



# Meeting Minutes

## Planning Commission

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

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**Monday, March 7, 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:** 7 - Chair Carole Richmond, Vice Chair Max Brown, Commissioner Kim Andresen, Commissioner Darrell Hoppe, Commissioner Jerome Parker, Commissioner Robert Ragland, and Commissioner Missy Watts

**OTHERS PRESENT**

Community Planning and Development Deputy Director Leonard Bauer  
Principal Planner Tim Smith  
Senior Planner Joyce Phillips  
Senior Planner Nicole Floyd  
Associate Planner Michelle Sadlier  
Assistant Planner Paula Smith  
Public Works Water Resources Planning and Engineering Manager Eric Christensen  
Senior Planner Laura Keehan

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

- 3.A** [16-0315](#) Approval of February 22, 2016, Olympia Planning Commission Meeting Minutes.

Chair Richmond wanted an addition to Page 2, Item 4., last paragraph, last sentence: The Planning Commission may make a recommendation to the Hearing Examiner based on consistency of the proposal with the Comprehensive Plan but is not permitted to hold a public hearing or take public testimony on the proposal unless the proposed rezone is a legislative review affecting an entire zone and multiple property owners.

Ms. Phillips stated there was an error on Page 2, Item 5., 3rd bullet point: Change hosed to hosted.

The minutes were approved as amended.

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips announced:

- The City received 19 applications for the 5 positions open. The General Government Committee will conduct interviews on Monday, March 21, 2016 for those candidates not currently seated on the Commission. Chair Richmond has been invited to attend.
- Chair Richmond has been invited to attend the General Government Committee meeting on Wednesday, March 23, 2016. The General Government Committee will visit with the chair and liaisons of all the advisory committees and review the proposed work plans.
- The Arts Commission is looking forward to working with the Planning Commission to address gateways into the city. They've requested a meeting with Commissioner Parker, as our liaison to their committee, and with Chair Richmond and Commissioner Andresen as those who attended the General Government Committee where this was last discussed. It looks like the meeting will be on March 14, 2016 at 1:00 or March 15, 2016 at 10:00 a.m.
- The Olympia Heritage Committee meeting scheduled for March 23, 2016 has been rescheduled to March 30, 2016.
- The first public workshop for the Kaiser-Harrison Opportunity Area is March 9, 2016 at 6:30 p.m., at the Marshall Middle School Library. There are two drop-in times scheduled on March 17, 2016 from 3-5 p.m. and March 18, 2016 from noon to 2:00 p.m. City Hall Room 207. These times are for people who want to come in and talk to staff about the project.
- There is no City Council meeting on March 8, 2016.

Chair Richmond asked for an update on the Columbia Place project. Ms. Phillips stated an application was submitted in 2014. The project recently went to the Hearing Examiner. Chair Richmond asked if the project was vested yet or does the Planning Commission have a comment period on the design? Ms. Phillips indicated she would find out that information and would get back to the Commission.

Ms. Phillips indicated Mr. Bauer attended "A Short Course on Local Planning for Washington State Communities" and handed out an informational flyer about the course.

Commissioner Brown asked for an update on the Columbia Towers project. Ms. Phillips stated there was a pre-submission conference. They are looking to re-use the existing building and build an adjacent parking structure. Due to the changes in the code since the building has been used, a residential component will be a required use. Ms. Phillips said she would let the Commission know when an application has been submitted.

## 6. BUSINESS ITEMS

### 6.A [16-0296](#) BranBar Rezone Proposal - Follow-Up Discussion

Ms. Sadlier gave a recap of the BranBar Rezone Proposal and provided the Commission answers to their questions from the previous meeting.

**Commissioner Parked motioned, Commissioner Andresen Seconded to recommend that the Hearing Examiner proceed without recommendation from the Planning Commission. The motion passed.**

**Aye:** 6 - Chair Richmond, Commissioner Andresen, Commissioner Hoppe, Commissioner Parker, Commissioner Ragland and Commissioner Watts

**Nay:** 1 - Vice Chair Brown

### 6.B [16-0314](#) Development Review Process Briefing

Staff gave a briefing on the Development Review Process.

**The information was received.**

### 6.C [16-0313](#) Low Impact Development (LID) Code Revisions - Deliberation

Chair Richmond indicated that she is continuing to work on a draft recommendation letter on behalf of the Planning Commission to the City Council.

**The deliberation was continued to the Planning Commission due back on 3/21/2016.**

## 7. REPORTS

Commissioner Parker attended a meeting where MAKERS Consultant Group presented information about a how to approach a future public meeting as part of the Downtown Strategy's plan to deal with public transportation.

Commissioner Andresen attended the pre-submission conference for the Columbia Towers property on 5th Avenue.

Chair Richmond attended the Downtown Strategy Stakeholders Workgroup meeting last week and she gave an update.

Commissioner Hoppe stated there was a Design Review Board meeting regarding the Martin Way Residential project that he was unable to attend. Commissioner Parker indicated he was able to attend this meeting and the building style is what they called "village craftsman". The Design Review Board will meet again on March 24, 2016.

## 8. ADJOURNMENT

The meeting was adjourned at 8:12 p.m.