
Profile

Candis

First Name

S

Middle Initial

Millar

Last Name

candis.b@hotmail.com

Email Address

1323 E Bay Dr NE

Home Address

Suite or Apt

Olympia

City

WA

State

98506

Postal Code

Mobile: (406) 697-0879

Primary Phone

Home:

Alternate Phone

Community Development
Director, retired

Occupation

Which Boards would you like to apply for?

Planning Commission: Submitted

If you applied for multiple boards or commissions, please rank them in order of interest below.

Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) *

☒ East Bay Drive

If you choose "other" please write in your neighborhood here:

Interests & Experiences

Question applies to multiple boards

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

1. Briefly describe why you wish to serve on this advisory committee.

I believe public service is a foundation of democracy. I have been a public servant for much of my career and have admired those volunteers who serve on citizen boards and advisory committees. The combined experience and backgrounds result in better decision making and direction. I would like to add my background and experience to a committee for the benefit of the community and the elected officials.

Question applies to multiple boards

2. Describe your qualifications and/or skills which would benefit this advisory committee.

I have a background in community development and am familiar with planning best practices, implementation strategies, and conflict resolution. I have also been a City department head and understand municipal finances and governance. I believe these qualifications can be an advantage for a committee that provides recommendations on City planning matters.

Question applies to multiple boards

3. Describe your involvement in the Olympia community.

I have lived in Olympia for a year and five months. Since moving here, I have joined and participated in the East Bay Neighborhood Association. My interest in the community stems from walking and biking the residential neighborhoods, downtown and City parks on a daily basis. I have read the Olympia Comprehensive Plan and am familiarizing myself with other plans in progress.

Question applies to multiple boards

4. List your educational and professional background and area of study.

I retired in 2016 as the Community Development Director for Billings and Yellowstone County, Montana; a position I held for 10 years. My planning career began in 1992. I am AICP and hold a Master's Degree in Rural, Town and Regional Planning from the University of Montana. Prior to that, I was an exploration geologist working in Alaska and the Northwest. I have a Bachelor's Degree and several years of graduate work in Geology also from U of M. I have worked in the public and private sectors and have owned my own business.

Question applies to multiple boards

5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

30

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

6a. Do you wish to be considered for appointment to another advisory committee?

☒ Yes ☐ No

Question applies to multiple boards

6c. Would you be willing to volunteer for other City activities?

☒ Yes ☐ No

Question applies to multiple boards

If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.

Bike and Pedestrian Parks and Recreation Utility

Question applies to multiple boards

6b. Do you wish to be considered for future appointment to this committee?

☒ Yes ☐ No

Question applies to multiple boards

7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

☒ Yes ☐ No

Question applies to multiple boards

8. Citizens appointed to advisory committees are assigned and required to use a City email address for all advisory committee business.

Do you agree to comply with this expectation?

☒ I Agree *

Question applies to multiple boards

9. How did you learn about this advisory committee recruitment?

City of Olympia website

[Millar_Resume_-_2017.pdf](#)

Upload a Resume

Question applies to multiple boards

Applications are accepted for the calendar year only. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and an interview of qualified candidates.

For further information, contact Susan Grisham, Executive Assistant, 360.753.8244, sgrisham@ci.olympia.wa.us

When filed with the City, your application and attachment documents are public records and may be subject to public release.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

Question applies to Planning Commission

10. In your own words, what is the role of an Olympia Planning Commissioner?

The Planning Commission interacts with the public and staff to understand planning issues and through thoughtful deliberation, makes recommendations for plans, policies, and regulations to the City Council. I also believe that it is the Commission's responsibility to listen carefully to the public, staff, and elected officials in order to seek resolution on controversial issues and find a balance between special interests and the community.

Question applies to Planning Commission

11. What interests you most about community planning?

Good community planning results in livable communities that provide economic, social, and environmental benefits to its businesses and residents. Planning strengthens the resiliency of a community by anticipating and preparing it for both positive and negative impacts. By its nature, planning is controversial and may appear to tread on individual rights. To me, the joy of planning is finding agreement and being able to move forward with commitment.

Question applies to Planning Commission

12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I have been a community planner for 23 years and served as City/County Community Development Director for 10 years. I understand the planning process and am very familiar with planning best practices, implementation strategies and voluntary and regulatory controls. My hope is to bring my qualifications to bear and understand how they apply in the local context. Most importantly, I want to learn more about Olympia and how I can help it remain viable and attractive.

Question applies to Planning Commission

13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?

I have not taken a "Short Course in Local Planning", but I do have a Master's Degree in Rural, Town, and Regional Planning. I have read the OPC packets online but have never attended a meeting.

Question applies to Planning Commission

14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?

The current Olympia Comprehensive Plan was adopted in 2014 and may be amended annually. The plan sets forth a vision for Olympia and its growth area for the next 20 years. The plan includes those elements required by the Growth Management Act. The essence of the plan is to provide a framework based on goals and objectives that will guide development and infrastructure investment in accordance with public preference and local, state and federal regulations. Because it is adopted by the City Council, it is a commitment of this body to consider the recommendations set forth in the plan for future land use, infrastructure improvements, housing, transportation and economic development. It also serves as a guide for all advisory committees, including the Planning Commission, when making recommendations to the City Council.

CANDIS STEWARD MILLAR, AICP

1323 EAST BAY DR NE

OLYMPIA, WA 98506

(406) 697-0879 • CANDIS.B@HOTMAIL.COM

SUMMARY: Prior to retirement in 2016, Candis Millar's career was dedicated to creating sustainable and resilient communities by helping decision-makers articulate community vision while balancing competing stakeholder interests through innovative and timely problem solving to achieve tangible results. Her career focuses included:

- Managing public engagement, comprehensive planning, urban renewal, transportation planning, and development services for local governments
- Administering and managing public agencies, including directly supervising and evaluating line and management staff, and preparing annual budgets and work plans resulting in cost effective and efficient delivery of services
- Overseeing the drafting and adoption of city and county plans and policies and successfully implementing them to create positive change in the built environment

Candis holds a Master of Science in Rural, Town and Regional Planning and has 23 years of public and private sector employment in planning and development. She has served a total of 13 years as Department Director in two jurisdictions. Prior to her planning career, she spent 15 years as an exploration geologist and owner of a professional practice.

PROFESSIONAL EXPERIENCE:

Director, City of Billings Planning and Community Service Department, Billings, Montana: November 2006 – 2016 and Interim Director January 2006 – November 2006.

Managed an annual budget of \$6 million and directed 35 employees in the Code Enforcement, Community Development, Building and City-County Planning Divisions. Reported to the City Administrator. Considered a community change agent, innovatively meeting the needs of the largest city in Montana, a thriving community of 110,000 people that also serves as the regional center for central and western Montana, northern Wyoming, and the western Dakotas. Significant accomplishments that have positively affected the development process and pattern of growth in Billings and Yellowstone County include:

- Prepared and implemented three adopted Growth Policies (comprehensive plans) for the City and County
- Streamlined development permit review process by initiating an International Codes Council Building Division Review Process Audit and implementing the audit findings
- Drafted and implemented Council-adopted Annexation, Complete Streets, and Infill Policies
- Managed the Billings Metropolitan Planning Organization, including the development and implementation of Long Range Transportation Plan updates that guided the investment of over \$500 million in regional transportation infrastructure
- Incorporated innovative procedures in subdivision regulations to streamline review process
- Created and staffed two successful Tax Increment Districts
- Modified allocation process for CDBG and HOME funds to maximize program effectiveness
- Promoted the Mayor's Committee on Homelessness 10-Year Plan
- Supervised the administration of an AmeriCorp VISTA program with over 100 volunteers leveraging millions of dollars of community resources for social service providers
- Conceived and implemented the award-winning "Total Urban Neighborhood Enhancement – Unified Program (TUNE-UP)"
- Decriminalized zoning violations by implementing municipal infraction program

- Facilitated and drafted Library Strategic and Facility Location Plans that informed a successful bond election for an \$18M library
- Funded, through federal grants and private contributions, construction of over 40 miles of multi-purpose trails and bicycle/pedestrian facilities
- Facilitated preparation and adoption of Form-Based Code for the East Billings Urban Renewal District
- Generated and maintained numerous public-private partnerships focused on sustainable community, multi-purpose trail, and school siting activities
- Developed a collaborative site location model for elementary and middle schools

Manager, City-County Planning Division, Billings, Montana: November 2003 – January 2006.

Responsible for operations of Planning Division for City and County including personnel supervision, annual budgets and work plans, and project coordination. Managed and processed current and long range planning projects, including major development applications, regulation updates and revisions, and long range plans. Established and maintained effective working relationships with Division staff and with other City and County departments. Accomplishments include:

- 2003 City-County Growth Policy (comprehensive plan)
- City and County Subdivision Regulations updates
- City and County Zoning Regulation amendments
- Non-Motorized Transportation Plan update
- Seven Neighborhood Plans
- Long Range Transportation Plan update
- Two Urban Renewal District Master Plans
- Development of design-based overlay zoning code

Planner II, City/County Planning Division, Billings, Montana: November 2000 – November 2003.

Responsible for processing subdivision, zoning, and annexation applications. Prepared revisions to zoning and subdivision ordinances. Developed and maintained planning GIS applications. Other duties included grant writing, site design, and neighborhood planning. Accomplishments include:

- Development and design of Billings Operations Center, a multi-departmental office and shop complex
- Design and sale of City-owned 170-acre High Sierra Subdivision
- Preparation and adoption of numerous zoning and subdivision code amendments

Director, Big Timber-Sweetgrass County Joint City-County Planning Department, Big Timber, Montana: July 1998 – November 2000.

Responsible for developing current and long range planning program and administering subdivision, floodplain and zoning regulations. Positioned community to successfully leverage development of a nearby large-scale mining operation. Completed projects include East Boulder Hard Rock Mining Impact Plan Amendment, Big Timber Zoning Regulations Update, City-County Subdivision Regulations Update, Big Timber Capital Improvements Plan, Big Timber Transportation Plan, West End Annexation Plan, and draft County Growth Policy. Developed City and County GIS program. Implemented rural addressing. Prepared and managed budget of approximately \$200,000. Competed for and received \$731,000.00 in planning and infrastructure grants for the City and County. Supervised one Planning Assistant/Zoning Administrator.

Assistant Planner, Fischer & Associates, Billings, Montana: November 1995 – June 1998.

Staff planner for landscape architecture and land planning firm. Responsible for generating, managing and executing community planning projects, maintaining computer systems, estimating project costs, and preparing grants. Clients included local governments, federal agencies and private corporations.

Owner/Community Development and Natural Resource Planner, Steward Consulting, Columbus, Montana: February 1993 - November 1995.

Assisted local governments with community land use, capital improvement, and development impact planning. Clients included local governments and non-governmental organizations.

Teaching Assistant, University of Montana, Missoula, Montana: August 1992 - May 1993.

Provided laboratory instruction and class work evaluation for advanced classes in Spatial Analysis and Field Techniques. Duties included instructing students in techniques of statistical data acquisition and presentation, and instruction of social surveys, land use classification and mapping, and surveying techniques.

Internship, Vandam & Associates, Missoula, Montana: January 1992 - May 1992.

Conducted land use inventory for the Reserve Street Annexation Study, City of Missoula. Assisted in public hearings and citizen-initiated meetings. Performed field investigations for land use classification. Compiled data on physical and structural character of study area and designed and maintained inventory database.

Geologist/Vice President, Earthworks, Inc., Missoula, Montana: 1982 – 1992.

Generated, promoted, and conducted contract geological services including regional exploration programs, property evaluations, and geotechnical investigations for engineering and environmental projects. Responsible for office organization, bookkeeping, and file maintenance. Geologic reports consisted of computer generated maps, spreadsheets, and databases. Clients included international mining corporations and local governments.

Staff Geologist, C.C. Hawley & Associates, Anchorage, Alaska: 1980 - 1982

Co-investigator of regional exploration project in south-central Alaska. Conducted geochemical and geophysical surveys and detailed mapping for property evaluations and geologic hazard assessments. Designed and maintained computerized mineral property database, performed land ownership/title searches. Clients included international mining corporations.

Mineral Specialist, U.S.D.A., Forest Service, Region 1, Missoula, Montana: 1977 - 1980

Generated mineral potential and geologic hazards data for land use plans, environmental assessments and environmental impact statements. Extensive training in federal mining and environmental regulations.

EDUCATION:

Master of Science; Rural, Town and Regional Planning; 1993, University of Montana, Missoula, MT.
Graduate studies; 1984 - 1985, University of Montana, Missoula, MT.
Bachelor of Arts, Geology; 1979, University of Montana, Missoula, MT.

AFFILIATIONS:

American Planning Association (member)
American Institute of Certified Planners (AICP 091223)
Montana Association of Planners (Past President)
Western Planning Resources, Inc. (Past President)
Audubon Conservation Education Center (Advisory Board Member)