

# Planning Commission - 2016 Work Plan (April 1, 2016 to March 31, 2017) FIRST 'STAFF' DRAFT - January 25, 2016

The Olympia Planning Commission (OPC) is expected to hold 22 regular meetings plus one “retreat” during this period. 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. Staff liaison to OPC is Senior Planner Joyce Phillips of the Community Planning and Development Department (jphillip@ci.olympia.wa.us; 360.570.3722).

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

Section 1. 2016 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 2016. In general these work items are tasks that State law or local rules require the Commission to perform. Estimated Percent of Overall Commission Effort: <u>tbd</u> %						
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.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>2 to 4 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 formed in 2<sup>nd</sup> Q; Commission to conclude review in 3<sup>rd</sup> Q.</p>	<p>Included in base budget.</p>	<p>Detailed review and recommendation</p>	<p>City Staff – an annual update is customary for Olympia</p>

<p><b>1.2 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>12 or more hours 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>Council referrals may include Kaiser/Harrison area (2); design criteria, Lord Mansion, &amp; Medela area</p>
<p><b>1.3. '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 staff: 4 to 5 hours</p>	<p>4th Q</p>	<p>Included in base budget.</p>	<p>Basic review and recommendation</p>	<p>Carryover item from 2015</p>
<p><b>1.4 Privately-initiated zoning map and development code text amendments</b></p> <p>Review of any privately proposed or Council-initiated amendments to the City's development regulations. Staff estimates that two to four will be considered in 2016.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>1 to 6 hours per proposal</p>	<p>CP&amp;D staff: 4 to 10 hours per proposal</p>	<p>Dependent on timing of proposals</p>	<p>Included in base budget; private applicants pay a \$3200 fee.</p>	<p>Detailed review and recommendation</p>	<p>Placeholder for new proposals</p>
<p><b>1.5 SEPA-related regulation amendments</b></p> <p>Review and revision of local SEPA regulations and related development regulations regarding to downtown; may include updates responsive to State rules.</p> <p><b>Deliverables:</b> Hearing followed by recommendation to City Council.</p>	<p>3 to 4 hours</p>	<p>6 hours</p>	<p>3rd Q</p>	<p>Included in base budget</p>	<p>Detailed review and recommendation</p>	<p>City staff</p>

<p><b>1.6 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 phase one of two to implement the new Comprehensive Plan; phase one is related to the downtown strategy below.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	3 to 4 hours	CP&D staff: 10 hours plus consultant	2 <sup>nd</sup> Q	Funded as part of downtown strategy scope	Detailed review and recommendation	City staff
<p><b>1.7 Parking code amendment – bus corridors</b></p> <p>Amendment of development code relative to private parking requirements in vicinity of bus corridors. This item is intended to implement the new Comprehensive Plan.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	3 to 4 hours	CP&D staff: 10 hours PW staff: 4 hours	2 <sup>nd</sup> Q	Included in base budget	Detailed review and recommendation	Planning Commission – carryover from 2015
<p><b>1.8 Critical areas code amendments – best available science and local species</b></p> <p>Amendment of development code updating critical areas ordinance in two phases. Best available science update review required by Growth Management Act in phase one; evaluation of protection of locally important species and habitat in phase two.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours plus consultant	2 <sup>nd</sup> Q & 4 <sup>th</sup> Q	Consultant contract from 2015 funds	Detailed review and recommendation	City staff
<p><b>1.9 Cannabis land use code amendment</b></p> <p>Amendment of development code updating development code in response to state law changes in 2015.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours	2 <sup>nd</sup> Q	Included in base budget	Detailed review and recommendation	City staff

<p><b>1.10 Sign code amendment</b></p> <p>Amendment of development code in response to changing technology and recent Supreme Court first-amendment ruling</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours plus consultant	4 <sup>th</sup> Q or 1 <sup>st</sup> Q 2017	Funding source dependent on scope	General review and recommendation	City staff
<p><b>1.11 Low density neighborhood “in-fill” code amendments</b></p> <p>Amendment of development codes to allow more intensity of use consistent with Comprehensive Plan. May include revisions to home occupation, accessory dwelling unit, and other regulations.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours	3 <sup>rd</sup> Q	Included in base budget	Detailed review and recommendation	City staff
<p><b>1.12 Transitional zoning amendments</b></p> <p>Amendment of development code to refine provisions intended to ensure compatibility between different land use zones; may include refinement of entirety of General Commercial and Commercial Services – High Density zones.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours	3 <sup>rd</sup> Q	Included in base budget	General review and recommendation	Bigelow Neighborhood and City staff
<p><b>1.13 Downtown design criteria update</b></p> <p>Amendment of development code consistent with pending downtown strategy.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours - may include consultant	1 <sup>st</sup> Q of 2017	Dependent on scope	General review and recommendation	City staff
<p><b>1.14 Light industrial land uses</b></p> <p>Amendment of development code consistent with Comprehensive Plan – may include refinement or revision of light industrial zones and evaluation of provisions for light industrial uses in other zones.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	4 to 6 hours	CP&D staff: 10 hours plus consultant	4 <sup>th</sup> Q	Included in base budget	Detailed review and recommendation	City staff

<p><b>1.15 Urban corridor code amendments</b></p> <p>Amendment of development code consistent with Comprehensive Plan; may include refinement of HDC-3 to implement 'high density neighborhood' concept, merger of HDC 1 &amp; 2 zones, and evaluation of housing provisions.</p> <p>Deliverable: Hearing followed by recommendation to City Council.</p>	8 to 10 hours	CP&D staff: 20 hours	3 <sup>rd</sup> Q	Included in base budget	General review and recommendation	City staff
---	---------------	----------------------	-------------------	-------------------------	-----------------------------------	------------

**SECTION 2.**  
**2016 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. Depending on scope, there may not be sufficient staff time/resource available in 2016 to accomplish or advance these items. Estimated Percent of Overall Committee Effort: **tbd%**

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>2.1 Neighborhood Center Code:</b> A review of current development code, including collaboration with stakeholders such as Coalition of Neighborhood Associations, business &amp; development community.</p> <p><b>Deliverable:</b> Proposed development code update for consideration by City</p>	4-6 hours	CP&D: 8 to 12 hours	4 <sup>th</sup> Q	Included in base budget.	Led by Commission	Planning Commission -- continued item begun in 2014
<p><b>2.2 Action Plan for comprehensive plan implementation.</b></p> <p>An implementation strategy is called for in the new Comprehensive Plan. Commission will review a draft Action Plan including proposed performance measures (or 'community indicators') and provide comments on the draft actions, priorities and performance measures.</p>	4 to 6 hours	5 to 7 hours	2 <sup>nd</sup> Q	Included in base budget.	As directed by Council's Land Use and Environment Committee	Comprehensive Plan

<b>Deliverable:</b> <i>Recommendation and comments to City staff.</i>						
<b>2.3 Downtown Strategy</b>  Extensive and substantial update and revision of prior downtown plan focusing on actions. Begun in 2015 and to be completed in 2016.  <b>Deliverable:</b> Recommendations to city staff and Council.	6 to 10 hours	CP&D: 12 to 20 hours  Plus other staff and consultants	3 <sup>rd</sup> Q	Included in base budget except consultant separately funded	Membership on work group & general review and recommendation	City Council & Comprehensive Plan
<b>2.4 Downtown Safety, etc.</b>  Series of informational briefings (see Commissioner Ragland’s proposal attached to staff report)  <b>Deliverable:</b> OPC may elect to advise Council	3 to 6 hours	CP&D & other staff: 6 to 12 hours	3 <sup>rd</sup> & 4 <sup>th</sup> Q	Included in base budget	Optional advisor to Council	Planning Commission
<b>2.5 Downtown Bicycle Routes</b>  Review for consistency with Comprehensive Plan and pending downtown strategy (see Commissioner Parker’s proposal attached to staff report)  <b>Deliverable:</b> OPC may elect to comment or advise staff	1.5 hours	CP&D staff: 2 hours PW staff: 3 hours	4 <sup>th</sup> Q	Included in base budget	Optional advisor to staff & BPAC	Planning Commission
<b>2.6 Subarea “A” Plan</b>  Review of draft Subarea ‘A’ Plan (Bigelow/Puget/Bethel/East Bay area)  <b>Deliverable:</b> Comments to staff and neighborhood work group; optional recommendation to Council.	2 hours	CP&D staff: 4 hours	2 <sup>nd</sup> Q	Included in base budget	Optional advisor to staff, citizens and Council	CP&D staff
<b>2.7 High Density Neighborhoods Review</b>  Evaluation of consistency between development code and ‘high density neighborhood’ aspects of Comprehensive Plan  <b>Deliverable:</b> OPC may elect to advise Council	1 to 2 hours	CP&D staff: 2 to 4 hours	2 <sup>nd</sup> Q	Included in base budget	Optional advisor to Council	Planning Commission

**SECTION 3.  
2016 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 2017 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 2017	Included in base budget	Led by Planning Commission	Customary practice
<p><b>3.3 Meet with Coalition of Neighborhood Associations</b></p> <p>Meeting to share issues and coordinate; an alternative joint meeting may be substituted.</p> <p><b>Deliverable: None</b></p>	1 hour	CP&D: 2 hours	To be determined	Included in base budget	Jointly led by OPC and CNA	OPC & CNA
<p><b>2.4 Multimodal Concurrency</b></p> <p>Briefing regarding proposed modification of</p>	1 hour	PW staff: 2 hours	To be determined	Included in base budget	Membership on work group; optional advisor to staff and	City staff

system for measuring adequacy of transportation facilities.					Council	
<b>Deliverable: Comment and advise staff and Council</b>						

DRAFT