

# Planning Commission - 2015 Work Plan (April 1, 2015 to March 31, 2016) 'OPC' DRAFT - January 27, 2015

The Olympia Planning Commission (OPC) will hold 22 regular meetings plus one "retreat." In addition a "Finance" subcommittee will be formed to review the annual Capital Facilities Plan update. Special meetings may be held and other subcommittees may be formed if necessary or to more efficiently complete the work plan. Work items are not prioritized.

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[Note that the two far-right columns are for purposes of preparing the proposed work plan and may NOT be part of work plan officially approved by Council.]

## Section 1. 2015 Policy Issues – Recommendations to City Council

Commission recommendations on 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 2015. In general these work items are tasks that State law or local rules require the Commission to perform if these items are to move forward during this time period.

Estimated Percent of Overall Commission Effort: 50%

Title and Description	Commission Time Commitment (Meeting hours)	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated timeline) Q= Quarter of calendar year	Budget Implications	Commission Role	Source of Proposal
<p><b>1.1 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 City Comprehensive Plan. Proposed update in 2015 may include more extensive updating of CFP policies and goals than is customary. See item 1b.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>3 hours of OPC meeting time</p> <p>6 or more hours of subcommittee meeting time</p>	<p>CP&amp;D staff: 14-18 hours</p> <p>Other citywide administrative and planning staff: 10 hours</p>	<p>Subcommittee start in 2<sup>nd</sup> Q; Commission to conclude in 3<sup>rd</sup> Q.</p>	<p>Included in base budget.</p>	<p>Detailed review and recommendation</p>	<p>City Staff – annual update is customary for Olympia</p>

<p><b>1.2 Update Capital Facilities Plan (CFP) goals and policies</b></p> <p>Conclude review of the goals and policies of the CFP chapter of the Comprehensive Plan and identify appropriate amendments.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>2 hours of full OPC meeting time</p> <p>2 to 4 hours of subcommittee meeting time</p>	<p>CP&amp;D staff: 6 to 8 hours</p> <p>Other citywide administrative and planning staff: 2-3 hours</p>	<p>2<sup>nd</sup> Q</p>	<p>Included in base budget.</p>	<p>Detailed review and recommendation</p>	<p>Continuing item from 2014</p>
<p><b>1.3 Annual Comprehensive Plan Amendments</b></p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are determined by Council prior to referral to Commission.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>10 hours (or more depending on scope, nature and controversy of proposals)</p>	<p>CP&amp;D staff: 24 to 40 hours</p> <p>Other department support: 24 to 40 hours</p>	<p>2<sup>nd</sup> and 3<sup>rd</sup> Q</p>	<p>Included in base budget</p>	<p>Detailed review and recommendation</p>	<p>Placeholder for annual referrals by Council</p>
<p><b>1.4. 'Campus Plan' Approvals Amendment</b></p> <p>Add development code provision providing for long term approval of 'campus' development plans, such as for colleges and hospitals; possibly by revising Land Use Approval, Conditional Use Permit or Master Plan process. This item would implement a new policy in the Comprehensive Plan.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>3 to 4 hours</p>	<p>CP&amp;D: 4 to 5 hours</p>	<p>3<sup>rd</sup> Q</p>	<p>Included in base budget.</p>	<p>Deferred to 2016</p>	<p>Carryover item from 2014</p>
<p><b>1.5 Commercial Design Review Expansion</b></p> <p>Amendment of development code to require that commercial projects adjacent to all public streets conform to design requirements. This item would implement policy in new Comprehensive Plan. May include other procedural refinements of design review process.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>3 hours</p>	<p>CP&amp;D: 4 to 5 hours</p>	<p>2<sup>nd</sup> Q</p>	<p>Included in base budget</p>	<p>Basic review and recommendation</p>	<p>Carryover from 2014 work plan</p>

<p><b>1.6 “Wireless” code amendment [to be discussed on 2/2/15]</b></p> <p>Amendment of development code proposed by AT&amp;T, and accompanied by staff-proposed alternative. Hearing held in 2014.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	3 to 4 hours	CP&D: 6 to 8 hours  Plus consultant	Begun in 2014 – may conclude in 1st Q of 2015	Included in base budget.	Basic review and recommendation	Carryover from 2014 work plan
<p><b>1.7 Amendment to consolidate ‘rezone’ application processing</b></p> <p>Development code amendment to require that applications to amend the zoning map are processed in manner similar to State law requirement (collected into sets of limited frequency) for Comprehensive Plan amendments.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	3-4 hours	CP&D: 4 to 5 hours	2 <sup>nd</sup> Q (may conclude in 1 <sup>st</sup> Q)	Included in base budget.	To be completed prior to 4/1/15	Referred by Council in December, 2014
<p><b>1.8 Privately-initiated zoning map and development code text amendments</b></p> <p>Review of any individually proposed amendment to the City’s development regulations. Staff estimates that two to four will be submitted in 2015.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	4 hours (or more depending on proposals received)	CP&D 8 to 10 hours	Dependent on timing of proposals	Included in base budget; each applicant pays a \$3200 fee.	Detailed review and recommendation	Placeholder for individual proposals
<p><b>1.9 Low Impact Development code amendments</b></p> <p>Amendments of various codes and standards to implement comprehensive set of new stormwater regulations and development standards as required by City stormwater discharge permit.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	Minimum of 4 hours	Minimum of 12 hours	4th Q or 1 <sup>st</sup> Q of 2016	Included in base budget.	Basic review and recommendation (detailed review being conducted by UAC)	City staff and Department of Ecology

<p><b>1.10 SEPA regulation amendments</b></p> <p>Review and revision of local SEPA regulations relative to downtown area; may include related updates responsive to State rules.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	4 hours	6 hours	4 <sup>th</sup> Q	Included in base budget	Detailed review and recommendation	City staff
<p><b>1.11 Scenic view code amendment – downtown area</b></p> <p>Amendment of development code relative to views to, from and over downtown area. This item is intended to implement the new Comprehensive Plan and is related to the downtown strategy below.</p> <p>Deliverable: None during this work plan year.</p>	2 hours	8 hours	4 <sup>th</sup> Q or 1 <sup>st</sup> Q of 2016	Proposed to be funded as part of downtown strategy scope	Briefing only during 2015 –preparation for following year.	City staff

**SECTION 2.**

**2015 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. Input from the Commission is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendations and advice to the City Council. There is sufficient staff time/resource available in 2015 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 45%

<p><b>Title and Description</b></p>	<p><b>Commission Time Commitment</b> <i>(Meeting hours)</i></p>	<p><b>Estimated Staff Commitment</b> <i>(Direct support for Commission role)</i></p>	<p><b>Schedule</b> <i>(Estimated timeline)</i> Q= Quarter of calendar year</p>	<p><b>Budget Implications</b></p>	<p><b>Commission Role</b></p>	<p><b>Source of Proposal</b></p>
<p><b>2.1 Neighborhood Center Code:</b> A review of current development code including elements of sign code; in cooperation with stakeholders such as Coalition of Neighborhood Associations, business &amp; development community.</p>	6 hours	CP&D: 12 to 16 hours	Continuing item from 2014 – may continue through 1 <sup>st</sup> Q of 2016	Depending on scope unbudgeted consulting services may be needed.	Proposal being developed by the Commission.	Planning Commission

<b>Deliverable:</b> Formulate proposed development code update for consideration by City						
<b>2.2 Action Plan for comprehensive plan implementation.</b>  An implementation strategy is called for in the new Comprehensive Plan. Commission will review a draft Action Plan including proposed performance measures and provide comments on the draft actions, priorities and performance measures.  <b>Deliverable:</b> <i>Recommendation and comments to City staff.</i>	5 hours	8 to 10 hours	2 <sup>nd</sup> Q	Included in base budget.	As directed by Council's Land Use and Environment Committee	Comprehensive Plan
<b>2.3 Downtown Strategy</b>  Extensive and substantial update and revision of prior downtown plan focusing on actions. Scheduled for 2015 and 2016. Primarily focused on public outreach in 2015.  <b>Deliverable:</b> Recommendations to city staff and Council.	15 hours	CP&D: 12 to 20 hours  Other staff and consultants: Dependent on scope	On-going throughout the year.	Dependent on yet-to-be determined scope: May include consultant services	Specific role to depend on scope – to be established by Council in June	City Council
<b>2.4 Parks, Arts and Recreation Plan update</b>  Periodic update of 'master plan' for these facilities and programs.  <b>Deliverable:</b> OPC may elect to comment or advise staff.	1 hour	CP&D staff: 2 hours Parks staff: 3 hours	4 <sup>th</sup> Q	Included in base budget	Optional advisor to staff	Parks staff
<b>2.5 Subarea "A" Plan</b>  Review of draft Subarea 'A' Plan (26 <sup>th</sup> Ave/Bigelow/Puget/Bethel/East Bay area northeast of downtown)  <b>Deliverable:</b> Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	4 <sup>th</sup> Q	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff

**SECTION 3.  
2014 Administrative Activities and Informational Briefings**

In addition to the substantive activities above, the Commission seeks to be a well-informed and effective advisory body. The activities below are intended to set aside time to focus on that goal.

Title and Description	Commission Time Commitment (Meeting hours)	Estimated Staff Commitment (Direct support for Commission role)	Schedule (Estimated timeline) Q= Quarter of calendar year	Budget Implications	Commission Role	Source of Proposal
<p><b>3.1 Organizational Retreat.</b></p> <p>Annual event focused on improving Commission functions and procedures.</p> <p><b>Deliverable. None - internal only.</b></p>	1 hour of regular meeting time to prepare; 4 to 6 hour of retreat meeting time	CP&D Staff: 8 to 10 hours  Facilitator at OPC option.	To be determined	Included in Base Budget; facilitator may be retained.	Led by Planning Commission	Customary practice
<p><b>3.2 Preparation of 2016 Work Plan</b></p> <p>Time allotted for proposing work items for following year.</p> <p><b>Deliverable: Recommendation to Council</b></p>	2 hours	CP&D: 6 hours  Other staff: Variable	1 <sup>st</sup> Q of 2016	Included in base budget	Led by Planning Commission	Customary practice
<p><b>3.3 Meet with Coalition of Neighborhood Associations (CNA)</b></p> <p>Meeting to share issues and coordinate; an alternative joint meeting may be substituted.</p> <p><b>Deliverable: None</b></p>	No regular meeting time – joint meeting at CNA	CP&D: 2 hours	To be determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA; repeat of 2014 event.
<p><b>3.4 Development Review Process</b></p> <p>Briefing regarding general public process of reviewing private development proposals.</p> <p><b>Deliverable:</b> Public event.</p>	1 hour	CP&D: 1 hour	2 <sup>nd</sup> Q	Included in base budget	Briefing only	Both staff proposal and OPC request.

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