



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Amy Buckler  
(360) 570-5847

## Meeting Minutes - Draft Planning Commission

---

Monday, December 17, 2012

6:30 PM

Council Chambers

---

### Special Meeting

#### 1. CALL TO ORDER

##### 1.A ROLL CALL

**Present:** 8 - Vice Chair Judy Bardin, Commissioner Roger Horn, Commissioner Paul Ingman, Commissioner Agnieszka Kiswa, Commissioner Larry Leveen, Chair Jerome Parker, Commissioner James Reddick, and Commissioner Amy Tousley

**Absent:** 1 - Commissioner Rob Richards

#### 2. APPROVAL OF AGENDA

**The agenda was approved with a correction to reflect approval of minutes for May 7, 2012, rather than May 21 as written on the agenda.**

#### 3. PUBLIC COMMENT

There were no public comments.

#### 4. ANNOUNCEMENTS

Associate Planner Amy Buckler noted that the new microphones for room 207 are not yet ready, and the Commission will continue to meet in the Council Chambers until further notice.

Commissioner Leveen announced that he will not be at the January 21st meeting.

### COMPREHENSIVE PLAN CHARTER UPDATE

Councilmember Langer and the Commission discussed the role of the Commission as an advisory committee to the City Council, and their process for Comprehensive Plan deliberations. Councilmember Langer spoke specifically about the importance of adhering to the agreed upon Charter for the Comprehensive Plan Update. He also noted the importance of the Commission staying at a high level in terms of goals and policies, rather than text editing and formatting and other specifics that will be part of the implementation strategy. He said issues that cannot be covered in the tight timeline may be in the 2013 OPC work plan, and asked the Commission to finish

their deliberations by end of March. He added that neighborhood planning and development regulations are important to look at after the Plan is adopted.

There was also a discussion about the Commission's Shoreline Master Program recommendations, and concerns that Council's expectations were not made clear from the beginning. Councilmember Langer responded that the Charter was created in order to avoid confusion over what the Council expected from the Commission with respect to the Comprehensive Plan review. He discussed how the Council uses the recommendations of Commissioners.

Some Commissioners feel that they do not have enough time to review public comments or the Draft Plan in order to make recommendations to their satisfaction. Councilmember Langer reiterated that the Council direction is for the Commission to focus their review on the July Draft and related public comments. Commissioners can best use the limited time remaining by focusing on high level policy issues, and not on specific details that should be part of an implementation strategy.

There was a discussion of whether it is the role of Commissioners to ensure compliance with the Growth Management Act, or whether that is best left to staff. Councilmember Langer said that state law compliance is the purview of staff, not the Commission.

There was a discussion about the proposed implementation plan and how the Commission may participate in that.

Councilmember Langer thanked the Commissioners for their hard work.

## 5. BUSINESS ITEMS

### 12-0841

Briefing: Role of the Comprehensive Plan and Development Regulations

City Attorneys Tom Morrill and Darren Nienaber addressed the Commission about the role of the Growth Management Act, the Comprehensive Plan and development regulations. Mr. Morrill said that the Comprehensive Plan is not intended to regulate specific sites or issues, but rather is a policy document that feeds into development regulations. He said that the Growth Management Act balances property rights with government oversight. He added that the development regulations are the controlling documents, even if they are inconsistent with the Comprehensive Plan.

There was a discussion about a previous project ("7-11") decision, in which the judge ruled that the Comprehensive Plan was a guiding document in that specific case.

There was a discussion about consistency. Mr. Morrill confirmed that development regulations need to be consistent with the Plan. The Plan must also be internally consistent, however, this does not mean goals and policies within the Plan will never conflict. There will always be goals and policies that seem to conflict with one another because people in the community have conflicting needs and desires. These need to be balanced when subsequent decisions are made.

Mr. Morrill said that the Comprehensive Plan sets a general framework that guides development regulations, but it is not intended to be vague. Mr. Nienaber referenced the goals and checklist of the Growth Management Act as the drivers behind the plan, and reiterated that the Plan is not intentionally vague.

There was a discussion about what challenges there may be if specific goals and policies are not implemented, and whether the Plan's language should be

softened with statements such as, "if practicable." Mr. Morrill described the role of development regulations in implementing Comprehensive Plan goals and policies, and said that the Plan doesn't have to qualify the statements.

**The report was received.**

**12-0844**

Recommendation on Vision & Values Statements for the Comprehensive Plan Update

Commissioner Parker led the discussion about the Values and Vision Subcommittee work on the values and vision statement. He said that the group changed the structure of the section so that values and vision statements are linked to each chapter. The group also identified three chapters that did not have explicit corresponding values. The Subcommittee recommends Commissioners identify values as they move forward with final deliberations.

The Subcommittee presented a restructured draft Values and Vision section. Commissioner Parker said the Subcommittee sees this as a work in progress; it should be discussed at a future meeting.

**Commissioner Ingman made a motion, seconded by Commissioner Bardin, to release the draft Values and Vision statements for public comment. There was a discussion of the motion and then it was withdrawn.**

The Subcommittee said it needs to meet again. The intention is that the full Commission will add to the draft as they move through their process. Chair Tousley said the draft reads well, but encouraged the Subcommittee to discuss the draft with staff. Comments will be accepted by the Subcommittee throughout the deliberation process.

**Move to release introduction to Comprehensive Plan and Vision and Values section to the public for comment.**

**12-0855**

Structure and Expectations for Final Deliberations

**Attachments:**     [1. OPC Final Deliberation Process](#)  
                              [2. Commission's "Trends and Highlights" Issues for Final Deliberation](#)

Commissioner Parker discussed his diagram about the Commission's final deliberation process, which is based on a decision process discussed by the Leadership Team.

Chair Tousley and Ms. Buckler explained more about the timeline and process for review of the substantive change list.

Commissioner Parker asked that Commissioners identify where in the July Draft the topic they are discussing is found and to cite specific public comments that they are responding to. He noted that staff needs a week lead time for submissions in order to include comments in meeting packets. Topics can be divided among Commissioners to share the workload.

Commissioner Parker noted that substantive changes would be discussed first, then the topics that are pulled from the highlights and substantive changes would be merged and discussed, then the remaining topics would be discussed. There was a discussion about whether word changes can be discussed as part of these reviews, such as changing "encourage" to "require." Grammatical changes should be referred to staff and changing words with regulatory implications should be part of the

Commission's deliberations.

**The report was received.**

**12-0845**

Selection of a Consent Agenda for the Substantive Changes Proposed by Staff in the July Draft of the Comprehensive Plan Update

**Attachments:**

[1. Substantive Change list](#)

[2. Link to Final Supplemental Environmental Impact Statement \(SEIS\)](#)

The Commission reviewed the list of substantive changes proposed by staff .

They pulled the following items from the list for further discussion: (# relates to number on the July Draft proposed substantive change list:) 1, 2, 4, 6, 11, 14, 19, 22, 24, 29, 30, 33, 35, 38, 39, 40, 41, 42, 43, 45, 47, 48, 51, 53, 59, and 61.

They consented to recommend the following (# relates to number on the July Draft proposed substantive change list:) 3, 5, 7, 8, 9, 10, 12, 13, 15, 16, 17, 18, 20, 21, 23, 25, 26, 27, 28, 31, 32, 34, 36, 37, 44, 46, 49, 50, 52, 54, 55, 56, 57, 58, 60, 62.

**Commissioner Leveen made a motion, seconded by Commissioner Ingman, to recommend approval of the consent items, and for the Chair to coordinate with staff regarding the scheduling of deliberation items pulled for further discussion. The motion passed unanimously, with Commissioner Parker abstaining.**

## **6. APPROVAL OF MINUTES**

Chair Tousley proposed approving minutes by consensus. Commissioner Bardin asked to table the minutes to a later meeting. Commissioner Parker asked that Commissioners review minutes before coming to the meetings to expedite reviews.

Discussion of minutes from November 5, Commissioner Leveen said that he hadn't taken on role of Chair at the time indicated in the minutes, and it needed to be noted when Chair Tousley left the meeting.

Page 11 has a duplicate of Commissioners Bardin and Kisza motion reference.

Review of November 28, 2012 subcommittee meeting. Commissioner Bardin said that on page 2 it should be noted that there was a concern that Commissioner concerns not be "lost in the document." Also a concern was expressed that the document be in a consistent writer's voice.

**Motion to adjourn. No second. Commissioner Leveen moves to approve minutes of May 7, 2012, Commissioner Reddick seconds. Approval is unanimous. Commissioner Parker moves; Commissioner Leveen seconds that the minutes of November 5, 2012 be approved as amended. Approval was unanimous. Commissioner Bardin moves; Commissioner Parker seconds that the minutes of November 28, 2012 be approved as amended. Approval was unanimous.**

**12-0838**

Approval of May 21, 2012 Planning Commission Meeting Minutes

Attachments: [1. Draft Minutes](#)

**12-0840** Approval of November 5, 2012 Planning Commission Meeting Minutes

Attachments: [1. Draft Minutes](#)

**12-0846** Approval of November 28, 2012 Planning Commission Comprehensive Plan Update Subcommittee Meeting Minutes

Attachments: [1. Draft Minutes](#)

**7. REPORTS**

This item was tabled to the next meeting.

**8. ADJOURNMENT**

Chair Tousley thanked the group for their work, and Commissioner Horn thanked Chair Tousley for her work. The meeting adjourned at 10:08 pm.

**Accommodations**