

## Olympia Planning Commission - 2012 Work Plan DRAFT

NOTE: Asterisks denote projects carried over from 2011.

### SECTION 1. Policy Issues with Recommendations to City Council or Statutory Requirements.

Consistent with past practice, commission recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or commission and/or an oral report by the Chair at a Council meeting.

Professional staff liaison to the Planning Commission is Amy Buckler, Associate Planner.  
Minutes are recorded and transcribed on contract with Puget Sound Meeting Services, Valerie Gow.

Estimated Percent of Overall Committee Effort for Section 1: 100%

<b>Title Description</b>	<b>Committee Lead and Commitment</b>  <i>Committee hours, not individuals.</i>	<b>Staff Commitment</b>  <i>Hours reflect working with the committee, not total project staff time.</i>	<b>Schedule (based on OPC priorities)</b>  <i>Estimated timeline from start to finish.</i>	<b>Budget Implications</b>
<b>1.1. Shoreline Master Program Update*</b>  <b>Proposal:</b> Continue the update process. Conduct deliberations through March, with possibility to add 3 meetings for wrap-up in April if needed. Hold a total of 7-10 regular meetings.  <b>Deliverable:</b> Planning Commission recommendation to City Council for decision regarding the Shoreline Master Program.	Entire Commission  20-30 hours of meeting time	CP&D staff  1 FTE	Jan - March (April if needed)	Base budget

<p><b>1.2. <i>Imagine Olympia</i> Comprehensive Plan Update*</b></p> <p><b>Proposal:</b> Help staff with public outreach during the April staff draft release. Prepare for and hold Planning Commission public hearings in June and deliberations July through September.</p> <p><b>Deliverable:</b> Planning Commission recommendation for the Comprehensive Plan update.</p>	<p>CPU Committee and entire Commission</p> <p>12.0 hours for Public Meetings</p> <p>10.0 hours for CPU Committee Mtgs</p> <p>25.0 hours for Regular OPC Meetings</p>	<p>CP&amp;D - 3 FTE</p> <p>And other City staff as needed</p>	<p>Jan - September</p>	<p>Base budget &amp; Other City CP&amp;D staff support as needed from department budgets</p>
<p><b>1.3. Capital Facilities Plan Review and Annual Comprehensive Plan Amendments</b></p> <p><b>Proposal:</b> Review the Draft CFP and identify whether proposals comply with the adopted City Comprehensive Plan.</p> <p>Hold public hearings on CFP and other annual Comprehensive Plan Amendments.</p> <p><b>Deliverable:</b> 1) OPC recommendation to City Council for decision on Comprehensive Plan amendments; 2) CFP recommendation letter to the Olympia City Council.</p>	<p>CFP Committee and entire Commission</p> <p>8-10 hours of meeting time</p>	<p>CP&amp;D staff</p> <p>30-40 hours</p>	<p>Annual amends: April-June</p> <p>CFP amend: Aug-Oct</p>	<p>Base budget. Other City CP&amp;D staff support as needed from department budgets.</p>
<p><b>1.4 Urban Agriculture Code Amendments</b></p> <p>Update and expand our regulations around agricultural use to support food security.</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>5.0 hours of meeting time</p>	<p>CP&amp;D staff</p> <p>20-30 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>

<p><b>1.5 Reclaimed Water Amendments</b></p> <p>Revise the reclaimed water ordinance to include standards for indoor use and address other general housekeeping needs.</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>5.0 hours of meeting time</p>	<p>Public Works staff</p> <p>40 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>
<p><b>1.6 Waste Receptacle Screening Amendment</b></p> <p>Amend waste receptacle and screening requirements to make it easier for garbage trucks to access.</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>5.0 hours of meeting time</p>	<p>Public Works Waste ReSources and CP&amp;D staff</p> <p>20-30 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>
<p><b>1.7 Critical Area Fixes*</b></p> <p>Various clarifications and refinements to critical area regulations.</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>5.0 hours of meeting time</p>	<p>CP&amp;D Staff</p> <p>30-40 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>
<p><b>1.8 Parking Code*</b></p> <p>Amend downtown parking code to expand parking exemption in the Downtown Parking Exempt zone to include all commercial uses. Also include illustrations of allowed/prohibited bicycle parking structures in the Code.</p> <p>NOTE: Proposal went through OPC in</p>	<p>Entire Commission</p> <p>1.0 hour of meeting time</p>	<p>CP&amp;D Staff</p> <p>5 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>

<p>2010, and OPC recommended the City do this but also consider a fee in lieu of parking program. The Council referred the item back to OPC for consideration of a fee in lieu program.</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council regarding potential for a fee in lieu program.</p>				
<p><b>1.9 Design Code Update*</b></p> <p>Refinements to make design code easier to use by developers and easier to administer by staff. Include integration of Pedestrian Street overlay into Design Code to give Design Review Board authority to review.</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>4.0 hours of meeting time</p>	<p>CP&amp;D Staff</p> <p>30-40 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>
<p><b>1.10 Project Review Time Limits</b></p> <p>Update project review times in the code to reflect our streamlined permitting process (the Latimore process.)</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>5.0 hours of meeting time</p>	<p>CP&amp;D Staff</p> <p>30-40 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>
<p><b>1.11 Special Project Approval Close-outs</b></p> <p>Final action on various special projects. (For example, as part of a development agreement, the City may have agreed to amend the zoning map after a project was built. In this type of instance, the final action would be to amend the map.)</p>	<p>Entire Commission</p> <p>5.0 hours of meeting time</p>	<p>CP&amp;D Staff</p> <p>30-40 hours</p>	<p>October-March 2013</p>	<p>Base budget</p>

<p>Some final actions may require a recommendation by OPC.</p> <p><b>Deliverable:</b> Planning Commission recommendation to City Council for final action to close out various special projects.</p>				
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## SECTION 2. Program Implementation and/or Recommendations to Staff

From time-to-time, the commission may assist with administrative efforts regarding community outreach and education. This work is secondary to the primary commission purpose of policy recommendation advice to the City Council, and it is initiated only if there is sufficient staff and commission time without jeopardizing completion of Section 1 work.

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<p><b>2.1 Comprehensive Plan Education Program</b></p> <p>Support to keep an education program available and in use throughout the year.</p> <p><b>Deliverable:</b> Volunteer support for an education program for students, citizen groups and Commissioners. Includes Planning Commission participating in the release of the preliminary draft of the Comprehensive Plan update in April, and briefings on upcoming projects such as evaluation of low impact development techniques (stormwater program).</p>	<p>OPC and CP&amp;D staff</p> <p>Variable</p>	<p>CP&amp;D staff</p> <p>Variable</p>	<p>Ongoing</p> <p>When time allows.</p>	<p>Base budget</p>