



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Todd Stamm  
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**Monday, January 4, 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:** 4 - Chair Carole Richmond, Commissioner Darrell Hoppe,  
Commissioner Jerome Parker, and Commissioner Robert Ragland

**Excused:** 3 - Vice Chair Kim Andresen, Commissioner Max Brown, and  
Commissioner Missy Watts

**OTHERS PRESENT**

Community Planning and Development Deputy Director Leonard Bauer  
Principal Planner Todd Stamm  
Public Works Senior Planner Laura Keehan  
Engineering and Planning Supervisor Eric Christensen  
Water Resources Director Andy Haub  
Parks, Arts, and Recreation Director Paul Simmons

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [16-0022](#) Approval of December 7, 2015 Planning Commission Meeting Minutes

The amendment voted upon was under Business Items, first paragraph, first sentence, change the words "decades of" to "long".

**The minutes were approved as amended.**

**4. PUBLIC COMMENT**

Bob Jacobs of 720 Governor Stevens discussed his continued concern about current park standards (ten people per acre) are not appropriate. He indicated anticipated density for existing node development is 400 people per acre. He feels this standard needs to be revised and urged the Commission to recommend this to Council during their review of the 2016 Parks, Arts and Recreation Plan. Mr. Jacobs also expressed his concern of the current stormwater plans and their long term environmental impact

on the Puget Sound.

Mr. Parker commented on two letters that he wrote regarding current park standards and how they address some of Mr. Jacobs concerns.

Teresa Goen-Burgman from Forest Funeral Home Cremation & Cemetery located at 2501 Pacific Avenue gave a history of the formation of the cemetery association. She urged the Commission when looking at the area where Forest Cemetery is located to keep in mind its' history and uniqueness when moving forward with any plan on that businesses location. It currently zoned as commercial.

Commissioner Parker asked Ms. Goen-Burgman for more clarification on what her concern was about the zoning of the location of the cemetery.

Ms. Goen Burgman explained a change of the zoning for an adjacent property to residential from commercial could potentially impact the Forest Cemetery. She urged the Commission to please take into consideration future zoning changes to other properties that are currently adjacent to the Forest Cemetery.

Debra Jaqua of 3104 59th Ct. SE addressed the two letters from Mr. Parker to the Planning and Parks Departments. She expressed her concerns about density locations in relation to City parks.

## **5. STAFF ANNOUNCEMENTS**

Mr. Bauer introduced new staff members hired within Community Planning and Development Department:

Nicole Floyd, new Senior Planner will be joining the department on January 25th.

Linda Bentley has been hired to temporarily fill in for Senior Planner Stacey Ray whom is out on maternity leave and she will be starting on January 19th.

Joyce Phillips will be joining the department also on January 19th. She will be the new Senior Planner who will be taking over for Mr. Stamm's position upon his retirement. She will also be taking over as the Planning Commission staff liaison.

Ms. Phillips addressed the Commission and expressed how she looked forward to working for the City.

Mr. Stamm reminded the Commission their next meeting will be on the 4th Monday in January (25th) as there is a holiday on the 3rd Monday.

Mr. Stamm presented a development update on the Olympia Commons project on State Ave. which is expected to move to land use approval this week.

Mr. Stamm reminded the Commission that the Public Works department is looking for a member of the Planning Commission to participate on a multi-modal concurrency

work group.

## 6. BUSINESS ITEMS

### 6.A [16-0021](#) Stormwater Low Impact Development (LID) Code Revisions - Briefing

Mr. Stamm indicated that this was one of two pre-hearing briefings for the Stormwater Low Impact Development (LID) Code Revisions. He stated this meeting's focus is on the "big picture" regarding the proposed revisions to codes and standards. The January 25, 2016 meeting will go into more detail of the proposed revisions. The February 1st meeting will be the public hearing.

Mr. Christensen discussed the goals of the meeting:

- Help Commission develop a general understanding of the code revision process that has been followed by staff.
- Understand what is LID.
- Why we are considering LID.
- What LID can be expected to achieve.

Mr. Christensen explained that these items have been discussed in the past but this meeting is to provide a refresher of information for the Commission. Staff would like to present what they have considered in the process and what they are now proposing.

Ms. Keehan explained that the code revision process began two years ago in 2014. Staff's goal is to complete the process by July 2016.

Mr. Christensen discussed the purpose of LID.

A link to this information can be found at:

<http://olympiawa.gov/city-utilities/storm-and-surface-water/Low%20Impact%20Development.aspx>

Mr. Christensen reviewed the "Low Impact Development Summary".

#### **Proposed Regulatory Revisions:**

- Require more regulatory oversight of site grading with the intent of better situating new buildings within natural-occurring terrain.
- Require the use of native or naturally-adapted vegetation in landscaped and open space areas. Expand requirements so that open space areas' trees, understory vegetation and soils are better preserved in more multifamily and commercial developments.
- Modify current regulations to better facilitate cluster and cottage developments. Better support new trends and innovation in housing types.
- Reduce allowable impervious surface coverage on individual parcels by 5-10%. However, allow permeable pavements to be used in order to offset the reduction.
- Increase the diameter of center planter islands in cul-de-sacs while maintaining the same outside diameter of the street, so that overall impervious street surface

is reduced.

- Reduce single family driveway widths from 24 feet to 20 feet wide.
- Allow bioretention in the publicly-owned planter strips to treat street runoff in new developments. The technique can provide water treatment and some infiltration. However, due to the prevalence of poorly-infiltrating soils in Olympia, large stormwater ponds will still be needed. Ensuring maintenance of the bioretention systems will be important.
- Better facilitate the use of landscaping areas in commercial development for stormwater management.
- Better define requirements for infiltrating roof runoff onsite, including the use of rain gardens.
- Facilitate and encourage the use of permeable pavements on private property (e.g., parking lots, sidewalks, driveways). Continue to install permeable public sidewalks as feasible throughout the City. Anticipate increased use of permeable pavement in the future as the technology improves.
- Develop incentives for the use of green roofs, rainwater reuse, and LID building foundations.

**Proposed Administrative Changes:**

- Revise various code language and definitions to better communicate and support LID implementation.
- Adopt new Drainage Design and Erosion Control Manual to align with WDOE expectations. Modify State regulations to better accommodate Olympia-specific soils and weather conditions.
- Require site assessment of the new developments for feasibility of LID implementation early in the development review process.
- Incorporate LID construction inspection needs into City procedures.
- Develop a City stormwater maintenance manual to address the needs of LID facilities.
- Incorporate permitting processes for LID techniques into City codes in order to eliminate or reduce the need for variances, deviations, and exceptions.

**Discussion:**

- Code revisions would apply to new development only.
- Look into possible alternatives to wet ponds which are known to have mosquitos and other problems.

Commissioner Parker inquired about utility fees charged to property owners. Mr. Haub explained how some fee adjustments work as incentives and that more will be considered when the Utility's Master Plan is updated in a couple of years.

Ms. Keehan reviewed the next steps in the code revision process. At the January 25th meeting staff will continue to brief the Commission on code revision progress. The February 1st meeting will be the public hearing. The public comment period will be extended to February 12th. There will be three meetings for deliberations. Staff is hoping to be able to present the proposed revisions to Council by late spring or early summer to start their review process. This schedule will put the City six months ahead

of the mandated Ecology schedule which is the end of 2016.

**The information was received.**

**6.B**     [16-0020](#)             Draft 2016 Parks, Arts and Recreation Plan - Continued Discussion

The Commission continued to discuss the Draft 2016 Parks, Arts and Recreation Plan.

There was a discussion about two letters received from Mr. Parker addressing his concerns with the draft plan.

Mr. Simmons discussed the proposed land acquisition of LBA Woods. Commissioner Ragland expressed his continued concern for acquiring land and not putting purchased land to good use in a timely manner. Mr. Simmons explained that land may be acquired at a lower price but may not always have the funds available at the time of purchase to implement a development plan.

Commissioner Richmond discussed the option of using other agency funds to fund projects in the parks plan. Mr. Simmons indicated that there are many requests in process with various funding sources. He suggested that possibly the Commission could offer assistance in helping secure outside funds.

**The discussion was closed.**

**7.        REPORTS**

Commissioner Richmond attended the Coalition of Neighborhood Associations (CNA) meeting and The Downtown Strategy (DTS) meeting. She gave a brief overview of the meetings. She discussed former Mayor Buxbaum's talk on climate change after his return from the climate change talks in Paris. She urged others to watch his online presentation.

Commissioner Hoppe attended the Design Review Board meeting and gave a brief update about Dick's Sporting Goods development plans in the mall. He also attended the Parks, Arts and Recreation meeting which was a presentation of the same information presented to the Planning Commission.

**8.        ADJOURNMENT**

The meeting was adjourned at 9:08 p.m.