



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, January 7, 2019

6:30 PM

Room 207

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

[19-0028](#) Approval of December 3, 2018 Planning Commission Meeting Minutes

Attachments: [Draft December 3, 2018 Meeting Minutes](#)

4. PUBLIC COMMENT

During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. STAFF ANNOUNCEMENTS

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

6. BUSINESS ITEMS

[19-0027](#) Intercity Transit Briefing

Estimated time: 30 minutes

[19-0013](#) Draft Parking Strategy Briefing

Attachments: [Parking Strategy Fact Sheet](#)
[Parking Strategy Webpage](#)

Estimated time: 30 minutes

[19-0010](#) Transportation Update

Estimated time: 60 minutes

7. REPORTS

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

8. OTHER TOPICS

Selection of Planning Commission Officers for 2019. Positions include Chair, Vice Chair, and Finance Subcommittee Chair.

9. ADJOURNMENT

Approximately 9:00 PM

Upcoming Meetings

Next regular Commission meeting is Monday, February 4, 2019. 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 December 3, 2018 Planning
Commission Meeting Minutes**

Agenda Date: 1/7/2019
Agenda Item Number:
File Number: 19-0028

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

Title

Approval of December 3, 2018 Planning Commission Meeting Minutes



Meeting Minutes - Draft

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Stacey Ray
360.753.8046

Monday, December 3, 2018

6:30 PM

Room 207

1. CALL TO ORDER

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

1.A ROLL CALL

Commissioner Burns arrived at 6:33 p.m.

Present: 7 - Chair Rad Cunningham, Commissioner Tammy Adams, Commissioner Joel Baxter, Commissioner Travis Burns, Commissioner Paula Ehlers, Commissioner Candi Millar and Commissioner Carole Richmond

Excused: 1 - Commissioner Kento Azegami

OTHERS PRESENT

City of Olympia Community Planning and Development Staff:
Senior Planner Stacey Ray
Senior Planner Joyce Phillips

Councilmember Gilman

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [18-1161](#) Approval of the November 19, 2018 Olympia Planning Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. STAFF ANNOUNCEMENTS

Ms. Ray made announcements.

6. BUSINESS ITEMS

6.A [18-1135](#) Medical Service District Text Amendment - Public Hearing

The public hearing was opened at 7:00 p.m. Craig Chance from the Housing Authority of Thurston County spoke. The public hearing was closed at 7:04 p.m.

The Commission deliberated on the proposed text amendment to the Commercial Districts Chapter of the Olympia Municipal Code.

Chair Cunningham moved, seconded by Commissioner Baxter, to recommend removal of Section 18.06.060.T of the Olympia Municipal Code.

7. REPORTS

Commissioners reported on outside meetings attended and upcoming events.

8. OTHER TOPICS

Chair Cunningham and Commission members commented on the accomplishments made by the Commission in 2018. The Commission discussed possible nominations for officer positions in 2019. Commissioners opted to postpone nominations and elections to the next regularly scheduled Commission meeting on Monday, January 7, 2019.

9. ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

Upcoming Meetings

The next scheduled meeting is for January 7, 2019.



Planning Commission

Intercity Transit Briefing

Agenda Date: 1/7/2019
Agenda Item Number:
File Number: 19-0027

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

Title

Intercity Transit Briefing

Recommended Action

Information only.

Report

Issue:

Review and discuss Intercity Transit's plan regarding future service following the November Ballot Measure.

Staff Contact:

Eric Phillips, AICP, Development Director, Intercity Transit, 360.705.5885.

Presenter(s):

Eric Phillips, AICP, Development Director, Intercity Transit

Background and Analysis:

Following adoption of the Intercity Transit Short and Long Range plan by the Intercity Transit Authority on November 7, 2018; and, in consideration of the passage of Proposition 1 - review the implementation plan and schedule for planned service enhancements including some of the challenges. Staff will also provide an update on major capital projects (OTC Expansion) and provide updates on more recent service changes implemented in September 2018.

Neighborhood/Community Interests (if known):

Transit service and changes to services remain a high point of interest in the community and coordination of future service improvements and new services will require outreach and ongoing communication. Coordination between agencies continues to be a high priority in planning and implementing public transportation service.

Options:

Update and discussion.

Financial Impact:

Passage of Proposition 1 on November 6th ensures that current services can be maintained and

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

provides funding to implement new services over the next 8 years.

Attachments:

None.



Planning Commission

Draft Parking Strategy Briefing

Agenda Date: 1/7/2019
Agenda Item Number:
File Number: 19-0013

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

Title

Draft Parking Strategy Briefing

Recommended Action

Committee Recommendation:

Report/Briefing only; no action requested.

City Manager Recommendation:

Briefing only; no action requested.

Report

Issue:

Discussion on the draft Parking Strategy.

Staff Contact:

Max DeJarnatt, Parking Program Analyst, Community Planning & Development, 360.507.3723.

Presenter(s):

Max DeJarnatt

Background and Analysis:

A 2015 Thurston County Economic Development Council Survey identified parking as a significant barrier to economic growth in Downtown. Downtown Strategy, adopted in 2016, called for an updated Parking Strategy to support its vision and goals. The draft Parking Strategy addresses the parking needs of Olympia today, with wide ranging recommendations to better manage parking resources. These recommendations are the result of occupancy analysis, stake-holder workshops, public surveys, and informed by the parking industry's best practices.

Attachments:

Parking Strategy Fact Sheet
Parking Strategy Webpage (web link)



Downtown Parking Strategy

Fact Sheet

For additional information or to download a complete version of the Downtown Parking Strategy Draft, visit olympiawa.gov/parkingstrategy for more information.

Strategy 1 *Tools to Manage the Parking Program and Enforcement and Improve Customer Convenience*

(1.1) Implement the NuPark Parking Management System and License Plate Reader (LPR) system to improve enforcement and ongoing data collection to support parking management and implement Pay-by-Phone system-wide as part of this project

Strategy 2 *Improve On-Street Parking*

- (2.1) Prioritize short-term parking in the Downtown core and adjust pricing if necessary in order to manage to the 85% rule to ensure the right spot for the right person.
- (2.2) Implement paid parking and enforcement on Saturdays between 9AM and 5 PM in the Downtown core.
- (2.3) Convert 9-hour meters in the Downtown to short-term visitor parking.
- (2.4) Collect data and monitor parking demand to analyze the impacts of 15 minutes of free parking and free holiday parking

Strategy 3 *Reinvigorate Off-Street Parking*

- (3.1) Develop a signage/wayfinding plan by character area to better identify off-street parking facilities.
- (3.2) Design/manage a voluntary City-led shared parking program.
- (3.3) Conduct a feasibility study to determine whether to consolidate parking resources in a City-owned parking garage(s).
- (3.4) Consider the use of service agreements and partnerships with private developers for the use of city-owned land (existing surface parking lots).
- (3.5) Reevaluate parking requirements for new non-residential development.
- (3.6) Examine possible building or development code revisions to require or encourage EV charging infrastructure.
- (3.7) Look for opportunities to partner with EV charging providers and introduce fast chargers in the public setting.
- (3.8) Consider allowing parking validation through local businesses.

Strategy 4 *Improve Access to Downtown*

- (4.1) Improve pedestrian and bicycle connections to and from Downtown to reduce future parking demand.
- (4.2) Expand secure bike parking Downtown using a systematic, data-driven approach.
- (4.3) Encourage carsharing in public and private parking facilities.



Downtown Parking Strategy

Fact Sheet

Strategy 4 *Improve Access to Downtown Cont...*

- (4.4) Collaborate with local and regional transit agencies to improve service to and from Downtown.
- (4.5) Implement street and public space improvements from the Downtown Strategy to improve pedestrian comfort, mobility, and compliance with the Americans with Disabilities Act (ADA) focusing on the Downtown Core.
- (4.6) For Downtown street projects, explore alternatives that provide angled parking.
- (4.7) Implement a program that will give free bus passes to low to moderate income

Strategy 5 *Residential and Employee Parking*

- (5.1) Convert current residential and employee on-street permits to temporary access permits with a monthly fee.
- (5.2) Provide residential and employee off-street parking options through the shared parking program in order to provide predictability.
- (5.3) Implement a downtown employee parking education program
- (5.4) Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options.
- (5.5) Establish parking user priorities based on the ground floor land use along the street frontage for on-street parking.
- (5.6) Review the boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area.

Strategy 6 *Arts, Culture and Entertainment Uses*

- (6.1) Develop shared use parking agreements to support major entertainment and culture events focused in the Downtown core including disabled parking stalls.

Strategy 7 *Improve Disabled Parking Management*

- (7.1) Work with other departments on achieving Downtown Strategy goals around safety, lighting, and cleanliness in Downtown Olympia to ensure that the parking system is clean and safe.
- (7.2) Confirm that all City-owned off-street facilities are compliant with ADA parking requirements.
- (7.3) Restrict disabled parking to the 4-hour limit allowed by statelaw for on-street parking.
- (7.4) Review the number and locations of on-street disabled stalls and ensure high demand areas, such as the core, have sufficient disabled parking stalls.
- (7.5) Work with State representative to implement reforms that would result in reduced handicap placard misuse.



Planning Commission Transportation Update

Agenda Date:
Agenda Item Number:
File Number: 19-0010

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

Title

Transportation Update

Recommended Action

Information only. No action requested.

Report

Issue:

Briefing on Transportation Planning Projects

Staff Contact:

Sophie Stimson, Senior Planner, Public Works, Transportation, 360.753.8497

Presenter:

Sophie Stimson

Background and Analysis:

Public Works Transportation Staff will provide a briefing on two major projects that are underway:

- **Transportation Master Plan:** The plan will define the long-term development of the transportation system for all modes of travel and the associated funding strategy. At the meeting, staff will brief the Commission the status of the plan's development and recent public engagement.
- **Downtown Street Improvement Projects:** Design is underway for the improvements to Legion Way and Franklin Street, anticipated for construction in 2020. Staff will provide an update on the scope of these two near-term projects, as well as long-term plans for improvements on Capitol Way and Washington Street.

Neighborhood/Community Interests (if known):

Public outreach will continue to be done at key points in these projects.

Options:

None, briefing only.

Financial Impact:

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

The total cost of the Transportation Master Plan development process is \$300,000, funded through a variety of City transportation funding sources. The Legion and Franklin projects are estimated at \$6.3 million and will be funded through a combination of City transportation funds and grants. Final estimates for these projects will be developed in 2019.

Attachments:

None.