



Part B: Community Planning & Development-Long-Range Planning Priorities for 2013

Staff recommends that the Land Use and Environment Committee (LUEC) recommend Olympia's first Action Plan for implementing the Comprehensive Plan is approved by Council in July of 2013. The Action Plan will guide how the Comprehensive Plan will be implemented over the next few years.

There is no shortage of exciting and interesting planning programs and projects implementing the Comprehensive Plan on which Long-Range Planning staff could focus in 2013. Because of this, staff also requests that LUEC provide direction on a proposal for what action items Long-Range Planning staff should focus on in 2013.

Potential Action Items

Categories A, B, C, and D list potential action items Long-Range Planning staff identified that either need to be accomplished, or may be accomplished in 2013. The four different categories differentiate how the action items originated:

- A. **LUEC action items.** These are items LUEC identified in September as being important and a high priority for implementing the Comprehensive Plan.
- B. **Annual Long-Range Planning action items.** These are items CP&D must complete each year, and that are regularly budgeted for and scheduled.
- C. **Assumed action items.** These are items that staff has already committed to completing in 2013 and are unlikely to change.
- D. **Action items that are in the queue.** These are items that have either been delayed or put on hold from past years.

Category A: Land Use and Environment Committee (LUEC) Action Items

On September 27, 2012, the Land Use and Environment Committee (LUEC) provided what they would like to see implemented first after the updated Comprehensive Plan (*Imagine Olympia*) is adopted. Included in each description are staff notes regarding what that action item might include:

1. **An update to the development regulations found in the Olympia Municipal Code (OMC).** Staff anticipates beginning this process with scoping to identify more precisely what sections of code need to be addressed and updated. The resources needed for this action item vary depending on the extent of the scope.



For example, an update to incorporate Form-Based Code would require at least 1 FTE. However, just scoping of potential updates may be incorporated into the development of the Action Plan, subsequently requiring only a .25 FTE for both action items.

2. **Sub-Area or “Neighborhood” Planning model.** Staff recommends beginning this process by working closely with the Coalition of Neighborhood Associations to develop a Sub-Area Planning Model, including a public engagement process, document format, and identification of the order in which neighborhoods would participate in the program.

Category B: Annual Long-Range Planning Action Items

The CP&D annual work plan includes the following long-range planning action items. These are work items that staff commits to completing on an annual basis and any change would mean a significant change in the services offered by CP&D. These items have resources that are already dedicated and unavailable for other things.

1. **Planning Commission Liaison.** This includes managing the Commission’s annual work plan, annual retreat, new member orientation, meeting management, coordination with the Chair, community inquiries, etc.
2. **Heritage Commission Liaison.** This includes managing the Commission’s annual work plan, annual retreat, new member orientation, meeting management, coordination with the Chair, community inquiries, etc.
3. **Neighborhood Liaison.** This includes acting as a liaison between the City and neighborhood associations, administering neighborhood grants, assisting neighborhoods, and coordination with the neighborhood leadership.
4. **Annual Comprehensive Plan Amendments.** Staff shepherd any applications, private, City, or County, through the amendment process.



Category C: Assumed Long-Range Planning Action Items

These are work items that CP&D has committed to dedicating resources to in 2013. Items 6, 7, 8, and 9 may be delayed if needed.

1. **Finish the Shoreline Master Program (SMP) Update.** Staff is continuing to work on completion of the SMP in 2013.
2. **Finish the Comprehensive Plan Update (*Imagine Olympia*).** The Planning Commission has a deadline of March 2013 to finish their review and provide a recommendation to Councilmembers. Staff anticipates working closely with Council as they complete their review and adoption of the update in the second half of 2013.
3. **Action Plan.** The Action Plan is an element of the Scope of the Comprehensive Plan Update, and a valuable tool for prioritizing all other action items.
4. **Martin Way Housing and Urban Development (HUD) Grant.** Staff is working with Thurston Regional Planning Council (TRPC) on this grant-funded project to explore planning and future infrastructure development opportunities on Martin Way. *This work item is currently being completed by staff in other divisions.*
5. **Sustainable Thurston.** Two staff members, one Long-Range Planner and one Current Planner, are working with TRPC on the Sustainable Thurston grant project, participating in the planning effort, and ensuring we stay regionally connected and prepared for outcomes.
6. **Capital Facilities Plan (CFP).** The CFP should be updated to match the new format and style for the Comprehensive Plan.
7. **Growth Management Act (GMA).** There are a number of GMA-mandated code updates and refinements to be completed.
8. **Critical Areas Ordinance.** There are a small number of code updates required by GMA related to critical areas and updates that may result from adoption of the new SMP. The deadline for GMA updates is 2016; however, it is more efficient to address both GMA and SMP-related updates simultaneously.



Category D: Action Items in the Queue

The following are action items that have been delayed over multiple years due to a lack of staff resources, the unavailability of the Planning Commission, or other various reasons. LUEC may wish to provide direction to remove some items from this list, others may be consolidated into other efforts, and others may have renewed interest or potentially be combined with other higher-priority efforts.

Following each item is the year work on it was initiated and the estimated staff resources needed to complete:

| Action Item | Year Initiated | Staffing Needs (FTE) |
|--------------------------------------------------------|----------------|----------------------|
| 1. Zoning Use Tables update | 2009 | .2 |
| 2. Landscaping Code update | 2006 | .05 |
| 3. Open Space Code update | 2009 | .10 |
| 4. Subdivision Code update | 2007 | .1 |
| 5. General "clean-up" any cross-references in the code | 2010 | .1 |
| 6. Critical Areas Code update | 2010 | .1 |
| 7. Impact fee "clean-up" | 2011 | .05 |
| 8. Barriers to Development recommended code revisions | 2009 | .05 |
| 9. Design Code update | 2009 | .05 |
| 10. Downtown Parking | 2009 | .05 |
| 11. SEPA Ordinance | 2010 | .1 |
| 12. Sign Code update | 2009 | .5 |
| 13. County island annexations | 2010 | .05 |



2013: First Year Action Items

To begin to organize potential priorities for 2013, staff considered action items from the four categories and the following factors:

1. **Staff availability.** How many hours, or what capacity, do staff members have available to dedicate to one work items, or a combination of multiple work items?

The Long-Range Planning Team is comprised of four staff members, including Planning Manager Todd Stamm. Factoring in other duties, there are approximately 3.5 planners available in 2013.

2. **Resources needed.** What resources are needed to thoroughly and successfully complete a specific work item?

Some programs are on-going, and need staff dedicated to them year-round, while others are more limited in scope. Staff estimated the amount of time needed to successfully implement each action item.

3. **State and local mandates.** What work items has CP&D identified that are required to be completed, and what work items have a deadline?

For example, the State of Washington requires that certain work items be completed by a specific deadline.

Staff Proposal for 2013

Based on the lists of potential action items and the three considerations noted above, staff developed the following recommendation for Long-Range Planning priorities for 2013.

Each action item includes:

1. When in 2013 staff will work on the action item (Example: 1st Quarter)
2. How much staff time is anticipated will be needed for the action item (Example: 1 FTE*)
3. Why the action item was originated (Example: Council direction)
4. The value or intent behind completing the action item (Example: regional commitment)

*FTE is an abbreviation for Full-Time Employee. An FTE may be for one staff member, or divided among multiple staff.



Comprehensive Plan Update: Action Plan

Proposed CP&D Long-Range Planning Work Plan for 2013

Part I:

| Action Item | Timeframe (Quarters) | Staffing Need (FTE) | Why is this an Action Item? | What is the Value? |
|---------------------------------------------------------------|---------------------------------------------------------|---------------------|-----------------------------------------------|------------------------------------------------------|
| Shoreline Master Program (SMP) Update | 1 st + 4 th | .25 | WA Dept. of Ecology Deadline (2011) | Update SMP to new Ecology standards |
| Periodic Comprehensive Plan Update (<i>Imagine Olympia</i>) | All Year | 1 | Cont. Work Item/WA State GMA Deadline (2016) | Council and community engagement in updating Plan |
| Action Plan (or Implementation Strategy) | 1 st + 2 nd | .25 | Included in Scope of <i>Imagine Olympia</i> | Prioritize and track implementation of the Comp Plan |
| Sustainable Thurston | All Year | .05 | Grant partner | Regional planning initiative |
| Capital Facilities Plan (CFP)Reformat | 2 nd , 3 rd , and 4 th | .05 | Included in the Scope of the Comp Plan Update | Update with a user-friendly format |
| Annual Action Items | | | | |
| Annual Comprehensive Plan Amendments | All Year | .25 | Private applicants and CFP update | Review potential new updates |
| Heritage Commission Liaison | All Year | 1.25 | CP&D cont. responsibility | Community involvement |
| Planning Commission Liaison | All Year | | CP&D cont. responsibility | Community involvement |
| Neighborhood Education & Outreach | All Year | | CP&D cont. responsibility | Community education |
| | | Total: 3.1 | | |



Comprehensive Plan Update: Action Plan

Part II:

The following table provides alternatives to select from to utilize the remaining staff time available: .4 FTE.

| Action Item | Timeframe | Staffing Needs (FTE) | Why is this an Action Item? | What is the Value? |
|-------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------|
| Alternatives | | | | |
| Development Regulations | | | | |
| A. Development Regulation Updates in Progress | All Year | See Category D | Updates previously directed by Council | Address the need and fulfill community expectations |
| B. Development Regulation Updates Mandated by the Growth Management Act (GMA) | All Year, cont. in 2014 | .6 | Required by GMA to assure development regulations are consistent with the Plan | Implement the Comprehensive Plan |
| C. Other Development Regulation Updates (Example: Form-Based Code) | 1, 2 Quarters | 0 (If scoping incorporated into Action Plan in 2013) | Requested by LUEC | Community interest |
| Development of a Sub-Area Planning Model | All Year | .2 | Requested by LUEC—implements new Plan action | Coalition MOU and community interest |
| Critical Areas Ordinance Updates related to SMP and GMA | All Year | .2 | Required by SMP and GMA | Environmental protection |
| | | Total should equal .4 FTE (or more if an item is to be cont. in 2014) | | |