



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Amy Buckler  
(360) 570-5847

## Meeting Minutes Planning Commission

---

Wednesday, July 11, 2012

6:30 PM

Room 207

---

### Comprehensive Plan Update Subcommittee

#### 1. Call to Order

*The meeting was called to order at 6:34 p.m.*

#### 1.A Roll Call

*PRESENT: Commissioner Judy Bardin, Commissioner Paul Ingman, Commissioner Jerome Parker, Chair Rob Richards, and Commissioner Amy Tousley*

*STAFF PRESENT: Stacey Ray, Todd Stamm*

#### 1.B Acceptance of Agenda

#### 1.C Announcements

#### 2. Comprehensive Plan Update with Emphasis on the Following: Planning Commission Hearing and Public Involvement, and Deliberation (Decision-Making) Process

##### 2.A [12-0383](#) Comprehensive Plan Update Committee

- Attachments:**
- [1. July Draft Public Hearing Notice](#)
  - [2. Imagine Olympia Distribution List](#)
  - [3. Shoreline Master Program Deliberation Procedures](#)

*Topic: Planning Commission Hearing and Public Involvement*

- *Commissioners confirm interest in borrowing density example poster from TRPC for the July 23 and July 25 public hearing open house.*
- *Displays for the open house should remain on the first floor only.*
- *Focus displays and information on the challenges that the Comprehensive Plan is intended to address: growth, density, etc. Create a framework for why the Plan is being updated.*
- *Do not include Plan outcomes or suggestions of what is in the Plan.*
- *Commissioners will float and observe during the open house.*
- *Commissioners would like guidelines for the open house and public hearings.*
- *Use the timer available in Council Chambers so that Chair Tousley does not need to keep track of time.*
- *Chair Tousley will provide an introduction to the public hearings; no staff remarks are needed.*
- *Staff is asked to send a reminder email to the Imagine Olympia contact*

distribution list prior to the hearings.

- Staff is asked to issue a press release.
- The hearing will end at 9:30 PM; Commissioners will not include other business on agenda during the hearings.

*Topic: Deliberation (Decision-making) Process*

- Comments from the public during deliberation meetings should be sought at the beginning, middle, and end of the meeting; means to encourage engagement at meetings.
- Staff reiterates that public involvement needs to be defined for the distribution of the public notice, so members of the public can anticipate and know how to participate fully.
- A sign-in sheet should be used at the meetings for community members who wish to provide comment.
- Staff recommends a format where the first ten minutes are available for open comment on any topic. Time in the middle of the meeting is dedicated to taking comment on the issues under discussion.
- Chair Tousley noted a suggestion to use a facilitator for the August 1 and August 8 full Commission meetings [dedicated to determining topics for deliberation.]

*Topic: Review Schedule*

- The review timeline needs to stay flexible to allow due consideration of factors noted in a draft letter of concern addressed to Council; example noted: a recent land-use decision in Superior Court regarding the development of a 7-11 store on Harrison Ave, which may have regulatory significance and potentially raises the level of complexity or detail needed for a review of the Comprehensive Plan July Draft.
- Outlined in the letter are two options to address revising the review schedule:
  - A: Request that Council approve revising the schedule.
  - B: Take a "wait and see" approach, with adjustments made as needed.
- Councilmember Langer will be invited to attend a future OPC meeting to discuss the request.
- Additional concern regarding the amount of public comment or new and emerging issues that may be identified at the July 23 and 25 hearings.
- Council has continued to reiterate and express a desire for Commissioners to adhere to the schedule agreed to in the Charter.
- Request made that a Commissioner who is not on the Leadership Team also have an opportunity to meet with Councilmember Langer.
- The Comprehensive Plan can be amended annually if needed.
- Staff notes that if the Scope of the Update is to be changed, Council needs to approve it.
- Staff confirmed that urban agriculture has been moved to the 2013 OPC Work Plan.
- Request made that staff have the Council-approved Scope of the Update available for the August 1 and August 8 meetings.
- Suggestion made to invite Councilmember Langer to attend the August 13 CPU Sub-Committee meeting.
- Staff notes that the letter put forward by Commissioner Parker needs to be reviewed during a Commission meeting; it can't be reviewed and commented on or agreed upon over email.
- Staff notes that any members of the Commission may address a letter to Councilmember Langer, and that it need not be from a majority of the Sub-Committee or full Commission. However, the Sub-Committee can also vote to send the letter, or the full Commission can vote to send the letter.
- It is recommended that the letter come from individuals; not the Sub-Committee or full Commission.
- Commissioner Parker will send a revised letter to staff, who will then distribute to OPC for review and a future discussion.

The report was received.

**8. Adjournment**

*The meeting adjourned at 8:35 p.m.*