



# City of Olympia

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## Meeting Minutes Planning Commission

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**Monday, April 21, 2014**

**6:30 PM**

**Council Chambers**

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**1. CALL TO ORDER**

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

**1.A ROLL CALL**

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

**OTHERS PRESENT**

Community Planning & Development Principal Planners Steve Friddle and Todd Stamm, Associate Planner Amy Buckler  
Busch Law Firm AT&T representatives Kristen Larson  
Jurisdictional Relations Director Ken Lyons  
Holly Davies (Heritage Commission Chair)  
Coalition of Neighborhood Association (CNA) representative Victor Minhães

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**14-0397** Approval of April 7, 2014 Planning Commission Meeting Minutes

**The minutes were approved as amended.**

**4. PUBLIC COMMENT**

Matt Kennelly of 2422 Washington Street SE spoke of his concerns about cell phone towers placed on school property and wants the issue to be part of the debate. He requested restrictions be placed in the policy to limit exposure to children.

Chair Davies of 320 17th Avenue SE expressed her concern about the process with AT&T and the effect to the character of Olympia's historic districts. She stressed the

importance of Heritage Commission involvement in the process for determining the placement of cell towers.

Ms. Duran of 2424 Galloway Street NE spoke against citing cell phone towers and antennas near schools and in densely populated areas.

**5. ANNOUNCEMENTS - None**

**6. INFORMATION REQUESTS**

Commissioner Parker asked staff to prepare information addressing the assertions of Jim Lazar regarding illegal signage and lack of code enforcement.

Ms. Buckley explained many of the signs Mr. Lazar referred to were "grandfathered" in before codes were passed. She addressed the difficulty of finding and removing signs that do not have permits, and how health and safety concerns for sign sites are the priority for the three code enforcement officers who work with scarce resources.

Commissioner Richmond requested an update to the Commission about the briefing given by City staff to the West Olympia Business Association on the proposed Kaiser interchange. Ms. Buckler will follow up with Public Works Engineering and Planning Supervisor Randy Wesselman.

**7. BUSINESS ITEMS**

**14-0395** Briefing on Proposed Amendments to Wireless Communication Facilities Regulations

Mr. Friddle provided an overview on wireless communication facilities regulations. He addressed basic issues with the goal of shifting the discussion to identify questions Commissioners have in order to prepare for a future more in-depth detailed briefing and public hearing. He outlined current federal, state and city codes, and mandated timelines for future decisions.

Ms. Lawford and Mr. Lyons discussed their recent meeting with the Olympia Coalition of Neighborhoods Association. Ms. Lawford outlined recent changes to federal and state laws and requested City code compliance with the changes and other inconsistencies. Mr. Lyons provided an overview of current and future technology advancement, resulting growth in demand, current coverage (gaps & deficiencies), and discussed AT&T's perspective on the proposed amendments and response to increased demand. He discussed the process for equipment upgrade to create consistency with recent changes to Federal and State laws and new time limits and further exemptions from the State Environmental Policy Act (SEPA).

Mr. Minhares addressed the issues of Olympia lifestyle and heritage, two concerns of the CNA. He believes there are flaws in the statute, that it will be challenged and therefore making a decision to adopt the proposals of AT&T now is unwise.

**The report was received.**

- 14-0383** Olympia's Development Regulations - An introduction to the content and organization of the Development Code and related rules.

Mr. Stamm gave an overview of the content and organization of the Development Code and related rules, and the organization of those components in documents accessed on the City's website. He focused on how to find various standards and regulations in order to become familiar with all or specific Olympia development regulations, and the steps to take to locating it. He summarized the organizational structure of the City code and other regulations applicable to private development activities in Olympia.

**The report was received.**

- 14-0343** Recommendation to City Council on Multi-Family Transitions Development Code Amendment

Ms. Buckler discussed the change being considered to the development code regarding multi-family housing projects. She described the issue before the Planning Commission is whether or not to require, in addition to the existing Code regulations, a mix of housing types (not more than 70% of one type) for multifamily developments in the RM-18 Zone when parcels are 5 acres or greater. She addressed how the proposed amendment would affect the feasibility of development considering various parcel configurations and sizes.

**It was moved by Commissioner Parker, seconded by Commissioner Bardin, to recommend the City Council change Olympia Municipal Code (OMC) 18.04.060.N to reduce from 10 to 5 acres the threshold for requiring that multi-family projects in the RM-18 and RMU zoning districts include a variety of housing types (not more than 70% of any one housing type).**

**The motion carried by a majority vote.**

**Nay:** 3 - Commissioner Watts, Chair Brown and Vice Chair Andresen

- 14-0398** Discussion about Outreach to Neighborhoods

Commissioner Parker discussed the Joint Planning Commission/Coalition of Neighborhoods Meeting on April 7, 2014 at which the Coalition of Neighborhoods Steering Committee expressed some challenges to outreach including: City's use of jargon, information received late in the process, misinformation in the community, fear about neighborhood change, and the challenge of engaging with a broad and diverse representation of busy neighbors. He believes outreach to neighborhood residents is vital to facilitate collaborative and productive community planning and development, and the Planning Commission must learn how to conduct good outreach with neighborhoods.

Commissioner Horn, a resident of the Eastside, attended the recent Eastside

Neighborhood meeting. He shared that his presence was useful and beneficial to the neighborhood as he was able to answer questions and clarify the Commission's proposal.

The Commissioners discussed the idea of attending their neighborhood meetings and agreed it would support outreach and foster engagement.

**The discussion was completed.**

**14-0399** Discussion about Planning Commission Finance Subcommittee

Commissioner Horn outlined the typical meeting structure for the Sub-committee. He requested confirmation regarding who the Sub-committee members will be this year because June meetings of the Community Economic Redevelopment Committee and City Council necessitate preliminary conversations and a determination of priorities. Commissioners Richmond, Parker and Bardin agreed to participate on the committee.

**The discussion was completed.**

**8. REPORTS**

Leadership Team:

Chair Brown reported on the CNA meeting and the public engagement process .

Commissioner Horn reported the success of presentations given by Commissioners to a Land Use & Environment Committee (LUEC) and Council work study session.

Commissioner Bardin reported on the LUEC meeting and shared the recommendations made to CC.

Bicycle and Pedestrian Advisory Committee:

Commissioner Parker reported on connectivity.

Design Review Board:

Commissioner Hoppe reported on Hilton Hotel revisions.

Tree Committee:

Commissioner Bardin reported on the proposal.

Commissioner Andresen distributed her notes on a Planning Association of Washington meeting she attended.

Parker reported on a Rotary meeting he attended on downtown development.

Commissioner Hoppe agreed to be the liaison to the Parks and Recreation Committee.

**9. ADJOURNMENT**

The meeting was adjourned at 9:55 p.m.