



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, June 10, 2020

5:00 PM

Online and Via Phone

Special Meeting
Register to attend

https://us02web.zoom.us/webinar/register/WN_yXW5URvSTeGzoRxiBACrww

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

Please submit public comment by emailing citycouncil@ci.olympia.wa.us.

5. APPROVAL OF MINUTES

5.A [20-0452](#) Approval of April 22, 2020 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

6.A [20-0451](#) Meeting with Advisory Committee/Commission Chairs

Attachments: [2020 Arts Commission Work Plan Cover Letter](#)
[2020 Arts Commission Work Plan](#)
[2020 Arts Municipal Art Plan](#)
[2020 BPAC Work Plan cover letter](#)
[2020 BPAC Work Plan](#)
[2020 DRB Work Plan Cover Letter](#)
[2020 DRB Revised Wrk Plan](#)
[2020 Heritage Work Plan Cover Letter](#)
[2020 Heritage Work Plan](#)
[2020 OPC Work Plan Cover Letter](#)
[2020 OPC Revised Work Plan](#)
[2020 PRAC Work Plan Cover Letter](#)
[2020 PRAC Work Plan](#)

[2020 UAC Work Plan](#)**7. REPORTS AND UPDATES****8. ADJOURNMENT**

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

General Government Committee

Approval of April 22, 2020 General Government Committee Meeting Minutes

Agenda Date: 6/10/2020
Agenda Item Number: 5.A
File Number:20-0452

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

Title

Approval of April 22, 2020 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, April 22, 2020

5:00 PM

Online or Via Phone

Register to attend: <https://attendee.gotowebinar.com/register/207333114915980558>

1. CALL TO ORDER

The meeting was called to order at 5:04 p.m.

2. ROLL CALL

Present: 3 - Chair Renata Rollins, Committee member Dani Madrone and Committee member Clark Gilman

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

No public comment was submitted.

5. APPROVAL OF MINUTES

- 5.A** [20-0336](#) Approval of February 18, 2020 General Government Committee Meeting Minutes

The minutes were approved.

- 5.B** [20-0337](#) Approval of February 20, 2020 General Government Committee Meeting Minutes

The minutes were approved.

- 5.C** [20-0338](#) Approval of February 26, 2020 General Government Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

- 6.A** [20-0335](#) Consideration of Allocation and Reallocation of Existing and New Community Development Block Grant (CDBG) Funds

Interim Assistant City Manager Keith Stahley gave an overview of the Corona Virus Aid,

Relief and Economic Security (CARES) Act. The Act made available \$5 Billion in Community Development Block Grant - Corona Virus (CDBG -CV) funds. Olympia's initial allocation is \$237, 383 based on a current formula driven my population. The City may get additional funding in the future.

Mr. Stahley noted there are other CDBG funds available to be allocated including \$588,000 for Program Year 2019 and \$350,000 for Program Year 2020, making an available total of \$1,227,383. He shared specific waivers that have been changed for amendments or new plans. Most notably, expenditures related to COVID-19 spent prior to the passing of the CARES act are eligible for reimbursements; and the public comment period on new or changed plans has been shortened to five days.

Interim Assistant City Manager Stahley shared program examples and potential uses of the funding. He highlighted business support programs, enhancing food security programs and expanding shelter outreach.

Committee members asked clarifying questions. The committee agreed to put forward the proposed plan to the full City Council for consideration.

The recommendation was approved and forwarded to the full Council for consideration.

6.B [20-0334](#)

Preparation for Council's Mid-Year Retreat on June 13, 2020

Committee Members, City Manager Jay Burney and Strategic Communications Director Kellie Purce Braseth discussed the City Council's mid-year retreat. Chair Rollins discussed the upcoming Special General Government "Recovery Roundtable" meeting and how the discussions at that meeting could shape the agenda for the mid-year retreat. Committee members were in agreement and noted this is a time to examine the values that come into focus during a crisis and new opportunities that arise. The Committee discussed the format of the upcoming special meeting, noting they would like to use the participatory leadership model facilitated by Senior Planner Stacey Ray, along with visual representation of the discussion. The discussion that occurs at the special meeting can be used as the retreat structure for a deeper discussion on the issues that emerge.

Mr. Burney noted as the agenda gets scoped, that will help determine whether the mid-year retreat will take place over one or two days. It was noted that no matter the format, if the meeting is held virtually, plenty of breaks should be built in.

Suggestions for agenda topics include:

Response and Recovery efforts related to COVID-19.

Reevaluating the 2020 work plans of the Council and Advisory Committee.

How to restart other operations that have been paused to respond to COVID-19.

Emergency Management perspective on what recovery mean.

Committee members asked clarifying questions.

Mr. Burney shared he will explore possible dates to reschedule the Mid-Year Retreat currently scheduled on June 13.

The discussion was completed.

7. REPORTS AND UPDATES

Chair Rollins noted the Committee met earlier for a Town Hall discussion.

Ms. Braseth discussed the upcoming meeting with Advisory Committee Chairs, noting each Committee will present a revised work plan.

8. ADJOURNMENT

The meeting adjourned at 6:30 p.m.



General Government Committee

Meeting with Advisory Committee/Commission Chairs

Agenda Date: 6/10/2020
Agenda Item Number: 6.A
File Number:20-0451

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

Title

Meeting with Advisory Committee/Commission Chairs

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss advisory committee 2020 work plans and receive updates from committee/commission chairs.

Report

Staff Contact:

Kellie Purce Braseth, Strategic Communication Director, 360.753.8361

Presenter(s):

Committee/Commission representative invited to attend:

- Timothy Grisham - Arts Commission
- Brittany Yunker Carlson - Bicycle and Pedestrian Advisory Committee
- Joseph LaValle - Design Review Board
- Holly Davis - Heritage Commission
- Maria Ruth - Parks and Recreation Advisory Committee
- Candi Millar - Planning Commission
- Mike Buffo - Utility Advisory Committee

Background and Analysis:

At its April 22 regular meeting, the General Government Committee discussed the work of the Advisory Committees in light of the COVID-19 pandemic and the enormous impact it is having and will have on our community and the work of the City going forward.

The Committee wanted to harness the energy and creativity of the City's Boards and Commission and focus it on helping the City's recovery from the coronavirus emergency and on helping position the City for the world post global pandemic. General Government requested that the Advisory

Committees revisit their 2020 work plans during the month of May and organize the year's work on a three-tiered approach:

TIER 1: Any new work plan items that relate or seize on opportunities and/or learnings related to the COVID-19 emergency.

TIER 2: Any items currently on the work plan that support the City's recovery from the COVID-19 emergency

TIER 3: Any items that are critical to advancing City Council priorities, as follows:

- Homeless Response Plan/Implementation
- Regional Climate Mitigation Plan
- Transportation Master Plan
- Parks Plan
- Yelm Highway Master Plan
- SE Annexation
- Housing Options (1923)
- Fire Regionalization
- Economic Development

The General Government Committee's June 10 Special Meeting would be devoted to a review and discussion of the revised work plans with Advisory Committees Chairs and Staff Liaisons.

Neighborhood/Community Interests (if known):

None known

Options:

Discuss items.

Financial Impact:

N/A

Attachments:

2020 Arts Commission Work Plan Cover Letter

2020 Arts Commission Work Plan

2020 Arts Municipal Art Plan

2020 Bicycle and Pedestrian Advisory Committee Work Plan Cover Letter

2020 Bicycle and Pedestrian Advisory Committee Work Plan

2020 Design Review Board Work Plan Cover Letter

2020 Design Review Board Work Plan

2020 Heritage Commission Work Plan Cover Letter

2020 Heritage Commission Work Plan

2020 Planning Commission Work Plan Cover Letter

2020 Planning Commission Work Plan

2020 Parks & Recreation Advisory Committee Work Plan Cover Letter

2020 Parks & Recreation Advisory Committee Work Plan

2020 Utility Advisory Committee Work Plan



May 28, 2020

Chair Rollins and members of the General Government Committee,

Attached please find the Arts Commission Work Plan for 2020, with Tiers noted in the far right column.

We believe that the arts in general provide a balm in trying times, as well as contribute to the vibrancy of our community, which will be even more necessary as we emerge and recover from COVID – 19. Even as staff work from home and the Arts Commission just returned to Zoom meetings after a two-month meeting furlough, our projects continue to move forward. Following our review, there are a few projects we would like to bring to your attention:

Arts Walk – The spring event was canceled, and the fall event must be re-envisioned to meet safety requirements and anticipate community concerns about assembly.

Pop-Up Parks Performances – With the retirement of the downtown Third Thursday event presented by the ODA, the future of the Music Out Loud performances were already a topic for the Arts Commission. Pop-Up performances are a placeholder for that project - a direct response to COVID -19 seeking smaller, informal venues for families to enjoy music in their neighborhood parks.

While the following two items do not fit into Tiers, the Commission would still like to pursue them:

Public Art Assessment – This annual condition assessment of the public art collection conducted by Arts Commissioners is none-the-less important. In a year with limited summer seasonal staffing, which will affect the ability of the artwork to be cleaned, a review is especially important.

Keystone – This anticipated forum to kick-off ArCH in the community is tied to the fall Arts Walk.

I look forward to meeting with the General Government Committee in June.

Timothy Grisham, Chair
Olympia Arts Commission

ARTS COMMISSION - 2020 Work Plan

During 2020, the Arts Commission will hold full meetings on the second Thursday of each month. In addition to full committee meetings, project-specific subcommittees may meet the hour before each Commission meeting.

Section 1 - 2020 Policy and Program Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for relevant Council agenda items, as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Staff estimates that there is sufficient professional and administrative staff time to accomplish the policy recommendation staff support to the committee in 2020.

Professional staff liaison for the Arts Commission is Stephanie Johnson.

Estimated Percent of Overall Committee Effort: 22%

| Title Description | Committee Lead & Commitment | Staff Commitment | Schedule | Budget Implications | COVID Response Tier |
|---|--|--|------------------------------|---------------------|---------------------|
| | <i>Committee hours, not individuals.</i> | <i>Hours reflect working with the committee, not total project staff time.</i> | <i>Estimated completion.</i> | | |
| 1.1 2020 Municipal Art Plan to City Council Description: As part of the 2020 Work Plan process, recommend plan for 2020 \$1 per capita funds and any potential capital projects where 1% funds might apply. Deliverable: Recommend 2020 Municipal Art Plan to City Council, along with 2020 Work Plan. | 3 hours | 3 hours | June | Municipal Art Fund | Tier 1, 2, 3 |

| | | | | | |
|---|---------|---------|----------|------|--------|
| <p>1.2 Commission Retreat/Work Session</p> <p>Description: Fall session to discuss new work plan, possibly virtual. Deliverable: Complete the retreats</p> | 4 hours | 4 hours | October | None | Tier 1 |
| <p>1.3 Support the Downtown Strategy</p> <p>Description: Support efforts to include arts and artists in the downtown strategy area. Deliverable: Facilitate communication with the art community, local business, and the City.</p> | 4 hours | 4 hours | Ongoing | None | Tier 3 |
| <p>1.4 City Artist-in-Residence program</p> <p>Description: Explore an artist in residency program to encourage participation in the arts. Deliverable: Increased participation in the arts.</p> | 4 hours | 4 hours | December | TBD | Tier 3 |
| <p>1.5 Parks Plan</p> <p>Description: Meet with City staff to review initial input from public meetings and survey and again to review the initial Park Plan draft. Deliverable: Advise to City staff</p> | 2 hours | 2 hours | TBD | TBD | Tier 3 |

SECTION 2.

2020 Arts Program Support

Arts Commission members provide valuable volunteer assistance to accomplish the City’s annual arts program. Also, as programs are implemented and administrative procedures developed, staff often consults with Commissioners for their input and perspective. Input from the Commission is considered by staff in implementing the program or policy.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 56%

| <i>Title Description</i> | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications | 6 Month Check-In |
|--|--|--|--|----------------------------|-------------------------|
| | <i>Committee hours, not individuals.</i> | <i>Hours reflect working with the committee, not total project staff time.</i> | <i>Estimated completion.</i> | | |
| 2.1 Arts Walk 60 Description: Provide ongoing input on policies, procedures, and marketing. Assist with map distribution. Deliverable: Engage artists and downtown community. | 2 hours | 2 hours | Explore event for October 2 & 3 November: Poster Jury | None | Tier 2 |

| | | | | | |
|--|---------|---------|--------|--|----------------|
| <p>2.2 Pop-Up Parks Performances</p> <p>Description: Consider best/safe practices for small music performances in City Parks following Phase 4 of Washington’s COVID re-opening plan.</p> <p>Deliverable: Advise staff</p> | 2 hours | 2 hours | TBD | Municipal Art Fund - \$2,970 | Tier 1, 2 |
| <p>2.3 Public Art Assessment</p> <p>Description: Based on developed process for assessing City public art, periodically review the public art collection for vandalism, cleanliness and repair.</p> <p>Deliverable: Assist staff in determining what artworks require repair, removal or conservation efforts.</p> | 2 hours | 2 hours | August | Repairs from Public Art Maintenance Fund | Infrastructure |
| <p>2.4 Traffic Box Mural Wrap Public Art Project</p> <p>Description: Working in partnership with Public Works, 10 transit boxes across the city will be wrapped and/or re-wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available for online voting.</p> <p>Deliverable Project completion.</p> | 2 hours | 2 hours | August | Municipal Art Fund - \$16,000 | Tier 2 |

| | | | | | |
|---|----------|----------|--|-------------------------------|-----------|
| <p>2.5 Percival Plinth Project</p> <p>Description: Annual exhibition of sculpture on Percival Landing, as well as long-range vision for permanent installation of People’s Choice purchases. Deliverable: Program plinths for art exhibitions.</p> | 4 hours | 4 hours | June/July | Municipal Art Fund - \$27,000 | Tier 2 |
| <p>2.6 Poet Laureate</p> <p>Description: Assist as needed to support program. Recommendation next Poet Laureate to Council for 2021-2022 Deliverable: Poet Laureate program is supported and successful.</p> | 6 hours | 6 hours | Ongoing - Council recommendation in November | Municipal Art Fund - \$1,500 | Tier 2 |
| <p>2.7 Implementation of Temporary Display of Art at City Hall & Programming</p> <p>Description: Conduct two rotating exhibitions and concurrent presentations at City Hall. Deliverable: Placement of temporary art in City Hall.</p> | 6 hours | 6 hours | Ongoing | Municipal Art Fund - \$1,100 | Tier 2 |
| <p>2.8 Olympia Art Crossings</p> <p>Description: In coordination with the Planning Commission, support Art Crossings project. Deliverable: The West Bay Drive location is currently in fabrication, with installation expected spring 2020, with the Eastside St. location getting started with artist selection.</p> | 10 hours | 10 hours | Ongoing | Municipal Art Fund - \$59,000 | Tier 2, 3 |

| | | | | | |
|--|---------|---------|----------|-------------------------------|--------|
| 2.9 Grants to Arts and Culture Organizations Description: Continue program Deliverable: Provide equitable access to the arts for all Olympians. | 8 hours | 8 hours | December | Municipal Art Fund - \$20,000 | Tier 2 |
|--|---------|---------|----------|-------------------------------|--------|

SECTION 3.

2020 ArCH Support

The Olympia Arts Commission works to support the City’s efforts to strengthen the Arts, Cultures and Heritage (ArCH) components of our community. Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 22%

| <i>Title Description</i> | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications | 6 Month Check-In |
|--|--|--|------------------------------|----------------------------|-------------------------|
| | <i>Committee hours, not individuals.</i> | <i>Hours reflect working with the committee, not total project staff time.</i> | <i>Estimated completion.</i> | | |
| 3.1 Support Creative District Designation Description: Support ongoing efforts regarding development of Olympia’s Creative District. Deliverable: Provide feedback as required. | 4 hours | 4 hours | Ongoing | None | Tier 3 |

| | | | | | |
|---|----------|----------|-----------------------------------|------------------------------|--|
| 3.2 Keystone Description: Work cooperatively with the OHC to create a half-day public forum for exploring relevant and timely ArCH topics in the community. Deliverable: Keystone (Summit) | 16 hours | 16 hours | Explore event for October 3, 2020 | Municipal Art Fund - \$2,500 | |
|---|----------|----------|-----------------------------------|------------------------------|--|

A Five-Year Municipal Art Plan for the City of Olympia

Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning for Public Art
3. Project List for 2020
4. Planning Context
5. Other Activities
6. Summary Spreadsheet



Growing II, by Jesse Swickard, Gift of the Artist, Dedicated in 2019, Woodruff Park

The mission of the Olympia Arts Commission is to help enrich the lives of the people of the region by making visual, performing and literary arts vital elements in the life of our community.

The Commission's purpose is to promote and encourage public programs that further development public awareness, and interest in fine and performing arts and cultural heritage, and to advise City Council in connection with these. The Olympia Arts Commission (OAC) was created to provide expertise regarding the visual and performing arts and cultural heritage, and to reach out within and beyond the community to expand artistic and cultural programs and services for the citizens of Olympia. (Olympia Municipal Code (OMC) 2.100.100, 2.100.110)

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase, placement and maintenance of works of art in the community.

1. Municipal Art Plan (MAP): What and Why

The MAP is the annual budget and spending plan for the Municipal Art Fund, and it provides direction and accountability for the use of public resources in support of the arts.

City Ordinance calls for the OAC to "prepare and recommend to the City Council for approval a plan and guidelines to carry out the City's art program," (OMC 2.100.140) and notes that a municipal arts plan should prescribe the projects to be funded from the municipal arts fund. "*Municipal Arts Plan* means a plan outlining the City expenditures of designated funds for public art projects for a one-year period." (OMC 2.100.160)

Olympia's public art programs and purchases are funded through two sources: a \$1 per capita allocation from the City's General Fund that was initiated in 1990, and a 1% for Art set-aside for City construction projects over \$500,000 in value. Funds from these sources are deposited in a Municipal Arts Fund (MAF). The MAP establishes budgets for new public art projects undertaken by the City, whether in conjunction with new capital projects or independent of them. Projects range from small (less than \$15k) to major (over \$50k) installations involving design teams, and may include visual, literary and performing arts.

2. Planning for Public Art

The OAC develops an Annual Work Plan that details program initiatives and activities of the City's art program to promote the work of local artists and the arts within our community, and for the purchase of public art (including paid performances) to enhance and enliven the community. These public art purchases are the focus of the MAP.

To develop funding projections for the MAP and budgets for individual projects, City staff reviews the Capital Facility Plan to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are reviewed and considered by Arts Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the

Commission's Annual Work Plan. This project list forms the core of the Municipal Art Plan, which the Commission then recommends to City Council for approval.

In developing plans for public art projects, a number of conditions and values are considered to determine the best use of available resources for the benefit of the arts and the community. As a starting point, capital project-generated funds are considered for art projects at or near the site of the construction to enhance the public improvement, or to mitigate for the impact of the improvements.

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. In selecting projects, programs and works of art, the OAC will consider how proposals accomplish the following:

- **Contribute to broad distribution of public art throughout Olympia.**
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**
A wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.** Encourage community conversation with focus on broader art experiences and culture and heritage focus.
- **Achieve a balanced City collection that includes a strong local base but also has regional and national reach.**
- **Ensure artwork is maintainable and safe.**
- **Ensure artwork is well-suited to chosen site or venue.**

3. Project List for 2020

The following slate of projects is diverse in arts disciplines and are located throughout Olympia. These investments in the arts support current and future endeavors, care for the collection we have and offer opportunity for local and regional artists, from youth through professional, to benefit the community and shared built environment. Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways:

- Expanding a diversity of the arts deeper into our neighborhoods and beyond the downtown core,
- Investing in the future of the arts and artists in our community, and showcasing their talent,
- Continuing with successful programs that are embraced by the community.

Traffic Box Wraps - \$16,000 – Up to 10 utility boxes in Olympia will be wrapped with artwork by local artists of all ages and printed on vinyl. The focus this year will be to replace failing existing wraps throughout Olympia. As vinyl is expected to last up to 3 years, wraps may be replaced in following years, depending on project evaluation. This project is intended to provide opportunities for youth and emerging artists.

Pop-Up Performances in Parks (Placeholder for Music Out Loud – Performance) - \$2,970 - Funds have been used for three performances per three artwork sites (9 performances total) during the summer months, in association with the ODA's Third Thursday event. With the closure of the event, and the need for dispersed music performances in 2020, the Arts Commission will consider best/safe practices for small music performances in City Parks following Phase 4 of Washington's COVID re-opening plan.

Percival Plinth Project – \$27,000 – This ongoing project hosts loaned sculpture (up to 17) for an exhibition of one year along Percival Landing. During the month of July, the public is invited to vote for the sculpture they wish for the City to purchase.

Olympia Art Crossings - \$75,000 – Sited at key "gateway" locations surrounding the downtown, creative works of art that reflect Olympia's neighborhoods and community, and mark passage between downtown and our neighborhoods. The West Bay Drive location is currently in fabrication, with installation expected spring 2020, with the Eastside St. location will be getting started with artist selection.

City Hall Rotating Exhibit Support - \$1,100 – Host rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall. Exhibits will be supported by concurrent presentations open to the public.

Poet Laureate - \$1,500 – Biennial Poet Laureate program, to promote poetry as an art form, expand access to the literary arts, connect the community to poetry, and promote poetry as a community voice that contributes to a sense of place. Funds cover an annual honoraria and small fund for materials and supplies.

Arts and Culture Organizations Granting Program - \$20,000 – The Arts Commission will continue with Grants to Arts & Culture Organizations, to provide equitable access to the arts for all Olympians. The program goal is to expand citizen involvement with the arts, engage underserved populations, and promote the interests of the broader Olympia community.

Keystone - \$2,500 - Work cooperatively with the Olympia Heritage Commission to create a half-day public forum for exploring relevant and timely ArCH topics in the community.

4. Planning Context

Beginning in 2015 the OAC adopted a five-year budget planning horizon to allow a longer look ahead, facilitating planning for prospective capital projects that will be phased over several years, and for ongoing costs associated with others.

Taken together with the efforts described in the 2020 Work Plan, this 2020 budget and MAP reflect a continuing effort to build supportive social and practical infrastructure for the arts and artists in Olympia, supporting the creative energy that the arts bring to our community. The organizational underpinnings to elevate art, culture and history (ArCH) in Olympia are beginning to take form. The first Olympia Arts Crossing will be dedicated and the second launched over the course of the year. Three of the eight planned Gateway installations are funded in the existing MAF, and Arts staff will apply for a federal matching grant in 2020.

The balance of 2020 projects reflect this Commission's goal to continue with programs that have shown strong popular support and public engagement, including Arts Walk, the Plinth Project, and Traffic Box Wraps, Grants to Arts & Culture Organizations and temporary exhibitions at City Hall. 2020 also marks recruitment and appointment of the City's third Poet Laureate.

5. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City’s collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. In addition, the Arts Commission proposes to change the ordinance in 2020, to allow for 10% of the \$1 per Capita funds to be set aside additionally for maintenance. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care. 2017 was the first year to engage a .25 parks seasonal staff person for annual public art cleaning/maintenance.

6. Budget Summary & 5-Year Prospective

FIVE YEAR MUNICIPAL ART PLAN

| | 2019 Actual | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| Projected Revenue | | | | | | |
| Available balance | 408,750 | 394,085 | 310,114 | 207,594 | 105,074 | 77,554 |
| \$1 per capita - 10% to maintenance | 52,000 | 46,800 | 46,800 | 46,800 | 46,800 | 46,800 |
| Capital projects 1% for art (received) | 24,794 | | | | | |
| Revenue Total | 485,544 | 440,885 | 356,914 | 254,394 | 151,874 | 124,354 |
| Projects | | | | | | |
| Traffic Box Wrap | 15,432 | 16,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| Music Out Loud - Performance | 2,970 | 2,970 | 2,970 | 2,970 | 2,970 | 2,970 |
| Percival Plinth Project | 25,430 | 27,000 | 28,000 | 28,000 | 28,000 | 28,000 |
| Olympia Art Crossings | 16,000 | 59,000 | 75,000 | 75,000 | | |
| City Hall Rotating Exhibit Support | 1,434 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 |
| Proposed Arts Walk cover purchase | 1,200 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Poet Laureate | 1,534 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 |
| Washington Center Exhibition | 155 | | | | | |
| Grants to Arts and Culture Organizations | 20,000 | 18,451 | 20,000 | 20,000 | 20,000 | 20,000 |
| Keystone | | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Heritage Park Fountain Utility Boxes | 7,304 | | | | | |
| Insurance | | 500 | 500 | 500 | 500 | 500 |
| Expense Totals | 91,459 | 130,771 | 149,320 | 149,320 | 74,320 | 74,320 |
| Remaining Balance | 394,085 | 310,114 | 207,594 | 105,074 | 77,554 | 50,034 |

4.

4.

5.



June 1, 2020

General Government Committee
City of Olympia
601 4th Avenue E
Olympia, WA 98507

Dear Chair Rollins and Councilmembers Gilman and Madrone,

Thank you for the opportunity to submit the 2020 Draft Work Plan for the Bicycle and Pedestrian Advisory Committee (BPAC). The BPAC met in May to re-evaluate our proposed work plan. We made the following changes to the draft work plan as discussed in our January meeting:

- Added a focus including “COVID-19-related impacts” to the “Emerging Policy Issues” plan item 1.b.;
- Expanded the anticipated schedule of Traffic Safety topics to span the entire year;
- Removed a briefing on construction zones and temporary traffic control for people walking and biking; and
- Removed an update on the Regional Trails Plan from the Thurston Regional Planning Council.

The BPAC recognizes the City’s budget limitations due to the COVID-19 pandemic and economic slowdown. We understand that the City is focusing on essential services and that staff time available to devote to non-essential projects and initiatives will be limited. For this reason, we removed two items from our work plan.

However, BPAC members see this as a unique period in which Olympia could leverage residents’ renewed interest in walking and biking to promote a shift to sustained, safe, car-free travel. In order to do that, we need more space on our sidewalks, streets and parks to keep everyone safe. Even large city parks and open spaces seem cramped when outdoor recreation demand is high. We’ve found that most sidewalks don’t allow for six-foot social distancing without someone stepping into a street.

Many cities across the globe have considered temporary closing of streets or traffic lanes to promote safer human-powered travel and recreation. We recommend that the City Council consider options like this for our city, too. Many of the city’s new cyclists are interested in biking but remain concerned about safety and interactions with cars. Luckily, there are fewer cars on the road now. But we believe that giving walkers and bikers more space now will help them *continue* to choose car-free transportation even after the pandemic.

The BPAC would be happy to provide feedback on any efforts of this nature that the council wants to explore.

Thank you for time and consideration,

Brittany Yunker Carlson
Chair
Bicycle & Pedestrian Advisory Committee

DRAFT Bicycle and Pedestrian Advisory Committee (BPAC) 2020 Work Plan April 2020 - March 2021 Work Plan

The BPAC will hold six full committee meetings in 2020. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2020 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2020-21.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 30%

| Title Description | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications |
|--|--|--|---|--|
| | <i>Committee hours, not individuals.</i> | <i>Hours reflect working with the committee, not total project staff time.</i> | <i>Estimated timeline from start to finish.</i> | |
| 1.a. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: Recommendation to City Council | Full committee: 2-3 hours | Transportation staff: 3-4 hours | July - September | Budget implications identified during development of the Capital Facilities Plan |
| 1.b. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues, with an emphasis on Covid-related impacts, for bicycle and pedestrian transportation. Deliverable: Recommendation to City Council | Full committee: 1-2 hours | Transportation staff: 2-4 hours | Ongoing | None anticipated |
| 1.c. New member applications: Review applications for BPAC vacancies and make recommendations. Deliverable: Recommendation to the General Government Committee | Full committee: 1-2 hours | Transportation staff: 2-4 hours | January - March | None anticipated |

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|--|--|--|----------------|---|
| <p>1.d. Special projects and studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study.</p> <p>Deliverable: Recommendations to City Council as identified in project/study scope</p> | <p>Full committee: 1-2 hours depending on projects</p> | <p>Transportation staff: 2-4 hours depending on projects</p> | <p>Ongoing</p> | <p>Budget implications addressed through larger project scope</p> |
|--|--|--|----------------|---|

SECTION 2.
2020 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 70%

| Title Description | Committee Lead and Commitment | Staff Commitment | Schedule | Budget Implications |
|---|--------------------------------------|--|------------------------|----------------------------|
| <p>2.a. Transportation Master Plan: Participate in the creation of a Transportation Master Plan.</p> <p>Deliverable: Comments to City staff</p> | <p>Full committee: 1-2 hours</p> | <p>Transportation staff: 2-4 hours</p> | <p>June - December</p> | <p>None anticipated</p> |
| <p>2.b. Traffic safety: Briefing on traffic safety analysis, with a focus on collisions involving bicyclists and pedestrians.</p> <p>Deliverable: Comments to City staff</p> | <p>Full committee: 1-2 hours</p> | <p>Transportation staff: 2-4 hours</p> | <p>April - March</p> | <p>None anticipated</p> |
| <p>2.c. Thurston Climate Mitigation plan: Briefing on Olympia’s participation in the creation of a regional climate mitigation plan.</p> <p>Deliverable: Comments to City staff</p> | <p>Full committee: 1-2 hours</p> | <p>Water resources staff: 2-4 hours</p> <p>Transportation staff: 1-2 hours</p> | <p>July - March</p> | <p>None anticipated</p> |

| | | | | |
|---|--------------------------------------|--|------------------------|-------------------------|
| <p>2.d. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS.</p> <p>Deliverable: Comment to staff and/or recommendation to City Council.</p> | <p>Full committee: 1-2 hours</p> | <p>Transportation staff: 2-4 hours</p> | <p>June - December</p> | <p>None anticipated</p> |
| <p>2.e. Project, plans, & study review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related projects, plans, and studies.</p> <p>Deliverable: Comments to staff and/or recommendation to City Council.</p> | <p>Full committee: 1-2 hours</p> | <p>Transportation staff: 2-4 hours</p> | <p>Ongoing</p> | <p>None anticipated</p> |

May 29, 2020

Olympia City Council
General Government Committee

In accordance with your request for Olympia advisory boards and committees to revisit their 2020 Work Plan in response to the COVID-19 emergency, the Chair and Co-Chair of the Design Review Board respectfully submit the Design Review Board's Revised Annual Work Plan. The goal of the revised work plan is to reduce the Board's time commitment on staff, thereby increasing their availability to support Council priorities and economic recovery efforts.

The General Government Committee requested Boards revise their work plans using a 3-Tiered approach. Our review revealed that our work plan efforts all fall into the Tier 2 category, "Items currently on the work plan that support the City's recovery from the COVID-19 emergency". We then prioritized our work plan items into two sections.

Section 1: Items focused for completion in 2020

- a. **Design review of development proposals** – the Board's most relevant contribution to economic recovery
- b. Identify problematic code language in the new "Downtown Zoning Ordinance", and throughout Chapters 18.76, and 18.100-18.175.
- c. Annual Retreat
- d. Study sessions that provide needed professional development for Board members during this pandemic and recovery period, such as new Code training, and focused and ongoing orientation for the mostly new Design Review Board.

Section 2: Items for the foreseeable future

- a. Develop a brochure illustrating appropriate architectural solutions for the development community, design teams, and citizens
- b. Award of Merit(s) to recognize deserving architectural solutions constructed and occupied in Olympia
- c. Design Featurettes

The Design Review Board is wholly supportive of the City's efforts to recover from the COVID-19 emergency, and we thank the Council and City staff for their efforts in overcoming the emergency. Please do not hesitate to call on the Design Review Board in any way, now or in the future.

Sincerely,
Chair Joseph LaValle, Architect, and Co-Chair Angela Rush, Citizen at Large

Olympia Design Review Board (DRB) – 2020 Work Plan_COVID

In the 20-21 cycle (April 2020 – March 2021) the Olympia Design Review Board (DRB) will hold 23 regular meetings, on the second and fourth Thursday of each month except for the November 2020, which will fall on the first and third Thursday of the month, and the December 2020 meeting, which will be held the first Thursday only. Subcommittee meetings and special meetings will be scheduled as needed.

Professional Staff Liaison to the Design Review Board: Catherine McCoy, Associate Planner :: 360.570.3776 :: cmccoy@ci.olympia.wa.us

| Section 1: | | | | | |
|---|------|-------------------------|------------------------|-----------------------|-------------------------|
| Estimated Percent of Overall Design Review Board Effort: 0-100% | | | | | |
| Title, Description, Deliverables | Tier | Board Lead & Commitment | Staff Commitment | Schedule | Budget Implications |
| <p>A. Design Review of Development Proposals</p> <ul style="list-style-type: none"> Review project proposals as scheduled and determined by development project proposals, through the Community Planning and Development Department. | 2 | DRB: Ongoing | CP&D Staff: Ongoing | January – December | Included in base budget |
| <p>B. Identify Problematic Code Language</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> As needed and on-going, the Chair shall maintain a list of “code fixes”; language, or other, that proves ambiguous, misleading, or needs further interpretation or rewrite. <p>Deliverable(s): List of Problematic Code Language to present to CPD Staff for possible consideration in future amendments to the Code, and for Board discussion in regular meetings.</p> | 2 | DRB: Ongoing | CP&D Staff: 1 hr. | January – December | Included in base budget |

Olympia Design Review Board (DRB) – 2020 Work Plan_COVID

| | | | | | |
|---|---|--|---|----------------------------------|-------------------------|
| <p>C. Annual Retreat</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> Staff and Board will work together to determine an agenda of items for discussion at the retreat. <p>Deliverable(s): Successful and productive retreat with full attendance</p> | 2 | 10-15 hrs. of Board prep + 4 hrs. at the retreat | 20-25 hrs. | Last meeting in December | TBD by Staff |
| <p>D. Study Sessions</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> Board identifies areas where training is needed Staff finds opportunities to schedule and learn from presenters on those topics. <p>Deliverable(s): Full Board engages in study sessions during regular meeting times with no scheduled projects; to study elements of the Code, particular architectural topics, etc. Includes annual Open Meetings Act training.</p> | 2 | Full Board: 2 mtgs, 2 hrs. each; OPMA & PRA training 1 hr. | 2-4 hrs. | As needed; OPMA/PRA every 3 yrs. | Included in base budget |
| <p>Section 2:</p> <p>Estimated Percent of Overall Design Review Board Effort: 0-100%</p> | | | | | |
| <p>Presubmittal Brochure for Applicants</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> Board meets to scope the brochure content Board volunteers outline and write content to present to CPD & Communications staff for review and feedback. | 2 | Full Board 3-5 hrs., plus 10 hrs. research and writing | 10-15 hrs. staff plus communications team | July 1 – Sep 30 | Included in base budget |

Olympia Design Review Board (DRB) – 2020 Work Plan_COVID

| | | | | | |
|--|---|---|--------|--|-------------------------|
| <p>Deliverable(s): Printed and electronic version of a presubmittal brochure outlining design review processes and expectations for project applicants.</p> | | | | | |
| <p>Awards of Merit</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> • One or more Board members photograph completed and occupied projects • Staff assembles a review for Board • Board reviews and votes • Board members create an award and present the award(s) to recipients at City Council recognition meeting <p>Deliverable(s): Award Presentation at City Council, and possible additional exposure in an outreach campaign.</p> | 2 | <p>Full Board 2 hrs., plus 2 hrs. Board research</p> | 5 hrs. | <p>At Board discretion. The process begins Oct 1, wraps up on Nov 30, and is presented at annual CC recognition meeting.</p> | Included in base budget |
| <p>Design Featurettes</p> <p>Proposed Work:</p> <ul style="list-style-type: none"> • Individual Board members research and write short narratives (3 - 5 paragraphs) on design topics and identify graphics to illustrate themes and concept. • Present to the Board for approval. <p>Deliverable(s): Completed and edited design featurettes to post online, present in CPD lobby on easels and/or on monitor, possible other uses.</p> | 2 | <p>4 per year, 2 hrs. each for individual Board members; 4 hrs. full Board review</p> | 4 hrs. | Quarterly | Included in base budget |

June 1, 2020

TO: General Government Committee

FROM: Olympia Heritage Commission
Holly Davies, Chair
Garner Miller, Vice-Chair

RE: Revisions to 2020 Work Plan

The Olympia Heritage Commission (OHC) has re-examined its 2020 workplan to reflect impacts of the pandemic and align with City Council priorities. The primary objectives of the plan are established by OMC and remain unchanged, but we propose a shift in focus for the remainder of this year's work.

Completion of this work plan will be supported by two strategies that have newly emerged as essential:

- First, we will be meeting, working, and interacting with the public online rather than in person.
- Second, we will be coordinating with other organizations more than ever before to support and share Olympia's heritage and deliver value for the public. Immediate partners include the Olympia Downtown Association, the Olympia Historical Society/Bigelow House Museum, and the Olympia Arts Commission.

TIER 1: New Work Plan items that seize on opportunities or learnings related to C-19 Emergency.

The Commission will give new emphasis to online educational offerings in 2020, with local history information and activities, and technical help to meet needs of historic building owners. This initiative responds to the isolation-imposed focus on everything local--including our homes, neighborhoods, and local history. Ideas include:

- Women of Olympia Series/National Suffrage Centennial (complete)
- Deepening the Preservation How-To resources on City HP Website.
- Research and online content about local businesses in historic buildings.

TIER 2: Items currently on the work plan that support the City's recovery from the COVID-19 emergency.

The OHC will continue its required role in support of the permit process: review of permits and applications for heritage register and special tax valuation.

Historic preservation plays a critical role in forming the sense of place and character of our downtown. The OHC will continue to work with the Arts Commission on planning for a fall ArCH Forum and other ArCH initiatives, including socially distanced programming for downtown that highlights Olympia's arts, cultures, and heritage, and supporting future acquisition of the Olympia Armory.

TIER 3: Any items that are critical to advancing City Council priorities.

- **Housing Options (1923)**

Our 2020 work plan includes policy guidance for city infill planning and continued support for historic building owners. OHC will seek to promote adaptive reuse of downtown and commercial structures, keeping existing housing stock strong through historic preservation policy, and pursue sensitive infill policies that preserve historic neighborhoods and buildings.

- **Economic Development**

Small businesses are essential partners in historic preservation because their success is the foundation for better stewardship of historic properties. Businesses operating historic spaces offer customers an experience that is an expression of Olympia's unique character and heritage, in addition to their products or services.

Our 2020 Work Plan includes working with downtown historic building owners to encourage new listings on the Olympia Heritage Register, and to educate, instill pride, and to pursue a long-term strategy toward expansion of the downtown historic district. Working with partner organizations, this effort may include short videos of current historic building tenants to share building history and promote their businesses at the same time.

The Commission will be following best practices and initiatives across the country for recovery in historic downtowns and Mainstreet programs and will bring forward ideas to put to work for Olympia.

Finally, this Work Plan includes updates related to time lost in March and April, mostly impacting Heritage Month activities for May 2020.

Olympia Heritage Commission (OHC) – 2020 Work Plan

In the 20-21 cycle (April 2020 – March 2021) the Olympia Heritage Commission (OHC) proposes to hold 8 regular meetings, on the fourth Wednesday of each month excepting the December 2020 meeting, which will be the first Wednesday. The commission will not meet in July or November, and March and April meetings are cancelled due to pandemic. Subcommittee meetings and special meetings will be scheduled as needed. Hours of commitment to work plan items are estimates only.

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: 50%

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|---|---|--------------------------|--|---|
| <p>1.a. Promote & Oversee Olympia Heritage Register</p> <p>Proposed Work: Promote and provide guidance on Olympia Heritage Register listing; review applications and conduct public hearings on proposed additions.</p> <p>Begin implementation of long-term plan for pursuing expanded or new historic districts. Develop strategy and schedule for utilizing grant opportunities to support this effort.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Promote individual listings of significant properties, especially surrounding the DT Historic District. • Schedule and strategy for seeking Grant opportunities • Plan for Gov Stevens District Designation • Begin planning for update to Downtown Historic District | <p>Survey & Designation: 30 hrs</p> <p>HRC: 4 hrs</p> <p>Outreach: 8 hrs</p> <p><i>OMC 18.12..055.A.3 and .13</i></p> | <p>CPD Staff: 80 hrs</p> | <p>Grant-cycle and finding will drive schedule for pursuing district listing.</p> <p>Ongoing effort for individual listings.</p> | <p>Tiers 2 and 3</p> <p>Individual Listings: included in base budget; Fabrication and installation of property markers not earmarked in CPD budget.</p> |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|---|--|--|--|--|
| <p>1.b. Recommend Revisions to Heritage-Related City Code</p> <p>Proposed Work: Review existing City ordinances and municipal code for consistency with State and Federal law, and for clarity, consistency, and process improvement. Identify potential code improvements, review and make recommendations.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Recommend code amendments to ensure due process when properties designated for National Register are added to Local Register.</i> • <i>Evaluate possible gaps relative to review of City projects (including acquisitions) for potential impacts to historic and cultural resources.</i> | <p>Policy & Ordinance: 8 hours</p> <p>OHC: 4 hours</p> <p>Olympia Planning Commission: 4 hours</p> <p><i>OMC 18.12.055 (6) and (7)</i></p> | <p>CPD Staff: 40 hours</p> <p>Legal Staff: 10 hours</p> | <p>May – December</p> | <p>Tier 3</p> <p>Included in base budget</p> |
| <p>1.c. Evaluate Special Tax Valuation Applications</p> <p>Proposed Work: 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>Deliverable:</p> <ul style="list-style-type: none"> • <i>Recommendations to City Council; ongoing monitoring</i> | <p>OHC: Review at regular OHC meeting</p> <p>HRC: 4 - 6 hours</p> <p><i>OMC 18.12.055.A.5</i></p> | <p>CPD Staff: 40 hours</p> <p>Legal Staff: 10-20 hours</p> | <p>As needed, 1 to 3 per year typ., October-December</p> | <p>Tier 3</p> <p>Included in base budget</p> |
| <p>1.d. Recognize local excellence in rehabilitation and new construction.</p> <p>Proposed Work: Identify 2020 candidates for recognition and hold for later in 2020 or in 2021</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Heritage Awards 2020, tbd</i> | <p>OHC: 1 hours</p> <p>Outreach 8 hrs</p> <p><i>OMC 18.12.055.A.10</i></p> | | <p>May - Dec</p> | <p>Tier 3</p> <p>Included in base budget</p> |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|---|-----------------------------|-----------------------|--|---|
| <p>1.e. Heritage Commission Planning and Development</p> <p>Proposed Work: Engage in long-term planning and commission development training; conduct annual retreat, cultivate and recruit new commissioners, and work with the General Government Committee.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Five-year Goals</i> • <i>Annual Retreat</i> • <i>Development training</i> • <i>Annual Work plan</i> | OHC: 6 hrs | CPD Staff: 15 - 20hrs | Retreat in October; Training in June or TBD; all else ongoing. | Tier 3 Seek grant funds for commission development training; may require City match. |

Olympia Heritage Commission (OHC) – 2020 Work Plan

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Olympia Heritage Commission (OHC) – 2020 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: 26%

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|---|---|------------------------------|---|--|
| <p>2.a. Conduct Heritage Review for Building Permit and Land Use Applications for Register, Historic District, and Culturally Sensitive Properties.</p> <p>Proposed Work: Review and provide timely recommendations on building permit applications for Register-listed and District-listed properties; conduct pre-submission guidance meetings with potential applicants, and review and consult on cultural resources protection as needed.</p> <p>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>Deliverables:</p> <ul style="list-style-type: none"><i>Recommendations to Building Official</i><i>Recommendations to Community Planning & Development Director or Hearing Examiner</i> | <p>HRC: 12 hrs</p> <p>OMC 18.12.055.A.6;</p> | <p>CPD Staff: 70 hrs</p> | <p>May – December, 10 – 15 HRC review meetings per year</p> | <p>Tier 2</p> <p>Included in base budget</p> |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|--|---|------------------------------|--|---|
| <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"> • <i>Guidance on emergent issues such as ADU’s and Short-Term Rentals</i> • <i>Deepen the technical guidance and information for historic building owners available via City Website</i> • <i>Support development of policy and zoning changes to support adaptive re-use</i> | <p>Policy & Ordinance: 5 hrs</p> <p>OHC: 3 hours</p> <p>HRC: 3 hrs</p> <p>Outreach: 5 hrs</p> <p><i>OMC 18.12.055.A.9 and .11</i></p> | <p>CPD Staff: 20 hrs</p> | <p>Schedule: May – December, ad hoc Committee meetings</p> | <p>Tier 3</p> <p>Included in base budget.</p> |
| <p>2.c. Review and provide historic preservation input on City planning and capital projects. Develop familiarity with regulatory and budgetary framework relevant to Olympia heritage.</p> <p>Proposed Work: Review, discuss, and provide input on City planning and public works projects, including Comprehensive Plan’s Annual Action Plan Update, Downtown Design Guidelines, code updates, and Capital Facilities Plan.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Input and guidance re preservation of historic character for city implementation of elements of the Downtown Strategy</i> | <p>OHC: Review at regular OHC meetings</p> <p><i>OMC 18.12.055.A.15</i></p> | <p>CPD Staff: 20 hrs</p> | <p>As needed</p> | <p>Tier 2 and 3</p> <p>Included in base budget.</p> |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|---|---|--------------------------|-----------------------|---|
| <p>2.d. Support Exemplary Stewardship of City-Owned Historic Properties</p> <p>Proposed Work: Offer guidance on proper documentation, maintenance and treatment of city-owned historic properties.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Guidance on Historic Structure Reports, HABS documentation, and Cultural Resources surveying</i> • <i>Input on adaptive re-use proposals</i> • <i>Input on planned maintenance or rehabilitation treatments</i> • <i>Support City acquisition of the Olympia Armory.</i> | <p>Survey & Designation: 3 hrs</p> <p>Policy & Ordinance: 1 hr</p> <p>HRC: 3 hrs</p> <p><i>OMC 18.12.020.A – D, F, G; OMC 18.12.055.A.1,2, 6,15</i></p> | <p>CPD staff: 40 hrs</p> | <p>Jan - December</p> | <p>Tiers 2 and 3</p> <p>Included in base budget</p> |

Olympia Heritage Commission (OHC) – 2020 Work Plan

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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: 24%

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|---|---|--|---|---|
| <p>3.a. Provide liaison support, communication, and cooperation with other government, private and non-profit entities to further preservation objectives including education.</p> <p>Proposed Work: Champion Olympia’s historic places and support programs that encourage public participation in and appreciation of the historic environment, with new emphasis on on-line offerings that feature local history and architecture.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Partner and help to host online activities to celebrate Olympia and regional Heritage.</i> • <i>Advance planning for Olympia Heritage Month 2021.</i> | <p>Outreach: 15 hrs</p> <p>OHC: Varies</p> <p><i>OMC 18.12.055.A.14</i></p> | <p>CPD Staff: 10 hrs</p> <p>Communications Staff: 10 hrs</p> | <p>Ongoing; ad hoc Committee meetings</p> | <p>Tiers 1, 2 and 3</p> <p>Included in base budget</p> <p>Grant funding may be sought for larger-scale outreach efforts; grants may require City match.</p> |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|--|---|------------------------------|----------------|---|
| <p>3.b. 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 implementation of the Downtown Strategy, economic development and C-19 recovery efforts; 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"> • <i>Engage with ODA or successor to promote Main Street programs, and support DT businesses in historic properties</i> • <i>Promote individual register listing for eligible downtown properties</i> | <p>Outreach: 10 hrs</p> <p>OHC: 8 hrs</p> <p><i>OMC.18.12.055. A.15</i></p> | <p>CPD Staff: 20 hrs</p> | <p>Ongoing</p> | <p>Tiers 2 and 3</p> <p>Included in base budget</p> |
| <p>3.c. Educate property owners about the importance of rehabilitating, preserving, and maintaining their properties or objects.</p> <p>Proposed Work: Provide technical guidance in care and treatment of historic assets.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>Share and distribute publications with focus on online guidance</i> • <i>Educational outreach to local Realtors, Contractors, Neighborhood Associations, Historic Districts Neighborhoods</i> | <p>Outreach: 5 hrs</p> <p><i>OMC 18.12.055 A.1</i></p> | <p>CPD Staff: 10 hrs</p> | <p>Ongoing</p> | <p>Tier 3</p> <p>Included in base budget</p> |

Olympia Heritage Commission (OHC) – 2020 Work Plan

| Title, Description, Deliverables | Committee Lead & Commitment | Staff Commitment | Schedule | C-19 Response Tier and Budget Implications |
|--|--|--|----------------------------------|---|
| <p>3.d. Celebrate Heritage Month with activities, events, and educational content to highlight Olympia’s heritage and historic built environment.</p> <p>Proposed Work: Identify theme and plan for May 2021. Work with other heritage organizations to develop and share on-line content, recognizing limitations imposed by pandemic response.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • <i>Heritage Month 2020 – Women of Olympia series</i> • <i>Planning for 2021</i> | <p>Outreach: 24 hrs</p> <p>OHC: 4 hrs</p> | <p>CPD Staff: 20 hrs</p> <p>Communications Staff: 10 hrs</p> | <p>March - May</p> | <p>Tier 3</p> <p>Included in base budget</p> |
| <p>3.e. Engage with the Arts Commission and the broader community in continued promotion of the City’s ArCH Profile.</p> <p>Proposed Work: Plan, coordinate, and host Keystone 2020. Provide a consistent OHC liaison to attend OAC meetings and events.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • <i>2020 Keystone Forum</i> • <i>Collaborate with Arts Commission on downtown ArCH programming and activities.</i> • <i>Appointed liaison from Outreach Committee to Arts Commission</i> | <p>Outreach: 40 hrs</p> <p><i>OMC 18.12..020 A - D</i></p> | <p>CPD Staff: 40 hrs</p> | <p>October, 2020 and Ongoing</p> | <p>Tiers 2 and 3</p> <p>Included in base budget; some funding from Arts Commission for Arch-related work.</p> |

May 28, 2020

City of Olympia
General Government Committee

RE: Olympia Planning Commission, Repositioned 2020-2021 Work Plan

Dear Councilmembers,

The Olympia Planning Commission is honored to present you with a revised 2020-2021 Work Plan repositioned to the 3-tier format in accordance with your request. The purpose of this revision is to identify new or existing work plan items that will aid in recovery of the COVID-19 emergency and align with City Council priorities. The OPC is fortunate that most of its existing work plan items fit within the 3-tier format with the exception of informational briefings that the OPC did not assign to a tier.

The OPC approached the repositioning of its work plan by first designating the existing items into 3 tiers in accordance with the guidance provided by the GGC. The work plan also lists informational briefings on a number of topics which are not assigned to tiers but may be scheduled later depending on time and staff resources. The revised work plan items are summarized as follows:

Tier 1 - The existing items designated in Tier 1 will be instrumental in developing new ideas that relate or seize on opportunities and/or learnings related to the COVID-19 emergency.

- The OPC annual organizational retreat
- The OPC 2021-2022 Work Plan

Tier 2 – The existing items designated in Tier 2 support the City’s recovery from the COVID-19 emergency.

- Capital Facilities Plan review
- Zoning Map & Development Code updates including:
 - Wireless code updates
 - RV/mobile home code updates
 - Restructure land use permit types
 - Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards
 - Housekeeping amendments
- Neighborhood Centers
- Joint Plan Recommendations
- Subarea/Neighborhood Plans

Tier 3 – The existing items designated in Tier 3 advance City Council priorities.

- Housing Options Code amendments
- Shoreline Master Plan periodic update (Economic Development)
- Short-term Rentals Code amendments (Economic Development)
- Downtown Zoning Code updates (Economic Development)

The following items, previously scheduled as informational briefings, will be scheduled when time and staff resources allow:

- | | |
|------------------------------------|--------------------------------------|
| - Thurston Climate Mitigation Plan | - Thurston Regional Planning Council |
| - Economic Development | - Park Projects |
| - Transportation Master Plan | - I-5 Corridor Study |

- Growth and Development
- Martin Way Corridor Study
- Homeless Response Plan
- Downtown Strategy
- Greenprint Community Mapping
- Solar Access
- Coalition of Neighborhood Associations
- Affordable Housing
- 2019 Legislation
- Housing Action Plan
- Development Patterns
- Priorities, Performance, and Investment (PPI) Cycle

The Commissioners also reflected on the lessons learned during the “stay home, stay healthy” order and how these lessons may generate new ideas to address the COVID-19 recovery and help the community adapt to the “new normal.” Three important themes emerged as a result of this discussion. These themes encompass and support many of the community values and goals of the Comprehensive Plan:

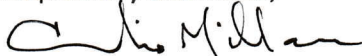
1. **Protect the community’s vulnerable populations.** Our residents that are financially burdened or physically impaired have suffered disproportionately during this period and are in need of financial relief, affordable healthcare, and affordable food and shelter.
2. **Enhance neighborhoods.** Complete neighborhoods that are accessible and offer basic goods and services can support those people who choose to work-at-home or school-at-home.
3. **Support local, small businesses.** The adverse effect COVID-19 has had on small business has severely impacted the local economy. Small, local businesses are disadvantaged by competing with larger, national firms.

It is the intent of the OPC to examine these lessons more thoroughly during its annual organizational retreat and as it develops the 2021-2022 Work Plan. In the meantime, a few items emerged from the short discussion that may merit more consideration, including:

- Provide shelter for the homeless that allows for safe, social distancing (motel conversions and tiny homes)
- Monitor the conditions of long term care institutions
- Prepare a “greenhouse gas inventory” to identify GHG generators and track mitigation progress
- Partner with private firms to provide wifi hotspots throughout the community and in under-served neighborhoods
- Consider restrictions on formula-based businesses especially in neighborhood centers to encourage local businesses
- Reduce barriers to home-based business
- Create a system to certify businesses as “local and safe” or “Olympia Strong”

The Olympia Planning Commission appreciates the efforts of the General Government Committee in taking bold steps to address the COVID-19 emergency and encouraging the Advisory Committees to contribute to the recovery strategy.

Respectfully submitted,



Candis Millar, AICP

Olympia Planning Commission Chair

REVISED
Draft Olympia Planning Commission
2020 Work Plan
(April 1, 2020 to March 31, 2021)

The Olympia Planning Commission (OPC) is expected to hold approximately 22 regular meetings plus one optional “retreat” during this period. Special meetings may be held, and subcommittees may be formed if necessary to more efficiently complete the work plan. The staff liaison to the OPC is Cari Hornbein, Senior Planner, CPD (chornbei@ci.olympia.wa.us; 360.753.8048).

| Section 1 2019 Policy Issues – Will Include a Recommendation to City Council Commission recommendations on these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2019. In general, these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort. | | | | | | | |
|--|---|--|--|---|---|--|-----------------------|
| Title and Description | Tier/ Rationale | Estimated Commission Meeting Time | Estimated Staff Commitment to Supporting the Commission | Estimated Start and Completion | Budget Implications | Commission Role | Source of Proposal |
| 1.1 Housing Options Code Amendments – City Council Referral Request Review proposed code language prepared in accordance with ESHB 1923. Deliverable: Public hearing and recommendation to City Council. | 3 Rationale: Council priority | 8 - 10 hours (4-5 meetings) | CP&D staff: 20 - 30 hours Other staff: 10 hours | January – May/June | Included in base budget | Review, public hearing, and recommendation | City Staff |
| 1.2 Review 6-year Capital Facilities Plan (CFP) http://olympiawa.gov/city-government/budget-financial-reports.aspx Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan. Deliverable: Public hearing and recommendation to City Council. | 2 Rationale: Annual process | 8 - 10 hours (4-5 meetings) | CP&D: 10-20 hours Other staff: 10 hours | August - November | Included in base budget | Review, public hearing, and recommendation | City Staff |
| 1.3 Shoreline Master Program Periodic Update A review of the current Shoreline Master Program, including policies and regulations, to meet the state-mandated periodic update schedule of every eight years. Deliverable: Public hearing and recommendation to City Council. | 3 Rationale: Supports economic development. Involves two contracts with 2020 deliverable dates. Account for lengthy adoption process in timeline. | 8 hours (3-4 meetings); optional sub- committee hours | CP&D: 10-20 hours Other staff: 10 hours | February – September/October | Included in base budget; partially funded with Ecology Grant | Review, public hearing, and recommendation | City Staff |
| 1.4 Short Term Rentals Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of zoning code and evaluation of issues related to short term housing rentals in residential zones. Deliverable: Public hearing and recommendation to City Council. | 3 Rationale: Supports small, home-based business. | 6 hours (2-3 meetings) | CP&D staff: 10 - 15 hours | To Be Determined Based on Staff Resources | Included in base budget | Review, public hearing, and recommendation | City Staff |

| | | | | | | | |
|--|--|--|--|---|---|---|--|
| <p>1.5 Zoning Map and Development Code Text Amendments</p> <p>Review of any privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2020 including updates to:</p> <ul style="list-style-type: none"> • Wireless code updates • RV/mobile home code updates • Restructure land use permit types • Housing affordability outcomes from LUEC, e.g., SEPA thresholds, parking standards • Housekeeping amendments <p>Deliverables: Public hearing and recommendation to City Council.</p> | <p>2</p> <p>Rationale: Supports small business and housing affordability</p> | <p>2-4 hours per proposal</p> | <p>CP&D staff: 8 - 10 hours per proposal</p> | <p>RV Ordinance: March – June/July</p> <p>Other Items: dependent on timing of proposals</p> | <p>Included in base budget; private applicants pay a \$3,200 fee.</p> | <p>Review, public hearing, and recommendation</p> | <p>City Staff or Private Party</p> |
| <p>1.6 Neighborhood Centers Code</p> <p>A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business & development community.</p> <p>Deliverable: Proposed development code update for consideration by the City in 2020.</p> | <p>2</p> <p>Rationale: Supports small businesses and encourages neighborhood resilience</p> | <p>8 hours (3-4 meetings); optional work group hours</p> | <p>CP&D: 20 – 30 hours Other staff: 10 hours</p> | <p>June – December May carry over into 2021</p> | <p>Included in base budget</p> | <p>Review, public hearing, and recommendation</p> | <p>Planning Commission -- continued item begun in 2014</p> |
| <p>1.7 Zoning Code Updates – Downtown http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx</p> <p>Development code amendments for implementation of the downtown strategy.</p> <p>Deliverable: Public hearing and recommendation to City Council.</p> | <p>3</p> <p>Rationale: Supports economic development</p> | <p>6 hours (2-3 meetings)</p> | <p>CP&D staff: 10 - 20 hours</p> | <p>To Be Determined</p> | <p>Included in base budget</p> | <p>Review, public hearing, and recommendation</p> | <p>City Staff</p> |
| <p>1.8 Joint Plan Recommendations</p> <p>Review Thurston County Joint Plan for consistency with the City of Olympia's Comprehensive Plan.</p> <p>Deliverable: Public hearing (joint) and recommendation to City Council/Thurston County.</p> | <p>2</p> <p>Rationale: Fundament to role of OPC; timing based on County staffing and work priorities.</p> | <p>4-6 hours (2-3 meetings)</p> | <p>CP&D staff: 10 - 20 hours</p> | <p>To Be Determined</p> | <p>Included in base budget</p> | <p>General review and recommendation</p> | <p>City/County Staff</p> |

SECTION 2
2019 Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available in 2019 to accomplish or advance these items. These items comprise approximately 15% percent of the overall commission work plan.

| Title and Description | Tier/ Rationale | Estimated Commission Meeting Time | Estimated Staff Commitment (Direct support for Commission role) | Schedule (Estimated start and completion) | Budget Implications | Commission Role | Source of Proposal |
|---|---|-----------------------------------|--|--|--------------------------------|--|--------------------|
| <p>2.1 Subarea/Neighborhood Plan</p> <p>Review of Draft Subarea Plan</p> <p>Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council.</p> | <p>2</p> <p>Rationale: Supports small businesses and encourages neighborhood resilience.</p> | <p>2 hours</p> | <p>CP&D staff: 4 hours</p> | <p>Dependent on requests from neighborhood associations.</p> | <p>Included in base budget</p> | <p>Optional advisor to staff, citizens and Council</p> | <p>City staff</p> |

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SECTION 3
2020 Administrative Activities

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 5% percent of overall commission work effort.

| Title and Description | Tier/ Rationale | Estimated Commission Meeting Time | Estimated Staff Commitment (Direct support for Commission role) | Schedule (Estimated Completion) | Budget Implications | Commission Role | Source of Proposal |
|--|--|---|--|------------------------------------|--------------------------------|-----------------------------------|---------------------------|
| <p>3.1 Organizational Retreat</p> <p>Annual event focused on improving Commissioner relationships and procedures, and information-sharing and discussion on walkability and reducing the use of automobiles</p> | <p>1</p> <p>Rationale: May be an opportunity to brainstorm new work plan items that relate to COVID-19 emergency.</p> | <p>10 hours (including retreat)</p> | <p>8 to 10 hours Other staff: Variable</p> | <p>To Be Determined</p> | <p>Included in base budget</p> | <p>Led by Planning Commission</p> | <p>Customary practice</p> |
| <p>3.2 Preparation of 2021 Work Plan</p> <p>Time allotted for proposing and discussing work items for following year</p> <p>Deliverable: Recommendation to Council</p> | <p>1</p> <p>Rationale: May be an opportunity to add new work plan items that relate to COVID-19 emergency</p> | <p>2 - 4 hours (1 – 2 meeting)</p> | <p>CP&D: 6 hours</p> | <p>December - January</p> | <p>Included in base budget</p> | <p>Led by Planning Commission</p> | <p>Customary practice</p> |

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SECTION 4

2020 Informational Briefings

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items.

ALL BRIEFING ITEMS IN THIS SECTION TO BE DEFERRED

| Title and Description | Estimated Commission Meeting Time | Estimated Staff Commitment (Direct support for Commission role) | Schedule (Estimated Completion) | Budget Implications | Commission Role | Source of Proposal |
|---|-----------------------------------|--|------------------------------------|-------------------------|----------------------------|---------------------|
| <p>4.1 Thurston Climate Mitigation Plan – http://olympiawa.gov/community/climate-change-response.aspx Briefing regarding the development of the Thurston Climate Mitigation Plan, including best available science and consistency with count and state goals.</p> | 2 hours | CP&D: 1 hour Other staff: 4 hours | To Be Determined | Included in base budget | Informational Briefing | City Staff |
| <p>4.2 Thurston Regional Planning Council Briefing by TRPC staff regarding their role in developing plans, providing data, and administering funds to CPD. Also of interest is how OPC could interact with TRPC, when appropriate, and participate in projects relevant to Olympia’s Comprehensive Plan or regional planning projects.</p> | 1 hour | CP&D: 2 hours Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| <p>4.3 Economic Development Briefing Briefing on economic development opportunities and actions in the city.</p> | 1 hour | CP&D: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| <p>4.4 Park Projects Briefing on major park projects, including information regarding the development of park master plans and use of the Greenprint tool.</p> | 1 hour | CP&D: 1 hour Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| <p>4.5 Transportation Master Plan (TMP) http://olympiawa.gov/city-services/transportation-services/plans-studies-and-data/Transportation%20Master%20Plan.aspx Briefing on progress of the TMP.</p> | 1 hour | CP&D: 1 hour Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| <p>4.6 I-5 Corridor Study https://www.wsdot.wa.gov/planning/studies/i5/tumwater-mounts-road/home Briefing on the I-5 Tumwater to Mounts Road Corridor Study</p> | 1 hour | CP&D: 1 hour Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| <p>4.7 Growth and Development Briefing on population growth and annual development activity within the City and Urban Growth Area.</p> | 1 hour | CP&D: 4 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| <p>4.8 Coalition of Neighborhood Associations Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA).</p> | 2 hours | CP&D: 4 hours | To Be Determined | Included in base budget | Led by Planning Commission | Planning Commission |

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|--|------------------|---------------------------------------|------------------|--|------------------------------|---------------------|
| 4.9 Martin Way Corridor Study Briefing on study regarding land use and transportation planning along the Martin Way Corridor; joint effort between Intercity Transit, Lacey, and Thurston County. | 2 hours | CP&D: 2 hours Other staff: 2 hours | To Be Determined | Included in base budget; partial funding from the Federal Surface Transportation Block Grant Program | Informational Briefing | City Staff |
| 4.10 Affordable Housing Briefing regarding strategies to increase Olympia's affordable housing units, including existing and possible tools and incentives. | 1 hour | CP&D: 1 hour Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| 4.11 Homelessness Response Plan Briefing http://olympiawa.gov/community/homelessness/Response-Plan.aspx Briefing on the City's strategies to respond to homelessness | 1 hour | CP&D: 1 hour Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| 4.12 Legislative Briefing Briefing on the 2019 Legislative session, with an emphasis on the City's legislative agenda and outcomes with impacts on local government and priority issues for the City. | 1 hour | CP&D: 2 hours Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| 4.13 Downtown Strategy Briefing http://olympiawa.gov/community/downtown-olympia/downtown-strategy.aspx Briefing on implementation of the Downtown Strategy and an update on the Port of Olympia Vision 2050 planning process. | 1 hour | CP&D: 2 hours Other staff: 2 hours | To Be Determined | Included in base budget | Informational Briefing | Planning Commission |
| 4.14 Housing Action Plan Briefing on the development of the City's Housing Action Plan. | 1 hour | CP&D: 2 hours Other staff: 2 hours | To Be Determined | Included in base budget; partially grant funded | Informational Briefing | City Staff |
| 4.15 Greenprint Tool for natural resource/open space conservation. | To Be Determined | To Be Determined | To Be Determined | To Be Determined | Led by Planning Commission? | Planning Commission |
| 4.16 Development Patterns Explore development patterns and their impact on walkability and density. | To Be Determined | To Be Determined | To Be Determined | To Be Determined | Led by Planning Commission? | Planning Commission |
| 4.17 Solar Access Develop solar access regulations for inclusion in the zoning code. | To Be Determined | To Be Determined | To Be Determined | To Be Determined | To Be Determined | Planning Commission |
| 4.18 Priorities, Performance, and Investment (PPI) Cycle http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx Briefing on the Community Indicator Dashboard and Action Plan, and provide input on the Commission's role in the annual Priorities, Performance, and Investment (PPI) cycle for implementing the Comprehensive Plan. | 2 hours | 5-7 hours | To Be Determined | Included in base budget | Advisor to staff and Council | Comprehensive Plan |



May 27, 2020

Dear Council Members Rollins, Gilman, and Madrone,

On behalf of Olympia's Parks and Recreation Advisory Committee (PRAC), I respectfully submit our revised 2020-2021 Work Plan.

Olympia's parks are vital to the mental, physical, and emotional well-being of our community. During this unprecedented time of heightened stress and anxiety related to COVID-19 pandemic, our parks are also vital to the recovery of our community.

At our May 21 meeting, PRAC members discussed our Work Plan with Park staff and made revisions according to City Council's recommended three-tier approach to help address the COVID-19 emergency.

TIER 1: NEW WORK PLAN ITEMS

We have added an October 2020 "OPARD COVID-19 Update" from OPARD staff to better understand the outcomes of plans and actions during the Summer 2020 park season under COVID-19-related restrictions.

At this time (late May 2020), without a clear view of how the use of our parks and recreational activities will be modified and synchronized with the state's re-opening plan this summer, PRAC members did not generate new (Tier 1) actions during our May 21 meeting. We anticipate adding Tier-1 items to our June and August agenda as this rapidly evolving COVID-19 science and response unfolds.

PRAC supports Olympia Parks, Arts, and Recreation Department's (OPARD's) response to date and also supports its careful, four-phase plan for the re-opening of parks and recreational activities between May 5 and July 13. This plan is conditional and is based on Governor Inslee's guidelines and timelines for a phased re-opening of business and activities in Washington state. When parks and recreational activities do more resume, many will do so with appropriate restrictions and/or modifications to protect our community from further spread of the COVID-19 virus.

PRAC also supports any creative ideas generated by OPARD to enhance the public's sense of safety (from COVID-19 exposure) in our parks. To support recovery efforts, we believe restrictions and modifications can and should be balanced with creative ways to allow more people, especially those who are not currently park users or who are infrequent park users, take advantage our parks in ways that not only make them feel safe (i.e. protected by social distancing practices) but also enhance their sense of well-being.

TIER 2: CURRENT WORK PLAN ITEMS

- **“Stewardship Program Update”** will remain scheduled for June 2020 but will focus on if/how this program can be enhanced to aid in the response to the COVID-19 emergency. Stewardship activities typically take the form of volunteer work parties, but current social-distancing guidelines prohibit such events from taking place. With Park Stewardship staff, PRAC will explore potential opportunities for members of the public to engage in activities that encourage more members of the community to safely engage in activities—such as habitat restoration—that may help with restoration of the participant’s personal health and well-being as well as sense of connection to community members.
- **“Outdoor Adult Fitness Equipment & Fitness in Parks”** discussion will remain schedule for August 2020 but will focus on if/how this program can be enhanced to aid in the response to the COVID-19 emergency. As adults and seniors are excluded from OPARD’s priority recreation activities (such as Summer Camps, Sports Leagues, and Child Care) during the COVID-19 response, it is important to consider our park amenities to provide COVID-19-safe opportunities for these older constituents.
- **“Arts Program”** will remain on the schedule for September 2020 but will focus on how this program enhances the park experience for users especially during the COVID-19 emergency.

TIER 3: CITY COUNCIL PRIORITIES

- **“Parks Plan”** update is on our June 2020 agenda.
- **“Yelm Highway Master Plan”** An update of this plan was received at PRAC’s May 2020 meeting (due to cancellation of both March and April 2020 meetings).
- **“Aquatic Feasibility Study”** In advance of our approved revised Work Plan, PRAC received an update on this study at our May 2020 meeting (instead of June 2020). Two members of PRAC volunteered to serve in the group of stakeholders, local jurisdictions, and interested citizens that meets with Park staff and the project design team throughout the process of developing this study. The two PRAC members will share information from their meetings regularly at PRAC meetings during the standing “Reports” agenda item.

For all but a few weeks this spring, our parks have served as essential and socially equitable places essential for exercise, and for respite, refuge, and recharge. Under the duress of the stay-at-home restrictions, our parks have already helped aid the recovery of our city by providing everyone in our community—especially those without yards, garden, outdoor space of their own—opportunities to enjoy the balm of the nature and the outdoors.

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Page 3

We hope the General Government Committee will approve this revised Work Plan and feel confident that PRAC will remain conscientious and agile in refining our agenda to better serve the City's recovery from the impacts of the COVID-19 pandemic.

Sincerely,

A handwritten signature in cursive script that reads "Maria M. Ruth".

Maria Ruth, Chair
Parks and Recreation Advisory Committee (PRAC)

| Month | Title/Description | Staff | Time Needed | PRAC Action |
|-------------------------------|---|-------------------------------------|-------------|---|
| Apr-20 | MEETING CANCELED Due to COVID-19 | | | |
| | | | | |
| May-20 | New Member Welcome & Introductions | PRAC members | 15 minutes | N/A |
| | Parks Status Update Due to COVID-19 | Paul Simmons | 30 minutes | Briefing |
| | Regional Aquatic Center Feasibility Study | Paul Simmons | 15 minutes | Briefing and provide feedback |
| | PRAC Work Plan Revisions Due to COVID-19 | Laura Keehan | 30 minutes | Discussion |
| | RCO Grants - Letters of Support | Laura Keehan | 20 minutes | Briefing and approve letters of support |
| | Yelm Hwy Community Park Master Plan Update | Laura Keehan | 15 minutes | Briefing |
| Jun-20 | Stewardship Program Modifications Due to COVID-19 | Jennifer Gessley-Gayman & Amy Stull | 20 minutes | Briefing and provide feedback |
| | Parks Plan Update | Laura Keehan | 30 minutes | Briefing and provide feedback |
| JULY 2020 - NO MEETING | | | | |
| Aug-20 | Capital Facilities Plan (CFP) | Tammy LeDoux | 30 minutes | Briefing |
| | Capital Asset Management Program (CAMP) | Jake Lund | 20 minutes | Briefing |
| | Park Impact Fees Update | Tammy LeDoux | 30 minutes | Briefing and provide feedback |
| | Outdoor Adult Fitness Equipment & Fitness in Parks during COVID-19 Restrictions | Jonathon Turlove | 25 minutes | Briefing and provide feedback |
| Sep-20 | Capital Facilities Plan | Tammy LeDoux | 30 minutes | Recommendation to Council |
| | Capital Asset Management Program (CAMP) | Jake Lund | 30 minutes | Recommendation to Council |
| | Arts Program During COVID | Stephanie Johnson | 20 minutes | Briefing and provide feedback |
| | Parks Plan Update | Laura Keehan | 20 minutes | Briefing and provide feedback |
| Oct-20 | Summer Camps Debrief | Tad Early & Veronica Gemmell | 20 minutes | Briefing and provide feedback |
| | OPARD COVID-19 Update | Paul Simmons | 30 minutes | Briefing and provide feedback |
| | Yelm Hwy Park Master Plan | Laura Keehan | 25 minutes | Briefing and provide feedback |

| Month | Title/Description | Staff | Time Needed | PRAC Action |
|---|---|--------------|-------------|--|
| NOVEMBER & DECEMBER 2020 - NO MEETINGS | | | | |
| Jan-21 | Screening New PRAC Member Applications | Laura Keehan | 30 minutes | Recommend Interviewees to Council Gen Gov't Cmte |
| | PRAC Workplan and Officer Elections | Laura Keehan | 30 minutes | Review draft workplan for Council General Gov't Cmte |
| | Regional Aquatic Center Feasibility Study | Paul Simmons | 20 minutes | Briefing and provide feedback |
| Feb-21 | Open to Business Items as Needed or Cancel February meeting. | | | |
| Mar-21 | Grant Applications | Laura Keehan | 30 minutes | Letters of Support |
| | Parks Plan Update | Laura Keehan | 30 minutes | Briefing and provide feedback |
| As Needed- Unlikely in 2020 | Park Naming | Laura Keehan | 60 minutes | Hold Public Hearing & Recommendation to Council |
| | Participation in groundbreakings and dedications | N/A | 45 minutes | Attendance is Optional |

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Utility Advisory Committee (UAC)
April 2020 - March 2021 Work Plan

Items highlighted below are recommendations to City Council. The other items are secondary policy and program matters for UAC review. Items 3, 5, 6 and 9 are routine in nature and come before the UAC every year.

Unless otherwise noted, there is sufficient staff time to accomplish all the items in the UAC Work Plan.

UAC Staff Liaison: Water Resources Director, Eric Christensen

| Title/Description | Estimated Committee Time | Staff Lead | Month | Potential Budget Implications | Tier |
|---|--------------------------|------------------|---|---|---|
| April and May 2020 meetings cancelled due to Covid-19. Special meeting held on May 21, 2020 to discuss draft work plan. | | | | | |
| 1. Customer Assistance Program (Lifeline Rates) Staff briefing on the current program and ideas to expand financial assistance to multi-family renters. Deliverable: Review and provide feedback to City Council through recommendation letter. | 30 minutes | Eric Christensen | June 2020 | If needed, incorporate into utility rates as appropriate. | Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed. |
| 2. Waste ReSources Maintenance Facility Update Staff will provide a briefing on the status of the Carpenter Road facility. Deliverable: Review and provide to staff | 75 minutes total | Gary Franks | June 2020 & December 2020 | Potential Rate implications to be determined | Tier 3 - Long term financial viability and operating a sustainable recycle program is critical and capital facility projects will help aid economic recovery. |
| 3. Utilities Quarterly Financial Update Provide quarterly updates on City finances. Deliverable: Review and provide to staff | 15 minutes | Eric Christensen | June, September, December 2020 & March 2021 | None | Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed. |

Utility Advisory Committee (UAC)
April 2020 - March 2021 Work Plan

| Title/Description | Estimated Committee Time | Staff Lead | Month | Potential Budget Implications | Tier |
|---|--------------------------|----------------------------------|----------------------------------|--|---|
| <p>4. Storm & Surface Water Rate Structure Change</p> <p>Review the staff's proposed information on rates, general facility charges for storm and surface water finances.</p> <p>Deliverable: Review and provide feedback to City Council through rate recommendation letter.</p> | 45 minutes | Susan Clark | August 2020 | None at this time. The proposed rate structure will be designed to be revenue neutral. | Not applicable. |
| <p>5. Utility Operating Budgets, Rates, Capital Facilities Plan and General Facilities Charges</p> <p><u>August:</u> Review initial drivers and trends for the City's proposed utility budgets, rates, CFP and GFCs.</p> <p><u>September:</u> Continue discussion and provide feedback.</p> <p><u>October:</u> See deliverable below.</p> <p>Deliverable: Review and provide feedback to City Council through rate recommendation letter.</p> | 120 minutes total | Eric Christensen and Gary Franks | August, September & October 2020 | To be determined. | Tier 3 - Capital facility projects will help in economic recovery, budgets and rates will need to account for economic conditions. |
| <p>6. LOTT Rates, CDCs & Cost of Service</p> <p>Briefing on LOTTs 2021-2022 rates, increases to the CDCs and cost of service.</p> <p>Deliverable: Review and provide feedback to City Council through rate recommendation letter.</p> | 30 minutes | LOTT Staff | September 2020 | Incorporate into 2021 LOTT charges in the City's utility rates. | Tier 3 - LOTT rates and CDCs may impact economic development. |
| <p>7. Water System Plan – Risk & Resiliency Assessment</p> <p>Receive a briefing and review the assessment.</p> <p>Deliverable: Review and provide feedback to staff.</p> | 45 minutes | Susan Clark | November 2020 | To be determined. | Tier 2 - Lessons learned during the COVID-19 Emergency will be integrated into the Water System Plan, Risk and Resiliency Assessment. |

Utility Advisory Committee (UAC)
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| Title/Description | Estimated Committee Time | Staff Lead(s) | Month | Potential Budget Implications | Tier |
|---|--------------------------|----------------------------------|-------------------------------|---|--|
| <p>8. Sea Level Rise Update Provide an update on the progress in implementing the Sea Level Rise Response Plan.</p> <p>Deliverable: Review and provide feedback to staff.</p> | 30 minutes | Susan Clark and Eric Christensen | November 2020 | \$500,000 (2020 – 2024) \$26M (2025 – 2049) \$350M (2050 – 2100) | Tier 3 - Sea level rise adaptation projects may help in economic recovery and will build a more resilient community. |
| <p>9. UAC Work Plan Development & Officer Elections <u>December:</u> Develop the 2021-2022 UAC work plan. <u>February:</u> Finalize workplan and elect UAC Chair and Vice Chair.</p> <p>Deliverable: Approve work plan and forward to Council's General Government Committee.</p> | 60 minutes total | Eric Christensen | December 2020 & February 2021 | None | Tier 2 - Lessons learned during the COVID-19 emergency will be integrated into the work plan to support the City's recovery from the COVID-19 emergency. |
| <p>10. Utility Operations and Scope of Services Update Provide an overview of typical utility operations.</p> <p>Deliverable: Review and provide feedback to staff.</p> | 30 minutes | Eric Christensen | February and March 2021 | None | Tier 2 - Lessons learned during the COVID-19 Emergency will be communicated to the UAC. |
| <p>11. Recycling Program Update Provide a briefing on the status of the City's recycling program.</p> <p>Deliverable: Review and provide feedback to staff.</p> | 30 minutes | Gary Franks and Ron Jones | February 2021 | To be determined. | Tier 3 - Long term financial viability and operating a sustainable recycle program is critical to the City's mission. |
| <p>12. NPDES Annual Report Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review.</p> <p>Deliverable: Review and provide feedback to staff.</p> | 30 minutes | Jeremy Graham | March 2021 | The Storm and Surface Water utility funds the majority of compliance with the NPDES permit. | Tier 2 - The COVID-19 emergency is likely to impact the City's ability to fulfill requirements of the NPDES permit. |

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