

Planning Commission - 2015 Work Plan (April 1, 2015 to March 31, 2016) Approved by City Council on March 31, 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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* “Revised Schedule” column is for discussion by Planning Commission and was not part of Council-approved Work Plan

| 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 by 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 <u>require</u> the Commission to perform. Estimated Percent of Overall Commission Effort: 50% | | | | | | |
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| Title and Description | Commission Time Commitment (Meeting hours) | Estimated Staff Commitment (Direct support for Commission role) | Schedule (Estimated timeline) Q= Quarter of calendar year | Revised Schedule (Estimated time of OPC role) 4/8/15 | Budget Implications | Council Priority |
| 1.1 Review 6-year Capital Facilities Plan (CFP) 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 1.2.) Deliverables: Hearing followed by recommendation to City Council. | 3 hours of OPC meeting time; 6 or more hours of subcommittee meeting time A detailed review & recommendation | CP&D staff: 14-18 hours Other citywide administrative and planning staff: 10 hours | Subcommittee start in 2 nd Q; Commission to conclude in 3 rd Q. | Primarily 3 rd Q | Included in base budget. | ‘Adopt a Sustainable Budget’ |

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| <p>1.2 Update Capital Facilities Plan (CFP) goals and policies</p> <p>Conclude review begun in 2014 of the goals and policies of the CFP and identify appropriate amendments.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p> | <p>1 hour of full OPC meeting time; 2 hours of subcommittee meeting time;</p> <p>A detailed review & recommendation</p> | <p>CP&D staff: 6 to 8 hours</p> <p>Other citywide administrative and planning staff: 2-3 hours</p> | <p>2nd Q</p> | <p>Primarily 3rd Q</p> | <p>Included in base budget.</p> | <p>‘Adopt a Sustainable Budget’</p> |
| <p>1.3 Annual Comprehensive Plan Amendments</p> <p>Collective review of private and public proposals to amend the Comprehensive Plan. Specific proposals to be reviewed are to be determined by Council in April prior to referral to Commission.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p> | <p>10 hours (or more depending on scope, nature and controversy of proposals)</p> <p>A detailed review & recommendation</p> | <p>CP&D staff: 24 to 40 hours</p> <p>Other department support: 24 to 40 hours</p> | <p>2nd and 3rd Q</p> | <p>Beginning in June and extending through 3rd Q</p> | <p>Included in base budget</p> | <p>‘Deliver Proactive Community Development’</p> |
| <p>1.4 Commercial Design Review Expansion</p> <p>Amendment of development code to require that commercial projects adjacent to nearly 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>Deliverables: Hearing followed by recommendation to City Council.</p> | <p>3 hours</p> <p>A basic review and recommendation</p> | <p>CP&D: 4 to 5 hours</p> | <p>2nd Q (may be completed in 1st Q of 2015)</p> | <p>2nd Q</p> | <p>Included in base budget</p> | <p>‘Deliver Proactive Community Development’</p> |
| <p>1.5 Wireless Facility (transmitter) code amendment</p> <p>Amendment of development code as proposed by AT&T; accompanied by staff-proposed alternative. Public hearing was held in 2014.</p> <p>Deliverables: Recommendation to City Council.</p> | <p>4 hours</p> <p>Basic review and recommendation</p> | <p>CP&D: 6 to 8 hours</p> <p>Plus consultant</p> | <p>Begun in 2014 – may conclude in 1st Q of 2015</p> | <p>To be determined</p> | <p>Included in base budget.</p> | <p>‘Deliver Proactive Community Development’</p> |

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| <p>1.6 Privately-initiated zoning map and development code text amendments</p> <p>Review of any proposed amendment to the City’s development regulations. Staff estimates that two to four will be submitted in 2015. May also include new Council-initiated amendments.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p> | <p>4 hours each (or more depending on specific proposals received)</p> <p>A detailed review & recommendation</p> | <p>CP&D 8 to 10 hours each</p> | <p>Dependent on timing of proposals</p> | <p>Medela rezone in 2nd Q; others depending on date of receipt of any other proposals</p> | <p>Included in base budget; each applicant pays a \$3200 fee.</p> | <p>‘Deliver Proactive Community Development’</p> |
| <p>1.9 Low Impact Development code amendments</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>Deliverables: Hearing followed by recommendation to City Council.</p> | <p>Minimum of 4 hours</p> <p>Basic review & recommendation (a detailed review is being conducted by Utility Advisory Committee prior to OPC review)</p> | <p>Minimum of 12 hours</p> | <p>1st Q of 2016</p> | <p>1st Q of 2016</p> | <p>Included in base budget.</p> | <p>N/A</p> |
| <p>1.10 SEPA code amendments</p> <p>Review and revision of local SEPA procedures relative to downtown area; may include related updates responsive to State rule changes.</p> <p>Deliverables: Hearing followed by recommendation to City Council.</p> | <p>4 hours</p> <p>A detailed review & recommendation</p> | <p>6 hours</p> | <p>4th Q</p> | <p>Briefing in 2nd Q; substantive review in 4th Q or 2016</p> | <p>Included in base budget</p> | <p>‘Champion Downtown’</p> |
| <p>1.11 Scenic Views code amendment – downtown area</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> | <p>2 hours</p> <p>Briefing only during 2015 –in preparation for 2016 work program.</p> | <p>8 hours</p> | <p>1st Q of 2016</p> | <p>Briefing in 1st Q of 2016; substantive review in 2016 work program</p> | <p>Proposed to be funded as part of downtown strategy scope</p> | <p>‘Deliver Proactive Community Development’ and ‘Champion Downtown’</p> |

| 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 Commission Effort: 45% | | | | | | |
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| Title and Description | Commission Time Commitment (Meeting hours) | Estimated Staff Commitment (Direct support for Commission role) | Schedule (Estimated timeline) Q= Quarter of calendar year | Revised Schedule (Estimated time of OPC role) 4/8/15 | Budget Implications | Council Priority |
| 2.1 Neighborhood Center Code: Continuation of 2014 review of development code including elements of sign code; being conducted by OPC in cooperation with Coalition of Neighborhood Associations, business and development community, and other stakeholders. Deliverable: Proposed development code update for public review | 6 hours Specific proposal being developed by the Commission. | CP&D: 12 to 16 hours | Continuing item from 2014 – may continue through 1 st Q of 2016 | 3 rd Q – status briefing may be in 2 nd Q | Depending on scope unbudgeted consulting services may be needed. | ‘Deliver Proactive Community Development’ |
| 2.2 Action Plan for comprehensive plan implementation. An implementation strategy is called for in the new Comprehensive Plan. Commission may review a draft Action Plan including proposed performance measures and provide comments on the draft actions, priorities and performance measures. Deliverable: Recommendation and comments to City staff. | 5 hours Specific role of OPC to be directed by Action Plan public process to be established by City Council | 8 to 10 hours | 2 nd Q | 2 nd and 3 rd Q (to conclude in August) | Included in base budget. | ‘Inspire Strong Relationships’ |
| 2.3 Downtown Strategy Extensive and substantial update and revision of prior downtown plan – focus to be on implementation. Scheduled for 2015 and 2016. Primary 2015 role to be public outreach. Deliverable: Recommendations to city staff and Council. | 15 hours Specific role to depend on scope – to be established by Council in in June | CP&D: 12 to 20 hours Other staff and consultants depending on scope | On-going throughout the year | On-going throughout the work program year | Dependent on yet-to-be determined scope; may include consultant services | ‘Champion Downtown’ |
| 2.4 Parks, Arts and Recreation Plan update Periodic update of ‘master plan’ for these facilities and programs. Deliverable: OPC may elect to comment or advise staff. | 1 hour Optional advisor to staff | CP&D staff: 2 hours Parks staff: 3 hours | 4 th Q | 4 th Q | Included in base budget | N/A |
| 2.5 Subarea “A” Plan Review of draft Plan for ‘Subarea A’ Plan (26 th Ave/Bigelow/Puget/Bethel/East Bay area northeast of downtown) Deliverable: Comments to staff and neighborhood work group; optional recommendation to Council. | 2 hours Optional advisor to staff, citizens and Council | CP&D staff: 4 hours | 4 th Q | 2016 | Included in base budget | ‘Inspire Strong Relationships’ |

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| 2.6 Parking Code review Review and potential revision of number-of-spaces required along urban high-density and other bus corridors; may include expansion of 'parking reduction variance' option. | 4 hours Detailed review by OPC | CP&D staff: 10 hours | 3 rd Q | 3 rd Q | Not included in CP&D work program | 'Deliver Proactive Community Development' |
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| <p>SECTION 3. 2015 Administrative Activities and Informational Briefings</p> <p>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. Estimated Percent of Overall Commission Effort: 5%</p> |
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|---|--|--|---|--|---|---|
| 3.1 Commission Retreat. Annual event focused on improving Commission functions and procedures. Deliverable. None - internal only. | 1 hour of regular meeting time to prepare; 4 to 6 hour of retreat meeting time Led by Planning Commission | CP&D Staff: 8 to 10 hours Facilitator at OPC option. | To be determined | To be determined | Included in base budget; facilitator may be retained. | 'Inspire Strong Relationships' |
| 3.2 Preparation of 2016 Work Plan Time allotted for proposing work items for following year. Deliverable: Recommendation to Council | 2 hours Led by Planning Commission | CP&D: 6 hours Other staff: Variable | 1 st Q of 2016 | 4 th Q and extending into 2016 | Included in base budget | N/A |
| 3.3 Meet with Coalition of Neighborhood Associations (CNA) Meeting to share issues and coordinate; an alternative joint meeting may be substituted. Deliverable: None | No regular OPC meeting time – joint meeting at a CNA meeting Jointly led by OPC and CNA | CP&D: 2 hours | To be determined | To be determined | Included in base budget | 'Inspire Strong Relationships' |
| 3.4 Development Review Process Briefing regarding general public process of reviewing private development proposals. Deliverable: Public event. | 1 hour Briefing only | CP&D: 1 hour | 2 nd Q | To be determined | Included in base budget | 'Deliver Proactive Community Development' |