



Meeting Minutes

Planning Commission

City Hall
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Olympia, WA 98501
Contact: Joyce Phillips
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Monday, November 16, 2015

6:30 PM

Room 207

1. CALL TO ORDER

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

1.A ROLL CALL

Present: 9 - Chair Carole Richmond, Vice Chair Kim Andresen, Commissioner Jessica Bateman, Commissioner Max Brown, Commissioner Darrell Hoppe, Commissioner Roger Horn, Commissioner Jerome Parker, Commissioner Robert Ragland, and Commissioner Missy Watts

OTHERS PRESENT

Community Planning and Development (CPD) Deputy Director Leonard Bauer
CPD Principal Planner Todd Stamm
CPD Senior Planners Amy Buckler and Stacey Ray

2. APPROVAL OF AGENDA

Vice Chair Andresen moved, seconded by Commissioner Bateman, to move item 6D to after reports and then to meet in a separate session for the Neighborhood Centers presentation. The motion carried with 2 opposed.

3. APPROVAL OF MINUTES

3.A [15-1086](#) Approval of November 2, 2015, Planning Commission Meeting Minutes

Approval of the minutes was postponed and deferred to the December 7, 2015 meeting.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Mr. Stamm announced the anticipated Port report from the Land Use and Environment Committee is postponed to their December 10, 2015 meeting. He asked for a show of hands by Commissioners attending the Downtown Strategy meeting on November 21, 2015 to determine if a quorum will be present. He gave a tenant improvements update and answered questions about the excise tax for the Capital

Medical Center resale transaction and a possible tour of the new 123 4th Avenue building.

6. BUSINESS ITEMS

6.A [15-1081](#) Wireless Communication Facilities Code Amendment - PUBLIC HEARING

Mr. Bauer discussed changes to federal and state laws and provided an update on new time limits and further exemptions from State Environmental Protection Agency (SEPA). He discussed plans to maintain consistency with changes to federal and state laws and distributed a handout entitled Section 6409 of "Middle Class Tax Relief & Job Creation Act of 2012."

Vice Chair Andresen disclosed her professional association with businesses placing cell towers.

Mr. Bauer reviewed how federal and state governments continue to enact laws that generally make it easier to site new facilities to expand their coverage and capacity. He was asked to provide a description defining Planning Commission areas of discretion. He discussed existing structures not currently in compliance before 2006 and requirements for coming into compliance. He referred to p. 24 and p. 25 of the packet for the conditional list of conditions that would allow or disallow uses.

The public hearing opened at 7:00 p.m.

Busch Law Firm Attorneys representing AT&T Meridee Pabst and Kim Allen introduced themselves. Ms. Allen discussed efforts to keep up with the increased demand and provide the latest service and most current technology. She requested the comment period be left open until November 30, 2015, and explained why previous text amendments have been withdrawn. She answered questions about differences between concealment and stealth, and discussed draft ordinance development by the Wireless Infrastructure Association.

Discussion:

- Existing facilities are not mapped.
- Industry is focusing on the new chapter for new facilities.

Mr. Bauer discussed how the ordinance creates a separate chapter in the Olympia Municipal Code to specifically address requirements of the changes to federal and state laws.

The public hearing was held and closed. The written record was left open until 5:00 p.m. on Friday, November 30, 2015.

6.B [15-1033](#) Action Plan -- Briefing

Ms. Ray provided an overview of public feedback received during the involvement

process with the Action Plan. She discussed defined community priorities: how community members and potential partners perceived the intent of the Plan: and how clearly the proposed elements related to one another. She provided an overview of the intent of developing an Action Plan with community indicators, how it supports and aligns with other efforts to implement the Comprehensive Plan (CP), and gave a status update on the revision process.

Discussion:

- When and how funding will be provided.
- The CP provides direction only and many of the measures and implements required are more than the City is actually able to do.
- Concern about why April input results are still not integrated. There is a need for an explanation to the parties who provided input about why it is taking so long to include their comments and concerns.
- Keeping parties engaged and encouraged is critical to successful partnership collaboration.

The information was provided.

6.C [15-1082](#) Planning Commission Officers for 2016 - Selection

Commissioners Horn and Bateman will be leaving the Commission in December 2015.

Due to these vacancies Commissioner Parker suggested a delay in electing officers.

Mr. Stamm explained the bylaws which direct the Commission to elect new officers in November or December.

Commissioner Brown moved, seconded by Commissioner Hoppe, to maintain current officers through the New Year and elect new officers in March.

The election of new officers was postponed.

Commissioner Horn suggested a scoping committee be chosen with new commissioner recommendations.

Commissioner Bateman moved, seconded by Commissioner Brown, to appoint a scoping committee.

The motion passed with 4 opposed.

The meeting was adjourned and the Commission met as a committee of the whole to discuss Neighborhood Centers.

6.D [15-1091](#) Neighborhood Centers - Presentation Materials Work Session

The work session on neighborhood centers convened at 8:55 p.m. and was completed at 9:55 p.m. The Commissioners heard a draft of the presentation from

Chair Richmond and offered feedback. All Commissioners' Committee of the Whole were present with exceptions of Commissioners Ragland and Bateman.

The work session was completed.

7. REPORTS

Mr. Stamm introduced the new office specialist Stacey Rodell and discussed how Sustainable Thurston countywide planning will impact local government directly.

Commissioner Horn attended the City Council and Finance Subcommittee meetings and gave a report.

Commissioner Brown discussed Economic Development Council activity and announced an Olympians for People Oriented Places open house at the Coach House with local architect Ron Thomas on November 19, 2015.

Chair Richmond attended the Coalition of Neighborhood Associations meeting.

Commissioner Watts attended the Downtown Strategy Workgroup meeting and gave a report.

Commissioner Hoppe attended the Design Review Board meeting and gave a report.

Mr. Stamm attended the Utility Advisory Committee meeting and gave a report.

8. ADJOURNMENT

The meeting adjourned at 8:38 p.m.