



Meeting Minutes

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Joyce Phillips
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Monday, July 24, 2017

6:30 PM

Room 207

1. CALL TO ORDER

Chair Mark called the meeting to order at 6:30 p.m.

1.A ROLL CALL

Commissioner Richmond arrived after the roll call was taken.

Present: 6 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Tammy Adams, Commissioner Rad Cunningham, Commissioner Darrell Hoppe and Commissioner Carole Richmond

Excused: 3 - Commissioner Travis Burns, Commissioner Paula Ehlers and Commissioner Negheen Kamkar

OTHERS PRESENT

Community Planning and Development:

Senior Planner Joyce Phillips

Minutes Recorder Stacey Rodell

Public Works:

Engineering and Planning Supervisor Randy Wesselman

Engineering and Planning Supervisor Eric Christensen

Water Resources Engineer Diane Utter

Planning Engineer David Smith

Fire Department:

Deputy Fire Chief Greg Wright

Emergency Management Senior Program Specialist Patrick Knouff

Parks, Arts and Recreation:

Arts Program Manager Stephanie Johnson

Framework Cultural Placemaking:

Principal Lesley Bain

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [17-0750](#) Approval of the July 10, 2017 Olympia Planning Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT

Bob Jacobs spoke of his concern of subduction zone earthquakes, aka “the big one”. He feels there hasn’t been an accurate report from officials regarding emergency management preparedness for this type of natural disaster. He urged all to research information regarding the estimated damage to infrastructure when the subduction earthquake happens.

Tom Schrader spoke about the Comprehensive Plan Amendment for the Tsuki Corner properties. Chair Mark indicated the hearing process has been closed for this item so comments made now would not be included in the amendment process. Mr. Schrader indicated he was unable to attend the public hearing. He wanted to reply to some concerns from citizens regarding the rezone. He feels some citizens are under the misunderstanding that if the Professional Office/Residential Multifamily (PO/RM) rezone does not pass, nothing will be built on that corner and that is not true at all. Either way there will be development on this corner. His response to concerns about new structures creating a shadow on the properties behind the proposed rezone properties is addressed in their design plans for development, that indicate a storm pond facility would be adjacent to the neighboring properties and any structure would be closer to Henderson. He said the owners of the potential rezone properties are very cognizant of neighboring residents and the impacts a development could have. Ms. Phillips interrupted to inform the Planning Commission they cannot consider additional public comment on the proposed Comprehensive Plan Amendment and Rezone because the public comment period is closed.

5. STAFF ANNOUNCEMENTS

Ms. Phillips announced the following:

- September 4, 2017 - No Planning Commission meeting
- September 11, 2017 - Joint meeting with the Coalition of Neighborhood Associations
- September 30, 2017 - Saturday Retreat
- October 19, 2017 - Joint Meeting with the Land Use and Environment Council Committee
- Views on Fifth project neighborhood meeting was well attended on July 12, 2017
- The next Missing Middle Housing Work Group meeting will be July 27, 2017 at 4:30 p.m. in Council Chambers
- A neighborhood meeting will be held on August 3, 2017 for the East Bay Flats and Townhomes project, beginning at 5:30 p.m. at City Hall Room 207
- The next Planning Commission meeting is scheduled for August 7, 2017 and will include a public hearing
- There are two public hearings on the agenda tonight: continuation of the Comprehensive Plan Amendment proposed by the South Capitol Neighborhood Association and the Septic to Sewer Program changes. Once

the Commission closes the public hearing on each of these items, deliberations may begin.

- There will be time on the agenda at the next Commission meeting to discuss the retreat

6. BUSINESS ITEMS

6.A [17-0700](#) South Capitol Neighborhood Association Comprehensive Plan Amendment - Public Hearing

Ms. Phillips reviewed the proposed amendment. She also provided an amended staff recommendation which had changed since the meeting packet was published. She handed out additional written public comment.

Chair Mark opened the public hearing.

Katie Pruit spoke in favor of the street reclassification from Major Collector to Neighborhood Collector.

Rachel Newmann spoke in favor of the street reclassification from Major Collector to Neighborhood Collector.

Chair Mark closed the public hearing.

Deliberations:

Commissioner Richmond asked what the negative effect would be if the street designation was lowered. Ms. Phillips indicated federal funds could not be used for maintenance of the street if it were no longer classified as a major collector.

Commissioner Hoppe asked what the classification was for 16th Avenue. Ms. Phillips indicated it is a local access road.

Commissioner Richmond moved, seconded by Commissioner Hoppe, to approve the Transportation 2030 Maps be amended to change the street classification for Maple Park Avenue between Capitol Way S and Jefferson Street SE from Major Collector to Neighborhood Collector and that a new set of engineering standards be developed for Neighborhood Collectors in the South Capitol Historic District. The engineering standards should be developed in collaboration with the South Capitol Neighborhood Association through a public process and brought forward to the City Council for a final decision. The motion passed unanimously.

6.B [17-0712](#) Revisions to the Septic to Sewer Program Public Hearing

Ms. Utter presented a briefing on the proposed regulatory changes to the Septic to Sewer Program. She reviewed the following via a PowerPoint presentation:

- Existing program

- Provides incentives for properties with septic to convert to sewer by:
 - Waiving the City's general facility charge (GFC) for properties connecting within two-years of sewer availability.
 - Allowing properties without a GFC waiver to pay over three years, rather than as a lump sum.
 - Constructing small-scale sewer extensions, with a reimbursement by the property owners of the majority of the cost, typically over \$20,000 each.
- Revise the program to:
 - Provide a simpler mechanism for allowing the payment of City GFC over time.
 - Expand the GFC waiver program to include new property owners and those qualifying for a LOTT capacity development charge (CDC) rebate.
 - Reduce the reimbursement required from property owners who connect to a newly constructed sewer from over \$20,000, typically, to less than \$10,000.
 - Expand the scope of possible sewer extension projects to include septic tank effluent pumping (STEP) systems and lift stations.

Discussion:

Commissioner Cunningham asked if there are any protections for low income families who may be faced with a sewer rate increase due to the cost of septic to sewer conversion being absorbed by rate payers. Ms. Utter indicated there is a sewer rate reduction program for qualifying low income citizens. There is not a program in place for the septic to sewer conversion cost for low income citizens. The City does offer the Community Development Block Grant (CDBG) which can help with costs for the septic to sewer conversion. Commissioner Cunningham asked if the potential worst case scenario would be that a customer who could not afford the conversion cost could lose their home. Ms. Utter stated the risk is still there with the proposed changes to the program but it would be reduced.

Vice Chair Auderer asked about the loan offered by the City to assist citizens who have failed septic systems and are required to hook up to City sewer. He asked if the loan is secured by the property such as a lien and Ms. Utter stated yes. He also asked if there could be other projects completed at the same time as a sewer connection. Ms. Utter indicated this will be considered.

Commissioner Adams asked what the loan interest rate would be in the new program. Mr. Christensen indicated the interest rate is based on the most recent general obligation bonds issued by the City.

Chair Mark opened the public hearing.

The following people spoke in favor of the proposed revisions to the program:
Richard Wilson, Kristina Haugen and Iris Anderson.

Bob Jacobs spoke about his concerns:

- Length of time it may take for all of the septic systems to be converted to sewer

systems in the City

- Rate payers being charged for the conversions and not the tax payers

Chair Mark closed the public hearing.

Deliberations:

Commissioner Hoppe asked if the septic systems in Chambers Lake residential area are in the County jurisdiction or the City. Ms. Utter stated all septic systems are regulated under the County jurisdiction.

Commissioner Richmond inquired if there are any grants that can be used to help cover the cost of the conversions. Mr. Christensen indicated there are grants they are looking into that may help with this program.

Vice Chair Auderer asked about how the rates are calculated. Ms. Utter responded.

Commissioner Hoppe moved, seconded by Commissioner Cunningham, to recommend City Council approve the proposed revisions to the septic to sewer system program. The motion was unanimously approved.

6.C [17-0737](#) City of Olympia Emergency Management Plan

Mr. Knouff presented an overview of the City's Emergency Management Plan.

The information was received.

6.D [17-0745](#) Gateways Draft Master Plan Presentation

Ms. Johnson and Ms. Bain presented an overview of the framework for the Gateways Draft Master Plan. The Art Gateway Master Plan comes out of Olympia's Comprehensive Plan. Eight locations were identified as "gateways". Some are entries into the city, while others are at shifts in the city fabric at land use or topographic changes. They are located along "civic boulevards" that connect the center of the city and neighborhoods in every direction. The eight gateways sites are: Deschutes Parkway, West Bay Drive, Capitol Boulevard, Eskridge/Henderson, Eastside Street, East Bay Drive, Martin Way/Pacific Avenue and Harrison Avenue/Division Street.

The information was received.

7. REPORTS

Ms. Phillips indicated Mr. Wesselman and Mr. Smith were in attendance to provide information requested after the public hearings held at the last Commission meeting.

Mr. Smith presented the projected traffic volumes pertaining to the Log Cabin Road connection in the Bentrige Village development from Boulevard Road to Wiggins Road. As of the transportation study from 2015 during the PM peak hour there are 1,149 trips on Boulevard Road and a total of 10,450 trips daily. With the addition of the Log Cabin Road extension it is estimated there will be a decrease in trips to 1,044

during PM peak hour and a total of 9,500 trips per day.

Commissioner Mark asked about a previous question regarding the City not having a property designation for parks. Ms. Phillips responded there was information about pros and cons of creating a park designation that was supplied to the Council and she will forward this information to the Commission.

Ms. Phillips recapped the traffic related questions from the Tsuki Corner proposed Comprehensive Plan amendment that were brought up after the public hearing. The first one was a request for data on traffic accidents in the intersection of Tsuki Corner. She said this intersection is in the City of Tumwater's jurisdiction and that she has contacted them for the information and is waiting for a response. The other question pertained to traffic volumes. Mr. Smith reported on the traffic volumes on Yelm Highway in that area. The 2017 traffic counts show that during the PM peak hour there are approximately 2,500 trips and a daily volume of 24,250 trips. Future 2040 projections are 3,480 PM peak hour trips and daily volume of 32,800 trips. Mr. Smith presented an estimate of the potential traffic volumes from the site under the current R4-8 zoning district and a "ballpark" estimate of what the traffic generation might be under the proposed rezone of PO/RM. Both Ms. Phillips and Mr. Smith indicated the PO/RM estimate is only a guess of a potential project, given the PO/RM zone is a mixed use zone that allows limited retail, residential, and office uses and that the property owners have not indicated any future development plans at this time. A potential project in the R4-8 PM peak hour traffic volume could be 650 trips versus a PO/RM at 1,000 trips. Both Mr. Smith and Mr. Wessleman indicated that any future development will be reviewed for compliance with the zoning and development standards in place at that time, including traffic impact analysis reports.

The Commission decided to continue deliberation on the comprehensive plan amendments at its next meeting.

Commissioner Richmond reported on the City Council meeting she attended on July 11, 2017. She spoke on behalf of the Commission and its lack of recommendation regarding the Blue Heron protection portion of the Critical Areas Ordinance amendment. Ms. Phillips indicated the Council has asked the Planning Commission to make a recommendation on it and it will come back the Commission in the near future.

Chair Mark indicated he will no longer be available to be the Planning Commission Liaison to the Arts Commission. He urged other Commissioners to volunteer for this position if they are available and interested in serving.

Commissioner Hoppe also attended the Council meeting on July 11, 2017 and reported on his feelings about the issue discussed. He also attended the Views on Fifth neighborhood meeting.

Ms. Phillips presented information on the sign code update.

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting adjourned at 10:10 p.m.