



# City of Olympia

City Hall  
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Olympia, WA 98501

Information: 360-753-8447

## Meeting Minutes - Draft Land Use & Environment Committee

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Wednesday, January 30, 2013

5:30 PM

Council Chambers

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### 1. ROLL CALL

**Present:** 3 - Chair Steve Langer, Committee Member Julie Hankins and Committee Member Jeannine Roe

#### 1.A OTHERS PRESENT

**Staff Present:**

Assistant City Manager Jay Burney, Community Planning and Development Director Keith Stahley, Parks and Recreation Services Director Linda Oestreich, Program and Planning Supervisor Dave Okerlund, Planning Manager Todd Stamm, Associate Planner Stacey Ray, Downtown Liaison Brian Wilson

**Guests Present:**

Neighborhood Associations Coalition President Bob Jones

### 2. CALL TO ORDER

The January 30, 2012 meeting of the Land Use and Environment Committee was called to order by Councilmember Langer at 5:35.

### 3. APPROVAL OF MINUTES

**Present:** 3 - Chair Steve Langer, Committee Member Julie Hankins and Committee Member Jeannine Roe

#### 3.A 12-0207 Approval of December 6, 2012 Land Use & Environment Committee Minutes

**Attachments:** [1. Minutes](#)

**Committee Member Roe moved, seconded by Committee Member Hankins, to approve the minutes. The motion carried by a unanimous vote.**

### 4. COMMITTEE BUSINESS

#### 4.A 12-0787 Comprehensive Plan Implementation Strategy ("Action Plan")

**Attachments:** [1. Action Plan Process Proposal](#)  
[2. CP&D Long-Range Planning Priorities for 2013](#)

Associate Planner Stacey Ray delivered a presentation on the Comprehensive Plan implementation strategy as a follow up to the September 2012 presentation to the Committee. Divided into two major parts, the presentation's primary questions for the Committee to consider were whether staff is on the right track with a proposed process, timeline and work plan for the implementation strategy, and whether long-range planning staff can move forward with a proposed work plan for 2013.

Regarding process and timeline for the action plan, the following questions were posed to the Committee:

Should staff proceed with the proposed process?

Should staff proceed with the proposed timeline?

How would you prioritize:

Public engagement?

Document quality?

What type of feedback from advisory committees would be most useful?

Priorities

Additional action items

Performance measures

Committee Member Hankins stated she likes that the purpose of the strategy is to make sure the community's chosen goals are addressed and she wants to make sure staff goes back to the community at some point. She stated she would like to see a well thought-out public engagement strategy.

Ms. Ray concurred and noted Step 3, Phase A (the development of an outreach and education strategy) of the proposed process is an area where staff can focus on reaching those goals.

Committee Member Roe asked how the following effort will differ from past efforts, such as Imagine Olympia.

CP&D Director Keith Stahley replied that in the past there has been no action plan for the Comprehensive Plan. In the past the Comp Plan has been implemented through the budget process, rather than through a long-term planning process.

Planning Manager Todd Stamm also noted the current approach will have "built-in" check-in points to measure the progress of the strategy throughout the year.

Chair Langer asked how the effort to see whether the City's ordinances and development standards mesh with the Comprehensive Plan be accomplished.

Ms. Ray stated the effort will be an action item within the strategy that will be vetted through a priority setting process.

Committee Member Hankins stated she wants to make sure the strategy is not too detailed and overly prescriptive to the point where it lacks flexibility or is difficult to amend when it needs to be adjusted. She stated she wants a limited number of priorities so the top priorities can get adequate focus.

Chair Langer stated that if we could limit the strategy to 5-10 of the top priorities that would be a place to start and build on from there.

Committee Member Roe asked whether there was a plan to add another staffing position to complete this work.

Mr. Stahley stated staffing needs will be a work plan issue once the tasks to be completed have been decided.

At this point Ms. Ray transitioned to the second half of the presentation to present a proposed 2013 work plan to the Committee.

The presentation listed 3 action items that were previously identified as priorities by the Committee as follows:

- Update the development regulations in the Olympia Municipal Code (OMC)
- Update the development design code (possibly to include form-based code)
- Start sub-area (neighborhood) planning

In addition, the presentation contained a detailed list of tasks, or action items, for 2013. The list represented the staff-proposed work items, based on 1) existing commitments such as the Shoreline Master Program Update, Sustainable Thurston, etc., and 2) annually-required tasks, such as Comp Plan Amendments, Planning Commission liaison, etc., and 3) action items already in progress. The estimated staffing needed to complete the tasks on the core items proposed by staff is 3.1 full-time employees (FTEs).

In addition to the existing commitments and annual tasks, the presentation contained a second table with alternative work items that would require additional staffing beyond the 3.1 FTEs estimated as necessary for the previously identified tasks. Included in this list are updates to the development codes, subarea planning, etc.

Chair Langer commented that he believes the estimate of 3.1 FTEs is very optimistic and said he does not want to set the department up to fail by underestimating the resources needed to be successful.

Mr. Stahley stated that the 3.1 estimate is based on what would be necessary to meet minimum requirements, such as legal mandates.

Ms. Ray stated that the "bottom line" is that we have very little capacity to add new projects this year.

Chair Langer stated that updating the development regulations, which is listed in the alternative work items, and which would require .6 FTE beyond current capacity to complete the "core" tasks of categories 1 & 2, is a big priority from his perspective.

Mr. Stahley stated that one of the core items - the annual Comp Plan amendments for 2013 - can be removed as a work item since there is no legal requirement to do this annually. He stated that staff will be recommending to Council on Feb. 12 that this item be removed, and this will free up .25 of an FTE.

Mr. Stamm stated that ideally staff would like to have the Committee make a recommendation to Council to move forward with the proposed work plan, as staff need to know how to prioritize their work for 2013.

Committee Member Hankins stated she would like to see more detail on the big priorities that need to be taken on as staff moves forward on both the action plan and the 2013 work plan.

Mr. Stahley agreed that staff would return with status reports on both the action plan development process and the 2013 long-range planning work plan in the near future.

**The report was received.**

**4.B 12-0806 ORAL REPORT: Artesian Well Design Process**

Park, Arts and Recreation Services Director Linda Oestreich delivered a presentation to the Committee on the Artesian Well Courtyard (Courtyard) design progress, which is presently the Artesian Well and the parking lot surrounding the well. She stated that after an initial period of development in the Planning Department, the project had been moved to Parks for the design phase. A team of City staff and Councilmembers developed a design for the Courtyard using input gained from the Downtown Planning Project. She noted the main challenge was to design a positive space that would be useful for everyone.

In addition to the desired design elements of the project, Ms. Oestreich stated that management and maintenance plans for the proposed designs will be incorporated into any final proposal to make sure that whatever is finally approved is sustainable.

Ms. Oestreich stated that Council has approved \$100,000 to get the Courtyard project going. She said she believes \$200,000 is necessary and will be actively seeking funding partners.

Ms. Oestreich sketched the process going forward, including meeting with the Parking Business Improvement Area (PBIA) and the Recreation Committee in February, a public meeting in March, and development of the final design and costs by April 2013.

Program and Planning Supervisor Dave Okerlund presented a sketch of the draft concept plan for the Courtyard to the Committee. Several design features from the sketch were highlighted, including areas for food vendors, outdoor movies, a concrete ping pong table, two half-court basketball courts, as well as a plan for a historic mural on one of the buildings that will be facing the Courtyard. A walkway will be painted onto the Courtyard that depicts a flowing stream, which will serve as an inviting entrance for the public to access the Courtyard.

Chair Langer asked whether there are any rules that would prevent continuing the depiction of the stream beyond the Courtyard and out into the adjacent sidewalk and perhaps even onto 4th Avenue to help advertise the Courtyard even more. Mr. Okerlund stated that is a good idea and will be looked into.

Chair Langer stated the Courtyard will need signage.

Mr. Jeff Trinin addressed the Committee to state that the building where the mural is being proposed was once the location of the train depot, and that it would be appropriate to have a mural depicting that aspect of the City's history.

By consensus, the Committee recommended that the Parks Department take the proposed design to the public for comment and feedback, and stated that the Committee will inform the Council of the progress on this project at the next Council meeting.

**The report was received.**

**4.C 13-0037 Notice of Intent to Commence Annexation - New Olympia Regional Learning Academy**

- Attachments:**     [1. Zoning Map](#)  
                              [2. Annexation Map](#)  
                              [3. Notice of Intent to Annex](#)

Planning Manager Steve Friddle informed the Committee the City has received a notice of intent to annex, which is the first step in completing an annexation under the direct petition method. The property is 8.6 acres, and the petitioner/applicant is the Olympia School District. The subject property is located at 1412 Boulevard Road SE. Mr. Friddle stated the School District plans to construct a new school on the property, and the reason for the annexation request is that the District would like to go through the City's permitting process, as well as have City services for police and fire once the school is constructed.

Mr. Friddle noted that questions required to be addressed at this stage in the application are: 1) Whether the annexation would create logical boundaries, 2) What the zoning should be once the area is annexed, and 3) Whether the subject property would be required to assume City indebtedness for special levies, etc, upon annexation.

Mr. Friddle stated that this property would be a logical boundary for the City if it were annexed and would not result in the creation of any islands. He also noted the zoning for this area would not change, as it has been "pre-zoned" through prior planning processes. Finally, the issue of whether the School District would be required to assume City indebtedness does not apply in this instance because school districts are tax exempt.

Mr. Timothy Byrne, Facilities Director for the Olympia School District addressed the Committee to indicate the School District has had a positive experience working with the City in the past and considers the annexation an important element of moving forward with the school construction project.

**By consensus, the Committee directed Mr. Friddle to move forward with the annexation application.**

**4.D     13-0068     Coalition of Neighborhood Associations Annual Report and Work Plan**

- Attachments:**     [1. Action Plan and Report](#)  
                              [2. CNA MOU Final July 10, 2012](#)

Neighborhood Association President Bob Jones addressed the Committee on the Association's annual report and work plan. President Jones said he used the Memorandum of Understanding (MOU) that was developed last year as the basis for developing a list of accomplishments as well as an action plan for the upcoming year.

Mr. Stahley noted the consistency between the Coalition's action plan and the work plan that was previously presented by Planner Stacey Ray and thanked Mr. Jones for his efforts.

Committee Member Roe stated she is impressed by how clearly the plan is written and said it should be considered a model for the City to use in other efforts.

Chair Langer stated this really is the Coalition's plan and the Committee defers to the Coalition in that regard, but looks forward to collaborating in the future.

By consensus the Committee concurred with the Coalition's work plan.

**The report was received.**

**4.E 13-0064** Review and Approve Land Use and Environment Committee 2013 Work Plan

**Attachments:** [1. Draft Work Plan](#)

Mr. Stahley presented a full work plan for the Committee's consideration. Twenty potential items were presented to the Committee, including the Downtown Planning Project Part II, Comp Plan implementation, Shoreline Master Program (SMP) update, parking, annexations, and corridor planning.

Mr. Stahley said the SMP restoration plan is an example of a work item that could benefit from Land Use and Environment Committee (LUEC) involvement over the coming year, and that the LUEC will continue to have an active role in development of a Comp Plan implementation strategy.

Committee Member Roe asked whether item 8 on the proposed work list - parking improvements - would be the subject of a work session. Mr. Stahley stated yes.

Chair Langer stated the issue of the trees along Legion Way needs to be added and said forethought needs to go into any strategy to address this issue to ensure that any replanting occurs during the best time of year. Mr. Stahley noted the City's Urban Forester, Shelly Bentley, will come to a future LUEC meeting to address this item.

By consensus, the Committee agreed to present the Work Plan, with minor modifications, to the full Council at the February 12, 2013 Council meeting.

**The report was received.**

**Updates**

Mr. Stahley updated the Committee on the status of the Mithun visualization software. He noted several CP&D staff recently completed two days of training on the software.

Committee Member Roe stated that for the Shoreline Master Program update she would like to see the software used to compare and contrast various building setback options that have been proposed during the development of the SMP.

Mr. Stahley stated that in addition to comparing and contrasting building setbacks, the software can be used to 1) simulate taking a video around the shoreline from the perspective of someone on a boat, 2) show different treatments and how they will affect the shoreline, and 3) depict specific buildings and development ideas on specific parcels.

Mr. Stahley stated that all the above information can be prepared by February 26 if the Committee gives direction to proceed. He stated that the \$16,000 needed for this work is available in his services budget.

By consensus the Committee approved Mr. Stahley's proposal to develop the above-listed items.

Downtown Liaison Brian Wilson provided a brief update on the Downtown Project. Mr. Wilson stated that two items have been crossed off the work list now that the

Alcohol Impact Area study and the review of the pedestrian interference ordinances have been completed.

Mr. Wilson offered thanks to the Public Works department and the Parking and Business Improvement Area which will be partnering in placemaking efforts for the downtown. He noted that soon there will be benches in front of The Bread Peddler and across the street from the State Theater at 5th and Washington Streets.

## 5. ADJOURNMENT

The meeting was adjourned at 7:40 pm.

Next meeting is scheduled for February 28, 2013.