



# Meeting Agenda

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Casey Schaufler  
360.753.8254

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**Monday, April 1, 2024**

**6:30 PM**

**Online and in Room 207**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_6\\_MiAk04QXa2iXL8G7I-eQ](https://us02web.zoom.us/webinar/register/WN_6_MiAk04QXa2iXL8G7I-eQ)

**1. CALL TO ORDER**

*Estimated time for items 1-5: 20 minutes.*

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

- 3.A** [24-0270](#) Approval of the March 18, 2024, Olympia Planning Commission Meeting Minutes.

**Attachments:** [OPC 3.18.2024 minutes DRAFT](#)

**4. PUBLIC COMMENT**

*During this portion of the meeting, community members may address the Planning Commission regarding items related to City business, including items on the Agenda. In order for the Commission to maintain impartiality and the appearance of fairness and to comply with the Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Commission in these two areas: (1) items for which the Commission held a Public Hearing but has not yet completed its deliberations and issued a recommendation to City Council, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

*Comments are limited three (3) minutes or less.*

**REMOTE MEETING PUBLIC COMMENT INSTRUCTIONS:**

*Live public comment will be taken during the meeting, but advance registration is required to attend online or by phone. The link to register is at the top of the agenda. When you register to attend the meeting, you will be asked if you would like to give public comment. After you register you will receive a link by email to log onto or call into Zoom for use at the meeting date and time. If you plan on calling into the meeting, you will need to provide your phone number at registration so you can be recognized during the meeting. Once connected to the meeting you will be auto-muted. At the start of the public comment period, the Chair will call participants by name to speak in the order they signed up. When it is your turn to speak, your microphone will be unmuted.*

**5. STAFF ANNOUNCEMENTS**

*This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.*

**6. BUSINESS ITEMS****6.A**     [24-0265](#)     Capital Mall Triangle Subarea Plan Public Hearing

**Attachments:**    [Public Outreach](#)  
                          [Project Webpage](#)

*45 minutes*

**7. REPORTS****8. OTHER TOPICS****9. ADJOURNMENT**

*Estimated Time: 9:00 p.m.*

**Upcoming**

*The next scheduled meeting of the Olympia Planning Commission is Monday, April 15, 2024, beginning at 6:30 p.m.*

**Accommodations**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



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

## Planning Commission

### Approval of the March 18, 2024, Olympia Planning Commission Meeting Minutes.

**Agenda Date:** 4/1/2024  
**Agenda Item Number:** 3.A  
**File Number:**24-0270

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

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#### **Title**

Approval of the March 18, 2024, Olympia Planning Commission Meeting Minutes.



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Casey Schaufler  
360.753.8254

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**Monday, March 18, 2024**

**6:30 PM**

**Online**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_JSPtT07US4OEXdOuQsQxxg](https://us02web.zoom.us/webinar/register/WN_JSPtT07US4OEXdOuQsQxxg)

**1. CALL TO ORDER**

Chair Nejati called the meeting to order at 6:31 p.m.

**1.A ROLL CALL**

**Present:** 7 - Chair Zainab Nejati, Commissioner Tammy Adams, Commissioner Tracey Carlos, Commissioner Michael Burnham, Commissioner William Hannah, Commissioner Carole Richmond and Commissioner Aaron Sauerhoff

**Excused:** 1 - Vice Chair Greg Quetin

**1.B OTHERS PRESENT**

Community Planning and Development staff:  
Director Leonard Bauer  
Senior Planner Joyce Phillips  
Senior Planner David Ginther  
Associate Planner Casey Schaufler

Economic Development Director Mike Reid

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [24-0236](#) Approval of February 26, 2024, Olympia Planning Commission Meeting Minutes.

**The minutes were approved.**

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Mr. Schaufler and Mr. Bauer provided announcements.

**6. BUSINESS ITEMS**

**6.A**     [24-0229](#)     Capital Mall Triangle Subarea Plan Briefing

Mr. Ginther provided a briefing on the Capital Mall Triangle Subarea Plan.

**The information was received.**

**6.B**     [24-0224](#)     Olympia 2045 - Economy Chapter update of the Olympia Comprehensive Plan - Deliberations

Commissioners held deliberations regarding the Olympia 2045 Economy Chapter, reviewing the prior briefing and discussing any changes to be made.

**Commissioner Carlos moved, seconded by Commissioner Burnham, to recommend approval of the Economy Chapter for the Comprehensive Plan as modified. The motion passed unanimously.**

**7. REPORTS - None**

**8. OTHER TOPICS - None**

**9. ADJOURNMENT**

The meeting adjourned at 8:18 p.m.



## Planning Commission

### Capital Mall Triangle Subarea Plan Public Hearing

**Agenda Date:** 4/1/2024  
**Agenda Item Number:** 6.A  
**File Number:** 24-0265

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**Type:** public hearing **Version:** 1 **Status:** In Committee

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#### Title

Capital Mall Triangle Subarea Plan Public Hearing

#### Recommended Action

Move to approve and forward to Council

#### Report

##### Issue:

Whether to recommend approval of the Capital Mall Triangle Subarea Plan to Council.

#### Staff Contact:

David Ginther, Senior Planner, Community Planning and Development, 360.753.8335

#### Presenter(s):

David Ginther, Senior Planner

#### Background and Analysis:

In 2014, the Olympia Comprehensive Plan was updated following significant public outreach and multiple public participation opportunities. The adopted plan contains a vision for the Capital Mall area to:

1. Eventually transition to a high-density mixed-use neighborhood where people can walk, bike, or take the bus to obtain goods, services, and entertainment.
2. Keep the subarea a regional draw for the retailers and other businesses.

The main purpose of the Capital Mall Triangle planning project is to determine how to facilitate the development envisioned in the Comprehensive Plan.

The planning project has two major components: a Planned Action Environmental Impact Statement (EIS) and a subarea plan. Both the Final EIS and the final draft subarea plan have been written based on community input collected over the past two years and have been released for the public. Both documents and their appendices are available for download on the project webpage (see attachments for link).

Implementation actions will occur after the final subarea plan is adopted. This includes a planned action ordinance, which will incorporate the mitigation identified in the Final EIS, and allow proposed development consistent with the subarea plan and EIS to move forward without an additional project-level environmental review process.

### **Climate Analysis:**

The planning project will result in long-term reduction of greenhouse gas emissions. It will facilitate development of high-density residential housing in a core urban area that is designated in the City's comprehensive plan for high-density housing mixed with commercial and other services. Development of this style of housing in this location will result in a number of benefits in regards to climate impacts including the following: reducing sprawl; providing needed housing in close proximity to goods, services, and jobs; providing more efficient housing that consumes less energy, less drinking water, and produces less wastewater; construction of a more efficient transportation network with more connections and more opportunities for active forms of travel; and a reduction in vehicle miles traveled.

### **Equity Analysis:**

The community will benefit from additional housing being developed. There is significant nationwide data which shows that increasing the housing supply has a positive impact on the cost of renting or buying housing. The additional inventory of housing will help to address the high demand and provide much needed housing for the additional residents expected in the next 20 years. Both those seeking low-income housing as well as market rate housing will benefit from additional housing options.

Businesses in general will benefit from additional residents (potential customers) located in close proximity to their establishments. Smaller businesses could be impacted by rising property values and higher commercial rents within the subarea. This could occur as the area develops and becomes a more desirable location in which to live and conduct business. The subarea plan provides several recommendations on methods to mitigate potential impacts to the business community including economic displacement.

Residents of adjacent neighborhoods, future residents of the subarea, employees, and customers will benefit from new transportation connections into and through the subarea. These multi-modal connections will be constructed and funded as new development occurs within the subarea. Along with associated safety improvements, these connections will provide easier and safer access into and through the subarea for all modes of travel, including active forms of travel such as walking, rolling, and biking. Community members without vehicles will benefit from improved transit efficiency and service. The subarea plan recommends coordinating with Intercity Transit in regards to planning for a more appropriate location for the main transit stop within the subarea. This would potentially reduce route times and help to improve the efficiency of routes and schedules.

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

The project has received close to 300 written comments from the community focused mainly on 1) transportation connections and safety; 2) housing, development, and community amenities; and 3) environmental issues.

Extensive outreach has been conducted for the project using multiple methods and a variety of participation opportunities have been offered. There have been 5 community meetings, five

stakeholder work group meetings, three business focused meetings, 19 presentations for organizations, and 17 interviews with neighborhood associations and business and property owners. Outreach efforts also included 27,182 emails, 11 E-news publications, 14 Parties of Record email announcements, and 7,259 Letters to property owners, business owners, and residents inside and near the triangle. The Olympian newspaper and social media were also used to notify the community. See the attached "Public Outreach" document for additional details.

**Options:**

1. Hold the public hearing and recommend approval to Council as proposed.
2. Hold the public hearing and recommend approval to Council with revisions.
3. Hold the public hearing but conduct deliberations and make a recommendation on April 15, 2024.

**Financial Impact:**

The project is funded by a \$250,000 Transit Oriented Development and Implementation grant from the Washington State Department of Commerce. The City of Olympia has supplemented the project with an additional \$83,529.

**Attachments:**

Public Outreach

Project Webpage





# Capital Mall Triangle – Outreach Summary

CNA = Council of Neighborhoods Association  
LUEC = Land Use and Environment Committee  
BPAC = Bicycle and Pedestrian Advisory Committee  
PRAC = Parks and Recreation Advisory Committee

OPC = Olympia Planning Commission  
POR = Parties of Record  
RNA = Recognized Neighborhood Associations

## 2022

### January

5 – Letter to project area & vicinity announcing upcoming planning project. 624 recipients.

### February

1 – City Council grant recognition at meeting  
17 – West Olympia Business Association

### March

17 - LUEC  
18 – E-mail to POR, City Council, & OPC  
31 – E-Newsletter #1. Announced that the grant was secured and the webpage launched. Approximately 1500 recipients.  
31 – Email to POR. 137 recipients.

### April

1 – JOLT Newsletter  
4 – JOLT newsletter (ICYMI section)

### June

12 – Student at Fosbre Academy of Hair Design  
28 – E-Newsletter #2. Announced consultant selection, how to get involved, and next steps. 1603 recipients  
28 – Email to POR. 148 recipients.

### July

15 – Thurston Chamber Meeting. 15 attendees.  
17 – Burbank/Elliot Neighborhood Association meeting. 25 attendees.  
21 – West Olympia Business Association meeting. Approximately 50 attendees (including mall manager, City Manager, and Mayor)  
XX – Mayor Selby interview on Jim Greene podcast (Greene Realty Group).

### August

5 – Mall ownership/management group meeting. 7 attendees.  
8 – CNA meeting. 17 attendees.  
9 – Multiple Listing Services Association meeting. Approximately 30 attendees.  
12 – Interview with NW, SW, and BENA neighborhood presidents.  
13 – Sustainable Steps Ecotour & Expo. Approximately 40 people stopped by the booth.  
23 – Interview with mall ownership  
28 – Thurston Talk article

### September

15 – Interview with ownership of shopping center at SE corner of Harrison/Cooper Point (Goodwill, etc)  
19 – Interview with ownership of shopping center at north/northeast corner of Black Lake/Cooper Point (5-guys Burgers, etc.)  
22 – South Sound Real Estate Forum. 15 stopped by city table, approximately 200 in attendance.

### October

4 – Stakeholder workgroup meeting #1. 12 Attendees.  
14 - Interview by staff with two business owners within the area (Iron Rabbit and Brons Automotive)  
20 – Community Workshop #1. 62 attendees. ~3600 letters to property owners, businesses, residents in triangle, within 300ft and large area to west with 7 apartment complexes and a mobile home park. E-news #3 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Emails to POR including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, (170 addresses), RNAs on west side (7), OPC (9), Council+City Manager+all dept directors (22), stakeholder group (14), 7 onsite notices, one notice in library inside mall, social media (twitter, instagram, facebook), and Olympian notice.



# Capital Mall Triangle – Outreach Summary

**24** - SEPA Scoping comment period. Notice in the Olympian, POR list (193), E-news #4 (1653), 300ft property owner and site address list (~2000 – support staff estimate), SEPA Register, Council plus admin., social media. Comment period open from October 24 through November 14.

24 – Mall ownership/management meeting. 10 attendees.

26 – Capital High School Climate Club meeting. 12 Attendees.

## November

1 – InterCity Transit meeting

7 – OPC meeting/briefing

8 – Difference Makers Employee E-newsletter. ~500 recipients.

17 – LUEC meeting/briefing

## 2023

### January

11 – Stakeholder Workgroup meeting #2. 12 attendees.

### February

2 – Community Meeting #2 (Open House). ~55 attendees in person. ~8 attendees online. E-news #5 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Emails to POR including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, (250 addresses), RNAs on west side (7), OPC (9), Council+City Manager (22), stakeholder group (14), social media (twitter, instagram, facebook), and notice sent to media outlets.

14 – Meeting with mall ownership. ~10 attendees. Economic Development staff, consultants, and CP&D Director.

14 - Difference Makers Employee E-Newsletter Feb. 2023 vol. 1. ~500 recipients.

17 – Thurston Chamber of Commerce briefing and update. 25 attendees.

## March

13 – Meeting with mall ownership. ~12 attendees. Economic Development staff, consultants, and CP&D Director also attended.

15 – Bicycle Pedestrian Advisory Committee (BPAC). ~10 attendees.

23 – Olympia Master Builders (OMB). 6 attendees.

23 – Email to stakeholder work group regarding project timeline extension. 16 recipients.

30 – Email to Parties of Record regarding project timeline extension and update. 253 recipients.

30 – E-news #6. Announcement about extended timeline for project and update on project status. ~1600 recipients.

## April

26 – Thurston Economic Development Council (EDC). ~30 attendees.

## May

3 – E-news #7. Update on project (timeline drafting, next steps, current work underway). ~1600 recipients.

3 – Parties of Record (POR) email list. Update on project (timeline drafting, next steps, current work underway). 253 recipients.

16 – Meeting with mall ownership and management. 10 attendees.

24 – Meeting/interview with business organization representatives including West Olympia Business Organization, Thurston Chamber, realtors, Community Vision Group, and the Economic Development Council. 7 attendees.

## June

5 – Kiwanis Club briefing (~45 attendees)

7 – E-news #8. Update on project and offer to provide briefings for groups and organizations. ~1600 recipients.

7 – Parties of Record (POR) email list. Update on project and offer to provide briefings for groups and organizations. 253 recipients.

13 – Council study session.

15 – Meeting with businesses & business organizations. 8 attendees.

15 – Southwest Olympia Neighborhood Association. 30 attendees.

## September

28 – Draft EIS and Subarea Plan Publication. E-news #9 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Email #11 to POR including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, RNA's (265 addresses), Council+City Manager (22), stakeholder group (14). Posted on social media (twitter, instagram, facebook), Engage Olympia and project webpage updated, notice sent to media outlets, notice published in The Olympian, and 300ft notification by letter (~345 recipients). Also included outreach to the Lewis-Mason-Thurston Area Agency on Aging. Comment period was from September 28 through October 30.

## October

2 – KXXO radio interview  
5 – “Week Without Driving” bus tour. 10 attendees including TRPC staff and director, Intercity Transit General Manager, Olympia School Board, and other local transportation leaders/staff.  
9 – CNA briefing. ~15 attendees.  
10 – Lions Club briefing. 16 Attendees.  
12 – Business meeting #2. 9 Attendees.  
16 – OPC briefing. ~14 Attendees.  
18 – Community Meeting #3. Announcement for meeting was included in the September 28 public outreach efforts.  
25 – Community Meeting #4. 34 attendees. Parties of Record email #12 (280 recipients). Social media announcements sent 3 days before meeting. Announcement for meeting was also included in the September 28 public outreach efforts.  
26 – Land Use and Environment Committee

## November

6 – City Council Meeting  
14 – Intercity Transit Meeting  
15 – Bicycle and Pedestrian Advisory Committee  
16 – Northwest Olympia Neighborhood Association (NWONA). 35 Attendees.  
28 – Stakeholder Work Group meeting #4. ~12 Attendees.

## 2024

### February

8 – Final EIS and Final Draft Subarea Plan Publication. E-news #10 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Parties of Record email #13 (255 recipients) including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, RNA's, and Council+City Manager (22). Posted on social media (twitter, instagram, facebook), Engage Olympia and project webpage updated, notice sent to media outlets, notice published in The Olympian, and 300ft notification by letter (~345 recipients).  
29 – West Olympia Business Association briefing. 14 attendees.

### March

7 – Community Meeting #5 – Open House. E-news #11 with 2189 recipients to five subscription lists - Planning & Development, Climate Action, Diversity, Equity & Inclusion, Parks & Rec and the Housing and Homelessness groups. Parties of Record email #14 (260 recipients) including tribes, CIELO, Asian Pacific Islanders Coalition, Ecology, DOT, Commerce, CNA, RNA's, and Council+City Manager (22). Posted on social media (twitter, instagram, facebook), Engage Olympia and project webpage updated, notice sent to media outlets, notice published in The Olympian, and 300ft notification by letter (~345 recipients). 21 attendees (15 in person and 6 online).  
11 – CNA briefing. ~12 attendees.  
18 – OPC briefing. ~10 attendees.  
20 – BPAC briefing.  
21 – PRAC briefing.

### April

1 – OPC public hearing.  
15 – OPC deliberations.