



Meeting Minutes

Planning Commission

City Hall
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Contact: Todd Stamm
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Monday, July 21, 2014

6:30 PM

Room 207

1. CALL TO ORDER

Chair Brown called the meeting to order at 6:33 p.m.

1.A ROLL CALL

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

OTHERS PRESENT

Community Planning and Development Senior Planner Todd Stamm
Associate Planner Amy Buckler
The Athena Group Retreat Facilitator Kendra Dahlen

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[14-0683](#) Approval of June 16, 2014 Planning Commission Meeting Minutes

The minutes were approved as amended.

[14-0723](#) Approval of June 21, 2014 Planning Commission Annual Retreat Meeting Minutes

The minutes were approved.

[14-0724](#) Approval of June 21, 2014 Planning Commission Social Event Minutes

The minutes were approved.

[14-0725](#) Approval of July 7, 2014 Planning Commission Meeting Minutes

The minutes were approved as amended.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Ms. Buckler asked Commissioners to sign the attendance rooster if they had viewed the Open Government Training video. She announced a date for the AT&T public hearing of September 8, 2014, and the Coalition of Neighborhood Association (CNA) will be discussing the AT&T amendment at their meeting on August 11, 2014. She cautioned commissioners about discussing the issue beforehand or at the CNA meeting, and remaining neutral until they have their public hearing and have considered all public input.

Commissioner Bardin inquired about the quasi-judicial nature of the AT&T changes. Ms. Buckler indicated although it is not a quasi-judicial matter, there is still a need to exercise caution with their comments.

6. INFORMATION REQUESTS - None

7. BUSINESS ITEMS

[14-0720](#) Debrief of OPC Annual Retreat and Next Steps

Commissioner Bardin expressed her concern about receiving the documents to review for tonight's meeting on Friday, leaving inadequate time for her to thoroughly read, comment on, and consider agenda items. She commented on the unavailability of the documents for public review. The Commission and staff discussed how the bulk of the documents could be sent earlier and how tentative agendas could be generated well in advance of meetings in order to schedule important issues.

Ms. Buckler discussed the retreat focus of improved communication among Olympia Planning Commission (OPC) members, with staff, and the community.

Ms. Dahlen summarized two documents she developed based on the information she received from the OPC Discussion Groups:

- 1) Agreement and 2) FRAMEWORK FOR PLANNING COMMISSION IMPROVEMENTS AND ACTIONS - a framework providing objectives and actions for:
 1. Communication within the PC.
 2. Communication with the Community
 3. Communication with Staff
 4. Planning Commission Work Plan and Annual Retreat

She commended the OPC on their commitment and dedication to improving communication. She discussed the agreement and gave a preface for using conflict resolution to resolve misunderstandings, disputes and grievances within OPC. She stressed the importance of creating a process and opportunity which gives each other the benefit of the doubt, a means of checking facts for accuracy, and the ability to make long term improvements to the functioning of the Commission.

Discussion:

- Having a defined set of steps to facilitate a working agreement.
- The importance of the good intentions of the Commission.
- Creating language that is inclusive and well expressed.
- Adding the City Manager to the go to list of staff for questions and concerns.
- The purpose/intent of the document is to keep the integrity of the commission while being transparent to the public and avoid public shaming.
- How to record conflicts that arise.
- Importance of having a set of guidelines for the OPC.
- Knowledge of the distinction between breaking the law, and internal conflicts and disagreements.
- The City process for addressing illegal acts.
- Ethical responsibility for fact checking before going public with any concerns.
- Concern that protocol may keep information from the public.

Ms. Buckler shared she had had a discussion with the City communications manager on the formal and/or informal process of adoption for these documents.

Ms. Dahlen complemented the commission for their thoughtful deliberation and careful consideration of this issue.

The work session was discussed and closed.

[14-0681](#) Recommendation to City Council on Proposed Development Code Amendment Revising Rezone Criteria

Commissioner Horn outlined the seven changes on OMC 18.59.050 Decision criteria for rezone requests.

1. Add new section OMC 18.59.055 Consistency between the zoning map and future land use map.
2. Allow neighborhood center locations to be determined through the subarea planning process.
3. Correct typographical error.
4. Remove Residential Mixed Use, Residential Multi-Family-High Rise, and Commercial Services-High Density (CS-H) zones from Planned Development designation.
5. Add CS-H zone to Urban Corridor designation.
6. Add Urban Waterfront-Housing zone to Urban Waterfront designation.
7. Add CS-H zone to General Commerce designation.

Discussion:

- Specific housing examples for low density neighborhoods category are described in the zone allowance.
- Possibility of hyperlinking code to description of zone.
- Possibility of hyperlinking land use map out to the Comprehensive Plan.
- Changing the future land map designation after the downtown plan is developed.

Chair Brown moved, seconded by Commissioner Bateman, to recommend to City Council the rezone criteria as amended on OMC 18.59.050 decision criteria for rezone requests and adding a new section OMC 18.59.055 on code consistency between the zoning map and the future land use map. The motion passed unanimously.

8. REPORTS

Leadership Team:

Chair Brown gave a report on the past two meetings and discussed the process of gathering information on neighborhood and retail centers for code documentation. He spoke about the Council's public hearing for the Comprehensive Plan. Commissioners Horn, Bardin and Vice Chair Andresen will be attending.

Finance Subcommittee:

Commissioner Horn reported the upcoming meeting on July 23, 2014 and the agenda will include a discussion of the goals and policies of the Capital Facilities Element. He reminded Commissioners to have focused questions submitted for the August 8, 2014 meeting with staff to him by August 1, 2014. Ms. Buckler distributed the Capital Facilities Plan.

Liaison:

Commissioner Horn reported the Olympia Downtown Association (ODA) economic subcommittee meeting on July 23, 2014 will be about Art Space. He recently visited St. Paul and toured the Art Space facilities there which have been instrumental in the revitalization of the area.

Commissioner Bardin reported on the Coalition of Neighborhood Associations (CNA) meeting she attended with Commissioner Horn. The Comprehensive Plan was discussed and there were many questions regarding corridor heights and views. She suggested a liaison from the OPC to the CNA be formalized.

Commissioner Horn discussed extending the utility tax to cable which will be presented to Council on August 12, 2014. If the OPC wants to make a recommendation to Council on this issue they can do so after the public hearing and consideration at their next meeting on August 4, 2014.

Commissioner Richmond inquired about the Capital Heights building. Ms. Buckler reported some street improvements and will send an update.

Commissioner Bardin will be receiving an award from the Washington Coalition for Open Government. The OPC leadership team supports the presentation of the award during the Public Comment period at the next meeting on August 4, 2014.

9. ADJOURNMENT

The meeting adjourned at 8:37 p.m.

