

# DRAFT - - Olympia Planning Commission - 2025 Work Plan

## (April 1, 2025 to March 31, 2026)

The Planning Commission (OPC) is expected to hold approximately 21 regular meetings and may conduct an optional retreat during this period. Special meetings may be held and subcommittees may be formed. The staff liaison is Casey Schaufler, Associate Planner, [cschaufl@ci.olympia.wa.us](mailto:cschaufl@ci.olympia.wa.us), 360.753.8254.

<b>Section 1: Policy Issues</b> Commission recommendations on many of these items are forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Approximately 75% of commission effort.			
#	Title and Description	Anticipated Outcome from OPC	Schedule (Estimated start & completion)
1.1	<b>Olympia 2045 – Comprehensive Plan Periodic Update under the GMA.</b>		Each chapter: Briefing, Public Hearing, and Deliberations
	Community Values & Vision (estimate 2 additional meetings)	Recommendation Letter	
	Land Use & Urban Design (estimate 3 meetings)	Recommendation Letter	March
	Housing (estimate 3-4 meetings)	Recommendation Letter	
	Climate Change & Resiliency (estimate 3-4 meetings)	Recommendation Letter	
1.2	<b>Review Capital Facilities Plan (CFP)</b> Review the Preliminary CFP, hold a public hearing, and identify whether proposals comply with the adopted Comprehensive Plan.	Public hearing and comment letter to City Council.	Est. 1-2 full OPC mtgs + 3 subcommittee mtgs: Aug - Oct
1.3	<b>Zoning Map and Development Code Text Amendments</b> <i>(if proposed)</i> Review of privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations not referenced above.	Public hearing and recommendation to City Council.	TBD
1.4	<b>Urban Agriculture</b> Review of proposed ordinance to increase urban agriculture opportunities in certain land use zones.	Public hearing and recommendation to City Council.	March

## SECTION 2: 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. These items comprise approximately 5% percent of commission work effort.

#	Title and Description	Anticipated Outcome from OPC	Schedule
2.1	<b>Subarea/Neighborhood Plan</b> ( <i>if proposed</i> ) Review of draft Subarea Plan if any initiated by neighborhood association(s)	Comments to staff and neighborhood work group; optional recommendation to Council	TBD

## SECTION 3: Administrative Activities

In addition to its role in providing input on policy and program implementation, the Commission reviews and approves its work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations. These items comprise approx. 5 % percent of commission work effort.

#	Title and Description	Schedule
3.1	<b>Organizational Retreat</b> ( <i>optional</i> ) Focus on improving Commissioner relationships, procedures, or on topics of interest that allow more time for discussion	April/May
3.2	<b>Preparation of 2026 - 2027 Work Plan</b> Time allotted for proposing and discussing work items for following year	TBD
3.3	<b>Listening Sessions to Hear from the Community Members</b>	TBD

## SECTION 4: Informational Briefings

The Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve Commission information and knowledge necessary to fulfill its role. These items comprise approximately 10% percent of commission work effort. The Commission may not complete all of the briefings, as they are the first items to be displaced when time is needed for higher priority work items. Briefings are generally 30 minutes per topic.

#	Title and Description	Dept.
4.1	Land Use as Climate and Housing Action - explore different scenarios of missing middle housing development to meet housing needs and address climate challenges	OPC – G. Quetin
4.2	Downtown Parking and Parking Garages - Update regarding parking in Olympia's downtown (Downtown Parking Strategy) and strategies to evaluate how best to use the valuable space on public curbs. Additionally, Planning Commission-led discussion of the pros/cons of parking garages and providing regulations to help make them adaptable under different future use scenarios	OPC – G. Quetin
4.3	Planning for Disability - How the built environment interacts with planning and design decisions	OPC – D. Garcia
4.4	Planning for Safety - In Olympia, 1% of lane miles downtown account for 15% of pedestrian accidents and fatalities. Road deaths in Washington reached a 33-year high in 2023. Statewide, 810 people were killed in crashes involving a motor vehicle in 2023, a 33-year high. That's up from 743 in 2022, and nearly double from 2014, when 462 people were killed in traffic.	OPC – D. Garcia

4.5	Alleys and Reuse - Provide a briefing on how other downtowns have reused their alleys for more productive uses.	OPC – D. Garcia
4.6	Multi Family Tax Exemption briefing - Briefing on how other similarly sized cities have used the MFTE	OPC – D. Garcia
4.7	Why other cities ditched their parking minimums - Recently, many other WA cities have ditched their parking mandates. What can Olympia learn from what other cities are doing? Examples: Port Townsend, Spokane, Bellingham, Shoreline.	OPC – D. Garcia
4.8		
4.9		
4.10		