



Meeting Minutes

Land Use & Environment Committee

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8244

Thursday, May 18, 2017

5:30 PM

Olympia High School Commons
1302 North Street SE, Olympia

Special Meeting

1. OPEN HOUSE

- 1.A [17-0546](#) 5:30 - 6:30 p.m. Missing Middle Project Open House

The open house was held.

The information was provided.

2. CALL TO ORDER

Chair Hankins called the meeting to order at 6:40 p.m.

3. ROLL CALL

Present: 2 - Chair Julie Hankins and Committee member Clark Gilman

Excused: 1 - Committee member Nathaniel Jones

OTHERS PRESENT

Community Planning and Development staff:

Director Keith Stahley

Deputy Director Leonard Bauer

Senior Planner Joyce Phillips

Office Specialist/Minutes Recorder Stacey Rodell

Public Works staff:

Director Rich Hoey

Assistant City Engineer Steve Sperr

4. APPROVAL OF AGENDA

The agenda was approved.

5. APPROVAL OF MINUTES

- 5.A [17-0543](#) Approval of April 20, 2017 Land Use and Environment Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [17-0501](#) Sign Code Update Briefing

Ms. Phillips provided a report on the Sign Code Update via a PowerPoint presentation. She discussed the following:

- Public participation plan
- Policy focus areas
- Temporary signs
- Building mounted signs
- Freestanding signs
- Next steps in the update process
 - Policy issues (narrowing)
 - Draft code language
 - Technical & Policy Advisory Committee review
 - Community survey or opinion gathering
 - Code revisions based on feedback
 - Public outreach and public meetings
 - Public hearing
 - Council decision
 - Implementation efforts

Discussion:

- Signs posted on right-of-way versus City-owned park property
- Building wrap signage
- Electronic projection signs
- Vinyl wraps
- Art/murals versus signs
- Flashing open signs
- Auto Mall signage

The information was received.

6.B [17-0411](#) 2017 Engineering Design and Development Standards (EDDS) Update

Mr. Sperr provided staff recommendations on the 2017 proposed topics to be addressed in the annual update of the Engineering Design and Development Standards (EDDS) via a PowerPoint presentation.

The EDDS guide the design and construction of transportation, drinking water, reclaimed water, sewer, stormwater, and solid waste collection systems. They are also the technical interpretation of the City's Comprehensive Plan and various utility master plans.

The EDDS are updated annually to:

- Implement goals and policies established in the City's Comprehensive Plan

- Reflect changes to the Olympia Municipal Code (OMC), particularly Titles 12-18
- Help implement policies established in approved Utility Master Plans
- Address changes in equipment and materials
- Enable the use of improvements in technology
- Clarify information and requirements described in the text and shown on standard drawings

This year's update addresses several Comprehensive Plan Policies and OMC chapters related to:

- Curb ramps
- Pedestrian pathways
- Traffic impact analyses
- Block sizing

Public Involvement and Communication Plan addresses:

- Stakeholders
- Opportunities and methods of communication
- Regular staff-level coordination meetings, particularly with Community Planning and Development

Next Steps:

- Now: Launch public involvement strategy
- June 13: 2017 topics to City Council
- June - August: Drafting specific changes
- September: Back to the Land Use and Environment Committee
- November: City Council/Public Hearing

The Committee unanimously agreed to approve staff recommendations on the 2017 proposed topics to be addressed in the annual update of the Engineering Design and Development Standards as well as the public involvement strategy and forward on to full City Council for approval.

7. REPORTS AND UPDATES

Chair Hankins asked if anyone from the public would like to speak.

Tom Crawford and Eder Nunez from Thurston Climate Action Team and People for a Carbon Free Olympia (PCFO) spoke about the following:

- Climate change
- Climate action plan
- Impacts of climate change in Olympia
- Clean energy
- Carbon reduction

Mr. Stahley indicated the next LUEC meeting & Missing Middle open house will be

May 30, 2017 at Capital High School Commons.

Mr. Bauer and Ms. Phillips reported the City is working with Thurston County to update the joint plan for the Olympia urban growth area.

8. ADJOURNMENT

The meeting adjourned at 7:45 p.m.