The planting bed shall feature the following plantings:
    - i. Deciduous and/or evergreen trees spaced to create a continuous canopy (approximately 30 feet on center or as directed by the City). Alternatively, a trellis and shrubs, as in Figure 18.120.340.B.13 may be substituted for the trees.

- ii. Shrubs provided at the rate to provide complete coverage of the planting strip within three years of planting.
- iii. The wall shall be constructed of brick, stone, decorative concrete or concrete block, or other permanent material that provides visual interest and helps to define the street edge as determined by the City. (See Figure 18.120.340.B.10 for an example). The wall and bed should be relatively continuous but may feature breaks at key points for pedestrian access.
- iv. The City may require breaks in the wall and planter strip to facilitate pedestrians entering the site.



*Figure 18.120.340.B.12: Parking area planting buffer with low wall and landscaping. Illustration with trees (left) and example with trellis (right).*

- 7. **Green walls.** Green walls are acceptable and may be used in all Sub-Districts and on designated historic properties, when approved, if the City determines that it does not detract from the site's historic character. Green walls shall be properly irrigated and maintained.
- 8. **Stormwater management techniques.** Rain gardens and other landscape techniques to reduce stormwater runoff are encouraged in the South Capitol Way and Residential Neighborhood Sub-Districts.

## 18.120.350 WALKWAYS AND CIRCULATION ELEMENTS

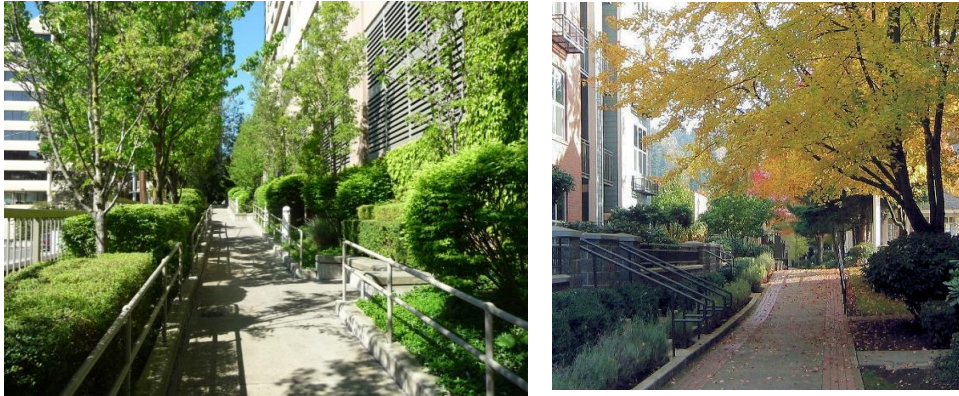
### A. INTENT

- 1. To provide safe and direct pedestrian access that accommodates pedestrians of all ages and abilities, minimizes conflicts between pedestrians and vehicular traffic, and provides pedestrian connections to neighborhoods.
- 2. To accommodate bicyclists.



3. To provide attractive internal pedestrian routes, promote walking, and enhance the character of the area.

Notes: The provisions of this Section do not apply to the areas added to sidewalks to meet the setback requirements to achieve a 12-foot or 10-foot wide sidewalk in 18.120.240 C, D, and E.



*Figure 18.120.350.A: Well-designed pedestrian ways are important in urban areas.*

## B. REQUIREMENTS

1. Walkway widths. Walkways in developments (not within the public right of way) shall be sufficiently wide to serve their intended purpose and level of use. All required walkway width dimensions above are to be clear of permanent obstructions.
  - a. All walkways shall be at least 4 feet wide with widened areas for two wheel chairs to pass, except for walkways for very occasional use such as paths to a service area serving a single residential unit.
  - b. Walkways to main entrances to commercial businesses shall be at least 6 feet wide.
  - c. Walkways to assembly type spaces such as theatres and auditoriums where heavy pedestrian traffic is anticipated shall be at least 10 feet wide.
  - d. Walkways where bicycle traffic is anticipated shall be at least 10 feet wide with a 2 foot wide shoulder (12 feet total width) and signed and configured for safe pedestrian traffic as well as bicycle movement.
2. Walkway safety. Provide clear visibility along the walkway in developments (outside the public right of way). For safety and wayfinding, landscaping shall not block visibility to and from a path in a way that conflicts with the guidelines in OMC 18.120.280. Maximize visibility where paths cross vehicle routes such as alleys and driveways so that pedestrians and drivers can clearly see each other.
3. Walkway enhancements. Where walkways in developments (outside the public

right of way) are within 5 feet of a “blank wall” measured perpendicularly to the wall (see section 18.120.480), at least one of the following measures must be incorporated:

- a. Blank wall treatment per Section 18.120.480, or
  - b. A landscaped strip, at least 3 feet wide between the wall and the walkway featuring shrubs, trees, and/or vines as approved by the City.
4. Pedestrian circulation where façades face parking areas. Where a building’s main entrance or a walkway to a primary entrance faces an off-street parking area rather than the street, provide wide walkways with street trees and pedestrian lighting adjacent to the façades of retail and mixed-use buildings. Walkways shall be at least 12 feet wide to allow for 8 feet minimum unobstructed width and landscaping and include the following:
- a. Trees, as approved by the City, shall be spaced as directed by the City dependent on the size of the tree at maturity. Trees shall be placed in grates or landscaped planting beds. Breaks in the tree coverage will be allowed near major building entries to enhance visibility. However, no less than one tree per 60 lineal feet of building façade shall be provided.
  - b. Pedestrian oriented lights spaced no more than 40 feet on center (average).



*Figure 18.120.350.B.1: Left: Illustration of requirements for a building front facing a parking area. Right: Example of a successful pedestrian sidewalk between parking lot and storefront.*

5. Separation between internal walkway and ground related residential units. For residents’ privacy and to maintain a comfortable transition between the walkway and the interior of the residence, residences with ground floor living spaces facing a walkway shall be set back at least 10 feet from the walkway and/or raised at

least 3 feet above grade. The area between the residence and the path must be either landscaped, stairs/an entry, or feature a deck, porch, or other space for outdoor living.



*Figure 18.120.350.B.2: The raised floors and setbacks from a walkway provide privacy for the residents and an inviting transition from the public realm to the private living space.*

## **18.120.360 LIGHTING**

### **A. INTENT**

1. To encourage the use of lighting as an integral design component to enhance buildings, landscaping, or other site features.
2. To increase personal safety and security.
3. To increase night sky visibility and to reduce the general illumination of the sky.
4. To reduce horizontal light glare and vertical light trespass from a development onto adjacent parcels and natural features.
5. To enhance the night time pedestrian environment, especially in the Entertainment Sub-District.
6. To increase design consistency within the development.

### **B. REQUIREMENTS**

1. Site lighting levels. All publicly accessible areas shall be lighted with levels as follows:

Condition	Lighting levels in foot-candles on the ground		
	Minimum	Maximum	Preferred
Low or non-pedestrian and vehicular traffic areas, private parking lots, secure storage areas, etc.	.5	2	1
Moderate pedestrian areas and building entries, most walkways, some pedestrian oriented open spaces, etc.	1	4	2
High pedestrian areas such as building entries and areas where personal security is a concern	2	4	3
Public parking lots	1	2	1

The maximum exterior light level anywhere is 5 foot candles, measured on the ground. Lighting shall be provided at consistent levels, with an average lighting level to minimum lighting level uniformity ratio no less than 3:1, to create gradual transitions between varying levels of lighting and between lit areas and unlit areas. Highly contrasting pools of light and dark areas shall be avoided.

2. Light quality, height, and shielding. Adhere to the following unless there is a compelling reason to the contrary:
  - a. Parking area lighting fixtures shall be fully shielded; dark sky rated and mounted no more than 20 feet above the ground (15 feet high maximum in the Residential Neighborhood Sub-District), with lower fixtures preferable so as to maintain a human scale.
  - b. Exterior lighting shall not spill onto adjacent properties.
  - c. Pedestrian lighting shall have a maximum height of 15 feet.
3. Architectural lighting. Steady, non-flashing lighting of building features, artwork, and special landscape elements may be allowed, subject to the findings of the City that the light causes no significant adverse impact.
4. Character of light fixtures and mounting. The design character of site and building mounted lighting must be consistent with the site's architecture. Alternatively, the design of site and building mounted lighting may be unobtrusive without embellishment or specific character, provided the lighting fixture's visibility is minimized.

## 18.120.370 OTHER SITE FEATURES

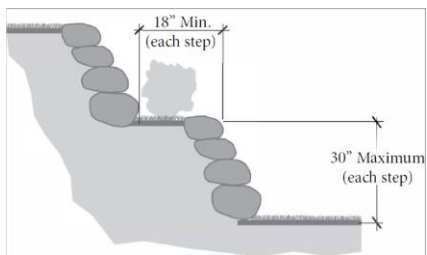
### A. INTENT

1. To ensure that site features such as walls, fences, poles, gates, and screens are well constructed and easily maintainable.
2. To enhance the pedestrian environment and the general appearance of Downtown.

### B. REQUIREMENTS

1. Fences and walls.
  - a. Except where full screening of service areas, utilities, mechanical equipment, or other facilities are placed, fences shall not obscure building fronts or site features.
  - b. Fences and walls shall be made of durable, easily maintainable, and vandal resistant materials.
  - c. Except in the Art/Tech Design Sub-District and for Port of Olympia properties, chain link fences are prohibited along the street facing fronts of properties in the Downtown. Chain link fences may be used for temporary purposes such as construction or short-term security. Where permanent chain link fences are employed, they must be black vinyl coated.
  - d. Wooden fences are prohibited in the Core, Entertainment, and South Capitol Way Sub-Districts as they are less permanent and do not contribute to the historic and urban character desired there.

Where a retaining wall adjacent to a public sidewalk is necessary for development, step the wall back so that the top of the wall surface closest to the sidewalk is no more than 30 inches high. If greater height is required, construct terraces no more than 30 inches high with at least 18 inches horizontal steps between each terrace riser. See Figure 18.120.360.B.1. The City may allow other configurations, such as a higher wall set back from the sidewalk and landscaped, provided such a wall is necessary for development and the objectives of this section are achieved.



*Figure 18.120.370.B.1: Allowable terrace configuration for wall or rockery adjacent to a public sidewalk. Note that this illustration shows a stone wall but other masonry and concrete walls are acceptable as well.*



2. Poles and other vertical elements outside of the public right of way. Minimize vertical site elements on property outside of a public right of way except for those intended specifically to add to the pedestrian environment.

- a. Wires and other hanging features are prohibited except for otherwise allowed temporary features such as permitted signs.
- b. See also guidelines for service areas and mechanical equipment, OMC 18.120.170.

Exception: This guideline does not apply to desirable vertical elements intended to enhance the pedestrian environment such as weather protection, flag poles, banners, art installations, artistic lighting, supports for hanging flower baskets, trellises, and supports for green walls.

3. Alcove (recessed entry) gates

- a. Alcove gates should be made of durable, easily maintainable and vandal resistant materials. To reduce the likelihood of graffiti, avoid gates with smooth surfaces unless they can easily be repainted or cleaned.
- b. Chain link or wooden alcove gates are prohibited along the front of properties. The City may make exceptions for creative applications.
- c. Alcove gates shall be installed in a manner that can be easily removed in the future with minimal damage to the building.
- d. For historically designated properties or properties within the Downtown Historic District, see OMC 18.105, Historic Structures and Buildings within Historic Districts, and 18.12.090, Historic Preservation.



## **18.120.400 BUILDING DESIGN**

### **CONTENTS**

18.120.410	INTENT AND EXEMPTIONS
18.120.420	BUILDING CHARACTER
18.120.430	REGISTERED HISTORIC DISTRICT AND SITES
18.120.440	ARCHITECTURAL COMPOSITION, MASSING, AND ARTICULATION
18.120.450	HUMAN SCALE BUILDING ELEMENTS AND DETAILS
18.120.460	PEDESTRIAN ORIENTED FAÇADES AND WEATHER PROTECTION
18.120.470	MATERIALS AND COLORS
18.120.480	BLANK WALL TREATMENTS
18.120.490	ABOVE GRADE STRUCTURED PARKING

### **18.120.410 INTENT AND EXEMPTIONS**

#### **A. INTENT**

This section addresses the function, quality, and character of building exteriors. Its purpose is to:

1. Improve the pedestrian environment.
2. Increase the distinctiveness and individuality of the Downtown Design Sub-District.
3. Retain and preserve historic resources.
4. Produce buildings that are more durable, easily maintainable, vandal resistant, and compliment the history of Olympia and its historic resources that give the city a unique sense of place.
5. Enhance buildings' functionality, especially as it relates to the function of façades and entries.
6. Add to Downtown's overall visual quality.

#### **B. EXEMPTIONS**

Structures within the Downtown Historic District and any properties individually registered as historic sites within the Downtown Design District are subject to requirements found in Section 18.120.430 and are exempt from all other requirements found in Section 18.120.400 - Building Design.

### **18.120.420 BUILDING CHARACTER**

#### **A. INTENT**

1. To reinforce a distinct building design character for each of Downtown's

character areas.

2. To retain Downtown's diversity of design character, and retain and preserve historic resources.
3. To create more design continuity and compatibility between nearby building façades.
4. To support preferred uses in each of the Sub-Districts.
5. To coordinate with street design measures to create attractive and functional streetscapes.
6. To allow for creativity in the design of new buildings.

## B. REQUIREMENTS

1. Design character of building elements and details. The building elements and details must be consistent with the building's architectural style and character. Avoid ornate historic elements on a contemporary styled building. Single family residential details on large buildings are not allowed.



*Figure 18.120.420.B.1: While emphasizing the entry is laudable, the classical arch and columns clash with the other more contemporary façade elements.*

2. Compatibility with the architectural character of individual Design Sub-Districts. The applicant must identify which Design Sub-District (Sub-District) identified in 18.120.010.C the project is consistent with. That Sub-District will be the basis for all the requirements in this section. The project shall incorporate the architectural design elements and characteristics described in (a) through (g) for the applicable Sub-District. The City will require revision of an application if it does not substantially address the criteria in the guideline.

Exception: If the project application is for a building remodel or addition to an existing structure, the applicant may either demonstrate that the proposal reflects the desired characteristics of the applicable Sub-District or that the new building elements positively relate to the architectural character of the existing building.

Existing Character Defining Buildings	Buildings with Desired Characteristics
 <p data-bbox="203 527 618 585">Classic styled building with regular patterns of vertically oriented windows</p>	 <p data-bbox="711 527 1360 585">Contemporary styled buildings with vertical façade with top, middle, and base</p>
 <p data-bbox="203 869 647 928">Nicely detailed commercial building with modulation and window groupings</p>	 <p data-bbox="711 869 1349 898">Traditionally styled buildings with brick on the front façade</p>

*Figure 18.120.420B.2: Desired building characteristics in the Core Sub-District.*

- a. Core Sub-District: The early 20th century architecture of the historic retail core sets the design foundation of this Design Sub-District. The architectural design objective for the Core Sub-District is to reinforce its historic character which features excellent examples of classically detailed buildings and early 20th century storefronts (see Olympia Downtown Historic District National Register Listing, available online or at City Hall). Buildings may be modern in appearance, materials, and detailing but shall reflect the historic qualities by incorporating at least two of the following design characteristics:
  - i. A vertical façade composition with a top, middle, and base.
  - ii. Building modulation and/or upper story setbacks.
  - iii. Groupings or regular patterns of vertically oriented windows.
  - iv. Traditional materials such as brick, tile, and concrete in the front façade.
- b. Business Corridor. The architectural design objectives for development along South Capitol Way and other Business Corridor Sub-District buildings is to enhance the visual connection between the State Capitol Campus and the Core. Capitol Way is a Type A Pedestrian Oriented Street (See OMC18.120.130). Similarly, the objective along Plum Street (which

is a Downtown Entry Street as described in OMC 18.120.130) is to encourage high quality buildings and an attractive streetscape as an entry into Downtown. Since the building design emphasis for both streets is placed on substantial, high quality buildings, the South Capitol Way design character is an option on sections of Plum Street. These objectives shall be addressed by including at least two of the design characteristics and elements below.

- i. Welcoming entries or plazas with landscaping or special features.
- ii. Artwork or other qualifying pedestrian amenities.
- iii. Ground floor pedestrian activities, especially on Capitol Way.
- iv. Building modulation and/or upper story setbacks.
- v. Special corner treatment (e.g. corner entry or building element) at intersections.

Existing Character Defining Buildings	Buildings with Desired Characteristics
	
New mixed-use building	Hotel with corner feature
	
	Mixed-use building
	
	Mixed-use building with corner feature

*Figure 18.120.420.B.3: Desired building characteristics in the Business Corridor Sub-District. Note that high visibility corners, as noted in Figure 18.120.140.A.1 are also subject to provisions*



in section 18.120.450.B.5.

- c. North Capitol Way. This area is an important pedestrian connection that has significant development opportunities. Currently there is a wide variety of building types in the area with the industrial vernacular of the new market buildings standing out. The architectural design objective of the North Capitol Way Sub-District is to enhance pedestrian connections between the Core and the Market. To accomplish this, buildings shall include at least two of the following characteristics:
- i. Ground floor materials with texture (such as brick or wood siding).
  - ii. Relatively high level of transparency at the ground floor. (See OMC 18.120.220.C and D) Buildings with residences on the ground floor can address this issue by satisfying OMC 18.120.240.
  - iii. Comply with Type A Pedestrian Oriented Street requirements as described in OMC 18.120.220.B.
  - iv. Building modulation and/or upper story setbacks.








Existing Character Defining Buildings	Buildings with Desired Characteristics
 <p>Market – Utilitarian with nice detailing</p>	 <p>Small office with good materials, building modulation, and upper story setbacks</p>
 <p>Industrial vernacular adapted to pedestrian-oriented commercial, ground floor materials with texture</p>	 <p>Mixed use with storefronts with high transparency at the ground floor</p>
	 <p>Ground floor residential</p>

Figure 18.120.420.B.4: Desired building characteristics in the North Capitol Way Sub-District.

- d. Art/Tech. The architectural design objectives of the Art-Tech Sub-District is to create new or rehabilitate existing buildings that are functional for commercial, light manufacturing, and artisanal activities. The incorporation of “warm industrial” materials—weathered wood, metal, etc.—and design elements—garage doors or large entryways that engage the street, parklets, etc.—are encouraged. Buildings in this Sub-District shall incorporate at least three of the following:
- i. An eclectic character that accommodates “workshop” (e.g., light manufacturing, commercial kitchens, technical, art, and artisan studios) as well as other similar activities.
  - ii. Adaptive reuse of existing structurally sound building(s).
  - iii. Buildings with simple architectural elements, loading areas, and minimal detailing that echo the character of existing, older warehouse stock: solid massing conveying perimeter walls to the lot line, and expansive interior volumes; roof systems designed to span large volumes including barrel vault and truss form roofs often with prominent front parapets.
  - iv. Industrial fixtures and materials that are durable including metal and wood siding, masonry, and durable panel systems.
  - v. Views into the building so that people can observe the enclosed activities.
  - vi. Water and energy efficient architecture.
  - vii. Unique and/or colorful lighting

Existing Character Defining Buildings	Buildings with Desired Characteristics
 <p data-bbox="203 1690 795 1753">Repurposed warehouse space – an example of adaptive reuse of a structurally sound building</p>	 <p data-bbox="820 1690 1323 1753">Expanded older building with industrial fixtures and durable materials</p>





Industrial building with mural – an example of eclectic character



Adaptive use








New mixed use building with simple architectural elements and minimal detailing



New office building with views into the building

*Figure 18.120.420.B.5: Desired characteristics of buildings in the Art-Tech Sub-District.*








- e. Waterfront. The architectural design objective of the Waterfront Sub-District is to better connect Downtown to its waterfront location—visually, physically, and symbolically. Design elements found at Percival Landing like furnishings, light fixtures, marine hardware, wood pilings, boardwalks, and rope should be incorporated into new developments to help draw the aesthetics of the waterfront deeper into Downtown. Designs and materials might reflect additional waterfront themes of shoreline ecology, Northwest Native American history, historic industrial uses, sailing and boating, fishing and aquaculture, and commercial trading at the Port. To reinforce the maritime character, incorporate at least two of the following into the building:
  - i. Wide (over 6 feet) overhangs facing the shoreline for weather protection.
  - ii. Large windows (6 feet wide or wider) on the ground floor facing the water. Windows may be multi-paned.
  - iii. Simple building forms with sloped roofs.
  - iv. A simple palette of façade materials. Materials with texture such as wood or metal siding are encouraged.

Existing Character Defining Buildings	Buildings with Desired Characteristics
 <p>Waterfront restaurant with maritime character with large windows on ground floor facing the water</p>  <p>Hands-on Children's Museum, a building with a simple palette of façade materials with texture</p> 	 <p>Wide esplanade with shelter with wide overhangs providing weather protection</p>  <p>Building assemblage with maritime elements</p>  <p>Traditional maritime industrial buildings with simple building forms and sloped roofs</p>

*Figure 18.120.420.B.6: Desired building characteristics in the Waterfront Sub-District.*

- f. Entertainment. The architectural design objectives for Entertainment Sub-District is to foster artistic and creative expression and create a hub of dining, nightlife, and the performing arts. Architectural elements here may focus on art, theatricality, imagination, with decorative night lighting and expressive detailing. Buildings (and streetscapes) should support entertainment and pedestrian activities, intimate but safe pedestrian spaces, consistent and inviting lighting, windows that put “eyes on the street,” and clear wayfinding. Architectural design shall feature at least three of the following characteristics:
  - i. Expressive architectural styles.
  - ii. Artwork placed at the street level or the exterior of the building.
  - iii. Pedestrian amenities in excess of what is required in Section 040.E.

- iv. Human scaled elements with colorful accents.
- v. Unique and/or colorful lighting.
- vi. Transparency into ground floor activities in excess of what is required by other sections of the design standards.

Existing Character Defining Buildings	Buildings with Desired Characteristics
	
<p>Landmark sign and ornate architecture with unique and colorful lighting</p>	<p>Contemporary building with human scaled elements</p>
	
<p>Ornate style with excellent street presence, providing transparency into ground floor activities</p>	<p>New storefront block with human scaled elements and colorful flower displays</p>
	 
	<p>Well maintained renovated buildings with pedestrian amenities</p>





*Figure 18.120.420.B.7: Desired characteristics of buildings in the Entertainment Sub-District.*

- g. Residential Neighborhood. The architectural design objective for this Sub-District is to create an urban residential neighborhood featuring a variety of different residential types and building sizes. While architectural variety is important, emphasis is placed on ensuring the compatibility between old and new structures. Where permitted, new commercial and institutional buildings are to be located and designed to minimize conflict with the area's residential emphasis. All new multi-family (5 or more units) and



commercial buildings shall emphasize a pleasant human scaled character by providing at least 3 of the following characteristics:

- i. Residential building elements, such as porches, balconies, and enhanced entries.
- ii. Design elements that show a clear emphasis on providing compatibility between old and new buildings. Plans must identify potential impacts to existing residences and the design elements intended to mitigate such impacts. Side yard setbacks and step backs of upper stories may be necessary to protect the privacy of neighbors.
- iii. Front yard setbacks with landscaping.
- iv. A variety of materials, building elements, and roof forms.
- v. Human scaled elements beyond those required in OMC 18.120.450.B.1.
- vi. Permanent façade materials such as brick, tile or highly finished concrete. (This is most applicable to commercial buildings but is also appropriated for some residential structures.)

Existing Character Defining Buildings	Buildings with Desired Characteristics
 <p>Older house with a variety of building elements and roof forms</p>  <p>Institutional building with front yard setbacks and landscaping</p>	 <p>5-6 story multifamily building with design elements such as upper story setbacks</p>  <p>3 story multifamily building with residential building elements such as balconies and varied roof forms</p>



Ground-related multifamily residences with a variety of materials and elements

*Figure 18.120.420.B.8: Desired building characteristics in the Residential Neighborhood Sub-District.*

3. Exceptions and opportunities for flexibility. The City may allow a building with a special civic purpose (such as a public building, assembly building, museum, or facility built for public activities) that does not meet the criteria in OMC 18.120.420.B.2 but contrasts with its neighbors to create a distinctive and high quality landmark.

## **18.120.430 REGISTERED HISTORIC DISTRICT AND SITES**

### **A. INTENT**

1. To support the provisions of OMC 18.12 and the Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended).
2. To reinforce the historic character and pedestrian orientation of the Core Downtown Design Sub-District.
3. To maintain the Downtown Historic District as the "heart" of the community.
4. To allow new development with a contemporary design character provided the new building does not detract from the overall historic character of the Downtown.
5. To honor the historic scale and massing of downtown buildings, new construction should follow original parcel size and dimensions within the historic district.

### **B. REQUIREMENTS**

1. Properties within the Downtown Historic District shall be subject to review detailed in Table 120.01 of this section.
2. For the purposes of this section, a substantial alteration is defined as:
  - a. Adding building stories. Except adding one story (e.g.: penthouse) that is



setback at least fifteen feet from all building facades facing a public street (not an alley) is considered a minor addition.

- b. Adding new rooms, structures, or spaces to an existing building (not including an existing or former single-family residence) that are visible from a public street (not an alley).
  - c. Adding structural building elements to the building façade facing a public street (not an alley) that alter the building’s exterior appearance such as new alcoves, entries, storefronts, porches, balconies, windows, siding, etc.
  - d. Any other added element to a building visible from a public street (not an alley) that the City may identify as a substantial addition that is not identified as a “minor alteration” below.
3. For the purposes of this section, a minor alteration is defined as:
- a. Adding new rooms, structures, or spaces to an existing building that are not visible from a public street (not an alley).
  - b. Adding new rooms, structures, or spaces to an existing or former single-family residence.
  - c. One added story (e.g., penthouse) that is setback at least fifteen feet from all building facades facing a public street (not an alley).
  - d. Added weather protection such as a canopy, awning, or marquee, provided it meets all other applicable guidelines and regulations and when removed does not have altered the exterior façade.
4. This section of Chapter 18.120 applies design guidelines to properties that are individually designated historic properties or within a designated historic register district. The process for review of these properties is shown in Table 120.01. If there is any inconsistency or conflict between the provisions in this chapter and OMC 18.105 or 18.12.090, the provisions of OMC 18.105 and 18.12.090 shall apply.

Table 120.01: Review Process for Downtown Historic District. Review Authority includes the Olympia Heritage Commission (OHC) and the Joint Review Committee (JRC).

Historic Property Designation	Type of Development	Secretary of the Interior’s Standards for Rehabilitation (18.105)	Downtown Design Guidelines (18.120)	Review Authority
Individually Designated Register Property	Rehabilitation or Minor Alternation	✓		OHC
	Substantial Alteration	✓	✓	JRC

“Contributing” Property in Historic District	Rehabilitation or Minor Alteration	✓		OHC
	Substantial Alteration	✓	✓	JRC
“Non-Contributing” Property in Historic District		✓	✓	JRC
New Construction in Historic District		✓	✓	JRC

## **18.120.440 ARCHITECTURAL COMPOSITION, MASSING, AND ARTICULATION**

### **A. INTENT**

1. To employ façade articulation techniques to reduce the perceived scale of large buildings and add visual interest from all observable scales.
2. To encourage development that is compatible with buildings on the same block in terms of “architectural scale.” A building's apparent height and bulk may be reduced by articulating or modulating façades and other means as described as follows.
3. To create a skyline that is visually interesting.
4. To create clear and welcoming building entries.
5. To add visual interest to buildings.

### **B. REQUIREMENTS**

Note: Building elements or features used to address guidelines in this Section (OMC 18.120.4440) may also be used to concurrently satisfy requirements in OMC18.120.450 (Human Scale Building Elements and Details) and/or OMC 18.120.460 (Pedestrian Oriented Façades and Weather Protection) and vice versa, provided the elements or features are named as options in the applicable sections.

1. Façade articulation for commercial and mixed-use buildings and uses. In order to reflect the original plat divisions and to provide visual interest and variety for a pedestrian walking down a block, at least three of the following elements shall be included on the ground floor of non-residential building façades facing Type A and B Pedestrian Oriented Streets and all above grade parking garages at intervals no greater than 50 feet. Exceptions: Façade articulation is not required in the Waterfront or Art/Tech Sub-Districts.
  - a. Window fenestration patterns and/or entries.
  - b. Use of non-continuous weather protection features.
  - c. Use of vertical piers, pilasters, or columns.
  - d. Change in building material or siding style.

- e. Vertical elements such as a trellis with plants, green wall, or art element.
- f. Providing vertical building modulation of at least 12” in depth combined with a change in roofline modulation pursuant to OMC 18.120.440.B.4 or a change in building material, siding style, or color. (The top right example of Figure 18.120.440.B.1 illustrates this option.)
- g. Built in pedestrian amenities such as planters or seating.
- h. Other design techniques that effectively reinforce a pattern of small storefronts, individual businesses, or uses.
- i. Building modulation
- j. Roofline modulation pursuant to OMC 18.120.440.B.4.



*Figure 18.120.440.B.1. Façade articulation examples: Upper buildings use substantial modulation, separate awnings, change in façade materials, and a window fenestration pattern. The lower left building features vertical piers, and a strong window fenestration pattern (note the articulated entry). The lower right images incorporates a roofline change, façade details, and vertical piers with ornamentation to effectively articulate the façade.*

2. Façade articulation for residential buildings and residential portions of mixed-use buildings. Residential portions of new buildings shall include articulation features at intervals no more than every 50 feet) to break up the massing of the building and add visual interest and compatibility to the surrounding context. At least three of the following features shall be used at intervals no greater than the width of the residential unit, facing the street, (typically 25-35 feet wide).

- a. Use of window patterns and/or entries.
- b. Change in roofline per OMC 18.120.440.B.4.
- c. Change in building material, siding style, and/or window fenestration pattern. (This option may not be used as an articulation option in the Core Sub-District. Such changes are allowed there but not encouraged.)
- d. Providing vertical building modulation of at least 12 inches in depth. Balconies may be used to qualify for this option if they are recessed or projected from the façade by at least 2 feet. “Juliet balconies” (balconies that are so shallow that they cannot be occupied) or other balconies that appear to be tacked on to the façade will not qualify. The depth of the modulation must be at least 3 feet if not accompanied by roof modulation or a change in materials.
- e. Vertical elements such as a trellis with plants, green wall, or art element.
- f. Other design techniques that effectively break up the massing at no more than 40 feet intervals.

Exceptions: Façade articulation is not required in the Waterfront or Art/Tech Sub-Districts, regardless of use.



*Figure 18.120.440.B.2. Examples of articulation of residential building façades. All examples use window fenestration and vertical building modulation elements. The upper examples use a mixture of material changes and detail components to further articulate the façades. In the lower*



*left example, the balcony element's mix of color, material, and projection are effective. The lower middle and right examples show a combination of materials, color changes, and building modulation.*

3. Maximum façade width. Building façades wider than 120 feet that face a public street or park shall include at least one of the following measures (a-c) to break up the massing of the building and add visual interest.

Exceptions: The City may exempt buildings in the Art/Tech Sub-District from the maximum façade width guideline where the applicant can demonstrate that they require large spaces for fabrication, storage, industrial, or other special activities. Office and retail uses do not qualify for this exemption. Parking structures are exempt from this section (3).

- a. Provide vertical building indentation at least 15 feet deep and 30 feet wide. For multi-story buildings, the modulation shall extend through more than ½ of the building floors.



*Figure 18.120.440.B.3: Example of vertical indentation to visually break up the scale of a large building.*

- b. Use a contrasting vertical modulated design element such as a turret, glazed area, or set of columns or pilasters featuring all of the following:
  - i. Element extends through all floors above the first floor fronting on the street. Exception: upper floors that are set back more than 10 feet horizontally from the façade.
  - ii. Utilizes a change in building materials that contrasts from the rest of the façade.
  - iii. Element is designed to include roofline modulation per OMC 18.120.040.D.2.d.
- c. A building façade that includes different sections with contrasting articulation that make it appear like two or more distinct buildings. To



qualify for this option, these contrasting façades shall employ at least two of the following:

- i. Different building materials and/or configuration of building materials.
- ii. Contrasting window design (sizes or configurations).
- iii. Different ground floor articulation, entry features, and store front design.
- iv. Other measure approved by the City.



*Figure 18.120.440.B.4. Examples of architecturally dividing a façade into sections that give the impression of a composition of smaller buildings.*

4. Roofline modulation. In order to qualify as a façade articulation feature in OMC 18.120.040.D.2.b and OMC 18.120.440.B.3, rooflines shall employ one or more of the following:
  - a. Different roof heights. For flat roofs or façades with horizontal eave, fascia, or parapet, the minimum difference between the two sections of roofline or cornice is 3 feet for one and two story buildings and 5 feet for buildings with more than two stories.
  - b. A pitched roofline or gabled roofline segment. The pitched or gable roof shall be at least 20 feet in width with a minimum slope of 4:12.
  - c. An arched roof line or a roof with a special geometry or an unusual or distinctive roof element such as an arch, tower, clock, or similar feature as an articulating feature.



*Figure 18.120.440.B.5. Three local examples meeting the criteria for roofline modulation.*

5. New buildings in the Residential Neighborhood. Minimize shading and impacts to privacy for neighboring residences and to create a harmonious relationship between adjacent buildings and an attractive street front. The City may require a proposed building design to:
  - a. Step back stories four and above up to 15 feet (dependent upon the shade study submitted) from the allowed side and rear yard building wall in order to minimize shading to adjacent properties. This requirement will be most important if the new building's shadow extends 10 feet onto an adjacent property to the north or east when the sun's angle is at 45 degrees from the horizontal.
  - b. Replicate or approximate roof forms and pitch found on existing residential structures in the neighborhood.
  - c. Employ window patterns and proportions similar to those on existing residential structures in the neighborhood, provided they also meet OMC 18.120450.B.4.
  - d. Employ building façade materials similar to those featured on existing buildings in the neighborhood. Such materials may be secondary or accent materials and need not cover the whole façade.
  - e. Maintain a relationship to the street that reflects other buildings on the block. This may be done by:
    - i. Setting the building back a distance between the setbacks of buildings on either side of the project site.
    - ii. Employing landscaping as described in OMC 18.120.300D.
    - iii. Featuring similar entry configurations (e.g. walks, porches, etc.) as found on adjacent properties.
    - iv. Other similar method approved by the City.
6. Modulation required to enhance views. In order to enhance the quality of

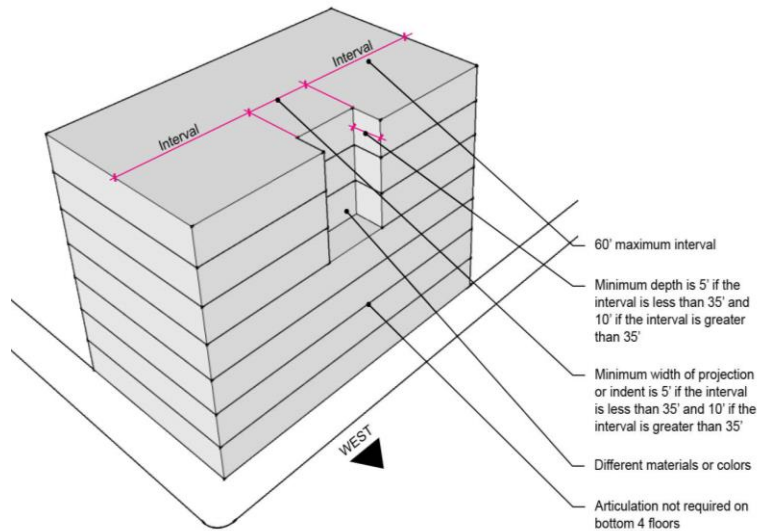
views from designated viewpoints, vertical modulation is required on the west face of new buildings over four stories on the properties in the following blocks (modulation is not required on the bottom four stories):

- a. The block bound by Capitol Way, Washington Street, 8th Avenue, and 9th Avenue.
- b. The block bound by Franklin Street, Washington Street, 8th Avenue, and 9th Avenue.
- c. The block bound by Franklin Street, Washington Street, 9th Avenue, and 10th Avenue.

7. If vertical modulation is required as outlined in the criteria above (OMC18.120.440.B.6), the vertical modulation shall conform to the following:

- a. Articulated at intervals not greater than 60 feet measured horizontally.
- b. Project out or in from the building face at least 5 feet in depth if the interval is 35 feet or less and 10 feet in depth if the interval is greater than 35 feet.
- c. The modulation must be accompanied by roof modulation or the projection must feature a change in materials or colors.

8. Buildings on sites designated as requiring modulation (OMC 18.120.440.B.6) with west facing façades over 120 feet in length measured horizontally must feature modulation projection of indentation at least 15 feet deep and 30 feet wide to break the building face into intervals of no more than 60 feet in width.



*Figure 18.120.440.B.6. Modulation dimensional relationships for specific properties to enhance views. This diagram is for illustrative purposes. Refer to OMC 18.120.440.B.6, 7 and 8 for stated requirements.*

9. Multiple sided buildings. Buildings shall have a consistent visual identity from all sides visible to the general public, except building walls adjacent to the alleys and walls immediately abutting neighboring properties (such as firewalls). Buildings shall present a comparable level of quality of materials, detailing, color schemes and fenestration on all sides visible to the general public.

## **18.120.450 HUMAN SCALE BUILDING ELEMENTS AND DETAILS**

### **A. INTENT**

Generally, buildings attain a good human scale when they feature elements or characteristics that are sized to fit human activities such as doors, porches, and balconies. This section emphasizes use of building elements which are larger building features seen from a distance, and building details which are smaller human scaled elements (see definitions for more info). The intent is to enhance the human scale by:

1. Providing attractive and welcoming building façades and pedestrian environments.
2. Increasing the design quality of buildings when viewed close up (roughly within 80 feet of the building).
3. Enhancing the quality of building façades.
4. Providing the building with an appropriate human scale that adds interest and a sense of well-crafted quality.

5. Adding interest to the streetscape, both for those travelling in vehicles, bicycles, and those on foot.

## B. REQUIREMENTS

Note: Building elements or features used to address guidelines in this Section (OMC 18.120.450) may also be used to concurrently satisfy requirements in OMC 18.120.440 (Articulation, Massing, and Composition) and OMC 18.120.460 (Pedestrian Oriented Façades and Weather Protection) and vice versa, provided the elements or features are named as options in the applicable sections.

1. Human scaled elements. Buildings on Type A and B Pedestrian Oriented Streets, buildings facing Capitol Way, a water body or public park, and buildings in the Core, Waterfront, and Residential Neighborhood Sub-Districts shall incorporate a minimum of four of the human scale building elements as follows into new buildings and structures.

Other buildings for which the above paragraph does not apply shall use at least two of the human scale measures below. Human scale measures include:

- a. Balconies or decks in upper stories, provided there is at least one balcony or deck per upper floor on the façades facing streets. (Alleys are not counted as streets.)
- b. Bay windows or other window treatments that extend out from visible building faces.
- c. At least 100 SF of pedestrian oriented space, as described in OMC 18.120.330, for each 100 lineal feet of building façade.
- d. Individual windows on the ground floor. Windows shall be less than 32 SF per pane with molding or trim around each window.
- e. A porch or covered entry on the façade facing a street or public space.
- f. Provide spatially defining building elements such as a trellis, overhang, canopy, or other element that defines space that can be occupied on the façade facing a street or public space.
- g. Upper story setbacks provided one or more of the upper stories are set back from the face of the building at a depth of at least 6 feet.
- h. Placement of smaller building elements near the entry of Pedestrian Oriented Street Fronts of large buildings. Figure 18.120.040.E.2.a illustrates how human scale can be achieved using elements such as



multiple canopies, an extended café area, and upper deck.

- i. Landscaping components that meet the requirements of OMC 18.120.340.
- j. Public art, hand crafted, or detailed ornamental sign that incorporates elements of a human scale (e.g., life size sculpture).
- k. Upper story windows with molding at least 4-inches wide or clusters of adjacent windows separated by molding (ribbon windows and curtain walls do not apply).
- l. Other elements the City determines meets the intent of this section.



*Figure 18.120.450.B.1: Examples of elements that provide a human scale. Human scale elements include outdoor seating and furniture, landscaping, multi-paned windows, canopies, trellises, a porch, lighting fixtures, and traditional materials.*

2. Building entries. Building entries must feature all of the following:
  - a. All buildings shall have a primary building entrance facing the street or open onto a courtyard directly facing the street. (Exception: buildings that are situated immediately on a shoreline esplanade or public walkway are required to include a primary building entrance facing the shoreline.)
  - b. All primary building entries shall be covered with weather protection at least 6 feet wide and 5 feet in depth.
  - c. All primary building entries shall feature lighting for visibility and security.

- d. Primary building entries within the Core, North Capitol Way, Business Corridor, Waterfront, and Entertainment Sub-Districts shall be enhanced with at least two of the façade details noted in OMC 18.120.450.B.
- 3. Façade details – non-residential and mixed-use buildings. All new buildings and additions that change the character of the building or site shall employ at least one detail element from each of the three categories below, as follows on all façades facing a street or public space.

Exception: Ground floor residences in mixed-use buildings are exempt from these requirements.

- a. Entry treatment such as:
  - i. Display windows divided into a grid of multiple panes.
  - ii. Transom windows.
  - iii. Roll-up windows or doors that promote outdoor activities.
  - iv. Decorative entry door(s).
  - v. Etched or stained decorative glass.
  - vi. Multi-paned windows on upper stories (at least four panes per window).
  - vii. Other decorative or specially designed window or entry treatment the City determines that meets the intent of this section.



*Figure 18.120.450.B.2: Examples of special window treatments. Note transom windows in the lower right image's façade.*

- b. At least one of the following building façade details such as:
  - i. Custom-designed weather protection element such as a steel canopy, cloth, or retractable awning.
  - ii. Decorative, custom sign(s) with bottom edge no more than 12 feet above grade.
  - iii. Custom, decorative or hand crafted artwork.
  - iv. Decorative building-mounted light fixtures.
  - v. Bay windows, trellises, towers, and similar elements.
  - vi. Other details or elements that the City determines meet the intent of this section.



*Figure 18.120.450.B.3: Examples of attractive building details including artwork, special lighting, interesting window patterns, special features, and pedestrian oriented signs.*

- c. At least one of the following materials that provide a decorative or textural enhancement to the building façade, such as:
  - i. Use of decorative or textural building materials such as, decorative use of brick, tile, or stonework.
  - ii. Artwork on the building (such as a mural or mosaic).



- iii. Decorative kick-plate), pilaster, masonry beltcourse (a horizontal line of distinctive masonry), or other similar feature.
- iv. Hand-crafted material such as special wrought iron or carved wood.
- v. Etched or stained decorative glass.
- vi. Other details that the City determines meet the intent of this section.



*Figure 18.120.450.B.4. Examples of unique use of materials that add façade interest. High quality materials are most important at the ground floor, particularly for commercial and mixed-use buildings in the Core, Waterfront, North, Business Corridor, and Entertainment Sub-Districts where façades are near sidewalks and more exposed to damage and vandalism.*

- 4. Window design. Buildings in all Sub-Districts except the Art/Tech Sub-District shall employ techniques to add quality and interest to fenestration on building facades. Whereas OMC 18.120.440 Human Scaled Elements is focused on storefronts, this guideline applies to upper story windows. At least one of the following is required:
  - a. Recess or project individual windows above the ground floor at least 2 inches from the façade or incorporate other design treatments that add depth, richness, and visual interest to the façade.
  - b. Arrange the grouping of windows in a distinctive pattern.
  - c. Multi-paned windows (more than four panes per window).

- d. Visually significant window trim or shading elements such as wider frames, lintels, or casings.
- e. Other method approved by the City that meet the intent of these guidelines.

5. High Visibility Street Corners. All development proposals located at designated High Visibility Street Corners as listed below and as identified on the map at Figure 18.120.140.A.1 shall locate a building or structure within 15 feet of the street corner and include design features approved by the City that accentuate the street corner. Alternatively, the building can be configured with a corner plaza. Corner design features can include a cropped building corner with a special entry feature, decorative use of building materials at the corner, distinctive façade articulation, sculptural architectural element, or other decorative elements that the City determine meet the intent of the standards. The following are Designated High Visibility Street Corners:

- a. Intersection of Plum Street and Union Avenue – NE, NW, & SW corners.
- b. Intersection of Plum Street and 4th Avenue – NE, NW, & SW corners.
- c. Intersection of Plum Street and State Avenue – NE, NW, & SW corners.
- d. Intersection of Plum Street and Olympia Avenue – NW, & SW corners.
- e. Intersection of Plum Street at 8<sup>th</sup> Avenue – SE corner
- f. Intersection of Union Avenue and Capitol Way – NE & NW corners.
- g. Intersection of 5th Avenue and Water Street – NE & SE corners.
- h. Intersection of 4th Avenue and Water Street – NE & SE corners.

Note: Figure 18.120.450.B.5 illustrates acceptable examples.





*Figure 18.120.450.B.5: Examples of acceptable corner treatments. These buildings feature large scale building elements. Olympia City Hall features a curved glass curtain wall and landscaping. The lower middle example breaks down the building massing to a human scale and adds a corner entrance and canopy.*

## 18.120.460. PEDESTRIAN ORIENTED FAÇADES AND WEATHER PROTECTION

### A. BACKGROUND AND INTENT

Guidelines in OMC18.120.220.C and D include provisions for “Pedestrian Oriented Façades” on designated Type A and Type B streets. This section establishes the requirements for such Pedestrian Oriented Façades. The intent is to:

1. Provide a consistently interesting pedestrian environment.
2. Encourage walking.
3. Strengthen retail activities in the Downtown.
4. Allow pedestrians to view the inside activities of businesses and associated non-residential uses.
5. Provide accessible ground floor space that is adaptable to a variety of uses
6. Increase safety by adding “eyes on the street.”

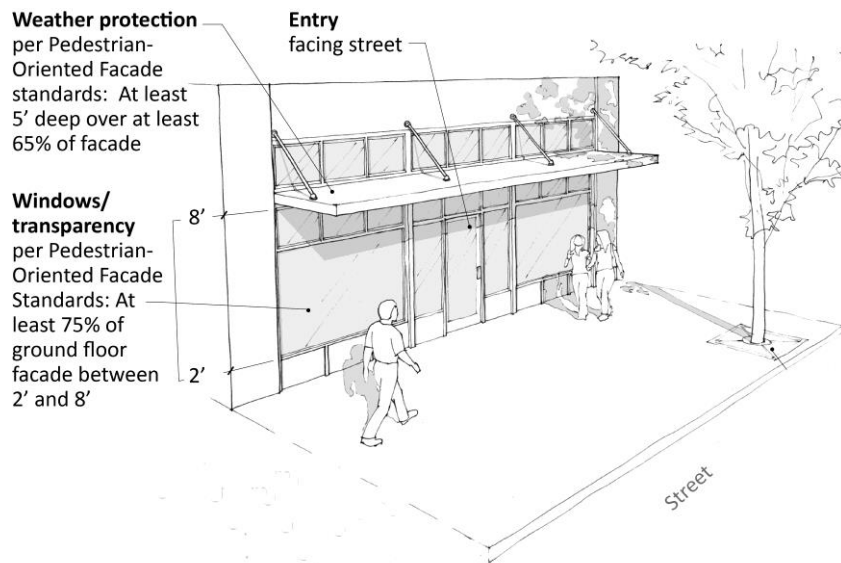
### B. REQUIREMENTS

1. Where Pedestrian Oriented Façades are required (pursuant to OMC18.120.220.C and D), the building shall meet all of the following:
  - a. Transparent window areas or window displays over at least 75 percent of the ground floor façade between 2 feet and 8 feet above the sidewalk. The windows shall look into the building’s interior or be configured as

merchandise display windows. The building must be designed so that the windows satisfying the requirement for “pedestrian oriented façades” do not look into service or storage areas or other unsightly rooms.

Exception: Special purpose buildings such as theaters that do not sell merchandise may propose an alternate solution to providing an interesting pedestrian experience. (Offices, banks, and restaurants do not qualify for this exception because they can provide the required transparency without compromising their functions. If the applicant’s proposal includes windows that are not fully transparent to satisfy this requirement, the alternative materials must be approved by the City.

- b. A primary building entry facing the street front. (See OMC 18.120.450.B.2 for entry enhancement requirements.)
- c. Weather protection (e.g. canopy, awning, or other cover from the rain) at least 5 feet wide over at least 65 percent of the front façade. The weather protection must be located between 8 feet and 15 feet above grade unless the City determines there is a compelling reason to the contrary.
- d. A floor to floor ground floor height of at least 15 feet. The City may waive this requirement if there are special conditions such as the provision of a mezzanine.
- e. Exceptions: The City may approve other methods for providing an attractive ground floor building front that meet the intent of this guideline.



*Figure 18.120.460.B.1. An example of a pedestrian oriented façade.*

## 18.120.470 MATERIALS AND COLORS

### A. INTENT:

1. Encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
2. Promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
3. Place the highest priority for the quality and detailing of materials on the first two to three building floors.

### B. REQUIREMENTS

1. Quality building materials. All building façades shall be constructed of high quality durable materials. At a minimum, stone, masonry, or architectural concrete shall be used (excluding window and door areas) for first floor building exterior cladding on all non-residential or mixed-use buildings.
2. Flood proofing. If there is an unavoidable conflict between the guidelines in OMC 18.120 and the City's requirements for flood proofing to address sea level rise, those flood proofing requirements shall apply.
3. Specific material limitations. The following conditions and limitations for the use of concrete block, metal siding, panel systems (e.g. Hardiplank or Hardie Board), exterior insulation, and finish system (EIFS) cladding shall apply.
  - a. Concrete block (a.k.a. CMU) may be used as indicated in the Permitted Materials Chart in OMC 18.120.470.B.4 provided special enhancements such as tile, special finishes and colors or some other approach approved by the City are included to add a combination of textures and/or colors.

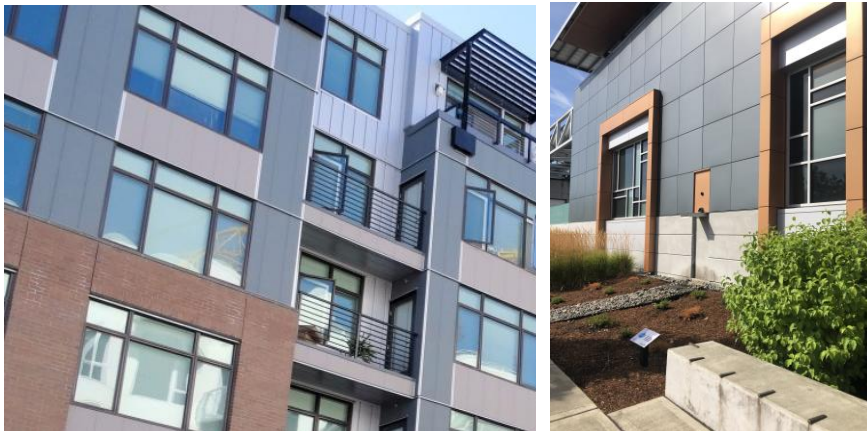


*Figure 18.120.470.B.1. Tile used as an appropriate CMU enhancement. Combining split or rock-façade with other masonry of colored tile units with smooth blocks can create distinctive patterns.*



*Figure 18.120.470.B.2. The above façade illustrates an acceptable alternative example, as CMU is used as the primary cladding material. Note the use of split-façade CMU's above each of the awnings coupled with the use of smooth-façade CMU's on the vertical columns (which employ black accent tiles for added interest).*

- b. Metal siding may be used as noted in Permitted Materials Chart in OMC 18.120.470.B.4 if it is incorporated with other permitted materials and complies with the following:
  - i. It features visible corner molding and trim and does not extend to the ground level of non-residential and mixed-use buildings and extends no lower than 2 feet above grade for residential buildings. Masonry, concrete, or other durable material shall be incorporated between the metal siding and the ground plane.
  - ii. Metal siding shall be factory finished with a matte, non-reflective surface.
  - ii. Where metal siding is the primary or secondary siding material on upper floors, the layout of the panels must be coordinated with the location and patterns of windows, balconies, and modulated building surfaces to provide an integrated appearance.



*Figure 18.120.470B.3. Metal siding used appropriately in combination with other materials.*

- c. The use of Exterior Insulation and Finish System (EIFS) is prohibited in the Downtown.
- d. Cement board paneling/siding (e.g. Hardie Plank) may be used where indicated in the Permitted Materials Chart in OMC 18.120.470.B.4, provided where cement board paneling/siding is the primary or secondary material, the paneling joints must be arranged in a pattern that is consistent with windows, balconies, and modulated building surfaces and must be enhanced with façade details that add visual interest from the ground level and adjacent buildings.

Exception: this joint location requirement does not apply in the Art/Tech Sub-District.

- 4. Sub-District specific materials requirements. The following chart identifies where materials are permitted in each of the Downtown Design Sub-Districts according to the following markings:

- a. The color green indicates the material is generally acceptable in the Sub-District. Yellow indicates there are some conditions or limitations for using the material. Red indicates the material is not acceptable for that sub-District.
- b. Primary material means any single material that covers more than 35% of the façade.
- c. Secondary material means any single material that covers 35% or less of the façade.
- d. Accent material means any single material used for a small building element such as a door, canopy, weather protection, light fixtures cornice, trim (e.g. window trim), signs, or artwork.
- e. Legend:
  - P = Permitted as a primary, secondary, or accent material.
  - S = Permitted as a secondary or accent material.
  - A = Permitted as an accent material.
  - N = Not permitted
- f. “C” means that the material may be permitted but the City may require added conditions in order to ensure the durability and quality of materials provide a high level of design, construction, finish, and increase consistency with the desired design character for Sub-Districts as described in OMC18.120.420.



Other materials not covered in this section will be evaluated by the City based on the intent statement of this section.

- g. The City may allow materials otherwise prohibited if the applicant can demonstrate to the City's satisfaction that the material is durable, appropriate for the proposed purpose and application, and meets the objectives of this section.

### PERMITTED MATERIALS CHART

Materials	Core - bottom 2 floors	Core - above 2 floors	Capitol - bottom 2 floors	Capitol - above 2 floors	North Capitol - bottom 2 floors	North Capitol - above 2 floors	Waterfront	Art/Tech	RNeighborhood - ground floor	RNeighborhood - upper floors	Entertainment - ground floor	Entertainment upper floors
Brick, stone, masonry except for CMU	P	P	P	P	P	P	PC	P	P	P	P	P
CMU, Plain	N	N	SC	SC	SC	SC	SC	P	AC	AC	AC	PC
CMU with enhancements	SC	SC	SC	SC	P	P	S	P	P	P	P	P
EIFS	N	N	N	N	N	N	N	N	N	N	N	N
Metal siding	N	N	AC	N	PC	P	P	P	AC	SC	AC	P
Cement panels	N	PC	N	PC	SC	P	PC	P	AC	P	AC	P
Lap siding or similar	AC	N	AC	N	P	P	P	P	P	P	PC	PC
Wood panels with special finish and texture	AC	N	AC	N	P	P	P	P	P	P	PC	PC
Mirrored or highly reflective surfaces	N	N	N	PC	N	PC	N	PC	N	N	A	N
Plastic or sheet fiberglass	N	N	N	N	N	N	N	N	N	N	N	N
Chain link fence (site)	N	N	N	N	N	N	N	PC	N	N	N	N
Ceramic tile and similar	P	P	P	P	P	P	P	P	P	P	P	P
Concrete	C	C	C	C	C	C	P	P	C	C	C	C
Stucco	C	C	C	C	C	C	C	C	C	C	C	C

5. Building color. Bright, highly saturated colors such as red, yellow, orange, bright green, bright blue, purple, and black must be limited to their use as accent colors on small architectural features such as a door, canopy, weather protection, light fixtures, cornice, trim (e.g. window trim), signs, or artwork.

### 18.120.480 BLANK WALL TREATMENTS

#### A. INTENT

The intent of limiting blank walls is to:

1. Ensure that large expanses of uniform walls visible from a public roadway or park do not detract from the Downtown's appearance or the pedestrian environment.
2. Add interest to local streetscapes.

## B. REQUIREMENTS

1. New blank walls. Blank walls facing a public street, pedestrian oriented space, common usable open space, or pedestrian pathway are prohibited unless treated. For large visible blank walls, a variety of treatments may be required to meet the purpose of the standards. Acceptable methods to treat blank walls can include, but are not limited to:
  - a. Display windows at least 16 inches of depth to allow for changeable displays. "Tack-on" display cases shall not qualify as a blank wall treatment.
  - b. A vertical trellis in front of the wall with climbing vines or plant materials.
  - c. Building detailing that adds visual interest at a pedestrian scale. Such detailing shall use a variety of surfaces; monotonous designs will not meet the purpose of the standards.
  - d. Other method approved by the City.

Exceptions:

- i. The City may waive or relax this provision in the Art/Tech Sub-District if the proposed wall is not on a designated Pedestrian Oriented Façade, if it is not visible, and not within 300' from Plum Street NE, Union Ave SE, Capitol Way, or 4th Ave SE.
- ii. Blank wall limitations do not apply to existing blank walls where improvements are not proposed.



*Figure 18.120.480.B.1. Examples of blank wall treatments in smaller spaces.*

## 18.120.490 ABOVE GRADE STRUCTURED PARKING

### A. INTENT

To minimize negative visual impacts of parking garages or above grade structured parking in buildings. These guidelines apply to all above grade structured parking including above grade parking within buildings as well as stand-alone parking garages.

### B. REQUIREMENTS

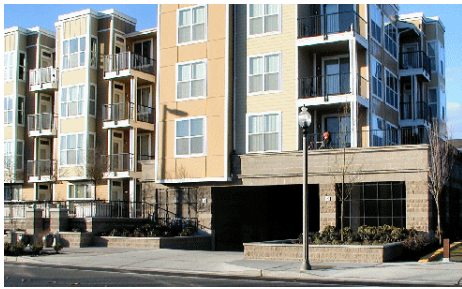
1. Above grade structured parking and parking garages must be designed to obscure the view of parked cars at the ground level. This does not require opaque screening that would create security issues in conflict with OMC 18.120.280 Site Planning for Security.
2. Where the structured parking or garage wall is built within 10 feet of the sidewalk edge, the grade level façade shall incorporate a combination of artwork, grillwork, special building material, treatment, design, or other treatments as approved by the City that enhance the pedestrian environment. Small setbacks with terraced landscaping elements can be effective in softening the appearance of a parking garage.
3. Above grade structured parking must use articulation treatments (not necessarily building modulation) that break up the massing of the parking structure and add visual interest as described in OMC 18.120.440.B.1.
4. Exception: Structured parking and parking garages screened from public roadways by a building (i.e. a building located between the garage and the public street) are not required to comply with these criteria.



*Figure 18.120.490.B.1. The side of this parking garage includes decorative grillwork and a raised brick planter to enhance the pedestrian environment.*



*Figure 18.120.490.B.2. This building uses openings on its second level parking area to resemble windows.*



*Figure 18.120.490.B.3. Design parking garages to obscure the view of parked cars. Note the landscaping that separates the garage from pedestrians.*



## Heritage Commission

### Special Property Tax Valuation for 1616 Capitol Way South

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-1064

---

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

---

#### **Title**

Special Property Tax Valuation for 1616 Capitol Way South

#### **Recommended Action**

Move to recommend for final approval by City Council.

#### **Report**

##### **Issue:**

The Commission's Heritage Review Committee (HRC) recommends the approval of the application for special valuation submitted by Capitol Historic Properties LLC, owner of the residence at 1616 Capitol Way South. The Commission will consider whether to concur with the HRC recommendation, concur with conditions, or not to concur.

The Commission's recommended action will be forwarded to City Council for final consideration and the November 26 City Council meeting.

#### **Staff Contact:**

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

#### **Presenter(s):**

Garner Miller, Chair, Heritage Review Committee

#### **Background and Analysis:**

The Historic Preservation Officer reviewed materials submitted with the Special Valuation application for subject property and verified that the following program eligibility requirements have been met:

- The building is designated and registered in the City of Olympia as a contributing structure in the South Capitol Neighborhood Historic District.
- Total qualified rehabilitation expenses exceed 25% of the pre-improvement assessed value of the home.
- Owner's reported rehabilitation expenses are eligible program expenditures verified by receipts.
- The rehabilitation period is within the required 24 months prior to the application date of September 30, 2019.



The Heritage Review Committee met on site and verified that the completed rehabilitation work meets the US Secretary of the Interior's Standards, does not adversely affect those architectural elements that qualify it as historically significant, and the features named as historically significant when the building was designated were preserved in this rehabilitation.

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

Public interest in preserving the historic character of the South Capitol Historic District and the broader community.

**Options:**

1. Recommend approval
2. Seek revisions to the applicant's qualified expenditures
3. Recommend denial

**Financial Impact:**

Staff time for processing Special Valuation applications is included in the base budget. Approving the application would result in no direct financial impacts to City budgets.

**Attachments:**

OMC Chapter 3.60 Special Property Tax Valuation  
Special Valuation: Eligible Expenses (Informational Sheet)  
Special Valuation Application and County Assessor Certification  
Owner's submitted supplemental information and photos  
Summary of Total Qualified Rehabilitation Expenses

(32 hits)

## Chapter 3.60 SPECIAL PROPERTY TAX VALUATION

### 3.60.000 Chapter Contents

#### Sections:

- 3.60.010 Properties eligible for special property tax valuation.
- 3.60.020 Process to seek special property tax valuation; criteria for approval.
- 3.60.030 Tax reduction - expiration.

(Ord. 6370 §2, 2005, New Chapter).

### **3.60.010 Properties Eligible for Special Property Tax Valuation; Criteria**

Properties eligible for the special property tax valuation under Chapter 449, Laws of 1985 (RCW 84.26), shall include properties on which one or more buildings have been substantially rehabilitated (i.e., the actual cost of the rehabilitation incurred by the property owner is equal to at least twenty-five (25) percent of the assessed value of the building, exclusive of the assessed value attributable to the land, prior to construction of the improvements, where the buildings meet the following criteria:

- A. All buildings individually placed upon the Olympia Heritage Register pursuant to OMC 18.12, and which have retained major historic features; or
- B. Buildings in the pivotal and primary classifications of buildings within a Heritage Register Historic District and which have retained major historic features; or
- C. Buildings which are on the Olympia Heritage Register or are within an Olympia Heritage Register Historic District and which have lost major design feature(s). The Secretary of the Interior Standards for Treatment of Historic Properties (as amended) shall guide the restoration or improvement under this section. Provided, that the developer of the property shall have the option of replacing lost features through an accurate restoration or improving the property through a new adaptive design which is compatible with the size, scale, material and color of the historic building or the original feature.

(Ord. 6370 §2, 2005).

### **3.60.020 Process to reduce property tax**

- A. The Olympia City Council is hereby designated as the local Review Board to carry out the duties specified in this Chapter and in Chapter 449, Laws of 1985, Section 5 (RCW 84.26).
- B. A person seeking to establish a special property tax valuation for property eligible under OMC Section 3.60.010 and Chapter 449, Laws of 1985 (RCW 84.26), shall submit an application to the County Assessor under RCW 84.26.040 within twenty-four (24) months of the commencement of the rehabilitation for which the special property tax valuation is sought, and no later than October 1 of the calendar year preceding the first assessment year for which classification is requested. The County Assessor shall submit the application to the Olympia Heritage Commission within ten (10) days of receiving the application. The Heritage Commission shall review the application and make a recommendation to the local Review Board within sixty (60) days of receipt of the

application, but not later than September 1 of the calendar year preceding the first assessment year for which the classification is requested.

C. The local Review Board shall approve an application for a special property tax valuation if the property is eligible under Section 3.60.010 of this Chapter and under RCW Chapter 84.26.030, the property owner enters into an agreement with the local Review Board for a ten-year period meeting the requirements set forth below, and the rehabilitation upon which the application is based have not altered or in any way adversely affected those elements of the property which qualify it as historically significant. Whether an alteration adversely affects those elements which qualify a property as historically significant, shall be determined by the Review Board based on the Secretary of the Interior Standards for Treatment of Historic Properties (as amended). For purposes of this section, the elements of the property which are historically significant shall be those specified with the designation to the Heritage Register. The ten-year agreement with the local Review Board shall commence on the date of its approval and require the owner to:

1. Monitor the property for its continued qualification for the special valuation.
2. Comply with rehabilitation plans and minimum standards of maintenance as defined in the agreement.
3. Make the historic aspects of the property accessible to public view one day a year, if the property is not visible from the public rights-of-way.
4. Apply to the local Review Board for approval or denial of any demolition or alteration of the property.
5. Comply with any other provisions in the original agreement as may be appropriate.

D. Once an agreement between an owner and the Review Board has become effective pursuant to Chapter 449, Laws of 1985 (RCW 84.26), there shall be no changes in standards of maintenance, public access, alteration or report requirements, or any other provisions of the agreement, during the period of the classification without the approval of all parties to the agreement.

E. An application for classification of an historic property as eligible for a special property tax valuation shall be approved or denied by the Review Board before December 31 of the calendar year in which the application is made. Prior to making its decision to approve or deny an application, the local Review Board is authorized to examine an applicant's records.

F. The Review Board shall notify the County Assessor and the applicant of the approval or denial of the application.

G. If the Review Board determines that the property qualifies as eligible historic property, the Review Board shall certify the fact in writing and shall file a copy of the certificate with the County Assessor within ten (10) days. The certificate shall state the facts upon which the approval is based.

H. Any decision of the Review Board acting as the local Review Board on any application for classification as historic property eligible for special valuation may be appealed to Superior Court under RCW 34.05.510 - .598 in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization in accordance with RCW 84.40.038.

(Ord. 6491 §1, 2007; Ord. 6370 §2, 2005).

**3.60.030 Tax reduction –Expiration**

When property has once been classified and valued as eligible historic property, it shall remain so classified and be granted the special valuation provided by this Chapter and RCW 84.26.070 for ten (10) years, or until the property is disqualified by the circumstances set forth in RCW 84.26.080 or as it may be amended from time to time. Whenever property granted a special property tax valuation hereunder becomes disqualified for the special valuation, additional tax shall be assessed and payable as provided in RCW 84.26.090 - .100, as they may be amended from time to time.

(Ord. 6370 §2, 2005).

**The Olympia Municipal Code is current through Ordinance 7199, passed July 16, 2019.**

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

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

**Municipal Code contact information:**

Email: [adminservices@ci.olympia.wa.us](mailto:adminservices@ci.olympia.wa.us)  
(<mailto:adminservices@ci.olympia.wa.us>)

Telephone: (360) 753-8325

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







# Special Valuation: Eligible Expenses

The Washington State Special Valuation program provides tax relief for approved repairs to designated historic properties. Expenses are reviewed and recommended for approval by the Olympia Heritage Commission to ensure that they meet certain standards and definitions.

**Qualified Rehabilitation Expenditures** are defined by the IRS. These generally include:

1. Direct construction costs;
2. Certain soft costs, including:
  - a. Architectural and engineering fees;
  - b. Construction permit fees;
  - c. Development management fees;
  - d. Construction loan interest and fees;
  - e. Utilities, taxes, and insurance for the construction period; and
  - f. State sales tax.

The following costs are generally **not** considered Qualified Rehabilitation Expenditures:

1. Costs related to the acquisition of the property;
2. Expenditure attributable to enlargement of the building, except to make the building fully usable such as adding a bathroom or kitchen if one is not initially existing;
3. Costs of valuation and permanent financing of the property; and
4. Overhead costs or other “costs of doing business”.

Eligible costs are further defined here:

- **Actual Cost of Rehabilitation, as per WAC-254-20-030:** “Actual cost of rehabilitation” means costs incurred within twenty-four months prior to the date of application and directly resulting from one or more of the following:
  - a) Improvements to an existing building located on or within the perimeters of the original structure; or
  - b) Improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable/habitable floorspace attributable to new construction; or
  - c) Architectural and engineering services attributable to the design of improvements; or
  - d) All costs defined as “qualified rehabilitation expenditures” for the purposes of the federal historic preservation investment tax credit.
- **Qualified Rehabilitation Expenditure, as per Internal Revenue Code Section 47(c)(2):** In general. The term “qualified rehabilitation expenditure” means any amount properly chargeable to capital account...in connection with the rehabilitation of a qualified rehabilitated building. Certain expenditures not included--
  - a) Cost of Acquisition: The cost of acquiring any building or any interest therein;
  - b) Enlargements: Any expenditure attributable to the enlargement of the existing building except attachments to make the building fully usable.

## Reference on Expense Eligibility

Provided each expense is determined by the Olympia Heritage Commission to meet the **Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties**, below is a list of the types of expenses that:

✓ Generally **are** considered eligible      ✕ Generally **are not** considered eligible

Appliances & Comfort Systems		
Water heaters HVAC & A/C units	✓ Furnaces Ventilation systems	✕ Kitchen & other home appliances Home electronics
Furnishings		
Built-ins Shelves	✓ Cabinetry Window seats/nooks	✕ Moveable furniture
Plumbing & Electrical		
Fixtures Required exterior infrastructure (like sewer lines) Fire suppression systems Other code-related requirements	✓	✕ Security & alarm systems (like CCTV) Moveable lamps
Landscaping		
Sitework required for rehabilitation (like clearing, disposal and stabilization) Sitework required for utilities and foundation Landscape stabilization	✓	✕* Plants Soil amendments Landscape design Accent lighting Sprinkler systems  <i>*If the landscape itself is landmarked, landscape design and plantings may be included.</i>

Application and Certification of Special Valuation **ASSESSOR**  
on Improvements to Historic Property

Chapter 84.26 RCW

SEP 17 2019

RECEIVED

File With Assessor by October 1

File No: \_\_\_\_\_

**I. Application**

Property Owner: Capitol Historic Properties LLC County: Thurston  
Parcel No./Account No: 60800301300  
Mailing Address: 1923 Water St. SW Olympia, WA 98501  
Legal Description: Maple Park L12 and 13 B 3 5 5 3F  
Property Address (Location): 1616 Capitol Way S.  
Describe Rehabilitation: Levelled sinking foundation, complete replacement of plumbing, electrical and heating systems, asbestos and lead paint abatement, refinished original fir floors, new kitchen + baths.  
Property is on: (check appropriate box) ☐ National Historic Register ☒ Local Register of Historic Places  
Building Permit No: 18-3531 Tenant Improvement 8-15-18 Date: 10-31-18 Jurisdiction: City  
18-4635 Electrical County/City  
18-4594 Plumbing 10-30-18  
Rehabilitation Started: 8-1-18 Date Completed: 7-1-18  
Actual Cost of Rehabilitation: \$ 200,000 plus or minus

**Affirmation**

As owner(s) of the improvements described in this application, I/we hereby indicate by my signature that I/we am/are aware of the potential liability (see reverse) involved when my/our improvements cease to be eligible for special valuation under provisions of Chapter 84.26 RCW.

I/We hereby certify that the foregoing information is true and complete.

Signature(s) of All Owner(s):

Jeffrey S. Seely

**II. Assessor**

The undersigned does hereby certify that the ownership, legal description and the assessed value prior to rehabilitation reflected below has been verified from the records of this office as being correct.

Assessed value exclusive of land prior to rehabilitation: \$ 181,200

Date: 9/17/2019

[Signature]  
Assessor/Deputy

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

MAY 15 '18 387400

**Thurston County Treasurer**

AFTER RECORDING MAIL TO:

Capitol Historic Properties, LLC  
PO Box 211  
Olympia, WA 98501

Real Estate Excise Tax Paid 7031.00

By [Signature] Deputy

Filed for Record at Request of:  
First American Title Insurance Company

*Space above this line for Recordors use only*



**FIRST AMERICAN TITLE  
INSURANCE COMPANY**

**STATUTORY WARRANTY DEED** 7020990 \$75

File No: **4291-3020990 (GR)**

Date: **May 14, 2018**

Grantor(s): **David R. Hutchinson**

Grantee(s): **Capitol Historic Properties, LLC**

Abbreviated Legal: **PTN. LOTS 12 & 13 BLOCK 3 MAPLE PARK ADDITION TO OLYMPIA,  
VOL. 1 PG. 50**

Additional Legal on page:

Assessor's Tax Parcel No(s): **60800301300**

**THE GRANTOR(S) David R. Hutchinson, as his separate estate** for and in consideration of **Ten Dollars and other Good and Valuable Consideration**, in hand paid, conveys, and warrants to **Capitol Historic Properties, LLC, a Washington limited liability company**, the following described real estate, situated in the County of **Thurston**, State of **Washington**.

**LEGAL DESCRIPTION:** Real property in the County of Thurston, State of Washington, described as follows:

**THE SOUTH 53 FEET OF LOTS 12 AND 13 IN BLOCK 3 OF MAPLE PARK ADDITION TO OLYMPIA, ACCORDING TO PLAT RECORDED IN VOLUME 1 OF PLATS AT PAGE(S) 50, IN THURSTON COUNTY, WASHINGTON.**

Subject To: This conveyance is subject to covenants, conditions, restrictions and easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

[Signature: David R. Hutchinson]

David R. Hutchinson

**4626290**

05/15/2018 03:41 PM Deed  
Thurston County Washington  
FIRST AMERICAN TITLE



APN: 60800301300

Statutory Warranty Deed  
- continued

File No.: 4291-3020990 (GR)

STATE OF Washington )

COUNTY OF Thurston )

-ss

I certify that I know or have satisfactory evidence that **David R. Hutchinson** <sup>(s)</sup> is/are the person(s) who appeared before me, and said person(s) acknowledged that ~~he/she/they~~ signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: May 14, 2018



Gail K Randall  
Notary Public in and for the State of Washington  
Residing at: Cumma  
My appointment expires:

May 10, 2022





# THURSTON COUNTY

## Property Account Summary

As Of 9/17/2019 Status: Active

**Account No.:** 60800301300 **Alternate Property Number:**  
**Account Type:** Real Property  
**TCA:** 110  
**Situs Address:** 1616 CAPITOL WAY S  
OLYMPIA WA 98501  
**Legal:** MAPLE PARK L 12 & 13 B 3 S 53F

### Parties:

Role	Name & Address
Owner	CAPITOL HISTORIC PROPERTIES LLC 120 STATE AVE NE # 211 OLYMPIA WA 98501
Taxpayer	CAPITOL HISTORIC PROPERTIES LLC 120 STATE AVE NE # 211 OLYMPIA WA 98501

### Property Values:

Value Name	2020	2019	2018	2017	2016
Taxable Value Regular	\$412,800	\$285,800	\$283,200	\$251,000	\$202,500
Market Total	\$412,800	\$285,800	\$283,200	\$251,000	\$202,500
Assessed Value	\$412,800	\$285,800	\$283,200	\$251,000	\$202,500
Market Land	\$201,100	\$138,000	\$102,000	\$60,300	\$64,600
Market Improvement	\$211,700	\$147,800	\$181,200	\$190,700	\$137,900

### Property Characteristics:

Tax Year	Characteristic	Value
2020	Use Code	12 Two-to-Four Unit
	Size in Acres	0.12

### Exemptions:

(End of Report)

Entry for 1616 S. Capitol Way

Address	Date Built	Contributing/ Non-Contributing	Style	Parcel #	Architect/Builder	Original or Early Owner Owner (OR) (with date)
1616 S. Capitol Way	1902	Contributing	Queen Anne	60800301300		Albert Mead
	<p>Recently refurbished as apartments, this house was used by Governor Mead, who served from 1905-1909, as his home. Governor Albert Mead said the Governor's Mansion completed in 1907 was too expensive to heat, and his wife said the large brick building was too cold, so they rented this house as their home. Behind the house was a barn in which they kept a milk cow.</p> <p>The Meads later lived in the Percival Mansion in West Olympia for the larger part of his term.</p> <p>The Mead House is a rectangular, two-story wood frame structure of restrained Queen Anne style on a poured concrete foundation. Its cross-gabled roof is covered with composition shingles, with wood shingles in the gables set off by horizontal banding. A small hip-roofed porch with turned posts and a simple balustrade shelters the entry door on the front (west) facade. At the southwest front corner is a polygonal bay, with decorative brackets and a pendant below the overhanging corner of the second story. Below the south gable is a projecting polygonal bay with hip roof. Fenestration consists of tall double-hung sash with one-over-one lights. A one-story, gable-roofed extension projects to the rear. The house is now divided into apartments.</p>					
1617 S. Capitol Way	1886	Contributing	Queen Anne	60800501000		Jack Mustard (OR)
	<p>Two-story, wood frame Queen Anne style structure, cruciform in plan with a hipped and gabled roof with narrow eaves and simple molded cornice with returns at the gables. Clapboard cladding with cornerboards and shingles in the south gable. Northeast front corner, one-story hip-roofed porch with turned posts and spindlework cornice panel. Panelled entry door. Two-story polygonal bay with decorative brackets and pendants beneath the squared gabled. Single and paired double-hung sash with one-over-one and wider single hung sash with decorative mullions in the transoms. Probably moved from Capitol Campus and owned for many years by Dr. Jack and his wife Dr. Flora Mustard, both Olympia doctors.</p>					
1702 S. Capitol Way	1930	Contributing	English Revival	70800200100		John Rottle (1932)
	<p>One-story, cross-gable house with front gable extending to form arched recessed opening for entry also with side arched opening. Clapboard cladding. Paired six-over-one sash. Central chimney.</p>					
1704 S. Capitol Way	1931	Contributing	Colonial Revival	70800200200		John Steen, State Dept. of Labor & Industries (1932)
	<p>L-shaped, cross-gable, one-story house with small shed roof awning in corner of the L for entry. Paired multipane casement windows. Clapboard and</p>					

3845



# GOVERNOR MEAD RENTS A HOUSE

---

Will Move Into W. W. Hopkin's Residence December 15—Has taken the Place for Four Years.

---

Governor-Elect A. E. Mead has rented the residence on Main street owned by Will Hopkins and now occupied by C. A. Christopher. Mrs. Mead was in the city yesterday and looked over a number of available residences, finally selecting the Hopkins house as the most suitable for their purpose.

Mr. and Mrs. Mead expect to take possession of the house about December 15. They will move their household effects to the city and make their home there for four years. The older children of the family will not come to Olympia until Mr. and Mrs. Mead are fully settled in their new home, but will remain with Mr. Mead's father in Bellingham for a time.

The Hopkins house is one of the best built residences in the city and is only two years old. It stands on the corner of Main and Seventeenth streets, just beyond Maple park. It has an attractive location with large maple trees on the lawn and will make a pleasant home for the new governor and his family.

---



1616 Capitol Way S, Olympia, WA 98501







Examples of damaged siding to be replaced



Examples of damaged siding to be replaced

Shed roof to be removed



Area to be infilled with new siding to match existing siding





Examples of trim to be replaced



Existing siding



Proposed siding



<b>Total Qualified Expenses for Special Tax Valuation</b>	
<b>Property at 1616 Capitol Way S, Olympia WA</b>	
<b>Category</b>	<b>Expenses</b>
Asbestos Removal	6,380.60
Building Materials - Misc.	4,693.31
Cabinets/Trim	6,325.82
Carpentry/Tile	12,994.14
Electrical	38,851.00
Flooring/Carpeting	5,817.21
Foundation Repair	39,853.50
Sheetrock/Insulation	12,894.99
Locksmith	509.34
Painting/Lead abatement	24,051.36
Permits	1,569.82
Pest Control	519.45
Plumbing	20,080.99
Construction Management	12,085.46
Fire Insurance 5/2018 - 5/2019	2,296.00
<b>Total Qualified Expenses</b>	<b>188,922.99</b>



## Heritage Commission

### Heritage Commission 2020 Work Plan Preparation: Review of Preliminary Draft

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.C  
**File Number:** 19-1070

---

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

---

#### **Title**

Heritage Commission 2020 Work Plan Preparation: Review of Preliminary Draft

#### **Recommended Action**

Move to request that staff prepare a draft 2020 Work Plan based on the direction provided during this meeting.

#### **Report**

##### **Issue:**

The Heritage Commission will prepare its proposed 2020 Work Plan to present to the City Council's General Government Committee in February.

#### **Staff Contact:**

Marygrace Goddu, Historic Preservation Officer, Community Planning & Development, 360.753.8031

#### **Presenter(s):**

Discussion will be led by Commission Chair.

#### **Background and Analysis:**

The Commission will review the 2019 Work Plan, discuss the Commission's long-term (5-year) goals, and a preliminary draft 2020 Work Plan, with the aim of providing guidance to committees for continued work planning and direction to staff on content for a final 2020 Work Plan to be developed in January.

#### **Attachments:**

Final 2019 Work Plan

Preliminary Draft, 2020 Work Plan

# Olympia Heritage Commission (OHC) – 2019 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2019-20 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2020. Subcommittee meetings and special meetings will be held as needed.

Professional Staff Liaison to the Heritage Commission: Marygrace Goddu

## Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.  
Estimated Percent of Overall Commission Effort: 20%

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.a. Promote &amp; Oversee Olympia Heritage Register</p> <p><b>Proposed Work:</b> Promote and provide guidance on applications listing of individual and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts.</p> <p>2019 will be a year of planning, to develop vision, goals and strategy at five and 10-year horizons related to district and individual listings, to thoughtfully set priorities and plans for the decade ahead. OHC will review completed surveys for Gov Stevens/Carlyon neighborhood, downtown, midcentury, and Priest Point Park, and plan next steps.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Recommendations to City Council; plaques for individually listed properties</li> <li>Commission Retreat</li> <li>Vision and strategy for 2020 – 2030</li> <li>Five year plan for 2020-2024</li> </ul>	<p>OHC: Public hearings at regularly- scheduled meetings</p> <p>Heritage Review Committee: 3-6 hours</p> <p>Policy, Ordinance &amp; Guidance Committee: formed as needed</p>	<p>CP&amp;D Staff:</p> <p>Individual property application: 20-50 hours</p> <p>Planning for 10 year horizon: 20 hours</p> <p>Database maintenance: 40 hours</p>	As needed	<p>Individual property application: Included in base budget</p> <p>Historic district application: TBD. If an application is submitted, it is not included in base budget.</p>

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

# Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.b. Review and Recommend Revisions to Heritage-Related City Code</p> <p><b>Proposed Work:</b> Review existing City ordinances and municipal code relevant to treatment of historic properties to identify areas for potential code improvements. With staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation).</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.</li> <li>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</li> </ul>	<p>OHC: 9 hours</p> <p>Policy, Ordinance &amp; Guidance Committee: 60 hours</p> <p>Olympia Planning Commission: 4 hours</p>	<p>CP&amp;D Staff: 80 hours</p> <p>Legal Staff: 10 hours</p>	January – December	Included in base budget
<p>1.c. Evaluate Special Valuation Applications</p> <p><b>Proposed Work:</b> Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.</p> <p><b>Deliverable:</b> Recommendations to City Council; ongoing monitoring</p>	<p>OHC: Review at regularly- scheduled OHC meeting</p> <p>Heritage Review Committee: 3-6 hours</p>	<p>CP&amp;D Staff: 40 hours</p> <p>Legal Staff: 10-30 hours</p>	As needed, 1 to 3 per year	Included in base budget

## Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>1.d. Nominate Historic Preservation Award Recipient(s)</p> <p>Proposed Work: Nominate award recipient(s) to recognize local excellence in historic preservation and/or compatible new construction, to be presented by City Council. Committee to make recommendations on process improvements.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <li>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</li> <li>Process review re award schedule, possible new areas for recognition.</li> </ul>	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>May – December; ad hoc Committee meetings if needed</p>	<p>Included in base budget</p>



# Olympia Heritage Commission (OHC) – 2019 Work Plan

## Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.  
Estimated Percent of Overall Commission Effort: 40%

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</p> <p>Proposed Work: Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <li>Recommendations to Building Official; public education and outreach</li> <li>Select Alternates for 2019 committee</li> </ul>	Heritage Review Committee: 12-24 hours	CP&D Staff: 80 hours	January – December, 1-2 Committee meetings per month	Included in base budget
<p>2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation</p> <p>Proposed Work: Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <li>Guidance publication on historic windows</li> </ul>	<p>OHC: 3 hours</p> <p>Policy, Ordinance &amp; Guidance Committee: 30 hours</p>	CP&D Staff: 80 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope

## Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.c. Conduct Design Review of Land Use Applications for Register and Historic District Properties</p> <p><b>Proposed Work:</b> Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.</p> <p><b>Deliverable:</b> Recommendations to Community Planning &amp; Development Director or Hearing Examiner</p>	Heritage Review Committee: 0-12 hours	CP&D Staff: 0-24 hours	As needed, approximately 0-2 per year	Included in base budget
<p>2.d. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage.</p> <p><b>Proposed Work:</b> Review, discuss, and provide input on public works, parks, and other City project and planning work, including the Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan's Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• Participate in ArCH Ad Hoc Committee with Arts Commission and Economic Development representative.</li> <li>• Continued input and guidance re historic character, for city implementation of elements of the Downtown Strategy</li> </ul>	<p>OHC: Review at regularly-scheduled OHC meeting</p> <p>ArCH Ad Hoc Committee</p>	CP&D Staff: 20	As needed	Included in base budget

## Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.e. Support the Protection of Archaeology and other Cultural Resources.</p> <p>Proposed Work: Continue to provide technical support to the City relative to the review of cultural resource survey reports.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <li>• Provide recommendations for Cultural Resources Management Plan for Priest Point Park.</li> </ul>	<p>OHC: Review at regularly-scheduled OHC meetings</p> <p>Possible sub-committee formation as needed</p>	<p>CP&amp;D Staff: 20 hours</p>	<p>January – December</p>	<p>Included in base budget</p>

# Olympia Heritage Commission (OHC) – 2019 Work Plan

## Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City's goals to protect and enhance Olympia's historic character and sense of place.  
Estimated Percent of Overall Commission Effort: 40%

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>3.a. Conduct and Collaborate on Historic Preservation Outreach</p> <p>Proposed Work: Organize and conduct activities to champion Olympia's historic places and support programs that encourage public participation in and appreciation of the historic environment. Partner with area organizations such as the Olympia Historical Society &amp; Bigelow House Museum, Olympia Downtown Association, Arts Commission, other citizen advisory boards and community efforts; provide research support.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Partner on activities to celebrate Olympia Heritage Month, May 2019.</li> <li>• Advance planning for Olympia Heritage Month 2020.</li> <li>• Rotate City Hall heritage gallery with ArCH-themed content.</li> </ul>	<p>OHC: Varies</p> <p>Outreach Committee: 40 hours</p>	<p>CP&amp;D Staff: 80 hours</p> <p>Communications Staff: 20-30 hours</p>	<p>Ongoing; ad hoc Committee meetings</p>	<p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts</p>

## Olympia Heritage Commission (OHC) – 2019 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<p>3.b. Pursue and Enhance Partnerships and Integration with regional historic organizations, other City Advisory Boards, and Advocacy Groups.</p> <p>Proposed Work: Develop the concept for a regional forum for history and heritage partners to discuss shared interests and goals.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> <li>• Discuss and develop concept with regional history/heritage resources</li> <li>• Invite other city advisory groups and representatives to a pre-meeting to plan a regional forum.</li> </ul>	OHC Members: Varies	CP&D Staff: 40	Ongoing	Included in base budget
<p>3.c. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</p> <p>Proposed Work: Stay informed about the work of other City of Olympia citizen advisory boards, City departments, and downtown partners. Identify and take advantage of opportunities to participate in downtown planning and improvements including implementation of the Downtown Strategy; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Develop tracking list of active initiatives and plans (2019 focus).</li> </ul>	<p>OHC: 10 hours</p> <p>Outreach Committee: 10 hrs</p>	CP&D Staff: 40	Ongoing	Included in base budget



## Olympia Heritage Commission (OHC) – 2020 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet 10 times in the 2020-21 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November; and January, February and March of 2021. Subcommittee meetings and special meetings will be held as needed.

**Professional Staff Liaison to the Heritage Commission:** Marygrace Goddu

### Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.  
Estimated Percent of Overall Commission Effort: **20%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>1.a. Promote &amp; Oversee Olympia Heritage Register</b>  <b>Proposed Work:</b> Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions.  Begin implementation of long-term plan for pursuing expanded or new historic districts, and develop strategy and schedule for utilizing grant opportunities to support this effort.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Register listing of Individual properties</li> <li>Establishment of new historic districts or expansion of existing.</li> <li>Grant funding options and schedule</li> </ul>	Survey & Designation  Heritage Review Committee	CP&D Staff:	As needed	Individual property application: Included in base budget  Historic district application: TBD. If an application is submitted, it is not included in base budget.

Commented [MG1]: OMC 18.12..055.A.3 and .13

## Olympia Heritage Commission (OHC) – 2020 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>1.b. Recommend Revisions to Heritage-Related City Code</b>  <b>Proposed Work:</b> Review existing City ordinances and municipal code relevant to treatment of historic properties for consistency with State and Federal law, and for clarity, consistency, and process improvement. Identify potential code improvements, review and make recommendations.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Recommend amendments to ensure due process when properties are added to Local Register with National Register designation.</li> <li>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</li> </ul>	OHC: 9 hours  Policy, Ordinance & Guidance Committee: 60 hours  Olympia Planning Commission: 4 hours	CP&D Staff: 80 hours  Legal Staff: 10 hours	January – December	Included in base budget
<b>1.c. Evaluate Special Tax Valuation Applications</b>  <b>Proposed Work:</b> Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.  <b>Deliverable:</b> <ul style="list-style-type: none"> <li>Recommendations to City Council; ongoing monitoring</li> </ul>	OHC: Review at regularly-scheduled OHC meeting  Heritage Review Committee: 3-6 hours	CP&D Staff: 40 hours  Legal Staff: 10-30 hours	As needed, 1 to 3 per year	Included in base budget

Commented [MG2]: No specific direction on this in OMC

Commented [MG3]: OMC 18.12.055.A.5

## Olympia Heritage Commission (OHC) – 2020 Work Plan

<b>1.d. Recognize local excellence in rehabilitation and new construction.</b>  <b>Proposed Work:</b> Nominate recipient(s) for recognition to be presented by City Council for excellence in preservation and/or compatible new construction.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>• <i>Recommendation to City Council; Preservation Award &amp; Certificate(s) for presentation by City Council.</i></li> </ul>	OHC: 5 hours  Outreach Committee: 0-10 hours	CP&D Staff: 10 hours  Communications Staff: 10-20 hours	May – December; ad hoc Committee meetings if needed	Included in base budget
<b>1.e. Heritage Commission Planning and Development</b>  <b>Proposed Work:</b> Engage in long-term planning, conduct annual retreat, cultivate and recruit new commissioners, and work with the General Government Committee.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>• <i>Five-year Goals and Plan</i></li> <li>• <i>Annual Retreat</i></li> <li>• <i>Annual Work plan and proposed costs, future budget proposal</i></li> </ul>				

Commented [MG4]: OMC 18.12.055.A.10

Commented [MG5]: Move this item to Section 3?

## Olympia Heritage Commission (OHC) – 2020 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
-------------------------------------	--------------------------------	---------------------	----------	------------------------

### Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.  
Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.a. Conduct Heritage Review for Building Permit and Land Use Applications for Register, Historic District, and Culturally Sensitive Properties.</b>  <b>Proposed Work:</b> Review and provide timely recommendations on building permit applications for Register and historic district properties; conduct pre-submission guidance meetings with potential applicants.  Work with Design Review Board members on joint committee to review land use applications to Register and historic district properties located within Design Review Districts.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li><i>Recommendations to Building Official</i></li> <li><i>Recommendations to Community Planning &amp; Development Director or Hearing Examiner</i></li> </ul>	Heritage Review Committee: 12-24 hours	CP&D Staff: 80 hours	January – December, 1-2 Committee meetings per month	Included in base budget

Commented [MG6]: OMC 18.12.055.A.6

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

## Olympia Heritage Commission (OHC) – 2020 Work Plan

<b>2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation</b>  <b>Proposed Work:</b> <i>Develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of historic properties.</i>  <b>Deliverable:</b> <ul style="list-style-type: none"> <li>• <i>Technical Guidance publications</i></li> <li>• <i>Guidance on emergent issues such as ADU's and Short Term Rentals</i></li> <li>• <i>Guidance and information available via City Website</i></li> </ul>	OHC: 3 hours  Policy, Ordinance & Guidance Committee: 30 hours	CP&D Staff: 80 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope
---	--	-------------------------	--	---

Commented [MG7]: OMC 18.12.055.A.9 and .11 REDUNDANT TO Item 3C?

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.c. Review and Provide Historic Preservation Input on City Projects. Develop Familiarity with Regulatory and Budgetary Framework Relevant to Olympia Heritage.</b>  <b>Proposed Work:</b> Review, discuss, and provide input on public works, parks, and other City project and planning work, including the Arts, Cultures, and Heritage (ArCH) initiative, Comprehensive Plan's Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.  <b>Deliverable:</b> <ul style="list-style-type: none"> <li>• <i>Participate in ArCH work with Arts Commission.</i></li> <li>• <i>Continued input and guidance re preservation of historic character, for city implementation of elements of the Downtown Strategy</i></li> </ul>	OHC: Review at regularly-scheduled OHC meeting	CP&D Staff: 20	As needed	Included in base budget

Commented [MG8]: OMC 18.12.055.A.15



## Olympia Heritage Commission (OHC) – 2020 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.e. Support the Protection of Archaeology and other Cultural Resources.</b>  <b>Proposed Work:</b> Technical and consultative support? Tribal consultation? Public Education?  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	OHC: Review at regularly-scheduled OHC meetings	CP&D Staff: 20 hours	January – December	Included in base budget
<b>2.f. Support Exemplary Stewardship of City-Owned Historic Properties</b>  <b>Proposed Work:</b> Offer guidance on proper documentation, maintenance and treatment of city-owned historic properties.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>• <i>Guidance on Historic Structure Reports, HABS documentation, and surveying</i></li> <li>• <i>Input on adaptive re-use proposals</i></li> <li>• <i>Input on planned maintenance or rehabilitation treatments</i></li> </ul>				

Commented [MG9]: OMC 18.12.055.A.15

Commented [MG10]: OMC 18.12.020.A – D, F and G; OMC 18.12.055.A.1.2, 6,15

## Olympia Heritage Commission (OHC) – 2020 Work Plan

### Section 3: Additional Heritage Program Activities

OHC members provide valuable volunteer assistance to help accomplish the City's goals to protect and enhance Olympia's historic character and sense of place. Estimated Percent of Overall Commission Effort: **40%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>3.a. Provide liaison support, communication, and cooperation with other government, private and non-profit entities to further preservation objectives including education.</b>  <b>Proposed Work:</b> Organize and conduct activities to champion Olympia's historic places and support programs that encourage public participation in and appreciation of the historic environment. Partner with area organizations other citizen advisory boards and community efforts; provide research support.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>• <i>Partner and help to host activities to celebrate Olympia and regional Heritage.</i></li> <li>• <i>Advance planning for Olympia Heritage Month 2021.</i></li> <li>• <i>Rotate City Hall heritage gallery with ArCH-themed content.</i></li> </ul>	OHC: Varies  Outreach Committee: 40 hours	CP&D Staff: 80 hours  Communications Staff: 20-30 hours	Ongoing; ad hoc Committee meetings	Included in base budget  Grant funding may be sought for larger-scale outreach efforts

Commented [MG11]: OMC 18.12.055.A.14

## Olympia Heritage Commission (OHC) – 2020 Work Plan

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>3.b. Contribute to Programs and Activities to Enhance Historic Downtown Olympia</b>  <b>Proposed Work:</b> Stay informed about the work of other City of Olympia citizen advisory boards, City departments, and downtown partners. Identify and take advantage of opportunities to participate in downtown planning and improvements including implementation of the Downtown Strategy; bring the information and recommendations from the Downtown reconnaissance-level survey to the table to inform and educate.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Develop tracking list of active initiatives and plans (2019 focus).</li> </ul>	OHC: 10 hours  Outreach Committee: 10 hrs	CP&D Staff: 40	Ongoing	Included in base budget
<b>3.c Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects.</b>  <b>Proposed Work:</b> Provide technical guidance in care and treatment of historic assets.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Publications and Web-based guidance</li> <li>Workshops, “tabling” at events and forums</li> <li>Educational outreach to local Realtors and Contractor communities</li> </ul>				

Commented [MG12]: OMC.18.12.055.A.15

Commented [MG13]: OMC 18.12.055 A.1

## Olympia Heritage Commission (OHC) – 2020 Work Plan

<p><b>3.d. Celebrate Heritage Month with activities, events, and educational content to highlight Olympia’s heritage and historic built environment</b></p> <p><b>Proposed Work:</b> Identify theme and plan activities and events for May 2020. Work with other heritage organizations to develop content and activities; host Heritage Awards event,</p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>• <i>Heritage Month 2020</i></li> </ul>				
<p><b>3.e. Engage with the Arts Commission and the broader community in continued promotion of the City’s ArCH Profile.</b></p> <p><b>Proposed Work:</b> Plan, coordinate, and host Keystone 2020. Provide a consistent OHC liaison to attend OAC meetings and events.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• <i>2020 Keystone Forum</i></li> <li>• <i>Consistent and ongoing cross-communication with OAC</i></li> </ul>				

**Commented [MG14]:** Combine with other public education/outreach work item?

**Commented [MG15]:** OMC 18.12..020 A - D



## Heritage Commission

### Heritage Commission Officers for 2020 - Nominations, Election

**Agenda Date:** 11/20/2019  
**Agenda Item Number:** 6.D  
**File Number:** 19-1067

---

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

---

#### **Title**

Heritage Commission Officers for 2020 - Nominations, Election

#### **Recommended Action**

Nominate and elect officers for calendar year 2020.

#### **Report**

##### **Issue:**

Whether to nominate and elect officers for 2018. Olympia's Advisory Committee Rules of Procedure provide that "officers of the committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January." The Heritage Commission may also select a member to Chair its Heritage Review Committee.

#### **Staff Contact:**

Marygrace Goddu, Senior Planner, Community Planning and Development, 360.753.8031

#### **Presenter(s):**

Nomination and election process to be facilitated by the Commission Chair.