



# Meeting Agenda

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Joyce Phillips  
360.570.3722

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**Monday, May 1, 2017**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

*Estimated time for items 1 through 5: 20 minutes*

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

**3.A [17-0448](#) Approval of the April 17, 2017 Olympia Planning Commission Meeting Minutes**

**Attachments:** [OPC 4.17.17 draft minutes](#)

**4. PUBLIC COMMENT**

*An opportunity for the public to address the Commission regarding items related to City business, including items on the agenda. However, this does exclude items for which the Commission or Hearing Examiner has held a public hearing in the last 45 days or will hold a hearing on in the next 45 days or for quasi-judicial review items for which there can be only one public hearing.*

**5. STAFF ANNOUNCEMENTS**

*This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.*

**6. BUSINESS ITEMS**

**6.A [17-0447](#) Update on Sea Level Rise Planning**

*Estimated time: 60 minutes*

**7. REPORTS**

*From Officers and Commissioners, and regarding relevant topics.*

**8. OTHER TOPICS**

*Opportunity for Commissioners to share Comprehensive Plan Chapter Review with other Commissioners.*

**9. ADJOURNMENT**

*Approximately 8:00 p.m.*

## Upcoming Meetings

*Next regular Commission meeting is May 15, 2017. See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.*

## Accommodations

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## Planning Commission

### Approval of the April 17, 2017 Olympia Planning Commission Meeting Minutes

**Agenda Date:** 5/1/2017  
**Agenda Item Number:** 3.A  
**File Number:** 17-0448

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

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**Title**

Approval of the April 17, 2017 Olympia Planning Commission Meeting Minutes

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# Meeting Minutes - Draft

## Planning Commission

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Joyce Phillips  
360.570.3722

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**Monday, April 17, 2017**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Mark called the meeting to order at 6:31 p.m.

**1.A ROLL CALL**

Commissioner Richmond arrived after the roll call was taken.

**Present:** 7 - Chair Brian Mark, Vice Chair Mike Auderer, Commissioner Paula Ehlers, Commissioner Negheen Kamkar, Commissioner Darrell Hoppe, Commissioner Carole Richmond and Commissioner Rad Cunningham

**Excused:** 1 - Commissioner Negheen Kamkar

**Absent:** 2 - Commissioner Travis Burns and Commissioner Missy Watts

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [17-0404](#) Approval of the April 3, 2017 Olympia Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT**

**5. STAFF ANNOUNCEMENTS**

Ms. Phillips announced the following:

- In a couple of months the Capital Facilities Plan (CFP) Subcommittee will begin reviewing the proposed 2018-2023 draft Capital Facilities Plan. Please think about your willingness to serve on this committee - generally the subcommittee consists of 3-4 Commissioners.
- Jane Kirkemo, who has prepared the draft CFP for several years, retired. The City's new Administrative Services Director is Mary Verner. If you haven't met Mary yet you'll get the opportunity during review of the draft plan if you're on the subcommittee, or at the public hearing this summer.
- Missing Middle Housing - the next committee meeting date is April 27, 2017

from 4:30 p.m. to 6:00 p.m. at City Hall Council Chambers. That meeting will focus on neighborhood compatibility issues. The next two monthly meetings with focus on building/construction issues and utilities/transportation issues. The next report to the Land Use and Environment Committee (LUEC) is at its May 18, 2017 meeting at Olympia High School. There is also an open house planned for May 30, 2017 in conjunction with a special LUEC meeting at Capital High School.

- Site Plan Review Committee (SPRC) has three pre-submission conferences this week:
  - Market Flats: A mixed use redevelopment including office, residential entry on the ground floor, and five stories of residences above.
  - Wulff Haven Short Plat: 1719 Ann Street NE. A short plat, dividing the existing property into 9 parcels: 8 clustered residences with a 50' road easement on the north end of the property, while retaining the large tract of existing fir, maple and other trees to the south.
  - Boulevard Park Plat: A proposed 13 lot subdivision on the west side of Boulevard Road, northerly of Log Cabin Road and south of Morse Merryman Road.
- Please let staff know if you have planned vacations or work trips that will impact your attendance at OPC meetings. A few of you have let me know about planned absences. This helps when scheduling items on Commission agendas, especially when a quorum is required.

## 6. BUSINESS ITEMS

### 6.A [17-0412](#) Recommendation on Updates to the Action Plan

Ms. Ray presented a briefing on recommendations on updates to the Action Plan. She reviewed the following via a PowerPoint presentation:

- Action Plan Cycle
- Annual Community Report Goals
- 2017 Update Process
- 2017 Proposed Changes
- New Actions
- Actions to Remove
- Actions to Revise
- Corrections
- Anticipated Changes in 2018
- Council Priority Areas
- Partner Engagement
- Community Engagement
  - Survey on Early Learning
  - Survey on Emergency Sheltering
- Next Steps in 2017

She reviewed and referenced the following handouts:

- Annual Cycle
- 2017 Recommended Changes to Action Plan
- Draft Annual Report to Community
- Action Plan Survey Introduction and Questions - Launch

Discussion:

- Making the structure more approachable
- Suggestions for community outreach & engagement
  - Consider a gap analysis on the community engagement efforts
  - Concern that not all the voices of the community are being heard
- Adding demographics to future surveys would be helpful to gain information on who responded
- The adaptive management cycle for the action plan
- Providing links to older plans that are referenced would be helpful
- Once the first community report is released to the public, there are hopes this will bring constructive feedback as to what in the Action Plan is working and what is not working
- Establish a level of intention prior to offering future surveys
- Research providing Action Plan information and outreach in additional languages

**Commissioner Ehlers moved, seconded by Commissioner Hoppe, to recommend to City Council approval of the draft updates to the Action Plan as recommended by staff. The motion was unanimously approved.**

**6.B**     [17-0405](#)     2017 Comprehensive Plan Amendment Final Docket Briefing

Ms. Phillips presented a briefing on the 2017 Comprehensive Plan Amendment Final Docket. She reviewed the following via a PowerPoint presentation:

- Review process
- Screening criteria
- Final review and evaluation criteria
- Map of all proposals
- Proposed amendments
  - Bentrige Village - Amend the Future Land Use Map designation and rezone the property known as Bentrige Village/LBA Woods. The 71.86 acre site is currently designated as Planned Development with a Neighborhood Center and is zoned as Neighborhood Village. The proposed change is to designate 61.86 acres of the site as Low Density Neighborhood and zone it as Residential 4-8 and to designate the remaining 10 acres as Medium Density Neighborhood with a Neighborhood Center designation and zone it Residential Multifamily 18.
  - Transportation 2030 Maps - Six proposed amendments to the Transportation 2030 Maps.
  - South Capitol Neighborhood Association - Remove the Major Collector

designation on Maple Park Avenue SE between Capitol Way and Jefferson Avenue SE.

- Tsuki Corner - The 8.48 acre parcel (four properties) are designated as Low Density Neighborhood in the Comprehensive Plan and zone Residential 4-8. The proposal is to designate and rezone the property to Professional Office/Residential Multifamily.

**The information was received.**

**6.C**     [17-0413](#)     Sign Code Update Briefing

Ms. Phillips presented a briefing on the Sign Code Update. She reviewed the following via a PowerPoint presentation:

- Purpose of the update
- Public participation plan
- Legal analysis
  - key findings
  - time, plan, manner
  - emerging themes
- Policy focus areas
- Temporary signs
- Building mounted signs
- Freestanding signs
- Enforcement
- Next steps
  - Policy issues (narrowing)
  - Community survey or opinion gathering
  - Draft code language
  - Technical and Policy Advisory Committee review
  - Public outreach, meetings and hearing
  - Council decision
  - Implementation efforts

**The information was received.**

**7. REPORTS**

Chair Mark attended the Sign Code Update meeting. He also attended the last Arts Commission meeting. The Gateways project will be going into the neighborhoods on the 4/26/17, 4/27/17 and 4/29/17. For information go to the website:

<http://olympiawa.gov/city-services/parks/public-art/public-art-master-plan.aspx>

Commissioner Richmond attended the last Arts Commission meeting. She also attended the Design Guidelines Open House and the Missing Middle Housing prep meeting. She indicated the next Missing Middle Housing meeting will be on April 27, 2017 in Council Chambers. She also mentioned the upcoming Congress for New Urbanism (CNU) conference in Seattle on May 2, 2017 - May 6, 2017. For more



information visit the website at:  
<https://www.cnu.org/cnu25>.

**8. OTHER TOPICS - None**

**9. ADJOURNMENT**

The meeting adjourned at 9:33 p.m.

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ATTACHMENT 1



Planning Commission  
Update on Sea Level Rise Planning

Agenda Date: 5/1/2017  
Agenda Item Number: 6.A  
File Number: 17-0447

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Type: information Version: 1 Status: In Committee

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Title  
Update on Sea Level Rise Planning

Recommended Action  
Information only. No action required.

Report  
Issue:  
Receive briefing on sea level rise planning work initiated by the City of Olympia, the Port of Olympia and LOTT Clean Water Alliance.

Staff Contact:  
Andy Haub, Water Resources Director, Public Works/Water Resources, 360.753.8475

Presenter:  
Andy Haub

Background and Analysis:  
Downtown Olympia and its peninsula are vulnerable to flooding. Sea level rise will increase the likelihood of flooding and could threaten large portions of downtown. Implications to various public and private entities are extensive. Without action, maintaining downtown services will be challenging.

The City of Olympia has been engaged in climate change and sea level rise planning since the early 1990s. Considerable topographic, water elevation, and land use information has been generated and evaluated. The City of Olympia's Comprehensive Plan and Downtown Strategy provide support for the development of a formal Sea Level Response Plan. Based on a research review, we are currently recommending that we plan for 24 inches of sea rise by the year 2050 and 55 inches by 2100. While these projections may change, researchers indicate with 99 percent confidence that sea rise should not exceed 72 inches by 2100.

The City of Olympia, the Port and LOTT share common concerns regarding sea level rise, yet also have unique individual vulnerabilities. The planning process will take into account each party's unique vulnerabilities. The consulting firm, AECOM Technical Services, has been hired to help lead the planning effort.

Reaching agreement on the scope of the sea level rise planning process and implementing a robust public involvement plan is key to the success of the project.

At a minimum, the tasks to be completed by AECOM for this project include: public involvement, capital facility planning, environmental assessment, land use planning and identification of regulatory and financing needs. Staff will brief the Olympia City Council on the proposed scope of work and public outreach strategy on May 23, 2017.

The planning process will culminate with elected official consideration of the plan and its implementation in late 2018.

City Public Works staff will provide the Planning Commission with an overview of sea rise science, its implications to our downtown, and the approach to the planning process.

Neighborhood/Community Interests (if known):

Various community groups and other agencies are engaged in climate change and sea level rise issues. The City of Olympia Comprehensive Plan and Downtown Strategy support the development of a sea level response plan. Citizens in attendance at a February 8, 2017 community meeting on sea rise voiced support for starting the planning process.

Options:

Information only.

Financial Impact:

None at this time. However, potential long-term private and public impacts are appreciable.

Attachments:

None