



# Meeting Agenda

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Joyce Phillips  
360.570.3722

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**Monday, November 7, 2016**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

*Estimated time for items 1 through 5: 20 minutes*

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

- 3.A** [16-1062](#) Approval of September 16, 2016 Olympia Planning Commission Finance Subcommittee Meeting Minutes

**Attachments:** [Draft Sept 16 2016 Meeting Minutes](#)

- 3.B** [16-1070](#) Approval of September 23, 2016, Olympia Planning Commission Finance Subcommittee Meeting Minutes

**Attachments:** [Draft Sept 23 2016 Meeting Minutes](#)

- 3.C** [16-1152](#) Approval of the September 24, 2016 Olympia Planning Commission Annual Retreat Meeting Minutes

**Attachments:** [OPC 9.24.16 draft minutes](#)

- 3.D** [16-1190](#) Approval of the October 14, 2016 Finance Subcommittee of the Olympia Planning Commission Meeting Minutes

**Attachments:** [OPC Fin Subcommittee Oct 14 2016 Meeting](#)

- 3.E** [16-1188](#) Approval of the October 17, 2016 Olympia Planning Commission Meeting Minutes

**Attachments:** [OPC 10.17.16 draft minutes](#)

**4. PUBLIC COMMENT**

*An opportunity for the public to address the Commission regarding items related to City business, including items on the agenda. However, this does exclude items for which the Commission or Hearing Examiner has held a public hearing in the last 45 days or will hold a hearing on in the next 45 days or for quasi-judicial review items for which there can be only one public hearing.*

**5. STAFF ANNOUNCEMENTS**

*This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.*

**6. BUSINESS ITEMS**

- 6.A** [16-1195](#) Briefing on a proposed Zoning Code Text Amendment related to drive-through facilities within the Briggs Village

**Attachments:** [Proposed Text Amendment](#)  
[Vicinity Map](#)

*Estimated time: 30 minutes*

- 6.B** [16-1208](#) Action Plan Briefing

**Attachments:** [Action Plan Annual Cycle](#)  
[Action Plan Framework](#)  
[Action Plan Website](#)

*Estimated time: 30 minutes*

**7. REPORTS**

*From Officers and Commissioners, and regarding relevant topics.*

**8. OTHER TOPICS****9. ADJOURNMENT**

*Approximately 8:30 p.m.*

**Upcoming Meetings**

*Next regular Commission meeting is November 21, 2016. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.*

**Accommodations**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## Planning Commission

### Approval of September 16, 2016 Olympia Planning Commission Finance Subcommittee Meeting Minutes

**Agenda Date:** 11/7/2016  
**Agenda Item Number:** 3.A  
**File Number:** 16-1062

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**Type:** minutes **Version:** 1 **Status:** In Committee

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**Title**

Approval of September 16, 2016 Olympia Planning Commission Finance Subcommittee Meeting Minutes

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# Meeting Minutes

## Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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**Friday, September 16, 2016**

**12:00 PM**

**Room 207**

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### Finance Subcommittee

#### 1. CALL TO ORDER

Chair Richmond called the meeting to order at 12:07 p.m.

#### 1.A ROLL CALL

**Present:** 3 - Chair Brian Mark, Commissioner Paula Ehlers and Commissioner Carole Richmond

#### OTHERS PRESENT

Members of the public:  
Roger Horn  
Phil Schulte

#### 2. APPROVAL OF AGENDA

The agenda was approved.

#### 4. PUBLIC COMMENT

None

#### 5. ANNOUNCEMENTS

None

#### 6. BUSINESS ITEMS

[16-1058](#) Discussion of Committee member comments on 2017-2022 Preliminary Capital Facilities Plan (CFP)

Discussion:

- Concern that the CFP is underfunded but acknowledged efforts the city has taken to increase available funding (e.g. MPD formation, increased TBD fees).
- Whether or not to include a prioritization model for various Capital Facilities projects and types of projects.
- What is the amount of funding needed for Percival Landing?
- Neighborhood facilities projects are important to neighborhood health.

- Available matching grant funds for neighborhood projects have decreased while there is increasing competition for those funds.
- Discussion of complete streets should include transit improvements.
- Funding for public restrooms and affordable housing is not included.
- Is there any parks funding proposed for the Artesian Commons?
- How does the Parks plan address pocket parks?
- What is the Level of Service (LOS) standard for parks?
- Are we in a good position to meet LOS for parks?

**The discussion was completed.**

## **9. ADJOURNMENT**

The meeting was adjourned at 1:05 p.m.



City Hall  
601 4th Avenue E.  
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360-753-8244

## Planning Commission

### Approval of September 23, 2016, Olympia Planning Commission Finance Subcommittee Meeting Minutes

Agenda Date: 11/7/2016  
Agenda Item Number: 3.B  
File Number: 16-1070

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Type: minutes Version: 1 Status: In Committee

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#### Title

Approval of September 23, 2016, Olympia Planning Commission Finance Subcommittee Meeting Minutes

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# Meeting Minutes

## Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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Friday, September 23, 2016

12:00 PM

Room 207

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### Finance Subcommittee

#### 1. CALL TO ORDER

The meeting was called to order at 12:00 p.m.

#### 1.A ROLL CALL

**Present:** 3 - Chair Brian Mark, Commissioner Paula Ehlers and Commissioner Carole Richmond

#### Others Present

City Staff Present:

Public Works Engineering and Planning Supervisor Randy Wesselman

Public Works Line of Business Director Mark Russell

Public Works Senior Planner Sophie Stimson

Public Works Line of Business Director Debbie Sullivan

Parks, Arts and Recreation Associate Director Jonathon Turlove

Community Planning and Development Senior Planner Joyce Phillips

Members of the Public:

Roger Horn

Phil Schulte

#### 2. APPROVAL OF AGENDA

#### 3. APPROVAL OF MINUTES

- 3.A [16-1062](#) Approval of September 16, 2016 Olympia Planning Commission Finance Subcommittee Meeting Minutes

**Approval of the minutes was postponed.**

#### 4. PUBLIC COMMENT

None

#### 5. ANNOUNCEMENTS

None

**6. BUSINESS ITEMS**

- 6.A**     [16-1055](#)           Discussion of Committee member comments on 2017-2022  
                                  Preliminary Capital Facilities Plan (CFP)

The following topics were discussed:

- Pavement Condition and Rating
- Total cost of needed repairs, not covered under current or proposed funding
- City's use of worst-first and least-cost practices for street projects
- Sidewalks and bikelanes
- Need for a multimodal transportation master plan
- Complete streets
- Funding for Percival Landing
- Replacing the bulkhead at Percival Landing
- Use of grant funding
- Funding options under the Metropolitan Parks District
- Level of Service standards for Parks and Open Space
- Pocket Park opportunities, especially in the downtown
- Maintenance needs for city-owned buildings

**7. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.



City Hall  
601 4th Avenue E.  
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## Planning Commission

### Approval of the September 24, 2016 Olympia Planning Commission Annual Retreat Meeting Minutes

Agenda Date: 11/7/2016  
Agenda Item Number: 3.C  
File Number: 16-1152

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Type: minutes Version: 1 Status: In Committee

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#### Title

Approval of the September 24, 2016 Olympia Planning Commission Annual Retreat Meeting Minutes

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# Meeting Minutes

## Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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**Saturday, September 24, 2016**

**8:30 AM**

**The Olympia Center, 222 Columbia  
Street NW**

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### Planning Commission Retreat

#### 1. CALL TO ORDER

Chair Mark called the meeting to order at 8:45 a.m.

#### 1.A ROLL CALL

**Present:** 7 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Travis Burns, Commissioner Paula Ehlers, Commissioner Negheen Kamkar, Commissioner Carole Richmond and Commissioner Missy Watts

**Absent:** 1 - Commissioner Darrell Hoppe

#### OTHERS PRESENT

Community Planning and Development Staff:  
Director Keith Stahley  
Deputy Director Leonard Bauer  
Senior Planner Joyce Phillips

Elected Officials:  
City Council Member Julie Hankins

Members of the Public:  
Kim Andresen  
Max Brown  
Roger Horn  
Phil Owen  
Miguel Pineda  
Aaron Rodriguez  
Chris van Daalen

#### 3. PUBLIC COMMENT

None

#### 4. ICE BREAKER ACTIVITY

Former Commissioner Max Brown led an ice breaker activity that encouraged participants to consider places in Olympia that are important to each of us, the places we bring company when they visit from out of town, and what it is about those places that makes them special to us. The exercise included thinking about places in Olympia, where we grew up, and where we like to vacation. It concluded with discussion about how we can work to keep what is important in Olympia while making sure new development in Olympia has those components that make a community a special place.

## 5. BUSINESS ITEMS

### 5.A [16-1063](#) Discussion: Overview of Eco Districts

Chris van Daalen gave a presentation about the concept and formation of EcoDistricts, including examples from Orgeon and Washington states. An EcoDistrict is a comprehensive strategy to accelerate sustainable development at the neighborhood scale. Mr. van Daalen noted that the policy framework is in place and that Sustainable Urbanism is an opportunity to address climate change issues by focusing on more walkable and transit-oriented development while providing more housing options and diversity.

### 5.B [16-1064](#) Tips on being a Successful Planning Commission

Former Commissioners Roger Horn shared information from state statutes and the Olympia Municipal Code regarding the history, importance, and role of Planning Commissions. Former Commissioners Kim Andresen and Max Brown joined Roger as they discussed tips for current Commissioners to be fully engaged and prepared so they can have the best impact on the Commission and City of Olympia. Examples included being prepared for each meeting, understanding what the Council needs and expects from the Commission, considering public testimony, and communicating effectively with other Commissioners, Councilmembers and staff. The panel shared their approval of the fact that Councilmember Hankins has been regularly attending Commission meetings and the retreat, which hasn't always been the case with the Council Liaison in the past.

### 5.C [16-1065](#) Discussion: Addressing Homelessness in the City of Olympia and Surrounding Area

Aaron Rodriguez shared data with the Commissioners about the work he is doing regarding homelessness in downtown as part of the Downtown Strategy work underway. Mr. Rodriguez provided information regarding the number of homeless people in Thurston County, those who are considered to be "low income" and "cost burdened" in relation to the cost of their housing, and discussed the need for shared vocabulary and definitions as the jurisdictions in Thurston County work to address housing issues.

### 5.D [16-1066](#) Information Sharing from a Local Organization Working to End Homelessness in Thurston County

Phil Owen provided information regarding the homeless population in downtown Olympia, noting that approximately 80% of those who are homeless in the downtown are from Thurston County, including from smaller towns. Mr. Owen indicated that homelessness is a housing problem that can be solved. He stated that not all people who are low income or cost burdened will become homeless if they lose their jobs or miss a paycheck because many people living in those situations will be able to rely on friends or family to help. The importance of having affordable housing for all income levels was discussed.

## **6. ADJOURNMENT**

The meeting was adjourned at approximately 1:05 p.m.

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ATTACHMENT 1



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
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## Planning Commission

### Approval of the October 14, 2016 Finance Subcommittee of the Olympia Planning Commission Meeting Minutes

Agenda Date: 11/7/2016  
Agenda Item Number: 3.D  
File Number: 16-1190

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Type: minutes Version: 1 Status: In Committee

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#### Title

Approval of the October 14, 2016 Finance Subcommittee of the Olympia Planning Commission Meeting Minutes

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# Meeting Minutes

## Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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Friday, October 14, 2016

12:00 PM

Room 224

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1. **CALL TO ORDER**

1.A **ROLL CALL**

**Present:** 3 - Chair Brian Mark, Commissioner Paula Ehlers and Commissioner Carole Richmond

**OTHERS PRESENT**

City Staff:

Community Planning and Development Senior Planner, Joyce Phillips

Members of the Public:

Phil Schulte

2. **APPROVAL OF AGENDA**

The agenda was approved.

3. **APPROVAL OF MINUTES**

- 3.A [16-1062](#) Approval of September 16, 2016 Olympia Planning Commission Finance Subcommittee Meeting Minutes

**The minutes were postponed and referred to the Planning Commission due back on 11/7/2016.**

- 3.B [16-1070](#) Approval of September 23, 2016, Olympia Planning Commission Finance Subcommittee Meeting Minutes

**The minutes were postponed and referred to the Planning Commission due back on 11/7/2016.**

4. **PUBLIC COMMENT**

None.

5. **BUSINESS ITEMS**

- 5.A [16-1144](#) Discussion of Committee member comments on 2017-2022 Preliminary Capital Facilities Plan (CFP)

## Items Discussed:

- Keep the table in the letter rather than putting in an appendix
- Send a draft of the letter to the full Planning Commission membership, to give them time to review the almost final draft before the meeting on Monday
- Refer to the comment letters from the other advisory committees
- Summarize where possible but keep the focus of our content on the recommendations
- The letter should include support for the City's plan to prepare a multimodal transportation master plan

**6. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.





City Hall  
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## Planning Commission

### Approval of the October 17, 2016 Olympia Planning Commission Meeting Minutes

Agenda Date: 11/7/2016  
Agenda Item Number: 3.E  
File Number: 16-1188

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Type: minutes Version: 1 Status: In Committee

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#### Title

Approval of the October 17, 2016 Olympia Planning Commission Meeting Minutes

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# Meeting Minutes

## Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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**Monday, October 17, 2016**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Mark called the meeting to order at 6:29 p.m.

**1.A ROLL CALL**

**Present:** 8 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Travis Burns, Commissioner Paula Ehlers, Commissioner Darrell Hoppe, Commissioner Negheen Kamkar, Commissioner Carole Richmond and Commissioner Missy Watts

**OTHERS PRESENT**

Community Planning and Development Senior Planner, Joyce Phillips  
Office Specialist/Minute Recorder, Stacey Rodell  
Parks, Arts & Recreation Director, Paul Simmons

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

- 3.A** [16-1076](#) Approval of the September 19, 2016 Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

- 3.B** [16-1147](#) Approval of October 3, 2016, Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT**

Bob Jacobs spoke about the downsides of population growth:

- Not all impacts from growth are covered by impact fees, such as impacts on libraries and jails
- Additional costs to serve the growth such as jails, police and fire departments, libraries etc. that are not covered by impact fees
- Housing shortages

- Growth costs money, rapid growth exasperates those costs
- Urged Planning Commission to look at the positive and negative aspects of growth

Lisa Cower spoke about:

- Importance of supporting pedestrian and bike trails
- Need of sidewalks near Elliot and Division in West Olympia
- Her concern of downtown development without plans for climate change

## 5. STAFF ANNOUNCEMENTS

Ms. Phillips announced the following:

- The Planning Commission will most likely have a public hearing in November regarding a zoning code text amendment. Tentatively the briefing is scheduled for November 7, 2016 and the hearing to follow on November 21, 2016.
- There will only be one Planning Commission meeting in December - which will be on December 5, 2016. The Downtown Strategy briefing will be the main item for that evening. Because of the magnitude of that agenda item I am trying to minimize any other agenda items for that evening.
- The presubmission conference for “The Views on Fifth” is scheduled for Wednesday at 9:00 a.m. It includes retaining the 9 story building, demolishing the 1 story building, adding a 3 story building. It would provide 136 apartments, a café, gym, and 142 parking stalls.
- The City’s proposed water reservoir on Log Cabin Road will be considered for approval at the Site Plan Review Committee on October 26, 2016.

## 6. BUSINESS ITEMS

### 6.A [16-1146](#) 2017 Preliminary Olympia Metropolitan Park District (OMPD) Budget

Mr. Simmons presented the 2017 Preliminary Olympia Metropolitan Park District (OMPD) Budget. In November 2015, the Olympia Metropolitan Park District (OMPD) funding measure passed with more than 60 percent voter approval. In 2016, the OMPD board established its bylaws and approved the Interlocal Agreement with the City of Olympia. The funding for the OMPD is scheduled to begin in 2017 and is currently estimated to generate \$3,245,000 annually in additional funding.

Budget Framework:

- Comprehensive Plan
- Action Plan
- Parks Plan
- Interlocal Agreement

2017 Preliminary Operating Budget Olympia Parks, Arts and Recreation Department (OPARD) - Total \$7,680,848

- General Fund \$4,782,166
- OMPD \$1,621,113

- Program & Facility Revenues \$1,277,569
- 2017 OPARD Expenses by Division
  - Park Maintenance \$3,850,441
  - Recreation \$1,119,483
  - Facilities \$1,075,013
  - Administration \$866,318
  - Planning and Design \$539,042
  - Arts and Events \$230,551
- 2017 OPARD Preliminary Capital Facilities Plan (CFP) - Total \$5,637,105
  - Voted Utility Tax \$2,000,000
  - OMPD \$1,648,600
  - Impact Fees \$1,341,145
  - Non-Voted Utility Tax \$500,000
  - State Environmental Protection Act (SEPA) Fees \$147,360
- 2017 OPARD Preliminary CFP by Program
  - Land Acquisition \$2,430,000
  - Capital Asset Management Program (CAMP) \$750,000
  - Percival Landing \$658,000
  - Community Parks \$640,000
  - Open Space \$464,245
  - Neighborhood Parks \$357,260
  - Debt \$310,600
  - Small Capital Projects \$27,000
- 2017 OMPD Preliminary Budget - Total \$3,346,646
  - Operating Budget \$1,698,046
  - Capital Budget \$1,648,600
- 2017 OMPD Capital Budget
  - CAMP \$750,000
  - 2013 Bond Debt Service - Percival Landing Phase I \$240,600
  - Percival Landing \$658,000
    - Annual Inspection \$8,000
    - Maintenance Reserve \$150,000
    - Bulkhead Replacement \$500,000
- 2017 OMPD Operating Budget
  - Park Stewardship/Ranger Program \$471,869
  - Planning and Maintenance Staff \$549,858
  - Restoration of Custodial and Landscape Crews \$218,264
  - Maintenance Staff for New Land and Projects \$137,742
  - Restoration of Parks Maintenance Administration Staff \$32,817
  - Arts Program and Maintenance Staff \$59,130
  - Misc. Maintenance \$129,700

#### On-Going Process

- October 20, 2016 Parks and Recreation Advisory Committee (PRAC) Meeting

- November 1, 2016 OMPD Board Meeting - Public Hearing
- November 7, 2016 OMPD Board Meeting - Adopt Budget

#### Unfunded Needs

- Percival Landing Phase II
- West Bay Park Phase II Restoration and Trail
- Olympia Woodland Trail Phase III & IV
- Priest Point Park Maintenance Facility
- Isthmus Development
- Swimming Pool

#### Discussion:

- Amendment Process for the Parks Plan
- Artesian Commons use
- Artesian Commons community events
- Percival Landing - funding maintenance and repairs
- Land acquisition
- Developing acquired land into useful parks
- Annual Performance Report
- Connectivity between parcels
- Re-evaluate public priorities
- Community gardens

After this business item the Commission took a ten minute break.

#### **The discussion was completed.**

- 6.B**     [16-1148](#)     Approval of comment letter regarding the preliminary 2017-2022 Capital Facilities Plan (CFP)

Commissioner Richmond presented a letter composed by the Planning Commission Finance Subcommittee addressing the preliminary 2017-2022 Capital Facilities Plan. The Commission discussed the letter and agreed on revisions.

**Vice Chair Auderer moved, seconded by Commissioner Kamkar to approve the comment letter as amended and to present the letter to City Council at the October 18, 2016 meeting. The motion passed unanimously.**

## 7.     **REPORTS**

Commissioner Richmond and Commissioner Watts reported they attended the October 5, 2016 Downtown Strategy Stakeholders Workgroup meeting. They urged the Commissioners to attend the upcoming public meeting which is an open house on October 29, 2016 from 10:00 a.m. to 12:00 p.m. at the Olympia Center and also to complete the newest online survey.

Chair Mark reported he attended the Arts Commission meeting on October 13, 2016 as he is now the acting liaison. They discussed:

- Tree guards and a founders tree in West Central Park
- Creating more artist community spaces - a local developer has expressed interest in creating this type of development
- Gateways Master Plan request for qualifications
- Six utility box wraps were approved

## 8. OTHER TOPICS

Commissioner Richmond brought up the recent application submission for the isthmus property. The Commission discussed this project briefly.

Chair Mark reminded the Commission of some of its upcoming work items:

- 2017 work plan
- Downtown Strategy
- Sign Code Amendments
- Missing Middle Program
- Gateways project
- Neighborhood Centers

Chair Mark proposed an idea of having each Commissioner review a chapter of the Comprehensive Plan and then report back to the Commission what was learned. The Commission agreed to this plan. Ms. Phillips will coordinate these reports under Agenda Item Other Topics.

Chair Mark indicated he will be meeting with Councilmember Hankins to discuss how the Planning Commission can do more collaborating with the Council.

## 9. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

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ATTACHMENT 1





## Planning Commission

### Briefing on a proposed Zoning Code Text Amendment related to drive-through facilities within the Briggs Village

Agenda Date: 11/7/2016  
Agenda Item Number: 6.A  
File Number: 16-1195

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Type: discussion Version: 1 Status: In Committee

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#### Title

Briefing on a proposed Zoning Code Text Amendment related to drive-through facilities within the Briggs Village

#### Recommended Action

Information only. No action requested.

#### Report

##### Issue:

Hear a briefing by staff and have the opportunity to ask clarifying questions.

#### Staff Contact:

Nicole Floyd, AICP, Senior Planner, Community Planning & Development, 360.570.3768

#### Presenter(s):

Nicole Floyd, Senior Planner, Community Planning & Development

#### Background and Analysis:

The Briggs Village Master Plan was adopted in 2003 and has been envisioned as a dense mixed use urban village. While residential development has occurred, the commercial (retail and office) uses have not been built-out as envisioned. To address this, amendments to the Master Plan were adopted in 2014 modifying specific standards related to the commercial core of the Village. While these amendments have spurred some multi-family development in the core, commercial development has not occurred.

The applicant acquired the property in 2015 and has been actively marketing the commercially zoned areas since. He believes that the current limitations on ancillary drive-through lanes have been a key factor as to why the commercial core remains undeveloped today. Currently only banks are allowed to have a drive-through lane, and the applicant believes that this has deterred a variety of development opportunities for businesses such as pharmacies, small scale restaurants, and coffee shops. The proposed amendments would allow for a broader range of uses to have ancillary drive-through lanes in certain areas of the Briggs Village outside the planned central square. In order to maintain the strong emphasis on the pedestrian environment within the code, the revisions

proposed increase the development and design standards related to drive-through lanes. Drive-through lanes would only be permitted in association with businesses that primarily engage in providing services to walk-in customers.

Additionally, any new drive-through lane would be required to be accessed from existing interior parking areas and be designed so that dedicated pedestrian access to the entry is maintained from the primary street. These provisions are intended to significantly limit the potential locations for drive-through lanes and ensure they would remain within areas already dedicated to automobiles.

In sum, these revisions are intended to help spur the development that has long been anticipated, while maintain the underlying design intent within the master plan.

**Next Steps:**

A Public Hearing before the Planning Commission has been scheduled for November 21, 2016. The Public Comment Period closes the same day as the Public Hearing. Staff is hopeful that between discussion at the briefing and the deliberation at the Public Hearing the Planning Commission will have adequate information to make a recommendation to City Council. Should more review time be needed, additional meetings can be scheduled.

**Neighborhood/Community Interests (if known):**

The notice of Planning Commission Public Hearing has been sent to all known residents and property owners within the Briggs Village. Additionally, a meeting of interested parties was held on October 27, 2017.

**Options:**

Briefing only.

**Financial Impact:**

No specific impact to the City has been identified; however, should the revision spur commercial growth within the Village associated tax revenues are likely.

**Attachments:**

Proposed Text Amendment

Vicinity Map

Briggs Village Proposed Text Amendment – Allowing Limited Drive Through Uses in Urban Villages

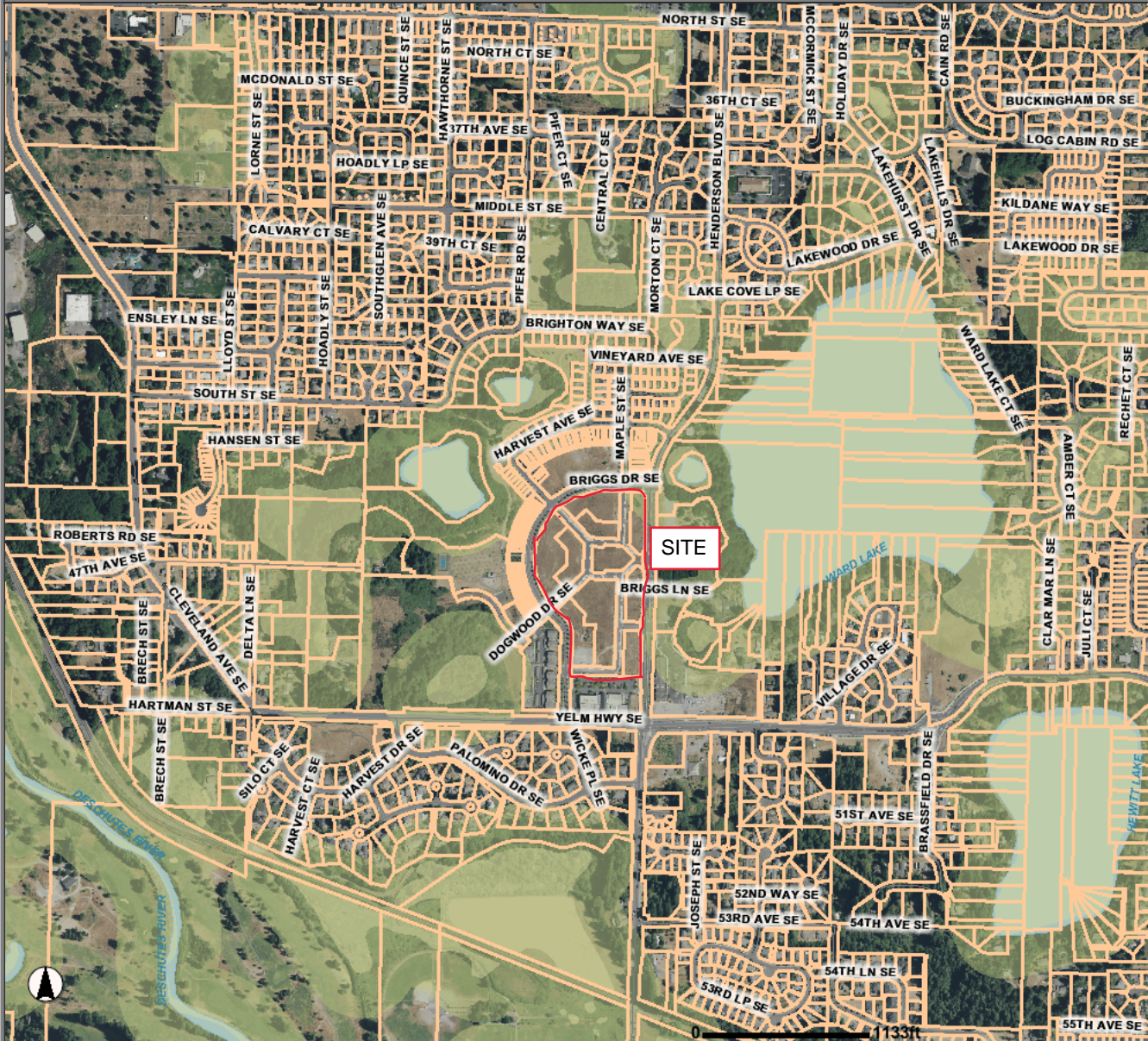
	Olympia Municipal Code Citation	Current Language	Proposed New Language
<b>OMC 18.05 Villages and Centers</b>			
A.	18.05, Table 5.01 Permitted, Conditional and Required Uses section 3	N/A	<u>Add new use to table, “Restaurants,” with “P” in column for UV designation only.</u>
B.	18.05.040 (B) Prohibited and Unspecified Uses.	B.1. Automobile-oriented uses which primarily cater to customers in their vehicles or rarely provide consumer goods or services to pedestrians. This includes drive-in and drive-through businesses (except drive-through banks as provided in Section 18.05.060(A) herein)[.]	B.1. Automobile-oriented uses which primarily cater to customers in their vehicles or rarely provide consumer goods or services to pedestrians <u>or walk-in customers. This includes drive-in and drive-through businesses (except drive-through banks as provided in Section 18.05.060(a) herein)</u>
C.	18.05.060 Use standards.	A. Banks. 1. Banks with drive-through facilities shall be limited to one drive-through lane. 2. Driveway access for the drive-through lane shall not be allowed on streets abutting a village green or park in a village center.	A. <u>Banks Drive-through facilities.</u> 1. Banks <del>with drive through facilities shall be limited to one drive-through lane,</del> <u>restaurants pharmacies, and other businesses that primarily cater to pedestrians or walk-in customers are permitted to have a single-drive through lane.</u> 2. Driveway access for <del>the drive-through lane a permitted single drive-through lane shall be allowed only through a common parking lot area in a village center,</del> <u>and shall not be allowed on streets abutting a village green or park in a village center.</u>

Briggs Village Proposed Text Amendment – Allowing Limited Drive Through Uses in Urban Villages

<b>OMC 18.05A</b>			
<b>Urban Village, Neighborhood Village, Neighborhood Center and Community Oriented Shopping Center Design Criteria</b>			
D.	18.05A.095 Building design – Drive-through <del>banks facilities.</del>	Building design – Drive-through banks A. REQUIREMENT: Locate the main entry to a bank on a pedestrian-oriented street. Orient drive-through facilities at banks in a way that makes minimal disruption of the street edge. See also Section 18.05.060(A) Use Standards Banks (i.e., limit of one lane, and prohibition of access onto streets abutting a village green).	Building design – Drive-through <del>banks facilities.</del> A. REQUIREMENT: Locate the main entry to a <del>banks facility</del> on a pedestrian-oriented street. Orient drive-through facilities <del>at banks</del> in a way that makes minimal disruption of the street edge. See also Section 18.05.060(A) Use Standards <del>Banks – Drive-through facilities (i.e., limit of one land, and prohibition of access onto street abutting a village green.)</del>  B. REQUIREMENT: Locate the drive-through facility on the side or behind the building as viewed from the street. Drive-through facilities shall not be located between the building and street frontage, unless the proposed drive-through location provides equivalent or better pedestrian access to the building. For all drive through facilities, uninterrupted pedestrian access to the main building entry shall be provided.



# Thurston County Map



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### LEGEND

- Major Roads
- Roads
- Streams
- Contours
- Wetlands
- Wetland Buffers
- Flood Zones
- Water Bodies
- Zoning
- Cities
- Parcels



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## SITE MAP PHYSICAL FEATURES





## Planning Commission

### Action Plan Briefing

Agenda Date: 11/7/2016  
Agenda Item Number: 6.B  
File Number: 16-1208

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Type: information Version: 1 Status: In Committee

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Title  
Action Plan Briefing

Recommended Action  
None; receive briefing on the Action Plan.

Report  
Issue:  
Staff will provide the Planning Commission with a briefing on the Action Plan.

Staff Contact:  
Stacey Ray, Senior Planner, Community Planning and Development, 360.753.8046

Presenter(s):  
Stacey Ray, Senior Planner

#### Background and Analysis:

In 2014, Olympia adopted a new Comprehensive Plan (Plan) with updated goals and policies that reflect our community's vision. Early in the *Imagine Olympia* process, the City Council identified a vital next step: ensure the goals and policies become reality and have real "on the ground" impact by creating an Implementation Strategy or Action Plan with performance measures.

In November 2013, the Council Land Use and Environment Committee (LUEC) provided staff with direction to begin work on an Action Plan. An interdepartmental staff team was formed to take what was learned during the Comprehensive Plan update process, *Imagine Olympia*, and develop a draft Action Plan.

The initial Draft Action Plan was released in April 2015. Throughout the summer, staff sought comments on the draft using a variety of tools and events. A broad range of community members and representatives from diverse interest groups participated, including City Advisory Committees and Commissions, neighborhood representatives, and potential partners for implementation.

Feedback received during the public involvement process provided insights into community interests and priorities; how community members and potential partners viewed the Plan's purpose; and how

the Plan was structures and communicated. Specifically, focus group members stressed the need to have clear connections between the major parts of the Plan, which were the desired outcomes (or goals from the Comprehensive Plan), actions, and performance measures.

After having reviewed the outcomes from the public involvement process, the interdepartmental staff team made significant revisions to the initial draft, including revisiting the structure and developing logic maps to show clearer connections between the actions and the measures. Each of the five Action Areas now included: desired outcomes (from the Comprehensive Plan); strategies and actions for achieving those desired outcomes; and indicators for measuring progress. The performance measures were also more accurately dubbed 'community indicators,' which better reflects the role they play in alerting us to areas that need more attention.

This agenda item is to provide Planning Commissioners with an overview of the Action Plan framework that has been accepted by Council; strategies, actions, and indicators that may be of interest; relationships between the Action Plan and planning efforts; and upcoming opportunities for involvement (Attachment A).

The Action Plan framework is available both as a PDF document (Attachment B) and can also be viewed entirely on the City's Action Plan website (Attachment C).

Neighborhood/Community Interests (if known):

As the framework for identifying near-term City and community-based strategies and actions for implementing the Comprehensive Plan, the Action Plan has board community impacts.

Options:

None at this time; this agenda item is informational only.

Financial Impact:

None; the Action Plan is already a budgeted work item, with all departments annually contributing staff time and other resources to varying degrees.

Attachments:

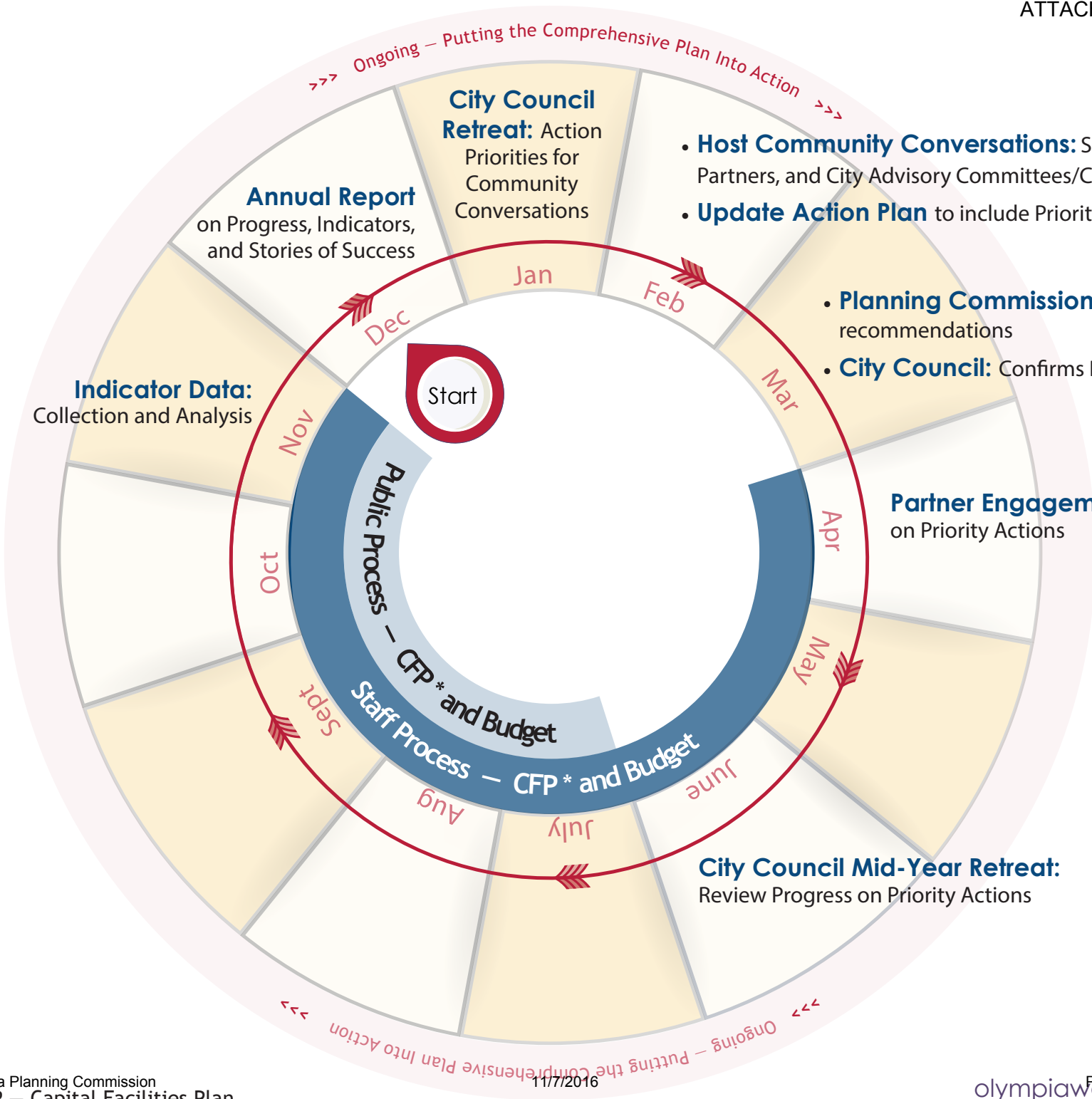
Annual Update Cycle

Action Plan Framework

Action Plan website hyperlink



# Action Plan | Annual Cycle



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## Action Plan Community Indicators

**Why Have Community Indicators?**  
Indicators are a way for us to track and share our progress in achieving our Comprehensive Plan vision and goals.

Unless otherwise noted, indicators are community-wide and the data is reported annually.

Learn more about Olympia's Action Plan at [olympiawa.gov/takeaction](http://olympiawa.gov/takeaction)

**Questions? Contact:**

Community Planning & Development  
[cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)  
360.753.8314

### Community, Safety & Health



- Rate of citizen satisfaction with their involvement in City decision making
- High School 5-year graduation rates
- Emergency response times
- How safe do residents feel in Olympia?
- Hours of participation in parks, arts, and recreational activities
- Number of mental health calls to which fire and police respond
- Percentage of residents who have nearby access to a source of healthy food
- Number of individuals who are homeless in Thurston County

### Downtown



- Sales tax revenue
- Retail/office vacancy rates
- Housing mix (market rate to low income ratio)
- Peak-hour parking occupancy on weekdays
- Percent of survey respondents rating Downtown as clean and safe
- Number of community-wide arts venues or special events
- Number of historic and cultural sites

### Economy



- Gross local production
- Percent of jobs that are living wage or higher
- Percent of business owners rating Olympia as a good place to do business
- Number of arts-related businesses
- Condition of City infrastructure

### Environment



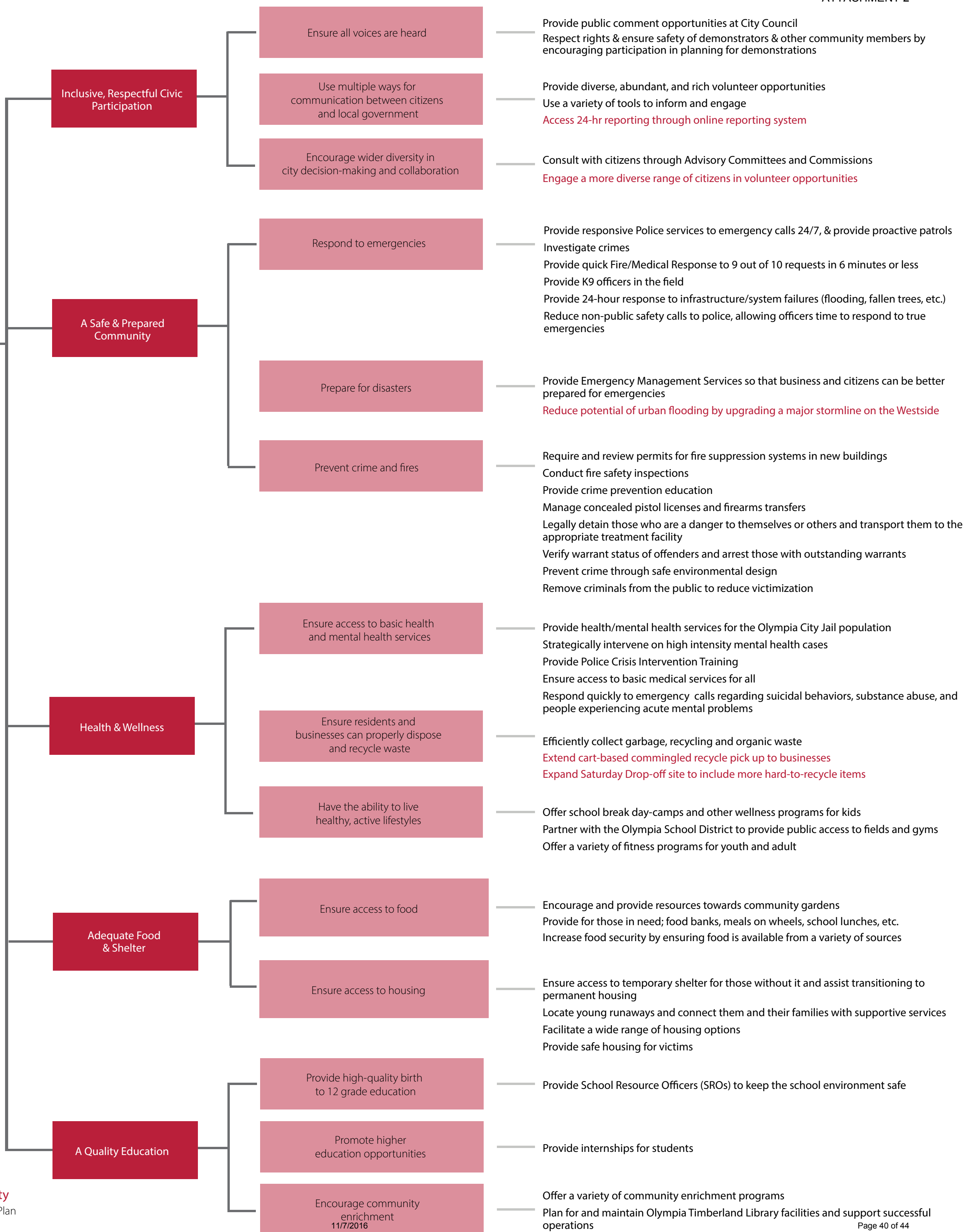
- Acres of preserved green space per capita for public use or environmental benefit
- Tons of solid waste per capita going to landfill
- Percent compliance with clean drinking water standards
- Citywide greenhouse gas emissions
- Percent of residents using alternative forms of transportation
- Number of sites with contaminated soil cleaned up

### Neighborhoods



- Percent of households within recognized neighborhood associations
- Percent of residents rating their neighborhood as a desirable place to live
- Percent of residents rating their neighborhood as safe
- Percent of housing units within 1/2 mile walking route to essential services
- Percentage of City located within 1/2 mile of a park or open space

# Community Indicators



Ensure all voices are heard

Provide public comment opportunities at City Council  
Respect rights & ensure safety of demonstrators & other community members by encouraging participation in planning for demonstrations

Use multiple ways for communication between citizens and local government

Provide diverse, abundant, and rich volunteer opportunities  
Use a variety of tools to inform and engage  
Access 24-hr reporting through online reporting system

Encourage wider diversity in city decision-making and collaboration

Consult with citizens through Advisory Committees and Commissions  
Engage a more diverse range of citizens in volunteer opportunities

Respond to emergencies

Provide responsive Police services to emergency calls 24/7, & provide proactive patrols  
Investigate crimes  
Provide quick Fire/Medical Response to 9 out of 10 requests in 6 minutes or less  
Provide K9 officers in the field  
Provide 24-hour response to infrastructure/system failures (flooding, fallen trees, etc.)  
Reduce non-public safety calls to police, allowing officers time to respond to true emergencies

Prepare for disasters

Provide Emergency Management Services so that business and citizens can be better prepared for emergencies  
Reduce potential of urban flooding by upgrading a major stormline on the Westside

Prevent crime and fires

Require and review permits for fire suppression systems in new buildings  
Conduct fire safety inspections  
Provide crime prevention education  
Manage concealed pistol licenses and firearms transfers  
Legally detain those who are a danger to themselves or others and transport them to the appropriate treatment facility  
Verify warrant status of offenders and arrest those with outstanding warrants  
Prevent crime through safe environmental design  
Remove criminals from the public to reduce victimization

Ensure access to basic health and mental health services

Provide health/mental health services for the Olympia City Jail population  
Strategically intervene on high intensity mental health cases  
Provide Police Crisis Intervention Training  
Ensure access to basic medical services for all  
Respond quickly to emergency calls regarding suicidal behaviors, substance abuse, and people experiencing acute mental problems

Ensure residents and businesses can properly dispose and recycle waste

Efficiently collect garbage, recycling and organic waste  
Extend cart-based commingled recycle pick up to businesses  
Expand Saturday Drop-off site to include more hard-to-recycle items

Have the ability to live healthy, active lifestyles

Offer school break day-camps and other wellness programs for kids  
Partner with the Olympia School District to provide public access to fields and gyms  
Offer a variety of fitness programs for youth and adult

Ensure access to food

Encourage and provide resources towards community gardens  
Provide for those in need; food banks, meals on wheels, school lunches, etc.  
Increase food security by ensuring food is available from a variety of sources

Ensure access to housing

Ensure access to temporary shelter for those without it and assist transitioning to permanent housing  
Locate young runaways and connect them and their families with supportive services  
Facilitate a wide range of housing options  
Provide safe housing for victims

Provide high-quality birth to 12 grade education

Provide School Resource Officers (SROs) to keep the school environment safe

Promote higher education opportunities

Provide internships for students

Encourage community enrichment

Offer a variety of community enrichment programs  
Plan for and maintain Olympia Timberland Library facilities and support successful operations





# Outcomes



A vibrant, attractive urban destination

Attract people to live, work and play Downtown

- Coordinate traffic control and provide public safety services for special events
- Repair Downtown sidewalks
- Promote and enhance Percival Landing to be a family friendly waterfront
- Enhance Artesian Commons through the Artesian Leadership Council
- Improve streets (Capitol, Franklin, Washington, Jefferson and Legion) for all modes of travel

Encourage investment while preserving Downtown's unique and historical qualities

- Ensure predictable permitting processes for business/development with opportunities for strategic incentives
- Adopt and implement strategies for future development in Downtown
- Analyze and evaluate significant public views and adopt code amendments to protect them
- Implement the Greening Capitol Way project
- Update City design standards

A safe and welcoming Downtown for all

Make Downtown safer and cleaner

- Ensure daytime walking patrol availability during regular shopping hours
- Support the rights of people to demonstrate while ensuring people are safe and traffic flows
- Collect garbage and recycling from street-side litter bins
- Support the Downtown Ambassador program
- Utilize nighttime walking patrol during prime entertainment hours
- Increase availability of Downtown public restrooms
- Develop centralized waste collection areas
- Install shared-use compactor for businesses

# Strategies

Mitigate the effect of sea level rise

- Complete a response plan for sea level rise
- Update building regulations to enhance protection from flooding

A mix of urban housing options

Balance market rate housing and low-income housing

- Develop Downtown housing strategy

A variety of businesses

Promote commercial activity Downtown

- Partner with Downtown businesses and associations for marketing programs, contests, etc.
- Update the City parking strategy and clearly communicate services and information to customers
- Update zoning to allow for appropriate light industrial uses

Implement a Community Renewal Area (CRA)

- Facilitate a Water Street redevelopment project strategy
- Promote the redevelopment of the former Griswold's property

Connections to our cultural & historic fabric

Preserve and promote unique historic and cultural features

- Provide historical and cultural interpretive opportunities
- Develop and implement a historic preservation strategy
- Evaluate and expand the designated historic district
- Connect existing assets and investments

Engaging arts & entertainment experiences

Create more opportunities for events, art, music & entertainment

- Develop the "Music Out Loud" project
- Establish a "creative district"

Support modern venues for community and cultural events

- Maintain the Washington Center building and support successful operations

# Actions



# Outcomes

Abundant local products and services

A thriving arts and entertainment industry

Sustainable quality infrastructure

A stable thriving economy

Provide small and start-up farmers and food producers a place to sell their products

Bring together the art and business communities

Ensure that low-income artists can live in our community

Regularly assess infrastructure condition

Budget for priority improvements

Design and build quality City infrastructure

Efficiently operate and maintain City infrastructure

Provide a mix of housing, services & jobs within close proximity to one another & easily accessible by walking, biking, or using public transit

Minimize congestion to support commerce

Have stable funding for walking, biking and transit improvements

Strengthen community & economic development

Have sufficient family wage jobs

Support continued success of Farmers Markets

Celebrate bi-annual "Arts Walk" events  
Update the Municipal Art Plan annually

Establish artist live-work housing

Televise sewer lines  
Inspect street pavement  
Inspect park facilities  
Inspect public art  
Complete signal condition rating  
Purchase and implement Asset Management Software for Water Utility

Prioritize needs based on risk and cost  
Seek grant funding opportunities  
Prepare the Capital Facilities Plan  
Secure funding for the next phase of Percival Landing  
Secure funding for new City Maintenance Center

Update Engineering Design and Development Standards  
Review designs and inspect infrastructure installed by private development  
Build a water storage tank near Log Cabin Road  
Pilot Envision Tool on three Public Works Projects

Emphasize preventive maintenance  
Investigate traffic accidents and improve dangerous areas/conditions  
Monitor the safety of the transportation system  
Develop Maintenance Management Plans for school fields (partner with Olympia School District)  
Establish on-call roster for implementing small projects  
Upgrade technology for field staff

Develop planning strategies for Harrison Avenue and Capital Mall area

Construct a roundabout at Morse Merryman and Boulevard Road  
Design highway access ramps in west Olympia to increase mobility

Shift developer fees so that they fund bike, pedestrian and transit improvements

Review proposed new construction through a permitting process that is consistent, timely & ensures all new construction is safe  
Respond to business & investment interest looking to expand  
Support major employers & target new industry recruitment  
Create/implement strategies to ensure Olympia is a great place to do business  
Support small business retention & expansion by connecting resources  
Leverage public/private partnerships  
Support local, historical and recreational tourism

Connect businesses with educational and training programs/resources to access a skilled workforce

# Actions

## Strategies

11/7/2016





# Outcomes

Clean Water & Air

Improve & protect drinking, ground and surface water quality

- Protect drinking water, groundwater & surface water quality to ensure we meet or exceed all state and federal regulations
- Motivate citizens to take action to protect air and water quality through environmental education
- Infiltrate and/or treat rainwater locally so that waterbodies are not negatively impacted
- Facilitate septic to sewer conversions
- Convey/treat wastewater; and respond to spills
- Construct stormwater treatment on 4th Avenue, East Bay Drive, and Harrison Avenue**
- Make innovative stormwater practices the common approach to land development**

Create attractive walking, biking and transit options

- Plan and build an efficient, safe and diverse transportation system
- Develop transportation education and incentive programs
- Build bike corridors**
- Review and update development regulations to promote living and working on major streets with quality transit, pedestrian and biking opportunities**
- Prioritize buses at traffic signals**

Reduce greenhouse gases

- Implement a multifaceted approach to reduce energy and fuel consumption in City operations and fleet
- Expand implementation of one-side road solid waste collection**
- Participate in the development of a regional Climate Action Plan**
- Plan an infrastructure that encourages electric vehicle use**

# Strategies

A Daily Connection to Nature

Foster an appreciation for nature

- Educate and promote environmental stewardship through a diversity of programs
- Increase outdoor recreation opportunities for youth and families**

Manage our urban forest effectively

- Create a tree inventory and assets management strategy through our inter-departmental Urban Forestry Team**

Develop and plan for future park developments

- Provide convenient neighborhood parks
- Complete West Bay Park Master Plan**
- Construct Grass Lake Trail**

Preserved, Quality Natural Areas

Expand our open space and natural area

- Purchase open space (park land)

Protect our sensitive natural areas and wildlife

- Plan and implement restoration projects utilizing staff and volunteers
- Prevent or mitigate environmental impacts during review of new development
- Improve aquatic habitat on public and private property
- Adopt code provisions to protect locally important species when permitting new development**

A Toxin-Free Community

Manage City operations utilizing an Integrated Pest Management (IPM) approach

- Update and coordinate Integrated Pest Management (IPM) Plan citywide
- Increase the number of pesticide-free parks**

Prevent and clean up contaminated sites

- Increase investigations and clean up of priority contaminated properties**

Develop and implement a public toxic awareness /education program

- Eliminate the purchase or use of neonicotinoids on City land/property**

A Waste-Free Culture

Conserve drinking water supply

- Encourage water conservation by businesses and residents

Reduce or prevent amount of solid waste disposed

- Collect recycling and organic materials, diverting garbage from the landfill
- Promote grasscycling and backyard composting
- Provide waste-prevention education to 3rd grade and 6th grade classes**
- Inspect recycle/organics carts for contamination & provide customers with feedback**
- Increase recycling and composting at community events**

# Actions



# Outcomes

# Actions

## Strategies



Neighborhoods

#OlyTakeAction

