



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Amy Buckler  
360.570.5847

## Meeting Agenda Planning Commission

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**Monday, May 19, 2014**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

*Estimated Time for Items 1-6: 15 minutes*

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

[14-0493](#) Approval of May 5, 2013 Planning Commission Meeting Minutes

**Attachments:** [1. Draft Minutes](#)

**4. PUBLIC COMMENT**

*Sign-up sheets are provided at the meeting. During this time, citizens may address the Commission regarding items related to City business, including items on the agenda, except agenda items for which the Commission either held a public hearing in the last 45 days, or will hold a public hearing within the next 45 days.*

**5. ANNOUNCEMENTS**

**6. INFORMATION REQUESTS**

*Opportunity for Commissioners to ask staff about City or Planning Commission business.*

**7. BUSINESS ITEMS**

[13-0552](#) PUBLIC HEARING: Proposed Development Code Amendment Revising Rezone Criteria and Relating Pending Change in Comprehensive Plan's Future Land Use Map to Zoning Map

**Attachments:** [Proposed Code \(annotated\)](#)

[Current Code - OMC 18.59.050](#)

[Proposed amendment \(bill format\)](#)

*Estimated Time: 1.5 hours*

[14-0494](#) Discussion of the 2014 Annual Planning Commission Retreat

*Estimated Time: 30 minutes*

[14-0496](#)

## Briefing on the Action Plan for the Comprehensive Plan

- Attachments:**
- [1. Action Plan Fact Sheet](#)
  - [2. Action Area Summaries](#)
  - [3. Public Participation Objectives, Audiences Messages](#)
  - [4. Public Participation Timeline and Tools](#)
  - [5. Action Plan Process](#)

*Estimated Time: 30 minutes*

**8. REPORTS**

- Leadership Team
- Finance Subcommittee
- Liaison Assignments

*Estimated Time: 10 minutes*

**9. ADJOURNMENT**

*Approximately 9:30 p.m.*

**Accommodations**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



## Staff Report

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**File #:** 14-0493      **Version:** 1  
**Type:** minutes      **Status:** In Committee  
**File created:** 5/12/2014      **In control:** Planning Commission  
**Agenda date:** 5/19/2014      **Final action:**  
**Title:** Approval of May 5, 2013 Planning Commission Meeting Minutes  
**Attachments:** [1. Draft Minutes](#)

Date	Ver.	Action By	Action	Result
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Approval of May 5, 2013 Planning Commission Meeting Minutes



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Amy Buckler  
360.570.5847

## Meeting Minutes Planning Commission

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**Monday, May 5, 2014**

**6:30 PM**

**Room 207**

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### 1. CALL TO ORDER

Chair Brown called the meeting to order at 6:33 p.m.

### 1.A ROLL CALL

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

**Excused:** 1 - Commissioner Darrell Hoppe

### OTHERS PRESENT

Department of Transportation Public Works Engineering and Planning Supervisor  
Randy Wesselman  
Community Planning and Development Associate Planner Amy Buckler  
Thurston Economic Development Council Executive Director Michael Cade

### 2. APPROVAL OF AGENDA

**The agenda was adopted with additional item to discuss the Heritage Commission's proposal regarding cell tower citing.**

### 3. APPROVAL OF MINUTES

**14-0439** Approval of April 14, 2014 Planning Commission Meeting Minutes

**The minutes were approved as amended.**

**14-0440** Approval of April 21, 2014 Planning Commission Meeting Minutes

**The minutes were approved as amended.**

### 4. PUBLIC COMMENT - NONE

### 5. ANNOUNCEMENTS

Ms. Buckler will be attending two community meetings, one on May 7, 2014 at City Hall with the Wildwood, Governor Stevens and Carlyon Neighborhood Associations to discuss the Comprehensive Plan (CP), and another with the Eastside Neighborhood Association at the Newbridge Community Church on May 14, 2014. She reminded Commissioners of upcoming public hearings on May 19, June 2, June 16 and August 18, 2014.

Commissioner Horn reported a Coalition of Neighborhood Associations (CNA) representative requested member/s of the Planning Commission attend the CNA meeting on May 12, 2014.

## 6. INFORMATION REQUESTS

### **Update on Westside Olympia Interstate Justification Report from Transportation Engineering and Planning Supervisor Randy Wesselman Estimated Time: 15 minutes with Q&A**

Mr. Wesselman discussed outcomes of the West Olympia Access study which evaluated transportation needs on Olympia's Westside. He presented material related to two new proposed US Highway 101 ramps on Kaiser Road and Yaeger Way. He discussed aspects of the project including management, public involvement, traffic modeling, tribal relationships, timeline, environmental impact report, and funding.

#### Discussion:

- Planning Commission has recommended to Council the Capitol Facilities Plan (CFP) should reflect the Comprehensive Plan (CP) and investment should follow.
- Project will contribute to sprawl and inefficient land use.
- What is the percentage of all impact fees consumed by only the project design phase.
- What is the commitment of the City to funding.
- Concern about planning for automobile usage when future goal is less, rather than more, traffic and reliance on automobile transport.
- Project phases 1 and 2, their constraints and sequencing.
- Available options to street adjustment for current congestion problem.
- Interstate ramp changes impact on the connections for through traffic on auto mall and Decatur Street.
- Public process focuses on design elements, environmental impacts, and does not address need or consistency with the CP.
- City and Washington State Department of Transportation approval.
- Assumptions about car usage when project is 15 to 20 years away from completion.
- Need for a future trend analysis on a regional level.
- Twenty six million price tag and potential for using that money for alternative transit.

## 7. BUSINESS ITEMS

**14-0436** Briefing on Olympia's Economic Landscape

Ms. Buckler discussed the meaning of economic development and read a letter by Pope Francis about the goal of economics. She addressed the role of local government in quality of life issues, which provide the underlying goals of economic development. She outlined the new role of cities in economic development and the shift from a detached focus on attracting, retaining and expanding business and jobs, to a more holistic focus on programs, policies and activities that improve the economic well-being and quality of life for the entire community.

Mr. Cade gave a broad overview of the economic landscape of the Thurston County region and the City of Olympia. He discussed the region's greatest strengths and challenges, provided data about the short and long term economic outlook, and illustrated current efforts and activities that could leverage strengths. He presented detailed information on employment sector opportunities in Thurston County.

Discussion:

- The impact of new building on existing development.
- The competitive retail market in Thurston County.
- Attracting the "creative class" to Olympia.
- Ameliorating the high cost of development.
- Educational system need to change to include entrepreneurial in K-12.
- Need for class curriculum to keep pace with a changing business environment.

**The report was received.**

**14-0437** Discussion about Neighborhood Outreach and Scoping the Neighborhood Center Code

Commissioners discussed the letter from the Heritage Commission's Proposal regarding cell tower citing.

**It was agreed the Commission will respond to the letter and invite Heritage Commission members to share their perspective at the public hearing.**

Chair Brown discussed neighborhood outreach and the attendance of neighborhood association meetings by staff and commissioners. Commissioners agreed there is a need for more comprehensive conversations about zoning specifics and design, and how that impacts neighborhood centers.

Ms. Buckler discussed City regulations and the current processes for engaging neighborhoods.

Discussion:

- The problem with a one size fits all mentality and opportunity for developing different scenarios
- Communicating with the CNA and providing greater clarity about retail centers and the language regarding placement of neighborhood centers.

**The work session was completed.****14-0438** Discussion about 2014 Annual Planning Commission Retreat

Chair Brown discussed the leadership team's desire to have a conversation about moving forward as a productive Planning Commission, and receiving a status report of downtown to include an overview of all studies done.

## Discussion:

- Thurston County Regional Planning (TCRP) extensive projects and planning archives.
- Brainstorming about fostering greater relationships between advisory groups/committees, PC, CNA, and other groups.
- Working on sustainability issues.

**The work session was completed.****8. REPORTS**

## Leadership Team:

Chair Brown reported they had discussions about the retreat and neighborhood centers.

## Finance Subcommittee:

Commissioner Horn reported May 22, 2014 will be the meeting date. He discussed an approach to gain greater understanding of the goals of the Community Economic Revitalization Committee (CERC).

## Liaison Assignments:

Commissioner Richmond reported on the meeting of the Utilities Advisory Committee. She discussed presentations given on a water system plan update, water resources reclamation projects, and a new approach to presenting the CP to the public.

Commissioner Horn reported on the meeting of the Bicycle and Pedestrian Advisory Committee. They are accepting applications for the Neighborhood Pathways Program and discussed four City quadrants used for citing bicycle boulevards and the importance of way finding for citing routes.

Commissioner Bardin reported on the Heritage Commission meeting. They will be awarding their historic preservation award to Ira Coyen. She also reported on the Land Use and Environment Committee meeting.

Chair Brown requested a liaison to the Coalition of Neighborhood Associations. Commissioners Horn and Bardin volunteered to share the position.

**9. ADJOURNMENT**

The meeting was adjourned at 9:34 p.m.





Staff Report

File #: 13-0552 Version: 3

Type: public hearing Status: In Committee

File created: 7/9/2013 In control: Planning Commission

Agenda date: 5/19/2014 Final action:

Title: PUBLIC HEARING: Proposed Development Code Amendment Revising Rezone Criteria and Relating Pending Change in Comprehensive Plan’s Future Land Use Map to Zoning Map

Attachments: [Proposed Code \(annotated\)](#)  
[Current Code - OMC 18.59.pdf](#)  
[Proposed amendment \(bill format\)](#)

Date	Ver.	Action By	Action	Result
8/19/2013	1	Planning Commission	continued	
8/5/2013	1	Planning Commission	referred	

PUBLIC HEARING: Proposed Development Code Amendment Revising Rezone Criteria and Relating Pending Change in Comprehensive Plan’s Future Land Use Map to Zoning Map

**Issue:**

The draft Comprehensive Plan as recommended by the Planning Commission and now being reviewed by the City Council would consolidate land use categories in the Plan. Specifically, it would reduce the number of categories from over 30 to about 15. In addition, the draft Plan would add a specific Plan policy regarding rezone criteria. The City staff proposes a development code amendment revising the rezone criteria, including a new provision describing the relationship between the proposed more general Land Use map and the specific land use districts of the zoning code. (Note, ‘rezones’ are amendments of the zoning map depicting which property is within each land use zone or district described in the development (zoning) regulations.)

**Staff Contact:**

Todd Stamm, Community Planning & Development, Principal Planner, (360) 753-8597

**Presenter(s):**

Todd Stamm, Principal Planner

**Background and Analysis:**

Until 1994, Olympia’s Comprehensive Plans included future land use maps that were general in nature. For example, the 1988 Plan’s future land use map included 14 land use categories. In contrast, the City’s zoning code included 19 zones plus various ‘limited’ and ‘planned development’ designations. When Olympia updated the Comprehensive Plan and zoning in response to the Growth Management Act of the early 90’s, the City decided to include a more detailed Future Land Use Map in the Plan with over thirty land use categories with specific boundaries. The subsequent new zoning map ‘mirrored’ this detailed Plan map. The result of this approach has been a reduction in regulatory flexibility. Instead of the City or property owners being able to propose zoning map changes in response to changing circumstances, nearly any change in the zoning map must be accompanied by an amendment of the Comprehensive Plan. Such Plan amendments must be considered as part of a constrained annual review process.

Whether to continue this approach or revert to the more traditional ‘general plan map’ combined with finer scale zoning was a topic of staff, public and Commission discussion during “Imagine Olympia” (the ongoing

Plan update process). The staff proposed, and ultimately the Commission recommended, reverting to the more general map approach. A staff-prepared background “white paper” on this topic is available on request. A related new ‘rezone criteria’ policy was also recommended and is now being considered by the Council.

As currently proposed, that policy would read:

Proposed rezones shall meet criteria to be adopted into the Olympia Municipal Code that address:

1. Consistency with the Comprehensive Plan.
2. Consistency with the City’s development regulations that implement the Comprehensive Plan.
3. Compatibility with adjoining zoning districts and transitioning where appropriate to ensure compatibility.

Whether the City should adopt this change in the Comprehensive Plan is one of the many issues now before the City Council. However, the Growth Management Act requires ‘development regulations that are consistent with and implement the comprehensive plan.’ RCW 36.70A.040. Thus, if the Council decides to adopt the proposed Future Land Use Map in the form recommended by the Commission, the staff believes the development (zoning) code should be amended to ensure that the more specific zoning map continues to be consistent with the Plan map. In particular, to provide guidance to zoning administrators and the public, the staff proposes that Olympia Municipal Code Section 18.59.050, “Decision criteria for rezone requests,” should be revised as set forth in the attached documents.

Both the pending Comprehensive Plan update and the Development Code include descriptions of the intent and purposes of these Land Use designations and zoning districts. (See the proposed Plan’s Land Use and Urban Design chapter Appendix A for the former, and Olympia Municipal Code sections 18.04.020, 18.05.020, 18.060.020 and 18.08.020 for the latter.) The proposed code amendment would supplement those and other provisions of the two documents and is intended to avoid any misunderstanding regarding the levels of specificity and flexibility associated with the two maps.

Because this is a proposed amendment of the development code, State law requires a public hearing and Planning Commission review and recommendation prior to Council action. To ensure a smooth transition to the updated Comprehensive Plan, the staff is presenting this proposal to the Planning Commission now so an appropriate code amendment can be adopted by the City Council concurrently with the Comprehensive Plan update a few months from now. Of course, if the Council elects to adopt a different version of the Future Land Use map, some revision of the attached proposal may be needed.

Elements of the proposed update are drawn from the direction provided by the pending Comprehensive Plan update, court rulings and examples from other Washington cities. Staff notes provided as part of attached proposal indicate some of these sources. However, because there is no one ‘right’ approach, the particular rezone criteria proposed would be unique to Olympia. In evaluating this proposal, the staff recommends that the Commission consider:

- That the final decision regarding any rezone will be made by the City Council following a public hearing and recommendation from the Planning Commission
- These rezone criteria will be applicable to all zoning map amendments, i.e., they should be crafted with all types of possibilities in mind, and not just pending, unique or special cases
- Criteria that more readily allow changes in zoning allow more flexibility for responding to changes in

circumstances

- Criteria that more strictly limit rezones provide more predictability for property owners, residents, businesses and the general public

Specific details the Commission may wish to examine include:

1. Which of the criteria should be minimum requirements, and which should be ‘factors to consider’ in reaching a rezone decision?
2. If a minimum requirement, is the requirement reasonable? (Note that applicants must demonstrate compliance with minimums, i.e., they have the ‘burden of proof’.)
3. Is it appropriate to allow all existing zoning to remain ‘as is’?
4. Is four blocks (about 1000 feet) from a location shown on the Future Land Use Map an appropriate ‘close enough’ distance for Neighborhood Centers?
5. Should lower density residential zones be acceptable in Urban Corridors? (The proposed Plan has a 15 -units-per-acre minimum, so staff has proposed only zones that allow that many units. At present some portions of urban corridors are in the ‘Single-family Residential 4 to 8 units per acre zone.’)

**Neighborhood/Community Interests (if known):**

In addition to publication in the Olympian and mailing to other agencies and the news media, notice of this public hearing was provided directly to representatives of all of the City’s recognized neighborhood associations on or before May 9. These notices have led to a handful of requests for copies of the amendment. Property owners, developers, and the general public may all be interested in this topic, particularly with respect to the degree of flexibility to be provided by the new code provisions.

**Options (following close of public hearing):**

1. Recommend Council approval as proposed.
2. Recommend alternative version of recommendation.
3. Table proposal until Council reaches a decision on Comprehensive Plan update.

**Financial Impact:**

Cost of code amendment included in base budget.



## Proposed New version of Rezone criteria to replace current code

*[Explanatory annotations provided by city staff would not be part of new code]*

### OMC 18.59.050 Decision criteria for rezone requests



The Department shall forward rezone, i.e., zoning map amendment, requests to the Planning Commission for review and recommendation and to the City Council for consideration for review and action. The following criteria shall be used to evaluate each rezone request. A zoning map amendment shall only be approved if the Council concludes that at minimum the proposal complies with subsections A through C. To be considered are whether: *["The Department" is defined in code as the Community Planning and Development Department. Requirement to meet certain criteria added. And the criteria below are in a different order than current code. Note that by separate action the City Council will be deciding whether rezone requests not associated with a Comprehensive Plan amendment should be heard by the Hearing Examiner or the Commission.]*

A. The rezone is consistent with either the Comprehensive Plan, including the Plan's Future Land Use map as described in subsection "J" below, or with a proposed and previously or concurrently approved amendment to the Plan. *[Proposal would add specific reference to the Future Land Use map.]*

B. The rezone will maintain the public health, safety, or welfare and promote a public interest. *[Proposal would add 'promotion of public interest' requirement.]*

C. The rezone is consistent with other development regulations that implement the Comprehensive Plan. *[Proposed new requirement reflecting Plan amendment being considered by Council.]*

D. The rezone is warranted in order to achieve consistency with the Comprehensive Plan, or because of a need for additional property in the proposed land use district classification, or because the proposed zoning classification is appropriate for reasonable development of the subject property. *[Current code.]*

E. The rezone will not be materially, i.e., logically and significantly, detrimental to uses or property in the immediate vicinity of the subject property. *[Added paraphrasing to explain "materially."]*

F. The rezone will result in a district that is compatible with adjoining zoning districts; which may include providing a transition zone between potentially incompatible districts. *[Proposed new criterion reflecting Plan amendment being considered by Council.]*

G. Conditions, which may include the City's Comprehensive Plan, have substantially changed since the current zoning was adopted. *[Proposed new criterion to reflect forty years of appellate court decisions.]*

H. The current zoning does not allow any reasonable use of private property and the rezone will enable such use. *[Proposed new criterion reflecting court decisions.]*

I. Public facilities and services existing and planned for the area are adequate and likely to be available to serve potential development allowed by the proposed zone. *[Proposed new criterion reflecting Plan amendment being considered by Council.]*

J. To ensure consistency between the zoning map and the Future Land Use map: *[New criterion reflecting form of the Comprehensive Plan Future Land Use map being considered by Council.]*

1) Although the Future Land Use map is not specific with regard to the edges of Land Use designations, the zoning map boundaries should not vary more than 200 feet from the land use designation shown of the Future Land Map. *[Zoning boundaries are specific, but to provide flexibility those of the proposed Plan are approximate. This criterion is intended to ensure the zoning map does not vary too much from the Comprehensive Plan’s map. The 200-foot distance is stated in the Plan update being considered by Council.]*

2) Each Neighborhood Retail or Neighborhood Center district, if any, should be no further than four blocks (approximately 1000 feet) from the Neighborhood Center locations indicated on the Future Land Use Map. *[Similar to number one, but with greater distance to allow more siting and design flexibility.]*

3) Districts on the zoning map shall correspond to categories of the Future Land Use Map in accordance with the following table and be consistent with the purposes of each designation. Only those districts listed below are deemed to be consistent with the corresponding Future Land Use map designation, provided that zoning districts in locations enacted prior to January 1, 2014, may remain. *[The table below is to ensure that rezones independent of a Comprehensive Plan amendment would be limited to these sets of zones. Although compliance with this table would be mandatory for any changes in zoning, the last clause is provided to assure that current zoning may remain in place indefinitely -- there is no requirement to change zoning to reflect the new Future Land Use map.]*

FUTURE LAND USE MAP DESIGNATION	ZONING DISTRICT(S)
Low Density Neighborhoods	Residential--1 Unit per 5 Acres Residential Low Impact Residential - 4 Units per Acre <i>[includes R-4 CB]</i> Residential -- 4 to 8 Units per Acre Residential - 6 to12 Units per Acre (but only when adjacent to similar or higher density zoning district)
Medium Density Neighborhoods	Residential Multifamily-- 18 Units per Acre Residential Multifamily-- 24 Units per Acre
Mixed Residential	Mixed Residential 7 to13 Units per Acre Mixed Residential 10 to 18 Units per Acre
Neighborhood Centers	Neighborhood Retail Neighborhood Center District
Residential Mixed Use	Residential Mixed Use District Urban Residential Urban Waterfront – Housing

Planned Developments	Residential Mixed Use Residential Multifamily - High Rise Community Services - High Density Planned Unit Developments Neighborhood Village District Community-Oriented Shopping Center Urban Village District
Professional Office & Multi-family Housing	Professional Office / Residential Multi-family
Urban Corridor	High-Density Corridor – 1 High-Density Corridor – 2 High-Density Corridor – 3 (only within area designated High Density Neighborhood Overlay) High-Density Corridor – 4 General Commercial Manufactured Housing Park Mixed Residential 10 to 18 Units per Acre Residential Multifamily 18 Units per Acre Residential Multifamily 24 Units per Acre  [Except for Manufactured Housing Park zone, all of these allow at least the 15 residential units per acre that is the minimum density target for Urban Corridors in the Comprehensive Plan update being considered by Council.]
Urban Waterfront	Urban Waterfront District
Central Business District	Downtown Business
General Commerce	General Commercial
Auto Services	Auto Services
Medical Services	Medical Services
Light Industry	Light Industrial (Commercial)
Industry	Industrial

~~Rezoning requests not accepted for review may be resubmitted by the proponent, subject to the timelines contained in this chapter. [Although other portions are not in 'bill-format' provision is shown here to note that the proposed amendment would delete this provision of code. Result would be that whether to consider repeated requests would be determined based on specific circumstances.]~~





## Current Olympia Municipal Code

### Section 18.59.050 - Decision criteria for rezone requests

The Department shall forward rezone requests to the Planning Commission for review and recommendation and to the City Council for consideration for review and action. The following criteria will be used to evaluate the rezone request.

- A. The rezone is consistent with an approved amendment to the future land use map.
- B. The rezone is consistent with the Comprehensive Plan; and
- C. The rezone will maintain the public health, safety, or welfare; and
- D. The rezone is warranted in order to achieve consistency with the Comprehensive Plan, or because of a need for additional property in the proposed land use district classification, or because the proposed zoning classification is appropriate for reasonable development of the subject property; and
- E. The rezone will not be materially detrimental to uses or property in the immediate vicinity of the subject property.

Rezone requests not accepted for review may be resubmitted by the proponent, subject to the timelines contained in this chapter.

(Ord. 5792 §1, 1998).



OMC 18.59.050 Decision criteria for rezone requests 

The Department shall forward rezone, i.e., zoning map amendment, requests to the Planning Commission for review and recommendation and to the City Council for consideration for review and action. The following criteria will be used to evaluate the each rezone request. A zoning map amendment shall only be approved if the Council concludes that at minimum the proposal complies with subsections A through C. To be considered are whether: [Note, some of the criteria below are in a different order than current code.]

A. The rezone is consistent with either the Comprehensive Plan, including the Plan's Future Land Use map as described in subsection (J) below, or with a proposed and previously or concurrently approved amendment to the Plan. ~~and~~

B. The rezone will maintain the public health, safety, or welfare and promote a public interest. ~~and~~

C. The rezone is consistent with other development regulations that implement the comprehensive plan.

D. The rezone is warranted in order to achieve consistency with the Comprehensive Plan, or because of a need for additional property in the proposed land use district classification, or because the proposed zoning classification is appropriate for reasonable development of the subject property. ~~and~~

E. The rezone will not be materially, i.e., logically and significantly, detrimental to uses or property in the immediate vicinity of the subject property.

F. The rezone will result in a district that is compatible with adjoining zoning districts; this may include providing a transition zone between potentially incompatible designations.

G. Conditions, which may include the Comprehensive Plan, have substantially changed since the current zoning was adopted.

H. The rezone will enable reasonable use of private property.

I. Public facilities and services existing and planned for the area are adequate and likely to be available to serve potential development allowed by the proposed zone.

J. To ensure consistency between the zoning map and the Future Land Use map:

1) Although the Future Land Use map is not specific with regard to the edges of Land Use designations, the zoning map boundaries should not vary more than 200 feet from the land use designation shown of the Future Land Map.

2) Each Neighborhood Retail or Neighborhood Center district, if any, shall be no further than four blocks (approximately 1000 feet) from Neighborhood Center locations indicated on the Future Land Use Map.

3) Districts on the zoning map shall correspond to categories of the Future Land Use Map in accordance with the following table and be consistent with the purposes of each designation. Only those districts listed below are deemed to be consistent with the corresponding Future Land Use map designation, provided that zoning districts in locations enacted prior to January 1, 2014, may remain.

<u>FUTURE LAND USE MAP DESIGNATION</u>	<u>ZONING DISTRICT(S)</u>
<u>Low Density Neighborhoods</u>	<u>Residential--1 Unit per 5 Acres</u> <u>Residential Low Impact</u> <u>Residential - 4 Units per Acre</u> <u>Residential -- 4 to 8 Units per Acre</u> <u>Residential - 6 to12 Units per Acre (only when adjacent to similar or higher density zoning district)</u>
<u>Medium Density Neighborhoods</u>	<u>Residential Multifamily-- 18 Units per Acre</u> <u>Residential Multifamily-- 24 Units per Acre</u>
<u>Mixed Residential</u>	<u>Mixed Residential 7-13 Units per Acre</u> <u>Mixed Residential 10-18 Units per Acre</u>
<u>Neighborhood Centers</u>	<u>Neighborhood Retail</u> <u>Neighborhood Center District</u>
<u>Residential Mixed Use</u>	<u>Residential Mixed Use</u> <u>Urban Residential</u> <u>Urban Waterfront - Housing</u>
<u>Planned Developments</u>	<u>Residential Mixed Use</u> <u>Residential Multifamily - High Rise</u> <u>Community Services - High Density</u> <u>Planned Unit Developments</u> <u>Neighborhood Village District Community-Oriented Shopping Center</u> <u>Urban Village District</u>
<u>Professional Office &amp; Multi-family Housing</u>	<u>Professional Office / Residential Multi-family</u>
<u>Urban Corridor</u>	<u>High-Density Corridor - 1</u> <u>High-Density Corridor - 2</u> <u>High-Density Corridor - 3 (only within area designated High Density Neighborhood Overlay)</u> <u>High-Density Corridor - 4</u> <u>General Commercial</u> <u>Manufactured Housing Park</u> <u>Mixed Residential 10 to 18 Units per Acre</u> <u>Residential Multifamily 18 Units per Acre</u> <u>Residential Multifamily 24 Units per Acre</u>
<u>Urban Waterfront</u>	<u>Urban Waterfront</u>
<u>Central Business District</u>	<u>Downtown Business</u>
<u>General Commerce</u>	<u>General Commercial</u>
<u>Auto Services</u>	<u>Auto Services</u>
<u>Medical Services</u>	<u>Medical Services</u>
<u>Light Industry</u>	<u>Light Industrial (Commercial)</u>
<u>Industry</u>	<u>Industrial</u>

Rezoning requests not accepted for review may be resubmitted by the proponent, subject to the timelines contained in this chapter.



Staff Report

**File #:** 14-0494      **Version:** 1

**Type:** work session      **Status:** In Committee

**File created:** 5/12/2014      **In control:** Planning Commission

**Agenda date:** 5/19/2014      **Final action:**

**Title:** Discussion of the 2014 Annual Planning Commission Retreat

**Attachments:**

Date	Ver.	Action By	Action	Result
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Discussion of the 2014 Annual Planning Commission Retreat

**Issue:**

The Planning Commission will establish the topics, a date and time for their 2013 annual retreat.

**Staff Contact:**

Amy Buckler, Associate Planner, Community Planning & Development,  
[abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us) <<mailto:abuckler@ci.olympia.wa.us>>, 360.570.5847

**Presenter(s):**

Chair Max Brown  
Amy Buckler

**Background and Analysis:**

Planning Commission retreats vary from year to year. The subject and structure are determined by the Commission, and staff provides logistical assistance.

The Commission briefly discussed their retreat on May 5, and asked staff to poll the Commissioners for a list of possible dates. It looks like Saturday, June 21 is the date that works best for the majority, or at least every Commissioner can attend.

On May 5, the Commission discussed the following as possible topics for the retreat:

1. A conversation about moving forward as a productive Planning Commission.
2. A status report about downtown to include an overview of all studies done.
3. Fostering greater relationships between advisory committees and other groups.

On May 9, the OPC Leadership Team discussed this further and proposes the following:

1. **First ½ - OPC Effective Communications:** Group discussion about:
  - The role of the Commission as liaison to the community/advocates of the Comprehensive Plan (in addition to the main role of advising Council.)
  - Effective relationships with other groups (City Council, staff, advisory committees, neighborhoods, business owners, etc.)

- Possibly facilitated by a third party

**2. Second ½ - Downtown:** Briefing from staff and discussion about:

- Status of downtown - get a general sense of what's happening
- Slide show of best downtowns in the Puget Sound or other areas (i.e., Mount Lake Terrace, Mill Creek, Santa Barbara) - what is it about these downtowns that you like? How did they become successful?

OPC typically holds the retreat in a local venue so the public may attend, if interested. Staff is looking into possible locations, and can provide more information at the meeting.

The staff asks the Commission to answer the following questions this evening so that planning and logistics for the retreat can begin:

1. Confirm a date and time.
2. Confirm retreat topics and expectations.
3. Confirm use of a third party facilitator.
4. Confirm if lunch should be served.
5. Indicate a priority location for the retreat.  
*(Final decision will be based on availability.)*
6. Select the Leadership Team or a subcommittee to work with staff on the logistics.

**Neighborhood/Community Interests (if known):**

The public is welcome to attend OPC retreats and observe. The retreat date and location will be noticed to the public.

**Options:**

Discussion item; Provide any direction to the Leadership Team and staff on next steps.

**Financial Impact:**

There is no specific allocation for advisory board retreats. Costs are typically included in the department's base budget. There is some money available for a facilitator or other special speaker, or a local field trip.



Staff Report

File #: 14-0496 Version: 1  
 Type: report Status: In Committee  
 File created: 5/12/2014 In control: Planning Commission  
 Agenda date: 5/19/2014 Final action:  
 Title: Briefing on the Action Plan for the Comprehensive Plan  
 Attachments: [1. Action Plan Fact Sheet](#)  
[2. Action Area Summaries](#)  
[3. Public Participation Objectives, Audiences Messages](#)  
[4. Public Participation Timeline and Tools](#)  
[5. Action Plan Process](#)

Date	Ver.	Action By	Action	Result
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Briefing on the Action Plan for the Comprehensive Plan

Issue:

Staff has begun work on a Draft Action Plan to carry out the goals and policies in the Comprehensive Plan. The purpose of this agenda item is to provide the Planning Commission with an update on the timeline and Public Participation Plan for this effort.

Staff Contact:

Amy Buckler, Associate Planner, 360.570.5847  
Stacey Ray, Associate Planner, 360.753.8046

Presenter(s):

Amy Buckler

Background and Analysis:

This year Olympia is adopting a new Comprehensive Plan with updated goals and policies that reflect the community's vision. Early in the *Imagine Olympia* process, the City Council identified a vital next step: ensure the goals and policies become reality and have real "on the ground" impact by creating an "Action Plan."

In November 2013, the Council Land Use & Environment Committee (LUEC) provided staff with direction to begin work on an Action Plan, and some initial draft concepts were reviewed and approved by the full City Council at their 2014 retreat in January. An inter-departmental staff team was assigned to develop draft proposals for review by LUEC at various stages.

Staff returned to LUEC in February and April to receive additional guidance and feedback on a new brand: "*Imagine Olympia | Take Action.*"

Action Areas

The proposed Action Plan has five key action areas: Downtown, Neighborhoods, Economy,

Environment, and Community. Summaries are provided in Attachment 2. These encompass the major concepts and goals in the Comprehensive Plan into manageable topics the public can relate to. The summaries will 'set the stage' for determining which bin various action items and performance measure will fit into. Performance measures are currently being explored.

#### Public Participation

Staff has developed a proposed Public Participation Plan that outlines key objectives, target audiences, and key messages. The Participation Plan also includes a chart outlining the timeframe for public participation, and the various tools proposed for engaging the community in reviewing and providing feedback on the Plan (Attachments 3&4).

One of the outreach tools listed in the Public Participation Plan is Olyspeaks, a new and interactive online way for community members to review City proposals, talk about them, and provide feedback.

#### Options:

Hear the briefing from staff and ask any questions. Feedback is welcome.

#### Financial Impact:

Briefing in the base budget.





In 2014, The City of Olympia will adopt an updated Comprehensive Plan. The plan has goals and policies that reflect the community's 20-year vision for Olympia.

Early in the Imagine Olympia Comprehensive Plan Update process the City Council determined a vital next step. Ensure the plan goals and policies become reality and have a real impact in the community. A need for an "Action Plan" was realized.

The Action Plan is the next step in the Imagine Olympia process. This step provides an avenue to engage the community in a collaborative process and establishes critical performance measurements. It creates opportunities for the City and community members to work together to make a difference in Olympia.

## Working Together | Alignment

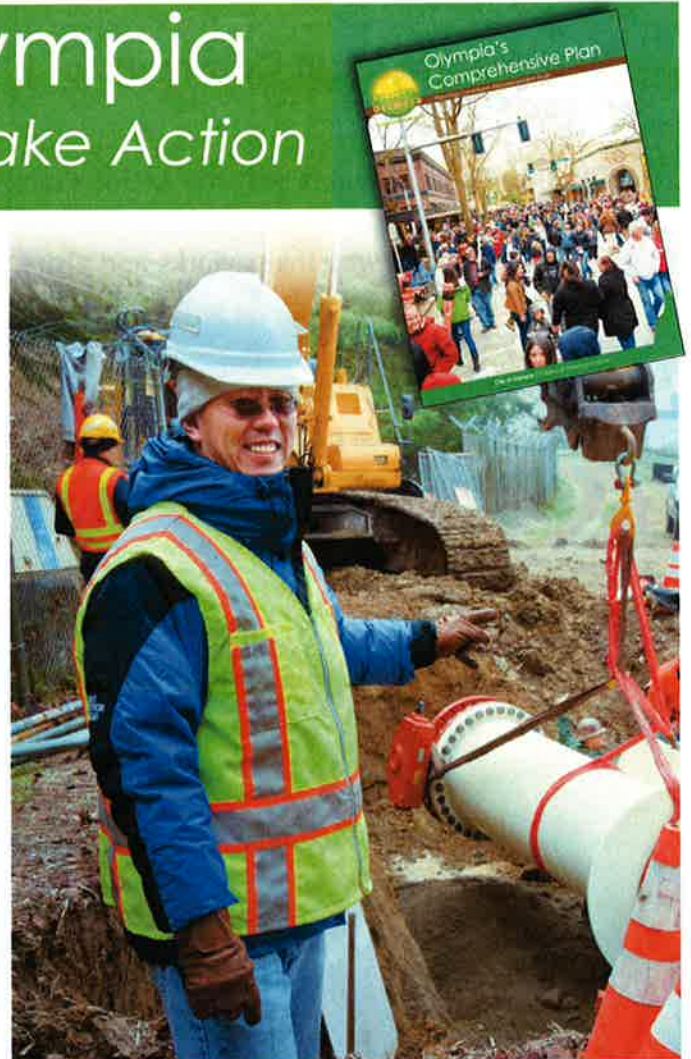
The goals and policies in the Comprehensive Plan are the foundation for programs, projects, plans, and regulations the City pursues and adopts.

The Action Plan doesn't replace what the City is already doing. Instead, it aligns our current and future work efforts with the Comprehensive Plan and tracks our success.

## Tracking Our Success

The Action Plan tracks our success and will establish...

- Desired outcomes for each action areas;
- Specific actions for implementing goals and policies;
- Short-term, mid-term, and long-term actions;
- Potential and/or lead community partners; and
- Performance measurements.



*Moving from Visioning to Action*

## Working Together

*Goal, Policies, Plans Work Together: For example the Capital Facilities Plan (CFP) is one element of the Comprehensive Plan. It guides how the City plans for the construction and maintenance of vital infrastructure, such as road, utilities, and parks.*

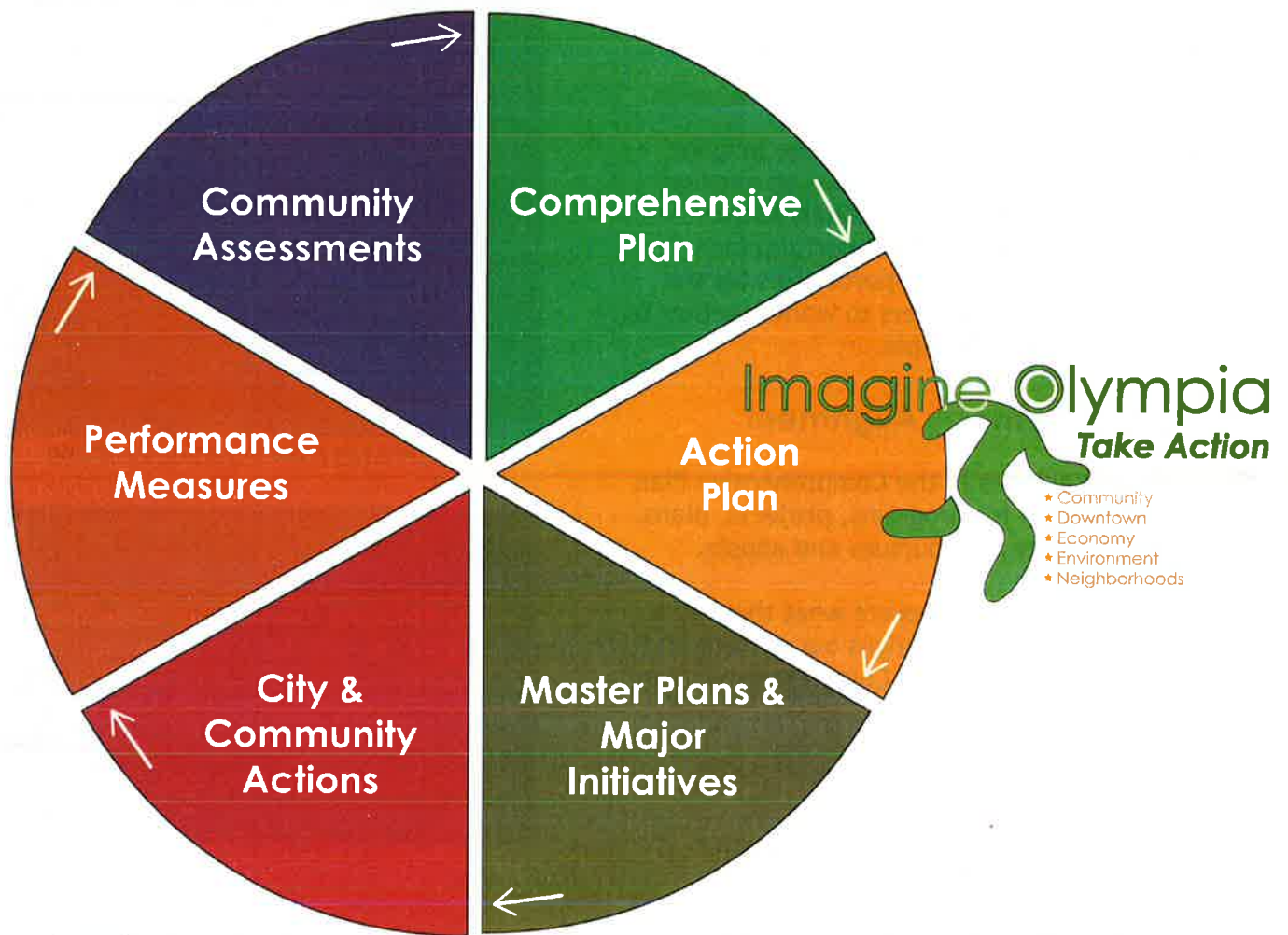
## Designed to Meet Community Needs

The City Council goal is that the Action Plan is ...

- for everyone who lives, works and visits Olympia
- easy-to-use,
- updated as needed,
- an invitation to potential partners, and
- reflective of our community.

## How Does the Action Plan Fit?

The Action Plan establishes a framework to accomplish the goals and policies of the Comprehensive Plan. Taking action is essential to accomplish the 20-year vision established by the community. Only by working and taking action together can we make a difference.



### Contact Us

imagineolympia@ci.olympia.wa  
imagineolympia.com

March 2014 | The City of Olympia is committed to the non-discriminatory treatment of all persons in the employment and the delivery of services and resources.



## Action Plan—Draft Action Areas

Listed below are the five proposed Action Areas for the Action Plan: Neighborhoods, Environment, Community, Economy, and Downtown. For each Action Area, there are:

- A) Summaries of the language and concepts in the Comprehensive Plan that characterize the Action Area; and
- B) Summaries of goals and policies for each Action Area, which may also serve as desired outcomes.

The summaries below ‘set the stage’ for determining action items and performance measures for each Action Area.

### Neighborhoods

Neighborhoods have their own unique sense of character and community. Neighbors have opportunities to meet and spend time with one another, and are invested in how their neighborhood grows and develops. Community members can walk or ride bikes to nearby places to shop, visit, and play.

- 1) The City plans collaboratively with neighborhoods, involving a broad spectrum of community members through a variety of outreach and public engagement methods.
- 2) Neighborhoods are recognizable places with unique identities; people feel safe and have a sense of pride in their neighborhood.
- 3) Neighborhoods have retail and community services within ten minutes, nearby places to spend time and gather together, and many different options for how to get around.
- 4) Development is focused in areas that enhance the community, have the space and infrastructure needed to support it, and that contribute to Olympia’s goals for growth and development.

### Environment

The natural environment is integral to our daily lives. Everyone can experience and benefit from tree-lined streets, natural trails, healthy wetlands, and parks and open spaces. As our community continues to grow and develop, we strive to reduce our impact on the natural environment by planning for growth, protecting sensitive areas, making sustainable choices, and participating in long-term stewardship.

- 1) Everyone has the opportunity to experience the natural environment, and to participate and invest in its long-term stewardship.





- 2) As a community and as individuals, we make choices that lessen our impacts to the natural environment and reduce our carbon footprint.
- 3) We protect and restore natural areas to protect wildlife habitat, maintain or restore natural hydrologic processes, and preserve healthy ecosystems.
- 4) Olympia plans for and accepts population growth and denser development, preserving larger expanses of natural areas, such as forest, wetlands, and prairie in the rural area.

## **Community**

Our community is vibrant, healthy and welcoming. Everyone can rely on predictable and reliable police, fire and other City-provided services. Community members have their basic needs met, and so can pursue a fulfilling and high quality life with opportunities to learn, play, and be involved in City programs and decision-making.

- 1) Community members engage in respectful and productive discussions on city issues; they feel that their opinions and ideas are heard, valued, and have impact on the City's decision-making processes.
- 2) Olympia's health, safety and public welfare are protected by predictable and reliable police, fire, and other vital services.
- 3) Residents have access to what they need to meet their basic needs, including a quality education, healthy food, a safe place to live, and clean water.
- 4) Olympia's neighborhoods and community programs offer opportunities for community members to choose healthy ways in which to live.

## **Economy**

Olympia has a stable economy that provides meaningful work resulting in a strong revenue base. The community fosters an economic environment that encourages and promotes entrepreneurship, and that strongly supports local businesses and businesses that are invested in the Olympia community.

- 1) Olympia strives for a balance of diverse businesses, investments that support family-wage jobs, and opportunities for entrepreneurship.
- 2) Olympia has a stable economy with a strong revenue base that funds city services, healthy schools, social services, and other community goals.
- 3) The Olympia community produces and invests in the production of local food, goods, arts, and entertainment.
- 4) Olympia is a place that people choose to visit, and spend time and money.



## **Downtown**

Downtown is safe and clean, and a desirable place to work, live, and visit. Public and private investments support a thriving mix of businesses and a variety of welcoming, attractive public spaces.

- 1) More people live, work, and shop downtown.
- 2) Downtown is a regional destination.
- 3) Downtown is safe and welcoming for all.
- 4) Downtown's unique character, historic buildings, and waterfront are protected and enhanced.





## Action Plan—Draft Public Participation Plan

A significant focus of the Draft Comprehensive Plan is community participation in City decision-making. Goal GP3 states that “City decision processes are transparent and enable effective participation of the public.” Related policies call for public participation plans for major projects and for the City to “pursue creative methods to inform and engage community members and under-represented groups who may not ordinarily get involved in civic affairs.”

The following Draft Public Participation Plan for the Action Plan is intended to achieve the proposed Comprehensive Plan goals and policies and ensure that the Action Plan reflects the goals and priorities of the community.

### Action Plan

The Action Plan is the next phase in the *Imagine Olympia* Comprehensive Plan Update. Comments received between 2009 and 2013 with ideas for how to implement the Comprehensive Plan were filed in a ‘parking lot’ until the City was ready to start developing the first Action Plan. This element of the Action Plan strongly influences the following key Public Participation Plan objectives, target audiences, and key messages.

### Key Objectives

- Engage a wide range of people in reviewing the Draft Action Plan, including target audiences, members of City Advisory Committees and Commissions, and community members from under-represented groups who may not ordinarily get involved in civic affairs;
- Ensure the actions reflect the Comprehensive Plan’s goals and policies, and *Imagine Olympia* public feedback;
- Ensure the actions are correctly prioritized as short-term (1-2 years), mid-term (3-4 years), and long-term (4-6 years);
- Ensure the selected performance measures are meaningful, informative, and long-lasting;
- City partners understand and support the Action Plan initiative; and
- The City Council has the community input needed to make decisions regarding adopting a final Action Plan.



## Target Audiences

- **Community Members.** All members of the community should be engaged in deciding what the City will do to implement the Comprehensive Plan in the next 6 years;
- **City Staff.** City staff will often be responsible for carrying out the selected actions and providing status updates. City staff will also need to reference the Plan to ensure alignment with other planning processes, budgeting, or other initiatives;
- **Potential Partners.** The City would like to invite other community partners to participate in carrying out actions. Potential partners need to be engaged in the development of the Plan, and continue to stay informed on what's adopted;
- **Potential Investors.** An Action Plan highlights clearly for potential investors the values and interests of the community and may highlight opportunities for future public or private investment;
- **City Council.** The Council will adopt the final Action Plan, confirming it as a guide for how the City prioritizes resources to implement the Comprehensive Plan.

## Key Messages

- The Action Plan does not replicate the Comprehensive Plan; it summarizes the Plan and provides a 'road map' for how the goals and policies will be implemented;
- The Action Plan will align with City planning, budgeting, and goal-setting processes;
- The Action Plan is separate, but closely related to the Comprehensive Plan;
- The Action Plan reflects near-term focus areas and priorities on a 6-year time horizon;
- The Action Plan reflects strategic priorities that move us closer to accomplishing the goals and policies in the Plan;
- The Action Plan is intended to be a community plan—community partners are invited to collaborate with the City or take the lead in carrying out actions;
- Community feedback from the *Imagine Olympia* process was carefully reviewed and considered in the development of the Action Plan; and
- The selected performance measures are intended to be informative and demonstrate progress over a period of time.





# Imagine Olympia | Take Action

ATTACHMENT 4

## Action Plan Communication Strategy - DRAFT

Last Updated April 14, 2014

Communication Tools	May - June - July			August (weeks)				Sept (weeks)				Oct (weeks)				
				1	2	3	4	1	2	3	4	1	2	3	4	5
Web Page(s)																
Print Material																
Email Blasts																
Utility Bill																
Facebook and Twitter																
Launch Online Plan																
TCTV Ads																
City Building Displays																
Design Charrettes (small groups)																
Web Introductions Videos																

Participation Opportunities	April (weeks)			August (weeks)				Sept (weeks)				Oct (weeks)				
				1	2	3	4	1	2	3	4	1	2	3	4	5
Partner Outreach																
OlySpeaks																
Public Meetings																
Focus Groups																
Advisory Committees																

Check-Ins	April (weeks)			August (weeks)				Sept (weeks)				Oct (weeks)				
				1	2	3	4	1	2	3	4	1	2	3	4	5
Core Partners																
Land Use & Envir. Commitee																
City Council																



# Spectrum of Public Participation | Potential Tools

Increasing Level of Public Impact



## Inform

### Promise to the Public:

*We will keep you informed.*



## Consult

### Promise to the Public:

*We will keep you informed, listen to and acknowledge concerns, aspirations, and provide feedback on how public input influenced the decision.*



## Involve

### Promise to the Public:

*We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.*



## Collaborate

### Promise to the Public:

*We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.*



## Empower

### Promise to the Public:

*We will implement what you decide.*

- ★ Brochures/Fact Sheets
- ★ Displays
- ★ E-mail Blast
- ★ News Releases
- Newsletters
- Postcards
- Radio/Newspaper
- Signage
- ★ Social Media (Face-Book-Twitter)
- Street Banners
- ★ TCTV Messages
- Truck Talk Signs
- ★ Utility Inserts
- ★ Videos

- ★ Advisory Groups
- ★ Coffee Klatches
- ★ E-mail
- ★ OlySpeaks
- ★ One-on-One
- ★ Open House/Fairs
- Public Meetings/Hearings
- Surveys
- Walkabouts
- Workshops

- ★ Advisory Groups
- Design Charrettes
- ★ Focus Groups
- ★ OlySpeaks
- ★ One - On - One
- ★ Open House/Fair
- ★ Public Meetings
- Stakeholder Interviews
- ★ Surveys
- Web Meetings
- Workshops

- Design Charrettes
- ★ Focus Groups
- ★ OlySpeaks
- ★ One - On - One
- Web Meetings
- Workshops

*Credit: The "Spectrum of Public Participation" is copyrighted material and is reproduced with permission of the International Association of Public Participation (IAP2)*

# Potential Tools



# Olympia's Comprehensive Plan Process

[imagineolympia.com](http://imagineolympia.com)

Building the Road Map to Our Success

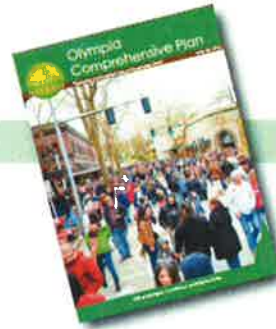
**Imagine Olympia**  
Community Visioning Process  
**2009 - 2012**

Community meetings, events, personal interviews, online surveys and more



The Community Designed the Road Map

**2013 | Draft Plan Recommendation**  
Olympia Planning Commission



The Planning Commission laid the Foundation for the Roads

**2014 | City Council Review Process**  
Plan Adoption

The Olympia City Council is Paving the Road

**Action Plan Framework**  
Concurrent with Council Review Process



Signage & Striping are Installed

**Action Plan**  
&  
Performance Measurement

