

# DRAFT - - Olympia Planning Commission - 2025 Work Plan

## (April 1, 2026 to March 31, 2027)

The Planning Commission (OPC) is expected to hold approximately 21 regular meetings and may conduct an optional retreat during this period. Special meetings may be held and subcommittees may be formed. The staff liaison is Casey Schaufler, Associate Planner, [cschaufl@ci.olympia.wa.us](mailto:cschaufl@ci.olympia.wa.us), 360.753.8254.

<b>Section 1: Policy Issues</b> Commission recommendations on many of these items are forwarded to the City Council. Recommendations may be conveyed in writing, directly by the Commission chair or a delegate, or by City staff. Approximately 75% of commission effort.			
#	Title and Description	Anticipated Outcome from OPC	Schedule (Estimated start & completion)
1.1	<b>2025 Olympia Municipal Code Amendments</b>	Minor code updates	Briefing, Public Hearing, and Deliberations. Est. Feb-Mar.
1.2	<b>Review Capital Facilities Plan (CFP)</b> Review the Preliminary CFP, hold a public hearing, and identify whether proposals comply with the adopted Comprehensive Plan.	Public hearing and comment letter to City Council.	Est. 1-2 full OPC mtgs + 3 subcommittee mtgs: Aug - Oct
1.3	<b>Zoning Map and Development Code Text Amendments (if proposed)</b> Review of privately proposed, staff-initiated, or Council-initiated amendments to the City's development regulations not referenced above.	Public hearing and recommendation to City Council.	TBD
1.4	<b>Subdivision Code Update</b> Review of proposed ordinance to implement Middle Housing changes.	Public hearing and recommendation to City Council.	March/April
1.5	<b>Sidewalk Repair &amp; Maintenance Policy</b>	Comment letter, possible public hearing and recommendation.	April
1.6	<b>Commercial Minimum Parking Standards</b> Review of proposed ordinance to implement statewide changes to parking standards.	Public hearing and recommendation to City Council.	May
1.7	<b>Critical Areas Ordinance Update</b> Review of proposed ordinance to reflect current state law and best available science practices..	Public hearing and recommendation to City Council.	May

1.8	<b>SEPA Categorical Exemptions</b> Review of proposed ordinance to reflect current state law and best available science practices.	Public hearing and recommendation to City Council.	May
1.9	<b>Manufactured Home Communities Preservation</b> Review of proposed ordinance.	Public hearing and recommendation to City Council.	September

## SECTION 2: Optional Program Implementation and/or Input to Council or Staff

As programs are developed and implemented and code amendment proposals and administrative procedures refined, staff often consults with the Commission for their input and perspective. These items comprise approximately 5% percent of commission work effort.

#	Title and Description	Anticipated Outcome from OPC	Schedule
2.1	<b>Subarea/Neighborhood Plan</b> <i>(if proposed)</i> Review of draft Subarea Plan if any initiated by City Council	Comments to staff and neighborhood work group; optional recommendation to Council	TBD
2.2	<b>Urban Forest Management Plan</b>	Comments and recommendations to staff	TBD

## SECTION 3: Administrative Activities

In addition to its role in providing input on policy and program implementation, the Commission reviews and approves its work plan on an annual basis. Other activities may include an annual retreat and meeting with other organizations. These items comprise approx. 5 % percent of commission work effort.

#	Title and Description	Schedule
3.1	<b>Organizational Retreat</b> <i>(optional)</i> Focus on improving Commissioner relationships, procedures, or on topics of interest that allow more time for discussion	May/June
3.2	<b>Preparation of 2027 - 2028 Work Plan</b> Time allotted for proposing and discussing work items for following year	TBD

**SECTION 4: Informational Briefings**

The Commission seeks to be a well-informed and effective advisory body. The activities below are intended to improve Commission information and knowledge necessary to fulfill its role. These items comprise approximately 10% percent of commission work effort. The Commission may not complete all of the briefings, as they are the first items to be displaced when time is needed for higher priority work items. Briefings are generally 30 minutes per topic.

#	Title and Description	Dept.