



# Meeting Minutes

## Planning Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Joyce Phillips  
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**Monday, February 22, 2016**

**6:30 PM**

**Room 207**

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**1. CALL TO ORDER**

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

**1.A ROLL CALL**

**Present:** 6 - Chair Carole Richmond, Vice Chair Max Brown, Commissioner Kim Andresen, Commissioner Darrell Hoppe, Commissioner Jerome Parker, and Commissioner Missy Watts

**Excused:** 1 - Commissioner Robert Ragland

**OTHERS PRESENT**

Community Planning and Development Deputy Director Leonard Bauer  
Principal Planner Todd Stamm  
Senior Planner Joyce Phillips  
Associate Planner Michelle Sadlier  
Senior Planner Nicole Floyd  
Public Works Senior Planner Laura Keehan  
Engineering and Planning Supervisor Eric Christensen

**APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [16-0225](#) Approval of February 1, 2016 Planning Commission Meeting Minutes

**The minutes were approved.**

**3.B** [16-0224](#) Approval of January 25, 2016 Planning Commission Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT**

An inquiry was made about public testimony regarding the BranBar Rezone Proposal. Mr. Bauer explained there will be one public testimony period and it will be during the Hearing Examiner's review of this proposal. The Hearing Examiner will consider all

public testimony, including a recommendation of the Planning Commission if there is one and will make a recommendation on the rezone request to the City Council. Council will make the final decision regarding this proposal. The Planning Commission may make a recommendation to the Hearing Examiner based on consistency of the proposal with the Comprehensive Plan but are not permitted to hold a public hearing or take public testimony on the proposal.

Chair Richmond closed the public comment period.

## 5. STAFF ANNOUNCEMENTS

Ms. Phillips presented updates:

- Downtown Strategy Workshop was held on 2/20/16. There were approximately 100 participants and great feedback was received from the community.
- A special meeting of the Heritage Review Committee will be on 2/29/16 at noon.
- A regionally hosed Short Course on Local Planning will be on 9/29/16 at the Lacey Community Center.
- The Olympia Commons project has picked up their building permit.
- The Capitol Center Building and the Olympian Building will both have pre-submission conferences on 3/2/16.
- Dick's Sporting Goods has begun construction.

Commissioner Parker asked for an update on the Kaiser-Harrison Project. Ms. Phillips replied that staff has given an update on the planning process to the Community and Economic Revitalization Committee (CERC). The market analysis has been updated. Property owners in this area have been interviewed for their feedback. The website has been updated with the market analysis information and a summary of the interview information. The first public workshop will be on March 9, 2016 at Marshall Middle School. All this information will be used to put together development scenarios. Commissioner Parker asked about the public hearing process on this proposal. Ms. Phillips explained that the Kaiser-Harrison Opportunity Area Plan is part of the Comprehensive Plan Amendments that will be considered in 2016. All of the proposed applications that are placed on the final docket for 2016 will be brought to the Planning Commission for a public hearing later this year.

## 6. BUSINESS ITEMS

### 6.A [16-0228](#) BranBar Rezone Proposal

Ms. Sadlier reviewed the BranBar Rezone Proposal. The parcel was annexed to the City in 2006 and consists of approximately 5 acres of undeveloped land. This proposal does not require an amendment to Comprehensive Plan because both the current and proposed zoning districts are allowed within the areas designated for Low Density Neighborhoods in the Comprehensive Plan.

Current Zoning: Residential - 1 Unit per 5 Acres (R 1/5) "This designation provides for

low-density residential development in designated sensitive drainage basins in a manner that protects aquatic habitat from degradation.”

Proposed Zoning: Residential Low Impact (RLI) “To accommodate some residential development within sensitive drainage basin at densities averaging from two (2) to four (4) units per acre, provided that the development configuration avoids stormwater and aquatic habitat impacts.”

After a discussion the Commission decided they would like more information from Staff and they will make a decision about their recommendation at the next Planning Commission meeting.

**The proposal was discussed and continued to the March 7, 2016 Planning Commission meeting.**

**6.B**     [16-0223](#)     Action Plan Briefing

Mr. Bauer gave an Action Plan briefing. He referenced the Action Plan website: <http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan.aspx>

Work continues on incorporating all the community feedback received into a new draft of the Action Plan. That includes responding to comments on the proposed actions, community indicators, and how we build a Plan that connects how our action helps us achieve our Comprehensive Plan vision. The bullets below highlight some specific things City staff is working on currently to develop a better Action Plan based on public feedback:

- We are summarizing the Comprehensive Plan Vision by way of a Comprehensive Plan Overview.
- Working with a professional consultant in performance management, we have developed a revised set of DRAFT Community Indicators.
- We are making better connections between the actions, indicators, and Comprehensive Plan vision by using a tool called "Results Mapping".
- We have mapped out what the Action Plan annual update process would be.

Next steps will be:

- Continuing working on using the Results Map model to map each of the five Action Areas: Community, Safety and Health, Downtown, Economy, Environment, and Neighborhoods.
- Using feedback from the public engagement process to revise the proposed actions.
- Continuing working on locating the data for the Draft Community Indicators.

**The report was received.**

**6.C**     [16-0219](#)     Low Impact Development (LID) Code Revisions - Deliberation

The Commission continued their deliberation of the proposed Low Impact Development (LID) Code Revisions. Chair Richmond indicated that she will work on drafting a letter of recommendation for Council that the Commission will discuss at

their next Planning Commission meeting.

**The recommendation was discussed and continued to the March 7, 2016 Planning Commission meeting.**

**7. REPORTS**

Commissioner Parker, Liaison for the Arts Commission, unfortunately missed their last meeting due to confusion on notification. He did attend the Olympians for People Oriented Places (OPOP) meeting and the Downtown Strategy Public Workshop.

Chair Richmond also attended the Downtown Strategy Public Workshop.

Vice Chair Brown, Commissioner Parker, Commissioner Watts and Ms. Phillips attended a tour of the 123 4th Avenue building.

**8. ADJOURNMENT**

The meeting was adjourned at 9:09 p.m.