



# Meeting Minutes

## Planning Commission

City Hall  
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**Monday, December 7, 2015**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Richmond called the meeting to order at 6:35 p.m.

**1.A ROLL CALL**

**Present:** 9 - Chair Carole Richmond, Vice Chair Kim Andresen, Commissioner Jessica Bateman, Commissioner Max Brown, Commissioner Darrell Hoppe, Commissioner Roger Horn, Commissioner Jerome Parker, Commissioner Robert Ragland, and Commissioner Missy Watts

**OTHERS PRESENT**

Community Planning and Development Deputy Director Leonard Bauer  
Principal Planner Todd Stamm  
Public Works Senior Planner Laura Keehan  
Engineering and Planning Supervisor Eric Christensen  
Parks, Arts, and Recreation Director Paul Simmons  
Associate Planner Jonathon Turlove

**2. APPROVAL OF AGENDA**

The Commission agreed to move item 15 -1166, Year 2015 Review, to the end of the agenda following Reports.

**The agenda was approved as amended.**

**3. APPROVAL OF MINUTES**

[15-1086](#) Approval of November 2, 2015, Planning Commission Meeting Minutes

**The minutes were approved.**

[15-1173](#) Approval of November 16, 2015, Planning Commission Meeting Minutes

**The minutes were approved as amended.**

[15-1174](#) Approval of November 21, 2015, Planning Commission Meeting (Downtown Strategy Workshop) Minutes

**The minutes were approved.**

#### **4. PUBLIC COMMENT**

Bob Jacobs of 720 Governor Stevens Road commended the public process for the Parks, Arts and Recreation Report. Speaking for himself and several parks advocacy organizations, he discussed areas of concern on the report:

- Old parks standards of ten people per acre are not appropriate when anticipated density for existing node development is 400 people per acre.
- There is no standard for ball fields, which need a sub category, and current dependency on other jurisdictions is not sustainable.
- Focus needs to be on land acquisition with recreation opportunities created in the urban area.

He urged the Commission to act with urgency to recommend City acquisition of new park land.

Discussion:

- Risks of relying on other jurisdiction to share ball fields and parks, especially rectangular fields, and deferring the responsibility to other cities for purchase and maintenance.
- Working with school district to maximize use and maintenance for their fields.
- Cheaper land can be acquired at the fringe of the City, but central in-town acquisition is required for meeting density objectives although it is more expensive.
- Focus on 500 or any gross number of acres of additional acquisition is problematic without a relevant needs assessment to meet public space objectives.

#### **5. STAFF ANNOUNCEMENTS**

Mr. Stamm announced permit numbers are up to the pre-recession level, but the size of scale is not comparable. He gave a development update and answered questions about why the Woodland Trail will not benefit from commercial impact fees.

#### **6. BUSINESS ITEMS**

[15-1160](#) Draft 2016 Parks, Arts and Recreation Plan - Briefing and Comment Opportunity

Mr. Turlove gave a presentation outlining the general location of future parks and the Capital Investment Strategy with projected revenue amounts and proposed projects. He discussed input received from the public outreach campaign and outlined the timeline for review and plan adoption.

Discussion:

- Defining what "funds set aside" indicates exactly and how targeting of projected funding sources is determined.
- The City process for accepting or rejecting offers of donated land.
- Timeline coincides with meeting recreation conservation office grant eligibility and possibility of changing priorities after February 9, 2015.

- Concerns about projected revenues based on a bond not yet secured.
- Density targets and considering park acreage of less than five acres.
- Clarifying goals of acquisition: is it driven by acreage or density considerations.
- Percival Landing planning deficit.

Mr. Simmons discussed funding plans and the timeline for Percival Landing. He explained the land evaluation process for property to remain open space and or to be developed. He discussed how money will be spent and addressed the need for good communication to support public perception of good use. He outlined how the Metropolitan Parks District ordinances will direct spending.

Discussion:

- Need for clarifying information disseminated to the public of the nuances of the plan and specifics about what will actually get done.
- With the purchase of the LBA woods, high density development for that parcel will not occur which could erode the efforts to make the City more compact.

**The report was received.**

[15-1180](#) Low Impact Development (LID) Code Revisions -- Review Process Briefing

Ms. Keehan gave some background and discussed the current scope of work. She distributed a list of 22 issue papers the City has written on the topic.

Mr. Stamm discussed the needs and expectations of staff for OPC input to develop the 2016 work plan.

Discussion:

- Need for issue paper on timeline for development compliance.
- No plans to monitor the impact of compliance on stormwater quantity and quality.
- History of measuring older LID standards implementation impacts.

Mr. Christensen discussed requirements for local compliance.

**The information was received.**

[15-1199](#) Wireless Communication Facilities Code Amendment - Recommendation

Mr. Bauer and Attorney Kim Allen of the Busch Law Firm (representing AT&T) answered questions about how height will be measured and when increases are allowed at facilities.

Commissioner Horn discussed grammatical errors and was asked to provide markups for a revision.

**Commissioner Brown moved, seconded by Commissioner Bateman, to approve the recommendation that the City Council adopt the attached wireless communication facilities ordinance and resolution. The motion**

**passed unanimously.**

[15-1188](#) Planning Commission 2016 Work Plan - Continued Discussion

Commissioner Richmond acknowledged the contributions of Commissioner Horn and expressed appreciation for his long service to the City. Other Commission members expressed their appreciation and shared how they have been inspired by Commissioner Horn's thoroughness, expertise, knowledge, and integrity.

Commissioner Horn shared his start on the Commission in 1995 and commended fellow Commissioners on their ability to get up to speed quickly. He expressed hope the OPC will continue to grow in ability to make a positive impact on Olympia's future.

Mr. Stamm expressed appreciation on behalf of staff to Commissioners Horn and Bateman. Commissioners expressed their appreciation for Commissioner Bateman's contributions and wished her success in her new role as a City Councilmember.

Mr. Stamm discussed potential issues for inclusion in the annual work plan and the process for setting a tentative schedule for 2016.

Mr. Bauer discussed the outline on page 46 of the packet, and how to best proceed with determining policy goals and identifying issues.

**The discussion was completed.**

## **7. REPORTS**

Commissioner Brown attended the Olympians for People-oriented Places (OPOP) meeting and gave a report. He announced the next OPOP presentation on January 21, 2016 at the meeting of the Olympia Downtown Association (ODA).

Commissioner Horn attended the Land Use and Environment Committee, the Community Economic Revitalization Committee (CERC), and General Government finance and budget meetings and gave reports. He also attended the ODA economic meeting.

Commissioners Bateman and Parker attended the CERC meeting and gave brief reports.

At the conclusion of Reports, Commissioners Bateman and Watts departed the meeting.

## **8. OTHER TOPICS**

[15-1166](#) Year 2015 Review

Commission members discussed the activities of 2015. Members noted the Mayor

and City Council have both expressed respect for the Commission's role and Commission recommendations were valued and often adopted "on consent" by the Council. Commission members discussed how to continue to build Council and community respect for the Commission's role. No action was taken.

**The discussion was completed.**

**9. ADJOURNMENT**

The meeting was adjourned at 9:40 p.m.