



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Todd Stamm  
360.753.8597

---

**Monday, February 23, 2015**

**6:30 PM**

**Room 207**

---

**1. CALL TO ORDER**

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

**1.A ROLL CALL**

**Present:** 8 - Chair Max Brown, Vice Chair Kim Andresen, Commissioner Jessica Bateman, Commissioner Roger Horn, Commissioner Missy Watts, Commissioner Darrell Hoppe, Commissioner Jerome Parker, and Commissioner Carole Richmond

**Excused:** 1 - Commissioner Judy Bardin

**OTHERS PRESENT**

Community Planning and Development Principal Planner Todd Stamm

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**3.A** [15-0181](#) Approval of January 26, 2015, Planning Commission Meeting Minutes

**The minutes were approved.**

**3.B** [15-0182](#) Approval of February 2, 2015, Planning Commission Meeting Minutes

**The minutes were approved as amended.**

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS AND COMMISSION INFO REQUESTS**

Mr. Stamm announced pending development projects in the Downtown area. He responded to questions from Commissioner Parker about the Comprehensive Plan (CP) amendment proposal public outreach process. He explained procedures for screening CP amendments and discussed the timeline for a downtown strategy with review by the Land Use and Environment Committee (LUEC). He outlined how the plan provides a vision and set of broad guidelines, but a strategy is a set of specific

techniques used to realize the Plan.

Chair Brown discussed communications about the Capital Facilities Element and CFP goals with staff and councilmembers.

Mr. Stamm answered questions about results from the PC retreat.

## 6. BUSINESS ITEMS

### 6.A [15-0179](#) Proposed Amendments to Wireless Communication Facilities Code - Deliberation and Action

Mr. Stamm reviewed the PC Public Hearing meeting of September 8, 2014 responses to the proposal from AT&T Incorporated to revise the city's development code. He discussed how the evaluation by City legal counsel and staff analysis of federal regulations could have a substantial effect upon the proposed amendment.

**Commissioner Parker moved, seconded by Commissioner Richmond, to table the proposal pending legal counsel report and a future decision by the PC to schedule another public hearing to present an alternative proposal. The motion passed unanimously.**

**The recommendation was approved.**

### 6.B [15-0178](#) Collection of Rezone Proposals - Deliberation and Action

#### **Olympia Municipal Code Chapter 18.58 - Rezones and Text Amendments**

New Section OMC 18.58.040 Collection of rezone applications

Site-specific rezone applications may be submitted at any time. However, for review purposes such proposals will be collected into two sets in each calendar year. One set will be those submitted prior to the submittal deadline established by the City Council for annual Comprehensive Plan amendments and will be considered concurrently with such amendments. A second set will be based on a second submittal deadline set by the City Council. Accordingly, unless otherwise specifically authorized by the City Council, site specific rezone proposals shall be considered collectively and no more than twice each year. Time limits for review of the first set shall accord with any time limits for review of Plan amendments; the time limit for review of the second set shall be as established in OMC 18.72.120 provided that the review period shall start on the 'due date' established by Council and not the date of application.

The Commission discussed the language for consistency with the CP.

**Chair Brown moved, seconded by Commissioner Bateman, to adopt the amendment language as written. The motion passed unanimously.**

**The recommendation was approved.**

### 6.C [15-0180](#) Planning Commission Appointments to PRAC and UAC - Discussion

Chair Brown discussed Planning Commission appointments of one of its members to each of the Utility Advisory Committee (UAC) and Parks and Recreation Advisory Committee (PRAC). The Commission discussed the possibility by the City Council General Government committee to reduce the membership of these Committees from 11 to 9 members each.

Commissioners concurred with a 9 member status and continuance of non-voting liaison assignments.

**The discussion was completed.**

## **7. REPORTS**

Commissioner Richmond attended the Utilities Advisory Committee and gave a report.

Commissioner Horn and Mr. Stamm attended the meeting facilitated by the Ruckelshaus Center about the Capital Lake estuary situation and gave a report. They also attended a meeting on Downtown parking problems organized by the Olympia Downtown Association and gave a report.

Commissioner Parker discussed comments on the Westside neighborhood email list.

Commissioners Horn and Parker, met with Joe Ford and City staff to discuss bicycle trails.

Chair Brown gave a leadership team report and suggested canceling the next PC meeting.

Commissioner Hoppe attended a Parks and Recreation meeting and gave a report.

## **8. ADJOURNMENT**

The meeting was adjourned at 7:25 p.m.