

# Olympia Planning Commission - 2022 Work Plan (April 1, 2022 to March 31, 2023)

The Olympia Planning Commission (OPC) is expected to hold approximately 21 regular meetings plus one optional “retreat” during this period. Special meetings may be held, and subcommittees may be formed if necessary to more efficiently complete the work plan. The staff liaison to the OPC is Cari Hornbein, Senior Planner, CPD ([chornbei@ci.olympia.wa.us](mailto:chornbei@ci.olympia.wa.us); 360.753.8048).

<b>Section 1: Policy Issues</b> Commission recommendations on many of these items would be forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Unless otherwise noted, staff estimates there is sufficient professional and administrative staff time to support Section #1 in 2022. In general, these work items are tasks that State law or local rules require the Commission to perform. Approximately 75% of overall commission effort.						
Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
<p><b>1.1 Neighborhood Centers Strategy</b> <i>(continued item from 2014)</i></p> <p>A review of current codes and policies, and market analysis of designated Neighborhood Centers for encouraging neighborhood scale commercial development, higher density housing, and development of strategies for addressing barriers. Public engagement is an integral part of the project and will include outreach to Olympia’s recognized neighborhoods, the CNA, business owners, business organizations, and other identified stakeholders. A consultant has been hired to support this project.</p> <p><b>Deliverable:</b> Policy and code changes would occur in 2023 or later involving public hearings and recommendations to City Council.</p>	3 - 4 hours (3 - 4 meetings)	CPD staff: 10 - 20 hours Other staff: 8 - 10 hours	January - December  2023 or later for related policy and code changes	Included in base budget	Receive briefings in 2022  Review, public hearing, and recommendation in 2023 or later	Planning Commission

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<p><b>1.2 Capital Mall Triangle Area Subarea Plan</b></p> <p>Multi-year project resulting in a subarea plan and environmental impact statement (EIS) that facilitates transit-oriented development within the 272-acre Capital Mall Triangle subarea.</p> <p>This subarea is designated as a High-Density Neighborhood Overlay in the Comprehensive Plan, envisioned to transform into multifamily residential, commercial, and mixed-use neighborhoods. A consultant will be hired to support this project.</p> <p><b>Deliverable:</b> Public hearing and recommendation to City Council.</p>	3 - 4 hours (3 - 4 meetings)	CPD staff: 10 - 20 hours Other staff: 8 - 10 hours	January - December (extending into 2023)	Grant funded	Receive briefings in 2022  Review, public hearing, and recommendation in 2023	City Staff
<p><b>1.3 Housing Action Plan Implementation</b></p> <p>Multi-year project looking at code changes to: 1) reduce parking requirements for residential uses, including for multifamily developments near frequent transit routes, and 2) increase flexibility in the permit process (part of a broader scope to review fees/regulations to identify housing cost reductions and reduce barriers to obtaining permits).</p> <p><b>Deliverable:</b> Public hearing and recommendation to City Council</p>	3 - 4 hours (2 - 3 meetings)	CPD staff: 10 - 20 hours	January - December	Grant funded	Receive briefings in 2022  Review, public hearing, and recommendation in 2023	City Staff
<p><b>1.4 Joint Plan Recommendation</b> <i>(carried over from previous year)</i></p> <p>Review Thurston County Joint Plan for consistency with the City of Olympia's Comprehensive Plan.</p> <p><b>Deliverable:</b> Public hearing (joint) and recommendation to City Council/Thurston County Commissioners.</p>	4 - 6 hours (2 - 3 meetings)	CPD staff: 10 - 20 hours Other staff: 4 - 6 hours	TBD; dependent on County's schedule	Included in base budget	Review, public hearing, and recommendation	City/County Staff

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<p><b>1.5 Review 6-year Capital Facilities Plan (CFP)</b></p> <p>Review the Preliminary CFP, hold a public hearing and identify whether proposals comply with the adopted Comprehensive Plan.</p> <p><b>Deliverable:</b> Public hearing and recommendation to City Council.</p>	<p>8 - 10 hours (3 - 4 meetings including Finance Subcommittee)</p>	<p>CPD staff: 10 – 20 hours Other staff: 4 – 6 hours</p>	<p>August - October</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff</p>
<p><b>1.6 Creative District Code Amendments</b> <i>(carried over from previous year)</i></p> <p>Code amendments to implement the Creative District vision in the Downtown Strategy. The Creative District is a 30-block area of downtown Olympia that is home to creative enterprises such as theaters, galleries, breweries, and industrial designers.</p> <p><b>Deliverable:</b> Public hearing and recommendation to City Council.</p>	<p>6 hours (2 - 3 meetings)</p>	<p>CPD staff: 8 - 10 hours</p>	<p>January - December</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff</p>
<p><b>1.7 Subdivision Code Amendments</b> <i>(carried over from previous year)</i></p> <p>Rewrite of OMC Chapter 17.</p> <p><b>Deliverable:</b> Public hearing and recommendation to City Council.</p>	<p>2 - 3 hours (2 - 3 meetings)</p>	<p>CPD staff: 8 - 10 hours Other staff: 2 - 4 hours</p>	<p>June - December</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff</p>
<p><b>1.8 Downtown Parking Exemption Boundary Code Amendment</b> <i>(carried over from previous year)</i></p> <p>Amendments to OMC 18.38 to expand the downtown residential off-street parking exemption; implements Downtown Strategy.</p> <p>Referral from LUEC instructing the Planning Commission to consider data examining the impact of downtown residential developments in recent years on the on-street parking capacity in their vicinities. This data (gathered by staff) will help in evaluating potential impacts to neighborhoods that would be included in the proposed boundary expansion.</p> <p><b>Deliverable:</b> Public hearing and recommendation to City Council.</p>	<p>2 - 3 hours (2-3 meetings)</p>	<p>CPD staff: 8 - 10 hours</p>	<p>January - June</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Council</p>

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
<p><b>1.9 Development Agreement Code Amendments</b></p> <p>Amendments to OMC 18.53 regarding development agreements.</p> <p><b>Deliverables:</b> Public hearing and recommendation to City Council.</p>	<p>2 - 3 hours (2 - 3 meetings)</p>	<p>CPD staff: 8 - 10 hours</p>	<p>March - December</p>	<p>Included in base budget</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff</p>
<p><b>1.10 Other Zoning Map and Development Code Text Amendments</b></p> <p>Review of other privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations not referenced above. Includes annual updates to clarify code language and improve consistency with Comprehensive Plan.</p> <p><b>Deliverables:</b> Public hearing and recommendation to City Council.</p>	<p>2 - 4 hours per proposal</p>	<p>CPD staff: 8 - 10 hours per proposal</p>	<p>Dependent on timing of proposals</p>	<p>Included in base budget; private applicants pay a \$3,200 fee</p>	<p>Review, public hearing, and recommendation</p>	<p>City Staff, City Council, or Private Party</p>

**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. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. Depending on scope, there may not be sufficient staff time/resource available to accomplish or advance these items. These items comprise approximately 5% percent of overall commission work effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
<b>2.1 Subarea/Neighborhood Plan</b>  Review of draft Subarea Plan initiated by neighborhood association.  <b>Deliverable:</b> Comments to staff and neighborhood work group; optional recommendation to Council.	1 - 2 hours (1 - 2 meetings)	CPD staff: 4 - 6 hours	Dependent on requests from neighborhood associations.	Included in base budget	Optional advisor to staff and City Council	City Staff

**SECTION 3: Administrative Activities**  
 In addition to their role in providing input on policy and program implementation, the Commission reviews and approves their work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations. These items comprise approximately 5 % percent of overall commission work effort.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
<b>3.1 Organizational Retreat</b>  Annual event focused on improving Commissioner relationships and procedures, or focusing on specific topics of interest that allow more time for discussion outside the regular meetings.	4 - 6 hours	CPD staff: 8 - 10 hours	TBD	Included in base budget	Led by Planning Commission or facilitator	Customary practice
<b>3.2 Preparation of 2023 - 2024 Work Plan</b>  Time allotted for proposing and discussing work items for following year.  <b>Deliverable:</b> Recommendation to Council	2 - 4 hours (2 - 3 meetings)	CPD staff: 8 - 10 hours	January - February	Included in base budget	Review, approval, recommendation	Customary practice
<b>3.3 Coalition of Neighborhood Associations</b>  Joint meeting between the Planning Commission and the Coalition of Neighborhood Associations (CNA).	1 meeting	CPD staff: 4 - 6 hours	TBD	Included in base budget	Led by Planning Commission	Planning Commission

**SECTION 4: Informational Briefings**

In addition to their role in providing input on policy and program implementation, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve how the commission accomplishes their work plan each year and ensure they have information and knowledge necessary to fulfill their role. These items comprise approximately 10% percent of overall commission work effort. It is not atypical to not complete the informational briefings listed below, as they are the first items to be displaced when staff and commission time is needed for higher priority work items. Commissioners can submit questions to the staff liaison prior to scheduled briefings; they will be forwarded to the presenters to help them prepare.

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<p><b>4.1 Development/Capital Project Updates</b></p> <p>Quarterly updates from CPD and PW staff on private development and capital projects.</p>	3 - 4 hours (4 meetings)	CPD staff: 2 - 4 hours Other staff: 2 - 4 hours	Quarterly	Included in base budget	Briefing	City Staff
<p><b>4.2 Comprehensive Plan Periodic Update</b></p> <p>Briefings from city staff regarding Comprehensive Plan update. Topics include:</p> <ul style="list-style-type: none"> <li>Laying the Groundwork – process, public participation, scope, GMA framework, etc.</li> <li>Specific chapters to be determined</li> </ul>	1 hour per topic (number of meetings TBD)	CPD staff: 8 - 10 hours Other staff: 4 - 6 hours	January - December	Included in base budget	Briefing	City Staff
<p><b>4.3 Housing Strategies/Regional Housing Action Plan Update</b></p> <p>Update on actions related to the implementation of the Regional Housing Strategy, and update on City plans and strategies for addressing housing supply and affordability, including updates to engineering standards.</p>	1 hour	CPD staff: 4 - 6 hours Other staff: 1 - 2 hours	TBD	Included in base budget	Briefing	Planning Commission
<p><b>4.4 Martin Way Corridor Study (on-going from previous year)</b></p> <p>Briefing on study regarding land use and transportation planning along the Martin Way Corridor; joint effort between Intercity Transit, Lacey, and Thurston County.</p>	1 hour	CPD staff: 1 - 2 hours Other staff: 1 - 2 hours	May - August	Included in base budget/grant funded	Briefing	City Staff
<p><b>4.5 Park Projects</b></p> <p>Briefing on major park plans and projects.</p>	1 hour	CPD staff: 1 - 2 hours Other staff: 1 - 2 hours	TBD	Included in base budget	Briefing	Planning Commission

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment <i>(Direct support for Commission role)</i>	Schedule <i>(Estimated start and completion)</i>	Budget Implications	Commission Role	Source of Proposal
<b>4.6 Economic Development</b> Briefing on economic development opportunities and actions in the city.	1 hour	CPD staff: 2 - 4 hours	TBD	Included in base budget	Briefing	Planning Commission
<b>4.7 Gridded Streets</b> <i>(carried over from previous year)</i> Briefing on use of gridded street systems with focus on how they shape neighborhood design, infill development, and transportation choices. Led by Commissioners.	1 hour	CPD staff: 1 - 2 hours Other staff: 1 - 2 hours	TBD	Included in base budget	Briefing	Planning Commission
<b>4.8 City-wide Parking Requirements</b> <i>(carried over from previous year)</i> Assessment of policies and regulations regarding parking requirements, except for downtown, which will be addressed as a separate briefing item.	1 hour	CPD staff: 2 - 4 hours	TBD	Included in base budget	Briefing	Planning Commission
<b>4.9 Downtown Parking Requirements</b> <i>(carried over from previous year)</i> Assessment of policies and regulations regarding parking requirements in downtown Olympia with focus on structured parking and urban design. May inform future amendments to the Comprehensive Plan and parking standards in Title 18 of the Municipal Code.	1 hour	CPD staff: 2 - 4 hours	TBD	Included in base budget	Briefing	Planning Commission
<b>4.10 Thurston Climate Mitigation Plan Update</b> Update on actions related to the implementation of the Climate Action Plan.	1 hour	CPD staff: 2 - 4 hours Other staff: 1 - 2 hours	TBD	Included in base budget	Briefing	Planning Commission
<b>4.11 Regional Housing Action Plan Update</b> Update on actions related to the implementation of the Regional Housing Strategy.	1 hour	CPD staff: 2 - 4 hours	TBD	Included in base budget	Briefing	Planning Commission

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<p><b>4.12 Complete Street Design/Enhanced Bike Lanes</b></p> <p>a) Overview of engineering standards for complete street design.</p> <p>b) Review and discuss standards for enhanced bike lanes as stated in the transportation plan and comprehensive plan. Research has shown that paint-only bike lanes provide little safety benefit and do not create the safety necessary to promote active transportation. Additionally, wider bike lanes allow for more social riding. These enhanced bike lanes require road space and are often in competition with space for car travel. The proposed action would review the most current understanding of what is necessary to provide safe and pleasant bike infrastructure and update engineering standards, the transportation plan, and the comprehensive plan to match.</p>	1 hour	CPD staff: 1 - 2 hours Other staff: 4 - 6 hours	TBD	Included in base budget	Briefing	Planning Commission
<p><b>4.13 Grant Planning</b></p> <p>A briefing on how the time and effort put into competing for grant funding is tied to Olympia's long-range planning and what is expected from the increase in Federal Infrastructure Spending. Grant money from the federal and state level plays a large role in funding large Capital purchases. Consequently, what grants are available and which grants are won strongly shapes the city's spending. Competing for and winning grants serves to bring resources to Olympia, but funding opportunities are not always aligned with Olympia's plans and goals. The goal of this briefing would be to make how this work is prioritized more transparent to the Planning Commission and the public which should also aid when it comes time to evaluate and ask questions regarding the Capital Facilities Plan.</p>	1 hour	CPD staff: 4 - 6 hours	TBD	Included in base budget	Briefing	Planning Commission

Title and Description	Estimated Commission Meeting Time	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated start and completion)	Budget Implications	Commission Role	Source of Proposal
<p><b>4.14 Street Cafes and Curb Uses</b></p> <p>Expand the discussion of parking requirements in buildings downtown (and across the city where necessary) to include the discussion of the best use of the public curb where street parking is currently allowed. This would include expanding sidewalks, pick up/drop off/loading, removing parking, street cafes, parklets, bicycle parking, and benches. Also discuss how these spaces encourage social connection.</p>	1 hour	CPD staff: 4 - 6 hours Other staff: 2 - 4 hours	TBD	Included in base budget	Briefing	Planning Commission
<p><b>4.15 Urban Agriculture (new proposal)</b></p> <p>Briefing from city staff regarding urban agriculture and the work of the Urban Farmland Work Group.</p>	1 hour	CPD staff: 4 - 6 hours Other staff: 2 - 4 hours	September - December	Included in base budget	Briefing	City Council
<p><b>4.16 Programmatic Alternatives Analysis for CFP Development</b></p> <p>Briefing on how City of Olympia completes its programmatic alternatives analysis to score, rank, and determine project sequencing for the CFP. Programmatic alternatives analysis is the decision-making process used to ensure an entity funds those projects, or sets of projects, that are most likely to help them achieve its goals and objectives.</p>	1 hour	CPD staff: 4 - 6 hours Other staff: 2 - 4 hours	May - July	Included in base budget	Briefing	Planning Commission
<p><b>4.17 Operations Budget Briefing</b></p> <p>An overview of the city's operations budget and how it interacts with the Capital Facilities Plan. This overview would support work in the Finance Subcommittee and Planning Commission to review the Capital Facilities Plan.</p>	1 hour	CPD staff: 4 - 6 hours Other staff: 2 - 4 hours	May - July	Included in base budget	Briefing	Planning Commission