



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
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**Monday, February 6, 2017**

**6:30 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Vice Chair Auderer called the meeting to order at 6:30 p.m.

**1.A ROLL CALL**

**Present:** 6 - Vice Chair Mike Auderer, Commissioner Travis Burns, Commissioner Paula Ehlers, Commissioner Darrell Hoppe, Commissioner Carole Richmond and Commissioner Missy Watts

**Excused:** 2 - Chair Brian Mark and Commissioner Negheen Kamkar

**OTHERS PRESENT**

Community Planning and Development:  
Director, Keith Stahley  
Deputy Director, Leonard Bauer  
Economic Development Director, Renee Sunde  
Senior Planner, Joyce Phillips  
Senior Planner, Amy Buckler  
Housing Program Manager, Anna Schlecht  
Senior Planner, Linda Bentley  
Office Specialist/Minutes Recorder, Stacey Rodell  
MAKERS, John Owen

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [17-0108](#) Approval of the January 23, 2017 Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT - None**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips announced the following:

- There will not be a Comprehensive Plan chapter “teach back” summary at this meeting. Chair Mark is scheduled to cover Community Values and Vision on February 27, 2017. Vice Chair Auderer and Commissioner Burns will be discussing the Economy chapter, and Commissioner Kamkar reviewing either the Transportation or Public Participation & Partners chapter at a future meeting.
- There are no scheduled proposals for the Site Plan Review Committee this week or next. However, our current planning staff has been quite busy with projects over the last several weeks, including a pre-submission conference for medical offices and senior living apartment residential units on a 19 acre parcel in the Kaiser Harrison Opportunity Area.
- The City has received 9 applications for the three Planning Commission seats.
- The Planning Commission will not meet again until February 27, 2017, due to the President’s Day holiday.

## 6. BUSINESS ITEMS

### 6.A [17-0110](#) Presentation of the Downtown Strategy Draft

Ms. Buckler and Mr. Owen presented the Downtown Strategy (DTS) draft. They reviewed the following:

- Process
- Concept - character areas
- Elements and Actions
  - Land use
  - Transportation
  - Design
  - Housing
  - Homelessness and street dependency
  - Toolbox of development incentives
  - Retail Business, Community and Economic Development
- City Council direction for Olympia Planning Commission (OPC)
  - Hold a public hearing on the draft Downtown Strategy so that the public has an opportunity to comment on the final draft report
  - Summarize public’s main comments and OPC recommendation in a letter to Council
  - Respond to the following:
    - Is the DTS consistent with the Comprehensive Plan?
    - Was any new information provided that causes OPC to make a different recommendation or that should be included in the report
  - Include any memos from advisory boards
- Next steps
  - February 15, 2017 background chapters to be posted online
  - February 27, 2017 Public Hearing before the Planning
  - March - Planning Commission deliberation
  - March - Briefings on design guideline, zoning and SEPA updates

- Spring - Planning Commission/Council study session and Council adoption
- Implementation

**The report was received.**

- 6.B**     [17-0109](#)     Deliberations, Amendments to Critical Areas Ordinance (CAO), Locally Important Habitat and Species, and Shoreline Master Program

Ms. Bentley presented a brief update on some amendments that occurred since the public hearing on January 23, 2017 in response to comments raised at the public hearing. She also provided clarifying information requested by the Commission.

The Commission deliberated.

**Commissioner Burns motioned, seconded by Commissioner Richmond to take no action during this meeting and continue deliberation at the next Planning Commission meeting. By majority vote the motion passed.**

**Aye:**            4 - Vice Chair Auderer, Commissioner Burns, Commissioner Richmond and Commissioner Watts

**Nay:**            1 - Commissioner Hoppe

**Excused:**    2 - Chair Mark and Commissioner Kamkar

**Recused:**    1 - Commissioner Ehlers

- 6.C**     [17-0107](#)     Approval of the draft Planning Commission Work Plan

**Commissioner Burns motioned, seconded by Commissioner Richmond to approve the 2017 draft work plan as proposed. The motion was unanimously approved.**

**7.        REPORTS**

Commissioner Burns commented on the recent resolution that passed for Olympia becoming a Sanctuary City and he encouraged everyone to be aware of the future of this topic given recent events at the federal level.

Commissioner Watts commented about environmental protections becoming in jeopardy on a federal level and how it is now more important than ever these issues be addressed locally. She cautioned care needs to be taken when handling these issues.

**8.        OTHER TOPICS - None**

**9.        ADJOURNMENT**

The meeting adjourned at 9:03 p.m.

