



Meeting Minutes

Planning Commission

City Hall
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Olympia, WA 98501
Contact: Joyce Phillips
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Monday, October 5, 2015

6:30 PM

Room 207

1. CALL TO ORDER

Chair Richmond called the meeting to order at 6:31 p.m.

1.A ROLL CALL

Present: 8 - Chair Carole Richmond, Vice Chair Kim Andresen, Commissioner Jessica Bateman, Commissioner Max Brown, Commissioner Darrell Hoppe, Commissioner Roger Horn, Commissioner Robert Ragland, and Commissioner Missy Watts

Excused: 1 - Commissioner Jerome Parker

OTHERS PRESENT

Community Planning and Development Deputy Director Leonard Bauer
Principal Planner Todd Stamm
Senior Planner Amy Buckler

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [15-0931](#) Approval of September 21, 2015, Planning Commission Meeting Minutes

The minutes were approved as amended.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

- The Action Plan will be coming in about a month.
- Projects in progress include a new neighborhood clinic, an addition to Chrysler-Jeep, and an addition to Ashley furniture.
- At the October 13 City Council meeting there will be an announcement regarding the Downtown Strategy's public involvement details.
- There will be four major public workshops in the next year as part of the Downtown Strategy process.

6. BUSINESS ITEMS**6.A** [15-0937](#) Preliminary 2016 - 2021 Capital Facilities Plan (CFP) -
Recommendation

The Finance Subcommittee met prior to the meeting and edited the letter. The letter was opened to the Planning Commission, which provided the following edits:

- Adding that the Legislature did appropriate money to the Percival Landing project.
- Adding that utility tax revenues have been lower than expected, resulting in a slight reduction in utilities-funded projects.
- Changing "adopting" to "exploring." (pg 4)

The letter was approved for recommendation.

6.B [15-0930](#) Neighborhood Centers - Continued Discussion of Public Outreach
Plan

Discussion focused on:

- Clarifying main messages.
- Encouraging informed dialogue.
- Presenting options for feedback.
- Helping the public understand the trade-offs.
- Showing what is possible, while still being realistic.
- Identifying and coordinating with key groups of various scopes.
- Helping with the who, what, when, where, why, and how.
- Maintaining doable goals.
- Assessing what the community really wants, needs, and is willing to pursue.

Citizen Jay Elder commented he is hoping to get feedback in the Northeast on what they might want for a neighborhood center, but it's still too early to say.

The discussion was completed.

6.C [15-0936](#) Downtown Strategy - Selection of Stakeholder Work Group Member

Ms. Buckler discussed the main role of the work group to advise staff and consultants of the Downtown Strategy about what will be done over the next six years. The 15 member group will be comprised of nine members selected by various groups and six members selected by staff and consultants. The group will meet once a month to receive, discuss, and respond to information presented. Additional duties include engaging others in the process, reporting to both their respective groups and public meetings, and assisting throughout the implementation process. Members will not represent their respective groups, but will instead contribute as individuals, bringing their own opinions and understanding of downtown because the Commission will have a seat on the stakeholder committee.

The Commission discussed their voting method, deciding to nominate using secret ballots and vote using a show-of-hands. Ms. Buckler distributed and collected the

ballots, reading the results aloud, then counted hand votes, with the results as follows:

Commissioner Watts - 4

Commissioner Parker - 1

Chair Richmond - 2

Commissioner Horn - 1

Commissioner Watts was elected to the role of designated work group member.

A second, separate vote was held to determine the backup member, who will also attend the meetings. The nominations and votes were done openly with the results as follows:

Commissioner Hoppe - 0

Commissioner Parker - 0

Chair Richmond - 6

Commissioner Horn - 1

Commissioner Bateman - 0

Chair Richmond was elected to the role of designated work group backup.

The decision was discussed and closed.

6.D [15-0932](#) Low-Density Neighborhood Zoning Transitions - Work Item Briefing

-It is time to deal with zoning transitions as a bigger picture.

-Things to look at include the area between Eastside and Plum, height bonuses, and abrupt changes.

-Consideration may be given to whether the reasoning that created the code is worth keeping.

-It is important that the regulations be changed to match the plan and explain limitations clearly.

The information was received.

7. REPORTS

Chair Richmond reported:

-The Land Use and Environment Committee received a presentation from the Thurston Climate Action Team.

-The Utility Advisory Committee discussed rates as well as evaluating various issues with Low-Impact Development costs and has plans to take a timeline to Council in June 2016 for approval.

Vice Chair Andersen reported:

-Distributed a sheet of what was discussed by The Leadership Committee, including future topics.

Commissioner Hoppe reported:

-The Design Review Board looked at the new LIHI building and is optimistic about the project.

Commissioner Horn reported:

- The Bicycle and Pedestrian Advisory Committee discussed the Capital Facilities Plan and engineering changes on 7th Avenue.
- The Downtown Academy's parking meeting discussed prospective changes to the parking system in Olympia, including enforcing on Saturdays and changes to residential permits.

8. ADJOURNMENT

The meeting was adjourned at 8:42 p.m.