



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Todd Stamm  
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**Monday, May 18, 2015**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Andresen called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

**Present:** 7 - Vice Chair Kim Andresen, Commissioner Jessica Bateman, Commissioner Max Brown, Commissioner Roger Horn, Commissioner Jerome Parker, Commissioner Carole Richmond, and Commissioner Missy Watts

**Excused:** 1 - Commissioner Darrell Hoppe

**OTHERS PRESENT**

Community Planning and Development Deputy Director Leonard Bauer  
Principal Planner Todd Stamm

**2. APPROVAL OF AGENDA**

The agenda was approved and item 6B postponed to the next meeting.

**3. APPROVAL OF MINUTES**

**3.A** [15-0494](#) Approval of May 4, 2015 Planning Commission Meeting Minutes

The minutes were approved as amended.

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS & INFO REQUESTS**

Mr. Stamm discussed the Bayan Trails Senior Apartment project, Land Use and Environment Committee (LUEC) deliberation, and Council decision for consultant hiring. He distributed a flyer about the Planning Commission role to ensure consistency with the Comprehensive Plan (CP).

Requests for information from staff:

- Neighborhood center code updates and presentation by Senior Planner Ms. Buckler on June 15, 2015.
- Department of Ecology (DOE) formal comments letter and a Shoreline Master

Program update.

Mr. Stamm announced comments on the DOE letter will be reviewed by Council following the June 18, 2015 meeting of the LUEC. City staff anticipates reaching a decision by July.

Discussion:

- Setting June 1st deliberations.

## 6. BUSINESS ITEMS

### 6.A [15-0487](#) Commercial Design Review Expansion - Public Hearing and Recommendation

Mr. Stamm discussed the draft proposal for expansion of design requirements. The proposal for the development code to be amended requiring that at minimum all commercial buildings and substantial commercial remodels adjacent to public streets meet the City's "Basic Commercial Design Criteria." He outlined gap areas in the City where design reviews are not required and discussed areas of exemption and other areas needing clarification described in the staff report.

Questions for staff:

- Describing how areas will be expanded but the requirements will remain basic.
- Capitol Way residential scale corridor and relationship to the South Capital neighborhood category on the map.
- Staff research of streets dependent on classification and level of traffic.
- Streets currently under review.

Chair Andresen opened the Public Hearing at 7:02 p.m.

Mort James, a representative of the Thurston County Chamber of Commerce, spoke in opposition to the proposal as it stands. He discussed financial obligations usual at 7K to 8K if everything goes well, but places an undue burden of 10K to 15K if there are problems. He believes the recession has undermined the ability to develop and these additional costs will be problematic. He provided his written comments to staff.

Stuart Drebeck, a member of the Olympia Master Builders, spoke in opposition to the proposal. He believes it is cost prohibitive and does not support design review for single family homes. He questioned how view vistas can be included if they are not adequately defined or described.

Questions:

- Design guidelines currently reviewed by staff.
- National area homebuilders' statistics.
- Preference of developers for fewer restrictions.
- Conceptual design review once approved leads to finished proposal.
- Simplifying the submission process for development.

**The public hearing was held and closed with the written record left open until 5:00 p.m. on May 22, 2015.**

**6.B**     [15-0489](#)            Action Plan - Continued Discussion

**The discussion was postponed.**

**6.C**     [15-0480](#)            2016 - 2021 Capital Facilities Plan - Briefing

Mr. Bauer discussed finances and budget consideration relative to the Capital Facilities Plan (CFP).

Commissioner Bateman reported on her meeting with Administrative Services Director Jane Kirkemo to discuss the Finance Subcommittee review of the Capital Facilities plan. She discussed her plans to address a metropolitan parks district with City staff.

Mr. Bauer discussed the assessment for developing a 20 year CFP.

Discussion:

- Greening of Capital Way project status.
- Considerations for impact fund projects.
- Strategy and timeframe for changing one way streets to two way couplet.

**The discussion was completed.**

**6.D**     [15-0493](#)            State Environmental Policy Act Options - Briefing

Mr. Bauer discussed options provided by the State for addressing the State Environmental Policy Act (SEPA). He reviewed the handout "Flexibility in SEPA to Streamline Project Review in Urban Areas (draft 11/20/14).

Commissioners and Mr. Bauer discussed the language of the draft.

Discussion:

- Planning Commission testimony to Council in support of a downtown planned action analysis.
- Planned action study costs.
- Port plans for planned action for their downtown properties and possibility for shared costs.

Commissioner Brown presented the following statement:

My name is Max Brown and I am here to represent the Planning Commission this evening. The Planning Commission appreciates the work that the Land Use and Environment Committee has done in looking at innovative ways to apply SEPA exemptions when working on the downtown strategy. We believe that the urban infill exemption thresholds and minor new construction flexible exemption levels are helpful and we would also recommend that the Council consider planned action as a tool in

implementing the downtown strategy. The Olympia Planning Commission has heard from the city of Tacoma and how it has used planned action to successfully redevelop the Foss Waterway. Planned action allows for a holistic view of issues such as contamination and transportation for a designated area. While it could cost between \$250,000 and \$500,000 and take two years to perform a planned action we as a Commission believe there is tremendous long term value in implementing this tool. Thank you.

**The information was received. Commissioner Brown moved, seconded by Commissioner Watts, to present the aforementioned statement to the City Council on May 17, 2015. The motion carried with the following vote:**

**Aye:** 3 - Commissioner Bateman, Commissioner Parker and Commissioner Watts

**Nay:** 2 - Vice Chair Andresen and Commissioner Horn

**Excused:** 1 - Commissioner Hoppe

**Recused:** 1 - Commissioner Richmond

**Abstained:** 1 - Commissioner Brown

## 7. REPORTS

Commissioner Horn attended the Coalition of Neighborhoods Association and PBIA meetings and gave reports.

Commissioner Parker attended the Community Renewal Area meeting and gave a report.

Commissioner Richmond attended the Utilities Advisory Committee (UAC) meeting and gave a report.

The Commission discussed dates for their retreat.

Temporary Chair Andresen discussed the neighborhood center code and the formation of a subcommittee to work with a consultant hired to facilitate neighborhood involvement. Commissioners Watts, Parker, Richmond and Brown volunteered for the committee.

Commissioner Richmond announced her interest in running for Chair.

## 8. ADJOURNMENT

The meeting adjourned at 9:25 p.m.