



Meeting Agenda

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Thursday, November 19, 2015

5:30 PM

Council Chambers

1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

3.A [15-1013](#) Approval of September 24, 2015 Meeting Minutes

Attachments: [Minutes](#)

3.B [15-1121](#) Approval of October 22, 2015 Land Use and Environment Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

4.A [15-1092](#) Community Planning and Development (CPD) Work Program Update

Attachments: [CPD Annual Baseline Planning Program Summary UPDATE 11.19.15](#)
[CPD Planning Projects - Updated 11.19.15](#)

4.B [15-1126](#) Proposed Zoning and Buffer Changes for Cannabis Land Uses

Attachments: [Proposed Marijuana Zoning Changes Statistics](#)
[Current MJ Zoning Map - West](#)
[Proposed MJ Zoning Map - West](#)
[Proposed MJ Parcels Map - West](#)
[Current MJ Zoning Map - East](#)
[Proposed MJ Zoning Map - East](#)
[Proposed MJ Parcels Map - East](#)

4.C [15-1122](#) Status Reports and Updates

5. ADJOURNMENT

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

Land Use & Environment Committee
Approval of September 24, 2015 Meeting
Minutes

Agenda Date: 11/19/2015
Agenda Item Number: 3.A
File Number: 15-1013

Type: minutes **Version:** 2 **Status:** In Committee

Title

Approval of September 24, 2015 Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Thursday, September 24, 2015

5:30 PM

Council Chambers

1. ROLL CALL

Present: 3 - Chair Steve Langer, Committee member Julie Hankins and Committee member Jeannine Roe

OTHERS PRESENT

Community Planning and Development Deputy Director Leonard Bauer
Assistant City Engineer Steve Sperr
Downtown Liaison Brian Wilson
Thurston Climate Action Team Representative Tom Crawford

2. CALL TO ORDER

Chair Langer called the meeting to order at 5:30 p.m.

3. APPROVAL OF MINUTES

3.A [15-0915](#) Approval of July 16, 2015 Land Use and Environment Committee Minutes

The minutes were approved as amended prior to the meeting.

4. COMMITTEE BUSINESS

4.A [15-0894](#) ORAL REPORT - Thurston Climate Action Team (TCAT) Survey Results

A community survey was conducted in June by the Thurston Climate Action Team.

Responses to the survey included:

- Broad support for a variety of local renewable energy and energy conservation efforts.
- General happiness with community life and willingness to support efforts.
- Concerns about traffic, population growth, homelessness, growth management, and water quality.

The next steps include forming a task force and developing a clean energy program.

It was requested that a representative be selected who can report to Council, represent the City, and commit to roughly ten hours a month.

The information was received.

4.B [15-0917](#) Oral Report - Downtown Project Update

- The Alcohol Impact Area has seen a decrease in banned products, with increases to non-eligible products.
- The Ambassador Program continues to provide information, check in with businesses, and respond to a variety of dispatch calls.
- The Downtown Welcome Center has had many visitors and had the opportunity to help those new to the area.
- The Artesian Well Park has had lots of positive summer events for all age groups, with new improvements to the park and an appreciation event upcoming.
- Volunteers in Paint has painted many buildings and begun on murals, all from private funding.

The Committee congratulated and thanked Mr. Wilson for all of his work, as this is his final meeting with the LUEC.

The report was received.

4.C [15-0638](#) Update on Engineering Design and Development Standards (EDDS)

- EDDS is the technical implementation of the Olympia Municipal Code and the Comprehensive Plan.
- Proposed changes include healthy street trees, pavement restoration, and LED street lights.
- Challenges include information distribution and price differences.
- The work for 2016 includes low-impact development and street improvements.
- The Action Plan will help with implementation and prioritization.

The report was received.

4.D [15-0916](#) Status Reports and Updates

Staff provided an update on the Downtown Strategy consultant contract. It will be presented to the City Council for approval at its October 6 meeting.

The report was received.

5. ADJOURNMENT

The meeting was adjourned at 7:29 p.m.



City Hall
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Land Use & Environment Committee
Approval of October 22, 2015 Land Use and
Environment Committee Meeting Minutes

Agenda Date: 11/19/2015
Agenda Item Number: 3.B
File Number:15-1121

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of October 22, 2015 Land Use and Environment Committee Meeting Minutes



Meeting Minutes - Draft

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Thursday, October 22, 2015

5:30 PM

Council Chambers

1. ROLL CALL

Present: 3 - Chair Steve Langer, Committee member Julie Hankins and Committee member Jeannine Roe

OTHERS PRESENT

Community Planning and Development Director Keith Stahley
Deputy Director Leonard Bauer
Building Official Todd Cunningham
Principal Planner Todd Stamm
Urban Forestry Associate Planner Michelle Bentley
Business Manager Karen Kenneson
Parks, Arts and Recreation Associate Director David Hanna
Operations and Planning Supervisor Gary Franks
Public Works Water Resources Director Andy Haub
Public Works Transportation Director Mark Russell
City Engineer Fran Eide
Public Works Director Rich Hoey

2. CALL TO ORDER

Chair Langer called the meeting to order at 5:31 p.m.

3. APPROVAL OF MINUTES

3.A [15-0926](#) Approval of August 27, 2015 Land Use & Environment Committee Meeting Minutes

The minutes were approved.

4. COMMITTEE BUSINESS

4.A [15-0996](#) Update on City of Olympia Urban Forestry Team

Staff reported on the progress of the cross-Department Urban Forestry Team, made up of Urban Forestry, Parks, Public Works Engineering and Transportation.

Associate Planner Shelly Bentley talked about the Urban Forestry Team. The first steps of the team: 1. Inventory tree assets - will apply for a DNR Tree Inventory Grant.

2. Develop a management plan based on that data.

Hazard trees: Catching up on the backlog. Shelly reported that we have spent \$62,000 on hazard trees to date, City-wide. There are more hazard trees identified that would require additional funding to abate in 2015. Many of these City's trees are located in unopened right-of-way. About 10% of the hazard trees that have been identified are street trees.

Associate Parks Director David Hanna talked about trees that Parks maintains in City parks and on streets. Currently there are approximately 2,000 street trees. David referenced the 2001 Master Street Tree Plan and the discrepancy between the number of hours the plan recommended be spent on maintaining the trees compared to how much time is actually being spent on tree maintenance in 2015.

Trees in pots in the Artesian Commons park were discussed and that the pots have been damaged several times and the trees have had to be replaced. Parks is considering options for planting trees in the ground at that park. Residential tree requirements were also discussed.

It was asked whether the Metropolitan Parks District, if it passes, would have any effect on the Parks tree maintenance program. David said yes it could start to help. They would ideally want 2 more MWII's with vehicles and equipment to be able to fully address the trees Parks is responsible for. Parks and CP&D have relied on Probation crews to water trees historically but that resource is reaching its limit. Parks is now tracking their trees in their asset management system which over time can provide data as to what additional resources are needed.

Councilmember Langer asked if we have a dead or damaged tree replacement program, for example when one is damaged by a vehicle accident, is that person held responsible? Shelly responded that yes, it is part of the restitution program at the City. Restitution payments go into a fund and the damaged trees are replaced as funds are available, in the fall. Councilmember Langer also suggested that the Urban Agriculture groups may be interested in fruit and nut-bearing trees, or trees that attract bees.

Shelly said that the next step after an inventory will be a phasing plan for trees on arterials and downtown. Councilmember Langer wants to be sure the City is following a plan that designates what species of trees should be planted in a streetscape in order to create consistency. The 2001 plan did not go into that amount of detail. Leonard pointed out the importance of allowing flexibility to some extent. The management plan will address these issues.

The report was received.

4.B [15-0991](#) Annual Report on Community Planning & Development Code Enforcement Program

Building Official Todd Cunningham presented an overview of the City's Code

Enforcement Program. Todd's presentation included information on: Staffing, updated uniforms, informational brochure update and the development of additional subject brochures addressing commonly asked about subjects such as vegetation and fencing. He gave an overview of what Code Enforcement does and provided information about numbers of case actions, cases opened, notices of violation and civil infractions issued. Code Enforcement is focused on problem-solving, which is evident in the low number of civil infractions compared to the number of violations. He also spoke about specific types of cases including encampment, trash and debris, nuisance structures, sub-standard housing, signs, vegetation encroachment, noise and work without permits. He then shared a picture slide show of examples of cases Code Enforcement has worked on recently and Code Enforcement's role in emergency response. He presented about the future of Code Enforcement including continuing to develop working relationships with neighborhood groups, educating customers related to expectations both for the customer and for Code Enforcement, and providing informational brochures as part of a get the word out program.

Councilmembers commented that more education for the public on what Code Enforcement can and can't do would be helpful, as well as having information available on code cases online. Part of Community Planning and Developments new community services software will include a public portal where citizens can look up information on properties including pending code enforcement cases and building permits, to be implemented in spring, 2016. Councilmember Roe is interested in having Todd give this presentation to the full Council, perhaps once the new software is implemented and include a demonstration.

The report was received.

4.C [15-0988](#) Comprehensive Plan Implementation Status Report

Principal Planner Todd Stamm gave an update on the status of implementing the development code amendments for the new Comprehensive Plan. Roughly half of the ones on the list have been done and half are still remaining. He gave a brief description of the items remaining and their status. We are issuing an RFP for a consultant to assist with the Critical Areas Code update.

The report was received.

4.D [15-1009](#) Status Reports and Updates

Community Planning and Development Director Keith Stahley mentioned that there are two more meetings of the LUEC committee scheduled for this year. There are many important agenda items to address at these meetings, including the Port's Master Planning Process, Low Impact Development Code Revisions, and right-of-way acquisition process. He also gave a quick update on Brian Wilson, a prior City employee who recently left the City and moved to Alaska.

The report was received.

5. ADJOURNMENT

The meeting was adjourned at 7:07 p.m.



Land Use & Environment Committee
Community Planning and Development (CPD)
Work Program Update

Agenda Date: 11/19/2015
Agenda Item Number: 4.A
File Number: 15-1092

Type: information **Version:** 1 **Status:** In Committee

Title

Community Planning and Development (CPD) Work Program Update

Recommended Action

Receive the status update on the Community Planning and Development (CPD) Work Program. Briefing only; no action requested

Report

Issue:

Staff will provide an update on the CPD Work Program for 2016.

Staff Contacts:

Leonard Bauer, Deputy Director, Community Planning and Development Department, 360.753.8206

Presenter:

Leonard Bauer, Deputy Director, Community Planning and Department

Background and Analysis:

One year ago, CPD updated the Committee on its work program for 2015-2016. The work program consists of two parts:

1. Annual Baseline (i.e., on-going services and programs)
2. 'Discretionary' Planning Projects

Updated versions of these two parts for 2016 are included in the attachments. Staff will review the adjustments made to the CPD work program due to recent Council direction and to fit within existing staff resources.

Neighborhood/Community Interests (if known):

There is substantial community interest in many of the items on the work program. Community outreach is included in each project, as appropriate.

Options:

Status update only - no action required at this time

Financial Impact:

Type: information **Version:** 1 **Status:** In Committee

This work program is designed specifically to fit within existing budget and staffing resources for Community Planning and Development Department.

**CONTINUING PLANNING RESPONSIBILITIES
(aka, "ANNUAL BASELINE")
CP&D Planning Program
(as of 11/19/15)**

PROJECT	Annual FTE
Olympia Planning Commission (OPC) Support	.25
Olympia Heritage Program (incl. Heritage Commission (OHC) Support)	.50
Current Planning (plus necessary contractor help) (Includes Hearings Examiner and Design Review Board Support)	5.5
Neighborhood Programs (incl. Subarea Planning, Coalition of Neighborhood Associations (CNA) and Recognized Neighborhood Associations (RNA) Liaisons, and Neighborhood Matching Grants)	.50
Proactive Approach to Community Development - Ongoing permit process improvements - Regular code amendments for clarification - Outreach/clarification/assistance on potential development projects	.75
Urban Forestry Program	1.0
Community Development Block Grant (CDBG)/Housing Program	1.0
Planning Administrative and Support (plus necessary temp position)	2.0
<i>Subtotal</i>	<i>11.5 FTE</i>
TOTAL CAPACITY	14.75 FTE
"Discretionary" Capacity for Planning Projects	3.25 FTE

2016 CPD PLANNING PROJECTS - "Discretionary" - 11.19.15 DRAFT

PROJECT DESCRIPTION		Annual FTE	ESTIMATED TIMELINE			
			2016			
			Jan- Mar	Apr - Jun	Jun - Sep	Oct - Dec
			Q1	Q2	Q3	Q4
1	Comprehensive Plan Action Plan					
	<i>a. Develop Strategy and Performance Measures</i>	0.25	X	X		
	<i>b. Performance Measure Tracking and Reporting</i>	0.15		X	X	X
2	Zoning Code and Map Amendments "First Set" - Necessary for Consistency with Comprehensive Plan -- Review and Approve.	0.05	X			
3	Zoning Code and Map Amendments "Second Set" - Action Plan Priorities for Implementation of Comprehensive Plan	0.2		X	X	X
4	Kaiser/Harrison - Focus area plan; potential zoning amendments (integrate with 2016 Annual Comp Plan Update)	0.2	X	X		
5	Annual CFP Update (<i>Liaison to Administrative Services</i>)	0.05			X	X
6	Critical Areas Ordinance Review/Update					
	a. Phase 1 -- general review to meet 6/30/16 statutory requirement	0.2	X	X		
	b. Phase 2 -- locally important habitats and species	0.2	X	X	X	X
7	Biannual Zoning Code Amendment Requests	0.2	X	X	X	X
8	Downtown Strategy Plan (includes Scenic Views, Design Review, and SEPA)	1.2	X	X	X	
9	Liaison to Lacey and Tumwater Comprehensive Plan Updates	0.05	X	X		
10	Low-Impact Development Codes (with DPW)	0.1	X	X		
11	Capitol Campus Plan Update (coordinate with State)	0.05	X	X		
12	Annual Annexation Program	0.05			X	X
13	Annual Comp Plan Update	0.1	X	X	X	X
14	Sign Code Update	0.2	X	X	X	
TOTAL *		3.25				
	Thurston County Joint Plan and Urban Growth Area Review and Update	TBD				
	Zoning Code and Map Amendments "Third Set" - Secondary Action Plan Priorities for Implementation of Comprehensive Plan	TBD				
	Action Plan Priorities Other Than Zoning Code and Map Amendments	TBD				
	Division/Harrison - Focus area plan; potential form-based code (with DPW)	TBD				

* Work items below are **not** included in the staffing plan and would likely occur after 2016 under current staffing resources.



Land Use & Environment Committee

Proposed Zoning and Buffer Changes for Cannabis Land Uses

Agenda Date: 11/19/2015
Agenda Item Number: 4.B
File Number: 15-1126

Type: decision **Version:** 1 **Status:** In Committee

Title

Proposed Zoning and Buffer Changes for Cannabis Land Uses

Recommended Action

Committee Recommendation:

Consider a possible interim ordinance on zoning and buffer changes for cannabis land uses.

City Manager Recommendation:

No recommendation at this time.

Report

Issue:

The City currently allows recreational sales of recreational cannabis in High Density Corridor - 4 and General Commercial zones, in conjunction with 1,000 foot buffers separating such uses from the following: schools, playgrounds, licensed daycares, parks, arcades, libraries, and public transit centers. Should the City consider an interim ordinance expanding its zoning to include High Density Corridor - 3 and Medical Services zones, and/or reduce certain buffers?

Staff Contact:

Chris Grabowski, Lead Code Enforcement Officer, Code Enforcement Division, Community Planning & Development, 753-8168

Presenter(s):

Chris Grabowski, Lead Code Enforcement Officer, Code Enforcement Division, Community Planning & Development, 753-8168

Background and Analysis:

The City Council referred this issue to the Land Use and Environment Committee at its Nov. 10, 2015, meeting.

The Washington State Legislature passed comprehensive legislation (2SSB 5052 & HB 2136) creating new regulations for the largely unregulated medical cannabis collectives and establishing a system that will be overseen by the Washington State Department of Health. The legislation was signed into law by Governor Jay Inslee on April 24, 2015. The long-standing "collectives" are now

much smaller and more tightly regulated “cooperatives” that cannot easily rotate their four-person membership. The four-person cooperative can grow up to fifteen (15) plants per member. Cooperatives cannot sell or donate their product to other medical users, even those registered with the State, and members have to work the plants rather than pay into the cooperative. This step alone effectively ends the proliferation of medical collective storefronts. The State’s new regulations mandate that all existing collective storefronts cease operation by July 1, 2016. Along with the above changes, the legislature also authorized local jurisdictions to reduce the 1,000 foot buffers to as low as 100 feet on all protected uses except schools and playgrounds, which must remain at 1,000 feet. There are a number of shops currently serving the medical cannabis community that are termed as existing, non-conforming “collective gardens” and came into existence prior to the City’s moratorium. Some of these shops may be able to transition to being State licensed medical cannabis providers. This will become clear when the State establishes its rules by the end of this year. Those shops which are unable to make the transition will be required by the State to shut down by July 1, 2016.

Most, if not all, of the existing, non-conforming “collectives” are located in zones which, even if they were able to obtain a State license, would place them in violation of our current zoning. This would put them in the position of having to look for a new location in either the High Density Corridor -4 or General Commercial zones.

There are approximately 243 parcels of land that can be used for recreational sales of marijuana under our current regulations. Most of these are located along the Pacific Avenue/Martin Way corridors. There are few viable locations on the West side. Adding the High Density Corridor - 3 and Medical Services zones would add another 216 parcels. Reducing buffers only (not adding any new zones) to a median 500 feet, would add 149 parcels to the list of those eligible. By adding both High Density Corridor -3 and Medical Services zones and reducing the buffers, an aggregate 427 parcels are gained. (See Attachment 1)

The Washington State Liquor and Cannabis Board (LCB) is conducting public hearings across the state and has not finalized its rules governing the new licenses. It is anticipated that this will be completed by the end of December 2015. There has been much speculation about the number of licenses that will ultimately be granted. Indications from the LCB are that they will be limiting the number of licenses issued once they determine how best to meet the needs of the medical cannabis community.

Neighborhood/Community Interests (if known):

Unknown at this time.

Options:

1. Do not change current zoning. Use existing zoning regulations and buffers.
2. Add High Density Corridor-3 and/or Medical Services zones to those allowed for retail sales, but do not reduce buffers.
3. Reduce buffers on restricted land uses (except schools and playgrounds) but do not add new zones.
4. Add High Density Corridor-3 and Medical Services zones and reduce buffers on restricted land

uses (except schools and playgrounds).

Financial Impact:

None.

Proposed Marijuana Zoning Changes Statistics

	Num of Parcels	% Increase	Acres	% Increase
Current	269		350	
LI	26		79	
Other Allowed	243		271	
Proposed Addition	432	159%	498	142%
Buffer reduction	149	55%	158	45%
LI	5		40	
Zone addition	216	80%	271	77%
Zone + Buffer	62	23%	69	20%

Current Marijuana Zoning- West

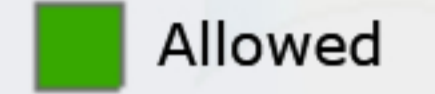
HDC-4, GC zones - 1000' buffer

Legend

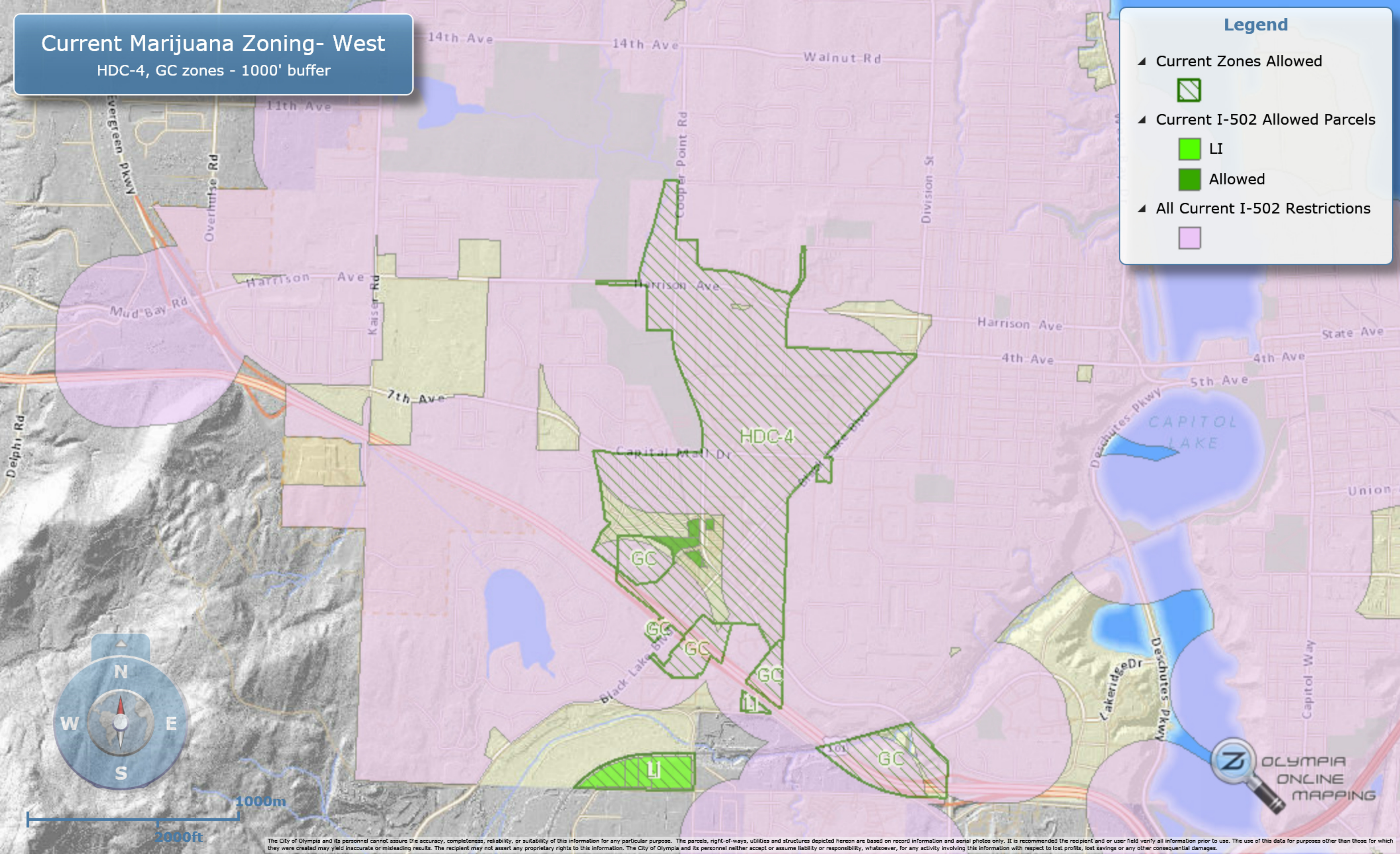
▲ Current Zones Allowed



▲ Current I-502 Allowed Parcels



▲ All Current I-502 Restrictions









The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.

Proposed Marijuana Zoning- West

HDC-4, HDC-3, GC, MS zones - 1000' buffer

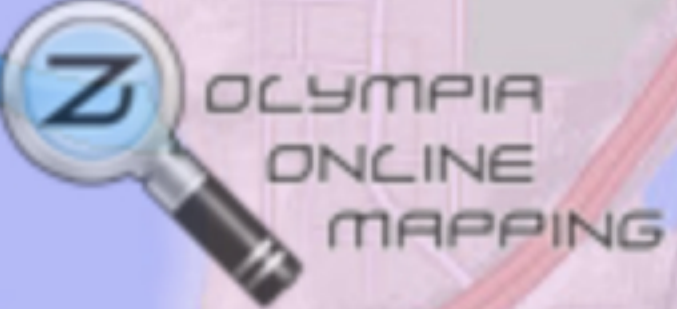
Legend

- ▲ Proposed: MS zone

- ▲ Proposed: HDC-3

- ▲ Current Zones Allowed

- ▲ Current I-502 Allowed Parcels


- ▲ All Current I-502 Restrictions




1000m

2000ft



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Proposed Marijuana Parcels - West

HDC-4, HDC-3, GC, MS zones - 500' buffer

Legend

▲ Proposed: MS zone



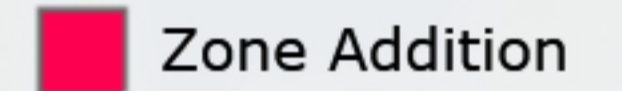
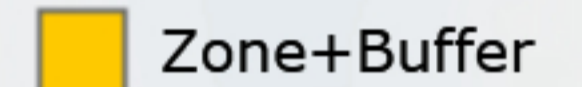
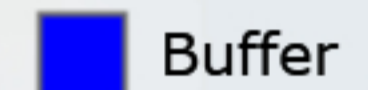
▲ Proposed: HDC-3



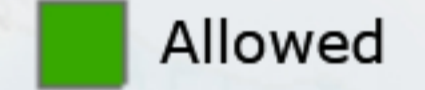
▲ Current Zones Allowed



▲ Proposed I-502 Allowed Parcels



▲ Current I-502 Allowed Parcels



▲ Proposed Restricted Parcels Buffer



1000m

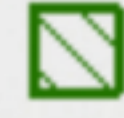
2000ft

Current Marijuana Zoning- East

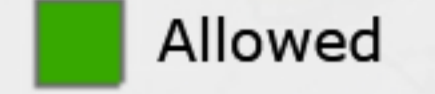
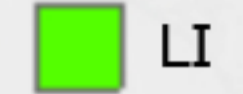
HDC-4, GC zones - 1000' buffer

Legend

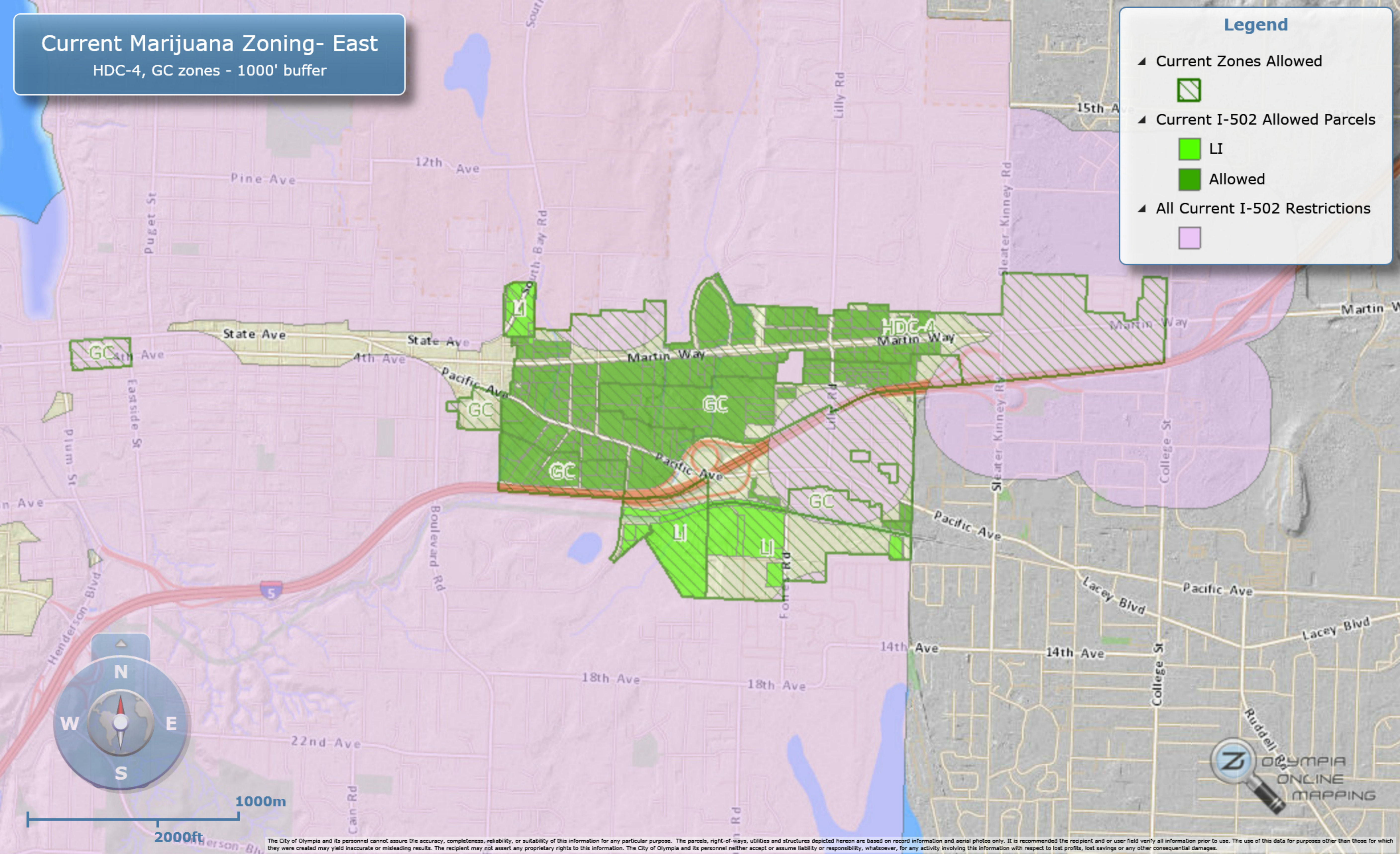
▲ Current Zones Allowed



▲ Current I-502 Allowed Parcels



▲ All Current I-502 Restrictions






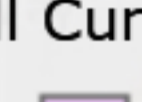



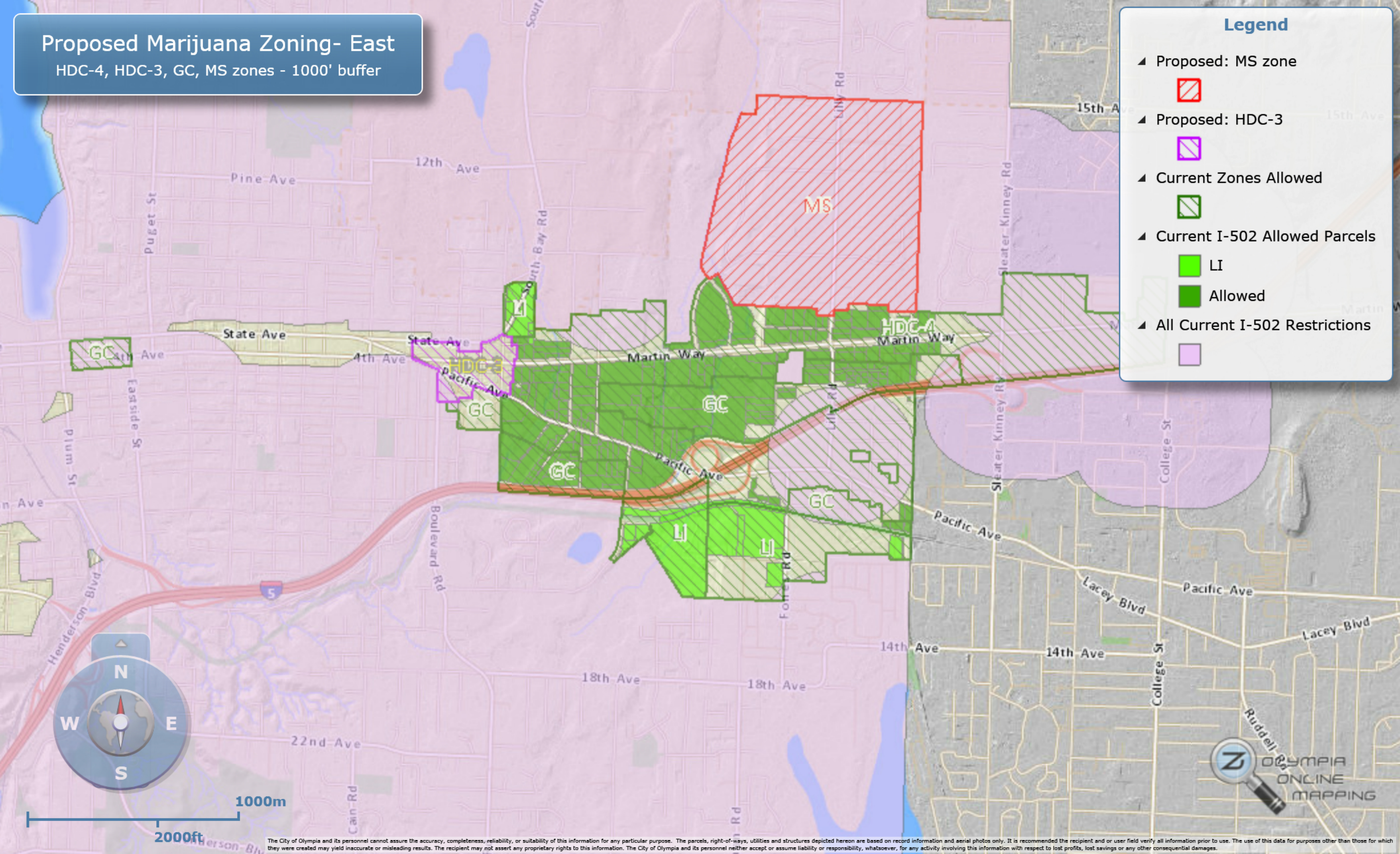
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Proposed Marijuana Zoning- East

HDC-4, HDC-3, GC, MS zones - 1000' buffer

Legend

- ▲ Proposed: MS zone

- ▲ Proposed: HDC-3

- ▲ Current Zones Allowed

- ▲ Current I-502 Allowed Parcels

- LI

- Allowed

- ▲ All Current I-502 Restrictions




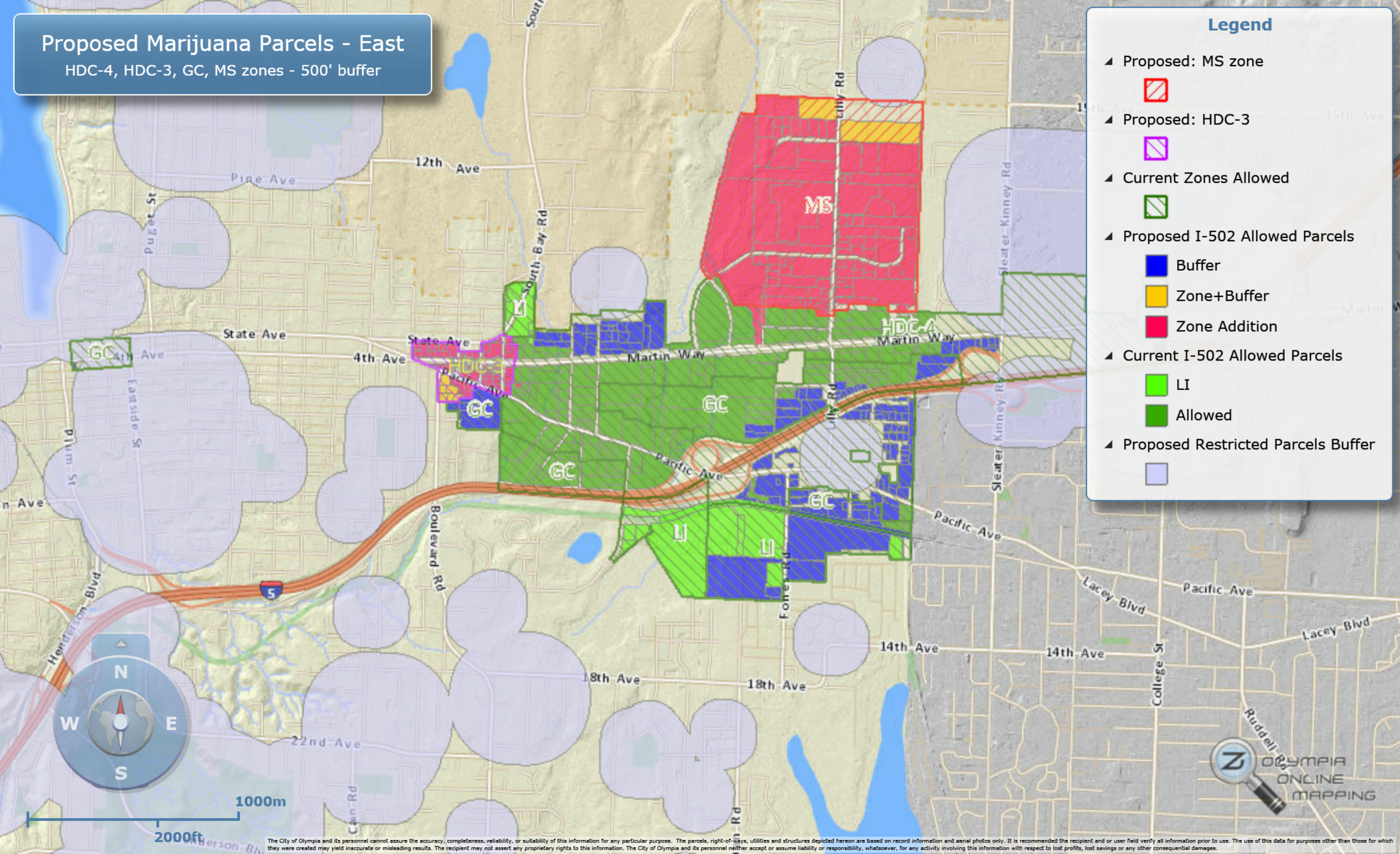
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Proposed Marijuana Parcels - East

HDC-4, HDC-3, GC, MS zones - 500' buffer

Legend

- ▲ Proposed: MS zone
 - ▲ Proposed: HDC-3
 - ▲ Current Zones Allowed
 - ▲ Proposed I-502 Allowed Parcels
 - ▲ Current I-502 Allowed Parcels
 - ▲ Proposed Restricted Parcels Buffer
- Buffer
- Zone+Buffer
- Zone Addition
- LI
- Allowed



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Land Use & Environment Committee

Status Reports and Updates

Agenda Date: 11/19/2015
Agenda Item Number: 4.C
File Number: 15-1122

Type: report **Version:** 1 **Status:** In Committee

Title
Status Reports and Updates