



# Meeting Minutes

## Planning Commission

City Hall  
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**Monday, April 18, 2016**

**6:30 PM**

**Room 207**

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### 1. CALL TO ORDER

Chair Richmond called the meeting to order at 6:30 p.m.

#### 1.A ROLL CALL

**Present:** 8 - Chair Carole Richmond, Commissioner Darrell Hoppe, Commissioner Jerome Parker, Commissioner Robert Ragland, Commissioner Paula Ehlers, Commissioner Negheen Kamkar, Commissioner Brian Mark, and Commissioner Missy Watts

**Excused:** 1 - Commissioner Travis Burns

#### OTHERS PRESENT

Councilmember Julie Hankins  
Community Planning and Development Deputy Director Leonard Bauer  
Senior Planner Joyce Phillips  
Senior Planner Linda Bentley  
Olympia Northeast Neighborhood Alliance (ONNA) Chair Mike Dixel

### 2. APPROVAL OF AGENDA

(Note) Chair Richmond proposed amending the agenda to adjourn the meeting after Reports and then reconvening as a Committee of the Whole to discuss Item 8A.

**The agenda was approved as amended.**

### 3. APPROVAL OF MINUTES

#### 3.A [16-0438](#) Approval of March 21, 2016, Olympia Planning Commission Meeting Minutes.

Commissioner Parker proposed an amendment to Item 6.A paragraph two: Vice Chair Brown proposed several amendments to the letter. Commissioner Parker motioned, seconded by Commissioner Andresen to approve an amended recommendation letter and forward on to the City Council for review.

Commissioner Parker proposed an amendment to Item 7. paragraph two: Commissioner Parker and Commissioner Andresen also attended this meeting.

Commissioner Parker proposed an amendment to Item 7. paragraph four: Ms.

Phillips, Mr. Bauer and other Commissioners thanked Commissioner Andresen and Vice Chair Brown for their service on the Planning Commission.

Commissioner Ragland proposed an amendment to Item 7. paragraph three: Commissioner Ragland mentioned he had recently assisted the Olympia Police Department.

**The minutes were approved as amended.**

- 3.B**     [16-0502](#)            Approval of April 4, 2016, Olympia Planning Commission Meeting Minutes.

**The minutes were approved.**

**4.        PUBLIC COMMENT - None**

**5.        STAFF ANNOUNCEMENTS**

Ms. Phillips and Mr. Bauer welcomed the new Commissioners.

Ms. Phillips indicated there is an upcoming pre-submission conference for a proposal located in Kaiser/Harrison study area for a memory care and assisted living facility.

Commissioner Parker inquired about the Intercity Transit project. Ms. Phillips provided an update.

**6.        BUSINESS ITEMS**

- 6.A**     [16-0389](#)            Parking Strategy Scope

Mr. Bauer presented a briefing on draft parking strategy scope of work.

Background

- Update the City's Parking Strategy which will implement the Downtown Strategy
- Consultant to study existing system and make recommendations towards the City's goals to:
  - Maximize existing on-street parking
  - Efficiently manage downtown residential parking
  - Effectively implement the Downtown Strategy

Parking Strategy Scope of Work

- Develop a 10 year strategic plan and evaluate:
  - The feasibility of demand based pricing
  - Hours and days of enforcement
  - Parking supply and assess the need for a parking structure including options for siting and financing
  - Parking requirements for new projects and in-lieu parking fees

- The downtown residential parking program
- Impacts of converting parking to pedestrian and bicycle uses, in line with the Downtown Strategy
- Draft Timeline
  - March: Scope to Land Use and Environment Committee (LUEC)
  - May 3: Scope to Council study session
  - May-June: Open request for proposal (RFP), consultant selection process
  - July-December: Data collection, analyze alternative actions, development of comprehensive parking strategy

Discussion:

- Stakeholders have not been determined yet but will be part of the scope of work by the consultant
- Incorporate commute reduction into the strategy
- Incorporate downtown access into the strategy
- Make a clear distinction when referring to City owned parking areas and private owned parking areas
- Individual comments are welcomed from Commissioners who wish to submit in writing to staff prior to this item going to Council on May 3, 2016
- How much surface parking can be used for infill and what effect would that have on the need for parking structures
- Ensuring unified data is being shared and utilized between the Regional Transportation Plan, Downtown Strategy and Parking Strategy

Mr. Bauer also presented information about a possible Capitol Campus Enforcement Pilot in partnership with Washington State Department of Enterprises Services. If approved, the pilot would involve the City providing parking enforcement on the Capitol Campus.

**The information was received.**

**6.B**     [16-0500](#)     Sub-area A Plan (ONNA) - Briefing

Ms. Bentley and Mr. Dixel presented a status update regarding Sub-area A Plan. The City of Olympia 2014 Comprehensive Plan allows for and encourages a grassroots process whereby local residents, businesses, and community organizations work together in partnership with the City to help shape how neighborhoods grow and develop. This process, known as Sub-area planning, gives neighborhoods the chance to collaborate with the City to help shape their future development in alignment with neighborhood priorities, while remaining consistent with the City's Comprehensive Plan. Sub-area A is comprised of five recognized neighborhood associations in northeast Olympia - Bigelow Neighborhood Association (BNA), Bigelow Highlands NA (BHNA), East Bay Drive NA (EBDNA), Northeast NA (NENA), and the Upper Eastside NA (UENA). Representatives from these associations met regularly in 2014 to discuss how Sub-area planning could be an effective tool to shape their community. Subsequently, the Olympia Coalition of

Neighborhood Associations (CNA) chose the Sub-area A planning team to pilot the first Sub-area plan.

In February 2015 the sub-area planning team requested City Council's recognition of the team's "intent to proceed." In July 2015 City Council sent a response letter recognizing the Sub-area A planning effort and setting forth expectations for the completed plan and ways in which the planning effort should be a collaboration between the sub-area citizens and the City. Each of the five neighborhood associations in Sub-area A has communicated the concept of subarea planning to its members.

The Sub-area A planning team, in conjunction with City staff, has also:

- Changed name to Olympia Northeast Neighborhood Alliance (ONNA);
- Developed a website: <http://www.olyнна.com>
- Created an area demographic profile
- Designed a survey and a notification post card which was mailed to all residents and owners in the sub-area
- Collated and analyzed the survey results
- Started writing a draft Sub-area A plan

Discussion:

- When thinking about a neighborhood center there will need to be a critical mass in order to ensure business vitality
- Consider contacting developers or businesses that may be located outside of this area who may be looking to invest in this area

**The report was received.**

**6.C**     [16-0454](#)     Critical Areas Ordinance update - Briefing

Ms. Bentley presented an update on the Critical Areas Ordinance (CAO). In 1990, with passage of the Washington State Growth Management Act (GMA), planning for critical areas became a requirement for cities. With each update, these programs and regulations have continued to evolve in scope and to integrate the most current best available science regarding how to preserve and protect those areas. The Olympia CAO, found in Olympia Municipal Code (OMC), Chapter 18.32, is the primary set of development regulations that protects critical areas. It addresses five types of environmentally sensitive areas:

- Drinking water (wellhead) protection areas
- Important habitats and species
- Streams and important riparian areas
- Wetlands and small lakes
- Landslide hazard areas

Other protections for critical areas include: Frequently flooded areas in OMC 16.70, marine and freshwater shorelines as defined by the Shoreline Management Act in OMC 14.08, and Storm and Surface Water Utilities in OMC 13.16.

#### Timing and Deadlines - PHASE 1: REQUIRED CAO UPDATE

The GMA requires that cities review their CAO every eight years to remain consistent with the Act. The review and update deadline for Olympia is June 30, 2016, but under RCW 36.70A.130(7) all cities and counties may take an additional year to complete their CAO updates as long as they are showing substantial progress.

There are two substantive statutory requirements to address as part of Phase 1:

- Critical Areas Review for Best Available Science - The City hired ESA Associates to do a Best Available Science (BAS) review to ensure our policies and development regulations are based on the most current science and best management practices for designating and protecting critical areas.
- Anadromous Fish - Cities are required to give special consideration in their development regulations to preserve or enhance anadromous fish population and habitat.

Phase 1 may also include changes to clarify existing language, meet revised state and federal guidelines, or add new environmentally sensitive areas to protect as follows:

- Adopt updated Washington State Wetland Rating System for Western WA
- Clarify maintenance responsibilities for groundwater monitoring wells for drinking water
- (Wellhead) Protection Areas
- Adopt seismic hazard regulations

The consultant has finished its initial review of our current code to identify where BAS suggests revisions or updates, such as updated critical areas buffer minimums and buffer averaging, particularly for wetlands, steep slopes and ravines; and updated references to state and federal critical area protections laws. The consultant also noted areas where the code could be clarified, made more internally consistent, or where better enforcement and penalty sections should be added.

#### Timeline Phase 1

- Jan 2016 Hire consultant team (Complete)
- Feb-Mar 2016 Consultant BAS review (Complete)
- Apr-May 2016 Code amendment recommendations and drafting
- June 2016 Planning Commission Public Hearing
- July 2016 City Council Resolution to Adopt

**The report was received.**

## 7. REPORTS

Commissioner Parker reported he:

- Will attend the Arts Commission meeting about gateways on April 19, 2016.
- Attended the Land Use Boot Camp on April 15, 2016. He liked the presentation on sign codes.

- Attended the Downtown Strategy Stakeholder workgroup meeting on April 6, 2016. Coordinating transportation issues was discussed.

Chair Richmond reported she:

- Attended the Downtown Strategy Stakeholders workgroup meeting on April 6, 2016. Complete streets were discussed.
- Attended the Land Use Boot Camp on April 15, 2016 - she felt the meeting was more oriented toward permitting. The presentation on the Growth Management Hearings Board was excellent. Sign code and marijuana zoning presentations were informative.

Commissioner Hoppe reported he:

- Attended the Land Use Boot Camp on April 15, 2016. Sign code and marijuana zoning presentations were informative.
- Attended the Design Review Board meeting on April 14, 2016.

Commissioner Watts reported she:

- Attended the Downtown Strategy Stakeholders workgroup meeting on April 6, 2016.

Commissioner Parker moved to adjourn the meeting of the Commission and then reconvene as a Committee of the Whole. Mr. Bauer reminded the Commission they are still meeting as the Planning Commission and it's still a public meeting. Chair Richmond noted her intent in doing this was to discuss Item 8A more informally and provide an opportunity to get better acquainted with new Commissioners. Commissioner Watts had to leave the meeting. Chair Richmond agreed to continue the meeting in its normal format.

## 8. OTHER TOPICS

### 8.A [16-0501](#) Planning Commission Roles and Responsibilities Discussion

Chair Richmond briefly went over information about Committees, Officers and Orientation information that will be provided by staff.

Staff and the Commissioners thanked Commissioner Ragland for his service on the Planning Commission. He has resigned for employment reasons.

**The discussion was completed.**

## 9. ADJOURNMENT

The meeting was adjourned at 8:55 p.m.