

2013 Olympia Planning Commission Work Program

Earlier this year, the City Council approved a temporary Work Program for the Planning Commission, which consisted of incomplete work items carried over from 2012. It was agreed the Commission would submit a revised recommendation following completion of their work on the Comprehensive Plan Update.

The staff liaison to the Planning Commission is Amy Buckler, Associate Planner with Community Planning & Development.

SECTION 1. Statutory Requirements & Potential Code Changes				
Estimated Percent of Overall Committee Effort for Section 1: 65%				
Title Description	Commission Commitment	Staff Commitment	Schedule	Budget Implications
	<i>Committee hours, not individuals.</i>	<i>Preparation and meeting time</i>	<i>Based on OPC priorities - general start and end date</i>	
<p>1.1 Capital Facilities Plan Review and Annual Comprehensive Plan Amendments</p> <p>Proposal: Review the Draft CFP and identify whether proposals comply with the adopted City Comprehensive Plan. Also, review 20-year CFP goals and policies.</p> <p>Currently, besides adoption of the new Comprehensive Plan, there are no other items on annual Comprehensive Plan amendment docket; however, the County may request a joint plan amendment.</p> <p>Hold public hearings on CFP and other annual Comprehensive Plan Amendments.</p>	<p>OPC Finance Subcommittee: 10-15 hours of meeting time</p> <p>Entire Commission: 4-5 hours of meeting time</p>	20-30 hours	July - October	Base budget. CP&D and other staff support as needed from department budgets.

<p>Deliverable: 1) CFP recommendation letter to the Olympia City Council. 2) If applicable, OPC recommendation to City Council on any Comprehensive Plan amendment.</p>				
<p>1.2 HDC Setbacks and Stepbacks (RE: Interim Ordinance)</p> <p>On December 11, 2012 the City Council passed an emergency ordinance for High Density Corridors temporarily requiring greater setbacks and stepbacks for certain new buildings near existing single family homes.</p> <p>Deliverable: Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission: 30-40 hours</p> <p>5-8 hours of meeting time</p>	<p>30-40 hours</p>	<p>June – December</p>	<p>Base budget</p>
<p>1.3 Regulating Marijuana Sales</p> <p>On May 7, 2013, the City Council passed a one year moratorium on medical marijuana sales in the city. The Council will hold a public hearing on June 25th to determine whether or not to continue with the moratorium.</p> <p>In addition, later this year, the Washington Liquor Control Board is expected to issue rules implementing Initiative 502, regarding sales and production of marijuana.</p>	<p>Entire Commission: 30-40 hours</p> <p>5-8 hours of meeting time</p>	<p>30-40 hours</p>	<p>June 2013 – March 2014</p>	<p>Base budget</p>

<p>Presuming, the Council continues with the moratorium after June 25, the Commission will need to hold a public hearing and deliberate on regulations related to the sale, and possibly the production, of marijuana in Olympia.</p> <p>Deliverable: Planning Commission recommendation to City Council for decision on possible code amendment.</p>				
<p>1.4 Development Code Updates for Consistency with Comp. Plan Update</p> <p>The City Council expects to adopt the Comprehensive Plan Update by the end of this year. In addition to the Plan itself, there are other required elements of the periodic update, due to be complete in 2016. <i>(See Below)</i></p>	<p>Entire Commission: 5-10 hours of meeting time</p>	<p>50-60 hours</p>	<p>June 2013 – December 2014</p>	<p>Base budget</p>
<p>The Growth Management Act requires cities to adopt development regulations consistent with the Comprehensive Plan. City staff proposes to initiate some changes in 2013 consistent with the pending Plan Update. Other code updates would occur in 2014 or later. In late June, the Council’s Land Use & Environment Committee will discuss the scope of development code updates for 2013 and beyond. Following are the most likely code updates for 2013:</p> <ol style="list-style-type: none"> 1. Zoning map amendments. Change: <ol style="list-style-type: none"> a. Henderson Park from Capitol Campus to General Commercial or similar zoning, b. LOTT plant from Industrial to Urban Waterfront zoning, c. Two blocks near City Justice Center changing from Professional Office to City Center zoning, d. Heritage Park from Multi-family to Capitol Campus, and e. Add text indicating which map classifications implement which Future Land Use map categories. f. Add a “Cross-Walk” outlining the relationship between the City’s Land Use Designations and Zones. 				

2. Amend environmentally sensitive area clustering provisions to allow more clustering.
3. Amend threshold for multi-family projects mandated to mix housing types from 10 to 5 acres.
4. Extend design review jurisdiction to all commercial projects adjacent to public streets.
5. Remove most streets from scenic view protection.
6. Add provision allowing for recognition of 'campus' master plans, such as SPSCC, hospitals, etc. Possibly by expanding CUP or Master Plan process.

Deliverable: Planning Commission recommendation to City Council for decision on possible code amendments.

<p>1.5 Hearing Body on Rezones - Code Amendment (OMC 18.58)</p> <p>Currently, the Planning Commission reviews and makes recommendations on <u>all</u> changes to the zoning map. However, the Comp Plan Update proposes more general categories on the Future Land Use map, and because of the way the Municipal Code is written, this would result in certain rezones being reviewed by the Olympia Hearing Examiner, rather than OPC. This item is to consider whether OPC should remain the hearing body on all rezones.</p> <p>Deliverable: Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>4 hours of meeting time</p>	<p>20-30 hours</p>	<p>July 2013 –March 2014</p>	<p>Base budget</p>
<p>1.7 Complete Recommendation on Reclaimed Water Amendments</p> <p>Revise the reclaimed water ordinance to include standards for indoor use and</p>	<p>Entire Commission:</p> <p>3 hours meeting time</p>	<p>Public Works & CPD staff:</p> <p>10-20 hours</p>	<p>July - August</p>	<p>Base budget</p>

<p>address other general housekeeping needs.</p> <p>Briefing complete. Public Hearing and Deliberation to occur this summer.</p> <p>Deliverable: Planning Commission recommendation to City Council for decision on possible code amendment.</p>		<p><i>Briefing has been completed. Public Hearing and Deliberation to occur this summer.</i></p>		
<p>1.8 Complete Recommendation on Waste Receptacle Screening Amendment</p> <p>Amend waste receptacle and screening requirements to make it easier for garbage trucks to access.</p> <p>Briefing and public hearing complete. Deliberation to occur in July.</p> <p>Deliverable: Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission: 1-2 hours meeting time.</p>	<p>Public Works & CP&D staff: 8-10 hours</p> <p><i>Briefing and public hearing have been completed. Deliberation to occur this summer.</i></p>	<p>July</p>	<p>Base budget</p>
<p>1.9 Special Project Approval Close-outs</p> <p>Final action on various special projects. (For example, as part of a development agreement, the City may have agreed to amend the zoning map after a project was built. In this type of instance, the final action would be to amend the map.) Some final actions may require a recommendation by OPC.</p>	<p>Entire Commission 5 hours of meeting time</p>	<p>CP&D Staff 30-40 hours</p>	<p>May-December 2013</p>	<p>Base budget</p>

<p>Deliverable: Planning Commission recommendation to City Council for final action to close out various special projects.</p>				
<p>1.10 Project Review Time Limits</p> <p><i>Time permitting.</i> Update project review times in the code to reflect our streamlined permitting process (the Latimore process.)</p> <p>Deliverable: Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>5 hours of meeting time</p>	<p>10-20 hours</p>	<p>May-December 2013</p>	<p>Base budget</p>
<p>1.11 Design Code Update</p> <p><i>Time permitting.</i> This item is a carry-over from a prior year work plan. The scope includes integration of Pedestrian Street overlay into Design Code, which would give Design Review Board authority to review, and clarifications to make the design review code easier to understand and administer.</p> <p>Deliverable: Planning Commission recommendation to City Council for decision on possible code amendment.</p>	<p>Entire Commission</p> <p>4 hours of meeting time</p>	<p>10-20 hours</p>	<p>May-December 2013</p>	<p>Base budget</p>

SECTION 2. Recommendations on Future Public Processes

Estimated Percent of Overall Committee Effort for Section 2: 10%

<p>2.1 Make a recommendation regarding OPC’s role, the public process and/or the scope of the Downtown Master Planning effort.</p> <p>The City Council has expressed interest in pursuing a Downtown Master Planning public process in 2014, although we won’t know for sure until they budget it. OPC is excited about this effort and has several ideas for how to engage the public and how OPC might be involved.</p> <p>Recommendation may include how to best engage the public in topics relevant to downtown, such as:</p> <ul style="list-style-type: none"> • Parking & Parking lot retrofits • Transportation (one way street grid) • Panhandling • Artist Housing • Historic Preservation <p>Deliverable: Planning Commission recommendation to City Council regarding OPC’s role and a public process for the Downtown Master Plan effort.</p>	<p>Entire Commission: 5-8 hours of meeting time</p>	<p>10-20 hours</p>	<p>July 2013 – March 2014</p>	<p>Base budget</p>
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SECTION 3. Educational Briefings.

In addition to the work plan items listed above, the Commission receives educational briefings from time to time. The Commission has requested the following briefings, which may lead to work item requests in future years.

Estimated Percent of Overall Committee Effort for Section 3: 20%

<p>3.1 Briefings on Density (and Maybe Further Refinement of Urban Neighborhoods Proposal)</p> <p>Explore the topic of density through 1-2 briefings, particularly through use of visual representations and references to alternative approaches and best practices to achieving measured density.</p> <p>Deliverable: Briefing (and, if Council refers the Urban Neighborhoods proposal to the Commission, potential refinements to the land use density ranges for land use designations in the Comprehensive Plan or other deliverables as defined by Council.)</p>	<p>Entire Commission</p> <p>4 hours of meeting time</p>	<p>8-10 hours</p>	<p>July – December</p>	<p>Base budget</p>
<p>3.2 Briefing on Alternative Forms of Development Regulations</p> <p>There is Council, OPC and community interest in establishing alternative form(s) of development regulations in the city, such as form based codes. If Council decides to move in this direction, this would be a future year’s work item for the Department. Meanwhile, OPC would like to learn more about form based and other</p>	<p>Entire Commission:</p> <p>1-2 hours of meeting time</p>	<p>8-10 hours</p>	<p>July 2013 – March 2014</p>	<p>Base budget</p>

<p>similar alternatives and their benefits.</p> <p>Deliverable: Briefing only.</p>				
<p>3.3 Briefing RE: Climate Change Efforts</p> <p>OPC did not have much time to discuss the City and community’s response to climate change during their review of the Comp Plan. This would be an informational briefing about City and community efforts.</p> <p>Deliverable: Briefing only.</p>	<p>Entire Commission</p> <p>1-2 hours of meeting time</p>	<p>8-10 hours</p>	<p>July 2013 – March 2014</p>	<p>Base budget</p>
<p>3.4 Briefing RE: Natural Disaster Planning</p> <p>OPC did not have much time to discuss the City and community’s natural disaster planning efforts during their review of the Comp Plan. This would be an informational briefing about City and regional efforts.</p> <p>Deliverable: Briefing only.</p>	<p>Entire Commission</p> <p>1-2 hours of meeting time</p>	<p>8-10 hours</p>	<p>July 2013 – March 2014</p>	<p>Base budget</p>
<p>3.5 Briefing RE: Urban Green Space/ Parks</p> <p>OPC made a set of policy recommendation in the draft Comp Plan that would increase urban green space in the city. This would be an informational briefing about the City’s current standards regarding park land</p>	<p>Entire Commission</p> <p>1-2 hours of meeting time</p>	<p>8-10 hours</p>	<p>July 2013 – March 2014</p>	<p>Base budget</p>

per capita, and other open or green space requirements. Deliverable: Briefing only.				
3.6 Briefing RE: Inter-jurisdictional planning relationships This would be an informational briefing regarding the jurisdictional relationship between City of Olympia, Port of Olympia and the State Capitol Campus. Deliverable: Briefing only.	Entire Commission: 1-2 hours of meeting time	8-10 hours	July 2013 – March 2014	Base budget
3.7 Small Dwelling Units OPC would like to review the City’s current standards and best practices from other jurisdictions for development of small dwelling units, such as Accessory Dwelling Units, “Tiny Houses,’ ‘apartment pods,’ and other small house trends. Deliverable: Briefing	Entire Commission: 1-2 hours of meeting time	8-10 hours	July 2013 –March 2014	Base budget
Section 4. Annual Retreat				
Estimated Percent of Overall Committee Effort for Section 4: 5%				
4.1 Annual Planning Commission Retreat	Entire Commission: 6-8 hours	10-20 hours	July or August	

<p><u>TOTAL HOURS:</u></p>	<p>Commission Meeting Time:</p> <ul style="list-style-type: none"> • Regular Meetings: 45 hours • Subcommittee Meetings: 10-15 hours • Retreat: 6-8 hours 	<p>Staff Commitment (Meetings + Prep):</p> <ul style="list-style-type: none"> • Support for Regular Meetings: 385 hours • Support for Subcommittee Mtgs: 25 hours • Support for Retreat: 10-20 hours 		
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