

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
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CONVENE: 3:00 p.m.

PRESENT: Chair Debbie Sullivan and Councilmembers Joan Cathey and Leatta Dahlhoff.

Staff: City Administrator John Doan and Planning Manager Brad Medrud.

**APPROVAL OF MINUTES –
GENERAL GOVERNMENT
COMMITTEE, SEPTEMBER
8, 2021, OCTOBER 13, 2021,
AND NOVEMBER 10, 2021:**

MOTION: Councilmember Dahlhoff moved, seconded by Councilmember Cathey, to approve the minutes of September 8, 2021, October 13, 2021, and November 10, 2021 as presented. Motion carried unanimously.

**ORDINANCE NO. O2021-019,
EMERGENCY SHELTERS
AND HOUSING:** Manager Medrud reported the intent of the ordinance is to review Title 18 Zoning to address state laws adopted in the last several years. The laws require jurisdictions to update codes to conform to new language in state law. The City's flexibility in terms of language changes is limited with the exception of some choices.

The Planning Commission is continuing its review of the ordinance and has a scheduled a public hearing on December 14, 2021. State laws include requirements for local governments to allow certain housing types in particular areas of the City. Additionally, several amendments pertaining to housing in the City are included. The first amendment expands the number of people allowed by definition to reside in an adult family home if the capacity of the home is approved by the Department of Social and Health Services (DSHS). Currently, the definition limits the number of adults to six with the amendment allowing up to eight adults. The second change is the definition of "family." The City does not regulate the number of related individuals who live in the same housing unit; however, the code establishes a cap on the number of unrelated individuals living in a household. Under state law, the cap for unrelated individuals is no longer allowed. The change in definition eliminates the number limit for unrelated individuals in a household. Conversely, Building Code restrictions would continue for health and safety reasons.

The primary discussion will focus on transitional housing, permanent supportive housing, emergency shelters, and emergency housing. State law requires the City to allow transitional housing and

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permanent supportive housing in any zone district the City currently allows residential dwelling units or hotels/motels. Indoor emergency shelters or indoor emergency housing must be allowed in zone district that allows hotels or motels. The changes apply to all jurisdictions in the state.

Manager Medrud reviewed proposed new definitions (Chapter 18.04):

- Emergency housing is temporary indoor accommodations for people in need.
- Emergency shelter is a temporary indoor shelter for people in need that may include day centers, such as a warming center or a cooling center dependent upon the season. Day centers may allow for overnight stay.
- Transitional housing is temporary housing with support services intended to be the next step from emergency housing or emergency shelter. Individuals may live in a transitional or temporary housing for a period of two weeks to two years with support services provided to help prepare the individual to transition to regular housing.
- Permanent supportive housing is subsidized leased permitted housing with support services providing a higher level of service than transitional housing.
- The proposal includes a collective term for the four definitions of “Supportive Housing Facilities.”

Councilmember Cathey asked whether the definitions of emergency housing and emergency shelter allow for overnight accommodations. Manager Medrud replied that in both situations, overnight stays are allowed.

Manager Medrud reviewed proposed changes to the Use Tables in the code:

- Emergency shelters and emergency housing are proposed to be allowed in any zone district that allows hotels or motels in the City. Those zones include Mixed Use, Capitol Boulevard Corridor, certain subdistricts within the Brewery District, General Commercial, Historic Commercial, Town Center, and Airport-Related Industry. Although the Port does not allow residential uses, state law prevails in those zones, which was reviewed with Port staff. Manager Medrud displayed an aerial map of the areas allowing emergency shelters and emergency housing. The map identifies existing transit routes within the City. The intent is to locate the uses near transit

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- service to enable users to have access to transportation.
- Permanent supportive housing and transitional housing are permitted in residential zones allowing for residential uses or hotels or motels. The uses are not allowed in Light Industrial and Heavy Industrial zones or in several subdistricts within the Town Center. Manager Medrud displayed an aerial map of the areas allowing permanent supportive housing and transitional housing.

The proposed ordinance includes a new section for general land use regulations in Chapter 18.42 on standards for supportive housing facilities. The proposed standards would apply to both a new supportive housing facility or with a conditional use permit in those limited cases where a conditional use permit would be required. The most restrictive requirements would be applied if more than one of the uses were proposed for the same area. The intent is for the uses to match the bulk and scale of surrounding residential uses. Because the uses can vary depending upon the type of services provided and number of staff members, the proposal includes a requirement for completion of a parking study as part of the application process to identify parking needs. Different supportive housing uses must be located at least 1,320 feet apart to meet the intent of the policy in the housing code to avoid placement of those types of uses in only one area of the City. Operations and service plans must be provided to the City by the operators. Onsite services or transportation access to offsite services must be provided. The proposal includes limits on the size of the facilities in terms of number of beds depending upon the zone district.

Manager Medrud outlined the Planning Commission's review process for the proposed changes. The Commission believes a conditional use permit is not necessary because the uses are allowed. The Commission also recommended that any separation standards should be removed for any incompatible uses. Staff originally recommended separation from schools or churches and other uses that might be incompatible. The Commission discussed the issue over the course of two worksessions and agreed the proposed provision was not appropriate. The Commission recommended changes to simplify the application process. The Commission extensively discussed the modification process for the standards. Provisions in the standards allow for the Community Development Director to render decisions on modifications to the standards depending upon the circumstances surrounding a particular project.

Councilmember Cathey asked how the City would address those circumstances where neighbors complain about the potential siting of

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one of the uses. Manager Medrud replied that services that need to be provided in the community may encounter resistance based on a variety of reasons; however, each proposal received by the City would undertake a typical development review process affording an opportunity to publish a notice of application to enable the public to comment on the application. The purpose of development regulations is to ensure an appropriate managed use and that the City has identified elements that need to be in place to ensure the use functions properly. If issues arise within the community, the City's enforcement mechanism would be utilized to correct problems.

Manager Medrud said the Commission is also discussing different uses with different managing agencies operating on the same site. The circumstance is not uncommon as the City of Olympia has several instances where one organization operates a day shelter and another organization operates transitional housing. The intent of the proposal is recognition that the availability of sites for the uses is fairly limited, the cost of operating the uses are expensive, and in those instances where shared opportunities exist, the City would encourage those situations. Further refinement of the language may result in the Commission's ongoing review of the issue. Following the Commission's public hearing on December 14, 2021, the Commission plans to forward a recommendation to the City Council.

Councilmember Cathey inquired about any potential development proposals for any of the uses. Manager Medrud advised that the City has not received any development proposals for any of the uses. Additionally, the City's current code does not allow the uses within the City.

Manager Medrud reported next steps include receiving a recommendation by the committee to schedule the proposal for a Council worksession on January 11, 2022 provided the Commission forwards a recommendation on December 14, 2021. Following the Council's review, the proposal would be scheduled for consideration by the City Council on January 18, 2022. State law includes requirements that the City complete adoption of the changes by the end of September 2021. That deadline was not achieved. However, only two jurisdictions in the state were able to meet the deadline. Manager Medrud invited questions from the committee.

Councilmember Dahlhoff asked about the process for determining whether an emergency shelter should be located in the City. Manager Medrud responded that typically a property owner or developer working with an operator or non-profit would submit a proposal. The changes do not stipulate that the City is required to

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build an emergency shelter. The changes essentially allow for the use to occur if a proposal is submitted to the City. Existing uses converted to a transitional housing facility would be required to meet state regulations in terms of the type of construction and any licensing requirements.

City Administrator Doan commented on the challenges associated with state regulations dictating to jurisdictions the requirement of certain uses and the process to determine the regulations that should be applied, as well as whether the use requires a conditional use permit while considering how the uses might align or not align with the zones in general. It is important to consider the standards that should apply as many in the community might not want a facility located in their neighborhood.

Councilmember Dahlhoff supported not requiring a conditional use permit to minimize the segregation of people because all community members should be treated with a baseline of respect.

CONSENSUS:

The General Government Committee forwarded the Ordinance No. O2021-019 to the Council for a worksession.

Councilmember Cathey shared information on the community acceptance of Camp Quixote as it was under construction.

**THURSTON CLIMATE
MITIGATION PLAN
PHASE 3 AND PHASE 4
STATUS:**

Manager Medrud reported the interlocal agreement for Phase 4 is currently in process for review by the participating jurisdictions. The briefing will provide an update on the status of the process and the scope of Phase 4.

The Council accepted the Thurston County Mitigation Plan earlier in the year. Staff began Phase 3 implementation process with monthly meetings with the steering committee and technical group to coordinate various activities each partner is pursuing. The City of Olympia hired a Sustainability Manager and added staff support to the effort. The City of Tumwater is recruiting for a Sustainability Coordinator. The City of Lacey is pursuing a similar action, as well as Thurston County. Staffing is being increased by all partners to support implementation of the Thurston Climate Mitigation Plan.

Discussions during Phase 3 focused on pursuing a legislative agenda recognizing additional assistance and support is required at the state and federal level to accomplish goals in the Plan. The discussions also focused on urban centers and corridor strategies through the Thurston Regional Planning Council (TRPC) project. The City's Brewery District Plan and the Capitol Boulevard Corridor Plan

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support those efforts and the City continues to consider ways to encourage development within those areas. As part of the annual transportation studies by TPRC, plan actions have been tied to transportation projects recognizing that the built environment (housing and transportation systems) are the largest contributors of greenhouse gas emissions. TRPC completed an electric vehicle assessment pursued during Phase 3 that will be incorporated in Phase 4 efforts. Work continues with the City of Olympia on a building electrification study to provide some direction on possible actions that would make a difference.

The primary discussion by the steering committee has focused on identifying the scope of work and supporting the interlocal agreement for Phase 4 covering a period of four years by the region to enact the Thurston Climate Mitigation Plan. The committee continues to consider extending the Climate Action Steering Committee comprised of representatives from all partner jurisdictions. The committee provides the direction for implementing Plan actions. The committee is supported by a multijurisdictional staff team. Staff has committed to a quarter FTE to support Plan efforts each year. Staff support should transition to the Sustainability Coordinator for the City of Tumwater next year.

The regional priorities identified in the scope of work of the interlocal agreement includes a list of annual initiatives supported by the steering committee based on available funding and staff resources. The committee is also discussing policy research recognizing the lack of funding or time for full-scale research. The committee plans to draw on the experience of others to the extent possible. Another initiative is to update the Plan if needed on a five-year cycle.

Phase 4 includes monitoring and assessments to gauge progress on specific targets. Current discussions surround the form of greenhouse gas emissions inventory. The Thurston Climate Action Team completes greenhouse gas emissions inventory annually and recently released an inventory based on 2019 data. The committee is discussing the responsibility and the format of future inventories. Also under discussion is the development of a climate mitigation dashboard as a reporting mechanism to provide information to the public on the region's progress on actions.

The committee has discussed the process for public outreach and the potential of hosting workshops or worksessions on specific topics, as well as issuing a report on the status of efforts to the community. A climate advisory workgroup will be established of interested parties representing all interests (developers, real energy, clean energy

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producers, etc.) to assist in vetting proposals to ensure actions can be implemented and funded appropriately.

Councilmember Dahlhoff asked whether the recent addition focusing on diversity, equity, and inclusion is represented on the workgroup. Manager Medrud responded that equity is included in the actions to be completed; however, the workgroup membership has not addressed diversity, equity, or inclusion, which should be discussed and considered. He recommended following up with Councilmember Swarthout who serves as a member of the steering committee and Mayor Kmet, who serves as the alternative. The elements related to diversity, equity, and inclusion with respect to membership of the workgroup is directed by the steering committee, which is currently under discussion by the steering committee.

Councilmember Cathey supported promoting the importance of equity, diversity, and inclusion because of the different needs in addressing climate change.

Chair Sullivan asked whether any contact has been initiated to the WSU Extension Energy Program office. Manager Medrud advised that he is uncertain but would follow up with the Sustainability Manager in Olympia who has numerous connections at all levels. Chair Sullivan offered to serve a conduit to the energy office and provide contact information to staff.

Councilmember Cathey asked about the possibility of tapping funds from the federal infrastructure bill to support Plan efforts. Manager Medrud reported TRPC staff has proactively been identifying funding opportunities. TRPC is tracking the bill because of its nexus with transportation.

Manager Medrud reported the interlocal agreement includes an annual funding allocation from each jurisdiction. Phase 4 funding from Tumwater is projected to be \$64,660. The interlocal agreement also includes language supporting the pursuit of other funding sources. Staff anticipates presenting the interlocal agreement to the City Council in February/March 2022 following completion of review by all partner jurisdictions.

ADJOURNMENT:

Councilmember Cathey moved, seconded by Councilmember Dahlhoff, to adjourn the meeting at 3:50 p.m. Motion carried unanimously.