



# Meeting Minutes

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

---

Thursday, March 17, 2016

5:30 PM

Council Chambers

---

### 1. ROLL CALL

**Present:** 3 - Chair Julie Hankins, Committee member Clark Gilman and Committee member Nathaniel Jones

### 2. CALL TO ORDER

Chair Hankins called the meeting to order at 5:30 p.m.

#### OTHERS PRESENT

City Manager Steve Hall  
Community Planning and Development Director Keith Stahley  
Deputy Director Leonard Bauer  
Business Manager Karen Kenneson  
Public Works City Engineer Fran Eide

#### APPROVAL OF AGENDA

Committee member Gilman added Item 3.B, Approval of January 28, 2016 minutes, to the agenda.

**The agenda was approved as amended.**

### 3. APPROVAL OF MINUTES

**3.A** [16-0365](#) Approval of March 3, 2016 Land Use & Environment Committee Meeting Minutes

**The minutes were approved.**

**3.B** [16-0414](#) Approval of January 28, 2016 Land Use & Environment Committee Meeting Minutes

Committee member Gilman asked to correct the minutes for Item 4C to show that he seconded the motion instead of Chair Hankins.

**The minutes were approved as amended.**

### 4. COMMITTEE BUSINESS

**4.A** [16-0348](#) Action Plan Status Update

Mr. Bauer provided an update.

**The report was received.**

PUBLIC COMMENT

Roger Horn suggested changing the name from Action Plan to Action and Results Plan.

**4.B**     [16-0349](#)     Parking Strategy Scope

Ms. Kenneson presented a draft Parking Strategy scope of work. Staff is working to update the City's parking strategy in conjunction with the Downtown Strategy update in 2016. The timeline for the Downtown Strategy anticipates completion in the fall of 2016. A consultant is needed to perform a study of the existing parking system and make recommendations towards the City's goals, including maximizing existing on-street parking, more efficiently managing the downtown residential parking program and effectively implementing the Downtown Strategy. If the scope of work is approved by Council, a Request for Proposals for a parking study would be issued and a consultant chosen through a screening process by a committee of staff and stakeholders. The exact process would be included in the request for proposals.

Ms. Kenneson also gave an update on parking lot signage and a draft proposal for a parking enforcement pilot on the Capitol Campus in partnership with Washington State Department of Enterprise Services.

**The Parking Strategy draft scope of work was recommended for approval and referred to the City Council. It will be discussed at a Study Session May 3, 2016 under File 16-0562.**

PUBLIC COMMENT

Roger Horn suggested doing research on shared parking use in the evenings and weekends with businesses (such as banks and churches) that may not be open during these times. He feels more than one parking structure is needed. He mentioned that the court system could be affected by the City patrolling the Capitol Campus and urged staff to take that into consideration when working on this program.

**4.C**     [16-0237](#)     Review of Pavement Restoration Fee and Implementation Process

Ms. Eide presented a pavement restoration fee and implementation process. Despite an effort undertaken in the late 1990s, there is no clear guidance related to the establishment, application, or collection of pavement restoration fees (previously known as no-cut fees). As a result, the City is not being compensated for premature pavement failure that occurs when pavements are cut within five years of being newly paved. Through administration of a pavement restoration fee we will ensure high quality street surfaces by minimizing pavement cuts. We will have a predictable process for both property owners considering development and for private utilities, to

help reduce the instances of cuts in new pavement.

Ms. Eide recommends establishing a Coordination Committee to discuss this pavement restoration fee rather than implementing the updated calculated fee of \$250/sf at this time. The following businesses, agencies and utility companies could possibly be on the Committee:

- City of Olympia
- Puget Sound Energy
- CenturyLink
- Comcast
- Astound Broadband
- Noel Communications
- Electric Lightwave, LLC
- Olympia Master Builders
- Thurston Chamber

The Committee agreed with Ms. Eide's recommendation of establishing a Coordination Committee to further discuss the pavement restoration fee.

**The discussion was completed.**

#### PUBLIC COMMENT

Brian McConaghy from Puget Sound Energy stated he was also speaking on behalf of CenturyLink, Comcast, Olympia Master Builders and Thurston Chamber. He commended Ms. Eide on her outreach and information regarding this matter. He felt this Committee could be a very productive effort. He wanted to point out the fact that any cost they assume from this fee would automatically get passed down to the consumer.

## 5. STATUS REPORTS AND UPDATES

Mr. Bauer highlighted items going to Council:

- Amendment to zoning text to the urban corridor adjacent to the historic Bigelow Neighborhood. Amendment would remove the option for a bonus story on a residential building where it is adjacent to the Historic District.
- Amendment to the heritage code referring to inventoried versus registered properties.
- Shoreline Master Program to be added to code and to master plan.

Mr. Stahley highlighted items that will be on the Committee's April 21, 2016 agenda:

- Sea level rise
- Storm and surface water plan
- Low Impact Development regulations (LID)
- Critical Areas Ordinance update

**6. ADJOURNMENT**

The meeting was adjourned at 7:17 p.m.