

CHARTER - DRAFT

'Missing Middle' Infill Housing Work Group

January 2017

PURPOSE

To review Olympia's codes, standards, policies and fees for their impacts on the physical and financial feasibility of building 'missing middle' infill housing in areas designated in the Olympia Comprehensive Plan for low-density residential housing.

'Missing Middle' housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes. Examples may include duplexes, triplexes, fourplexes, accessory dwelling units, tiny homes, courtyard apartments, townhomes, row houses, and cottage housing. Providing a range of housing types also is a key component of the City's housing strategy, as it supports housing affordability for households across all income levels.

ROLES/TASKS

- Help develop and review a strategy to address potential barriers or disincentives to construction of missing middle housing types in Olympia
- Receive, discuss and respond to information and analysis shared before and during meetings with thoughtful insights, perspectives and ideas
- Review comments and information provided during the public process
- Bring a community-wide perspective and participate in a constructive manner in the discussion of viable alternatives, creative solutions and potential trade-offs
- Work group members are encouraged to attend and participate in other public meetings during the process
- No formal decision-making role. Input from the work group will be included into specific recommendations to City advisory commissions, and then to City Council.

MEMBERSHIP

The following is a list of desired characteristics for work group members:

- Represent perspectives of stakeholders and of the broader community
- Have a high degree of commitment and knowledge of issues related to design, construction, financing, benefits and impacts of infill housing
- Good communication skills and ability to listen to and work well with others
- Ability to bring new views and information to other work group members
- Reliable attendance

Members will be sought who can represent or have knowledge of the following perspectives related to infill housing:

- Builders/construction trades
- Banks/financing
- Neighborhood residents
- Design professions
- Civil engineers/infrastructure providers
- Housing affordability
- Renters
- Real estate/property management

The work group will also include two members of the Olympia Planning Commission and one from the Olympia Utility Advisory Committee. Two of these three members will serve as chair and vice-chair to facilitate meetings and work with staff to create meeting schedules and agendas.

MEETING FREQUENCY

The Group will generally meet once per month for approximately seven months. If needed, the Chairs may assign 'homework' of members between meetings in order to achieve the roles/tasks of the group.

DOCUMENTATION

An Administrative Assistant from City staff will take meeting notes and provide them to all members.

COMMUNICATION

Staff and work group members will communicate between meetings as needed by e-mail. A list of members and their e-mail addresses will be shared at the first meeting.

EXECUTIVE MANAGEMENT SPONSORS

Keith Stahley, Community Planning and Development Director
Rich Hoey, Public Works Director

The Directors have overall responsibility for outlining the purpose of the Infill Housing Work Group and providing guidance. This includes reviewing the group's feedback to inform potential staff recommendations to City advisory commissions and City Council. The Directors are responsible for delegating staff to the group and authorizing necessary staff time to fulfill the expectations outlined in this Charter.